



East Grand Forks Water & Light Department

Life Connected Since 1909

WATER & LIGHT COMMISSION MEETING AGENDA

January 19, 2022

8:00 a.m., City Hall Council Chambers

1. Call meeting to order
2. Approve minutes from previous meeting - January 05, 2022
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. 2022 Electrical Equipment and Materials Plans & Specifications
8. Department Heads
9. Commissioner's reports
10. Adjourn to February 02, 2022 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 5, 2022 at 8:00 a.m. was called to order by city attorney, Ron Galstad.
Present: Grinde, Beauchamp, Quirk, DeMers
Absent: None

Also present: Keith Mykleseth, Ron Galstad, Todd Grabanski, Steve Emery, Kevin Hatcher, and Corey Thompson.

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

It was moved by Commissioner Quirk seconded by Commissioner Grinde that the nominations for President be closed and that a unanimous ballot be cast for Mr. Beauchamp as President.
Voting Aye: Grinde, Beauchamp, Quirk, DeMers
Voting Nay: None

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

It was moved by Commissioner Grinde seconded by Commissioner DeMers that the nominations for Vice President be closed and that a unanimous ballot be cast for Mr. Quirk as Vice President.
Voting Aye: Grinde, Beauchamp, Quirk, DeMers.
Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Grinde to adjourn the organizational meeting.
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 5, 2022 at 8:02 a.m. was called to order by newly elected President, Commissioner Punky Beauchamp.
Present: Beauchamp, Quirk, Grinde, DeMers
Absent: None

Also present: Keith Mykleseth, Ron Galstad, Todd Grabanski, Steve Emery, Kevin Hatcher, and Corey Thompson.

It was moved by Commissioner Grinde seconded by Commissioner Quirk that the minutes of the previous regular meeting of December 15, 2021 be approved as read.
Voting Aye: Beauchamp, Quirk, Grinde, DeMers.
Voting Nay: None

It was moved by Commissioner Grinde seconded by Commissioner Quirk to authorize the Secretary to issue payment of the recommended bills and payroll in the amount of \$482,641.45.
Voting Aye: Beauchamp, Quirk, Grinde, DeMers.
Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Grinde to approve the Plans and Specs for the Water Meter Replacement Project as presented by Steve Emery, WSN; advertise for bids; set bid date for January 27, 2022 at 10:00 am.
Voting Aye: Beauchamp, Quirk, Grinde, DeMers
Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Grinde to approve the Letter of Understanding from Brady Martz for the 2021 Audit as presented.

Voting Aye: Beauchamp, Quirk, Grinde, DeMers

Voting Nay: None

It was moved by Commissioner Grinde seconded by Commissioner Quirk to authorize the Civil Service Secretary to begin the hiring process for the Water and Electric Distribution Foreman position.

Voting Aye: Beauchamp, Quirk, Grinde, DeMers

Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Grinde to approve the MMUA Delegation list as presented by Keith Mykleseth, General Manager.

Voting Aye: Beauchamp, Quirk, Grinde, DeMers

Voting Nay: None

It was moved by Commissioner Quirk seconded by Commissioner Grinde to adjourn at 8:30 a.m. to the next regular meeting on January 19, 2022 at 8:00 am to be held in the City Council Chambers.

Voting Aye: Beauchamp, Quirk, Grinde, DeMers.

Voting Nay: None

Kevin Hatcher
EC Specialist

Accounts Payable

Check Register Totals Only

User: khatcher
Printed: 1/10/2022 - 11:03 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
517409	01/10/2022	MMP501	MMPA c/o Avant Energy	883,441.16	0
				<u>883,441.16</u>	
Check Total:				<u>883,441.16</u>	

Accounts Payable
Check Register Totals Only

User: khatcher
Printed: 1/11/2022 - 11:34 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
517410	01/11/2022	COM500	Commissioner of Revenue	54,426.00	0
517411	01/11/2022	HAL500	Halstad Telephone Company	1,533.40	0
				<hr/> <hr/>	
Check Total:				55,959.40	
				<hr/> <hr/>	

Accounts Payable

Check Register Totals Only

User: khatcher
 Printed: 1/14/2022 - 2:35 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
517412	01/19/2022	ACM502	Acme Electric Companies	96.50	0
517413	01/19/2022	APP500	American Public Power Association	9,034.04	0
517414	01/19/2022	AND572	David Andrys	1,000.00	0
517415	01/19/2022	AQU501	Aqua-Pure Inc	6,246.79	0
517416	01/19/2022	ARA500	Aramark Uniform Services	212.87	0
517417	01/19/2022	BAT501	Batteries + Bulbs	186.75	0
517418	01/19/2022	BIG501	Big Jim's East Side Tire	17.50	0
517419	01/19/2022	BUS501	Business Essentials	216.50	0
517420	01/19/2022	COL500	Cole Papers Inc	92.79	0
517421	01/19/2022	DAK507	Dakota Science Center	500.00	0
517422	01/19/2022	DAK508	DakTech Inc.	2,937.90	0
517423	01/19/2022	EGF501	EGF City	642,059.20	0
517424	01/19/2022	EXP501	Exponent	245.00	0
517425	01/19/2022	FOR505	Forum Communications Company	270.00	0
517426	01/19/2022	GAL501	Galstad Jensen & McCann PA	486.00	0
517427	01/19/2022	GOP501	Gopher State One-Call	71.60	0
517428	01/19/2022	GRA505	Graymont (WI) LLC	6,622.98	0
517429	01/19/2022	GRE503	Greater Grand Forks Young Professior	500.00	0
517430	01/19/2022	UB*01266	Craig Hebron	508.79	0
517431	01/19/2022	UB*01285	Jaclyn & Jeremy Hicks	47.62	0
517432	01/19/2022	HUG501	Hugo's #5	198.47	0
517433	01/19/2022	IHM500	iHeartMedia	548.00	0
517434	01/19/2022	IES501	Independent Emergency Services	258.48	0
517435	01/19/2022	UB*01287	Carl Knutson	50.05	0
517436	01/19/2022	PRA501	Linde Gas & Equipment Inc	198.15	0
517437	01/19/2022	HAR501	Local Ace	364.57	0
517438	01/19/2022	MND508	MN DNR Eco-Waters	3,028.72	0
517439	01/19/2022	NET501	NetWork Center Inc	475.64	0
517440	01/19/2022	PIT501	Pitney Bowes	5,000.00	0
517441	01/19/2022	PIT504	Pitney Bowes	741.00	0
517442	01/19/2022	RIV503	River Cinema	1,680.00	0
517443	01/19/2022	RKO501	RKO Print & Promo	2,291.40	0
517444	01/19/2022	RMB500	RMB Environmental Laboratories, Inc	190.00	0
517445	01/19/2022	SAN501	Sanford Health Occupational Medicin	50.00	0
517446	01/19/2022	UB*01286	Gabriella R Smidt	57.72	0
517447	01/19/2022	SUN500	Sun Dot Communications, LLC	89.99	0
517448	01/19/2022	TRI501	Tri Steel Mfg Co	59.95	0
517449	01/19/2022	UNI502	Univar Solutions USA Inc	11,024.76	0
517450	01/19/2022	VIL501	Vilandre Heating & A/C	593.50	0
517451	01/19/2022	WAT501	Water & Light Department	2,557.07	0
517452	01/19/2022	WOI561	Jared Woinarowicz	610.83	0
517453	01/19/2022	XCE501	Xcel Energy	739.49	0
517454	01/19/2022	XCE502	Xcel Energy	4,573.58	0
Check Total:				706,734.20	

1-19-22 Rebates

AC Tune up	Smith	\$ 60.00
ECM	Burton	\$ 150.00
ECM	Mero	\$ 150.00
ECM	Pederson	\$ 150.00
Front Load Washer	Powell	\$ 100.00
LED/ECM/Dishwasher/Refrigerator	Woinarowicz - 71 Fixtures	\$ 610.83
Residential Weatherization	Andrys - 2 Properties	\$ 1,000.00
	Total	\$ 2,220.83

Request for W&L Commission Action

Date: January 13, 2022

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 2022 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 17, 2022 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 2, 2022 meeting.

Recommendation:

1. Approval of 2022 Electrical Equipment and Materials plans and specifications.
2. Give authorization to go out for bids with a bid date and time of February 17, 2022 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.