



East Grand Forks Water & Light Department

Life Connected Since 1909

Water & Light Commission Meeting Agenda September 16, 2020 8:00 a.m., Remote Session

1. Call meeting to order
2. Approve minutes from previous meeting -
September 2, 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. 2021 O&M Budget and 5 Year Capital Plan
8. 2021 Construction Plans & Specs - Ind
Park URD Riser Relocation Project
9. Residential LED Street Light Project
10. Department Heads
11. Commissioner's reports
12. Adjourn to October 7, 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 September 2, 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 Beauchamp seconded by Commissioner DeMers that the minutes of the previous regular meeting of August 19, 2020 be approved as read.

Voting Aye: Quirk, Grinde, Beauchamp, DeMers

Voting Nay: None

It was moved by Commissioner Grinde seconded by Commissioner DeMers to authorize the Secretary to issue payment of the recommended bills and payroll in the amount of \$663,489.42.

Voting Aye: Quirk, Grinde, Beauchamp, DeMers

Voting Nay: None

It was moved by Commissioner Grinde seconded by Commissioner Beauchamp to approve the agreement with the Tri-Valley Opportunity Council for the FY 2020-2021 Fuel Assistance Program.

Voting Aye: Quirk, Grinde, Beauchamp, DeMers

Voting Nay: None

It was moved by Commissioner Grinde seconded by Commissioner Beauchamp to approve the FY 2020-2021 Heatshare Agreement with the Salvation Army; and a contribution of \$2,000 to the SA Heatshare Program.

Voting Aye: Quirk, Grinde, Beauchamp, DeMers

Voting Nay: None

Discussion was held on the proposed 2021 5 year Capital Plan and the Operation and Maintenance Budget.

It was moved by Commissioner Grinde seconded by Commissioner Beauchamp to adjourn at 8:55 a.m. to the next regular meeting on September 16, 2020 at 8:00 am to be held remotely due to the COVID 19 virus pandemic 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: 9/9/2020 - 10:11 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
516050	09/09/2020	COM500	Commissioner of Revenue	58,102.00	0
516051	09/09/2020	HAL500	Halstad Telephone Company	1,461.47	0
516052	09/09/2020	MMP501	MMPA c/o Avant Energy	560,029.50	0
516053	09/09/2020	VER500	Verizon Wireless	695.65	0
				<hr/> <hr/>	
Check Total:				620,288.62	
				<hr/> <hr/>	

Accounts Payable

Check Register Totals Only

User: khatcher
 Printed: 9/14/2020 - 11:08 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
516054	09/16/2020	ACM502	Acme Electric Companies	728.22	0
516055	09/16/2020	APC500	American Payment Centers	236.79	0
516056	09/16/2020	AME501	AmeriPride Services Inc	194.36	0
516057	09/16/2020	AQU501	Aqua-Pure Inc	7,394.41	0
516058	09/16/2020	BOR501	Border States Electric Supply	99.19	0
516059	09/16/2020	UB*01119	Cal Brockman	9.27	0
516060	09/16/2020	BUS501	Business Essentials	219.66	0
516061	09/16/2020	CRO500	Crookston Times	59.09	0
516062	09/16/2020	CUS501	Custom Aire Inc	1,543.80	0
516063	09/16/2020	EGF501	EGF City	488,599.95	0
516064	09/16/2020	EXP501	Exponent	385.98	0
516065	09/16/2020	FOR505	Forum Communications Company	725.00	0
516066	09/16/2020	FOR506	Forx Builders Association	425.00	0
516067	09/16/2020	GAL501	Galstad Jensen & McCann PA	3,618.75	0
516068	09/16/2020	GOP501	Gopher State One-Call	118.80	0
516069	09/16/2020	GRA504	Graybar	11.61	0
516070	09/16/2020	UB*01096	Zach S Harms	129.59	0
516071	09/16/2020	HJE562	Paige Hjelle	231.50	0
516072	09/16/2020	HUG501	Hugo's #5	65.21	0
516073	09/16/2020	INT503	Integrated Process Solutions Inc	2,489.50	0
516074	09/16/2020	UB*01121	Keith R Klocker	66.38	0
516075	09/16/2020	LAR567	Gina Larson	500.00	0
516076	09/16/2020	HAR501	Local Ace	28.45	0
516077	09/16/2020	NAL501	Nalco Company	1,371.50	0
516078	09/16/2020	NCB501	North Country Food Bank	3,544.61	0
516079	09/16/2020	NOR507	Northdale Oil	84.59	0
516080	09/16/2020	RED501	Red Wing Business Advantage Acct	150.00	0
516081	09/16/2020	UB*01120	Aysan Salmani Valikhanlou	90.60	0
516082	09/16/2020	SUN500	Sun Dot Communications, LLC	89.99	0
516083	09/16/2020	TAG500	Taggart Contracting Inc.	66,282.50	0
516084	09/16/2020	WAT501	Water & Light Department	2,582.72	0
516085	09/16/2020	XCE502	Xcel Energy	4,483.90	0
Check Total:				586,560.92	

Rebates 9/16/20

AC Tune up	Gregoire	\$ 60.00
AC Tune up	Noyes	\$ 60.00
AC Tune up	Riske	\$ 60.00
Commercial Custom	North Country Food Bank - Refrigeration/Freezer units	\$ 3,544.61
ECM	Puetz	\$ 150.00
ECM	Render	\$ 150.00
ECM	Johnson	\$ 150.00
Front Load Washer	Datzov	\$ 100.00
Front Load Washer	Straus	\$ 100.00
Recycle	Wolfe	\$ 50.00
Residential Weatherization	Hjelle - 3 Entry Doors	\$ 231.50
Residential Weatherization	Larson - 3 Entry Doors	\$ 500.00
	Total	\$ 5,156.11

Request for Water and Light Commission Action

Date: 9/14/2020

To: Water and Light Commission

From: Keith Mykleseth

RE: 2021-2025 5-Year Capital Plan and 2021 Operation & Maintenance Budget

Background:

We presented the proposed 2021-2025 5-Year Capital Plan and the 2021 Operation & Maintenance Budget at the 9-2-2020 Water and Light Commission meeting for your review. There have been no changes made to what was presented at the 9-4-2020 meeting.

2021 Capital Budget: \$1,792,934

2021 Operations & Maintenance Budget:

Electric expenses total: \$14,590,112.76 (2.87% decrease from 2020 budget)

Water expenses total: \$3,247,208.07 (9.48% increase from 2020 budget)

Final approved documents will be emailed out to the Water and Light Commission, City Council members and other City staff.

Recommendation:

Recommend approval of the 2021-2025 5-Year Capital Plan.

Recommend approval of the 2021 Operation & Maintenance budget.

Request for W&L Commission Action

Date: September 10, 2020

To: East Grand Forks Water & Light Commissioners; Keith Mykleseth, General Manager

From: Todd Forster, WSN, Inc.

RE: Authorization for engineering services to begin assembly of Construction Plans and Specifications for the 2021 Industrial Park URD Riser Relocation Project

Background:

The six (6) existing Industrial Park Substation URD risers were installed in 1986 and connect each feeder's 500MCM underground cables to the substation low-voltage bus. Each riser consists of a 6" conduit encased in a concrete foundation at the base. These concrete foundations have been slowly jacking out of the ground due to frost heaving, causing the riser conduits to lean, and thus putting undue strain on the URD cables and connection points. While not imminent, faulting of one or more feeders is likely if the conditions are left to persist unchecked. Replacement of these risers will require relocation approximately 6 feet to the west, installation of a new concrete foundation, and miscellaneous low-voltage steel remodeling to accommodate the new layout. This construction is anticipated to be completed during a planned substation outage June thru August of 2021. To have plans and specifications ready for a spring bid, preliminary design and field data gathering must be completed prior to freeze up.

Recommendation:

1. Authorize WSN to begin assembly of 2021 Industrial Park URD Riser Relocation Project plans and specifications.

Request for Water and Light Commission Action

Date: 9/14/2020
To: W&L Commissioners
From: Jeff Olson
RE: residential LED street light project

Background:

As the department has been changing to LED fixtures on the major roadways and that is completed, it's time to move to the residential areas. This is a budgeted project and will be done in a 3 year period doing 330 per year. Attached are proposed quotes for the project.

Recommendation:

I recommend that the commission approve the low bidder Border States Electric for the 2020 phase of the project.



For all the right connections!
 DAKOTA SUPPLY GROUP - GDF
 715 SOUTH 48TH ST
 GRAND FORKS, ND 58208-4757
 Phone 701-746-7373
 Fax 701-772-8730



Quotation

EXPIRATION DATE	QUOTE NUMBER
10/09/2020	S100413843
DAKOTA SUPPLY GROUP - GDF 715 SOUTH 48TH ST GRAND FORKS, ND 58208-4757 Phone 701-746-7373 Fax 701-772-8730	
PAGE NO.	
1 of 1	

QUOTE TO:

SHIP TO:

CITY OF EAST GRAND FORKS
 1010 5TH AVE NE
 ACCT PAY - DIST SERVICE CENTER
 EAST GRAND FORKS, MN 56721-1616

CITY OF EAST GRAND FORKS
 1010 5TH AVE NE
 EAST GRAND FORKS, MN 56721

CUSTOMER NUMBER	CUSTOMER PO NUMBER	JOB NAME / RELEASE NUMBER	SALESPERSON	
2926			Allen Ripley	
WRITER	SHIP VIA	TERMS	SHIP DATE	FREIGHT ALLOWED
Greg Davis	BEST WAY	Net 25th Prx	09/09/2020	No
ORDER QTY	DESCRIPTION		UNIT PRICE	EXT PRICE
330ea	HOLOPHANE HTFL P30 AS 30K R3 AA 9R BK N HARTSFIELD 50W NOMINAL 120-277V 3000K TYPE III ACRYLIC 9" BLACK * Item not returnable without RGA * Pn: 170227		335.500/ea	110715.00
330ea	HOLOPHANE DLL127F 105 JU PCLL PHOTOCONTROL LONG LIFE * Item not returnable without RGA * Pn: 170229		20.750/ea	6847.50
15ea	HOLOPHANE HSS120 HOUSE SIDE SHIELD 120 DEGREE * Item not returnable without RGA * Pn: 170230 ** Lead time is 10 working days **		14.500/ea	217.50
Subtotal				117780.00
S&H Charges				0.00
Amount Due				117780.00



2805 3RD AVE N
 FARGO ND 58102-4020
 Phone: 701-237-0107
 Fax: 701-237-9261

To: EAST GRAND FORKS CITY OF-GOV
 WATER & LIGHT DEPT
 1010 5TH AVE NE
 EAST GRAND FORKS MN 56721-1616
 Attn: jeff Olson
 Phone: 218-773-0515
 Fax: 218-773-9240
 Email:

Date: 09/10/2020
Proj Name: POST TOP LUMINAIRES
GB Quote #: 0236196984
 Release Nbr:
 Purchase Order Nbr:
 Additional Ref#
 Valid From: 09/10/2020
 Valid To: 10/10/2020
 Contact: DEAN ZASTOUPIL
 Email: dean.zastoupil@graybar.com

Proposal

We Appreciate Your Request and Take Pleasure in Responding As Follows

Notes: THE COSTS LISTED BELOW ARE FREIGHT ALLOWED BASED ON ONE ORDER WITH ONE RELEASE

Item	Item/Type	Quantity	Supplier	Catalog Nbr	Description	Price	Unit	Ext.Price
100		330 EA	AMERICAN ELECTRIC CO	HTFL P30 AS 30K R3 AA 9R BK N W/ PE		\$357.94	1	\$118,120.20
Item Note: LED POST TOP LUMINAIRE WITH PHOTO RECEPTACLE AND LONG LIFE PHOTO CONTROL WITH TEN YEAR WARRANTY FREIGHT ALLOWED								
200		15 EA	AMERICAN ELECTRIC CO	HSS120 HOUSE SIDE SHIELD		\$14.61	1	\$219.15

Total in USD (Tax not included): \$118,339.35

This equipment and associated installation charges may be financed for a low monthly payment through Graybar Financial Services (subject to credit approval). For more information call 1-800-241-7408 to speak with a leasing specialist.

To learn more about Graybar, visit our website at www.graybar.com 24-Hour Emergency Phone#: 1-800-GRAYBAR

Subject to the standard terms and conditions set forth in this document. Unless otherwise noted, freight terms are F.O.B. shipping point prepaid and bill. Unless noted the estimated ship date will be determined at the time of order placement.



BORDER STATES
Supply Chain Solutions™

Border States Electric Supply

Border States Electric - GFK
2311 S 48th St
Grand Forks ND 58201
Phone: 701-772-3477

East Grand Forks Water & Light Dept
1010 5TH AVE NE
E GRAND FORKS MN 56721-1616

Quote

BSE Quote: 25800030
Sold-To Acct #: 3443
Valid From: 09/10/2020 **To:** 09/17/2020
PO No: HOLOPHANE Lighting

Created By: Craig Gandrud
Tel No: 701-787-2603
Fax No: 701-772-9561

Inco Terms:
FOB ORIGIN

Payment Terms:
Net 25th prox

Cust Item	BSE Item	Material MFG - Description	Quantity	Price Per	UoM	Value
	000020	- HOPHANE Hartsfield Fixture HTFL P30 AS 30K R3 AA 9R BK N Hartsfield (HTFL): Hartsfield, 50W nominal, 120-277 VAC, 3000K, Type III, Acrylic, 9" nominal, Black, No finial	330 EA	334.00 / 1	EA	110,220.00
	000030	- HOLOPHANE PCLL - Photocontro DLL127F 1.5 JU PCLL PCLL - Photocontrol long life	330 EA	21.00 / 1	EA	6,930.00
	000040	- HOLOPHANE HSS120 HSS120 (House Side Shield 120 deg)	15 EA	15.00 / 1	EA	225.00

Total \$		117,375.00
State Tax \$	6.875 %	8,069.54
County Tax \$	0.000 %	0.00
Local Tax \$	1.000 %	1,173.75
Other Tax1 \$	0.250 %	293.44
Other Tax2 \$	0.000 %	0.00
Other Tax3 \$	0.000 %	0.00
Tax Subtotal \$	8.125 %	9,536.73
Net Amount \$		126,911.73

To access BSE's Terms and Conditions of Sale, please go to <https://www.borderstateselectric.com>

The quoted sales tax is an estimate only based upon the information provided in this quote and will be finalized at the time of Invoice based upon the material purchased, quantity purchased, and delivery location.

Shipping and handling fees in this quote are an estimate only and will be finalized at the time of Invoice.

All clerical errors contained herein are subject to correction. In the event of any cost or price increases from manufacturers or other suppliers, caused by, but not limited to, currency fluctuations, raw material or labor prices, fuel or transportation cost increases, and any import tariffs, taxes, fees, or surcharges, BSE reserves the exclusive right to change its pricing at the time of shipping and will provide notice of any such change to its customers prior to costs being incurred.