Pursuant to due call and notice thereof the Lake Crystal Utilities Commission met in their regular meeting on Tuesday, January 8, 2019 beginning at 7:30 o’clock a.m.

The following Commissioners were present:
Commissioners McCoy, Nelson, Johnson.

Commissioner McCoy called the meeting to order.

Also present:
John Graupman, Bolton and Menk; Bill Daley, Public Works Superintendent; Mathias Phelps, Electric Superintendent; Taylor Gronau, City Administrator; Lisa Jacoby, Office Assistant.

Commissioner McCoy moved and Commissioner Nelson seconded the motion to approve the December 11, 2018 meeting minutes. The following vote was had and taken,
Ayes: McCoy, Nelson, Johnson.
Nays: None.

Commissioner Nelson moved and Commissioner Johnson seconded the motion to approve utility bills totaling $1,143,648.74. The following vote was had and taken,
Ayes: McCoy, Nelson, Johnson.
Nays: None.

Commissioner Johnson moved and Commissioner Nelson seconded the motion to appoint Commissioner McCoy as Chairman for the Lake Crystal Municipal Utilities Commission. The following vote was had and taken,
Ayes: McCoy, Nelson, Johnson.
Nays: None.

Commissioner Johnson moved and Commissioner McCoy seconded the motion to appoint Commissioner Nelson as Vice-Chairman for the Lake Crystal Municipal Utilities Commission. The following vote was had and taken,
Ayes: McCoy, Nelson, Johnson.
Nays: None.

Commissioner Nelson moved and Commissioner Johnson seconded the motion to appoint Taylor Gronau as the Secretary for the Lake Crystal Municipal Utilities Commission. The following vote was had and taken,
Ayes: McCoy, Nelson, Johnson.
Nays: None.
Commissioner Nelson moved and Commissioner Johnson seconded the motion to appoint Chairman McCoy as the authorized signer for the Lake Crystal Utilities Municipal Utilities Commission. The following vote was had and taken,

Ayes: McCoy, Nelson, Johnson.
Nays: None.

Commissioner Nelson moved and Commissioner Johnson seconded the motion to designate MinnStar Bank as the official depository for the Lake Crystal Municipal Utilities Commission. The following vote was had and taken,

Ayes: McCoy, Nelson, Johnson.
Nays: None.

Commissioner Nelson moved and Commissioner Johnson seconded the motion to designate the Lake Crystal Tribune as the official newspaper for Lake Crystal Municipal Utilities Commission. The following vote was had and taken,

Ayes: McCoy, Nelson, Johnson.
Nays: None.

Commissioner Nelson moved and Commissioner Johnson seconded the motion that the regular meetings of the Lake Crystal Municipal Utilities Commission be held on the first Tuesday after the first Monday of each month beginning at 7:30 o’clock a.m. in the City Council Chambers of the Lake Crystal City Hall. The following vote was had and taken,

Ayes: McCoy, Nelson, Johnson.
Nays: None.

Commissioner McCoy moved and Commissioner Nelson seconded the motion to approve a mileage reimbursement rate equal to the Federal rate for 2019, currently $.58 per mile, for utility staff and officials using a personal vehicle in conducting utility business. The following vote was had and taken,

Ayes: McCoy, Nelson, Johnson.
Nays: None.

Commissioner Nelson moved and Commissioner McCoy seconded the motion to approve a cost of living wage increase of 2% for non-union employees effective January 1, 2019. The following vote was had and taken,

Ayes: McCoy, Nelson, Johnson.
Nays: None.
Commissioner Johnson moved and Commissioner Nelson seconded the motion to approved the City of Lake Crystal Employment Application. The following vote was had and taken,

Ayes: McCoy, Nelson, Johnson.
Nays: None.

Commissioner McCoy moved and Commissioner Nelson moved to second the motion to approve the City of Lake Crystal Financial Procedures and Internal Control Policy. The following vote was had and taken,

Ayes: McCoy, Nelson, Johnson.
Nays: None.

Commissioner Nelson moved and Commissioner McCoy seconded the motion to approve the purchase of a Vacuum Excavation System from Ditch Witch of Minnesota, Inc. at a price of $33,723.19. The cost will be split 4 ways, between the City, Electric, Water, and Sewer departments for a cost of $8,430.80 to each department. The following vote was had and taken,

Ayes: McCoy, Nelson, Johnson.
Nays: None.

No motion was made regarding the quotes for lightening at the power plant. Tabled until a later date.

Commissioner McCoy moved and Commissioner Johnson seconded the motion to approve the travel request for Justin Gifferson and Matthew Runge to attend an MMUA metering school February 12-15, 2019 in Marshall, MN. The following vote was had and taken,

Ayes: McCoy, Nelson, Johnson.
Nays: None.

John Graupman, Bolton and Menk, Inc. presented a proposal to the Utilities Commission for a Wastewater Treatment Plant Facilities and Infrastructure Plan. The Plan is in response to an MPCA request for a change in the phosphorus removal parameter in that it will be lowered to a level that we feel will likely be difficult to maintain. We have requested and have been granted a 6-month extension with the MPCA to review our options and initiate the Plan and to see if any changes will be necessary to meet the new effluent limit. Included in the plan will be a review of the Wastewater Treatment Plant, infrastructure, and all lift stations.

Commissioner Johnson moved and Commissioner McCoy seconded the motion to approve the proposal from Bolton and Menk, Inc. to complete a Wastewater Treatment Facility Plan at a cost not to exceed $52,000.00. The following vote was had and taken,
Ayes: McCoy, Nelson, Johnson.
Nays: None.

Superintendent Daley updated the Commission on the following:
• We have been consulting with John Graupman, Bolton and Menk, Inc. about chemically treating Water Plant Filter #3 in regard to the media becoming oversized with mineral growth and growing out of the water instead of being a few inches below the water level. It has been decided to try citric acid, and after jar testing at the Wastewater Treatment Plant lab we have seen favorable results in cleaning the mineral buildup off of the media. We will work with Taylor for approval when we receive prices for the citric acid.

City Administrator Gronau updated the Commission on the following:
• The City Council will hold a public hearing regarding the Southwest Utility Project at 5:30 p.m. on January 22, 2019. Final plans will be reviewed. February 4 is the tentative date for final approval of the project.
• Poet water usage discussed.

The Commission reviewed the revenue and expense reports for the utility departments.

There being no further business the meeting was adjourned.

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Dennis McCoy, Chairman

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Taylor Gronau, Secretary