



# 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

January 2, 2020

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

1. Organizational meeting called to order by City Attorney
2. Election of officers
3. Regular meeting called to order by newly elected President
4. Approve minutes from previous meeting - December 18, 2019
5. Bills and payroll
6. Comments from the public
7. Reports
  - a. Widseth Smith Nolting
    - i. Todd
    - ii. Steve or Dustin
  - b. City Attorney
8. Old Business
  - a. North Water Tower
9. Seasonal Disconnect Fees Resolution
10. Department Heads
11. Commissioner's reports
12. Adjourn to January 15, 2020 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 December 18, 2019 at 8:00 a.m at the Distribution Service Center.

Present: Gregoire, Quirk, Grinde, DeMers

Absent: None

Also present: Keith Mykleseth, Ron Galstad, Brian Johnson, Jeff Olson, Steve Emery, Todd Forster, Todd Grabanski, Brianna Feil, Kevin Hatcher, Corey Thompson, Maren Swingen, Veronica Kostrzewski, and Dan Boyce.

It was moved by Commissioner Quirk seconded by Commissioner Grinde that the minutes of the previous regular meeting of December 4, 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 \$1,291,641.92.

Voting Aye: Gregoire, Quirk, Grinde, DeMers

Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Grinde to approve selection 5A (NCTC logo on one side, Life Connected logo on one side, and US Flag on two sides) for the North Water Tower logo contingent on lump sum payment from NCTC of \$20,000.

Voting Aye: Gregoire, Quirk, Grinde, DeMers

Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Grinde to authorize WSN to prepare plans and specs for the 2020 North Water Tower Rehabilitation Project; advertise for bids; set bid date for 1-23-20 at 10am.

Voting Aye: Gregoire, Quirk, Grinde, DeMers

Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Grinde to authorize WSN to prepare plans and specs for the 2020 Water Main Replacement Project; advertise for bids; set bid date for 1-14-20 at 10am.

Voting Aye: Gregoire, Quirk, Grinde, DeMers

Voting Nay: None

It was moved by Commissioner Grinde seconded by Commissioner Quirk to approve lease agreement with Dakota Mailing on a bill inserter machine for \$20,640.

Voting Aye: Gregoire, Quirk, Grinde, DeMers

Voting Nay: None

General Manger Keith Mykleseth presented a plaque to Doug Gregoire in recognition of his years of service to the Water and Light Commission.

It was moved by Commissioner Quirk seconded by Commissioner DeMers to adjourn at 8:50 a.m. to the next regular meeting on January 2, 2020 at 8:00 am in the City Council Chambers.

Aye: Gregoire, Quirk, Grinde, DeMers

Nay: None

Lori Maloney  
Secretary

# Accounts Payable

## Check Register Totals Only

User: khatcher  
 Printed: 12/30/2019 - 3:44 PM



# 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
515320	01/02/2020	ADV501	Advanced Business Methods	67.58	0
515321	01/02/2020	APP500	American Public Power Association	8,687.54	0
515322	01/02/2020	AME505	American Welding & Gas, Inc.	3,548.58	0
515323	01/02/2020	AME501	AmeriPride Services Inc	185.55	0
515324	01/02/2020	BOR501	Border States Electric Supply	51.84	0
515325	01/02/2020	BUS501	Business Essentials	20.35	0
515326	01/02/2020	COL500	Cole Papers Inc	176.68	0
515327	01/02/2020	COM505	Complete Pest Control Inc	200.00	0
515328	01/02/2020	EGF501	EGF City	113,772.80	0
515329	01/02/2020	ELE502	Electro Watchman, Inc	329.28	0
515330	01/02/2020	EXP501	Exponent	506.82	0
515331	01/02/2020	FIS501	Fisher Scientific Co LLC	368.67	0
515332	01/02/2020	GFT501	GF Thur-O-Clean	962.69	0
515333	01/02/2020	GRA505	Graymont (WI) LLC	6,201.66	0
515334	01/02/2020	HAW501	Hawkins Inc	2,734.50	0
515335	01/02/2020	HOL501	Holiday Companies	59.73	0
515336	01/02/2020	HUG501	Hugo's #5	50.29	0
515337	01/02/2020	INT503	Integrated Process Solutions Inc	2,182.10	0
515338	01/02/2020	MND506	MN Dept of Health - Plan Review	250.00	0
515339	01/02/2020	PRO500	Probitas Promotions	115.50	0
515340	01/02/2020	RMB500	RMB Environmental Laboratories, Inc	95.00	0
515341	01/02/2020	TNT501	TNT Outfitters	238.38	0
515342	01/02/2020	TOS502	Toshiba Financial Services	564.47	0
515343	01/02/2020	USB502	US Bank Corporate Payment Systems	2,158.45	0
515344	01/02/2020	WAT501	Water & Light Department	16,851.80	0
515345	01/02/2020	WAP500	Western Area Power Administration	134,525.43	0
515346	01/02/2020	WID501	Widseth Smith Nolting & Assoc Inc	48,237.00	0
515347	01/02/2020	XCE501	Xcel Energy	3,195.84	0
Check Total:				346,338.53	

### Transaction Detail - Summary

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
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Name: BRIANNA M FEIL Account Number: \*\*8731 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account: Billing Type: Centrally Billed Account

[12/12/2019](#) 12/13/2019 240497 5969 OTHER DIRECT MARKETER SAMS CLUB CHECKS TX 510348071 \$ 42.01 [Memo](#) 98165984 Not Reviewed No

Name: TODD GRABANSKI Account Number: \*\*6344 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account: Billing Type: Centrally Billed Account

[12/11/2019](#) 12/12/2019 240506 5599 MISCELLANEOUS AUTOMOTIVE BERTS TRUCK EQUIPMENT MN 371768162 6.97 [Memo](#) Not Reviewed No

[12/13/2019](#) 12/16/2019 240499 9402 POSTAGE STAMPS USPS PO 2626700798 MN 410760000 29.85 [Memo](#) None Not Reviewed No

Name: KEVIN HATCHER Account Number: \*\*3325 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account: Billing Type: Centrally Billed Account

[11/26/2019](#) 11/29/2019 240498 2741 PUBLISHING/PRINTING DAYDREAMS SPECIALTIES ND 464456733 53.63 [Memo](#) Not Reviewed No

[11/26/2019](#) 11/29/2019 240498 2741 PUBLISHING/PRINTING COMPUCHECKS/FORMS&C NY 133927756 369.17 [Memo](#) 2423835897 Not Reviewed No

[12/02/2019](#) 12/03/2019 240498 7311 ADVERTISING SERVICES FACEBK GV6ZHQ28E2 CA 75.00 [Memo](#) 420429000200589 Not Reviewed No

[12/08/2019](#) 12/09/2019 240498 7311 ADVERTISING SERVICES FACEBK YB2MMQ28E2 CA 14.49 [Memo](#) 420429000200589 Not Reviewed No

Name: KRIS KOVAR Account Number: \*\*9796 Optional 1: CITY OF EGF Optional 2: Lost/Stolen Account: Replacement Account: Billing Type: Centrally Billed Account

[12/19/2019](#) 12/20/2019 240499 5942 BOOK STORES AMAZON.COM\*\*WW7ZQ789 WA 911986545 162.13 [Memo](#) 111-3751711-09306 Not Reviewed No

3 AMZN

Name: KEITH MYKLESETH Account Number: \*\*9721 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account: Billing Type: Centrally Billed Account

[11/26/2019](#) 11/29/2019 240493 3501 HOLIDAY INNS HOLIDAY INN EXPRESS MN 204318385 105.96 [Memo](#) 1751732 Not Reviewed No

[12/17/2019](#) 12/19/2019 240493 3501 HOLIDAY INNS HOLIDAY INN EXPRESS MN 204318385 105.96 [Memo](#) 1754172 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
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Name: JEFF OLSON Account Number: \*\*9754 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account: Billing Type: Centrally Billed Account

<a href="#">12/05/2019</a>	12/09/2019	240493	3502	BEST WESTERN HOTELS	BEST WESTERN HOTELS ST	MN	460452761	\$ 223.00	<a href="#">Memo</a>	746730A	Not Reviewed	No
<a href="#">12/05/2019</a>	12/09/2019	240493	3502	BEST WESTERN HOTELS	BEST WESTERN HOTELS ST	MN	460452761	223.00	<a href="#">Memo</a>	746732A	Not Reviewed	No
<a href="#">12/12/2019</a>	12/16/2019	240507	5074	WHOLESALE PLUMBING/H	WINSUPPLY GRAND FORKS	ND	911799996	10.66	<a href="#">Memo</a>	FLOOD WALL BUILD	Not Reviewed	No

Name: RAY RAKOCZY Account Number: \*\*5668 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account: Billing Type: Centrally Billed Account

<a href="#">11/27/2019</a>	11/29/2019	240500	5691	MEN AND LADIES CLOTHING STORES	SQ *STENGL'S SIGNAT	MN	800429876	334.05	<a href="#">Memo</a>	90PLYZEALBPMFCLR	Not Reviewed	No
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Name: MAREN SWINGEN Account Number: \*\*9812 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account: Billing Type: Centrally Billed Account

<a href="#">11/22/2019</a>	11/25/2019	240507	5200	HOME SUPPLY WAREHOUSE STORES	LOWES #01896*	ND	560748358	4.29	<a href="#">Memo</a>	0	Not Reviewed	No
<a href="#">11/22/2019</a>	11/25/2019	240507	5200	HOME SUPPLY WAREHOUSE STORES	HOME OF ECONOMY-#1	ND	450219324	53.61	<a href="#">Memo</a>	09960131	Not Reviewed	No
<a href="#">12/17/2019</a>	12/18/2019	240500	5661	SHOE STORES	RED WING SHOE #471	ND	450447713	150.00	<a href="#">Memo</a>	0001000139861912171117	Not Reviewed	No
<a href="#">12/19/2019</a>	12/20/2019	240507	5411	GROCERY STORES,SUPERMARK	HUGOS #8	ND	450273731	161.04	<a href="#">Memo</a>	06884680007VP2Y7026641875	Not Reviewed	No

Name: COREY THOMPSON Account Number: \*\*9747 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account: Billing Type: Centrally Billed Account

<a href="#">12/03/2019</a>	12/04/2019	240498	7399	BUSINESS SERVICES -OTHER	AMAZON WEB SERVICES	WA	204938068	3.38	<a href="#">Memo</a>	273379502	Not Reviewed	No
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## 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
<a href="#">12/18/2019</a>	12/20/2019	240492	5814	FAST FOOD RESTAURANTS	CARIBOU COFFEE	MN	450273731	\$ 30.25	<a href="#">Memo</a>	L38354742221	Not Reviewed	No

Total Number of Records: 20

Total **\$2,158.45**

End of Report

## Rebates 1/2/20

Dishwasher	Belbas	\$ 50.00
ECM	Van Eck	\$ 150.00
ECM	Carson	\$ 150.00
LED	Cariveau	\$ 40.00
LED/Dishwasher	Seeger	\$ 120.08
Top Load Washer	Useldinger	\$ 75.00
	<b>Total</b>	<b>\$ 585.08</b>

# Request for Water and Light Commission Action

**Date:** 12-27-2019  
**To:** Water and Light Commission  
**From:** Keith Mykleseth  
**RE:** Seasonal Disconnect Fee

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## **Background:**

The Seasonal Disconnect Fee has been \$20 since 2005. We increased a number of underground distribution and other electric fees back in November of 2017 and inadvertently forgot to increase the Seasonal Disconnect Fee. See attached resolution for consideration.

## **Recommendation:**

Recommend Water and Light Commission Approve the proposed Seasonal Disconnect Fee Resolution as presented.



Commissioner \_\_\_\_\_, supported by Commissioner \_\_\_\_\_, introduced the following resolution and moved its adoption: \_\_\_\_\_,

WHEREAS, seasonal disconnect fee is desired to be adjusted since it has not been adjusted since 2005, now therefore

BE IT RESOLVED by the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota that the following rates for the listed services shall be applied to those services as listed and shall supersede all previous resolutions on rates concerning these specific services, and

BE IT FURTHER RESOLVED that if a customer wants to change the size of their water meter from a smaller meter to a larger meter, the Water and Light Department will charge them the cost difference between the two meters. This will be the Department's cost at the time that the size increase is taking place. Only remote water meters will be installed for 5/8", 3/4", 1", 1 1/2" and 2" water meters.

BE IT FURTHER RESOLVED that the charges for these services are as follows:

Customer/owner request for Seasonal Disconnect of water or electric services

From 8:00 a.m. to 4:00 p.m. \$40.00

From 4:00 p.m. to 8:00 a.m. & weekends & holidays Department cost

Off peak electric meters may not be disconnected seasonally; they must stay connected year round.

Voting Aye:

Voting Nay:

Absent:

The President declared the Resolution passed.

Passed:

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President of Commission

Attest: \_\_\_\_\_  
Secretary of Commission