



# CITY OF GRAND RAPIDS

## Minutes - Final - Final Public Utilities Commission

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Wednesday, May 12, 2021

4:00 PM

Conference Room of Public Utilities Service Center

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### CALL TO ORDER

Pursuant to due notice and call thereof, a Regular Meeting of the Grand Rapids Public Utilities Commission was held on Wednesday, May 12, 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.

The meeting was accessible to the public by phone via Microsoft Teams by dialing 1-612-601-1964 and entering conference ID 218755142#, as stated in the published agenda.

### CALL OF ROLL

*President Tom Stanley announced the Roll Call, requesting members of the Commission present in the Meeting Room or via Microsoft Teams to please indicate their presence by stating "here" as he called their names. Present in the meeting room was President Tom Stanley. Present via Microsoft Teams Commissioner Rick Blake, Commissioner Luke Francisco, and Commissioner Rick Smith. Secretary Kathy Kooda was absent with notice.*

**Present** 4 - President Tom Stanley, Commissioner Rick Blake, Commissioner Luke Francisco, and Commissioner Rick Smith

**Absent** 1 - Secretary Kathy Kooda

*Others Present in the conference room: General Manager Kennedy. Others Present via Microsoft Teams: Electric Department Manager Goodell, Water/Wastewater Department Manager Mattson, Finance Manager Betts, Business Services Manager Lane, Administrative/HR Assistant Flannigan, Rebecca Kurtz, Senior Municipal Advisor of Ehlers Public Finance Advisors, Aaron Worthman, CPA, Partner and Dan La Haye, CPA, Senior Manager of Baker Tilly US, LLP, and Pete Garsow of ICTV.*

### 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.

- 1      [21-1891](#)      Presentation by Aaron Worthman, CPA, Partner and Dan La Haye, CPA, Senior Manager of Baker Tilly US, LLP on the 2020 GRPU financial audit.

Received and Filed

#### **APPROVAL OF MINUTES**

- 2      [21-1835](#)      Consider a motion to approve the minutes of the April 19, 2021 regular meeting and the April 27, 2021 special meeting.

**A motion was made by Commissioner Rick Blake, seconded by Commissioner Rick Smith, to approve the minutes of the April 19, 2021 regular meeting and the April 27, 2021 special meeting. The motion carried by the following vote:**

**Aye:** 4 - President Tom Stanley, Commissioner Rick Blake, 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.**

- 6      [21-1806](#)      Consider a motion to approve the upgrade of the business computer servers to WIN2019 and SQL 2019 in the amount of \$43,054, and the upgrade of the business application software to GP Dynamics 2018 R2 and Cogsdale 2020 R2 in the amount of \$55,125.

**Approved by consent roll call vote.**

- 3      [21-1881](#)      Consider a motion to approve the City Treasurer's Report and the Investment Activity Report for April 2021.

**Approved by consent roll call vote.**

- 4      [21-1880](#)      Consider a motion to approve the write off of May uncollectible accounts in the amount of \$1,665.97.  
**Approved by consent roll call vote.**
- 11     [21-1855](#)      Consider a motion to approve the purchase of a manhole lifter from Rock Mills for the Vehicle Mounted Manhole Lifter capital project in the amount of \$6,320.00.  
**Approved by consent roll call vote.**
- 7      [21-1872](#)      Consider a motion to approve the purchase of small padmount transformers from Border States in the amount of \$40,167.74  
**Approved by consent roll call vote.**
- 8      [21-1875](#)      Consider a motion to approve the purchase of small polemount transformers from RESCO in the amount of \$43,412.63.  
**Approved by consent roll call vote.**
- 9      [21-1876](#)      Consider a motion to approve the purchase of a large three phase transformer from RESCO in the amount of \$15,940.41.  
**Approved by consent roll call vote.**
- 10     [21-1877](#)      Consider a motion to approve the purchase of 15 single phase reclosers from irby utilities in the amount of \$62,685.00  
**Approved by consent roll call vote.**

#### **Approval of the Consent Agenda**

**A motion was made by Commissioner Rick Smith, seconded by Commissioner Luke Francisco, to approve the Consent Agenda as presented. The motion carried by the following vote:**

**Aye:** 4 - President Tom Stanley, Commissioner Rick Blake, 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 Commissioner Rick Blake, to approve the Regular Agenda, as presented. The motion carried the by following vote:**

**Aye:** 4 - President Tom Stanley, Commissioner Rick Blake, Commissioner Luke Francisco, and Commissioner Rick Smith

**ADMINISTRATION DEPARTMENT**

- 12      [21-1863](#)      Review the May Administration Department Report.
- General Manager Kennedy reviewed the May Administration Department Report with the Commission.*
- Received and Filed**

**BUSINESS SERVICES DEPARTMENT**

- 13      [21-1889](#)      Consider a motion to adopt Resolution No. 5-12-21-1 removing Tyanne Betts from GRPU treasury functions and authorizing various treasury functions to specific GRPU employees and commission members for the Wells Fargo bank account and short-term investments.
- A motion was made by Commissioner Rick Blake, seconded by Commissioner Luke Francisco, to adopt Resolution No. 5-12-21-1 removing Tyanne Betts from GRPU treasury functions and authorizing various treasury functions to specific GRPU employees and commission members for the Wells Fargo bank account and short-term investments. The motion carried by the following vote:**
- Aye:** 4 - President Tom Stanley, Commissioner Rick Blake, Commissioner Luke Francisco, and Commissioner Rick Smith
- 14      [21-1885](#)      Consider a motion to approve Resolution No. 05-12-21-2 the issuance and sale of \$873,000 City of Grand Rapids, Minnesota General Obligation Utility Revenue Refunding bonds, Series 2021A (Public Utilities Commission).
- A motion was made by Commissioner Rick Blake, seconded by Commissioner Luke Francisco, to approve Resolution No. 05-12-21-2 the issuance and sale of \$872,000 City of Grand Rapids, Minnesota General Obligation Utility Revenue Refunding bonds, Series 2021A (Public Utilities Commission), with a revised amount of \$872,000.00. The motion carried by the following vote:**
- Aye:** 4 - President Tom Stanley, Commissioner Rick Blake, Commissioner Luke Francisco, and Commissioner Rick Smith
- 15      [21-1887](#)      Consider a motion to approve Resolution No. 05-12-21-3 accepting the audited financial statements and related auditor's letters.
- A motion was made by Commissioner Luke Francisco, seconded by Commissioner Rick Smith, to approve Resolution No. 05-12-21-3 accepting the audited financial statements and related auditor's letters. The motion carried by the following vote:**
- Aye:** 4 - President Tom Stanley, Commissioner Rick Blake, Commissioner Luke Francisco, and Commissioner Rick Smith

- 16      [21-1883](#)      Review the May Business Services Department Report.

*Business Services Manager Lane reviewed the May Business Services Department Report with the Commission.*

**Received and Filed**

#### **ELECTRIC DEPARTMENT**

- 17      [21-1878](#)      Consider a motion to accept the quote from Paul Bunyan Communications for conversion of GRPU fiber from overhead to underground in the vicinity of Grand Rapids City Hall in the amount of \$28,822.41.

**A motion was made by Commissioner Rick Blake, seconded by Commissioner Rick Smith, to accept the quote from Paul Bunyan Communications for conversion of GRPU fiber from overhead to underground in the vicinity of Grand Rapids City Hall in the amount of \$28,822.41. The motion carried by the following vote:**

**Aye:** 4 - President Tom Stanley, Commissioner Rick Blake, Commissioner Luke Francisco, and Commissioner Rick Smith

- 18      [21-1879](#)      Review the May Electric Department Report.

*Electric Department Manager Goodell reviewed the May Electric Department Report with the Commission.*

**Received and Filed**

#### **WATER AND WASTEWATER DEPARTMENT**

- 19      [21-1856](#)      Review the May Water-Wastewater Department Report.

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

**Received and Filed**

#### **SAFETY REPORT**

- 20      [21-1864](#)      Review the May Safety Report.

*General Manager Kennedy reviewed the May Safety Report with the Commission.*

**Received and Filed**

#### **VERIFIED CLAIMS**

- 21      [21-1882](#)      Consider a motion to approve the verified claims for April in the amount of \$1,573,128.81.  
Computer Check Register \$1,009,471.57  
Manual Check Register \$563,657.24

**A motion was made by Commissioner Luke Francisco, seconded by Commissioner Rick Blake, to approve the verified claims for April in the amount of \$1,573,128.81 (Computer Check Register \$1,009,471.57 and Manual Check Register \$563,657.24). The motion carried by the following vote:**

**Aye:** 4 - President Tom Stanley, Commissioner Rick Blake, Commissioner Luke Francisco, and Commissioner Rick Smith

#### **ADJOURNMENT**

**The next Special Meeting/Work Session of the Commission is 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.**

**The next Regular Meeting of the Commission is Wednesday, June 16, 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 5:40 PM.*

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