

MINUTES
LAKE CRYSTAL UTILITIES COMMISSION
REGULAR MEETING
TUESDAY, FEBRUARY 6, 2024
8:00 A.M.

The following Commissioners were present:

Commissioners McCoy, and Richards.

Commissioner Ahrenstorff was absent.

Staff Present:

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

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

Commissioner McCoy moved, and Commissioner Richards seconded the motion to approve the January 9, 2024, regular meeting minutes. The following vote was had and taken,

Ayes: McCoy, Richards.

Nays: None.

Commissioner McCoy moved, and Commissioner Richards seconded the motion to approve utility bills totaling \$336,879.90. The following vote was had and taken,

Ayes: McCoy, Richards.

Nays: None.

Commissioner Richards moved and Commissioner McCoy seconded the motion to approve the Memorandum of Understanding with Lake Crystal Wellcome Memorial Public School District for the Solar for Schools grant project. The MOU is for both Elementary and Secondary schools. The following vote was had and taken,

Ayes: McCoy, Richards.

Nays: None.

Administrator Grafstrom brought a proposed "Leak Protection Policy" before the Commission. The Policy is being offered by ServLine in cooperation with the City of Lake Crystal. The cost of policy would be added to the water base fee charged on the monthly utility bill. The Commission directed Administrator Grafstrom to schedule and hold a public meeting so residents can weigh in on this policy.

Discussion was held regarding the sewer cap for the months of May – September. Currently, customers pay for all the water use, and a maximum of 6,000 gallons of sewer to help alleviate costs for watering lawns or filling swimming pools. The Commission is considering raising the cap to 7,000 gallons. Tabled until March meeting.

Discussion was held regarding adopting a 2nd water meter policy for all new construction to start with. Currently, we have a policy for those residents that wish to install a second water meter for the purpose of watering lawns or filling a swimming pool. There is no sewer charged on the 2nd water meter use.

2024 Utility Rates for Electric, Water and Sewer were presented to the Commission. Discussed. Tabled until March meeting.

Commissioner Richards moved and Commissioner McCoy seconded the motion to approve a travel request for Lukas Smith and Tanner McDonald to attend the MMUA Substation Schooling in Shakopee, March 19-12, 2024. The following vote was had and taken,

Ayes: McCoy, Richards.

Nays: None.

Commissioner McCoy moved and Commissioner Richards seconded the motion to approve moving the March Utilities Commission meeting from March 5th to March 11, 2024, due to the Presidential Nomination Primary Election. The following vote was had and taken,

Ayes: McCoy, Richards.

Nays: None.

Superintendent Hutchens updated the Commission on the following:

- New High Service Pump #4
- Media Project should be back online by February 15th.
- Crysteel Force Main project is completed.
- Well #2 has a sand problem. Working on diagnosing the issues.
- MPCA will be fining the City \$6,249 due to the City not testing Influent phosphorus, CBOD, and TSS.

City Administrator Grafstrom updated the Commission on the following:

- Met with Jeremy and the City of Mankato regarding sending the Cities wastewater to Mankato. It was stated that Lake Crystal would not affect Mankato's system. Waiting for Bolton and Menk to receive updated numbers to verify.
- Advanced Resignation Program – The speaker at the last Mayor and Clerks meeting was Justin Miller, City Administrator from Lakeville. The Lakeville Advanced Resignation Program was featured in the LMC magazine. More and more cites are adopting this program as they have long-term staff retirements and a more frequent turnover of employees. The purpose for the program is to improve efficiency and stability of the City's workforce by giving the city advanced notice of their intent to resign or retire. This allows the city to begin the process of replacing them as soon as possible after the notice is received. This helps to reduce or eliminate the time the position is unfilled. Eagle Lake is currently offering the same program.

Superintendent Allen updated the Commission on the following:

- No Outages in January.
- DOT inspections were performed on the electric department equipment.

- Ordering material for the Crystal Gardens and Powder Werks projects. Projects will begin once the frost comes out.

Information items:

- Revenue and expense summary reports.
- MPCA Fine
- Advanced Resignation Program
- Next meeting is March 12, 2024, at 8 a.m.

There being no further business the meeting was adjourned.

Dennis McCoy, Chairman

Angela Grafstrom, Secretary