

**MINUTES  
LAKE CRYSTAL UTILITIES COMMISSION  
REGULAR MEETING  
MONDAY, NOVEMBER 3, 2025, at 6:30 pm**

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

Staff Present: Jeremy Hutchens, Water/Wastewater Superintendent; Madison Allen, Electric Superintendent; Angie Grafstrom, City Administrator; Sierra Roiger, Utility Billing Clerk; Megan Kurkowski, Finance Director

Others Present: Jessica Green of Northland Securities.

The meeting was called to order at 6:30 PM

**Approval of October 7, 2025, Regular Meeting Minutes.**

***Motion made by Commissioner McCoy to approve the minutes of October 7th, 2025, regular meeting, pending changes as discussed***, motion seconded by Commissioner Richards and carried unanimously.

**Payment of bills:**

The commission reviewed the bills prior to the meeting.

***Motion made by Commissioner Ahrenstorff to approve payment of PUC bills totaling \$670,098.90***, motion seconded by Commissioner Richards and carried unanimously.

**Action Items:**

Substations Discussion, Review of Finance Plan and Consider Approval of PUC Resolution 2501, Approving Parameters of issuance of Electric Revenue Bonds, Series 2025A

Jessica Green, from Northland Securities, presented the commission with two bonding options for the city's south substation and a new transformer. She reviewed both a 20-year and 30-year bonding options. After review and discussion of the options, the commission approved the 30-year option.

***Motion made by Commissioner McCoy to approve Resolution 2501, approving parameters of issuance of Electric Revenue Bonds, Series 2025A***, motion seconded by Commissioner Ahrenstorff and carried unanimously.

Approve International Brotherhood of Electrical Workers Contract (IBEW)

Administrator Grafstrom presented the commission with proposed language changes and policy updates for the IBEW Local 160 contract. These agreements formalize terms of employment, make updates to the language currently used, and will remain in effect until the end of 2028.

***Motion made by Commissioner Ahrenstorff to approve the IBEW Contract***, motion seconded by Commissioner Richards and carried unanimously.

### Approve Replacement Glass for City Hall

Administrator Grafstrom provided the commission with quotes for the replacement and installation of glass windows inside city hall. Saint Peter Glass for \$18,780 and South-Central Glass for \$21,500.

***Motion made by Commissioner Ahrenstorff to refer the matter back to City Council***, motion seconded by Commissioner Richards and carried unanimously.

### Approve Updated Data Practices Policy and Forms

The commission reviewed updates to the Data Practices Policy and Procedures. The updates ensure the city complies with the Data Practices Act of Minnesota Statutes Chapter 13, Section 13.03, subdivision 2, and establishes both guidelines and procedures for obtaining and maintaining government data.

***Motion made by Commissioner McCoy to approve the updated Data Practices Policy and Forms***, motion seconded by Commissioner Richards and carried unanimously.

### Approve Heat Share Program with Salvation Army

Administrator Grafstrom presented the commission with the annual agreement renewal for the Heat Share Program.

***Motion made by Commissioner Ahrenstorff to approve the Heat Share Program with Salvation Army***, motion seconded by Commissioner Richards and carried unanimously.

### Electric Department Travel Request

Superintendent Allen requested \$1,520.00 for himself and Lukas Smith to attend MMUA Transformer School.

***Motion made by Commissioner Richards to approve the electric department travel request***, motion seconded by Commissioner McCoy and carried unanimously.

### **Staff Reports:**

Superintendent Hutchens provided an update on cost estimates for drafting a new plan for the Wellhead Protection Plan. He stated that if the city were to drill a new well in 2026, it would require the city to draft and develop a new plan, which is estimated to cost. Hutchens is working with Administrator Grafstrom to determine next steps. Hutchens also shared that they shut down the chlorine system as of November 1<sup>st</sup> and would be hauling biosolids later in the week.

City Administrator Grafstrom shared that she was notified by Minnesota Housing that the city did NOT receive the Greater MN Housing Infrastructure grant for \$500,000. She then recognized the water department for the work they did at the Rec Center with a

valve replacement. Then, she recognized the electric department for their dedication to addressing the issues with the substation and making judgement calls that have helped keep power on in the city. Finally, she provided updates on the substation work. She is drafting a plan with DGR and Heartland to get a mobile substation or a replacement transformer ASAP and get set up before the failure occurs.

Superintendent Allen informed the commission of four power outages, three of which were blinks from the transmission provider and the fourth caused by a squirrel. He then focused the rest of his report on the current conditions of the substation. Allen provided the commission with three opinions, followed by what he advises regarding a replacement transformer. For more information, please refer to the full packet.

**Information Items:**

Revenue and Expense Report (Revenue through September)

Administrator Grafstrom informed the commission with the Revenue and Expense Report. This report reflects revenue through September.

Next Meetings and Events

Regular Meeting of the PUC: December 1, 2025, 6:30 pm

**Commission Comments and Observations:** None

**Adjournment:** There being no further business, the meeting adjourned at 7:10 PM.

Minutes prepared by Sierra Roiger

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Dennis McCoy, Chairman

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Angela Grafstrom, Secretary