



East Grand Forks Water & Light Department

Life Connected Since 1909

Water & Light Commission Meeting Agenda January 20, 2021 8:00 a.m., Remote Session

1. Call meeting to order
2. Approve minutes from previous meeting –
January 06, 2021
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 Billing Discussion
7. 2021 Watermain Replacement - Plans &
Specifications
8. 2021 Equipment & Materials - Plans &
Specifications
9. 2020 Vacation Carryover
10. 2021 MMUA Delegation
11. Department Heads
12. Commissioner's reports
13. Adjourn to February 03, 2021 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.

The organizational meeting of the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota held January 6, 2021 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, was called to order by Commissioner Mike Quirk in the absence of city attorney, Ron Galstad.

Present: Quirk, Grinde, Beauchamp, DeMers

Absent: None

Also present: Keith Mykleseth, Brian Johnson, Jeff Olson, Steve Emery, Todd Forster, Brianna Feil, Kevin Hatcher, Corey Thompson, and Karla Anderson.

The following nomination was made for President of the Water, Light, Power and Building Commission: Josh Grinde.

It was moved by Commissioner Beauchamp seconded by Commissioner Quirk that the nominations for President be closed and that a unanimous ballot be cast for Mr. Grinde as President.

Voting Aye: Quirk, Grinde, Beauchamp, DeMers

Voting Nay: None

The following nomination was made for Vice President of the Water, Light, Power and Building Commission: Punky Beauchamp.

It was moved by Commissioner Quirk seconded by Commissioner DeMers that the nominations for Vice President be closed and that a unanimous ballot be cast for Mr. Beauchamp as Vice President.

Voting Aye: Grinde, Beauchamp, Quirk, DeMers.

Voting Nay: None

The regular meeting of the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota held January 6, 2021 at 8:05 a.m. was called to order by newly elected President, Commissioner Josh Grinde.

Present: Grinde, Beauchamp, Quirk, DeMers.

Absent: None

Also present: Keith Mykleseth, Brian Johnson, Jeff Olson, Steve Emery, Todd Forster, Brianna Feil, Kevin Hatcher, Corey Thompson, and Karla Anderson.

It was moved by Commissioner Beauchamp seconded by Commissioner Quirk that the minutes of the previous regular meeting of December 16, 2020 be approved as read.

Voting Aye: Grinde, Beauchamp, Quirk, DeMers.

Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Beauchamp to authorize the Secretary to issue payment of the recommended bills and payroll in the amount of \$477,131.78.

Voting Aye: Grinde, Beauchamp, Quirk, DeMers.

Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Beauchamp to adjourn at 8:20 a.m. to the next regular meeting on January 20, 2021 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: Grinde, Beauchamp, Quirk, DeMers.

Voting Nay: None

Lori Maloney
Secretary

Accounts Payable

Check Register Totals Only

User: khatcher
Printed: 1/7/2021 - 4:35 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
516379	01/06/2021	MMP501	MMPA c/o Avant Energy	638,185.87	0
				<u>638,185.87</u>	
Check Total:				<u>638,185.87</u>	

Accounts Payable

Check Register Totals Only

User: khatcher
 Printed: 1/15/2021 - 3:26 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
516380	01/20/2021	ACM502	Acme Electric Companies	25.56	0
516381	01/20/2021	UB*01167	Amina Ahmed	23.03	0
516382	01/20/2021	AIR502	Airgas USA, LLC	2,748.80	0
516383	01/20/2021	AME505	American Welding & Gas, Inc.	1,275.00	0
516384	01/20/2021	AQU501	Aqua-Pure Inc	6,796.40	0
516385	01/20/2021	ARA500	Aramark	162.83	0
516386	01/20/2021	STA565	Gary Belanus	850.00	0
516387	01/20/2021	BER567	Bill & Lynn Berg	249.50	0
516388	01/20/2021	BOR501	Border States Electric Supply	1,921.36	0
516389	01/20/2021	BRO567	Michael & Melanee Brookshire	403.15	0
516390	01/20/2021	CAM564	Norma Campos	500.00	0
516391	01/20/2021	UB*01165	Bobbi Kate Cave	158.51	0
516392	01/20/2021	UB*01168	Trey D Christopherson	51.37	0
516393	01/20/2021	COM500	Commissioner of Revenue	49,329.00	0
516394	01/20/2021	COP500	Copy Cat Printing	152.12	0
516395	01/20/2021	EAG501	Eagle Electric	1,428.98	0
516396	01/20/2021	EGF501	EGF City	550,963.28	0
516397	01/20/2021	ENE503	Energy Insight Inc	1,679.25	0
516398	01/20/2021	EXP501	Exponent	245.00	0
516399	01/20/2021	FOR505	Forum Communications Company	270.00	0
516400	01/20/2021	GOP501	Gopher State One-Call	70.25	0
516401	01/20/2021	HAW501	Hawkins Inc	2,770.64	0
516402	01/20/2021	HOM501	Home of Economy	154.97	0
516403	01/20/2021	IHM500	iHeartMedia	549.00	0
516404	01/20/2021	IES501	Independent Emergency Services	258.48	0
516405	01/20/2021	HAR501	Local Ace	72.02	0
516406	01/20/2021	LUM501	Lumber Mart	29.38	0
516407	01/20/2021	UB*01170	Ashley Lundberg	201.47	0
516408	01/20/2021	MND508	MN DNR Eco-Waters	2,317.75	0
516409	01/20/2021	UB*01169	Robby Moen	88.26	0
516410	01/20/2021	NOR507	Northdale Oil	3,284.37	0
516411	01/20/2021	RMB500	RMB Environmental Laboratories, Inc	190.00	0
516412	01/20/2021	SUN500	Sun Dot Communications, LLC	89.99	0
516413	01/20/2021	TKE501	Thyssenkrupp Elevator Corp	581.32	0
516414	01/20/2021	TNT501	TNT Outfitters	150.00	0
516415	01/20/2021	UB*01166	Jazmine Torres	44.45	0
516416	01/20/2021	TRE504	Treatment Resources, Inc.	303.32	0
516417	01/20/2021	WAT501	Water & Light Department	2,331.23	0
516418	01/20/2021	WAP500	Western Area Power Administration	156,772.31	0
516419	01/20/2021	XCE501	Xcel Energy	363.84	0
516420	01/20/2021	XCE502	Xcel Energy	4,483.90	0
Check Total:				794,340.09	

Rebates for 1/20/21

Commercial Lighting Replacement	State Farm Insurance - 17 LED Fixtures	\$ 850.00
ECM	Weber	\$ 150.00
ECM	Piche	\$ 150.00
EI Water Heater	DeMers	\$ 50.00
LED	B. Berg	\$ 249.50
LED	Holweger	\$ 69.99
LED	E. Olson	\$ 9.96
LED	Stocker	\$ 27.18
LED	A. Olson	\$ 19.08
Refrigerator	Dronen	\$ 75.00
Refrigerator/Recycle	R. Berg	\$ 125.00
Residential Weatherization	Brookshire - 3 Storm Windows	\$ 403.15
Residential Weatherization	Campos - 3 Windows	\$ 500.00
	Total	<u>\$ 2,678.86</u>

Request for Water and Light Commission Action

Date: January 15, 2021

To: Water and Light Commissioners

From: Steve Emery, PE

RE: File Plans & Specs - 2021 Watermain Replacement

Background:

We have completed Plans and Specifications for the 2021 Watermain Replacement Project and are looking to File the Plans and Specifications, Set the Bid Date and get authorization to Advertise the project. I will provide Bid Date information at the Commission Meeting.

As a reminder this years Watermain Replacement Project is on Central Ave from 4th St (Business Hwy 2) to Demers Ave.

Recommendation:

Accept filing plans and specifications for 2021 Watermain Replacement Project, set the bid date and provide authorization to proceed with Advertising of the project.

Request for W&L Commission Action

Date: January 13, 2021

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

From: Todd Forster, Widseth Smith Nolting

RE: Approval of Plans and Specifications for the 2021 Electrical Equipment and Materials bid

Background:

Approval of these Plans and Specifications is required by the Commission prior to making them available to potential bidders. We are recommending a bid date of February 18, 2021 at 2:30 PM CST for opening of the bids. After all bids are received, it is our intent to have the tabulation of bid results and our engineering recommendation ready for presentation to the Commission at the March 3, 2021 meeting.

Recommendation:

1. Approval of 2021 Electrical Equipment and Materials plans and specifications.
2. Give authorization to go out for bids with a bid date and time of February 18, 2021 at 2:30 PM CST.
3. Give authorization to publish the Ad for Bids in the City's official newspaper for the mandatory two week period.

MINNESOTA MUNICIPAL UTILITIES ASSOCIATION

DELEGATE APPOINTMENT

The Water and Light Commission hereby designates
(Governing body of utility/city)

Keith Mykleseth as its duly authorized delegated

representative to cast its vote on all matters to come before the membership of the Minnesota Municipal Utilities Association. This appointment shall be valid until such time as it may be, from time to time, amended by this body.

The following is/are designated as alternates to the designated representative:

1. Jeff Olson
2. Todd Grabanski
3. Josh Grinde
4. Robert Beauchamp
5. Mike Quirk

The above appointment(s) were duly made before me this 20 day of January, 202021.

Attested to: _____
(clerk, secretary, etc.)

Please return completed form to Rita Kelly at rkelly@mmua.org
Or fax to 763-551-0459 or mail to: MMUA, 3025 Harbor Lane N.,
Suite 400, Plymouth, MN 55447