



# CITY OF GRAND RAPIDS

## Minutes - Final - Final Public Utilities Commission

---

Tuesday, April 27, 2021

8:00 AM

Conference Room of Public Utilities Service Center

---

### CALL TO ORDER

Pursuant to due notice and call thereof, a Special Meeting/Work Session of the Grand Rapids Public Utilities Commission was held on Tuesday, April 27, 2021 at 8:00 AM 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.

The meeting was accessible to the public by phone via Microsoft Teams by dialing 1-612-601-1964 and entering conference ID 673591722#, as stated in the published agenda.

### 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 were General Manager Julie Kennedy and Administrative/HR Assistant Christine Flannigan.*

- 1      [21-1828](#)      Acknowledge the proper posting of the special meeting date, time, and purpose.

*President Tom Stanley acknowledged the proper posting of the special meeting/work session date, time and purpose.*

- 2      [21-1829](#)      Consider a motion to approve the verified claims for March in the amount of \$27,503.53  
Computer Check Register \$27,503.53

**A motion was made by Commissioner Luke Francisco, seconded by Commissioner Rick Smith, to approve the verified claims for March in the amount of \$27,503.53. 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

3      [21-1831](#)

Governance discussion.

*General Manager Kennedy reviewed the process of joining or creating a team and sharing documents for review in Microsoft Teams while still abiding by the MN Open Meeting Law.*

#### **ADJOURNMENT**

**The next Regular Meeting of the Commission is Wednesday, May 12, 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, May 25, 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 special meeting/work session was declared adjourned at 9:19 AM.*

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