

MINUTES
LAKE CRYSTAL UTILITIES COMMISSION
REGULAR MEETING
TUESDAY, January 7, 2025
8:00 A.M.

The following Commissioners were present: Commissioners McCoy, Ahrenstorff, and Richards.

Staff Present: Jeremy Hutchens, Water/Wastewater Superintendent; Madison Allen, Electric Superintendent; Angie Grafstrom, City Administrator; Ramsey Graff, Utility Billing Clerk; Administrative Assistant; Tanya Turner

The meeting was called to order at 8:01 am

Approval of Minutes

Motion made by Commissioner McCoy to approve the minutes of December 10th, 2024, regular meeting with clerical corrections, motion seconded by Commissioner Richards and carried unanimously.

Payment of Bills

The commission reviewed the bills prior to the meeting.

Motion made by Commissioner Richards to approve payment of PUC bills totaling 279,889.01 motion seconded by Commissioner McCoy and carried unanimously.

Action Items:

Confirm PUC Appointments, Designations and Meeting Time

Committee Chairperson: Dennis McCoy
Committee Vice Chairperson: Brad Ahrenstorff
Committee Secretary: Angela Grafstrom
Authorized Signer: Dennis McCoy
Official Newspaper: Lake Crystal Tribune
Official Depository: Mlnnstar Bank
Meeting Time: First Tuesday of the month at 8 am

Motion made by Commissioner Ahrenstorff to approve PUC Appointments, Designations and Meeting time as listed above with no changes, seconded by Commissioner Richards and carried unanimously.

Approve 2025 IRS Mileage Rate

IRS mileage rate for 2025 is 70 cents.

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Motion made by Commissioner McCoy to approve 2025 IRS Mileage Rate of 70 cents, seconded by Commissioner Ahrenstorff and carried unanimously.

Approve Travel Request

Superintendent Allen requested permission for Smith and McDonald to attend MMUA Meter School. The cost for both to attend is \$2,287.93.

Motion made by Commissioner McCoy to approve travel request for Smith and McDonald MMUA Meter School for \$2,287.93, seconded by Commissioner Ahrenstorff and carried unanimously.

Approve Goetsch Quote for \$12,135.00 Pump #5

HSP #5 exhibited problems during operations. Chlorine levels are inconsistent when running, creating discrepancy in gallons per minute.

Motion made by Commissioner Ahrenstorff to approve acceptance of quote from Goetsch for HSP #5 repairs of \$12,135.00, seconded by Commissioner Richards and carried unanimously.

Staff Reports:

Superintendent Hutchens provided a written report which is included in the packet. In his report, he discussed the details of HSP #5 and testing the PFOA and PFOs in biosolids. Hutchens also reported a water main break Thursday January 2nd 5:30am. Located on Colwyn and Helen Lane, which 3 water main breaks in last 15 years in the general area. Looking into inspecting what is happening in this area.

City Administrator Grafstrom provided a written report which is included in the packet. She provided the November billing adjustments and updated the Commissioners on managed IT with Marco and reminded them of the need to update their Conflict-of-Interest Statements. Additionally, she introduced the city's new Administrative Assistant, Tanya Turner, who was also present at the meeting.

Superintendent Allen also provided the Commission with a written report in the packet. He provided the monthly outage report and informed the commissioners one solar application was received this month. He also discussed the substation transformer oil retest and provided estimates for generator catalyst cleaning. He noted Apprentice reviews were scheduled for January 3.

Information items:

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Revenue and Expense Report Summary: Grafstrom reported we are still working through correcting the reporting and bank recs with Civic.

Update Conflict of Interest Form

Next Meeting will be Tuesday February 4th, 2025, at 8:00 am

Commission Comments and Observations, if any: NONE

There being no further business, the meeting was adjourned at 8:17 am

Dennis McCoy, Chairman

Angela Grafstrom, Secretary