



# East Grand Forks Water & Light Department

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## WATER & LIGHT COMMISSION MEETING AGENDA

March 2, 2022

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

1. Call meeting to order
2. Approve minutes from previous meeting - February 16, 2022
3. Bills and payroll
4. Comments from the public
5. Reports
  - a. Widsyth Smith Nolting
    - i. Todd
    - ii. Steve
  - b. City Attorney
6. Old Business
7. 2022 Water Meter Replacement Bids
8. 2022 Electrical Equipment & Material - Award of Bid
9. Department Heads
10. Commissioner's reports
11. Adjourn to March 16, 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.

Minutes of the regular meeting of the Water, Light, Power and Building Commission of the City of East Grand Forks, Minnesota held on February 16, 2022 at 8:00 am in the City Council Chambers.

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

Absent: None

Also present: Keith Mykleseth, Ron Galstad, Brian Johnson, Todd Grabanski, Steve Emery, Todd Forster, Alex Breyer – WSN, Brianna Feil, Kevin Hatcher, Corey Thompson, Tyler Tretter and Karla Anderson.

It was moved by Commissioner Quirk seconded by Commissioner DeMers that the minutes of the previous regular meeting of February 2, 2022 be approved as read.

Voting Aye: Beauchamp, Quirk, Grinde, DeMers

Voting Nay: None

It was moved by Commissioner DeMers seconded by Commissioner Quirk to authorize the Secretary to issue payment of the recommended bills and payroll in the amount of \$1,964,012.11.

Voting Aye: Beauchamp, Quirk, Grinde, DeMers

Voting Nay: None

It was moved by Commissioner Grinde seconded by Commissioner DeMers to approve the plans and specs for the 2022 Miscellaneous Electrical Distribution Construction Project; advertise for bids; and set bid date for March 17, 2022 at 2pm in the City Council Chambers.

Voting Aye: Beauchamp, Quirk, Grinde, DeMers

Voting Nay: None

It was moved by Commissioner Grinde seconded by Commissioner Quirk to approve the 2021 Accounts for Charge-off.

Voting Aye: Beauchamp, Quirk, Grinde, DeMers

Voting Nay: None

It was moved by Commissioner Grinde seconded by Commissioner Quirk to adjourn at 8:35 am to the next regular meeting on March 2, 2022 at 8:00 am to be held in the City Council Chambers.

Voting Aye: Beauchamp, Quirk, Grinde, DeMers

Voting Nay: None

Lori Maloney  
Commission Secretary

Accounts Payable  
Check Register Totals Only

User: khatcher  
Printed: 2/18/2022 - 9:02 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
517534	02/18/2022	PKM501	PKM Electric Co-op Inc	2,544.49	0
517535	02/18/2022	RRV501	RRV Co-op Power Assn	1,230.09	0
517536	02/18/2022	WAP500	Western Area Power Administration	158,800.09	0
				<hr/> <hr/>	
				Check Total:	
				162,574.67	
				<hr/> <hr/>	

# Accounts Payable

## Check Register Totals Only

User: khatcher  
 Printed: 2/28/2022 - 3:10 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
517537	03/02/2022	ACM502	Acme Electric Companies	98.58	0
517538	03/02/2022	ADV501	Advanced Business Methods	73.45	0
517539	03/02/2022	AWW503	American Water Works Association	81.00	0
517540	03/02/2022	ARA500	Aramark Uniform Services	195.77	0
517541	03/02/2022	BOR501	Border States Electric Supply	1,094.28	0
517542	03/02/2022	UB*01297	Ahmed Breesam	174.00	0
517543	03/02/2022	CAR571	Dan Cariveau	150.00	0
517544	03/02/2022	CEN501	CenturyLink	97.64	0
517545	03/02/2022	UB*01294	Sandy Cortez	150.19	0
517546	03/02/2022	DAK508	DakTech Inc.	1,523.66	0
517547	03/02/2022	EGF501	EGF City	215,162.62	0
517548	03/02/2022	EXP501	Exponent	649.36	0
517549	03/02/2022	FMF501	FM Forklift Sales & Service Inc	135.92	0
517550	03/02/2022	GFT501	GF Thur-O-Clean	694.69	0
517551	03/02/2022	UB*01300	Valorie Guajardo	63.17	0
517552	03/02/2022	UB*01279	Mariah Guldemann-Chiariello	43.33	0
517553	03/02/2022	HAC501	Hach Company	194.88	0
517554	03/02/2022	UB*01296	Ferdosa Hassen	71.09	0
517555	03/02/2022	IHM500	iHeartMedia	644.84	0
517556	03/02/2022	UB*01299	Kadar Iman	120.96	0
517557	03/02/2022	LEA501	League of MN Cities Insurance Trust	149,099.73	0
517558	03/02/2022	JEM501	MaxAir, LLC	597.15	0
517559	03/02/2022	MMT501	MMTG	1,900.50	0
517560	03/02/2022	UB*01295	Samira Mohamed	117.14	0
517561	03/02/2022	PIT504	Pitney Bowes	44.46	0
517562	03/02/2022	POW502	Powerplan OIB	319.44	0
517563	03/02/2022	TNT501	TNT Outfitters	152.00	0
517564	03/02/2022	TOS502	Toshiba Financial Services	690.87	0
517565	03/02/2022	UB*01298	Kayla Twete	57.62	0
517566	03/02/2022	USB502	US Bank Corporate Payment Systems	1,334.13	0
517567	03/02/2022	WAT501	Water & Light Department	19,170.41	0
517568	03/02/2022	XCE501	Xcel Energy	6,787.50	0
Check Total:				401,690.38	

## 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
<b>Name:</b> TODD GRABANSKI <b>Account Number:</b> **6344 <b>Optional 1:</b> <b>Optional 2:</b> <b>Lost/Stolen Account:</b> <b>Replacement Account:</b> <b>Billing Type:</b> Centrally Billed Account												
<a href="#">01/24/2022</a>	01/25/2022	240491	8220	COLLEGES,UNIVERSITIES	NW LINEMAN COLLEGE STUDEN	ID	820468903	\$ 616.00	<a href="#">Memo</a>	CIGT-008140C	Not Reviewed	No
<b>Name:</b> BRIAN JOHNSON <b>Account Number:</b> **2647 <b>Optional 1:</b> <b>Optional 2:</b> <b>Lost/Stolen Account:</b> <b>Replacement Account:</b> <b>Billing Type:</b> Centrally Billed Account												
<a href="#">02/03/2022</a>	02/04/2022	240491	8699	MEMBERSHIP ORGANIZATIONS	PSN*MINNESOTA RWA MN	MN	391976510	250.00	<a href="#">Memo</a>	0320220205896857813	Not Reviewed	No
<a href="#">02/15/2022</a>	02/16/2022	240491	8999	PROFESSIONAL SERVICES	SQ *INTEGRITY SHIPPING &	ND	800429876	13.02	<a href="#">Memo</a>	00023058430151955	Not Reviewed	No
<b>Name:</b> RAY RAKOCZY <b>Account Number:</b> **5668 <b>Optional 1:</b> <b>Optional 2:</b> <b>Lost/Stolen Account:</b> <b>Replacement Account:</b> <b>Billing Type:</b> Centrally Billed Account												
<a href="#">01/25/2022</a>	01/26/2022	240491	8999	PROFESSIONAL SERVICES	SQ *INTEGRITY SHIPPING &	ND	800429876	12.64	<a href="#">Memo</a>	00023058430151156	Not Reviewed	No
<a href="#">02/07/2022</a>	02/08/2022	240491	8999	PROFESSIONAL SERVICES	SQ *INTEGRITY SHIPPING &	ND	800429876	25.55	<a href="#">Memo</a>	00023058430151658	Not Reviewed	No
<a href="#">02/17/2022</a>	02/21/2022	240497	5983	FUEL DEALERS, OIL,WOOD	ORCHARD OIL	ND	450386829	237.50	<a href="#">Memo</a>	205190	Not Reviewed	No
<b>Name:</b> MAREN SWINGEN <b>Account Number:</b> **9812 <b>Optional 1:</b> <b>Optional 2:</b> <b>Lost/Stolen Account:</b> <b>Replacement Account:</b> <b>Billing Type:</b> Centrally Billed Account												
<a href="#">01/27/2022</a>	01/28/2022	240500	5999	MISCELLANEOUS AND SPECIAL	KEITHS SECURITY WORLD	ND	475229213	15.00	<a href="#">Memo</a>	1127781928556299	Not Reviewed	No
<a href="#">02/02/2022</a>	02/03/2022	240506	5533	AUTOMOTIVE PARTS,ACCESSO	O'REILLY AUTO PARTS 1510	MN	860221312	13.90	<a href="#">Memo</a>	202202103803	Not Reviewed	No
<a href="#">02/02/2022</a>	02/03/2022	240506	5533	AUTOMOTIVE PARTS,ACCESSO	O'REILLY AUTO PARTS 1510	MN	860221312	14.23	<a href="#">Memo</a>	202202103942	Not Reviewed	No
<a href="#">02/02/2022</a>	02/03/2022	240507	5251	HARDWARE STORES	HARDWARE HANK	MN	411717424	8.13	<a href="#">Memo</a>	286090	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
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**Name:** COREY THOMPSON **Account Number:** \*\*9747 **Optional 1:** **Optional 2:** **Lost/Stolen Account:** **Replacement Account:** **Billing Type:** Centrally Billed Account

<a href="#">02/02/2022</a>	02/03/2022	240498	7399	BUSINESS SERVICES -OTHER	AMAZON WEB SERVICES	WA	911986545	\$ 3.50	<a href="#">Memo</a>	10000001796632	Not Reviewed	No
<a href="#">02/09/2022</a>	02/10/2022	240491	4814	TELECOM SVC/CRED CRD CALL	ZOOM.US 888-799-9666	CA	611648780	16.06	<a href="#">Memo</a>	opsnt7bklspyxqzh	Not Reviewed	No

**Name:** TYLER TRETTER **Account Number:** \*\*4635 **Optional 1:** **Optional 2:** **Lost/Stolen Account:** **Replacement Account:** **Billing Type:** Centrally Billed Account

<a href="#">02/15/2022</a>	02/16/2022	240507	5047	WHOLESALE MED/DENTAL	ZEE MEDICAL OMAHA	NE	470645804	108.60	<a href="#">Memo</a>	63541726784	Not Reviewed	No
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**Total Number of Records:** 13

**Total**

**\$1,334.13**

End of Report

### 3-2-22 Rebates

Dishwasher	Brundin	\$ 50.00
ECM	Cariveau	\$ 150.00
ECM	Toso	\$ 150.00
ECM	Johnson	\$ 150.00
ECM	Cumming	\$ 150.00
El Water Heater	Brown	\$ 50.00
Top Load Washer	Holbeck	\$ 75.00
<b>Total</b>		<u>\$ 775.00</u>

# Request for Water and Light Commission Action

**Date:** February 25, 2022  
**To:** Members of the Commission  
**From:** Steve Emery, PE  
**RE:** Bids for Water Meter Replacement

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## **Background:**

We will be receiving bids for the Water Meter Replacement Project on Tuesday, March 1, 2022. We will tabulate bids and bring the bid results to the Commission Meeting on Wednesday for review and your consideration of award.

## **Recommendation:**

None



# Request for W&L Commission Action

Date: February 24, 2022

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

From: Todd Forster, Widseth, Inc.

RE: Material recommendations for the 2022 Electrical Equipment and Materials bid

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## Background:

Bids for the 2022 Electrical Equipment and Materials were opened on February 17, 2022, at 2:30 pm CST. A total of five (5) bids were received. Those bidders included: Border States Electric; Stuart C. Irby Company; Dakota Supply Group; Rural Electric Supply Cooperative; and WESCO Distribution. Due to the material bid evaluation tabulation not being 100% complete prior to the deadline to submit this Request for Commission Action, we were not able to include those documents with this request. The results of the material bid evaluation tabulation and our recommendations for award will be presented at the meeting for Commission review and discussion.

## Recommendation:

Approval and award of 2022 Electrical Equipment and Materials bids to the lowest evaluated bidder meeting the Specifications as recommended by the Engineer, Widseth, Inc.