



East Grand Forks Water & Light Department

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Water & Light Commission Meeting Agenda April 21, 2021 8:00 a.m., Remote Session

1. Call meeting to order
2. Approve minutes from previous meeting –
April 07, 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
7. Water Treatment Plant Summer Help
8. Chris Lelm Probationary Period
9. DSC Summer Help
10. 2021 State of the City Donation
11. Department Heads
12. Commissioner's reports
13. Adjourn to May 05, 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.

Minutes of the regular meeting of the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota on April 7, 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.

Present: Grinde, Beauchamp, Quirk, DeMers

Absent: None

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

It was moved by Commissioner Quirk seconded by Commissioner Beauchamp that the minutes of the previous regular meeting of March 17, 2021, 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 \$1,052,478.16.

Voting Aye: Grinde, Beauchamp, Quirk, DeMers

Voting Nay: None

It was moved by Commissioner Beauchamp seconded by Commissioner Quirk to approve the hiring of an intern at the Water Plant at \$17/hour for the summer months.

Voting Aye: Grinde, Beauchamp, Quirk, DeMers

Voting Nay: None

It was moved by Commissioner Beauchamp seconded by Commissioner Quirk to approve Essay #2 as the winner of the Tom Bovitz Scholarship; to award the recipient with the \$500 prize money; and advance to the MMUA State level competition.

Voting Aye: Grinde, Beauchamp, Quirk, DeMers

Voting Nay: None

It was moved by Commissioner Beauchamp seconded by Commissioner Quirk to adjourn at 8:35 a.m. to the next regular meeting on April 21, 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 subject to change.

Voting Aye: Grinde, Beauchamp, Quirk, DeMers

Voting Nay: None

Lori Maloney
Commission Secretary

Accounts Payable
Check Register Totals Only

User: khatcher
Printed: 4/14/2021 - 11:39 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
516630	04/14/2021	COM500	Commissioner of Revenue	52,471.00	0
516631	04/14/2021	HAL500	Halstad Telephone Company	1,464.23	0
Check Total:				53,935.23	

Accounts Payable

Check Register Totals Only

User: khatcher
 Printed: 4/19/2021 - 1:13 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
516632	04/21/2021	ACM502	Acme Electric Companies	42.68	0
516633	04/21/2021	AIR502	Airgas USA, LLC	30.28	0
516634	04/21/2021	ARA500	Aramark	194.32	0
516635	04/21/2021	BOR501	Border States Electric Supply	481.32	0
516636	04/21/2021	BRA500	Brady Martz & Associates P.C.	14,000.00	0
516637	04/21/2021	BUS501	Business Essentials	136.62	0
516638	04/21/2021	UB*01191	Shelby & Randall Capps	48.67	0
516639	04/21/2021	CEN501	CenturyLink	97.36	0
516640	04/21/2021	DIG501	Digi Key Corp 590699	41.84	0
516641	04/21/2021	EGF501	EGF City	538,455.01	0
516642	04/21/2021	EXP501	Exponent	363.59	0
516643	04/21/2021	FOR505	Forum Communications Company	270.00	0
516644	04/21/2021	GAL501	Galstad Jensen & McCann PA	344.25	0
516645	04/21/2021	GFC501	Grand Forks Utility Billing	26.00	0
516646	04/21/2021	GRA505	Graymont (WI) LLC	6,413.00	0
516647	04/21/2021	IHM500	iHeartMedia	543.00	0
516648	04/21/2021	LUN501	Lunseth Plumbing & Heating	720.00	0
516649	04/21/2021	MID505	Midco Diving & Marine Services, Inc	4,937.00	0
516650	04/21/2021	MID501	Midcontinent Communications	250.00	0
516651	04/21/2021	UB*01190	Leroy Myers	49.28	0
516652	04/21/2021	ORE501	O'Reilly Auto Parts	42.27	0
516653	04/21/2021	ORC501	Orchard Oil Company	35.66	0
516654	04/21/2021	PED562	Melissa Pederson	500.00	0
516655	04/21/2021	PIT504	Pitney Bowes	1,773.00	0
516656	04/21/2021	PRA501	Praxair Distribution Inc	94.03	0
516657	04/21/2021	RMB500	RMB Environmental Laboratories, Inc	235.00	0
516658	04/21/2021	RYD501	Rydell Chevrolet	57.73	0
516659	04/21/2021	SAN501	Sanford Health Occupational Medicine	50.00	0
516660	04/21/2021	STU501	Stuart C Irby Co	93.20	0
516661	04/21/2021	SUN500	Sun Dot Communications, LLC	89.99	0
516662	04/21/2021	TNT501	TNT Outfitters	175.00	0
516663	04/21/2021	TOS561	Abby Toso	500.00	0
516664	04/21/2021	USP501	US Postal Service	35.18	0
516665	04/21/2021	VAL502	Valley Truck	1,070.96	0
516666	04/21/2021	WAT501	Water & Light Department	3,232.83	0
516667	04/21/2021	XCE502	Xcel Energy	4,573.58	0
Check Total:				580,002.65	

Rebates 4/21/21

AC Tune up	Von Rueden	\$ 60.00
Dishwasher	Olafson	\$ 50.00
Dishwasher & Refrigerator	Opsahl	\$ 125.00
Dishwasher & Refrigerator	Moe	\$ 125.00
ECM	Langston	\$ 150.00
ECM	Kleven	\$ 150.00
ECM	Sjostrand	\$ 150.00
ECM	Bakken	\$ 150.00
ECM	Devoe	\$ 150.00
Recycle	Riske	\$ 50.00
Refrigerator & Recycle	Nelson	\$ 125.00
Refrigerator & Recycle	Peters	\$ 125.00
Residential Weatherization	Pederson - 1 Patio Door	\$ 500.00
Top Load Washer	Taylor	\$ 75.00
Top Load Washer	Fore	\$ 75.00
Total		\$ 2,060.00

Request for Water and Light Commission Action

Date: 4-15-2021
To: East Grand Forks Water & Light Commission; GM Keith Mykleseth
From: Brian Johnson
RE: Local Summer Help

Background:

The Vermilion Community College (VCC) student we had hired to work with us as a Summer Intern, has backed out.

Summer employment opportunities have also been offered to local High School students in the past. This program has provided assistance to Water Plant Staff in operations, maintenance and building/grounds projects while providing valuable hands on experience to young people entering the job market.

Recommendation:

Water & Light Commission approve Summer employment at the Water Treatment Plant to a local High School student in 2021 at the rate of \$11.22 per hour.

Request for Water and Light Commission Action

Date: April 15th, 2021

To: Water & Light Commission; GM Keith Mykleseth

From: Brian Johnson

RE: Six Month Probationary Period for Chris Lelm

Background:

Chris has been a probationary employee for the past six months. During this time Chris has met or exceeded all certification requirements. His probation ends April 22nd, 2021.

Recommendation:

East Grand Forks Water & Light Commission approve Chris Lelm's probation period and recommend his appointment as permanent.

CERTIFICATION OF ACCEPTANCE OF EMPLOYEES AT
TERMINATION OF PROBATION PERIOD,
BY APPOINTING AUTHORITY

To: Water and Light Commission
East Grand Forks, Minnesota

We hereby certify that the following named employee has satisfactorily performed his/her respective duties in the position for which he/she was employed during the six months from and after his/her appointment thereto, and we hereby recommend that his/her respective appointment be made permanent.

NAME OF EMPLOYEE Chris Leim

DATE OF EMPLOYMENT 10-22-20

DATE OF 6 MONTH PROBATION 4-22-21

POSITION Water Dist Maint Operator

SALARY AFTER PROBATION \$ 27.⁸⁹/hour

APPROVED BY:

By: Keith R. Mpland
Department Head

By: _____
President of Commission

Date: 4-4-2021

Date: _____

Request for Water and Light Commission Action

Date: 4/15/2021
To: Water & Light Commissioners
From: Jeff Olson
RE: summer helpers

Background:

As in the past Water & Light has hired seasonal help for less skilled labor tasks to maintain grounds and assist water and electric crews.

Recommendation:

It's my recommendation that the Commissioners give permission to hire two seasonal employees for the summer at \$11.22/hr

Request for Water and Light Commission Action

Date: 4-13-2021
To: Water and Light Commission
From: Keith Mykleseth
RE: State of the City Event Donation

Background:

The city has been putting on a State of the City Event every year for the past several years. The Water and Light Department has been involved with the light and sound for this event every year. This year we are proposing that Water and Light Department not be directly involved with this event, and request that the Water and Light Department donate \$2000 towards cost of hiring a vendor to do the light and sound for the event.

The event is on April 22nd this year.

Recommendation:

Recommend the Water and Light Commission approve donating \$2000 to help pay for the State of the City light and sound costs.