

**MINUTES  
LAKE CRYSTAL CITY COUNCIL  
REGULAR MEETING  
MONDAY FEBRUARY 6, 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; Dean Tibbetts, Street and Maintenance Department; and Rhonda Ingebritson, Lake Crystal Ambulance

Others present: Grace Kranz; Lake Crystal Tribune; Brian Sarff; Bolton & Menk, Jenny Bierma, Ed and Luann Mays, Jeanine and Rick McDonald, Courtney and McKenna McDonald, Ethan Curtiss, Michael Giles, Anthony Grev, Tehya Mays, Aaron Rodriguez, Nicole Mays, and Mia Weiss.

### **Staff Reports**

#### Ambulance Service Update

The ambulance service has responded to a total 70 calls year-to-date; ending January with a total of 58. The ambulance housing inspection of the ambulance personnel house will be performed February 7 and the Minnesota State inspection of the department will be performed the week of February 13, 2023. The Ferno Ambulance Cot has arrived and training on how to use the cot will begin. Once training is complete with all ambulance members, the cot can be put into service. Jeanine McDonald and Nichole Mays were recognized by the Blue Earth County Sherriff's Office and the City of Lake Crystal for their life-saving actions of an individual on January 5, 2023.

Tyler Enger interviewed for a volunteer EMT position and Ingebritson would like to offer the position upon council's approval. Mayor Todd Wiens presented the motion to accept Tyler Enger as a Volunteer EMT for the Lake Crystal Ambulance Service.

***Motion made by Councilor Turgeon to approve Tyler Enger as Volunteer EMT for the Lake Crystal Ambulance Service***, motion seconded by Councilor Hanson and carried unanimously.

#### Fire Department Update

The Fire Department ended 2022 with a total of 94 calls. On Saturday, February 18, the department is hosting a retirement banquet honoring Larry Brandenburg; 40 years of service, and Tim Smith; 21 years of service. The State Fire School will be held March 11-12 at the Lake Crystal Wellcome Memorial High School.

#### Police Department Update

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On behalf of Sheriff Jeff Wersal and the Blue Earth County Sheriff's Office, Lieutenant Joe Flavin extended gratitude and thanks towards ambulance personnel Jeanine McDonald and Nichole Mays. The police department has received body cameras. The rollout of the cameras will begin February 8, 2023.

Street & Parks Department Update

The street department has continued snow removal and widening of the streets to prepare for the next snowfall.

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 January 17, 2023 Regular Meeting of the City Council
2. Payment of bills totaling \$75,239.78
  - Payments reviewed by Windsperger and Turgeon prior to the meeting
3. Approve Lake Crystal Cemetery Deed for Milton Abraham of \$1,875.00 to Blue Earth County and State of MN for Burial Lot No. 816, Section A, Spaces 2, 3, and 4.

***Motion made by Councilor Turgeon to approve consent agenda items 1 through 3, motion seconded by Councilor Cooper and carried unanimously.***

**Action Items**

Resolution 2305 Receiving Feasibility Report and Calling Hearing on Improvement

Council reviewed Resolution 2305, Receiving Feasibility Report and Calling Hearing on Improvement for the proposed improvement of Outlot B of Crystal Gardens Subdivision No. 4. Brian Sarff; of Bolton-Menk, presented council with the Preliminary Engineering Report for Crystal Gardens # 7 which proposes improvements of Outlot B of Crystal Gardens Sub. 4. The estimated cost of improvements totals \$1,548,000.00. Council also received for review the Preliminary plat documents.

***Motion made by Councilor Windsperger to approve Resolution 2305 Receiving Feasibility Report and Calling Hearing on Improvement, motion seconded by Councilor Hanson and carried unanimously.***

Approval to Apply for OSHA Grant

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A safety survey was conducted by the League of Minnesota Cities Insurance Trust (LMCIT) regarding safety issues of the Street Department's shop. The LMCIT report is included in the packet. The Street Department and City Administrator, Angela Grafstrom are seeking approval from council to apply for an OSHA Grant to help with the cost a man basket and proper storage and shelving with an attached ladder. The grant offers up to \$10,000 with a 50% match. Grafstrom stated that there is already money in the 2023 budget for any additional improvements.

***Motion made by Councilor Cooper to approve the application of the OSHA Grant of up to \$10,000.00 with 50% match for the safety improvements for the Street Department Shop, motion seconded by Councilor Turgeon and carried unanimously.***

Approval to Apply for DNR EAB Grant

City Administrator, Angela Grafstrom is seeking approval from council to apply for the EAB Grant for tree removal and replacements. According to Grafstrom's written report, the grant requires a 25% match from the city; \$2,516.00 cash match and \$6,259.00 in-kind match. The total amount requested for the grant is \$33,425.00. The project includes the removal of 15 Ash Trees, replacement of those trees along with additional supplies needed; mulch, water bags, tree wraps, etc. Grafstrom stated that there is already money in the 2023 budget for the City's cost of this project.

***Motion made by Councilor Hanson to approve the application of the DNR EAB Grant for \$33,425.00 for the removal and replacement of Ash trees with a \$2,516.00 cash match and \$6,259.00 in-kind match from the city, motion seconded by Councilor Windsperger and carried unanimously.***

Introduction of Ordinance 2023-1 Allowing Administrative Lot Split Within the City of Lake Crystal

Ordinance 2023-1 Dealing with Administrative Lot Split with the City of Lake Crystal was introduced to council. The ordinance will allow the City Administrator and Mayor to administratively approve the division of platted property or approve relocation of platted lot lines if no more than 3 lots are created. In Grafstrom's written report, she explains that the city does not have an ordinance or process to allow for an administrative lot split; specifically for the division of a single property. Prior to the council meeting, there was a public hearing with the Planning and Zoning Committee regarding the ordinance.

***Motion made by Councilor Cooper to approve the introduction of Ordinance 2023-1 Dealing with Administrative Lot Split Within the City of Lake Crystal. Second motion not needed at this time.***

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Mayoral Celebrate Arbor Day Proclamation

In City Administrator, Angela Grafstrom's written report, she has completed the application for the City of Lake Crystal to become a Tree City. An annual proclamation celebrating Arbor Day is part of the process. A major benefit of being a Tree City are several grant opportunities. This will also aid the city in reaching the next step in the Greensteps program.

***Motion made by Councilor Windsperger to approve the annual Mayoral Celebrate Arbor Day Proclamation***, motion seconded by Councilor Turgeon and carried unanimously.

Approve Jennifer Bierma as Parks and Recreation Commission Board Member

Jennifer Bierma submitted her application for the two-year term on the Parks and Recreation Commission. There was no discussion from council.

***Motion made by Councilor Hanson to approve Jennifer Bierma for a two-year term as a Parks and Recreation Commission board member***, motion seconded by Councilor Cooper and carried unanimously.

Accept Heartland Grant of \$5000 for creation of a Capital Financial Plan with David Drown Associates

Heartland Energy has awarded a \$5,000.00 grant to the City of Lake Crystal. City Administrator Angela Grafstrom is asking council to accept the grant and the funds will be used to create and order the Capital Financial Plan with David Drown Associates.

***Motion made by Councilor Windsperger to approve the acceptance of the Heartland Grant of \$5,000.00 for the creation of the Capital Financial Plan with David Drown Associates***, motion seconded by Councilor Cooper and carried unanimously.

**Information/Discussion Items**

Review and Discussion of LMCIT Loss Control Report of the Street Department Building

Streets and Parks Superintendent Dean Tibbetts, Maintenance Worker Blaine Jacques, Councilor Gina Cooper, City Administrator Angela Grafstrom and a consultant of the League of Minnesota Cities Insurance Trust conducted a safety survey of the city shop. The Street Department has been asked to provide quotes of supplies and labor for safety improvements and replacements. Council also requested that the street department get quotes for the cost of updates, supplies, and labor for additional improvements and replacements needed to present to council. Grafstrom and Tibbetts were also instructed to get a quote for the cost of a new

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building. Councilor Michael Turgeon suggested a work session to review the costs of updating the current building or building new on current property or the possibility of a different property.

Rental Property Ordinance

According to Grafstrom's written report, there have been several concerns regarding VRBO short-term rentals. Council suggested Grafstrom have the Planning and Zoning Commission consider whether a city-wide ordinance for short-term rentals within city limits needs to be created.

Letter from Great Lakes Neurobehavioral Center Introducing Themselves to the City of Lake Crystal

Christopher Boys of the Great Lakes Neurobehavioral Center (GLNC) sent an introduction letter to the City of Lake Crystal of their new clinic location in Lake Crystal. GLNC provides neuropsychological evaluations, psychological evaluations, and psychotherapy services for young children through young adults. Rana Nelson, MSW, LICSW will be providing therapy services in the new location.

Lake Crystal Wellcome Memorial School Board & City Council Joint Meeting

Prior to the City Council meeting, the Lake Crystal Wellcome Memorial School Board and the City Council held a joint meeting to discuss housing, teacher retention, and other issues. They discussed developing a task force with three school board members and two city council members to be able to bring ideas, plans and issues to meetings. Councilors Michael Turgeon and Michael Windsperger have volunteered to be a part of the new task force.

Mayor Todd Wiens presented the motion to approve Michael Turgeon and Michael Windsperger to become members of the joint task force with the Lake Crystal Wellcome Memorial school board.

***Motion made by Councilor Windsperger to approve Michael Turgeon and Michael Windsperger to become members of the joint task force with the Lake Crystal Wellcome Memorial school board, motion seconded by Councilor Cooper and carried unanimously.***

Upcoming meetings and events:

- No second meeting in February
- Public Hearing on Proposed Improvement, Monday March 6, at 7:30 P.M. with Regular meeting of City Council to follow.

**Council Comments and Observations**

City Attorney Chris Kennedy commented that the state has passed Juneteenth as a holiday and council needs to decide how to proceed for the current year. The state is also looking into the

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marijuana laws which can affect the sales of THC.

**Adjournment:**

***There being no further business of the Lake Crystal City Council, Councilor Hanson motioned to adjourn the regular meeting of February 6, 2023, motion seconded by Councilor Windsperger and carried unanimously. Meeting adjourned at 8:23 P.M.***

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Todd Wiens, Mayor

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Angela Grafstrom, City Administrator