



# East Grand Forks Water & Light Department

*Life Connected Since 1909*

## Water & Light Commission Meeting Agenda

September 4, 2019

8:00 a.m., City Hall Council Chambers

1. Call meeting to order
2. Approve minutes from previous meeting - August 21, 2019
3. Bills and payroll
4. Comments from the public
5. Reports
  - a. Widseth Smith Nolting
    - i. Todd
    - ii. Steve or Dustin
  - b. City Attorney
6. Old Business
7. 2019-2020 Salvation Army HeatShare Agreement
8. Letter of Support for HTC Grant Application
9. 2020 Operation & Maintenance Budget
10. Department Heads
11. Commissioner's reports
12. Adjourn to Closed Meeting Session  
September 4, 2019 in Water & Light  
Conference Room- See next page for the  
closed meeting agenda

Individuals with disabilities, language barriers or other needs who plan to attend the meeting and will need special accommodations should contact Nancy Ellis, ADA Coordinator at (218)-773-2208. Please contact us at least 48 hours before the meeting to give our staff adequate time to make arrangements. Also, materials can be provided in alternative formats for people with disabilities or with limited English proficiency (LEP) by contacting the ADA Coordinator (218)-773-2208 five (5) days prior to the meeting.



# East Grand Forks Water & Light Department

Business Office • 600 Demers Ave. NW  
PO Box 322 • East Grand Forks, MN 56721

Your Hometown Utility Since 1909

## **Water & Light Commission Meeting Agenda** September 4, 2019 - Following Commission Meeting Water & Light Conference Room

1. Call meeting to order
2. Consider labor negotiation strategies.
  - a. This meeting is closed pursuant to MN Statute 13D.03 which allows the Commission to meet in closed session to consider labor negotiation strategies and review labor negotiation proposals.
3. Adjourn to September 18, 2019 at 8:00 a.m.

Individuals with disabilities, language barriers or other needs who plan to attend the meeting and will need special accommodations should contact Nancy Ellis, ADA Coordinator at (218)-773-2208. Please contact us at least 48 hours before the meeting to give our staff adequate time to make arrangements. Also, materials can be provided in alternative formats for people with disabilities or with limited English proficiency (LEP) by contacting the ADA Coordinator (218)-773-2208 five (5) days prior to the meeting.

Minutes of the regular meeting of the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota held August 21, 2019 at 8:00 a.m in the City Council Chambers.

Present: Gregoire, Quirk, Grinde, DeMers

Absent: None

Also present: Ron Galstad, Brian Johnson, Jeff Olson, Steve Emery, Todd Forster, Corey Thompson, Brianna Feil, and Kevin Hatcher.

It was moved by Commissioner Grinde seconded by Commissioner Quirk that the minutes of the previous meeting of August 7, 2019 be approved as read.

Voting Aye: Gregoire, Quirk, Grinde, DeMers

Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Grinde to authorize the Secretary to issue payment of the recommended bills and payroll in the amount of \$1,191,986.32.

Voting Aye: Gregoire, Quirk, Grinde, DeMers

Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Grinde to approve providing complimentary power for the East Grand Forks City Showcase on September 18, 2019.

Voting Aye: Gregoire, Quirk, Grinde, DeMers

Voting Nay: None

It was moved by Commissioner Grinde seconded by Commissioner Quirk to approve entering into the 2019-2020 USGS Red River Water Monitoring Station Contract.

Voting Aye: Gregoire, Quirk, Grinde, DeMers

Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Grinde at 8:30 am to adjourn to the next meeting on 9-4-19 at 8:00 am.

Voting Aye: Gregoire, Quirk, Grinde, DeMers

Voting Nay: None

Lori Maloney  
Secretary

# Accounts Payable

## Check Register Totals Only

User: khatcher  
 Printed: 8/30/2019 - 10:33 AM



# City of East Grand Forks

P. O. Box 373  
 East Grand Forks, MN 56721  
 (218) 773-2483

| Check        | Date       | Vendor No | Vendor Name                         | Amount     | Voucher |
|--------------|------------|-----------|-------------------------------------|------------|---------|
| 514947       | 09/04/2019 | ACM502    | Acme Electric Companies             | 91.51      | 0       |
| 514948       | 09/04/2019 | ADV501    | Advanced Business Methods           | 64.63      | 0       |
| 514949       | 09/04/2019 | AME501    | AmeriPride Services Inc             | 156.12     | 0       |
| 514950       | 09/04/2019 | AND501    | Anderson Bros Body Shop             | 3,162.02   | 0       |
| 514951       | 09/04/2019 | UB*01000  | Jaimee Berg                         | 172.17     | 0       |
| 514952       | 09/04/2019 | BIG501    | Big Jim's East Side Tire            | 23.45      | 0       |
| 514953       | 09/04/2019 | BOR501    | Border States Electric Supply       | 49,451.45  | 0       |
| 514954       | 09/04/2019 | CAN501    | Cannon Technologies Inc             | 12,076.48  | 0       |
| 514955       | 09/04/2019 | UB*01001  | Kimberly Cole                       | 3.23       | 0       |
| 514956       | 09/04/2019 | COM505    | Complete Pest Control Inc           | 125.00     | 0       |
| 514957       | 09/04/2019 | EGF501    | EGF City                            | 91,205.02  | 0       |
| 514958       | 09/04/2019 | EGF560    | EGF Family Service Center           | 850.00     | 0       |
| 514959       | 09/04/2019 | ELE502    | Electro Watchman, Inc               | 479.40     | 0       |
| 514960       | 09/04/2019 | EXP501    | Exponent                            | 476.12     | 0       |
| 514961       | 09/04/2019 | FIS501    | Fisher Scientific Co LLC            | 182.67     | 0       |
| 514962       | 09/04/2019 | GFT501    | GF Thur-O-Clean                     | 962.69     | 0       |
| 514963       | 09/04/2019 | GFW501    | GF Welding & Machine Co             | 32.96      | 0       |
| 514964       | 09/04/2019 | GRA505    | Graymont Capital Inc                | 6,929.82   | 0       |
| 514965       | 09/04/2019 | UB*00996  | Ali Hassan                          | 9.14       | 0       |
| 514966       | 09/04/2019 | HAW501    | Hawkins Inc                         | 317.52     | 0       |
| 514967       | 09/04/2019 | UB*00999  | Keaton Merck                        | 180.93     | 0       |
| 514968       | 09/04/2019 | MIN501    | Minnkota Power Cooperative Inc      | 5,635.57   | 0       |
| 514969       | 09/04/2019 | POW501    | Power Equipment Shop                | 101.37     | 0       |
| 514970       | 09/04/2019 | RMB500    | RMB Environmental Laboratories, Inc | 90.00      | 0       |
| 514971       | 09/04/2019 | ROT501    | Roto-Rooter                         | 640.00     | 0       |
| 514972       | 09/04/2019 | UB*01002  | David L Ryder                       | 66.00      | 0       |
| 514973       | 09/04/2019 | UB*01003  | Stacy L Ryder                       | 39.79      | 0       |
| 514974       | 09/04/2019 | SCH589    | Kerry Schwingler                    | 720.00     | 0       |
| 514975       | 09/04/2019 | SPR503    | Spruce Valley Corporation           | 12,815.00  | 0       |
| 514976       | 09/04/2019 | UB*00997  | Aman Tona                           | 55.69      | 0       |
| 514977       | 09/04/2019 | USB502    | US Bank Corporate Payment Systems   | 1,124.37   | 0       |
| 514978       | 09/04/2019 | VAG500    | VAG USA, LLC                        | 668.29     | 0       |
| 514979       | 09/04/2019 | VER500    | Verizon Wireless                    | 279.34     | 0       |
| 514980       | 09/04/2019 | UB*00998  | Mikayla Wallace                     | 33.52      | 0       |
| 514981       | 09/04/2019 | WAT501    | Water & Light Department            | 14,499.87  | 0       |
| Check Total: |            |           |                                     | 203,721.14 |         |

## Transaction Detail - Summary

| Trans Date  | Posting Date | MCCG Code | MCC  | Merchant Category Code Description | Merchant Name          | Merchant State/Province | Taxpayer ID Number (TIN) | Trans Amount | Posting Type         | Purchase ID     | Trans Status | Disputed Status |
|---|--------------|-----------|------|------------------------------------|------------------------|-------------------------|--------------------------|--------------|----------------------|-----------------|--------------|-----------------|
| <b>Name:</b> BRIANNA M FEIL <b>Account Number:</b> **8731 <b>Optional 1:</b> <b>Optional 2:</b> <b>Lost/Stolen Account:</b> <b>Replacement Account:</b> <b>Billing Type:</b> Centrally Billed Account         |              |           |      |                                    |                        |                         |                          |              |                      |                 |              |                 |
| <a href="#">08/09/2019</a>  | 08/09/2019   | 240491    | 8398 | CHARITABLE/SOCIAL SERVICE          | AMER PUBLIC POWER ASSO | VA                      | 530026315                | \$ 109.00    | <a href="#">Memo</a> | AY0A1E7377B0    | Not Reviewed | No              |
| <b>Name:</b> KEVIN HATCHER <b>Account Number:</b> **3325 <b>Optional 1:</b> <b>Optional 2:</b> <b>Lost/Stolen Account:</b> <b>Replacement Account:</b> <b>Billing Type:</b> Centrally Billed Account          |              |           |      |                                    |                        |                         |                          |              |                      |                 |              |                 |
| <a href="#">08/17/2019</a>  | 08/19/2019   | 240498    | 7311 | ADVERTISING SERVICES               | FACEBK LTR66NN7E2      | CA                      | 201665019                | 25.00        | <a href="#">Memo</a> | 420429000200589 | Not Reviewed | No              |
| <a href="#">08/17/2019</a>  | 08/19/2019   | 240491    | 8398 | CHARITABLE/SOCIAL SERVICE          | AMER PUBLIC POWER ASSO | VA                      | 530026315                | 109.00       | <a href="#">Memo</a> | AH0A1E90412F    | Not Reviewed | No              |
| <b>Name:</b> KRIS KOVAR <b>Account Number:</b> **9796 <b>Optional 1:</b> CITY OF EGF <b>Optional 2:</b> <b>Lost/Stolen Account:</b> <b>Replacement Account:</b> <b>Billing Type:</b> Centrally Billed Account |              |           |      |                                    |                        |                         |                          |              |                      |                 |              |                 |
| <a href="#">07/26/2019</a>  | 07/29/2019   | 240500    | 4215 | COURIER SERVICES-AIR/GROUND        | FEDEX 788684119063     | TN                      | 830454289                | 17.64        | <a href="#">Memo</a> | 788684119063    | Not Reviewed | No              |
| <b>Name:</b> KEITH MYKLESETH <b>Account Number:</b> **9721 <b>Optional 1:</b> <b>Optional 2:</b> <b>Lost/Stolen Account:</b> <b>Replacement Account:</b> <b>Billing Type:</b> Centrally Billed Account        |              |           |      |                                    |                        |                         |                          |              |                      |                 |              |                 |
| <a href="#">07/24/2019</a>  | 07/26/2019   | 240493    | 3501 | HOLIDAY INNS                       | HOLIDAY INN EXPRESS    | MN                      | 204318385                | 207.50       | <a href="#">Memo</a> | 1739767         | Not Reviewed | No              |
| <a href="#">08/07/2019</a>  | 08/09/2019   | 240491    | 8699 | MEMBERSHIP ORGANIZATIONS           | MNAWWA                 | MN                      | 237026161                | 290.00       | <a href="#">Memo</a> | 100757625817    | Not Reviewed | No              |
| <b>Name:</b> JEFF OLSON <b>Account Number:</b> **9754 <b>Optional 1:</b> <b>Optional 2:</b> <b>Lost/Stolen Account:</b> <b>Replacement Account:</b> <b>Billing Type:</b> Centrally Billed Account             |              |           |      |                                    |                        |                         |                          |              |                      |                 |              |                 |
| <a href="#">08/06/2019</a>  | 08/08/2019   | 240491    | 8699 | MEMBERSHIP ORGANIZATIONS           | MNAWWA                 | MN                      | 237026161                | 145.00       | <a href="#">Memo</a> | 100757203955    | Not Reviewed | No              |

## Transaction Detail - Summary

| Trans Date  | Posting Date | MCCG Code | MCC  | Merchant Category Code Description           | Merchant Name       | Merchant State/Province | Taxpayer ID Number (TIN) | Trans Amount      | Posting Type         | Purchase ID                   | Trans Status | Disputed Status |
|---|--------------|-----------|------|--|---------------------|-------------------------|--------------------------|-------------------|----------------------|-------------------------------|--------------|-----------------|
| <b>Name:</b> MAREN SWINGEN <b>Account Number:</b> **9812 <b>Optional 1:</b> <b>Optional 2:</b> <b>Lost/Stolen Account:</b> <b>Replacement Account:</b> <b>Billing Type:</b> Centrally Billed Account  |              |           |      |  |                     |                         |                          |                   |                      |                               |              |                 |
| <a href="#">08/14/2019</a>  | 08/15/2019   | 240507    | 5411 | GROCERY STORES,SUPERMARK                     | HUGOS #5            | MN                      | 450273731                | \$ 7.73           | <a href="#">Memo</a> | 06884680004VPRY702<br>6273520 | Not Reviewed | No              |
| <b>Name:</b> COREY THOMPSON <b>Account Number:</b> **9747 <b>Optional 1:</b> <b>Optional 2:</b> <b>Lost/Stolen Account:</b> <b>Replacement Account:</b> <b>Billing Type:</b> Centrally Billed Account |              |           |      |  |                     |                         |                          |                   |                      |                               |              |                 |
| <a href="#">08/03/2019</a>  | 08/05/2019   | 240498    | 7399 | BUSINESS SERVICES -OTHER                     | AMAZON WEB SERVICES | WA                      | 204938068                | 3.50              | <a href="#">Memo</a> | 253334017                     | Not Reviewed | No              |
| <a href="#">08/21/2019</a>  | 08/22/2019   | 240500    | 5817 | DIGITAL GOODS: APPLICATIONS (EXCLUDES GAMES) | 2CO.COM*MNDOMAIN    |                         | 510396843                | 210.00            | <a href="#">Memo</a> | 923314474742000               | Not Reviewed | No              |
| <b>Total Number of Records:</b> 10  |              |           |      |  |                     |                         |                          |                   |                      |                               |              |                 |
| <b>Total</b>  |              |           |      |  |                     |                         |                          | <b>\$1,124.37</b> |                      |                               |              |                 |
| End of Report   |              |           |      |  |                     |                         |                          |                   |                      |                               |              |                 |

## Rebates 9/4/19

|                     |   |    |          |
|---------------------|---|----|----------|
| Commercial Lighting | EGF Family Service Center-17 LED wall packs | \$ | 850.00   |
| Commercial Lighting | Schwingler Rentals - 30 T12's into T8's     | \$ | 720.00   |
| Fridge/Water Heater | Grenier                                     | \$ | 125.00   |
| ECM                 | Duchscherer                                 | \$ | 150.00   |
| Dishwasher          | Vasichek                                    | \$ | 50.00    |
| Recycle             | Plutowski                                   | \$ | 50.00    |
| LED                 | Ackerman                                    | \$ | 68.96    |
| AC Tune Up          | Knoll                                       | \$ | 60.00    |
| AC Tune Up          | Grinde                                      | \$ | 60.00    |
| AC Tune Up          | Corbett                                     | \$ | 60.00    |
|                     |   |    | <hr/>    |
|                     |   | \$ | 2,193.96 |

# Request for W&L Commission Action

Date: 9/4/2019  
To: East Grand Forks Water & Light Commissioners  
From: Brianna Feil  
RE: Salvation Army HeatShare 2019-2020

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**Background:**

The Salvation Army HeatShare Program provides emergency electric utility assistance for qualified residents. To qualify for assistance from HeatShare, residents must have a final shut off notice, must be income eligible, must have applied for assistance previously from other available public or private agencies, and must be 65 years of age or older, or disabled/handicapped, or have circumstances that have arisen which deplete an individuals or families immediate cash resources (illness, major repair bill, sudden lay off, etc.). The program is funded by Salvation Army donors, local utility companies and their customers. Since 2008, Water & Light has contributed \$2,000 each year to the Salvation Army HeatShare Program. This is part of our Electric Energy & Load Management budget.

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**Recommendation:**

Approve and sign the HeatShare Program Agreement.  
Approve the \$2,000 contribution to the Salvation Army HeatShare Program.



## **HEATSHARE PROGRAM AGREEMENT**

**COMES NOW, East Grand Forks Water & Light Department**, in joint partnership with The Salvation Army, an Illinois Corporation (The Salvation Army), submits its joint customer contribution fund program plan as follows:

**PROGRAM NAME:**

HeatShare (A voluntary non-governmental program of The Salvation Army) which has been in existence since 1982.

**PURPOSE:**

The purpose of this energy related program, shall be to advance the common good and general welfare of the people by soliciting voluntary contributions from customers and employees to assist needy Minnesotans with energy related problems, including but not limited to residential heating bills, repairs on home heating equipment, and shut offs; and to provide assistance in reducing the cost of utilities for qualified low-income elderly, disabled, and others with special needs who have difficulty paying their energy related expenses.

**CUSTOMER NOTIFICATION:**

Customers will be notified through East Grand Forks Water & Light Department. Notifications will be made via bill inserts and/or newsletter. In addition, press releases and media notification will be utilized when appropriate and beneficial to HeatShare and East Grand Forks Water & Light Department.

**TRANSFER/DISTRIBUTION OF FUNDS:**

East Grand Forks Water & Light Department will transfer funds to The Salvation Army on a regular basis in amounts equal to contributions received and processed prior to such date. Funds will be allocated by each Salvation Army unit corresponding to East Grand Forks Water & Light Department in direct proportion to donations received from their area. On an exceptional basis, The Salvation Army, will have at their discretion, the authority to adjust the distribution of funds where they deem fit. A minimum of 85% of the funds will be used in the distribution of funds as per the attached guidelines A-1.

**IMPLEMENTATION:**

Implementation is scheduled with the insertion of customer notification/authorization in at least one monthly bill or newsletter each year thereafter, unless this agreement is terminated.

**ADDITIONAL:**

East Grand Forks Water & Light Department proposes at this time to defray the expense of solicitation through paying of bill insert costs, any promotional costs deemed necessary, and the cost of collection and transmittal of contributions.

**EFFECTIVE DATE:**

This plan becomes effective this October 1, 2019, and stays effective until September 30, 2020, or until East Grand Forks Water & Light Department or The Salvation Army terminates this agreement by giving a 90 day written notice to the other party.

**NOTICE:**

The Salvation Army will follow the operational guidelines (A-1) attached hereto. Notices shall be deemed given upon personal delivery, or when deposited in the United States mail, postage prepaid and addressed as follows:

**If to East Grand Forks Water & Light Department:**

Attn: Keith Mykleseth  
Title: General Manager  
Address: 600 Demers Avenue NW  
East Grand Forks, MN 56721  
Phone: 218.399.3389

**If to The Salvation Army:**

Attn: Lynnette Medcalf  
Title: Divisional HeatShare Coordinator  
Address: 2445 Prior Avenue N  
Roseville, MN 55113  
Phone: 651-746-3542

**WHEREFORE**, East Grand Forks Water & Light Department, requests that its proposed joint customer contribution fund program be approved as submitted.

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Attest: \_\_\_\_\_  
Title: \_\_\_\_\_  
Dated the \_\_\_\_\_ day of \_\_\_\_\_ 2019

The Salvation Army, an Illinois Corporation

By: \_\_\_\_\_  
Title: Divisional Commander  
Attest: \_\_\_\_\_  
Title: Divisional HeatShare Coordinator  
Dated the \_\_\_\_\_ day of \_\_\_\_\_ 2019

# Request for Water and Light Commission Action

**Date:** 8/30/2019  
**To:** Water and Light Commission  
**From:** Corey Thompson, Technology Manager  
**RE:** Letter of Support for HTC grant application

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## **Background:**

Mark Forseth, CEO of Halstad Telephone met with Keith Mykleseth, Jeff Olson and Corey Thompson about a proposal they are sending in for a MN Border to Border Broadband grant application.

Their proposed project would bring fiber to the rural areas just east of East Grand Forks and into the Industrial Park area and also tie in with WL fiber at the south water tower.

Halstad Telephone is looking for letters of support from local entites to submit with their grant application.

## **Recommendation:**

A proposed letter will be presented at the Commission meeting. Recommend the Commission modify and send per their desire.

# **Request for Water and Light Commission Action**

**Date:** 8-30-2019

**To:** Water and Light Commission

**From:** Keith R. Mykleseth

**RE:** Proposed 2020 Five Year Capital Plan and Operation and Maintenance Budget

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## **Background:**

We are in the final stage of completing the proposed 2020 Five Year Capital Plan and Operation and Maintenance Budget for your review. Key Points document attached. Additional materials will be provided for you at the meeting.

## **Recommendation:**

No Commission action required. This item will be brought up for consideration at the September 18, 2019 Water and Light Commission Meeting.

## **KEY POINTS FOR 2020 BUDGET PLANNING**

### Electric Expenses

- Overall Wholesale Power Costs will increase slightly in 2020.
  - WAPA is presently not proposing any increases.
  - MMPA is proposing an overall increase of 1%. A 7.1% increase to Summer Demand and 1% increase to Transmission Wheeling Charges . Energy Rates and Customer Charges to remain the same.
  - Xcel Facility Charge is going up 1.8%.
  - 2020 is a leap year.
- 20.5% increase for Insurance Contributions under General Expenses. Due to different coverage, additional employee and 4% annual increase.
- Wages and Benefits Increasing in 2020. Proposing to hire additional Water Distribution Maintenance Operator in May of 2020.
- Proposed Overall Electric Fund Expenses increase of \$138,321 or .93% compared to 2019.

### Electric Revenue

- Assuming rates at 2019 level, 2020 Electric Revenue is presently estimated to come in \$68,923 or .47% higher than 2019 Revenue Forecast.

### Water Expenses

- Substantial increase for Contracted Services under Distribution Storage. We are proposing to paint the North Water Tower in 2020. Estimated cost of \$250,000.
- Wages and Benefits Increasing in 2020.
- Proposed Overall Water Fund Expenses increase of \$236,311 or 8.66% compared to 2019.

### Water Revenue

- Assuming rates at 2019 level, 2020 Water Revenue is presently estimated to come in \$11,341 or .43% lower than 2020 Revenue forecast.

### 5 Year Capital Plan

- We are presently proposing to spend \$1,946,214 for Capital Improvements in 2020. \$409,814 Electric Distribution, \$380,000 Water Treatment, \$450,000 Water Distribution, \$700,000 Meters and Related equipment and \$6400 Vehicle and Equipment. See 5 Year Capital Plan for additional information.