

MINUTES
Lake Crystal City Council
Monday, February 2, 2026, 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, and Michael Windsperger.

Staff members present: Kenzie Doering, Administrative Assistant; Police Chief Robert Prescher; and Dean Tibbetts, Street Department.

Others present: Keith Zacharias

Staff Reports

Fire Department: Regional fire department training classes were finalized and released, and staff are working to register members for classes. An open house will be held on Saturday, March 14, in conjunction with the training. The annual banquet is scheduled for February 21, during which recently retired members will be recognized with a parade through town in department trucks. Planning has also begun for recruitment efforts and potential policy changes to expand response areas to allow applicants living farther outside of town. The truck committee met and selected a vendor to build the new truck, with a recommendation to be presented to Council at a future meeting.

Police Department Update: Department training is ongoing, though minimal call volume over the past month, due to the extreme cold, has made it more challenging for newer staff to gain hands-on experience. Police staff have noticed several vehicles on streets that appear inactive, some with expired registration, and sidewalks with unremoved snow; the department plans to explore administrative parking citations and other ordinance enforcement to address these issues in the future. Recent protests had minimal impact, with no calls for service or intervention required. Officer Killion and staff compiled a list of non-functioning streetlights for the light plant to address, improving safety and visibility for patrols. Officer Bottelson will continue daytime training through the second week of February, after which daytime training will continue with Sgt. Gangelhoff. The department is also managing facility challenges, including frozen building doors, repeated garage heater failures, and a computer near the end of its useful life, all of which are unplanned and unbudgeted expenses. Overall, operations are moving in a positive direction despite these challenges.

Street & Maintenance: Tibbetts stated that street work slows during the winter months, especially when there is not much snow.

Parks Department Update: Schmitz submitted the proposed PPE/Clothing Policy for review and began discussions with LCWM about potential tree planting sites. Quotes were requested for backstop repairs at Jaycee Field and Welsh Acres, and conversations are underway regarding potential land acquisition for the Jones Park offset. Preparations continue for the Arbor Day Celebration, the Dock Permit process has been implemented at City Hall, and planning is in progress for a potential Spring Community Outdoor Education program with Councilor Co.

City Administrator Update

Costs for Crystal Gardens #8 are being compiled. Costs from Sarff have been received, and the electric costs from DGR are pending. Once all costs are received, Northland Securities will run the necessary financial numbers. Grafstrom contacted LJP for firm contract numbers. LJP responded that for the year 2026 of the contract, there will be no increase to rates, and for the years 2027

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through 2030, details are still being negotiated. The street department will continue to manage sidewalk snow removal. Schmitz has agreed to assist when requested. Weekend snow removal will follow the same rotation system used for summer bathroom duties. Employees called in for snow removal will receive two hours of callback pay for each day worked as per the union agreement. The on-call employee will use discretion to determine if snow removal is necessary. This arrangement has been reviewed and agreed upon with the union representative and membership.

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 Month January 13, 2026, City Council Work session
2. Minutes Month January 20, 2026, Regular Meeting of the City Council
3. Payment of bills totaling \$102,932.72
 - reviewed by Councilor Windsperger and Councilor Cooper prior to the meeting

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

Action Items

Update Personnel Handbook regarding Award Policy, Retirement, and Severance

The removal of the awards program and the update to the retirement policy were discussed at the work session and approved by Kennedy. Changes to take immediate effect.

Motion made by Councilor Hanson to approve Personnel Handbook update regarding Award Policy, Retirement, and Severance, motion seconded by Councilor Windsperger and carried unanimously.

Approve Travel Request MCFOA Clerk Training \$2,016.53

Doering and Kurkowski are registered to attend the MCFOA training and conference in March. Each will attend five sessions. Doering's sessions include MN Paid Family and Medical Leave, AI for City Clerks, and Cannabis Legislative Updates. Kurkowski's sessions include Small Cities and Elections Advisory Committee roundtable discussions, Election Updates, and Digital Record Keeping. Both will also attend sessions on workplace culture and avoiding burnout. The total cost for both employees is \$2,016.53.

Motion made by Councilor Cooper to approve Travel Request MCFOA Clerk Training \$2,016.53, motion seconded by Councilor Hanson and carried unanimously.

Approve Quote for Fence Repairs at Jones Park for \$10,938

Council reviewed the quote of \$10,938 from The Shed & Fence Company provided by Schmitz of the City's Parks Department. It was noted that the city would receive a 10% discount if the project moved forward before March.

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Motion made by Councilor Windsperger to approve Quote for Fence Repairs at Jones Park for \$10,938, motion seconded by Councilor Cooper and carried unanimously.

Information/Discussion Items

Council discussed the review of City policies and ordinances regarding sidewalks, winter parking, and towing as published annually in the City's newsletter.

Upcoming meetings and events:

- Tuesday, February 17, 2026, 7:30 PM Regular Council Meeting
- Tuesday, April 28, 2026, Board of Appeals and Equalization, 9:00 AM

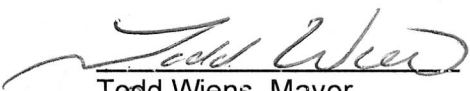
Council Comments and Observations

Mayor Wiens read a posting he had received stating that Lake Crystal is 150 years old as of this year.

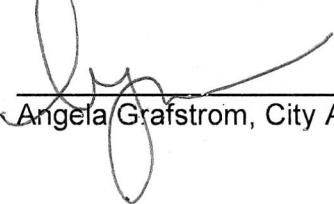
Adjournment:

There being no further business of the Lake Crystal City Council, Councilor Hanson motioned to adjourn the regular meeting of February 2, 2026, motion seconded by Councilor Windsperger and carried unanimously. Meeting adjourned at 7:52 P.M.

Minutes prepared by: Kenzie Doering



Todd Wiens, Mayor



Angela Grafstrom, City Administrator