



CITY OF GRAND RAPIDS

Minutes - Final - Final Public Utilities Commission

Wednesday, January 13, 2021

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, January 13, 2021 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.

To access the meeting by phone via Microsoft Teams: Dial in to 1-612-601-1964, when prompted for conference ID, enter 112 674 468#

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 and Commissioner Rick Blake. Present via Microsoft Teams video conference were Secretary Kathy Kooda, Commissioner Luke Francisco and Commissioner Rick Smith.

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 and Administrative/HR Assistant Flannigan . Present via Microsoft Teams video conference : Electric Department Manager Goodell, Water/Wastewater Department Manager Mattson and Finance Manager Betts .

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 [21-1602](#) Consider a motion to approve the minutes of the December 1, 2020 special meeting and the December 16, 2020 regular meeting.

A motion was made by Commissioner Rick Blake, seconded by Commissioner Rick Smith, to approve the minutes of the December 1, 2020 special meeting and the December 16, 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

If you wish to address the Commission under the public forum, see above information to access the meeting via Teams by phone.

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.

- 2 [21-1609](#) Consider a motion to approve the City Treasurer's Report and the Investment Activity Report for December 2020.
Approved by consent roll call vote.
- 3 [21-1613](#) Consider a motion to approve the write off of December uncollectible accounts in the amount of \$3,249.24.
Approved by consent roll call vote.
- 4 [21-1588](#) Consider a motion to approve Pay Request #3 in the amount of \$16,975.09 to Casper Construction for the Solar Plus Storage Grading Project.
Approved by consent roll call vote.
- 5 [21-1605](#) Consider a motion to confirm the hire of the selection committee's preferred applicant, Ms. Jean Lane, for the Business Services Manager position contingent upon satisfactory results of the pre-employment background screenings.
Approved by consent roll call vote.

- 6 [21-1607](#) Consider a motion to authorize the sale and/or disposal of surplus non-AMI electric meters.

 Approved by consent roll call vote.
- 7 [21-1597](#) Consider a motion to approve the purchase of four lift station Alarm Agents from NOS Automation for the Lift Station Radio Upgrades capital project in the amount of \$9,626.65.

 Approved by consent roll call vote.

Approval of the Consent Agenda

A motion was made by Secretary Kathy Kooda, 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 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 Rick Blake, seconded by Commissioner Luke Francisco, to approve 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

- 8 [21-1586](#) Consider a motion to approve the 2021 Minnesota Pay Equity Compliance Report and authorize signature and filing the report with the Minnesota Office of Budget and Management.

A motion was made by Secretary Kathy Kooda, seconded by Commissioner Rick Smith, to approve the 2021 Minnesota Pay Equity Compliance Report and authorize signature and filing the report with the Minnesota Office of Budget and Management. 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

- 9 [21-1603](#) Review the January Administration Department Report.

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

Received and Filed

BUSINESS SERVICES DEPARTMENT

- 10 [21-1610](#) Review the January Business Services Department Report.
- Finance Manager Betts reviewed the January Business Services Department Report with the Commission.*
- Received and Filed**

ELECTRIC DEPARTMENT

- 11 [21-1608](#) Review the January Electric Department Report.
- Electric Department Manager Goodell reviewed the January Electric Department Report with the Commission.*
- Received and Filed**

WATER AND WASTEWATER DEPARTMENT

- 12 [21-1598](#) Review the January Water-Wastewater Department Report.
- Wastewater/Wastewater Department Manager Mattson reviewed the January Water and Wastewater Department Report with the Commission.*
- Received and Filed**

SAFETY REPORT

- 13 [21-1604](#) Review the January Safety Report.
- General Manager Kennedy reviewed the January Safety Report with the Commission.*
- Received and Filed**

VERIFIED CLAIMS

- 14 [21-1612](#) Consider a motion to approve the verified claims for December in the amount of \$2,348,800.35.
Computer Check Register \$1,233,155.04.
Manual Check Register \$1,115,645.31.
- A motion was made by Commissioner Rick Blake, seconded by Commissioner Luke Francisco, to approve the verified claims for December in the amount of \$2,348,800.35 (Computer Check Register \$1,233,155.04 and Manual Check Register \$1,115,645.31). The motion carried by the following vote.**
- Aye:** 4 - President Tom Stanley, Commissioner Rick Blake, Commissioner Luke Francisco, and Commissioner Rick Smith
- Abstain:** 1 - Secretary Kathy Kooda

ADJOURNMENT

The next Special Meeting/Work Session is scheduled for Tuesday, February 2, 2021 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 Wednesday, February 17, 2021 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 4:36 PM.

Respectfully submitted: Christine Flannigan, Administrative/HR Assistant.