



# CITY OF GRAND RAPIDS

## Minutes - Final - Final Public Utilities Commission

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Tuesday, May 25, 2021

8:00 AM

Conference Room of Public Utilities Service Center

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### 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, May 25, 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.

The meeting was accessible to the public by phone via Microsoft Teams by dialing 1-612-601-1964 and entering conference ID 757449416#, 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 in the conference room were President Tom Stanley and Commissioner Rick Smith. Present via Microsoft Teams video conference were Secretary Kathy Kooda and Commissioner Luke Francisco. Commissioner Rick Blake was absent with notice.*

**Present** 4 - President Tom Stanley, Secretary Kathy Kooda, Commissioner Luke Francisco, and Commissioner Rick Smith

**Absent** 1 - Commissioner Rick Blake

*Others present in the conference room were General Manager Julie Kennedy, Water/Wastewater Department Manager Steve Mattson and Administrative/HR Assistant Christine Flannigan. Others Present via Microsoft Teams were Electric Department Manager Jeremy Goodell and Business Services Manager Jean Lane.*

1      [21-1918](#)

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      [21-1925](#)      Consider a motion to approve the verified claims for April in the amount of \$52,364.94  
Computer Check Register \$52,364.94

**A motion was made by Commissioner Luke Francisco, seconded by Secretary Kathy Kooda, to approve the verified claims for April in the amount of \$52,364.94 (Computer Check Register \$52,364.94-AP List 2021.04.30 #2). The motion carried by the following vote:**

**Aye:** 4 - President Tom Stanley, Secretary Kathy Kooda, Commissioner Luke Francisco, and Commissioner Rick Smith

- 3      [21-1926](#)      Governance discussion.

*General Manager Kennedy and Business Services Manager Lane reviewed a draft of the proposed Procurement Policy with the Commission. Discussion followed. The policy will be on the June regular meeting agenda for consideration of approval.*

#### **ADJOURNMENT**

**The next Regular Meeting of the Commission is rescheduled to Tuesday, June 15, 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 Tuesday, June 29, 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 9:13 AM.*

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