

MINUTES
Lake Crystal City Council
Monday, April 03, 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 Gina Cooper, Brett Hanson, Michael Turgeon, and Michael Windsperger.

Staff members present: Angela Grafstrom, City Administrator; Sara Raisbeck, Administrative Assistant; Teri Thompson-Hobart, Finance Director; Christopher Kennedy, City Attorney; Dean Tibbetts, Streets Department Superintendent; Joe Flavin, Blue Earth County Police Department; Jeff Becker, Lake Crystal Fire Department

Others present: Jessica Green, Northland Securities; Grace Kranz, Lake Crystal Tribune; and Brian Sarff, Bolton & Menk

Northland Securities Presentation:

Jessica Green presented a 10-year bond scenario and a 15-year bond scenario for the Crystal Gardens #7 Subdivision. and went over the preliminary bond issue calendar.

Staff Reports

Ambulance Service Update

No report.

Fire Department Update

Both new fire fighters passed their tests and will be able to move forward. The rural fire meeting was changed to April 11th, 2023.

Police Department Update

No report.

Street & Parks Department Update

The street department is utilizing the Vactron on the drains this week. There is a lot of patch work that will need to be completed this spring/summer. The streets department would like to consider purchasing a \$20,000-\$25,000 roller to help with this project as the one they are borrowing from the county is too large for the smaller patches. Council suggested looking into a lease and evaluating which pot holes should be done first. No approvals to purchase this equipment were made at this time.

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City Administrator Update

Written report provided in the packet. City Administrator Angela Grafstrom mentioned that the City of Lake Crystal will now have a 3-person Electric Department starting in late April.

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 March 20, 2023, Joint PUC/Council Meeting and Regular Meeting
2. Payment of bills totaling \$131,507.50
 - Payments reviewed by Cooper and Hanson prior to the meeting
3. Ambulance Write-offs due to Death and totaling \$700.00
4. Fire Department 2015 Dodge Ram 2500 Truck Lights totaling \$6958.18

Motion made by Councilor Hanson to approve consent agenda items 1 through 4, motion seconded by Councilor Cooper and carried unanimously.

Action Items

Amendments to the City Code Chapter 91 Cemetery

Updates to Chapter 91 Cemetery include allowing above ground cremation interments to one columbarium in the headstone location with up to 4 niches, defining natural burials, and identifying responsible parties for damage to graves and grave markers.

This is the first read through of the Ordinance. The public hearing and second read through is set for April 17, 2023.

Motion made by Councilor Hanson to approve the amendments to the City Code Chapter 91 Cemetery, motion has no second at this time as this is the first presentation of the amended ordinance.

PUC Franchise Fees

The PUC has asked the City Council to consider lowering the Franchise Fees as they have large expenses coming for infrastructure upgrades. Grafstrom presented examples of what the fees paid to the city would look like at the current 5%, as well as 4%, 3.5% and 3% along with historic account balance information for the electric, water, and wastewater departments. Attorney Kennedy said the reduction could affect other franchise fees collected by the city. The council tabled the discussion for now wanting to wait for 2024 budget data.

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Park and Recreation Board Recommendations

The Park and Recreation committee met and made 2 recommendations to the city council.

First the board recommended the council approve naming the proposed park between Infusion Bakery and Ace Hardware the Marcille Jensen Park and to have the Watershed Art Piece installed at this location.

The council discussed whether the park name should include her whole name or just the last name, Jensen. Councilor Cooper said so many other parks are just the last name. Grafstrom noted that Jensen is not a clear identifier and thought the park could be named her whole name and people would still just call it Jenson Park. It was decided to include her whole name, Marcille Jensen.

Motion made by Councilor Cooper to approve naming the proposed park the Marcille Jensen Park and have the Watershed Art Piece permanently installed at this location, motion seconded by Councilor Windsperger and carried unanimously.

Second, the Park and Recreation Board recommended that the council approve having the 3 trees removed from the ball fields replaced somewhere else in the city.

The council discussed that this will still be the plan this spring and the location of the 3 new trees has not been decided. This action item was previously approved at a prior City Council meeting, so no motions were necessary at this meeting.

Personnel Policy Update – Sexual Harassment

A standard sexual harassment policy has been drafted for the Personnel Policy Handbook. The council reviewed and approved the policy.

Motion made by Councilor Turgeon to approve the updated sexual harassment policy, motion seconded by Councilor Hanson and carried unanimously.

Personnel Policy Update - Domestic Violence Policy

The City of Lake Crystal Domestic Violence Policy continues to be modified for the employee handbook. Currently, the union for the police department has made some suggestions for the policy to coincide with the criminal and conviction process. The council will continue to discuss

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this, and it will be tabled for a future meeting. No motions were made.

Information/Discussion Items

Summary Revenue/Expenses and Balance Sheet

Council reviewed the expenses, revenues, and balance sheet.

Fire Department Turnout Gear Rotation Schedule

The council had requested a copy of the turnout gear rotation at the last meeting. Fire Chief Becker stated he will be pursuing grants to help offset the cost of the turnout gear.

Upcoming meetings and events:

- Regular meeting of City Council Monday April 17, at 7:30 P.M.

Council Comments and Observations

Members discussed spring activities. It was noted Spring Clean-up will be Saturday, April 22nd. City Hall will be hosting Arbor Day Friday, April 28th. No Mow May was mentioned as something to look into again this year and will be discussed in the April 17th meeting. Councilor Cooper thanked the city staff for their hard work and ability to be flexible over the last few weeks.

Adjournment:

There being no further business of the Lake Crystal City Council, Councilor Windsperger motioned to adjourn the regular meeting of April 3, 2023, motion seconded by Councilor Hanson and carried unanimously. The meeting was adjourned at 8:25 P.M.

Todd Wiens, Mayor

Angela Grafstrom, City Administrator