



East Grand Forks Water & Light Department

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Water & Light Commission Meeting Agenda August 19, 2020 8:00 a.m., Remote Session

1. Call meeting to order
2. Approve minutes from previous meeting -
August 5, 2020
3. Approve minutes from closed meeting -
August 12, 2020
4. Bills and payroll
5. Comments from the public
6. Reports
 - a. Widseth Smith Nolting
 - i. Todd
 - ii. Steve or Dustin
 - b. City Attorney
7. Old Business
 - a. Utility Billing Discussion
8. Water Treatment Plant Internship
9. Closed Hearing Determination
10. Department Heads
11. Commissioner's reports
12. Adjourn to September 2, 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 August 5, 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: 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, Karla Anderson.

It was moved by Commissioner Grinde seconded by Commissioner Beauchamp that the minutes of the previous regular meeting of July 15, 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 \$761,757.96.

Voting Aye: Quirk, Grinde, Beauchamp, DeMers

Voting Nay: None

It was moved by Commissioner Grinde seconded by Commissioner Beauchamp to accept the letter of resignation from Alan Neer, Water Plant Operator, effective 8-14-20.

Voting Aye: Quirk, Grinde, Beauchamp, DeMers

Voting Nay: None

It was moved by Commissioner Grinde seconded by Commissioner Beauchamp to approve requesting the Civil Service to begin the hiring process for a Water Plant Operator.

Voting Aye: Quirk, Grinde, Beauchamp, DeMers

Voting Nay: None

It was moved by Commissioner Grinde seconded by Commissioner Beauchamp to adjourn at 8:45 a.m. to a special closed meeting on August 12, 2020 at 8:00 am to be held at City Hall in the City Council Chambers at 600 DeMers Ave, East Grand Forks MN.

Voting Aye: Quirk, Grinde, Beauchamp, DeMers

Voting Nay: None

Lori Maloney
Secretary

Minutes of a closed meeting of the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota held at 8:00 a.m. on August 12, 2020 in the City Council Chambers.

Present: Quirk, Grinde, Beauchamp
Absent: DeMers

Also present: Ron Galstad, Keith Mykleseth, and Jeff Olson

This meeting is closed pursuant to MN Statute 13D.04, Subdivision 2, which allows the Commission to meet in closed session.

Pursuant to Minnesota Statutes, Section 13D.05, subdivision 3(a) the Commission will conduct a Special Closed Personnel Meeting to evaluate the performance of a certain Water and Light employee. A hearing was held to present the matter and discussion was held.

It was moved by Commissioner Beauchamp seconded by Commissioner Grinde at 8:26 a.m. to close the record on the hearing and to have additional discussion in the closed session.

Aye: Quirk, Grinde, Beauchamp
Nay: None

Further discussion was held.

A motion was made by Commissioner Grinde and seconded by Commissioner Beauchamp regarding the employment of Michael Coauette. There was a unanimous decision. The conclusion will be summarized at the next open meeting of the Commission.

Aye: Quirk, Grinde, Beauchamp
Nay: None

It was moved by Commissioner Grinde seconded by Commissioner Beauchamp to adjourn at 8:45 a.m. to the next regular meeting to be held virtual on 8-19-20 at 8:00 a.m.

Lori Maloney
Commission Secretary

Accounts Payable

Check Register Totals Only

User: khatcher
Printed: 8/7/2020 - 2:24 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
515944	08/07/2020	COM500	Commissioner of Revenue	59,506.00	0
515945	08/07/2020	HAL500	Halstad Telephone Company	1,461.47	0
515946	08/07/2020	MMP501	MMPA c/o Avant Energy	380,136.85	0
				<hr/> <hr/>	
Check Total:				441,104.32	
				<hr/> <hr/>	

Accounts Payable

Check Register Totals Only

User: khatcher
 Printed: 8/17/2020 - 11:15 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
515947	08/19/2020	ACM502	Acme Electric Companies	350.93	0
515948	08/19/2020	BOR501	Border States Electric Supply	2,095.94	0
515949	08/19/2020	BRA500	Brady Martz & Associates P.C.	10,290.00	0
515950	08/19/2020	UB*01105	Bradley A Brenamen	133.03	0
515951	08/19/2020	CEN501	CenturyLink	99.77	0
515952	08/19/2020	COO501	Cooper Power Systems	37,484.78	0
515953	08/19/2020	COR503	Core & Main	6,049.98	0
515954	08/19/2020	CRO500	Crookston Times	132.77	0
515955	08/19/2020	DAH565	Andrew Dahlen	325.00	0
515956	08/19/2020	DAK502	Dakota Supply Group	5,912.63	0
515957	08/19/2020	EGF501	EGF City	528,200.40	0
515958	08/19/2020	EXP501	Exponent	345.70	0
515959	08/19/2020	FLO502	Florian & Sons Excavating Inc	5,000.00	0
515960	08/19/2020	FOR505	Forum Communications Company	274.05	0
515961	08/19/2020	FRA500	Donald Francis	1,000.00	0
515962	08/19/2020	GAL501	Galstad Jensen & McCann PA	4,225.00	0
515963	08/19/2020	GOP501	Gopher State One-Call	175.50	0
515964	08/19/2020	GFC501	Grand Forks Utility Billing	26.00	0
515965	08/19/2020	GRA504	Graybar	43.66	0
515966	08/19/2020	HAW501	Hawkins Inc	592.87	0
515967	08/19/2020	HOL501	Holiday Companies	27.74	0
515968	08/19/2020	IHM500	iHeartMedia	549.00	0
515969	08/19/2020	JOB501	JobsHQ	1,549.00	0
515970	08/19/2020	JOH510	Johnson Controls Fire Protection LP	1,821.95	0
515971	08/19/2020	KRO500	KROX-AM	100.00	0
515972	08/19/2020	HAR501	Local Ace	819.53	0
515973	08/19/2020	MAY501	Mayo Mfg Inc	775.24	0
515974	08/19/2020	MID501	Midcontinent Communications	250.00	0
515975	08/19/2020	UB*01102	Janice D Mohr	54.52	0
515976	08/19/2020	NCB501	North Country Food Bank	10,975.00	0
515977	08/19/2020	NOR507	Northdale Oil	99.73	0
515978	08/19/2020	OFF500	Office Depot	116.39	0
515979	08/19/2020	UB*01106	Sarah Pomeranz	39.76	0
515980	08/19/2020	RIL500	Riley's Landscape & Irrigation	287.31	0
515981	08/19/2020	SUN500	Sun Dot Communications, LLC	89.99	0
515982	08/19/2020	TAG500	Taggart Contracting Inc.	14,931.00	0
515983	08/19/2020	VON560	David & Stephanie Vonesh	500.00	0
515984	08/19/2020	WAT501	Water & Light Department	2,474.90	0
515985	08/19/2020	WEL560	Samuel & Sarah Wellumson	500.00	0
515986	08/19/2020	WID501	Widseth Smith Nolting & Assoc Inc	23,745.61	0
515987	08/19/2020	UB*01103	Brittany Wollin	68.42	0
515988	08/19/2020	XCE502	Xcel Energy	4,483.90	0
515989	08/19/2020	UB*01104	Terry J & Jamie Zannella	154.45	0
515990	08/19/2020	ZIM561	Edward & Carrie Zimprich	500.00	0
Check Total:				667,671.45	

Rebates 8/19/20

AC Tune up	Merdink	\$	60.00
AC Tune up	Castle	\$	60.00
AC Tune up	Biermeier	\$	60.00
AC Tune up	Thiel	\$	60.00
AC Tune up	Nadeau	\$	60.00
AC Tune up	Cowan	\$	60.00
AC Tune up	Gordon	\$	60.00
AC Tune up	Arroyo	\$	60.00
Commercial New Construction Lighting	North Country Food Bank	\$	10,975.00
Dishwasher	Ballard	\$	50.00
ECM	Tack	\$	150.00
Front Load Washer/ECM/Refrigerator	Dahlen	\$	325.00
Refrigerator/Dishwasher	Erickson	\$	125.00
Residential LED	Heisler	\$	122.50
Residential Weatherization	Wellumson - 8 Windows	\$	500.00
Residential Weatherization	Vonesh - 3 Windows	\$	500.00
Residential Weatherization	Zimprich - 1 Window	\$	500.00
Total:		\$	13,727.50

Request for Water and Light Commission Action

Date: 8-12-2020
To: Water & Light Commission; GM Keith Mykleseth
From: Brian Johnson
RE: Water Plant Internship

Background:

Due to a recent job vacancy and the potential impacts from Covid-19. I would like to offer a internship to a local college student in either the Chemistry or Engineering field. Rate of pay would be \$17.00 per hour, and limited to 100 working days for a full time student.

This is a position that was budgeted for in 2020.

Recommendation:

Approval to seek student to fill Water Plant Intern position.

Request for Water and Light Commission Action

Date: 8-17-2020
To: Water Light Commission
From: Keith Mykleseth
RE: Determination regarding a certain employees employment

Background:

A Closed Hearing to discuss an employees employment was conducted by the Water and Light Commission on 8-12-2020. Resolution of the findings will be available at the 8-19-2020 Water and Light Commission Meeting.

Recommendation:

Approve Resolution as drafted.