

MINUTES
LAKE CRYSTAL UTILITIES COMMISSION
REGULAR MEETING
TUESDAY, JUNE 6, 2023
8:00 A.M.

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

Staff Present:

Madison Allen, Electric Superintendent; Jeremy Hutchens, Water/Wastewater Superintendent; Angie Grafstrom, City Administrator; Lisa Jacoby, Utility Billing Clerk.

Others Present: John Graupman, Bolton & Menk.

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

Commissioner McCoy moved and Commissioner Ahrenstorff seconded the motion to approve the May 2, 2023 regular meeting minutes. The following vote was had and taken,
Ayes: McCoy, Ahrenstorff, Richards.

Nays: None.

Commissioner Ahrenstorff moved and Commissioner McCoy seconded the motion to approve utility bills totaling \$523,374.04. The following vote was had and taken,

Ayes: McCoy, Ahrenstorff, Richards.

Nays: None.

Commissioner McCoy moved and Commissioner Ahrenstorff seconded the motion to approve \$7050.00 additional surcharges on the bucket truck. These charges are from the manufacturer due to inflation from when the truck was quoted to the time it was completed. The following vote was had and taken,

Ayes: McCoy, Ahrenstorff, Richards.

Nays: None.

Commissioner McCoy moved and Commissioner Ahrenstorff seconded the motion to hire DGR Engineering to complete an electrical plan for the Crystal Gardens #7 project. Estimate cost is between \$6,500 and \$7,000. The following vote was had and taken,

Ayes: McCoy, Ahrenstorff, Richards.

Nays: None.

Commissioner Richards moved and Commissioner McCoy seconded the motion to approve Lisa Jacoby attending a training session offered by Tantalus June 20-21, 2023. The following vote was had and taken,

Ayes: McCoy, Ahrenstorff, Richards.

Nays: None.

Commissioner Richards moved and Commissioner McCoy seconded the motion to approve the purchase of a transformer and supplies for Powderwerks. The estimated cost of the transformer is \$20,000. The following vote was had and taken,

Ayes: McCoy, Ahrenstorff, Richards.

Nays: None.

Commissioner McCoy moved and Commissioner Richards seconded the motion to approve Juneteenth as holiday on June 19th for staff as passed by the State of Minnesota. The following vote was had and taken,

Ayes: McCoy, Ahrenstorff, Richards.

Nays: None.

Commissioner McCoy moved and Commissioner Richards seconded the motion to approve adding Juneteenth Holiday to the Personnel Paid Holidays list. The following vote was had and taken,

Ayes: McCoy, Ahrenstorff, Richards.

Nays: None.

The Preliminary Engineering plan for the Wastewater Plant was tabled.

Commissioner McCoy moved and Commissioner Richards seconded the motion to move the July regular meeting date to July 11, 2023 at 8 a.m. The following vote was had and taken,

Ayes: McCoy, Ahrenstorff, Richards.

Nays: None.

Discussion was held regarding Filter Media Replacement. John Graupman recommended approving the bid proposals at the July meeting and approving final bid late August or early September. This is winter work for the contractors. Looking at possibly painting the filters, that will be determined once work begins. This was budgeted for 2023 and 2024.

The Commission was updated on the Collis C Store gas leak.

The Commission was updated on Frontier Energy filing the Conservation Improvement Program for 2022 with the State of Minnesota. We met our goals for the year. Frontier has met with many businesses and has been working on rebates for them.

Superintendent Hutchens updated the Commission on the following:

- **Filter Media Replacement** – I believe John Graupman is coming to the meeting and we are starting the process to replace the media in the filters, so John will touch on this briefly.
- **Well #3** – Traut Well Co. has the pitless but they have been super busy. The city is on their schedule and the last time I talked with Joe Traut he thought sometime in the beginning of June they would be available.

- **Scheduled Power Outage for June 22** – I'm in the process to see what I can do for this outage, looking at renting a generator for the two days of this outage. The only issue now is in the past we could get away with a smaller generator and use HSP #4 since it was roughly 500 GPM, and satisfied the ethanol plants needs but with that HSP being replaced and HSP #3 not being large enough we might have to rent a larger one to be on the safe side, if one is available. I did reach out to Shane Roby who is my contact for the ethanol plant and trying to coordinate with him about prefilling prior to this event. Typically during these hours of the night the tower is filled 2-3 times on average between 10pm-3am.

City Administrator Grafstrom updated the Commission on the following:

- **Wastewater Regionalization**
Mankato did get approval of the state funds and expects the federal funds in August or September, so the regionalization project is moving forward. Graupman sent over a letter for my review and signature to request PFA funding. I have included a copy of the letter as well as Graupman's email. I am working on the first item in Graupman's email regarding design flows and connection points. Graupman is requesting PUC approval to begin engineering on the project. The letter to the PFA includes a project timeline.
- **Crystal Gardens #7**
The contractors will begin work around 6/26/23. At the precon meeting we learned the plans did not include an electric plan. I reached out to DGR to help Madison and find out what he would need. They are charging by the hour to help Madison, but the plan cost is estimated between \$6500-7000. The email is in the packet. There really is no choice but to proceed and provide the service to the new development, but it will also provide more revenue in the future, so we are seeking approval of the cost to do the electric plan for CG#7.
- **Juneteenth**
This has officially become a holiday. The council is rescheduling their meetings and looking to approve adding it to the personnel paid holiday list. This should be approved by the council on 6-5-23. PUC will also need to approve.
- **Beacon Lift Station**
I sent a letter to Beacon regarding the issue, and we have had a response. Jeff Becker is the maintenance person for Beacon, and he has been working to get the issue rectified. I have included a copy of the letter I sent and an update from Jeff in the packet.
- **Ordinances**
The council will pass the new Water Conservation Ordinance on 6-5-23.
- **Misc. Information**
The council will be moving the second meeting in June to June 26, 2023

Because of the Holiday, they are looking to move both July meetings from July 3 and 17 to July 10 and 24, 2023.

Superintendent Allen updated the Commission on the following:

- Called to a half power at the Lakes Bar and Grill on the evening of Tuesday, May 2nd. Upon investigation, it was determined the utility had normal source voltage supplying the customer.
- Repaired an underground secondary fault during normal business hours for the residences of 758 and 760 Harris Street.
- A pre-construction meeting for Crystal Gardens Subdivision was held on May 16th. A connection was made between DGR Engineering and I about designing the Crystal Gardens Subdivision electrical plans.
- Two new three phase tantalus meters were installed to test run before ordering more. One was at the Power Plant. The other was for a city lift station. Both are working. More information to come after more data is collected by the meters.
- The new fuel pump for Cooper Generator was installed. The generator ran, and the electrical diagnosis service is scheduled for June 7th. L&S will be performing the service.
- Consolidated Communications is installing underground Fiber Optic cable throughout the whole city. Extra time has been set aside to locate underground electric lines for their contractors.
- The city-wide outage for inspecting/servicing the interconnection breaker will be held June 22, 2023 beginning at 10p.m. until approximately 3 a.m. on Friday, June 23.
- The new bucket truck is almost done. After looking at the truck in person, I instructed ABM to swap two functions around for the bucket controls before the final invoice. This procedure will only take a couple of hours to complete. ABM will notify me when it is finished and deliver the truck to Lake Crystal Utilities.
- Generator training was held on May 24th and 25th with an MMUA instructor.

Information items:

- Revenue and expense summary report
- City Wide power outage scheduled for June 22 at 10 pm to 3 am on June 23rd.
- Beacon Update
- Letter from Heartland Energy regarding Wheeling Demand Charges.
- Next regular meeting will be July 11 at 8 a.m.

There being no further business the meeting was adjourned.

Dennis McCoy, Chairman

Angela Grafstrom, Secretary