



**GRAND RAPIDS  
PUBLIC UTILITIES**  
*Service is Our Nature*

# COMMISSION POLICY Bylaws

Category: <b>Governance</b>	Subcategory: <b>Authority and Purpose</b>	Policy Number: <b>G1a</b>
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## **Article I – Name**

The name of the organization is the Grand Rapids Public Utilities Commission.

## **Article II - Authority**

The Water, Light, Power and Building Commission of Grand Rapids was created on March 30, 1910, by resolution adopted by the Village Council of Grand Rapids.

Pursuant to MN Statute, Section 412.331, adopted in 1949, any water, light, power and building commission then in existence was required to thereafter operate as a public utilities commission under MN Statutes, Sections 412.321 to 412.391. By resolution on November 9, 1949, the Water, Light, Power and Building Commission of Grand Rapids became the Grand Rapids Public Utilities Commission.

Grand Rapids Public Utilities Commission is a public utilities commission operating pursuant to and subject to MN Statutes, Sections 412.321 to 412.391 and Grand Rapids Municipal Code Section 70.

Grand Rapids Public Utilities Commission has jurisdiction over the electrical distribution system, the water supply system and the wastewater collection and treatment system for the City of Grand Rapids. The PUC also serves the nearby communities and rural areas through contracts or state mandated service territories.

## **Article III - Commission Membership**

Pursuant to Laws of Minnesota 2014, Chapter 224, and Grand Rapids Municipal Code Section 70-34, the Commission shall consist of five members appointed by the Grand Rapids City Council as follows:

- (1) No more than one member may be chosen from the City Council membership, which membership shall terminate when that member ends City Council membership, at which time the vacancy created shall be filled for the balance of the unexpired term in the manner in which the original appointment was made. The City Council may set the term of the Commissioner

who is a member of the City Council to coincide with that member's term of office as a member of the City Council.

(2) Grand Rapids Public Utilities Commissioners will be appointed to a four-year term and shall serve until a successor is appointed. Should a member resign or be removed, a replacement shall succeed for the remainder of the designated term.

(3) Grand Rapids Public Utilities Commissioners shall be appointed by the City Council to staggered terms so that the term for no more than two positions shall expire in any year.

#### **Article IV – Commission Meetings**

Section 1: Regular Commission meetings shall be on the fourth Wednesday of the month at 4:00 p.m. and special meetings, work sessions, or emergency meetings may be called from time-to-time with notice according to law.

Section 2: Three of the five Commissioners shall constitute a quorum.

Section 3: Robert's Rules of Order shall govern.

Section 4: All members of the Commission shall have equal voting rights.

Section 5: All meetings shall be conducted in compliance with Minnesota open meeting laws.

#### **Article V - Officers**

Section 1: The Commission members shall annually choose a President from among its own members. The Commission members shall also appoint a Secretary for an indefinite term. The Secretary need not be a member of the Commission.

Section 2: The Commission members shall have the power to remove any officer chosen by the Commission who, in the opinion of the Commission, is not serving the best interests of the GRPUC.

#### **Article VI – Powers and Duties of the Commission and Officers**

Section 1: The President shall act as the executive officer, convene meetings, and execute documents for the Commission.

Section 2: The Commission shall exercise general supervision over the PUC manager.

Section 3: The Commission member with the most seniority on the Commission shall act in place of the President during his/her absence.

Section 4: The Secretary shall ensure that meetings are posted and minutes kept.

Section 5: The Commission shall ensure that proper financial records are kept and that the accounts are audited annually by an independent auditor.

**Article VII – Conflict of Interest**

Commissioners shall abide by the Ethics Policy of the Grand Rapids Public Utilities Commission.

**Article VIII – Adoption**

These Bylaws shall become effective upon the approval of a majority of the members of the Commission.

**Article IX – Amendments**

Section 1: Notice of proposed amendments to the Bylaws shall be posted two weeks before the next regular meeting.

Section 2. A majority of the Commissioners shall approve changes to the Bylaws.

**Article X – Remuneration**

Section 1: No member of the Commission shall receive a salary except as fixed by the Council.

Section 2: The Secretary shall receive a salary fixed by the Commission.

**Article XI – Dissolution**

The process for dissolution, abolition of the Commission or utility transfer is described by Minnesota State Statutes.



GRPU Commissioner



GRPU Commissioner

**POLICY HISTORY:**

Adopted: October 11, 2006

Revised: December 13, 2023

Revised: March 31, 2026