



CITY OF GRAND RAPIDS

Minutes - Final - Final Public Utilities Commission

Wednesday, March 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, March 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 attended this meeting via Microsoft Teams, there was no conference room attendance.

CALL OF ROLL

President Tom Stanley announced the Roll Call, requesting members of the Commission present via Microsoft Teams 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 [21-1724](#) Consider a motion to approve the minutes of the February 2, 2021 special meeting and the February 17, 2021 regular meeting.
- A motion was made by Commissioner Rick Smith, seconded by Commissioner Rick Blake, to approve the minutes of the February 2, 2021 special meeting and the February 17, 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

- 2 [20-1497](#) Consider the election of the 2021 GRPU Commission Officers:
- GRPUC President
 - GRPUC Secretary

President Tom Stanley called for nominations for the office of President.

Commissioner Rick Blake nominated President Tom Stanley for the office of President. Upon further call for nominations, no other nominations were placed. Hearing no other nominations, President Tom Stanley accepted the nomination for the office of President.

President Tom Stanley called for nominations for the office of Secretary.

Commissioner Luke Francisco nominated Secretary Kathy Kooda for the office of Secretary. Upon further call for nominations, no other nominations were placed. Hearing no other nominations, Secretary Kathy Kooda accepted the nomination for the office of Secretary. The nominations carried the following vote:

Aye: 3 - Commissioner Rick Blake, Commissioner Luke Francisco, and Commissioner Rick Smith

Abstain: 2 - President Tom Stanley, and Secretary Kathy Kooda

PUBLIC FORUM

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.

- 3 [21-1735](#) Consider a motion to approve the City Treasurer's Report and the Investment Activity Report for February 2021.

Approved by consent roll call vote.

- 4 [21-1737](#) Consider a motion to approve the write off of February uncollectible accounts in the amount of \$431.88.
Approved by consent roll call vote.
- 5 [21-1734](#) Consider a motion to approve the purchase of 400 cubic feet of 3.5 inch tripack packing from KemFlo Companies for the Water Treatment Plant Aerator in the amount of \$5,840.00.
Approved by consent roll call vote.
- 6 [21-1739](#) Consider a motion to approve the purchase of a Radiodetection RD8100 Locator Kit from Sub Surface Solutions for \$6,959.00.
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 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 Rick Smith, 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

- 7 [21-1742](#) Review the March Administration Department Report.

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

Received and Filed

BUSINESS SERVICES DEPARTMENT

- 8 [21-1736](#) Review the March Business Services Department Report.
- Finance Manager Betts reviewed the March Business Services Department Report with the Commission.*
- Received and Filed**

ELECTRIC DEPARTMENT

- 9 [21-1740](#) Review the March Electric Department Report.
- Electric Department Manager Goodell reviewed the March Electric Department Report with the Commission.*
- Received and Filed**

WATER AND WASTEWATER DEPARTMENT

- 10 [21-1733](#) Review the March Water-Wastewater Department Report.
- Wastewater/Wastewater Department Manager Mattson reviewed the March Water and Wastewater Department Report with the Commission.*
- Received and Filed**

SAFETY REPORT

- 11 [21-1741](#) Review the March Safety Report.
- General Manager Kennedy reviewed the March Safety Report with the Commission.*
- Received and Filed**

VERIFIED CLAIMS

- 12 [21-1738](#) Consider a motion to approve the verified claims for February in the amount of \$1,892,951.20.
Computer Check Register \$1,346,228.05
Manual Check Register \$546,723.15
- A motion was made by Commissioner Rick Blake, seconded by Secretary Kathy Kooda, to approve the verified claims for February in the amount of \$1,892,951.20 (Computer Check Register \$1,346,228.05 and Manual Check Register \$546,723.15). 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 Regular Meeting of the Commission is Wednesday, April 14, 2021 at 4:00 p.m. in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

The next Special Meeting/Work Session is scheduled for Tuesday, April 27, 2021 at 8:00 a.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.