



# East Grand Forks Water & Light Department

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## Water & Light Commission Meeting Agenda June 02, 2021 8:00 a.m., City Hall Council Chambers

1. Call meeting to order
2. Approve minutes from previous meeting - May 19, 2021
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
7. Transformers for Salvage
8. 2021 Watermain Replacement - Farm Hydrants
9. Department Heads
10. Commissioner's reports
11. Adjourn to June 16, 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 19, 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, 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.

It was moved by Commissioner Beauchamp seconded by Commissioner Quirk that the minutes of the previous regular meeting of May 5, 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 \$1,391,444.72.

Voting Aye: Grinde, Beauchamp, Quirk, DeMers

Voting Nay: None

A presentation of the 2020 Audit Report was made by Tracee Bruggeman, representative from Brady-Martz and Associates.

It was moved by Commissioner Quirk seconded by Commissioner Beauchamp to approve the quote from Dakota Supply Group for \$7,609 for the 2021 Industrial Park Substation lighting materials.

Voting Aye: Grinde, Beauchamp, Quirk, DeMers

Voting Nay: None

It was moved by Commissioner Beauchamp seconded by Commissioner Quirk to adjourn at 8:53 a.m. to the next regular meeting on June 2, 2021 at 8:00 am to be held in the City Council Chambers at City Hall. Social Distancing recommendations will be followed. 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: 5/27/2021 - 3:37 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
516742	06/02/2021	ACM502	Acme Electric Companies	128.54	0
516743	06/02/2021	ADV501	Advanced Business Methods	69.07	0
516744	06/02/2021	ARA500	Aramark	162.83	0
516745	06/02/2021	AFS501	Automated Financial Services	178.00	0
516746	06/02/2021	BOR501	Border States Electric Supply	936.39	0
516747	06/02/2021	DIG501	Digi Key Corp 590699	210.49	0
516748	06/02/2021	EGF501	EGF City	185,485.67	0
516749	06/02/2021	EXP501	Exponent	245.00	0
516750	06/02/2021	FIS501	Fisher Scientific Co LLC	422.79	0
516751	06/02/2021	GFT501	GF Thur-O-Clean	962.69	0
516752	06/02/2021	GRA504	Graybar	5,387.01	0
516753	06/02/2021	GRA505	Graymont (WI) LLC	6,634.49	0
516754	06/02/2021	HOM501	Home of Economy	319.14	0
516755	06/02/2021	IHM500	iHeartMedia	549.00	0
516756	06/02/2021	MDH501	MN Dept of Health (MDH)	7,209.00	0
516757	06/02/2021	NOR507	Northdale Oil	161.77	0
516758	06/02/2021	ORE501	O'Reilly Auto Parts	359.58	0
516759	06/02/2021	PRO500	Probitas Promotions	84.00	0
516760	06/02/2021	TOS502	Toshiba Financial Services	701.54	0
516761	06/02/2021	USB502	US Bank Corporate Payment Systems	3,414.86	0
516762	06/02/2021	WAT501	Water & Light Department	13,370.66	0
516763	06/02/2021	WID501	Widseth Smith Nolting & Assoc Inc	10,886.25	0
516764	06/02/2021	WIL500	Wilbur-Ellis Company LLC	626.42	0
516765	06/02/2021	WIN501	Winsupply of Grand Forks	199.60	0
516766	06/02/2021	XCE501	Xcel Energy	446.24	0
Check Total:				239,151.03	

### Transaction Detail - Summary

Trans Date	Posting Date	MCCG Code	MCC	Merchant Category Code Description	Merchant Name	Merchant State/Province	Taxpayer ID Number (TIN)	Trans Amount	Posting Type	Purchase ID	Trans Status	Disputed Status
Name: TODD GRABANSKI Account Number: **6344 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account: Billing Type: Centrally Billed Account												
<a href="#">05/04/2021</a>	05/07/2021	240507	5085	WHOLESALE INDUST SUPP	PEAK TRADING CORP	NY		\$ 800.60	<a href="#">Memo</a>	51028	Not Reviewed	No
<a href="#">05/12/2021</a>	05/13/2021	240507	5099	WHOLESALE DURABLE GO	ALTE STORE	MA	261717806	256.74	<a href="#">Memo</a>		Not Reviewed	No
<a href="#">05/18/2021</a>	05/19/2021	240491	8999	PROFESSIONAL SERVICES	SQ *INTEGRITY SHIPPING &	ND	800429876	11.69	<a href="#">Memo</a>	00023058430140218	Not Reviewed	No

Name: KEVIN HATCHER Account Number: **7331 Optional 1: Optional 2: Lost/Stolen Account: **0143 Replacement Account: Billing Type: Centrally Billed Account												
<a href="#">04/24/2021</a>	04/26/2021	240499	5942	BOOK STORES	AMZN MKTP US*238UR1TK0	WA	911646860	18.20	<a href="#">Memo</a>	W&L	Not Reviewed	No
<a href="#">05/06/2021</a>	05/07/2021	240507	5251	HARDWARE STORES	HARDWARE HANK	MN	411717424	616.88	<a href="#">Memo</a>	219894	Not Reviewed	No

Name: KRIS KOVAR Account Number: **9796 Optional 1: CITY OF EGF Optional 2: Lost/Stolen Account: Replacement Account: Billing Type: Centrally Billed Account												
<a href="#">04/29/2021</a>	04/30/2021	240507	5044	WHOLESALE PHOTO EQPT	B&H PHOTO 800-606-6969	NY	132768071	297.81	<a href="#">Memo</a>	75818244	Not Reviewed	No
<a href="#">04/30/2021</a>	05/03/2021	240507	5251	HARDWARE STORES	HARDWARE HANK	MN	411717424	6.42	<a href="#">Memo</a>	218023	Not Reviewed	No

Name: JEFF OLSON Account Number: **9754 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account: Billing Type: Centrally Billed Account												
<a href="#">04/30/2021</a>	05/03/2021	240507	5085	WHOLESALE INDUST SUPP	FLAGSHOOTER	SD	464450357	289.68	<a href="#">Memo</a>	63008470222	Not Reviewed	No
<a href="#">04/30/2021</a>	05/03/2021	240491	8249	VOCATIONAL AND TRADE SCHOOLS	NW LINEMAN COLLEGE STUDEN	ID	820468903	616.00	<a href="#">Memo</a>	CIGT-005342C	Not Reviewed	No

Name: RAY RAKOCZY Account Number: **5668 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account: Billing Type: Centrally Billed Account												
<a href="#">05/03/2021</a>	05/04/2021	240507	5085	WHOLESALE INDUST SUPP	MOTION INDUSTRIES N009	ND		15.78	<a href="#">Memo</a>	EGF WATER & LIGHT	Not Reviewed	No
<a href="#">05/04/2021</a>	05/06/2021	240491	8999	PROFESSIONAL SERVICES	SQ *INTEGRITY SHIPPING &	ND	800429876	12.64	<a href="#">Memo</a>	00023058430139623	Not Reviewed	No

### Transaction Detail - Summary

Trans Date	Posting Date	MCCG Code	MCC	Merchant Category Code Description	Merchant Name	Merchant State/Province	Taxpayer ID Number (TIN)	Trans Amount	Posting Type	Purchase ID	Trans Status	Disputed Status
Name: MAREN SWINGEN Account Number: **9812 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account: Billing Type: Centrally Billed Account												
<a href="#">04/21/2021</a>	04/23/2021	240491	9399	GOVERNMENT SERVICES-OTHER	DEPARTMENT OF LABOR AND I	MN		\$ 20.00	<a href="#">Memo</a>	MN1DL1000635706	Not Reviewed	No
<a href="#">05/20/2021</a>	05/21/2021	240498	5968	CONTINUITY SUBSCRIPTION	AMAZON PRIME*2R5DA5G31	WA	911646860	127.48	<a href="#">Memo</a>	D01-3726759-19554	Not Reviewed	No
<a href="#">05/21/2021</a>	05/24/2021	240499	5942	BOOK STORES	AMZN MKTP US*2R69B1M81	WA		15.48	<a href="#">Memo</a>	111-6339087-53082	Not Reviewed	No

Name: COREY THOMPSON Account Number: \*\*9747 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account: Billing Type: Centrally Billed Account

<a href="#">04/29/2021</a>	04/30/2021	240500	5732	ELECTRONICS STORES	HARD DISK DIRECT	CA	421776327	228.93	<a href="#">Memo</a>	1000015492	Not Reviewed	No
<a href="#">04/29/2021</a>	04/30/2021	240500	5732	ELECTRONICS STORES	SP * POE TEXAS	TX	392078979	20.75	<a href="#">Memo</a>	44427642	Not Reviewed	No
<a href="#">05/03/2021</a>	05/04/2021	240498	7399	BUSINESS SERVICES -OTHER	AMAZON WEB SERVICES	WA	911986545	3.38	<a href="#">Memo</a>	378045978	Not Reviewed	No
<a href="#">05/09/2021</a>	05/10/2021	240491	4814	TELECOM SVC/CRED CRD CALL	ZOOM.US 888-799-9666	CA	611648780	16.06	<a href="#">Memo</a>	91309615	Not Reviewed	No
<a href="#">05/19/2021</a>	05/20/2021	240500	5941	SPORTING GOODS STORES	CABELAS ONLINE U.S.	MO	364873973	385.46	<a href="#">Memo</a>	BPS_DTC	Not Reviewed	No

Total Number of Records: 19

**\$3,759.98**

End of Report

## Rebates for 6-2-21

AC Tune up	Bakken	\$ 60.00
AC Tune up	Bushy	\$ 60.00
AC Tune up	Fore	\$ 60.00
AC Tune up	Mertens	\$ 60.00
AC Tune up	Okins	\$ 60.00
AC Tune up	Senkyr	\$ 60.00
ECM	Egeland	<u>\$ 150.00</u>
<b>Total</b>		<b>\$ 510.00</b>

# Request for Water and Light Commission Action

**Date:** 5/26/2021  
**To:** Water & Light Commissioners  
**From:** Jeff Olson  
**RE:** declare transformers salvage

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## **Background:**

The overhead to underground conversion on "Potato Row" is complete now and we have no use for the O-H transformers. There are a few URD transformers that have faulted, we will be including these also.

## **Recommendation:**

It's my recommendation that the Commissioners declare them salvage and sell them off because they still hold some value.

# Request for Water and Light Commission Action

**Date:** 5-26-2021  
**To:** Water and Light Commission  
**From:** Keith Mykleseth  
**RE:** Installation of two Farm Hydrants for the 2021 Central Avenue Water Main Project

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## **Background:**

Taggert Construction is presently replacing water main on Central Avenue. Council Member Demers asked if we could install two farm hydrants next to the city flower gardens along Central Avenue while the contractor is replacing the water main hydrants and curbstops. We contacted Taggert Construction and asked if they are interested, and they said yes. I propose that we have Water and Light Department order supplies and have Widseth draft change order to instruct Taggert Construction to install as part of the existing 2021 Water Main Replacement Project.

## **Recommendation:**

Recommend Water and Light Commission approve installing two farm hydrants for the 2021 Water Main Replacement Project and ask Widseth to draft change order to do so.