



East Grand Forks Water & Light Department

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Water & Light Commission Meeting Agenda October 21, 2020 Remote Session

1. Call meeting to order
2. Approve minutes from previous meeting - October 7, 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. Water Treatment Plant Operator
8. Department Heads
9. Commissioner's reports
10. Adjourn to November 4, 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 October 7, 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, and Corey Thompson.

It was moved by Commissioner Beauchamp seconded by Commissioner Grinde that the minutes of the previous regular meeting of September 16, 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 \$1,010,627.57.

Voting Aye: Quirk, Grinde, Beauchamp, DeMers

Voting Nay: None

It was moved by Commissioner Beauchamp seconded by Commissioner Grinde to approve Change Order #2 to the Fusion Automation's 2019 Miscellaneous Electrical Distribution Construction Contract in the amount of \$8,927.21.

Voting Aye: Quirk, Grinde, Beauchamp, DeMers

Voting Nay: None

It was moved by Commissioner Beauchamp seconded by Commissioner DeMers to approve the 2021 Chemical Bid specs; advertise for bids; set bid opening for 10am on November 17, 2020.

Voting Aye: Quirk, Grinde, Beauchamp, DeMers

Voting Nay: None

It was moved by Commissioner DeMers seconded by Commissioner Beauchamp to approve the Water & Light Department Telework Policy and Agreement and direct Keith Mykleseth, General Manager, to enter into agreements with employees working from home.

Voting Aye: Quirk, Grinde, Beauchamp, DeMers

Voting Nay: None

It was moved by Commissioner Grinde seconded by Commissioner Beauchamp to adjourn at 8:55 a.m. to the next regular meeting on October 21, 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
Commission Secretary

Accounts Payable

Check Register Totals Only

User: khatcher
 Printed: 10/19/2020 - 2:27 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
516147	10/21/2020	UB*01129	Qali M Abdi	18.74	0
516148	10/21/2020	ACM502	Acme Electric Companies	258.37	0
516149	10/21/2020	AIR502	Airgas USA, LLC	350.00	0
516150	10/21/2020	AWW503	American Water Works Association	850.00	0
516151	10/21/2020	AQU501	Aqua-Pure Inc	7,304.27	0
516152	10/21/2020	BIG501	Big Jim's East Side Tire	26.00	0
516153	10/21/2020	BOR501	Border States Electric Supply	81.59	0
516154	10/21/2020	CAN501	Cannon Technologies Inc	9,374.44	0
516155	10/21/2020	CEN501	CenturyLink	99.43	0
516156	10/21/2020	COM500	Commissioner of Revenue	63,194.00	0
516157	10/21/2020	UB*01128	Dylan D Davidson	51.22	0
516158	10/21/2020	DIA501	Diamond Cleaning Supply	89.00	0
516159	10/21/2020	EGF501	EGF City	496,142.31	0
516160	10/21/2020	ENE503	Energy Insight Inc	962.77	0
516161	10/21/2020	EXP501	Exponent	243.34	0
516162	10/21/2020	FOR505	Forum Communications Company	270.00	0
516163	10/21/2020	GRA504	Graybar	602.06	0
516164	10/21/2020	IHM500	iHeartMedia	549.00	0
516165	10/21/2020	JOB501	JobsHQ	884.50	0
516166	10/21/2020	LOC501	Locators & Supplies Inc	89.53	0
516167	10/21/2020	LUK560	Robert Lukkason	375.00	0
516168	10/21/2020	MMU501	MN Municipal Utilities Assoc	5,212.50	0
516169	10/21/2020	UB*01131	Alan J Mulhern	23.68	0
516170	10/21/2020	NOR507	Northdale Oil	74.08	0
516171	10/21/2020	PIT504	Pitney Bowes	741.00	0
516172	10/21/2020	RMB500	RMB Environmental Laboratories, Inc	95.00	0
516173	10/21/2020	STU501	Stuart C Irby Co	811.58	0
516174	10/21/2020	UB*01130	Phuong U Tran	79.06	0
516175	10/21/2020	WAT501	Water & Light Department	2,188.05	0
516176	10/21/2020	WAP500	Western Area Power Administration	136,238.15	0
516177	10/21/2020	WIN501	Winsupply of Grand Forks	46.36	0
516178	10/21/2020	XCE501	Xcel Energy	93.87	0
516179	10/21/2020	XCE502	Xcel Energy	4,483.90	0
Check Total:				731,902.80	

Rebates 10/21/20

AC Tune up	Froehlich	\$ 60.00
AC Tune up	Tinkham	\$ 60.00
AC Tune up	Nickelson	\$ 60.00
AC Tune up	Pilon	\$ 60.00
AC Tune up	Ellingson	\$ 60.00
AC Tune up	Messelt	\$ 60.00
ECM/Refrigerator/Dishwasher/Top Load Washer	Lukkason	\$ 325.00
LED	Hetland	\$ 32.50
Recycle	Foss	\$ 50.00
Recycle	Anderson	\$ 50.00
Recycle	Olson	\$ 50.00
Recycle	Effhauser	\$ 50.00
Recycle	Greenwood	\$ 50.00
	Total	\$ 967.50

Request for Water and Light Commission Action

Date: 10-16-2020
To: Water and Light Commission
From: Keith Mykleseth
RE: Water Treatment Plant Operator Position Recommendation

Background:

Interviews for Water Treatment Plant Operator were recently conducted by Water Superintendent Brian Johnson, Commissioner Mike Quirk, Human Resources Generalist Terry Knutson and myself. The recommendation of the interview panel is to hire Chris Lelm.

Position Classification: Water Distribution Maintenance Operator Entry

Start date: 10-22-2020

Starting salary: \$24.43 per hour

Recommendation:

Recommend the Water and Light Commission hire Chris Lelm as Water Distribution Maintenance Operator Entry at a starting salary of \$24.43.
Start date of 10-22-2020