



East Grand Forks Water & Light Department

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Water & Light Commission Meeting Agenda May 06, 2020 8:00 a.m., Remote Session

1. Call meeting to order
2. Approve minutes from previous meeting - April 15, 2020
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
 - a. Utility Billing Discussion
7. 2020 Summer Help
8. Department Heads
9. Commissioner's reports
10. Adjourn to May 20, 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 April 15, 2020 at 8:00 a.m held remotely due to the COVID19 virus pandemic and pursuant to MN Statutes 13D.02, 13D.021 and 13D.04.

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, and Corey Thompson.

It was moved by Commissioner Beauchamp seconded by Commissioner Grinde that the minutes of the previous regular meeting of April 1, 2020 be approved as read.

Voting Aye: Quirk, Grinde, Beauchamp, DeMers

Voting Nay: None

It was moved by Commissioner Beauchamp seconded by Commissioner Grinde to authorize the Secretary to issue payment of the recommended bills and payroll in the amount of \$1,076,521.87.

Voting Aye: Quirk, Grinde, Beauchamp, DeMers

Voting Nay: None

It was moved by Commissioner Grinde seconded by Commissioner Beauchamp to approve the quote from IRBY for Item #1 in the amount of \$6,048 and the quote from Border States Electric for Item #2 in the amount of \$34,668 for the 2020 Miscellaneous Materials Project.

Voting Aye: Quirk, Grinde, Beauchamp, DeMers

Voting Nay: None

It was moved by Commissioner Grinde seconded by Commissioner DeMers to adjourn at 8:37 a.m. to the next regular meeting on May 6, 2020 at 8:00 am to be held remotely due to the COVID19 virus and pursuant to MN Statutes 13D.02, 13D.021 and 13D.04.

Voting Aye: Quirk, Grinde, Beauchamp, DeMers

Voting Nay: None

Lori Maloney
Secretary

Accounts Payable

Check Register Totals Only

User: khatcher
Printed: 4/24/2020 - 1:36 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
515654	04/21/2020	WAP500	Western Area Power Administration	128,009.39	0
				<u>128,009.39</u>	
Check Total:				<u>128,009.39</u>	

Accounts Payable

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City of East Grand Forks

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Check	Date	Vendor No	Vendor Name	Amount	Voucher
515655	05/06/2020	ADV501	Advanced Business Methods	67.58	0
515656	05/06/2020	AME501	AmeriPride Services Inc	353.48	0
515657	05/06/2020	UB*01074	Theresa A Anderson	157.18	0
515658	05/06/2020	AQU501	Aqua-Pure Inc	462.42	0
515659	05/06/2020	BOR501	Border States Electric Supply	10,781.45	0
515660	05/06/2020	BRA500	Brady Martz & Associates P.C.	7,500.00	0
515661	05/06/2020	CEN501	CenturyLink	94.22	0
515662	05/06/2020	LIN501	CL Linfoot Company	293.74	0
515663	05/06/2020	UB*01073	Armando L Corona	109.03	0
515664	05/06/2020	DAK502	Dakota Supply Group	219.87	0
515665	05/06/2020	EGF501	EGF City	106,603.47	0
515666	05/06/2020	EXP501	Exponent	488.34	0
515667	05/06/2020	UB*01076	Farron S Farron-Baker	73.85	0
515668	05/06/2020	FIS501	Fisher Scientific Co LLC	832.52	0
515669	05/06/2020	FOR501	Forklifts of MN Inc	3,458.58	0
515670	05/06/2020	GFT501	GF Thur-O-Clean	1,030.33	0
515671	05/06/2020	HAL500	Halstad Telephone Company	1,458.27	0
515672	05/06/2020	HAW501	Hawkins Inc	5,094.27	0
515673	05/06/2020	IHM500	iHeartMedia	544.00	0
515674	05/06/2020	UB*01077	Terry Alonza Keller	152.81	0
515675	05/06/2020	UB*01072	Aric Knott	96.68	0
515676	05/06/2020	ORE501	O'Reilly Auto Parts	71.23	0
515677	05/06/2020	OLS501	Olsen Chain & Cable Inc	645.00	0
515678	05/06/2020	UB*01075	Kyle N Paskett	122.33	0
515679	05/06/2020	PEA564	Brandon Peabody	394.10	0
515680	05/06/2020	PIT501	Pitney Bowes	5,000.00	0
515681	05/06/2020	PIT504	Pitney Bowes	1,032.00	0
515682	05/06/2020	RMB500	RMB Environmental Laboratories, Inc	485.00	0
515683	05/06/2020	ROT502	Rotary Club of EGF	175.00	0
515684	05/06/2020	STU501	Stuart C Irby Co	11,453.68	0
515685	05/06/2020	TOS502	Toshiba Financial Services	326.07	0
515686	05/06/2020	TRE504	Treatment Resources, Inc.	634.87	0
515687	05/06/2020	UNI502	Univar USA Inc	12,123.09	0
515688	05/06/2020	USB502	US Bank Corporate Payment Systems	3,353.49	0
515689	05/06/2020	USP501	US Postal Service	32.61	0
515690	05/06/2020	VER500	Verizon Wireless	278.23	0
515691	05/06/2020	VES501	Vessco Inc	2,626.50	0
515692	05/06/2020	VIK501	Viking Industrial Center	108.57	0
515693	05/06/2020	WAT501	Water & Light Department	15,071.71	0
515694	05/06/2020	WES501	Wesco Receivables Corp	3,139.12	0
515695	05/06/2020	WID501	Widseth Smith Nolting & Assoc Inc	36,209.75	0
515696	05/06/2020	XCE501	Xcel Energy	2,161.28	0
				235,315.72	
Check Total:					

Accounts Payable
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Check	Date	Vendor No	Vendor Name	Amount	Voucher
515697	05/06/2020	MMP501	MMPA c/o Avant Energy	252,201.49	0
				<u>252,201.49</u>	
Check Total:				<u>252,201.49</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: BRIAN JOHNSON Account Number: **2647 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account: Billing Type: Centrally Billed Account												
03/23/2020	03/24/2020	240507	5085	WHOLESALE INDUST SUPP	FASTENAL COMPANY 01NDGRA	ND	410948415	\$ 6.25	Memo	NDGRA240320	Not Reviewed	No
03/23/2020	03/25/2020	240491	8699	MEMBERSHIP ORGANIZATIONS	MNAWWA	MN		(150.00)	Memo	100861645169	Not Reviewed	No
Name: JEFF OLSON Account Number: **9754 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account: Billing Type: Centrally Billed Account												
03/23/2020	03/24/2020	240506	5533	AUTOMOTIVE PARTS,ACCESSO	O'REILLY AUTO PARTS 1510	MN	860221312	23.54	Memo	202003121032	Not Reviewed	No
03/26/2020	03/30/2020	240506	5599	MISCELLANEOUS AUTOMOTIVE	BOBCAT OF GRAND FORKS	ND	900073462	18.21	Memo	0004	Not Reviewed	No
Name: RAY RAKOCZY Account Number: **5668 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account: Billing Type: Centrally Billed Account												
03/25/2020	03/26/2020	240507	5047	WHOLESALE MED/DENTAL	TFS*ORION WATER	MA	043064009	371.59	Memo	9400364063	Not Reviewed	No
04/13/2020	04/14/2020	240491	8999	PROFESSIONAL SERVICES	SQ *INTEGRITY SHIPPING &	ND	800429876	25.66	Memo	00023058430128797	Not Reviewed	No
Name: MAREN SWINGEN Account Number: **9812 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account: Billing Type: Centrally Billed Account												
03/26/2020	03/27/2020	240499	5942	BOOK STORES	AMZN MKTP US*H769Y3HV3	WA	911986545	18.12	Memo	111-8989541-43570	Not Reviewed	No
03/30/2020	03/31/2020	240499	5942	BOOK STORES	AMZN MKTP US*KU6N90GQ3	WA	202936165	18.37	Memo	111-0364907-20722	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
Name: COREY THOMPSON Account Number: **9747 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account: Billing Type: Centrally Billed Account												
03/27/2020	03/30/2020	240500	5946	CAMERA & PHOTOGRAPHIC SUP	B&H PHOTO 800-606-6969	NY	132768071	\$1,330.80	Memo	80701508	Not Reviewed	No
03/30/2020	03/31/2020	240499	5734	COMPUTER SOFTWARE STORES	NEWEGG INC	CA		196.74	Memo	466456474	Not Reviewed	No
04/03/2020	04/06/2020	240498	7399	BUSINESS SERVICES -OTHER	AMAZON WEB SERVICES	WA	204938068	3.50	Memo	294536421	Not Reviewed	No
04/06/2020	04/07/2020	240499	5942	BOOK STORES	AMAZON.COM*340429H13	WA	911986545	1,041.44	Memo	114-0242163-64514	Not Reviewed	No
04/07/2020	04/08/2020	240499	5734	COMPUTER SOFTWARE STORES	NEWEGG INC	CA		196.50	Memo	468223134	Not Reviewed	No
04/18/2020	04/20/2020	240499	5942	BOOK STORES	AMZN MKTP	WA	911986545	108.52	Memo	114-8578502-73674	Not Reviewed	No
04/20/2020	04/21/2020	240500	5732	ELECTRONICS STORES	US*HX4MB33O3	WA		114.58	Memo	001945071	Not Reviewed	No
04/21/2020	04/22/2020	240499	5942	BOOK STORES	AMZN MKTP US*Z29O28033	WA	911986545	29.67	Memo	114-1231204-98178	Not Reviewed	No
Total Number of Records:											16	
Total												\$3,353.49

End of Report

Rebates 5/6/20

Residential Weatherization	Peabody-Insulation	\$ 394.10
Top Load Washer	Trent	\$ 75.00
Commercial Lighting Replacement	Christ the King Church	\$ 40.00
Recycle	Salvhus	\$ 50.00
	Total	\$ 559.10

Request for Water and Light Commission Action

Date: 5/1/2020
To: W & L Commissioners
From: Jeff Olson
RE: Summer Help

Background:

As in the past W&L has hired summer time employees to take care of the grounds, paint hydrants, and assist water and electric crews when needed.

Recommendation:

It is my recommendation that the commissioners allow the hiring of 2 summer employees to assume the duties listed above for the department.