



# East Grand Forks Water & Light Department

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## **Water & Light Commission Meeting Agenda** January 15, 2020 8:00 a.m., City Hall Council Chambers

1. Call meeting to order
2. Administer oath of office for Commissioner Beauchamp
3. Approve minutes from previous meeting - January 02, 2020
4. Bills and payroll
5. Comments from the public
6. Reports
  - a. Widseth Smith Nolting
    - i. Todd
    - ii. Steve or Dustin
  - b. City Attorney
7. Old Business
8. 2019 Vacation Carry Over
9. Department Heads
10. Commissioner's reports
11. Adjourn to February 5, 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.

The organizational meeting of the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota held January 2, 2019 at 8:00 a.m. was called to order by Commissioner Mike Quirk in the absence of city attorney, Ron Galstad.

Present: Quirk, Grinde, DeMers

Absent: None

Also present: Keith Mykleseth, Brian Johnson, Jeff Olson, Todd Forster, Todd Grabanski, Corey Thompson, Karla Anderson, Brianna Feil and Kevin Hatcher.

The following nomination was made for President of the Water, Light, Power and Building Commission: Mike Quirk.

It was moved by Commissioner Grinde seconded by Commissioner DeMers that the nominations for President be closed and that a unanimous ballot be cast for Mr. Quirk as President.

Voting Aye: Quirk, Grinde, DeMers

Voting Nay: None

The following nomination was made for Vice President of the Water, Light, Power and Building Commission: Josh Grinde.

It was moved by Commissioner DeMers seconded by Commissioner Grinde that the nominations for Vice President be closed and that a unanimous ballot be cast for Mr. Grinde as Vice President.

Voting Aye: Quirk, Grinde, DeMers

Voting Nay: None

The regular meeting of the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota held January 2, 2019 at 8:05 a.m. was called to order by newly elected President, Commissioner Mike Quirk.

Present: Quirk, Grinde, DeMers

Absent: None

Also present: Keith Mykleseth, Brian Johnson, Jeff Olson, Todd Forster, Todd Grabanski, Corey Thompson, Karla Anderson, Brianna Feil and Kevin Hatcher.

It was moved by Commissioner Grinde seconded by Commissioner DeMers that the minutes of the previous regular meeting of December 18, 2019 be approved as read.

Voting Aye: Quirk, Grinde, DeMers

Voting Nay: None

It was moved by Commissioner Grinde seconded by Commissioner DeMers to authorize the Secretary to issue payment of the recommended bills and payroll in the amount of \$363,762.53.

Voting Aye: Quirk, Grinde, DeMers

Voting Nay: None

It was moved by Commissioner Grinde seconded by Commissioner DeMers to approve the NCTC request to have their logo on the south side of the North Water Tower with the contingency that they cover the complete cost of painting the logo on the tower.

Voting Aye: Quirk, Grinde, DeMers

Voting Nay: None

It was moved by Commissioner Grinde seconded by Commissioner DeMers to approve the Seasonal Disconnect Fees Resolution.

Voting Aye: Quirk, Grinde, DeMers

Voting Nay: None

It was moved by Commissioner Grinde seconded by Commissioner DeMers to adjourn at 8:25 a.m. to the next regular meeting on January 15, 2020 at 8:00 am in the City Council Chambers.  
Voting Aye: Quirk, Grinde, DeMers  
Voting Nay: None

Lori Maloney  
Secretary

# Accounts Payable

## Check Register Totals Only

User: khatcher  
 Printed: 1/13/2020 - 3:25 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
515348	01/15/2020	ALM501	Almetek Industries Inc	220.33	0
515349	01/15/2020	AME501	AmeriPride Services Inc	157.93	0
515350	01/15/2020	BOR501	Border States Electric Supply	320.71	0
515351	01/15/2020	UB*01047	Kami L Bourbanis	19.82	0
515352	01/15/2020	UB*01045	David Chwialkowski	37.72	0
515353	01/15/2020	COM500	Commissioner of Revenue	53,159.00	0
515354	01/15/2020	DAK508	DakTech Inc.	5,994.00	0
515355	01/15/2020	UB*01044	Dave's Snow Removal	31.10	0
515356	01/15/2020	EAG501	Eagle Electric	8,279.04	0
515357	01/15/2020	EGF501	EGF City	781,979.96	0
515358	01/15/2020	EGF561	EGF Heritage Foundation	780.00	0
515359	01/15/2020	UB*01046	James O Emery	136.44	0
515360	01/15/2020	EXP501	Exponent	1,633.66	0
515361	01/15/2020	FED501	FedEx	32.38	0
515362	01/15/2020	FIR561	First Community Credit Union	500.00	0
515363	01/15/2020	FOR505	Forum Communications Company	270.00	0
515364	01/15/2020	GAL501	Galstad Jensen & McCann PA	2,293.75	0
515365	01/15/2020	GFF501	GF Fire Equipment	122.91	0
515366	01/15/2020	GOP501	Gopher State One-Call	9.45	0
515367	01/15/2020	HAL500	Halstad Telephone Company	1,459.02	0
515368	01/15/2020	HAR501	Hardware Hank	161.71	0
515369	01/15/2020	HEA502	Heartland Paper Company	205.44	0
515370	01/15/2020	IHM500	iHeartMedia	500.00	0
515371	01/15/2020	IES501	Independent Emergency Services	258.48	0
515372	01/15/2020	INT504	Integrity Shipping & More	25.28	0
515373	01/15/2020	UB*01048	Ricky A Karel	2.89	0
515374	01/15/2020	LEI501	Leighton Broadcasting	399.00	0
515375	01/15/2020	MCD563	McDonalds Restaurant 11693	3,570.00	0
515376	01/15/2020	MID501	Midcontinent Communications	250.00	0
515377	01/15/2020	MMP501	MMPA c/o Avant Energy	614,553.22	0
515378	01/15/2020	MMT501	MMTG	1,900.50	0
515379	01/15/2020	MMU501	MN Municipal Utilities Assoc	695.00	0
515380	01/15/2020	MOT501	Motor Vehicle Deputy Registrar 146	519.75	0
515381	01/15/2020	NOR507	Northdale Oil	374.22	0
515382	01/15/2020	OLS501	Olsen Chain & Cable Inc	525.00	0
515383	01/15/2020	ORN501	Ornamental Iron Company	332.50	0
515384	01/15/2020	PIT504	Pitney Bowes	741.00	0
515385	01/15/2020	PRA560	Kevin Praska	700.00	0
515386	01/15/2020	RED501	Red Wing Business Advantage Acct	150.00	0
515387	01/15/2020	RIV564	River Towne Properties	1,980.00	0
515388	01/15/2020	ROT502	Rotary Club of EGF	175.00	0
515389	01/15/2020	SAC560	Sacred Heart Church	6,615.00	0
515390	01/15/2020	STU501	Stuart C Irby Co	97.01	0
515391	01/15/2020	SUN500	Sun Dot Communications, LLC	89.99	0
515392	01/15/2020	TKE501	Thyssenkrupp Elevator Corp	562.88	0
515393	01/15/2020	VER500	Verizon Wireless	279.61	0
515394	01/15/2020	WAL570	Terry & Jacqueline Waldorf	225.00	0
515395	01/15/2020	WAT501	Water & Light Department	2,362.78	0
515396	01/15/2020	XCE501	Xcel Energy	485.44	0
515397	01/15/2020	XCE502	Xcel Energy	4,395.98	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
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Check Total:

1,500,569.90

**Rebates 1/15/20**

Commercial Lighting New Construction	Sacred Heart-150 total fixtures	\$ 5,255.00
Commercial Lighting Replacement	McDonalds-105 total LED fixtures	\$ 3,570.00
Commercial Light Replacement	River Towne Properties - 40 total fixtures	\$ 1,980.00
Commercial Lighting Replacement	City of EGF-Public Works-15 total LED fixtures	\$ 1,050.00
Commercial Lighting Replacement	EGF Heritage Foundation-17 total LED fixtures	\$ 780.00
Commercial Lighting Replacement	Sacred Heart-7 LED outdoor fixtures	\$ 760.00
Dishwasher/Weatherization/ECM	Praska - 3 Windows, 1 Patio Door	\$ 700.00
Commercial Heating & Cooling	Sacred Heart-4 ECM	\$ 600.00
Commercial Lighting Replacement	First Community Credit Union-10 LED fixtures	\$ 500.00
Refrigerator/Front Load Washer/Dishwasher	Waldorf	\$ 225.00
Commercial Lighting Replacement	City of EGF-Police Station-4 LED fixtures	\$ 200.00
ECM	Gaddie	\$ 150.00
ECM	Peterson	\$ 150.00
Front Load Washer	Osowski	\$ 100.00
Dishwasher/Recycle	Helland	\$ 100.00
	<b>Total</b>	<b>\$ 16,120.00</b>

# Request for W&L Commission Action

Date: 1/15/2020  
To: East Grand Forks Water & Light Commissioners  
From: Keith Mykleseth  
RE: 2019 Vacation Carryover

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**Background:**

The employee labor contract and memorandum of understandings state that no more than 160 hours of vacation may be carried over into the following year unless approved by the employer. Due to City offices being closed on Monday, December 30<sup>th</sup>, 2019 for a snow storm, a few employees have unused vacation and floating holiday hours (not to exceed 8 hours per employee). A list of staff and hours will be provided to the Water & Light Commission at the meeting.

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**Recommendation:**

Recommend approving the employees vacation and floating holiday hours as presented and require that these hours must be taken by March 1<sup>st</sup>, 2020.