

**MINUTES**  
**Lake Crystal City Council**  
**Monday, March 6, 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, Michael Turgeon, and Michael Windsperger.

Staff members present: Megan Hutchens, Administrative Assistant; and Christopher Kennedy, City Attorney; Joe Flavin, Blue Earth County Police Department; Dean Tibbetts, Street and Maintenance Department; and Rhonda Ingebritson, Lake Crystal Ambulance Service

Others present: Grace Kranz, Lake Crystal Tribune; Brian Sarff, Bolton & Menk; Nate Myhra, Bolton & Menk; James Rotert, Daniel Gatluak Puot Well

**Public Hearing on Proposed Improvements of Crystal Gardens Subdivision No. 7**

Mayor Todd Wiens opened the public hearing at 7:31 P.M. There were no comments from the public or City Council. Wiens closed the public hearing at 7:32 P.M.

**Staff Reports**

Ambulance Service Update

Ambulance Service Director, Rhonda Ingebritson reported a total of 117 calls total for the year. The new Ferno Cot has been installed and training on the cot began on March 6, 2023. The current interviewee will be moving into the second phase of the process which includes a ride-along.

Fire Department Update

No report.

Police Department Update

No report.

Street & Parks Department Update

Streets and Maintenance Supervisor, Dean Tibbitts reported that the department has continued to widen the streets and clean out catch basins to prepare for the next potential snowfall.

City Administrator Update

Written report provided in the packet. City Administrator, Angela Grafstrom mentioned that the City of Lake Crystal is now a "Tree City" and will help the city to gain another step in the *Minnesota GreenStep Cities* program.

**Consent Agenda** *(The following agenda items are considered to be non-controversial and routine innature. They will be*

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*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 February 6, 2023 Regular Meeting of the City Council
2. Payment of bills totaling \$304,588.54
  - Payments reviewed by Windsperger and Hanson prior to the meeting
3. City Hall Items to Surplus for disposal. The outdated and unused items include 32 8 oz. bottles of hand sanitizer, four computer monitors, seven Cisco desk telephones, and twelve old-style election booths.
4. Temporary Gambling Permit for Duck's Unlimited raffle event on 3/31/23 located at the American Legion Post 294
5. Temporary Gambling Permit for LC Baseball Association Inc raffle event on 8/26/2023 located at Collis Field

***Motion made by Councilor Hanson to approve consent agenda items 1 through 5, motion seconded by Councilor Windsperger and carried unanimously.***

**Action Items**

Resolution 2306 Approving a Preliminary and a Final Plat of Crystal Gardens #7, Outlot B of Subdivision No. 4

On March 6, 2023, prior to the City Council meeting, the Planning and Zoning Commission reviewed and approved the preliminary and final plat of Crystal Gardens # 7, Outlot B of Subdivision No. 4. City Administrator, Angela Grafstrom, commented that the Planning and Zoning Commission recommends that the City Council approves Resolution 2306.

***Motion made by Councilor Hanson to approve Resolution 2306 Approving a Preliminary and a Final Plat of Crystal Gardens #7, Outlot B Subdivision No. 4, motion seconded by Councilor Turgeon and carried unanimously.***

Resolution 2307 Approving Improvements to Crystal Gardens #7, Outlot B Subdivision No. 4

City Council approved Resolution 2307 for necessary and cost-effective improvements to Crystal Gardens #7, Outlot B of Subdivision No 4. Resolution 2307 also approves if the plans and specifications prepared by Bolton & Menk, Inc. and city's intent to reimburse itself for the costs of the improvement from the proceeds of tax-exempt bonds. City Administrator Angela Grafstrom stated that a portion of the improvements will be paid for using leftover bonds from 2022. There were no comments from Council.

***Motion made by Councilor Hanson to approve Resolution 2307 Approving Improvements to Crystal Gardens #7, Outlot B of Subdivision No. 4, motion seconded by Councilor Windsperger and carried unanimously.***

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Resolution 2308 Approving Plans, Specifications and Ordering Advertisement for Bids for the Crystal Gardens #7, Outlot B of Subdivision No. 4 Project

Resolution 2308 allows the City Administrator to approve Bolton & Menk, Inc. to prepare a published advertisement on Quest Construction Data Network for three weeks for bids for the proposed improvements for Crystal Gardens #7, Outlot B of Subdivision No. 4. The bids will be considered by City Council on April 17, 2023.

***Motion made by Councilor Turgeon to approve Resolution 2308 Approving Plans and Specifications and Ordering Advertisement for Bids for the Crystal Gardens #7, Outlot B of Subdivision No. 4 Project, motion seconded by Councilor Hanson and carried unanimously.***

Ordinance 2023-01 Allowing Administrative Lot Split Within the City of Lake Crystal

Ordinance 2023-01 was introduced to City Council at the February 6, 2023, City Council meeting. 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. Councilor Cooper made the motion to approve Ordinance 2023-01 at the February 6, 2023, meeting which was the first review of the Ordinance. This was the second review of the ordinance.

***Motion made by Councilor Cooper to approve Ordinance 2023-01 Allowing Administrative Lot Split Within the City of Lake Crystal, motion seconded by Councilor Hanson and carried unanimously.***

Accept Cemetery Board Resignation of Mary Williams

On February 3, 2023, Mary Williams submitted her resignation from the Cemetery Advisory Committee effective immediately due to relocation and health issues.

***Motion made by Councilor Turgeon to approve Cemetery Advisory Committee resignation of Mary Williams effective February 3, 2023, motion seconded by Councilor Windsperger and carried unanimously.***

Tobacco License Application from James Rotert

According to City Administrator Angela Grafstrom's written report, James Rotert intends to open a smoke shop located at 122 S Main Street. He has applied and paid for a tobacco license and does not have outstanding utility or tax bills with the city. City Attorney, Chris Kennedy, stated that council needs to be aware that the State of Minnesota has passed new CBD laws.

***Motion made by Councilor Hanson to approve James Rotert's License Application for***

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***Tobacco Products***, motion seconded by Councilor Windsperger and carried unanimously.

Approval of Ambulance Hires Alan Ebbinga as EMR and Kelly Schultz as EMT

Ambulance Service Director Rhonda Ingebritson has requested the approval to hire EMR Alan Ebbinga and EMT Kelly Schultz for the Lake Crystal Ambulance Service. Both candidates are local to Lake Crystal.

***Motion made by Councilor Windsperger to approve the hires of EMR Alan Ebbinga and EMT Kelly Schultz for the Lake Crystal Ambulance Service***, motion seconded by Councilor Turgeon and carried unanimously.

Request of Increase for 2023 Ambulance Fees

Ambulance Service Director, Rhonda Ingebritson, has requested an increase in fees to cover price increases of equipment, gas, and maintenance. After a discussion with Expert Billing, it was suggested to Ingebritson that a rate increase will be beneficial. Rates have not been increased for several years. The fee schedule and official request is provided in the packet.

***Motion made by Councilor Hanson to approve 2023 rate increases for the Lake Crystal Ambulance Service***, motion seconded by Councilor Windsperger and carried unanimously.

Updated Language for Personnel Policy

Suggested updated language to the *Ending Employment with the City and Resignation* section of the personnel policy provided by City Administrator Angela Grafstrom. Any clothing or education paid for by the city within the last six months of employment must be paid back by the employee. First motion was made by Councilor Windsperger to approve the updated clothing and training reimbursement policies with the written addition of the 6-month timeline clarification added for clothing reimbursement section.

***Motion made by Councilor Windsperger to update the language of Clothing and Education Reimbursement upon resignation and termination with the City of Lake Crystal***, motion seconded by Councilor Hanson and carried unanimously.

Approve Civic Systems, LLC Software for City Hall

According to City Administrator Angela Grafstrom's written report, Civic Systems, LLC will take the place of City Hall's outdated payroll and accounting system. The cost is split 50/50 with the PUC and Grafstrom budgeted \$17,610 in 2023 for the City's share and will do so for 2024 and 2025. On February 21, 2023, Chad Jarvi; CPA and President and Michael Laesch; Vice President of Civic Systems, LLC held an in-person demonstration with the City Hall staff. The

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cost of the program will be under budget by \$3,410.00. Civic System, LLC will integrate and streamline utility billing, payroll, and accounting into one program while also eliminating manual entry of items, reducing human error, and reducing the use of paper. The annual support will also be split 50/50 with the PUC and the City's share will be \$6259.00. This was also budgeted in 2023.

***Motion made by Councilor Hanson to approve the purchase of Civic Systems, LLC software for City Hall with the City paying \$14,200 per year in 2023-2025 and the annual fee for 2023 of \$6259.00, motion seconded by Councilor Windsperger and carried unanimously.***

Consider Sharing Cost of a Lobbyist with Public Utilities Commission

According to City Administrator Angela Grafstrom's written report, Bolton & Menk, Inc recommended the Public Utilities Commission to hire a lobbyist to help with the bonding bill for the upcoming sewer infrastructure project. The approximate lowest cost of a lobbyist would be \$5,000.00 a year. The PUC is requesting that the City Council consider paying for half. Kennedy suggested the city would likely use the same lobbyist as the City of Mankato.

***No motion made at this time.***

**Information/Discussion Items**

PUC Franchise Fees

The Public Utilities Commission is requesting the City of Lake Crystal to end or reduce its franchise fees. PUC's franchise fee is currently set at 5% and total amount is paid to the city and applied toward bond payments. City Attorney Chris Kennedy has provided a written letter to the mayor discussing the factors of reducing or ending the franchise fees. The letter is provided in the packet.

City of Lake Crystal Domestic Violence Policy

A written draft of a Domestic Violence Policy was composed to be added to the personnel policy. The policy is intended to create consistency among all departments of the city. The Domestic Violence Policy will be added to the agenda for the March 20<sup>th</sup>, 2023, meeting.

Upcoming meetings and events:

- Joint meeting of the PUC and City Council, Monday, March 20, 2023 at 7:00 PM
- Regular meeting of City Council Monday, March 20, 2023, at 7:30 P.M.
- Work Session/Committee with Ambulance March 27, 2023, at 6:00 P.M.

***Motion made by Councilor Windsperger to approve the Joint Meeting with the PUC on March 20, 2023 at 7:00, and work session with the Ambulance Service on March 27, 2023,***

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*at 6:00 P.M.*, motion seconded by Councilor Turgeon and carried unanimously.

Mediacom Rate Adjustments

Mediacom Communication Corporation provided a written letter to the city regarding the implementation of rate adjustments starting April 1, 2023. There were no comments from council.

**Council Comments and Observations**

Local resident, Daniel Gatluak Puot Well, voiced his questions and concerns regarding snow buildup at the end of his driveway and removal procedures as a homeowner. Lieutenant Joe Flavin is helping to aid the resident with further instruction with help from the local police department.

**Adjournment:**

***There being no further business of the Lake Crystal City Council, Councilor Hanson motioned to adjourn the regular meeting of March 6, 2023***, motion seconded by Councilor Turgeon and carried unanimously. Meeting adjourned at 8:17 P.M.

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Todd Wiens, Mayor

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Angela Grafstrom, City Administrator