

**MINUTES**  
**Lake Crystal City Council**  
**Monday, June 17, 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; Sara Raisbeck, Administrative Assistant; and Christopher Kennedy, City Attorney; Matt Gangelhoff, Lake Crystal Police Department; and Dean Tibbetts, Streets Department Superintendent

Others present: Brenda Rogers, LCARC; Ryan Yunkers, LCARC; and Kaeko Leitza, Widseth

### **Staff Reports**

#### Ambulance Service Update

No report.

#### Fire Department Update

Written in Packet

SAFER Grant: Mayor Wiens asked about the SAFER grant as it was in Chief Paul's written report. Grafstrom stated, after speaking with Chief Paul, they both think participation is a good idea as long as Lake Crystal is not the fiscal agent for the grant. Mayor Wiens said the council will accept participation as recommended.

#### Police Department Update

Sargent Gangelhoff reported that Austin Smith's last day with the City of Lake Crystal Police Department will be this Thursday. Officer Courtney will be full time starting in July. Gangelhoff also reported that Lake Days went well and there were no issues to report.

#### Street & Parks Department Update

Tibbetts presented the council with a concern regarding a hole in the road on Humphrey St. Tibbetts thinks this could possibly be a broken storm sewer line and that he would be looking into this as soon as possible. The council directed him to investigate the problem and get quotes right away, so this does not become unsafe to citizens.

#### 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 June 3, 2024, Regular Meeting of the City Council
2. Payment of bills totaling \$101,012.27
  - reviewed by Councilor Cooper and Councilor Hanson prior to the meeting
3. Resolution 2419 Appointing Election Judge
4. Cemetery Deed for Donald Williams

***Motion made by Councilor Hanson to approve consent items one through four, motion seconded by Councilor Cooper and carried unanimously.***

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**Action Items**

City Hall Gutter Quotes

The council received three quotes for gutter replacement at City Hall. Boelter for \$15,085.35, Leaf Filter for \$30,452, and from Lentz for \$12,111. Leaf Filter is initially more expensive but comes with a lifetime warranty. Councilor Hanson is familiar with Lentz's work, and he is local. The Council would like to go with Lentz for \$12,111.

***Motion made by Councilor Turgeon to approve the quote for new gutters and covers from Lentz in the amount of \$12,111, motion seconded by Councilor Hanson and carried unanimously.***

City Hall Generator

City Hall is the city's emergency management center. Officer Gangelhoff and Grafstrom each met with the County EMS who said the city needs to have a backup generator at city hall. Emergency Operation would be conducted from here due to phone, internet, and records access. Additionally, operations would not be in the way of emergency vehicles. The Council was presented with 3 quotes. Guaranteed Electric Services provided a complete quote including installation for \$22,425.00. Brad Nelson Electric provided two quotes for generators but did not include the cost of installation. One generator quote from Generator System Services was for a used ASCO generator and support for \$17,232.00. The second quote from Generator Services was for a new Blue Star Power Systems for \$34,187.60. The council would like to move forward with the quote from Guaranteed Electric Services.

***Motion made by Councilor Turgeon to accept the quote from Guaranteed Electric Services in the amount of \$22,425.00 to Install a Generac Generator at City Hall, motion seconded by Councilor Windsperger and carried unanimously.***

Resolution 2418 Pledging 5% match to the Radio Grant

Grafstrom is applying for the ARMER grant to provide new radios to Lake Crystal Fire and Ambulance Departments. As part of the application, the council must approve Resolution 2418 pledging the City's 5% match of the funds. Grafstrom explained it is an over \$70k grant for radios, 4 of which would be encrypted with a match of less than \$3500. She said she marked, yes, the city would accept a partial grant if necessary.

***Motion made by Councilor Cooper to approve Resolution 2418 Pledging a 5% match to the ARMER radio grant, motion seconded by Councilor Turgeon and carried unanimously.***

Accept and approve the 2023 Financial Audit

***Motion made by Councilor Hanson to approve the 2023 Financial Audit, motion seconded by Councilor Windsperger and carried unanimously.***

Update to Personnel Manual ESST time

Grafstrom informed the council that the law was reinterpreted, and the city does not have to provide ESST for volunteers. As a result, we need to update the language in personnel policy.

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Grafstrom included the new language to update the manual for approval.

***Motion made by Councilor Cooper to approve updates to the personal manual regarding ESST time for volunteer employees,*** motion seconded by Councilor Windsperger and carried unanimously.

Seasonal New Hires to start 6/18/2024

Streets department is requesting council approval to hire seasonal employees, Jackson Buss and Carter Greenough for \$14.50 per hour.

***Motion made by Councilor Turgeon to approve Jackson Buss and Carter Greenough as seasonal employees for \$14.50/hour,*** motion seconded by Councilor Hanson and carried unanimously.

Resignation of Officer Austin Smith

Mayor Todd asked Sergeant Gangelhoff to thank Austin Smith on behalf of the City Council for the time and work he has put into our community during his time with the City of Lake Crystal Police Department.

***Motion made by Councilor Windsperger to accept the resignation of Officer Austin Smith,*** motion seconded by Councilor Turgeon and carried unanimously.

Resignation of EMT Nikki Mays

***Motion made by Councilor Cooper to accept the resignation of EMT, Nikki Mays,*** motion seconded by Councilor Hanson and carried unanimously.

Courtney Devaelminck for the full-time officer position

Courtney Devaelminck has been with the Lake Crystal Police Department as a part time officer and will now be taking officer Austin Smith's position as a full-time officer. There will be no hourly pay increase, but she will receive the sign on bonus of \$3,000 from the public safety funds.

***Motion made by Councilor Hanson to approve Courtney Devaelminck for the full-time officer position with no hourly wage increase, but a sign on bonus of \$3,000,*** motion seconded by Councilor Windsperger and carried unanimously.

Lake Crystal Area Rec Center Expansion

Kaeko Leitza presented for the council rough plans and estimates for the Lake Crystal Area Rec Center expansion project. The council discussed options to proceed. It was decided to proceed with a contractor at risk option, but the contracts have to be with the City as the city needs to drive the project and it must follow proper procedures for the city including competitive bidding. The Council will need an agreement drafted between Widseth and the City to employ Widseth to provide the architect and prepare the documents for the RFPs. As per the guidelines provided

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in an LMC article, step one is to form a selection committee and publish RFQs. The estimated cost of the project is \$1.419 million. The rec center has fundraised about 1/3, will chip in about 1/3, and the balance will be paid by the city of Lake Crystal. At this time, the City of Lake Crystal does not plan to bond for their portion. Council directed Widseth to proceed with providing a contract and going out for RFPs.

***Motion made by Cooper to proceed with the project and form a 5-member committee consisting of two council members, 2 Rec Center Board Members, and a citizen from the community, motion seconded by Hanson and carried unanimously.***

**Information/Discussion Items**

- A. Legislative Changes and Social Equity-Chris Kennedy
- B. Watershed Kickoff Public
- C. Budget to Actual Report
- D. Upcoming meetings and events:
  - Monday, July 1, 2024, 7:30 PM Regular Council Meeting
  - Thursday, June 20, 2024, 6:00 PM Contract Work Session with Rural Fire Association

**Council Comments and Observations**

Turgeon was wondering about the Park and Rec Specialist position that had been discussed earlier this year. Grafstrom reported it was tabled until budget discussions.

**Adjournment:**

***There being no further business of the Lake Crystal City Council, Councilor Hanson motioned to adjourn the regular meeting of June 17th, 2024, motion seconded by Councilor Windsperger and carried unanimously. The meeting adjourned at 8:47 P.M.***

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Todd Wiens, Mayor

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Angela Grafstrom, City Administrator