

MINUTES
LAKE CRYSTAL UTILITIES COMMISSION
REGULAR MEETING
WEDNESDAY, APRIL 2, 2025
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; Angie Grafstrom, City Administrator; Ramsey Graff, Utility Billing Clerk

Other Present:

Brian Sarff, John Graupmann, and Mitchell Swanson of Bolton-Menk

The meeting was called to order at 7:59 AM

Approval of minutes of February 4th, 2025, Regular Meeting, March had no quorum.

Motion made by Commissioner McCoy to approve the minutes of February 4th, 2025, regular meeting, motion seconded by Commissioner Ahrenstorff and carried unanimously.

Payment of bills

The commission reviewed the bills prior to the meeting.

Motion made by Commissioner Ahrenstorff to approve payment of PUC bills totaling \$512,404.51 motion seconded by Commissioner McCoy and carried unanimously.

Action Items:

Electric Dept. Tablets

Superintendent Allen is requesting to purchase 2 Tablets for Electric Dept, plus ongoing support of \$65.10/month. These tablets will facilitate real-time access to information, help to improve communication and streamline documentation and reporting. These will be valuable tools when it comes to locating and mapping electric lines. This is approved by PUC based on City Admin review and approval of final contract.

Motion made by Commissioner McCoy to approve 2 Tablets for Electric Dept, plus ongoing support of \$65.10/month, seconded by Commissioner Richards and carried unanimously.

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Bolton-Menk WW Regionalization Updates

Bolton-Menk verified the project is good to go on the MNDOT side of things. They recommend moving forward. There are still some concerns on County Road 1 as they try to work around a reinforced slope in the area. They have worked with contractors for pricing updates which are contained in the packet. The cost of regionalization has gone up, but not as much as the cost of upgrading the existing plant. Part of this is because piping is already made in the USA, so the cost has not been as affected by tariffs as the costs of product needed to upgrade the wastewater plant. Bolton-Menk is looking for approval to proceed with engineering and certification. Certification of project is needed for funding access.

Motion made by Commissioner Ahrenstorff to approve Bolton-Menk proceeding with the WW Regionalization engineering updates and certification process, seconded by Commissioner Richards and carried unanimously.

Staff Reports:

Superintendent Hutchens updated the Commission on the two, water main breaks since the February meeting. He informed the commission the High Service Pump #5 project is almost completed. Planning to move forward with Hydrant Painting for 2025. They have started watermain flushing. Report provided in the packet.

City Administrator Grafstrom updated the Commission on where she is at with the service territory transfer and the BENCO Franchise agreement. She told them the city hired Park and Rec Specialist, Beth Schmitz. She sold 3 more lots in Crystal Gardens #7 and is set to close on those April 7th. Goettl is putting in 3 twin homes on the lot at the corner of Murphy and LaClaire which will complete the development of LaClaire. The 2024 Bank recs have finally been completed and the HWY 60 project is underway. Report provided in the packet.

Superintendent Allen reported they had zero outages since the last report. In March there were transmission blinks on the Xcel side. The Power Plant furnace has been repaired. Report provided in the packet.

Information items:

Certificate of Commendation

The Water/ Wastewater Team received a certificate of commendation from the MPCA for 2024. Grafstrom reported it to the paper and would like to get a picture for the article. Superintendent

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Hutchens, Ethan Karels, and Jackson Thate were congratulated by the commission who also expressed their appreciation for a job well done.

Shepard Street ROW

The City plans to purchase the right of way on the end of Shepard Street as it has a water and wastewater main and may be needed in the future as a through road when Rambush Estates is developed.

2024 Revenue and Expense Report

Grafstrom provided the unaudited 2024 report which does show at this time that all three utilities show a profit for last year.

Current Revenue and Expense Report

Grafstrom provided the current expense and revenue report for the commission's review.

Franchise Fees and Debt Service Distribution

Grafstrom provided the distribution from 2024 as an FYI.

Next Meeting will be Tuesday May 6th, 2025, at 8:00 am

Superintendent Hutchens and Commissioner Richards will not be present

Commission Comments and Observations, if any: NONE

There being no further business, the meeting was adjourned at

Dennis McCoy, Chairman

Angela Grafstrom, Secretary