

MINUTES
Lake Crystal City Council
Monday, October 16, 2023, 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, Police Department; Rhonda Ingebritson, Ambulance Chief; Michael Giles, Ambulance Department

Others present: Grace Kranz, Lake Crystal Tribune; Ryan Yunkers, Lake Crystal Area Rec Center.

State Representative Bjorn Olson:

Bjorn Olson gave a brief presentation to the council on his background, what he does, and how he can provide services to the City of Lake Crystal. He gave recommendations on grants that could be applied for in regard to some bigger upcoming projects and would like the Council to keep him looped in on the City's five-year plan.

Ryan Yunkers, Lake Crystal Area Rec Center:

Ryan presented State Representative, Bjorn Olson and the council with updates regarding the Recreation Center that included membership fees, preschool night that they recently hosted, and the pickle ball gym has been full and going great. Ryan also touched on the playground project and that they have approximately \$485,000 in funds raised so far.

Staff Reports

Ambulance Service Update

Approve the following 2024 Officers. Mike Giles, Chief; Caitlin Griffin, Assistant Chief; Aaron Mumford, Secretary/Treasurer; Kelly Schultz, Training Officer.

Motion made by Councilor Turgeon to approve the Ambulance Officers for 2024 as listed in the minutes, motion seconded by Councilor Windsperger and carried unanimously.

Fire Department Update

No report.

Police Department Update

Matt Gangelhoff spoke to the council in place of Joe Flavin. The police department plan to have a meeting with the City Administrator and staff regarding administrative citations and what that process will look like.

Street & Parks Department Update

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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 October 2, 2023, Regular Meeting of the City Council
2. Payment of bills totaling \$408,146.24
 - Payments reviewed by Councilor Cooper and Councilor Hanson prior to the meeting.
3. Resolution 2321, Accepting Donation of \$50 for the Fire Department from Compeer Financial
4. Resolution 2322 Accepting Donation valued at \$150 for a lilac tree and three engraved stones honoring local baseball supporters/players Bill Hawker, Todd Hanson, and Margaret Buss.

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

Action Items

Approve uniforms for Street Dept beginning 1/1/2024.

The Streets Department would like to start utilizing a program through Cintas that will provide and wash uniforms for the streets department starting January 1, 2024. It was approved by the Public Utilities Commission on October 3rd for the Electric and Wastewater Department to also utilize this program.

Motion made by Councilor Turgeon to approve uniforms for the street department starting 1/1/2024, motion seconded by Councilor Hanson and carried unanimously.

Approve formal request from PUC to reduce Franchise Fee from 5% to 3%

The Council discussed that they would like to have a work session with the PUC at a later date before moving forward with any decisions regarding this matter. It would not be considered for 2024 due to the impact on the budget. Kennedy said it would affect all the city franchises and not just the PUC. No motions were made at this meeting.

MNDot Hwy 60 Project Lakeview Rd: RCUT or stay the same.

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Peter Engelmeyer of MnDOT has met and discussed this with the council several times. The council members communicated individually with citizens and business owners who primarily use this crossing. MnDOT would like to put in an RCUT, but the consensus from council and their constituents is that they would like to leave the crossing as it currently exists.

Motion made by Mayor Todd to recommend MnDOT leave the Lakeview Road crossing as it is with no RCUT and leveling of the grade, motion seconded by Councilor Windsperger and carried unanimously.

Update Personnel Manual Effective 1/1/2024 and keep changes.

The Council reviewed changes to the Personnel Policy based on a new law taking effect 1/1/24. City Attorney, Chris Kennedy presented the council with information regarding the changes and discussed that employees' personal leave may need to be changed to 80 hours being the city does not offer a pay-out or accumulation option. Kennedy had just received an additional memo from the League of Minnesota Cities prior to the meeting and would like to review one more time before council votes on this. Tabled until the 11/6/23 meeting.

Approve ambulance house lease agreement in the amount of \$1,100/month.

The City of Lake Crystal was looking for a new location to house the ambulance as the current house is being sold. The city will lease a property from Jay and Mavis Richardson for the Ambulance Department staff. The Council reviewed the lease agreement that was provided in the packet. The lease agreement will run from November 15, 2023, through May 15th, 2025, with rent of \$1,100 per month. The City Street Dept. will handle snowplowing and lawn mowing.

Motion made by Councilor Turgeon to approve the Ambulance house lease agreement with Jay and Mavis Richardson in the amount of \$1,100 per month starting November 15, 2023, motion seconded by Councilor Cooper and carried unanimously.

Approve two work cell phones for City Hall

City Administrator Grafstrom explained to the Council that a few employees at City Hall are having to use their personal cell phones now more than ever because of authentication purposes to get through various websites and other work duties. The Office would like to ask that two work cell phones be approved to transition these off personal cell phones.

Motion made by Councilor Turgeon to approve 2 work cell phones for City Hall, motion seconded by Councilor Windsperger and carried unanimously.

Information/Discussion Items

Information was provided on the following topics, but no action was taken:

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- Summary Revenue and Expense Report
- Potential uses of the Public Safety Funds when issued by the state
 - Memo from Admin and Police Chief
 - Letter from Kennedy
 - Letter from Sheriff Wersal
 - Portable Generator to Open Doors for FD like Water Dept Uses
- Crosswalk from School to Ball fields: Grafstrom will check with Ryan Thilges on the county to see if this would be allowed.
- Kennedy provided a letter on new regulations regarding developments
- Cannabinoid Ordinance Review: the ordinance is ready to start the adoption process
- Upcoming meetings and events
 - Monday, November 6, 2023, 7:30 pm Regular Council Meeting

Council Comments and Observations

There were no council comments or observations.

Adjournment:

There being no further business for the Lake Crystal City Council, Councilor Hanson motioned to adjourn the regular meeting of October 16, 2023, motion seconded by Councilor Cooper and carried unanimously. The meeting was adjourned at 8:53 P.M.

Todd Wiens, Mayor

Angela Grafstrom, City Administrator