

MINUTES
LAKE CRYSTAL UTILITIES COMMISSION
REGULAR MEETING
TUESDAY, MAY 2, 2023
8:00 A.M.

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

Staff Present:
Madison Allen, Electric Superintendent; Jermei Hutchens, Water/Wastewater Superintendent;
Angie Grafstrom, City Administrator; Sara Raisbeck, Administrative Assistant.

Others Present:
Michael Windsperger; Todd Wiens.

The meeting was called to order at 8 a.m. by Chairman McCoy.

Commissioner Ahrenstorff moved and Commissioner McCoy seconded the motion to approve the April 4, 2023 regular meeting minutes. The following vote was had and taken,
Ayes: McCoy, Ahrenstorff, Richards.
Nays: None.

Commissioner McCoy moved and Commissioner Ahrenstorff seconded the motion to approve utility bills totaling \$353,785.46. The following vote was had and taken,
Ayes: McCoy, Ahrenstorff, Richards.
Nays: None.

Commissioner Ahrenstorff moved and Commissioner Richards seconded the motion to approve adding to the personnel policy manual, a "Sexual Harassment Prevention Policy." The following vote was had and taken,
Ayes: McCoy, Ahrenstorff, Richards.
Nays: None.

Commissioner McCoy moved and Commissioner Ahrenstorff seconded the motion adjust the language to the Severance Pay in the personnel policy manual to match HCSP contract language. The following vote was had and taken,
Ayes: McCoy, Ahrenstorff, Richards.
Nays: None.

Commissioner McCoy moved and Commissioner Ahrenstorff seconded the motion to approve the quote from L&S in the amount of \$22,360.00 with possible additional charges if work would be performed on a Saturday or Sunday to repair and clean the breakers at the power plant. The following vote was had and taken,
Ayes: McCoy, Ahrenstorff, Richards.
Nays: None.

A letter from Chris Kennedy, City Attorney was discussed in regard to a possible policy on sewer forgiveness when a substantial water leak happens. In the past, when a substantial water leak occurs, the customer would pay for all the water, the customer would then send a letter to the Commission detailing what happened and how the issue was resolved. The Commission at that time would determine if the sewer charges would be lowered to 6,000 gallons which is the summer sewer maximum. The Commission decided to not move forward with a policy and not grant forgiveness on the sewer charges.

Discussion was held regarding The Beacon at 511 W Blue Earth Street regarding the rags that are getting flushed down the drain that is clogging up the Lift Station. The Commission directed Administrator Grafstrom to set up a meeting with them to discuss in person.

Superintendent Hutchens requested a Water Conservation Ordinance be considered for the City of Lake Crystal May - September. The Commission directed that this go to the City Council for review and approval.

Administrator Grafstrom brought before the Commission an Outdoor Lighting Control Ordinance for review. The Commission directed that this goes to the City Council for review and approval.

Commissioner McCoy moved and Commissioner Richards seconded the motion to approve establishing a maximum sewer fee of \$76.64 or 6,000 gallons for the months of May, June, July, August, and September. The following vote was had and taken,

Ayes: McCoy, Ahrenstorff, Richards.

Nays: None.

Commissioner Ahrenstorff moved, and Commissioner Richards seconded the motion to approve the SCADA annual fee of \$6,778.00 for the water and wastewater system. The following vote was had and taken,

Ayes: McCoy, Ahrenstorff, Richards.

Nays: None.

Superintendent Hutchens updated the Commission on the following:

- Humphrey Street Lift Station pump has a leak. Sending it into MN Pump to have it resleeved.
- Well #5 had a leak. Had welder come in and patch it.
- Spring flushing of the water mains has been completed.
- Well #3 – still waiting for parts for the repair.

Administrator Grafstrom updated the Commission on the following:

- Working on the Hwy 60 project.

Superintendent Allen updated the Commission on the following:

- Working on the Powderwerks project with Damon Haslip. Damon is ready to move forward with this.
- The generator part should be coming soon.

Information items:

- Revenue and expense summary report
- Day at the Capitol information provided.
- Mayor Todd Wiens presented a letter of commendation from the MN Pollution Control Agency to Superintendent Hutchens and his staff.
- Next regular meeting will be June 6 at 8 a.m.

There being no further business the meeting was adjourned.

Dennis McCoy, Chairman

Angela Grafstrom, Secretary