



# East Grand Forks Water & Light Department

*Life Connected Since 1909*

## Water & Light Commission Meeting Agenda June 3, 2020 Remote Session

1. Call meeting to order
2. Approve minutes from previous meeting - May 20, 2020
3. Bills and payroll
4. Comments from the public
5. Reports
  - a. Widsyth Smith Nolting
    - i. Todd
    - ii. Steve or Dustin
  - b. City Attorney
6. Old Business
  - a. Utility Bills
7. Eagles Club Utility Bill
8. Howard Temperature Detection Kiosk
9. Department Heads
10. Commissioner's reports
11. Adjourn to June 17, 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 May 20, 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, 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 May 6, 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 \$718,393.29.

Voting Aye: Quirk, Grinde, Beauchamp, DeMers

Voting Nay: None

It was moved by Commissioner Beauchamp seconded by Commissioner DeMers to adjourn at 8:20 a.m. to the next regular meeting on June 3, 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: 6/1/2020 - 2:29 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
515738	06/03/2020	ACM502	Acme Electric Companies	3,231.32	0
515739	06/03/2020	ADV501	Advanced Business Methods	67.58	0
515740	06/03/2020	AME501	AmeriPride Services Inc	353.48	0
515741	06/03/2020	ARI500	ARIN	150.00	0
515742	06/03/2020	BAT501	Batteries + Bulbs	100.79	0
515743	06/03/2020	BUS501	Business Essentials	233.14	0
515744	06/03/2020	CAR505	Cariveau Concrete Construction	2,410.00	0
515745	06/03/2020	CUS502	Custom Stripes	95.00	0
515746	06/03/2020	DAK503	Dakota Mailing & Shipping Equip Inc	574.47	0
515747	06/03/2020	DIA501	Diamond Cleaning Supply	208.65	0
515748	06/03/2020	DIG501	Digi Key Corp 590699	1,430.19	0
515749	06/03/2020	EGF501	EGF City	100,973.33	0
515750	06/03/2020	EXP501	Exponent	541.60	0
515751	06/03/2020	GFF501	GF Fire Equipment	118.12	0
515752	06/03/2020	GFT501	GF Thur-O-Clean	962.69	0
515753	06/03/2020	GRA505	Graymont (WI) LLC	6,341.85	0
515754	06/03/2020	HOM501	Home of Economy	112.60	0
515755	06/03/2020	INT503	Integrated Process Solutions Inc	898.99	0
515756	06/03/2020	UB*01083	Devin S Kleive	174.71	0
515757	06/03/2020	LOC501	Locators & Supplies Inc	864.98	0
515758	06/03/2020	LUN501	Luneth Plumbing & Heating	3,541.55	0
515759	06/03/2020	MDH501	MN Dept of Health (MDH)	7,105.00	0
515760	06/03/2020	UB*01082	Willie R Nikunen	56.99	0
515761	06/03/2020	ORE501	O'Reilly Auto Parts	37.83	0
515762	06/03/2020	OFF500	Office Depot	183.06	0
515763	06/03/2020	POW501	Power Equipment Shop	67.58	0
515764	06/03/2020	RIV501	Rivard's Turf & Forage	294.00	0
515765	06/03/2020	RMB500	RMB Environmental Laboratories, Inc	125.00	0
515766	06/03/2020	SAC561	Steve Sackett	200.00	0
515767	06/03/2020	STU501	Stuart C Irby Co	33,553.99	0
515768	06/03/2020	TOS502	Toshiba Financial Services	643.75	0
515769	06/03/2020	USB502	US Bank Corporate Payment Systems	3,117.35	0
515770	06/03/2020	USP501	US Postal Service	148.00	0
515771	06/03/2020	WAT501	Water & Light Department	11,661.71	0
515772	06/03/2020	WID501	Widseth Smith Nolting & Assoc Inc	17,270.59	0
515773	06/03/2020	XCE501	Xcel Energy	189.62	0
Check Total:				198,039.51	

### 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: BRIANNA M FEIL Account Number: **8731 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account: Billing Type: Centrally Billed Account												
<a href="#">04/24/2020</a>	04/24/2020	240491	8398	CHARITABLE/SOCIAL SERVICE	AMER PUBLIC POWER ASSO	VA	530026315	\$ 295.00	<a href="#">Memo</a>	AF0A2D41904B	Not Reviewed	No
<a href="#">05/19/2020</a>	05/20/2020	240491	8398	CHARITABLE/SOCIAL SERVICE	AMER PUBLIC POWER ASSO	VA	530026315	400.00	<a href="#">Memo</a>	AK0A7E720E72	Not Reviewed	No
<a href="#">05/20/2020</a>	05/21/2020	240498	7338	QUICK COPY & REPRODUCTION	FEDEX OFFIC61000006106	ND	770433330	80.12	<a href="#">Memo</a>	COVERS	Not Reviewed	No
<a href="#">05/21/2020</a>	05/22/2020	240500	5699	MISCELLANEOUS APPAREL	IN*PROBITAS PROMOTIONS L	ND	030390596	261.25	<a href="#">Memo</a>	80422	Not Reviewed	No

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

<a href="#">05/04/2020</a>	05/05/2020	240491	8999	PROFESSIONAL SERVICES	SQ *INTEGRITY SHIPP	ND	800429876	17.14	<a href="#">Memo</a>	TQJGU9YTDONRNWN RH	Not Reviewed	No
<a href="#">05/05/2020</a>	05/06/2020	240491	8999	PROFESSIONAL SERVICES	SQ *INTEGRITY SHIPP	ND	800429876	35.35	<a href="#">Memo</a>	ZIEEN3ISBVPOZPSGI	Not Reviewed	No

Name: KEVIN HATCHER Account Number: \*\*0143 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account: Billing Type: Centrally Billed Account

<a href="#">05/05/2020</a>	05/06/2020	240498	7311	ADVERTISING SERVICES	FACEBK P5ZCLS27E2	CA		75.00	<a href="#">Memo</a>	420429000200589	Not Reviewed	No
<a href="#">05/08/2020</a>	05/08/2020	240498	7311	ADVERTISING SERVICES	FACEBK LBZMLT28E2	CA		6.87	<a href="#">Memo</a>	420429000200589	Not Reviewed	No

Name: BRIAN JOHNSON Account Number: \*\*2647 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account: Billing Type: Centrally Billed Account

<a href="#">04/22/2020</a>	04/23/2020	240491	8999	PROFESSIONAL SERVICES	SQ *INTEGRITY SHIPPING &	ND	800429876	12.64	<a href="#">Memo</a>	00011529215091730	Not Reviewed	No
<a href="#">05/06/2020</a>	05/07/2020	240491	8999	PROFESSIONAL SERVICES	SQ *INTEGRITY SHIPP	ND	800429876	13.39	<a href="#">Memo</a>	XLPHTHA2QR5ECGAVA Z	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: JEFF OLSON Account Number: \*\*9754 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account: Billing Type: Centrally Billed Account

[04/21/2020](#) 04/23/2020 240500 7216 DRY CLEANERS C & R CLEANERS - NORTH ND 450320057 \$ 30.90 [Memo](#) Not Reviewed No

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

[04/28/2020](#) 04/29/2020 240498 7399 BUSINESS SERVICES THE UPS STORE 1609 ND 450421445 72.09 [Memo](#) 073909 Not Reviewed No

[05/07/2020](#) 05/08/2020 240507 5085 WHOLESALE INDUST SUPP -OTHER INDIAN SPRINGS MANUFAC NY 150597640 (225.00) [Memo](#) 00521072 00031 Not Reviewed No

[05/21/2020](#) 05/22/2020 240507 5047 WHOLESALE MED/DENTAL INDIAN SPRINGS NY 150597640 1,268.00 [Memo](#) 320605349 Not Reviewed No

Name: MAREN SWINGEN Account Number: \*\*9812 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account: Billing Type: Centrally Billed Account

[05/01/2020](#) 05/04/2020 240507 5411 GROCERY HUGOS #5 MN 450273731 5.34 [Memo](#) 0688468004VPRY702 6455572 Not Reviewed No

[05/02/2020](#) 05/04/2020 240499 5942 BOOK STORES AMAZON.COM\*JR4Z47LL3 WA 911986545 172.02 [Memo](#) 111-1508081-79402 Not Reviewed No

[05/20/2020](#) 05/21/2020 240498 5968 CONTINUITY AMAZON PRIME\*W71C9011 WA 911986545 128.67 [Memo](#) D01-4361341-33506 Not Reviewed No

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

[04/27/2020](#) 04/29/2020 240507 5045 WHOLESALE COMPUTERS/ TRIMBLE INC. CA 942802192 400.00 [Memo](#) 4576567 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
<a href="#">05/03/2020</a>	05/04/2020	240498	7399	BUSINESS SERVICES -OTHER	AMAZON WEB SERVICES	WA	204938068	\$ 68.57	<a href="#">Memo</a>	298838713	Not Reviewed	No

Total Number of Records: 19

Total **\$3,117.35**

End of Report

## Rebates 6-3-20

AC Tune Up	Holweger	\$ 60.00
AC Tune Up	Hayes	\$ 60.00
AC Tune Up	Schumacher	\$ 60.00
AC Tune Up	Lovcik	\$ 60.00
AC Tune Up	Kuzel	\$ 60.00
Dishwasher	Mykleseth	\$ 50.00
ECM	Grassel	\$ 150.00
LED Bulbs	Erickson	\$ 15.80
Recycle	Kotrba	\$ 50.00
Refrigerator	Hanson	\$ 75.00
Refrigerator/Dishwasher/Top Load Washer	Sackett	<u>\$ 200.00</u>
<b>Total</b>		<b>\$ 840.80</b>

# Request for Water and Light Commission Action

**Date:** 5/28/2020  
**To:** Water & Light Commissioners  
**From:** Gary Shields/ Eagles Club Trustee  
**RE:** past due bill

---

## **Background:**

looking to update Water and Light Commission on the current status of the East Grand Forks Eagles Club. The club is under new leadership and has been refinanced by Soaring Eagles LLC. A private group who offered to refinance the building and deed it back to the Eagles Club. We feel the Eagles club is a vital part of East Grand Forks. The intent of appearing before the commission is to discuss the outstanding debt.

## **Recommendation:**

Try to resolve past due debt.



# Request for Commission Action

Date: 5/29/20

To: Water & Light Commissioners

From: Keith Mykleseth

RE: Howard Temperature Detection Kiosk

---

## Background:

We are looking into purchasing temperature kiosks for the employees of Water and Light at City Hall and the DSC. Irby Utilities presented a Howard product, but we would like to work with the City Department Heads for a future plan.

Recommendation: Work with City Department Heads to come up with the best plan for moving forward and allow Water and Light to pay for up to two Temperature Detection Kiosks.