



East Grand Forks Water & Light Department

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Water & Light Commission Meeting Agenda April 1, 2020 8:00 a.m., City Hall Council Chambers

- % Call meeting to order
- & Approve minutes from previous meeting - March 18, 2020
- ' " Bills and payroll
- (" Comments from the public
-) " Reports
 - U' Widseth Smith Nolting
 -] " Todd
 -] " Steve or Dustin
 - V" City Attorney
- * " Old Business
 - U' Utility '6]`g
- + " MMUA's 2020 Tom Bovitz Scholarship Essay
- , " Department Heads
- " Commissioner's reports
- %\$ " Adjourn to April 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 March 18, 2020 at 8:00 a.m at the City Council Chambers.

Present: Quirk, Grinde, Beauchamp, DeMers

Absent: None

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

It was moved by Commissioner Beauchamp seconded by Commissioner Grinde that the minutes of the previous regular meeting of March 4, 2020 be approved as read.

Voting Aye: Quirk, Grinde, Beauchamp, DeMers

Voting Nay: None

It was moved by Commissioner Grinde seconded by Commissioner Beauchamp to authorize the Secretary to issue payment of the recommended bills and payroll in the amount of \$1,575,438.13.

Voting Aye: Quirk, Grinde, Beauchamp, DeMers

Voting Nay: None

It was moved by Commissioner Grinde seconded by Commissioner Beauchamp to approve awarding the bid for the 2020 Miscellaneous Electrical Distribution Construction projects to North-Holt Electric in the amount of \$87,196.90.

Voting Aye: Quirk, Grinde, Beauchamp, DeMers

Voting Nay: None

It was moved by Commissioner Beauchamp seconded by Commissioner Grinde to approve awarding the bids for the 2020 Electrical Equipment and Materials project to Border States Electric in the amount of \$14,170.40; IRBY in the amount of \$57,495.50; Dakota Supply Group in the amount of \$453.82; RESCO in the amount of \$20,944.62; and WESCO in the amount of \$10,405.38; for a total project cost of \$103,469.72.

Voting Aye: Quirk, Grinde, Beauchamp, DeMers

Voting Nay: None

It was moved by Commissioner Grinde seconded by Commissioner Beauchamp to approve awarding the bids for the 2020 IP Outage Replacement Materials project to IRBY in the amount of \$16,795.00; and WESCO in the amount of \$2,292.29; for a total project cost of \$19,087.29.

Voting Aye: Quirk, Grinde, Beauchamp, DeMers

Voting Nay: None

It was moved by Commissioner Beauchamp seconded by Commissioner Grinde to approve the updated MMUA Delegation form.

Voting Aye: Quirk, Grinde, Beauchamp, DeMers

Voting Nay: None

It was moved by Commissioner Grinde seconded by Commissioner Beauchamp to approve the Resolution on Hydrant Fees.

Voting Aye: Quirk, Grinde, Beauchamp, DeMers

Voting Nay: None

The commission tabled agenda item #12 concerning the Letter of Understanding from Teamsters Local Union 120 concerning safety amid the COVID-19 outbreak.

It was moved by Commissioner Beauchamp seconded by Commissioner Grinde to accept and support the City's Mayoral Declaration of Local Public Health Emergency.

Voting Aye: Quirk, Grinde, Beauchamp, DeMers

Voting Nay: None

It was moved by Commissioner Grinde seconded by Commissioner Beauchamp to adjourn at 9:20 a.m. to the next regular meeting on April 1, 2020 at 8:00 am in the City Council Chambers.

Voting Aye: Quirk, Grinde, Beauchamp, DeMers

Voting Nay: None

Lori Maloney
Secretary

Accounts Payable
Check Register Totals Only

User: khatcher
Printed: 3/18/2020 - 1:24 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
515574	03/18/2020	WAP500	Western Area Power Administration	147,349.67	0
				<hr/> <hr/>	
Check Total:				147,349.67	
				<hr/> <hr/>	

Accounts Payable

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 Printed: 3/27/2020 - 12:34 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
515575	04/01/2020	ACM502	Acme Electric Companies	240.20	0
515576	04/01/2020	ADV501	Advanced Business Methods	1,664.72	0
515577	04/01/2020	AIR502	Airgas USA, LLC	2,458.08	0
515578	04/01/2020	ALL503	All Pro Embroidery	135.00	0
515579	04/01/2020	AME501	AmeriPride Services Inc	190.55	0
515580	04/01/2020	BEL562	Laura & Jeffrey Bell	500.00	0
515581	04/01/2020	BOR501	Border States Electric Supply	108.77	0
515582	04/01/2020	BOR560	Joe Borgen	500.00	0
515583	04/01/2020	BUS501	Business Essentials	51.35	0
515584	04/01/2020	CAN501	Cannon Technologies Inc	231,673.24	0
515585	04/01/2020	EGF501	EGF City	107,403.50	0
515586	04/01/2020	EXP501	Exponent	548.76	0
515587	04/01/2020	GAL501	Galstad Jensen & McCann PA	1,387.50	0
515588	04/01/2020	GFT501	GF Thur-O-Clean	962.69	0
515589	04/01/2020	HAW501	Hawkins Inc	984.87	0
515590	04/01/2020	IHM500	iHeartMedia	552.00	0
515591	04/01/2020	LUN501	Lunseth Plumbing & Heating	300.00	0
515592	04/01/2020	MAY501	Mayo Mfg Inc	74.02	0
515593	04/01/2020	POL503	Polk County DAC	740.00	0
515594	04/01/2020	RIV564	River Towne Properties	960.00	0
515595	04/01/2020	ZAV501	RJ Zavoral & Sons Inc	710.00	0
515596	04/01/2020	RMB500	RMB Environmental Laboratories, Inc	95.00	0
515597	04/01/2020	STU501	Stuart C Irby Co	389.25	0
515598	04/01/2020	USB502	US Bank Corporate Payment Systems	7,120.44	0
515599	04/01/2020	VES501	Vessco Inc	354.99	0
515600	04/01/2020	WAT501	Water & Light Department	600.00	0
515601	04/01/2020	WES501	Wesco Receivables Corp	499.54	0
515602	04/01/2020	WID501	Widseth Smith Nolting & Assoc Inc	28,219.65	0
515603	04/01/2020	WIN501	Winsupply of Grand Forks	183.94	0
515604	04/01/2020	XCE501	Xcel Energy	2,915.03	0
Check Total:				392,523.09	

Accounts Payable

Check Register Totals Only

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City of East Grand Forks

P. O. Box 373
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(218) 773-2483

Check	Date	Vendor No	Vendor Name	Amount	Voucher
515605	03/27/2020	EGF501	EGF City	33,065.00	0
				<u>33,065.00</u>	
Check Total:				<u>33,065.00</u>	

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
Name: KEVIN HATCHER Account Number: **3325 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account: Billing Type: Centrally Billed Account												
03/03/2020	03/03/2020	240498	7311	ADVERTISING SERVICES	FACEBK PJMAYSATE2	CA		\$ 75.00	Memo	420429000200589	Not Reviewed	No
03/08/2020	03/09/2020	240498	7311	ADVERTISING SERVICES	FACEBK USECKRST/E2	CA	274444984	12.14	Memo	420429000200589	Not Reviewed	No

Name: BRIAN JOHNSON Account Number: **2647 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account: Billing Type: Centrally Billed Account													
02/26/2020	02/28/2020	240491	8699	MEMBERSHIP ORGANIZATIONS	MNAWWA	MN		237026161	150.00	Memo	100849106024	Not Reviewed	No
03/03/2020	03/05/2020	240491	9399	GOVERNMENT SERVICES-OTHER	AR AUDIT CITY OF FARGO	ND		456002069	45.00	Memo	370404	Not Reviewed	No
03/05/2020	03/09/2020	240493	3829	COUNTRY INN BY CARLSON	COUNTRY INN & SUITES SC	MN		321.69	Memo	00000315003202528282	Not Reviewed	No	
03/13/2020	03/16/2020	240493	3562	COMFORT INNS	COMFORT INN	MN		411896020	195.70	Memo	692444274-GUEST	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													
03/19/2020	03/20/2020	240500	5732	ELECTRONICS STORES	BEST BUY	ND		411822872	21.44	Memo	0000000000000000	Not Reviewed	No
Name: KEITH MYKLESETH Account Number: **9721 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account: Billing Type: Centrally Billed Account													
03/02/2020	03/04/2020	240491	4900	UTILITIES-ELECTRIC, GAS, W/A	MINNESOTA MUNICIPAL UT	MN		230.00	Memo	2361916	Not Reviewed	No	
03/12/2020	03/16/2020	240493	7011	OTHER HOTELS	COUNTRY INN BEMIDJI	MN		830679681	106.44	Memo	129451141	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

02/24/2020	02/25/2020	240507	5200	HOME SUPPLY WAREHOUSE STORES	HOME OF ECONOMY-#1	ND	450219324	\$1,968.12	Memo	09960052	Not Reviewed	No
02/27/2020	02/28/2020	240507	5047	WHOLESALE MED/DENTAL	AED BRANDS LLC	GA	830405615	390.00	Memo	104437	Not Reviewed	No
03/11/2020	03/12/2020	240507	5051	WHOLESALE METAL SVC	GALVANIZERS	ND	450360472	1,470.00	Memo		Not Reviewed	No
03/16/2020	03/18/2020	240507	5046	WHOLESALE COMMERCIAL	BTS*THYSSENKRUPP	GA		2,061.00	Memo	SIGNED ORDER	Not Reviewed	No

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

03/06/2020	03/09/2020	240500	5999	MISCELLANEOUS AND SPECIAL	CLEANITSUPPLY.COM	PA	202538495	331.27	Memo	88733391	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

02/24/2020	02/25/2020	240507	5046	WHOLESALE COMMERCIAL	TRI-STEEL MANUFACTURING	ND		6.40	Memo	133947	Not Reviewed	No
03/16/2020	03/18/2020	240488	3058	DELTA	DELTA AIR 0062420607298	CA	580218548	(657.40)	Memo		Not Reviewed	No
03/21/2020	03/23/2020	240499	5942	BOOK STORES	AMZN MKTP US**YP6K63KF3	WA	911986545	18.37	Memo	111-4765791-35194	Not Reviewed	No

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

02/24/2020	02/25/2020	240498	7372	COMPUTER AND DATA PROCESS	HOVER	MS	721341588	14.74	Memo	02657750	Not Reviewed	No
02/25/2020	02/26/2020	240498	7372	COMPUTER AND DATA PROCESS	HOVER	MS	721341588	19.92	Memo	09578155	Not Reviewed	No
03/03/2020	03/04/2020	240498	7399	BUSINESS SERVICES -OTHER	AMAZON WEB SERVICES	WA		3.27	Memo	287958256	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
03/05/2020	03/06/2020	240498	7372	COMPUTER AND DATA PROCESS	HOVER	MS	721341588	\$ 14.74	Memo	79247303	Not Reviewed	No
03/06/2020	03/09/2020	240498	7372	COMPUTER AND DATA PROCESS	HOVER	MS	721341588	33.84	Memo	86523009	Not Reviewed	No
03/07/2020	03/09/2020	240499	5942	BOOK STORES	AMAZON.COM*QH57163W3 AMZN	WA	911986545	98.62	Memo	111-2403755-08210	Not Reviewed	No
03/07/2020	03/09/2020	240498	7372	COMPUTER AND DATA PROCESS	HOVER	MS	721341588	17.92	Memo	95169530	Not Reviewed	No
03/14/2020	03/16/2020	240499	5942	BOOK STORES	AMAZON.COM*RH0035S03 AMZN	WA	911986545	172.22	Memo	111-8521537-46450	Not Reviewed	No

Total Number of Records: 25

Total **\$7,120.44**

End of Report

Rebates 4/1/20

Commercial Lighting Replacement	RJ Zavoral & Sons - 84 LED Tubes, 5 fixtures, 3 photocells	\$ 710.00
Commercial Lighting Replacement	Rivertowne Properties - 8 LED fixtures	\$ 960.00
Commercial Lighting Replacement	Polk County DAC - 17 LED fixtures	\$ 740.00
ECM	Scheving Properties	\$ 150.00
ECM	Helseth	\$ 150.00
ECM	Bravo	\$ 150.00
ECM	Leshuk	\$ 150.00
Residential Weatherization	Borgen - 6 windows, 1 door	\$ 500.00
Residential Weatherization	Bell - 4 windows	\$ 500.00
	Total	\$ 4,010.00

Request for Water and Light Commission Action

Date: 3-30-20
To: Water and Light Commission
From: Keith Mykleseth
RE: Utility Bills

Background:

We have received an email from MNPUC on March 25th, 2020 requesting utilities to voluntarily extend consumer protections for the duration of the peacetime emergency due to the novel coronavirus. Jack Kegel from MMUA followed with an email urging to adopt the recommended guidelines listed by MNPUC. The guidelines include:

1. Extend the protections of Minnesota's Cold Weather Rule provided under Minnesota Statutes sections 216B.096 (public utilities), 216B.097 (electric cooperatives and municipal utilities) and 216B.16, subdivisions 12 and 12a (small gas utility and small electric utility, respectively) by restricting disconnection of residential customers for non-payment of utility bills and reconnecting customers who have been disconnected for the duration of the national security or state peacetime emergency. This request shall not affect the utility's ability to disconnect a customer's service for public safety concerns unrelated to non-payment of services.
2. Waive late fees that any residential or small business customer incurs because of the economic circumstances related to the coronavirus pandemic.
3. Arrange payment plans for customers requesting help during this time that is based on the financial resources and circumstances of the customer.

Jack Kegel's email is within the agenda packet for reference.

Recommendation:

Adopt the listed guidelines and file requested response.



Dear MMUA Member:

On March 25 your utility should have received an e-mail from Mary Swoboda, at the Minnesota Public Utilities Commission (PUC) containing a letter from Steve Kelley, Commissioner of the Minnesota Department of Commerce (DOC) and Katie Sieben, Chair of the PUC, requesting that the utility voluntarily extend the following consumer protections for the duration of the peacetime emergency due to the novel coronavirus disease:

1. Extend the protections of Minnesota's Cold Weather Rule provided under Minnesota Statutes sections 216B.096 (public utilities), 216B.097 (electric cooperatives and municipal utilities) and 216B.16, subdivisions 12 and 12a (small gas utility and small electric utility, respectively) by restricting disconnection of residential customers for non-payment of utility bills and reconnecting customers who have been disconnected for the duration of the national security or state peacetime emergency. This request shall not affect the utility's ability to disconnect a customer's service for public safety concerns unrelated to non-payment of services.
2. Waive late fees that any residential or small business customer incurs because of the economic circumstances related to the coronavirus pandemic.
3. Arrange payment plans for customers requesting help during this time that is based on the financial resources and circumstances of the customer.

MMUA believes that it will be important for all municipal utilities to follow these guidelines, and we urge you to do so. We understand that compliance with these procedures may cause a financial hardship on your utility. We will continue to raise these concerns with the Legislature, the DOC and the PUC to ensure that your voice is heard.

The March 25 letter requests that you provide a response to these specific requests, by April 3 if possible. To simplify this process for you, we have developed a [sample response](#) that you may use as a guide in preparing your utility's response.

The March 25 letter further requests that you file your response to these requests either through the eFile system (in Docket# 20-375) or via email to Jessica Burdette at the DOC (Jessica.Burdette@state.mn.us). You may also email your response to Bill Black (bblack@mmua.org), and we will make sure it gets passed on to the DOC and the PUC.

Please don't hesitate to contact MMUA if you have any questions.

Jack Kegel

Executive Director

Office: 763.746.0701 | Cell: 612.802.9740

Fax: 763.551.0459

jkegel@mmua.org | www.mmua.org

Request for Commission Action

Date: 3/27/2020

To: East Grand Forks Water & Light Commissioners

From: Kevin Hatcher

RE: Tom Bovitz Scholarship Award

Background:

In January 2020, our department presented MMUA's Tom Bovitz Scholarship opportunity to high school seniors from Sacred Heart and East Grand Forks. For the scholarship opportunity, the Water and Light Commission will review the candidates' essays and select a winner to advance into MMUA's contest for a chance to win \$500-\$2,000 in scholarship money. Additionally, this year's winner will be awarded \$500 in scholarship money from our department. This year's submission has been included in the agenda packet.

Recommendation:

Accept our candidate as the winner of the \$500 scholarship from the department and allow advancement into entry of MMUA's Tom Bovitz Scholarship contest.

Municipal Utilities: Good for All of Us

For most people today, electricity and natural gas are taken for granted. For the past few decades, while other goods and services have seen their prices rise with inflation, the price for these two services has remained low; this is in large part to our nation's municipal utilities. These play a crucial role in everybody's lives, and it would be nearly impossible to imagine life without them. The best part about municipal utilities is that they benefit every single individual by not only reliably providing their services but also by keeping prices affordable for all. These two factors are key reasons why municipal utilities are truly good for all of us.

Electricity and natural gas are services that have become essential to modern day life. Everyday simple tasks, from charging a cell phone to baking a pizza in the oven, are a direct result of the work done by our public utilities. These public, not-for-profit organizations are able to reliably provide millions of homes with the energy that they need to function. Public power is beneficial to all first because they can be held accountable in a much better fashion than private businesses. These municipal utilities are kept to strict standards by having public records, open meetings, competitive bidding, and public budget meetings. These standards allow for much greater transparency with the consumers. This transparency is taken a step farther because for many municipalities, the leaders or decision makers are still very much a part of the community, and the decisions that they make directly affect their own friends and family.

Municipal utilities also more reliably supply homes with gas and electricity than other types of utilities. They are more local, meaning that they account for the issues that matter the most to their own areas; what is needed in one region is vastly different from another across the country. The reliability of these services is greater also due to the fact that the crews needed to

repair issues in the system are located nearby in the same community. In many cases, the local governments can share resources to keep services online through tough problems. Also, municipal utilities are beneficial because they can take time to listen to every customer's concerns since they are publically funded. By involving the community in all processes, public utilities can better reach the needs of all ensuring that nobody is left behind.

Municipal utilities build off the fact that gas and electricity are in high demand in the twenty-first century by keeping prices low to let everybody have access to their services. On average across America, public power customers pay almost seven percent lower rates on their gas and electricity bills. They can offer these lower rates for myriad reasons, including lower administrative costs, prices that are set by citizen-controlled boards or local governments, and a lack of economic bias towards high-cost, capital-intensive technologies. These lower rates allow for citizens of a wider range of class to have equal access to modern-day essentials; meaning everybody can have opportunities to heat and light their homes.

Every day, millions of Americans wake up to an electronic alarm clock, take a shower with water heated by either gas or electric power, and make breakfast on a gas powered stove. These actions would be impossible without the work done by municipal utilities in communities across the country. By providing reliable service at a consistently low price, these utilities make the modern world possible not only to a select few, but truly bring good to all of us.