



# East Grand Forks Water & Light Department

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## Water & Light Commission Meeting Agenda July 1, 2020 Remote Session

1. Call meeting to order
2. Approve minutes from previous meeting - June 17, 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 Bills
7. Old Electric Meters
8. Police Department-Water Bottle Filling Station
9. Department Heads
10. Commissioner's reports
11. Adjourn to July 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 on June 17, 2020 at 8:00 a.m held remotely due to the COVID 19 virus pandemic and pursuant to MN Statutes 13D.02, 13D.021 and 13D.04.

Present: Grinde, Beauchamp, DeMers

Absent: Quirk

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 DeMers that the minutes of the previous regular meeting of June 3, 2020 be approved as read.

Voting Aye: Grinde, Beauchamp, DeMers

Voting Nay: None

It was moved by Commissioner Beauchamp seconded by Commissioner DeMers to authorize the Secretary to issue payment of the recommended bills and payroll in the amount of \$713,212.16.

Voting Aye: Grinde, Beauchamp, DeMers

Voting Nay: None

Commissioner Quirk entered the meeting at 8:11 a.m.

It was moved by Commissioner Beauchamp seconded by Commissioner Quirk to approve entering into the North Water Tower Agreement and sign the agreement on behalf of the Water and Light Commission.

Voting Aye: Grinde, Beauchamp, DeMers, Quirk

Voting Nay: None

It was moved by Commissioner Beauchamp seconded by Commissioner Quirk to adjourn at 8:42 a.m. to the next regular meeting on July 1, 2020 at 8:00 am to be held remotely due to the COVID 19 virus and pursuant to MN Statutes 13D.02, 13D.021 and 13D.04.

Voting Aye: Grinde, Beauchamp, DeMers, Quirk

Voting Nay: None

Lori Maloney  
Secretary

Accounts Payable  
Check Register Totals Only

User: khatcher  
Printed: 6/23/2020 - 9:41 AM



**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
515814	06/22/2020	WAP500	Western Area Power Administration	137,801.69	0
				<u>137,801.69</u>	
Check Total:				<u>137,801.69</u>	

# Accounts Payable

## Check Register Totals Only

User: khatcher  
 Printed: 6/29/2020 - 2:23 PM



# City of East Grand Forks

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 East Grand Forks, MN 56721  
 (218) 773-2483

Check	Date	Vendor No	Vendor Name	Amount	Voucher
515815	07/01/2020	ACM502	Acme Electric Companies	82.51	0
515816	07/01/2020	ADV501	Advanced Business Methods	67.58	0
515817	07/01/2020	ALT501	Altec Industries Inc	1,580.78	0
515818	07/01/2020	AME550	American Crystal Sugar Co	34,586.00	0
515819	07/01/2020	AWW503	American Water Works Association	158.00	0
515820	07/01/2020	AME501	AmeriPride Services Inc	448.47	0
515821	07/01/2020	BOR501	Border States Electric Supply	705.44	0
515822	07/01/2020	COM505	Complete Pest Control Inc	85.00	0
515823	07/01/2020	COR503	Core & Main	383.99	0
515824	07/01/2020	CUS501	Custom Aire Inc	898.50	0
515825	07/01/2020	DIA501	Diamond Cleaning Supply	151.94	0
515826	07/01/2020	DIG501	Digi Key Corp 590699	59.59	0
515827	07/01/2020	EGF501	EGF City	105,104.66	0
515828	07/01/2020	EXP501	Exponent	122.50	0
515829	07/01/2020	FAS501	Fastenal Company	51.54	0
515830	07/01/2020	FAS561	Fastlane Racing Equipment	420.00	0
515831	07/01/2020	FUS500	Fusion Automation Inc.	10,682.23	0
515832	07/01/2020	GFT501	GF Thur-O-Clean	962.69	0
515833	07/01/2020	HAW501	Hawkins Inc	18,595.25	0
515834	07/01/2020	LUM501	Lumber Mart	180.57	0
515835	07/01/2020	NOR501	North-Holt Electric Inc	9,968.13	0
515836	07/01/2020	NOR505	Northern Valley Machine	60.00	0
515837	07/01/2020	POW501	Power Equipment Shop	54.06	0
515838	07/01/2020	RMB500	RMB Environmental Laboratories, Inc	110.00	0
515839	07/01/2020	SUN563	David & Cheryl Sundine	500.00	0
515840	07/01/2020	TOS502	Toshiba Financial Services	707.37	0
515841	07/01/2020	USB502	US Bank Corporate Payment Systems	2,945.52	0
515842	07/01/2020	WAT501	Water & Light Department	1,540.00	0
515843	07/01/2020	WAT503	Water Research Foundation	1,135.00	0
515844	07/01/2020	WID501	Widseth Smith Nolting & Assoc Inc	4,072.50	0
515845	07/01/2020	XCE501	Xcel Energy	153.25	0

Check Total: 196,573.07

## 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
<b>Name:</b> TODD GRABANSKI <b>Account Number:</b> **6344 <b>Optional 1:</b> <b>Optional 2:</b> <b>Lost/Stolen Account:</b> <b>Replacement Account:</b> <b>Billing Type:</b> Centrally Billed Account												
<a href="#">06/11/2020</a>	06/12/2020	240500	5999	MISCELLANEOUS AND SPECIAL	RAJ & ASSOCIATES	FL	204897464	\$ 113.64	<a href="#">Memo</a>	0100014930	Not Reviewed	No
<b>Name:</b> KEVIN HATCHER <b>Account Number:</b> **0143 <b>Optional 1:</b> <b>Optional 2:</b> <b>Lost/Stolen Account:</b> **3325 <b>Replacement Account:</b> <b>Billing Type:</b> Centrally Billed Account												
<a href="#">06/01/2020</a>	06/02/2020	240498	7311	ADVERTISING SERVICES	FACEBK 65AHLT67E2	CA	201665019	75.00	<a href="#">Memo</a>	420429000200589	Not Reviewed	No
<a href="#">06/08/2020</a>	06/08/2020	240498	7311	ADVERTISING SERVICES	FACEBK M37E5UE7E2	CA		16.87	<a href="#">Memo</a>	420429000200589	Not Reviewed	No
<b>Name:</b> BRIAN JOHNSON <b>Account Number:</b> **2647 <b>Optional 1:</b> <b>Optional 2:</b> <b>Lost/Stolen Account:</b> <b>Replacement Account:</b> <b>Billing Type:</b> Centrally Billed Account												
<a href="#">05/27/2020</a>	05/27/2020	240507	5046	WHOLESALE COMMERCIAL	MC CROMETER CORP	CA	330695522	901.89	<a href="#">Memo</a>	88272853	Not Reviewed	No
<a href="#">06/03/2020</a>	06/04/2020	240491	8999	PROFESSIONAL SERVICES	SQ *INTEGRITY SHIPPING &	ND	800429876	12.53	<a href="#">Memo</a>	00011529215092409	Not Reviewed	No
<b>Name:</b> RAY RAKOCZY <b>Account Number:</b> **5668 <b>Optional 1:</b> <b>Optional 2:</b> <b>Lost/Stolen Account:</b> <b>Replacement Account:</b> <b>Billing Type:</b> Centrally Billed Account												
<a href="#">05/28/2020</a>	06/01/2020	240507	5200	HOME SUPPLY WAREHOUSE STORES	MENARDS GRAND FORKS ND	ND	390989248	111.25	<a href="#">Memo</a>	0	Not Reviewed	No
<b>Name:</b> COREY THOMPSON <b>Account Number:</b> **9747 <b>Optional 1:</b> <b>Optional 2:</b> <b>Lost/Stolen Account:</b> <b>Replacement Account:</b> <b>Billing Type:</b> Centrally Billed Account												
<a href="#">06/01/2020</a>	06/02/2020	240500	5732	ELECTRONICS STORES	WYZE LABS, INC.	WA		1,400.79	<a href="#">Memo</a>	002717422	Not Reviewed	No
<a href="#">06/01/2020</a>	06/02/2020	240500	5732	ELECTRONICS STORES	WYZE LABS, INC.	WA		350.20	<a href="#">Memo</a>	002717485	Not Reviewed	No
<a href="#">06/01/2020</a>	06/02/2020	240499	5942	BOOK STORES	AMZN MKTP US*MY65E4Z80	WA	830417755	62.00	<a href="#">Memo</a>	114-8723814-98962	Not Reviewed	No
<a href="#">06/03/2020</a>	06/04/2020	240498	7399	BUSINESS SERVICES -OTHER	AMAZON WEB SERVICES	WA	204938068	4.71	<a href="#">Memo</a>	305130698	Not Reviewed	No

## Transaction Detail - Summary

<u>Trans Date</u>	<u>Posting Date</u>	<u>MCCG Code</u>	<u>MCC</u>	<u>Merchant Category Code Description</u>	<u>Merchant Name</u>	<u>Merchant State/Province</u>	<u>Taxpayer ID Number (TIN)</u>	<u>Trans Amount</u>	<u>Posting Type</u>	<u>Purchase ID</u>	<u>Trans Status</u>	<u>Disputed Status</u>
<a href="#">06/16/2020</a>	06/17/2020	240499	5942	BOOK STORES	AMZN MKTP US*MS4JF6J61	WA	911986545	\$ 219.96	<a href="#">Memo</a>	114-4190182-83706	Not Reviewed	No

Total Number of Records: 11

Total

**\$3,268.84**

End of Report

**Rebates 7-1-20**

Dishwasher	Bergee	\$	50.00
Dishwasher	Demers	\$	50.00
AC Tune up	Bonlie	\$	60.00
AC Tune up	Brage	\$	60.00
AC Tune up	Erickson	\$	60.00
AC Tune up	Frol	\$	60.00
AC Tune up	Hannah	\$	60.00
AC Tune up	Johnson	\$	60.00
AC Tune up	Keller	\$	60.00
AC Tune up	Kelley	\$	60.00
AC Tune up	Lee	\$	60.00
AC Tune up	Neppel	\$	60.00
AC Tune up	Schroeder	\$	60.00
AC Tune up	Wavra	\$	60.00
Refrigerator	Bergee	\$	75.00
Front Load Washer	Woinarowicz	\$	100.00
AC Tune up	Vasichek - 2 properties	\$	120.00
Refrigerator/Recycle	Stern	\$	125.00
ECM	Smart	\$	150.00
ECM	Zimniak	\$	150.00
Commercial Lighting Replacement	FastLane Racing Equipment - 84 LED tubes	\$	420.00
Residential Weatherization	Sundine - 1 entry door & 15 Windows	\$	500.00
Commercial Lighting Replacement	2019 American Crystal Sugar - 374 total fixtures	\$	<u>34,586.00</u>
	<b>Total</b>	<b>\$</b>	<b>37,046.00</b>

# **Request for Water and Light Commission Action**

**Date:** 6/25,2020  
**To:** Water & Light Commisioners  
**From:** Jeff Olson  
**RE:** surplus used electric meters

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## **Background:**

W & L has gone to a new elctric meter system and the old meters have little or no reuse value.

## **Recommendation:**

My recommendation is for the Commissioners to declare the meters salvage so they can be discarded.



# **Request for Water and Light Commission Action**

**Date:** June 19th, 2020  
**To:** Water & Commissioners; GM Keith Mykleseth  
**From:** Brian Johnson  
**RE:** Water Bottle Filling Station

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## **Background:**

The East Grand Forks Police Department has made a requested for the donation of a drinking fountain/water filling station for inside the police station. It was stated that if the fountain was provided, the PD would perform the installation. The cost of the fountain is \$1711.00. \$4000 was budgeted in 2020 to cover such expenses.

## **Recommendation:**

The Water & Light Commission agree to purchase the Water Bottle Filling Station for the EGF Police Department in the amount of \$1711.00 with any additional costs being the responsibility of the Police Department.

EAST GRAND FORKS

# POLICE DEPARTMENT



Michael Hedlund  
*Chief of Police*

520 DeMers Avenue East Grand Forks, MN 56721  
Phone (218) 773 - 1104 Fax (218) 773 - 1108

Keith,

I am writing this letter to you and the Water and Light Commission in consideration for a new drinking fountain/water bottle filler for the East Grand Forks Police Department. Many Officers including myself bring and fill our water bottles at home. I believe with this new water fountain it would help cut down the use of plastic water bottles along with Officers drinking more water and staying hydrated.

I have also been in contact with Hunter Olson from the East Grand Forks Fire Department along with Brian Johnson Water and Light Superintendent and we ask to receive the same water fountain they have at the North Fire Station. A Elkay Refrigerated, Dispenser Design Wall Water Cooler with Bottle Filling Station.

I spoke with Chief Hedlund and we will have it installed which would be no extra cost to the Water and Light Commission.

Thank you for your consideration,

**John Grabanski -- #542**  
East Grand Forks Police Dept.  
Patrolman  
520 Demers Avenue  
East Grand Forks, MN 56721  
Phone: 218-773-1104  
Fax: 218-773-1108