

**MINUTES
LAKE CRYSTAL CITY COUNCIL
REGULAR MEETING
TUESDAY JANUARY 17, 2023, at 7:30 p.m.
CITY HALL COMMUNITY ROOM
100 E. ROBINSON STREET**

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: Megan Hutchens, Administrative Assistant; and Christopher Kennedy, City Attorney; Joe Flavin, Blue Earth County Police Department; Jeff Becker, Lake Crystal Fire Department; and Rhonda Ingebritson, Lake Crystal Ambulance

Others present: Grace Kranz; Lake Crystal Tribune; Brian Sarff; Bolton & Menk, and Gaylen Lenz

Oath of Office

City Attorney, Chris Kennedy conducted the Oaths of Office for Councilor Michael Windsperger, Mayor Todd Wiens, Councilor Brett Hanson, and Councilor Gina Cooper.

Staff Reports

Ambulance Department Update:

Ambulance Director Rhonda Ingebritson discussed a few items from her year-end report. The ambulance ended 2022 with a total of 539 calls, up from previous year due to the additional calls from Mayo. There are 12 active EMTs, four being non-local and three non-local EMRs. There are currently four potential applicants for the department. Ingebritson is also requesting permission to submit a grant for new radios for the department.

Mayor Wiens entertained the motion to approve the grant application for submission.

Motion made by Councilor Turgeon to approve grant application submission, motion seconded by Councilor Hanson and carried unanimously.

Fire Department Update:

Written report included in the packet.

Police Department Update:

No report.

Street & Parks Department Update:

No report.

City Administrator Update:

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Written report included 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 December 19, 2022 Regular Meeting of the City Council
2. Payment of bills totaling \$540,084.25
 - Reviewed by Councilor Cooper and Councilor Hanson prior to the meeting
3. Resolution 2301 Accepting Donations of \$95,000.00 from Lake Crystal Fire Relief Gambling Fund for the Lake Crystal Fire Department Fire Relief Reserve Fund
4. Resolution 2302 Accepting Donations – Resolution 2302 was removed from the Consent Agenda by City Attorney Chris Kennedy and moved to the Action Items

Motion made by Councilor Hanson to approve items 1 through 3, motion seconded by Councilor Cooper and carried unanimously.

Action Items

Resolution 2302 Accepting Donations of \$268,052.18 from the Estate Settlement of Marcille C. Jensen.

The City of Lake Crystal has received a donation of \$268,052.18 from the estate settlement of Marcille C. Jensen. The donation will be equally designated between City of Lake Crystal, Cemetery, Police Department, Ambulance Department, and Fire Department; each receiving 20% of the donation. The resolution is written as each department receiving 10% of entire estate (20% of the \$268,052.18 donation equaling \$53,610.47). In City Administrator Angela Grafstrom's written report, the funds will be transferred to the City's investment account, from which \$100,000.00 will be placed in a 3-month CD and \$100,000.00 will be placed in a 6-month CD. The remaining balance will remain in the investment account.

Motion made by Councilor Turgeon to approve \$268,052.18 donation from Marcille C. Jensen Estate Settlement to be designated between City of Lake Crystal, Cemetery, Police Department, Ambulance Department, and Fire Department, motion seconded by Councilor Windsperger and carried unanimously.

Approval of the 2023 Council Assignments, City Appointments and Designations

The 2023 Council Assignments, City Appointments and Designations are included as part of the minutes as *Attachment A: The 2023 Council Assignments, City Appointments and Designations*

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and contains 2 pages. There was no additional discussion from council.

Motion made by Councilor Cooper to approve the 2023 Council Assignments, City Appointments and Designations, motion seconded by Councilor Hanson and carried unanimously.

Approval to Submit Pay Equity Report to the State of Minnesota by January, 31, 2023

There was no further discussion from council.

Motion made by Councilor Turgeon to approve the submission of the Pay Equity report to the State of Minnesota by January 31, 2023, motion seconded by Councilor Windsperger and carried unanimously.

International Brotherhood of Electrical Workers & City of Lake Crystal Letter of Understanding

The Letter of Understanding addresses the compensatory time off. The Public Utilities Commission has approved the Letter of Understanding between the City of Lake Crystal and the International Brotherhood of Electrical Workers. City Attorney, Chris Kennedy, commented that legislation is potentially looking into changes that could change the agreement.

Motion made by Councilor Windsperger to approve the Letter of Understanding between the City of Lake Crystal and the International Brotherhood of Electrical Workers, motion seconded by Councilor Turgeon and carried unanimously.

Resolution 2303 Lake Crystal Resolution on Mankato Water Resource Recovery Facility

The City of Mankato requested the letter to help them in their request for bonding. There was no further discussion from council.

Motion made by Councilor Hanson to approve Resolution 2303 for the Lake Crystal Resolution on Mankato Water Resource Recovery Facility, motion seconded by Councilor Cooper and carried unanimously.

Resolution 2304 Ordering Preparation of Improvement Report

The proposed improvements of Outlot B of Crystal Gardens Subdivision No. 4 were referred to Bolton-Menk Engineering to develop a preliminary schedule. There was no further discussion from council.

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Motion made by Councilor Turgeon to approve Resolution 2304 for Ordering Preparation Report to improve Outlot B of Crystal Gardens Subdivision No. 4, motion seconded by Councilor Cooper and carried unanimously.

Approval of Updated Police Liaison Program Agreement with Lake Crystal Wellcome Memorial Schools

The updated agreement includes a change to a 3-year contract agreement from a 5-year contract agreement and an increase of 5% per year to cover increases in salaries and benefits. The contract will run from September 2022 through June of 2025.

Motion made by Councilor Hanson to approve the updated Police Liaison Program Agreement between the City of Lake Crystal and Lake Crystal Wellcome Memorial Schools, motion seconded by Councilor Windsperger and carried unanimously.

Information/Discussion Items

Exhibit A from Mankato

Exhibit A of the Mankato User Charge System reviews the preliminary fixed and variable costs that will incur for the City of Lake Crystal's processing of wastewater at the Mankato Water Resource Recovery Facility.

Preliminary Schedule for 2023 Crystal Garden Subdivision No. 7

The 2023 preliminary schedule, developed by Bolton-Menk Engineering, reviews plat applications and approval timeline, bids, plans, and beginning of construction through May of 2023.

Blue Earth County Veteran Services

The Blue Earth County Veteran Service Office is extending its support and services to the City of Lake Crystal. The goal of the service is to continue to provide professional services to veterans, dependents, and survivors to help guide in receiving maximum benefits they are entitled to. Appointments are offered the second Tuesday of each month from January through June of 2023 located in the Community Room at City Hall.

Adopt A Storm Drain Annual 2022 Annual Report

The City of Lake Crystal had 21 participants and a total of 40 drains adopted for 2022. City Administrator Grafstrom requested that the program should be promoted on the City of Lake Crystal's website and social media pages.

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Nature Energy

EDA Brian Stading discussed, via phone, with council the potential development of Nature Energy and the opportunities the business can bring to the City of Lake Crystal. Nature Energy is a company from Denmark that produces biogas. The City of Lake Crystal and Stading will host a meeting with Nature Energy on Tuesday, January 24, 2023 at 11:00 A.M. to discuss potential locations, benefits of the company to the City of Lake Crystal, and career opportunities.

Upcoming meetings and events:

- Regular meeting of City Council Monday, February 6, at 7:30 p.m.

Council Comments and Observations

Councilor Turgeon requested a joint meeting with the school board, regarding teacher retention, student involvement with the community and the potential bike path project to get kids to and from school safely. Statewide Health Improvement Partnership offers a grant for Safe Routes to Schools for cities to help develop plans and funding for projects to make safety a priority for school-aged children that need to walk or ride bike to school. City Engineer, Brian Sarff mentioned that there also needs to be a meeting scheduled with Blue Earth County to discuss cost sharing and responsibilities.

Mayor Todd Wiens mentioned that the Delta Cleaning Project has continued, but there is no estimate of a completion date.

Adjournment:

There being no further business of the Lake Crystal City Council, Councilor Cooper motioned to adjourn the regular meeting of January 17th, 2023, motion seconded by Councilor Turgeon and carried unanimously. Meeting adjourned at 8:40 P.M.

Todd Wiens, Mayor

Angela Grafstrom, City Administrator

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2023 City Council Assignments, Appointments, and Designations

Department and Board Assignments

Administration – Todd Wiens
Public Buildings – Gina Cooper
Police Department – Todd Wiens
Fire Department – Todd Wiens
Ambulance Service – Gina Cooper
Civil Defense – Mike Turgeon
Street Department – Mike Turgeon
Storm Sewers – Brett Hanson
Weed Control – Todd Wiens, (Must be mayor by statute)
Parks & Recreation – Todd Wiens, Michael Windsperger
Cemetery – Mike Turgeon
Economic Development – Todd Wiens, Michael Windsperger
Library – Gina Cooper
Utility Departments – Todd Wiens
Planning and Zoning: Todd Wiens, Michael Windsperger

Appointments and Designations

Mayor Pro tem – Gina Cooper
Fire Chief – Jeff Becker
Ambulance Director – Rhonda Ingebritson

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Civil Defense Director – Mike Hawker, Jr

Purchasing Agent – City Administrator

Process Officer – Police Chief

City Assessor – Blue Earth County

City Attorney – Chris Kennedy, Kennedy & Kennedy Law Office

City Engineer – Brian Sarff, Bolton & Menk, Inc.

City Auditor –Greg Burkhardt, Burkhardt & Burkhardt

City Newspaper-Lake Crystal Tribune

City Depository: MinnStar Bank

Hearing Officers/Tobacco Ordinance-Council Members Gina Cooper, Brett Hanson

Board of Review Officer – Todd Wiens

Not appointed: Brett Hanson (expires 7/2025) (only one who has trng)

Alternate Board of Review Officer – Michael Windsperger

Designated approvals without prior council approval:

-Department Head allowed to approve expenditures up to \$1000.00

-City Administrator allowed to approve expenditures up to \$5000.00

-Travel Approvals-City Administrator allowed to approve up to \$1000.00

Motion Cooper, Second Hanson: Approved by city council on 1-17-23