



CITY OF GRAND RAPIDS

Minutes - Final - Final Public Utilities Commission

Wednesday, February 17, 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, February 17, 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. Please note all members will be attending this meeting via Microsoft Teams, there will be no conference room attendance.

To access the meeting by phone via Microsoft Teams: Dial in to 1-612-601-1964, when prompted for conference ID, enter 552 156 74#

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 via Microsoft Teams video conference were President Tom Stanley, Secretary Kathy Kooda, Commissioner Rick Blake, Commissioner Luke Francisco and Commissioner Rick Smith. No members were present in the conference room.

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

Others Present via Microsoft Teams: General Manager Kennedy, Finance Manager Betts, Business Services Manager Lane, Electric Department Manager Goodell, Water/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 [21-1636](#) Consider a motion to approve the minutes of the January 13, 2021 regular meeting.
- A motion was made by Commissioner Luke Francisco, seconded by Commissioner Rick Blake, to approve the minutes of the January 13, 2021 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 [21-1685](#) Consider a motion to approve the City Treasurer's Report and the Investment Activity Report for January 2021.
- Approved by consent roll call vote.**
- 3 [21-1687](#) Consider a motion to approve the write off of January uncollectible accounts in the amount of \$391.74.
- Approved by consent roll call vote.**
- 4 [21-1663](#) Consider a motion to authorize the sale and/or disposal of surplus property.
- Approved by consent roll call vote.**
- 5 [20-1500](#) Consider a motion to approve the purchase of a Fork Truck from Hyundai for the CSC Warehouse capital project in the amount of \$48,069.48.
- Approved by consent roll call vote.**

- 6 [21-1674](#) Consider a motion to approve the purchase of the Boss snow plow from Northland Off Road & 4WD in the amount of \$7,537.44.
Approved by consent roll call vote.
- 7 [21-1681](#) Consider a motion to approve the purchase of the air compressor from Ingersoll Rand for the Water Treatment Plant Air Compressor capital project in the amount of \$11,489.00.
Approved by consent roll call vote.
- 8 [21-1672](#) Consider a motion to approve the purchase of the Sonetics Wireless Headsets from MacQueen Equipment in the amount of \$8,095.40.
Approved by consent roll call vote.
- 9 [21-1682](#) Consider a motion to approve the purchase of the pump from EPG Companies for the Leachate Phase Pump capital project in the amount of \$6,641.00.
Approved by consent roll call vote.

Approval of the Consent Agenda

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

- 10 [21-1677](#) Review the February Administration Department Report.

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

Received and Filed

BUSINESS SERVICES DEPARTMENT

- 11 [21-1686](#) Review the February Business Services Department Report.
- Finance Manager Betts reviewed the February Business Services Department Report with the Commission.*
- Received and Filed**

ELECTRIC DEPARTMENT

- 12 [21-1689](#) Review the February Electric Department Report.
- Electric Department Manager Goodell reviewed the February Electric Department Report with the Commission.*
- Received and Filed**
- 13 [21-1683](#) Consider a motion to approve an updated Security Lighting Rate Schedule with additional 40 and 70 watt lights.
- A motion was made by Commissioner Rick Blake, seconded by Commissioner Rick Smith, to approve an updated Security Lighting Rate Schedule with additional 40 and 70 watt lights 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

WATER AND WASTEWATER DEPARTMENT

- 14 [21-1680](#) Review the February Water/Wastewater Department Report.
- Water/Wastewater Department Manager Mattson reviewed the February Water and Wastewater Department Report with the Commission.*
- Received and Filed**

SAFETY REPORT

- 15 [21-1678](#) Review the February Safety Report.
- General Manager Kennedy reviewed the February Safety Report with the Commission.*
- Received and Filed**

VERIFIED CLAIMS

- 16 [21-1688](#) Consider a motion to approve the verified claims for January in the amount of \$2,000,609.85.
Computer Check Register \$1,275,177.47
Manual Check Register \$725,432.38
- A motion was made by Secretary Kathy Kooda, seconded by Commissioner Rick Blake, to approve the verified claims for January in the amount of \$2,000,609.85 (Computer Check Register \$1,275,177.47 and Manual Check Register \$725,432.38). 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

ADJOURNMENT

The next Special Meeting/Work Session is scheduled for Tuesday, March 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, March 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 4:54 PM.

Respectfully submitted: Christine Flannigan, Administrative/HR Assistant.