



East Grand Forks Water & Light Department

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Water & Light Commission Meeting Agenda May 19, 2021 8:00 a.m., City Hall Council Chambers

1. Call meeting to order
2. Approve minutes from previous meeting - May 5, 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. Brady Martz & Associates - 2020 Audit Report
8. 2021 Industrial Park Substation Materials
9. Department Heads
10. Commissioner's reports
11. Adjourn to June 2, 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 May 5, 2021 at 8:00 a.m held in the City Council Chambers at City Hall and remotely due to the COVID 19 virus pandemic and pursuant to MN Statutes 13D.02, 13D.021 and 13D.04 for those not able to attend in person.

Present: Grinde (remotely), Beauchamp, Quirk, DeMers

Absent: None

Also present: Keith Mykleseth, Ron Galstad, Brian Johnson, Jeff Olson, Steve Emery, Todd Forster, Kevin Hatcher, Corey Thompson (remotely), and Karla Anderson (remotely)

It was moved by Commissioner Quirk seconded by Commissioner DeMers that the minutes of the previous regular meeting of April 21, 2021, be approved as read.

Voting Aye: Grinde, Beauchamp, Quirk, DeMers

Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner DeMers to authorize the Secretary to issue payment of the recommended bills and payroll in the amount of \$996,224.19.

Voting Aye: Grinde, Beauchamp, Quirk, DeMers

Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner DeMers to approve the proposal from Johnson Controls of \$242,448 for HVAC, Security and Fire System upgrades at the DSC.

Voting Aye: Grinde, Beauchamp, Quirk, DeMers

Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner DeMers to approve reinstating the lead program service line loan program for the 2021 Water Main Replacement project; instruct staff to present to City Council for approval; assist the City Attorney with information needed to draft the loan documents at 1% interest and up to a five year assessment.

Voting Aye: Grinde, Beauchamp, Quirk, DeMers

Voting Nay: None

Discussion was held on the Electric Vehicle charging station locations and usage pricing to be determined at a future meeting.

It was moved by Commissioner Quirk seconded by Commissioner DeMers to adjourn at 8:53 a.m. to the next regular meeting on May 19, 2021 at 8:00 am to be held in the City Council Chambers at City Hall.

Social Distancing recommendations will be followed and masks will be required. Hybrid options will also be available for those not able to attend in person.

Voting Aye: Grinde, Beauchamp, Quirk, DeMers

Voting Nay: None

Lori Maloney
Commission Secretary

Accounts Payable

Check Register Totals Only

User: khatcher
Printed: 5/11/2021 - 9:28 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
516707	05/11/2021	COM500	Commissioner of Revenue	46,039.00	0
516708	05/11/2021	HAL500	Halstad Telephone Company	1,464.23	0
516709	05/11/2021	MMP501	MMPA c/o Avant Energy	742,541.96	0
				<hr/> <hr/>	
Check Total:				790,045.19	
				<hr/> <hr/>	

Accounts Payable

Check Register Totals Only

User: khatcher
 Printed: 5/17/2021 - 9:45 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
516710	05/19/2021	AWW503	American Water Works Association	79.00	0
516711	05/19/2021	ARA500	Aramark	194.32	0
516712	05/19/2021	BOR501	Border States Electric Supply	193.14	0
516713	05/19/2021	CAR505	Cariveau Concrete Construction	850.00	0
516714	05/19/2021	CEN501	CenturyLink	97.36	0
516715	05/19/2021	UB*01198	Glenn & Sandy Diggs	10.91	0
516716	05/19/2021	DIG501	Digi Key Corp 590699	285.90	0
516717	05/19/2021	EGF501	EGF City	534,800.63	0
516718	05/19/2021	EXP501	Exponent	406.12	0
516719	05/19/2021	FIS501	Fisher Scientific Co LLC	427.49	0
516720	05/19/2021	FOR505	Forum Communications Company	515.00	0
516721	05/19/2021	GAL501	Galstad Jensen & McCann PA	1,100.25	0
516722	05/19/2021	GOP501	Gopher State One-Call	133.65	0
516723	05/19/2021	HAW501	Hawkins Inc	643.40	0
516724	05/19/2021	HOM501	Home of Economy	475.61	0
516725	05/19/2021	JOH511	Johnson Controls	444.41	0
516726	05/19/2021	LIT502	Lithia Motors Support Services	51.04	0
516727	05/19/2021	HAR501	Local Ace	145.67	0
516728	05/19/2021	MID501	Midcontinent Communications	250.00	0
516729	05/19/2021	MND504	MN Dept of Health	23.00	0
516730	05/19/2021	ORE501	O'Reilly Auto Parts	1,043.44	0
516731	05/19/2021	PIT501	Pitney Bowes	5,000.00	0
516732	05/19/2021	RAM560	Alison Ramsey	200.00	0
516733	05/19/2021	UB*01199	Heather M Ripplinger	69.21	0
516734	05/19/2021	RMB500	RMB Environmental Laboratories, Inc	190.00	0
516735	05/19/2021	SAN501	Sanford Health Occupational Medicine	25.00	0
516736	05/19/2021	SUN500	Sun Dot Communications, LLC	89.99	0
516737	05/19/2021	VIK502	Viking Painting LLC	46,650.00	0
516738	05/19/2021	WAT501	Water & Light Department	2,286.74	0
516739	05/19/2021	XCE501	Xcel Energy	110.80	0
516740	05/19/2021	XCE502	Xcel Energy	4,573.58	0
516741	05/19/2021	UB*01200	Morgan Ziegler	33.87	0
Check Total:				601,399.53	

Rebates 5-19-21

AC Tune up	Goschen	\$ 60.00
Central AC	Ramsey	\$ 200.00
Commercial Lighting Replacement	Douglas Place - 2 LED fixtures	\$ 100.00
Dishwasher	Kelly	\$ 50.00
Dishwasher	Kohns	\$ 50.00
Dishwasher & Refrigerator	Barrett	\$ 125.00
Recycle	Holweger	\$ 50.00
Recycle	Baune	\$ 50.00
Recycle	Holbeck	\$ 50.00
Recycle	Gillies	\$ 50.00
Recycle	Storbakken	\$ 50.00
Recycle	Spoor	\$ 50.00
Refrigerator & Recycle	Spencer	\$ 125.00
	Total	\$ 1,010.00

Request for W&L Commission Action

Date: May 13, 2021

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

From: Todd Forster, Widseth, Inc.

RE: Material recommendations for the 2021 Industrial Park Substation Lighting quote

Background:

The existing fourteen (14) lighting fixtures at the substation are almost 35 years old and currently six (6) of the fourteen (14) are not functioning for various reasons. These fixtures utilize 100W high-pressure sodium (HPS) lamps as their light source. It is Water & Light's desire to replace these existing HPS fixtures with new LED fixtures. As a means to accomplish this, 2021 Industrial Park Substation Lighting quotation documents were sent out to area material suppliers with a response deadline of May 18, 2021 at 2:00 pm CDT. As the deadline to receive quotations was beyond the deadline to submit this request for commission action, quotation results could not be included with this request. A tabulation of quotation results will be available at the meeting. Electronic copies of the quotation documents were sent to a total of seven (7) material suppliers: Graybar Electric; Border States Electric; Stuart C. Irby Company; Dakota Supply Group; Rural Electric Supply Cooperative; Energy Product Sales; and WESCO Distribution. Engineer's cost estimate for the fourteen (14) fixtures and mounting accessories is \$8,800.00.

Recommendation:

Approval and award of 2021 Industrial Park Substation Lighting quote to the lowest evaluated quotation submitter meeting the Specifications as recommended by the Engineer, Widseth, Inc.