

MINUTES
LAKE CRYSTAL UTILITIES COMMISSION
REGULAR MEETING
TUESDAY, JUNE 4, 2024
8:00 A.M.

The following Commissioners were present:

Commissioners McCoy, Ahrenstorff, and 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.

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

Commissioner Richards moved, and Commissioner McCoy seconded the motion to approve the May 8, 2024, regular meeting minutes. The following vote was had and taken,

Ayes: McCoy, Ahrenstorff, Richards.

Nays: None.

Commissioner McCoy moved, and Commissioner Richards seconded the motion to approve utility bills totaling \$84,864.13. The following vote was had and taken,

Ayes: McCoy, Ahrenstorff, Richards.

Nays: None.

Commissioner McCoy moved and Commissioner Ahrenstorff seconded the motion to approve new hire, Ramsey Graff, for the Utility Billing Clerk position at grade 3, step 2, \$25.84/hour. The following vote was had and taken,

Ayes: McCoy, Ahrenstorff, Richards.

Nays: None.

Discussion was had on updates to the Capital Improvement plan, and it was determined that there will be a public meeting held on June 26, 2024, to gain public opinion. No motion was made at this time.

Commissioner McCoy moved and Commissioner Richards seconded the motion to approve the Tantalus order in the amount of \$6,152.32 for an electric board needed to go with the physical meter that is needed. 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 boarder states quotes in the amount of \$6,960 for the physical meter that will need to go with the electronic board. The following vote was had and taken,

Ayes: McCoy, Ahrenstorff, Richards.

Nays: None.

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Commissioner Ahrenstorff moved, and Commissioner McCoy seconded the motion to request that Council hold off and slow down on the next two annexation projects, and to gather a cost estimate from the attorney Kathleen (Kaela) Brennen for the Electric Territory Transfer.

Ayes: McCoy, Ahrenstorff, Richards.

Nays: None.

Superintendent Hutchens updated the Commission on the following:

- High Service pumps 5 & 6 need inspections.
- Approximate costs for HSP 5 & 6

City Administrator Grafstrom updated the Commission on the following:

- We received approximately 35 applications for the Utility Billing Clerk position.
- Roof at the generator plant is leaking and Madison will be working on estimates for this to be fixed.
- June 11th phase one bid openings.
- Grid access solar fee cannot be increased per state law.

Superintendent Allen updated the Commission on the following:

- No outages to report
- The transformer basement for Power Werks was received and is scheduled to be installed in June. They continue to wait for the transformer which is scheduled to arrive in October.
- Madison spoke to the Commission on a plan to start testing utility poles in our system. He included information in the packet from Osmose Utility Services who would perform the testing.

Information items:

- Revenue and expense summary reports.
- Audit Work Session will be June 17th at 6 p.m. with City Council
- Next meeting is Tuesday, July 9, 2024, at 8 a.m.

There being no further business the meeting was adjourned at 8:47 AM.

Dennis McCoy, Chairman

Angela Grafstrom, Secretary