

**MINUTES
LAKE CRYSTAL UTILITIES COMMISSION
REGULAR MEETING
TUESDAY, AUGUST 5, 2025, at 8:00 am**

The following Commissioners were present:

Commissioners McCoy, Richards, and Ahrenstorff.

Staff Present:

Jeremy Hutchens, Water/Wastewater Superintendent; Madison Allen, Electric Superintendent; Angie Grafstrom, City Administrator; Tonia Turner, Administrative Assistant

Other Present:

Megan Kurkowski and Sierra Roiger

The meeting was called to order at 7:54 AM

Approval of July 1, 2025, Regular Meeting Minutes.

Motion made by Commissioner Ahrenstorff to approve the minutes of May 6th, 2025, regular meeting, motion seconded by Commissioner Richards 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 \$241,830.38, motion seconded by Commissioner Richards and carried unanimously.

Discussion items: No report

Action Items:

Approve New Hire

Administrator Grafstrom is recommending the council approve hiring Sierra Roiger as the new Utility Billing and Cemetery Clerk at a Grade 3, Step 1 with an hourly rate of \$25.71/hour. Sierra Roiger attended the meeting to introduce herself to the council. Additionally, Grafstrom received a grant from Heartland to offer Roiger a signing bonus of \$2,000.

Motion made by Commissioner McCoy to approve hiring Sierra Roiger as the Utility Billing and Cemetery Clerk at a Grade 3, Step 1 with an hourly rate of

\$25.71/hour and a start date of August 5, 2025, and approve the \$2,000 hiring bonus, motion seconded by Commissioner Richards and carried unanimously.

Approve New Hire

Administrator Grafstrom is recommending the council approve hiring Megan Kurkowski as the Finance Director/City Clerk, Grade 6, Step 8 at \$41.79/hour, with a start date of August 5, 2025. Additionally, Grafstrom received a grant from Heartland to offer Kurkowski a signing bonus of \$2,000.

Motion made by Commissioner Ahrenstorff to approve hiring Megan Kurkowski as the Finance Director/City Clerk, Grade 6, Step 8 with an hourly rate \$41.79/hour, and a start date of August 5, 2025, and approve the \$2,000 hiring bonus, motion seconded by Commissioner Richards and carried unanimously.

Approve Purchase of Fault Wizard

Superintendent Allen explained that a Fault Wizard is a fast and efficient way to locate underground faults

Motion made by Commissioner Richards to approve the purchase of a Fault Wizard for approximately \$15,000, motion seconded by Commissioner Ahrenstorff and carried unanimously.

Request Step Increase

A request was made to increase Ethan Karels from Step 6 to Step 8 on his anniversary, August 7, 2025, at a rate of \$32.72 to correct his setup in the new system.

Motion made by Commissioner Hanson to approve moving Ethan Karels from step 6 to step 8 at a rate of \$32.72 on his anniversary date of August 7, 2025, motion seconded by Commissioner Ahrenstorff and carried unanimously.

Utility Rate increase

We have received the numbers for the proposed utility rate increases from Bolton-Menk for electric at 2%, water at 2%, and 10% for sewer.

Motion made by Commissioner McCoy to approve the utility rate increases of 2% for electric, 2% for water, and 10% for sewer to begin in August for the September billing cycle, motion seconded by Commissioner Richards and carried unanimously.

Staff Reports:

Superintendent Hutchins:

Westrum Leak Detection was in town to listen for leaks. Three service leaks were identified, and one water main leak on East Watonwan and South Murphy.

The Primary Clarifier Inner Baffle wasn't functioning properly, so we were able to get somebody to fabricate a collar device to fix the problem.

City Administrator: written in packet

Superintendent Allen:

Last month, we experienced two momentary transmission outages. Ziegler needs to troubleshoot the controls on the CAT Generator. Both Microsoft PRO devices are functional and ready for use.

Information Items:

The commission reviewed the Revenue and Expense Report and the cash balances and investments as of June 30, 2025.

Reviewed current budget.

Upcoming Meetings:

- On August 18, 2025, 6:30 pm Workshop: Presentation on Capital Financial Plan.
- September 2, 2025, 8:00 am Regular Meeting of the PUC

Commission Comments and Observations:

Commissioner McCoy discussed the critical staff needed to reduce Superintendent Allen's workload.

Adjournment:

There being no further business, the meeting adjourned at 8:37 AM

Minutes prepared by Tonia Turner

Dennis McCoy, Chairman

Angela Grafstrom, Secretary