



East Grand Forks Water & Light Department

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Water & Light Commission Meeting Agenda August 5, 2020 8:00 a.m., Remote Session

1. Call meeting to order
2. Approve minutes from previous meeting - July 15, 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 Billing Discussion
7. Allen Neer Resignation Letter
8. Water Treatment Plant Operator Hire
9. Department Heads
10. Commissioner's reports
11. Adjourn to August 19, 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 July 15, 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, Todd Forster, Brianna Feil, Kevin Hatcher, Corey Thompson, Karla Anderson and Tracee Bruggeman.

It was moved by Commissioner Beauchamp seconded by Commissioner DeMers that the minutes of the previous regular meeting of July 1, 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 \$972,931.46.

Voting Aye: Grinde, Beauchamp, DeMers

Voting Nay: None

Commissioner Quirk entered the meeting at 8:15am.

A presentation of the 2019 Audit Report was made by Tracee Bruggeman, representative from Brady-Martz.

It was moved by Commissioner Quirk seconded by Commissioner Beauchamp to adjourn at 8:50 a.m. to the next regular meeting on August 5, 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: Quirk, Grinde, Beauchamp, DeMers

Voting Nay: None

Lori Maloney
Secretary

Accounts Payable
Check Register Totals Only

User: khatcher
Printed: 7/28/2020 - 2:43 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
515889	07/28/2020	WAP500	Western Area Power Administration	149,447.17	0
				<hr/> <hr/>	
				Check Total:	
				149,447.17	
				<hr/> <hr/>	

Accounts Payable

Check Register Totals Only

User: khatcher
 Printed: 8/3/2020 - 4:05 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
515890	08/05/2020	ACM502	Acme Electric Companies	629.86	0
515891	08/05/2020	ADV501	Advanced Business Methods	67.58	0
515892	08/05/2020	AIR502	Airgas USA, LLC	2,544.24	0
515893	08/05/2020	AWW503	American Water Works Association	79.00	0
515894	08/05/2020	AME501	AmeriPride Services Inc	162.93	0
515895	08/05/2020	BIG501	Big Jim's East Side Tire	46.90	0
515896	08/05/2020	BOR501	Border States Electric Supply	2,003.45	0
515897	08/05/2020	CAN501	Cannon Technologies Inc	27,792.45	0
515898	08/05/2020	CAR567	Jason Carlson	500.00	0
515899	08/05/2020	CEN501	CenturyLink	95.38	0
515900	08/05/2020	COL500	Cole Papers Inc	179.99	0
515901	08/05/2020	CUS502	Custom Stripes	300.00	0
515902	08/05/2020	DIG501	Digi Key Corp 590699	28.79	0
515903	08/05/2020	EGF501	EGF City	195,951.38	0
515904	08/05/2020	ELE502	Electro Watchman, Inc	155.00	0
515905	08/05/2020	UB*01097	Laura A Erickson	407.63	0
515906	08/05/2020	EXP501	Exponent	695.54	0
515907	08/05/2020	FOR505	Forum Communications Company	270.00	0
515908	08/05/2020	FUS500	Fusion Automation Inc.	2,808.03	0
515909	08/05/2020	GFF501	GF Fire Equipment	290.35	0
515910	08/05/2020	GFT501	GF Thur-O-Clean	962.69	0
515911	08/05/2020	GRA507	Grainger	85.60	0
515912	08/05/2020	GRA504	Graybar	447.12	0
515913	08/05/2020	GRA505	Graymont (WI) LLC	6,329.10	0
515914	08/05/2020	UB*01096	Zach S Harms	129.59	0
515915	08/05/2020	HAW501	Hawkins Inc	712.00	0
515916	08/05/2020	HOL501	Holiday Companies	16.48	0
515917	08/05/2020	IHM500	iHeartMedia	552.00	0
515918	08/05/2020	UB*01100	Jordan E Lessard	110.96	0
515919	08/05/2020	LOC501	Locators & Supplies Inc	79.11	0
515920	08/05/2020	LUN501	Lunseth Plumbing & Heating	1,506.82	0
515921	08/05/2020	UB*01093	Raymond J Markulics	81.98	0
515922	08/05/2020	UB*01095	Ahlam A Mohamed	73.94	0
515923	08/05/2020	NOR501	North-Holt Electric Inc	18,329.54	0
515924	08/05/2020	UB*01101	Caleb Owens	195.92	0
515925	08/05/2020	PIT501	Pitney Bowes	5,000.00	0
515926	08/05/2020	PIT504	Pitney Bowes	1,032.00	0
515927	08/05/2020	POW501	Power Equipment Shop	54.06	0
515928	08/05/2020	UB*01098	Nanda L Rai	123.47	0
515929	08/05/2020	RES501	Resco	19,203.01	0
515930	08/05/2020	UB*01092	Wyatt Rieder	63.49	0
515931	08/05/2020	UB*01099	Savannah F Riopelle	160.40	0
515932	08/05/2020	RMB500	RMB Environmental Laboratories, Inc	190.00	0
515933	08/05/2020	UB*01094	Sandra Roach	272.48	0
515934	08/05/2020	ROT502	Rotary Club of EGF	175.00	0
515935	08/05/2020	SEN501	Sensus USA, Inc.	3,722.06	0
515936	08/05/2020	SPR500	Springbrook Holding Company LLC	93,048.86	0
515937	08/05/2020	TOS502	Toshiba Financial Services	500.15	0
515938	08/05/2020	USB502	US Bank Corporate Payment Systems	1,160.10	0
515939	08/05/2020	VER500	Verizon Wireless	280.69	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
515940	08/05/2020	VIK502	Viking Painting LLC	202,950.00	0
515941	08/05/2020	WAT501	Water & Light Department	14,534.72	0
515942	08/05/2020	WID501	Widseth Smith Nolting & Assoc Inc	5,077.00	0
515943	08/05/2020	XCE501	Xcel Energy	141.95	0
				612,310.79	
Check Total:				612,310.79	

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												
07/08/2020	07/10/2020	240500	5992	FLORISTS	BLOOMIN CREATIONS FLOWER	MN	954604723	\$ 79.09	Memo		Not Reviewed	No
07/10/2020	07/13/2020	240499	5942	BOOK STORES	AMZN MKTP US*MJ99N45E2	WA	911986545	128.66	Memo	113-2629645-59610	Not Reviewed	No
07/10/2020	07/13/2020	240499	5942	BOOK STORES	AMZN MKTP US*MJ4XK2QV0	WA	911986545	61.11	Memo	113-2160262-20522	Not Reviewed	No
Name: TODD GRABANSKI Account Number: **6344 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account: Billing Type: Centrally Billed Account												
07/21/2020	07/22/2020	240507	5085	WHOLSALE INDUST SUPP	GLOBALTEST SUPPLY	NC	562435649	39.60	Memo	90560643	Not Reviewed	No
Name: KEVIN HATCHER Account Number: **0143 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account: Billing Type: Centrally Billed Account												
07/02/2020	07/02/2020	240498	7311	ADVERTISING SERVICES	FACEBK Y954RUE7E2	CA		75.00	Memo	420429000200589	Not Reviewed	No
07/08/2020	07/08/2020	240498	7311	ADVERTISING SERVICES	FACEBK R5D3KUW7E2	CA		15.05	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												
07/08/2020	07/09/2020	240491	8999	PROFESSIONAL SERVICES	SQ *INTEGRITY SHIPPING &	ND	800429876	12.64	Memo	00023058430130333	Not Reviewed	No
07/13/2020	07/14/2020	240491	8999	PROFESSIONAL SERVICES	SQ *INTEGRITY SHIPPING &	ND	800429876	13.39	Memo	00023058430130462	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												
07/07/2020	07/08/2020	240500	5999	MISCELLANEOUS AND SPECIAL	BATTERIES PLUS - #0024	ND	812697773	10.71	Memo	P28570184	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: RAY RAKOCZY Account Number: **5668 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account: Billing Type: Centrally Billed Account												
06/29/2020	07/01/2020	240499	5943	STATIONERY STORE/SUPPLIES	OFFICEMAX/DEPOT 6576	ND	341573735	\$ 70.30	Memo	657620200629	Not Reviewed	No
07/08/2020	07/09/2020	240491	8999	PROFESSIONAL SERVICES	SQ *INTEGRITY SHIPPING &	ND	800429876	13.02	Memo	00023058430130339	Not Reviewed	No

Name: MAREN SWINGEN Account Number: **9812 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account: Billing Type: Centrally Billed Account												
06/26/2020	06/29/2020	240506	5599	MISCELLANEOUS AUTOMOTIVE	SPRAY ADVANTAGE	ND	010632436	3.90	Memo		Not Reviewed	No
07/06/2020	07/08/2020	240507	5085	WHOLSALE INDUST SUPP	SUPERIOR INTERLOCK CORP	NY	111805702	315.40	Memo	42099804459	Not Reviewed	No
07/18/2020	07/20/2020	240499	5942	BOOK STORES	AMZN MKTP US*MV80FTCV2	WA	911986545	43.20	Memo	111-2627473-14906	Not Reviewed	No

Name: COREY THOMPSON Account Number: **9747 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account: Billing Type: Centrally Billed Account												
06/26/2020	06/26/2020	240499	5942	BOOK STORES	AMZN MKTP US*MS9MN1DN0	WA	911986545	149.97	Memo	114-5829000-67770	Not Reviewed	No
07/03/2020	07/03/2020	240498	7399	BUSINESS SERVICES -OTHER	AMAZON WEB SERVICES	WA	810624246	3.38	Memo	309932662	Not Reviewed	No
07/07/2020	07/07/2020	240507	5045	WHOLESALE COMPUTERS/	SERVER SUPPLY.COM INC	NY	200822504	109.47	Memo	0000000000000000	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
07/09/2020	07/10/2020	240498	5968	CONTINUITY SUBSCRIPTION	ZOOM.US	CA	611648780	\$ 16.21	Memo	P-32014881	Not Reviewed	No

Total Number of Records: 18

Total **\$1,160.10**

End of Report

Rebates 8-5-20

AC Tune Up	Schauer	\$	60.00
AC Tune Up	Hartman	\$	60.00
AC Tune Up	Tack	\$	60.00
AC Tune Up	Hamlin	\$	60.00
AC Tune Up	Ebertowski	\$	60.00
AC Tune Up	Mabey	\$	60.00
AC Tune Up	Aubol	\$	60.00
AC Tune Up	Chupka	\$	60.00
AC Tune Up	Mills	\$	60.00
AC Tune Up	Gorman	\$	60.00
AC Tune Up	Beiswenger	\$	60.00
AC Tune Up	EGF Dental Care - 2 units	\$	120.00
AC Tune Up	Flom	\$	50.00
AC Tune Up	Mason	\$	60.00
AC Tune Up	Schroeder	\$	60.00
AC Tune Up	Erickson	\$	60.00
AC Tune Up	Osowski	\$	60.00
AC Tune Up	Omdahl	\$	60.00
AC Tune Up	Strandell	\$	60.00
AC Tune Up	Kovar	\$	60.00
Dishwasher	Hanson	\$	50.00
ECM	Aubol	\$	150.00
ECM	Neil	\$	150.00
ECM	Helms	\$	150.00
EI Water Heater	Hanson	\$	50.00
LED Fixtures	Seeger	\$	110.16
Refrigerator	Dickman	\$	75.00
Residential Weatherization	Carlson - 7 Windows	\$	500.00
Top Load Washer	Norman	\$	75.00
	Total		\$ 2,560.16

Request for Commission Action

Date: 8/3/20

To: Water & Light Commissioners

From: Brian Johnson

RE: Allan Neer Resignation Letter

Background:

Allan Neer gave his resignation letter to Brian Johnson on 7-30-20. Allan Neer's last official day of work will be 8-14-2020

Recommendation: Accept Allan Neer's resignation notice.

Request for Water and Light Commission Action

Date: 7-31-2020
To: Water and Light Commission
From: Keith Mykleseth
RE: Requesting to hire a Water Treatment Plant Operator

Background:

A water treatment plant Operator gave two week notice on 7-30-2020. Employees last day is 8-14-2020. We would like permission to start the hiring process to replace employee. Our intent is to have a replacement on board by November of 2020.

Recommendation:

Recommend Water and Light Commission give permission to notify Civil Service to start advertising for a Water Treatment Plant Operator.