

MINUTES
LAKE CRYSTAL UTILITIES COMMISSION
REGULAR MEETING
TUESDAY, AUGUST 1, 2023
8:00 A.M.

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

Staff Present:

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

Others Present:

Brian Sarff, Bolton and Menk Engineering.

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 July 11, 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 \$148,048.46. The following vote was had and taken,

Ayes: McCoy, Ahrenstorff, Richards.

Nays: None.

Commissioner Richards moved and Commissioner McCoy seconded the motion to approve a Generator Support Agreement with Ziegler Cat for 3 years at a cost of \$6,949.83 per year. The following vote was had and taken,

Ayes: McCoy, Ahrenstorff, Richards.

Nays: None.

Commissioner McCoy moved and Commissioner Richards seconded the motion to approve an update to the Union Contract and the Personnel Policy stating the following:

An employee will be compensated at one and one-half times (1-1/2x) the employee's regular base pay for hours worked in excess of forty (40) hours in a calendar week.

Holiday pay will be considered hours worked for the purpose of determining overtime.

The following vote was had and taken,

Ayes: McCoy, Ahrenstorff, Richards.

Nays: None.

Commissioner Ahrenstorff moved and Commissioner Richards seconded the motion to approve a travel request to send Lukas Smith and Tanner McDonald to the MMUA Overhead schooling September 15-19, 2023. The following vote was had and taken,

Ayes: McCoy, Ahrenstorff, Richards.

Nays: None.

Commissioner McCoy moved and Commissioner Richards seconded the motion to approve a travel request to send Madison Allen to the MMUA Summer Conference August 21-23, 2023. The following vote was had and taken,

Ayes: McCoy, Ahrenstorff, Richards.

Nays: None.

Commissioner Richards and Commissioner Ahrenstorff seconded the motion to approve a travel request to send Ethan Karels and Jackson Thate to the Class C Water class October 9-12, 2023. The following vote was had and taken,

Ayes: McCoy, Ahrenstorff, Richards.

Nays: None.

Commissioner McCoy moved and Commissioner Richards seconded the motion to approve participation in the Salvation Army Heat Share program. The following vote was had and taken,

Ayes: McCoy, Ahrenstorff, Richards.

Nays: None.

Commissioner McCoy moved and Commissioner Richards seconded the motion to approve the vendor agreement with MN Valley Action Council Energy Assistance Program for both electric and water programs. The following vote was had and taken,

Ayes: McCoy, Ahrenstorff, Richards.

Nays: None.

Superintendent Hutchens updated the Commission on the following:

- Well #3 – Was installed July 31st, Traut will be able to install the new Pump and Motor for the well!
- Water Training Ethan, and Jackson – I plan on sending both of them to St. Cloud October 9th-12 for exam refresher and the exam. (If approved) Roughly \$1600 or less.
- Filter Media Replacement – I spoke with John Graupman last week, and one thing he did mention was the cost of the media has gone up substantially. Total project cost is estimated to be over 200K instead of the 150K we budgeted.
- Phosphorus Trade Agreement with POET- They wish to end the agreement which technically doesn't expire until 2025. I have been in contact with the person that will be writing the city's new wastewater permit and let them know. I acknowledged the email and told them to move forward since there isn't any money exchange and its one less report I have to do every year.

Administrator Grafstrom updated the Commission on the following:

- Hwy 60 Project - Met with MnDOT on July 21 to get a project update. It is still slated to begin in the Summer of 2024. We discussed the traffic data, design complications like poor soils, city utilities, and barrier/lake impacts. They proposed some alternate designs

they were considering as a result of the poor soils along the lake. We discussed whether this will be a one-year project with a detour or a 2-year project driving under construction. The businesses they have visited with so far would prefer the one-year option. I have included the proposed detours 13 to 20 or 169 to 3 into Lake Crystal. There would be clear signage. The final part of the discussion was visual quality management (landscaping, aesthetics, etc.) which can also be effective in slowing traffic speeds.

MnDOT will be sending some potential dates for another meeting that will also include the PUC.

Additionally, Brian Sarff from Bolton-Menk will be here to talk about UP RR water and sewer crossing. This was originally part of the Hwy 60 project but was pulled out due to its location and will be fully the responsibility of the PUC.

- Crystal Gardens #7- The bond purchase contract and awarding resolution will be adopted at the August 7 Council Meeting.
- Collis C Store will start digging up the gas tanks and remove them all in the upcoming weeks.

Superintendent Allen updated the Commission on the following:

- Taking care of locates for consolidated contractor, and Michels.
- Attended a zoom training with tantalus metering.
- Material was ordered from Border States Electric Supply to replenish low inventory. Attended an initial visit for the LMCIT O&M program with MMUA, The League of Minnesota Cities, and IEM Energy Consultants. Attached, is the incentive checklist I received during the initial visit. Due to the high risk of insuring a power plant, the League of Minnesota Cities discloses this checklist to ensure all guidelines and precautions are taken to avoid a disaster from occurring. In return, once the incentive checklist is complete, the Utility will receive an insurance rate discount. This program allows MMUA to assist in the daily operations of the power plant, and may take several years to reach this goal. During the visit, I was strongly advised to get ahead of this before these standards become mandatory, which may happen soon.
- The interconnection breaker is still out for repair. The last I heard, it was expected to be delivered before Friday, July 28.
- Urge testing for the Cat generator was held on July, 26.

Information items:

- Revenue and expense summary report
- Brian Sarff, Bolton and Menk updated the Commission on the Hwy 60 project. The RR crossing on County Road 9 will more than likely be a separate project from the rest of the Hwy 60 project for the water and sewer project.
- Upcoming joint work session with the City Council will be August 29th at 6 p.m. to discuss the Capital Financial Plan.

There being no further business the meeting was adjourned.

Dennis McCoy, Chairman

Angela Grafstrom, Secretary