

MINUTES
Lake Crystal City Council
Monday, May 6th, 2024, 7:30 pm
City Council Chambers
100 E. Robinson St.

Mayor Todd Wiens called the meeting to order at 7:30 P.M. Members present: Councilors Brett Hanson, Gina Cooper, Michael Turgeon, and Michael Windsperger.

Staff members present: City Administrator Angela Grafstrom; Megan Hutchens, Administrative Assistant; and Christopher Kennedy, City Attorney; Police Chief Joe Flavin; Dean Tibbetts, Street and Parks Department; and Rhonda Ingebritson, Lake Crystal Ambulance Service; David Paul, Fire Chief

Others present: Bryan Stading, Economic Development Specialist; Brian Sarff, Bolton & Menk; Chris Fleming; Josh Sargent; Karlan Scruggs; Karin Scruggs; Jackson Hagen; Erin Berle; Liz Thiesse

Resolution 2024-01: Sign Orderly Annexation Agreement with Garden City Township

Resolution 2024-01: Orderly Annexation Agreement was reviewed and signed between Garden City Township and City of Lake Crystal. Snow maintenance was discussed for the county road on the west side of the property.

Public Hearing: Proposed Assessments for Crystal Gardens #7

Mayor Todd Wiens closed the regular meeting of the City Council and opened the public hearing to approve the Proposed Assessments for Crystal Gardens #7 at 7:40 PM. There were no questions or comments from residents or the council. Wiens closed the public hearing at 7:41 PM.

Mayor Todd Wiens opened the Regular Council Meeting at 7:42 PM

Staff Reports

Ambulance Service Update

The Ambulance Service is at a total of 149 calls year to date. Ambulance Director, Rhonda Truman-Ingebritson has worked on delegating several duties to EMTs to maintain daily tasks. The service is continuing to improve the process of patient care reports with specialized auditing. EMS Week is scheduled for May 19th through the 25th.

Fire Department Update

The Lake Crystal Fire Department is at a total of 28 calls year to date. April was the slowest month with 3 calls. The audit has been completed and the department is awaiting the results.

Police Department Update

Fire Chief Joe Flavin stated that the part-time officer for the Lake Crystal Police Department is on phase 3 of 4 of her training. Flavin has issued a Public Service Announcement reminding

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residents to be aware of cybercrime and fraud attempts.

Street & Parks Department Update

No report.

City Administrator Update

Written report provided in the packet.

Consent Agenda *(The following agenda items are considered to be non-controversial and routine innature. They will be handled with one motion of the City Council. Councilors may request that specific items be removed from the Consent Agenda and be acted upon separately)*

1. Minutes April 15th, 2024, Regular Meeting of the City Council
2. Payment of bills totaling \$224,176.95
 - reviewed by Councilor Turgeon and Councilor Windsperger prior to the meeting
3. Cemetery Deeds for:
 - Victoria L. Miller of \$625.00 to Blue Earth County and State of MN for Burial Lot No. 240, Section B, Space 2
 - Mark Blekestad of \$1,875.00 to Blue Earth County and State of MN to trade Burial Lot No. 834, Section A, Space 8; Burial Lot No. 841, Section A, Space 5; and Burial Lot No. 842, Section A, Space 5 for Burial Lot No. 922, Section C, Spaces 1, 2, and 4
4. Approve Chamber Lakes Days Parade Route on June 14, 2024, for Blue Earth County Application
5. Crystal Gardens Outlot Rental Contract for land use with Henry Harazin for 16.11 tillable acres at \$100.00 per acre totaling \$1,611.00 from June 1, 2024, through December 31, 2024
6. Approve South Central MN Computer Consortium to Certify to County
7. Resolution 2416 Accepting Donations of \$5,000.00 from Lions Club for installation of a 9-hole disc golf course in Jones Park and to be named Lake Crystal Lions Disc Golf Course

Motion made by Councilor Windsperger to approve consent items one through seven, motion seconded by Councilor Turgeon and carried unanimously.

Action Items

Resolution 2412 Adopting Assessments to Certify to Blue Earth County

City Administrator Angela Grafstrom stated that 4 lots have sold, 1 is pending, and a developer is considering the lots in the cul-de-sac. No additional discussion from the council.

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Motion made by Councilor Hanson to approve Resolution 2412 Adopting Assessment of Crystal Gardens No. 7 for the improvement of Outlot B of Crystal Gardens No. 4 to certify to Blue Earth County, motion seconded by Councilor Cooper and carried unanimously.

Approve Resignation of Lisa Jacoby and Employee Recognition Nomination

After 26 years of service, Lisa Jacoby has decided to retire from the City of Lake Crystal. It was discussed that Lisa Jacoby should be awarded both the Community Contribution Award for her dedication to the city and residents and the 25+ Years Retiree Award for her years of service.

Motion made by Councilor Cooper to approve the resignation of Utility Billing and Cemetery Specialist Lisa Jacoby, motion seconded by Councilor Hanson and carried unanimously.

Motion made by Councilor Windsperger to approve the Employee Recognition Nomination to Lisa Jacoby to be awarded the Community Contribution Award and 25+ Years Retiree Award, motion seconded by Councilor Turgeon and carried unanimously.

Ambulance Hires:

- a. Jackson Hagen - NR-EMT
- b. Alexandra (Olga) Pietka - EMT
- c. Danielle Larson-EMT
- d. Anita Kenning – EMT
- e. Madeline Neussendorfer - EMR

After approval of the five EMTs/EMRs, the Ambulance Service will be at a total of 24 employees. Jackson Hagen spoke about his excitement to join the Lake Crystal Ambulance Service and to gain experience with the amazing crew.

Motion made by Councilor Windsperger to approve the Ambulance Service hires of Jackson Hagen, Alexandra (Olga) Pietka, Danielle Larson, Anita Kenning, and Madeline Neussendorfer, motion seconded by Councilor Turgeon and carried unanimously.

LCARC HVAC Repairs – Quotes

The Lake Crystal Area Recreation Center HVAC repair discussion and action has been tabled until the May 20th, 2024, council meeting as there still are 2 bids coming in this week.

Saddle Club Leasing Agreement

The License Agreement between the City of Lake Crystal and the Mankato Saddle Club for the use of the building land in Jones Park has been approved for the sum of \$1.00 for 10 years.

Motion made by Councilor Hanson to approve the License Agreement between the City of Lake Crystal and the Mankato Saddle Club for the use of land in Jones Park, motion seconded by Councilor Cooper and carried unanimously.

Adjust City Administrator Angela Grafstrom Vacation Leave Time Earning and Carryover to be

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the Same as Current Employee Handbook

No additional comments from the council.

Motion made by Councilor Windsperger to approve the adjustment of City Administrator Angela Grafstrom's vacation leave time earning and carryover to be adjusted to the current Employee Handbook, motion seconded by Councilor Hanson and carried unanimously.

City Hall Building - Spray Away SoftWash Quote

Spray Away Softwash submitted a quote for the total cleaning and treatment of the roof and limestone totaling \$5132.90 for the City Hall and Public Library building. Councilor Gina Cooper questioned if the process been proven to not be damaging to the limestone. Mayor Todd Wiens stated that the cleaning has been done in the past and will not cause damage. Council Michael Turgeon advised that the council approve the full quote and Street Department and Maintenance Supervisor can determine if full cleaning is needed or only partial of the bad areas.

Motion made by Councilor Turgeon to approve the full quote of \$5132.90, motion seconded by Councilor Windsperger and carried unanimously.

Information/Discussion Items

Information FYI: CIP, outstanding debt, and planned debt

The council and Brian Sarff of Bolton & Menk discussed the Public Safety Building; to house Police, Ambulance, and Fire Departments in one building and moving it up on the Capital Improvement Plan from 9 years to 5 years. The existing fire/ambulance hall would be turned over for use by the Street Dept. Sarff will work on redoing the CIP for council review on May 20, 2024. Mayor Todd Wiens suggested that the project be discussed in depth during a future work session.

It was also noted that the city at the end of 2024, will still owe \$779,300 on the 2021 Rec Center Bond with the final payment being in December of 2031.

Rec Center Playground Expansion Next Steps

Ryan Yunkers, Executive Director of the Lake Crystal Area Recreation Center emailed Grafstrom explaining the upcoming process and future needs of the Playground Expansion including a request for a possible \$450,000 from the city to complete the project. The Council discussed that when Yunkers attended the meeting he said the project would be 100 % funded with donations and he was not asking for funding from the city. The council wondered if he considered state or federal grants for the project. The council said they would need more information to even consider the request and asked Grafstrom to reach back out with a request for a copy of LCARC's most recent audit, projections on how the rec center would repay the city for the bond, and what the annual revenue and annual membership is currently at the rec center. Also, they would like to see a proposal showing how the new addition will increase

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revenue and membership.

Upcoming meetings and events:

- Monday, May 20th, 2024, 7:30 PM Regular Council Meeting

Council Comments and Observations

Councilor Gina Cooper discussed her conversation with the Lake Crystal Postmaster regarding the utilization and process of postal service boxes. City Administrator Angela Grafstrom followed up with Cooper's request for more information about installing the postal service boxes in the city. A centralized box unit contains 17 units. A minimum of 42 boxes are required to purchase and install. The cost for the boxes alone is approximately \$102,500. The city will be responsible for the cost of the boxes, cement pad, installation, and upkeep. The Postal Service will make the decision of the location of each box. Cooper suggested a city survey to get an idea of interest from the residents.

Councilor Brett Hanson inquired about the failed weather sirens. City Attorney Chris Kennedy stated that Blue Earth County has been working to resolve the issue.

Adjournment:

There being no further business of the Lake Crystal City Council, Councilor Hanson motioned to adjourn the regular meeting of May 6th, 2024, motion seconded by Councilor Windsperger and carried unanimously. Meeting adjourned at 8:33 P.M.

Todd Wiens, Mayor

Angela Grafstrom, City Administrator