

MINUTES
Lake Crystal City Council
Monday, May 1, 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 Winsperger.

Staff members present: Sara Raisbeck, Administrative Assistant; Christopher Kennedy, City Attorney; Dean Tibbetts, Lake Crystal Streets Department; Jeff Becker, Lake Crystal Fire Department; Rhonda Truman-Ingebritson, Lake Crystal Ambulance Department; Michael Giles, Lake Crystal Ambulance Department

Others present: Grace Kranz, Lake Crystal Tribune; and Brian Sarff, Bolton & Menk; Ron Tiegen, Crystal Loon Lake; Kelly Fleming, rural fire; Chris Fleming, rural fire; Jeff Davis, Judson Township

Public Hearing on Ambulance Ordinance:

Mayor Todd Wiens opened the public hearing for comment at 7:30 p.m. There were no comments from the public or the Council Members. Mayor Todd Wiens closed the public hearing at 7:33 p.m.

Staff Reports

Ambulance Service Update

The director reported the ambulance department had 205 calls so far this year.

Fire Department Update

Chief Becker reported the fire department responded to a car accident this week on highway 69 and was also called out for a house fire in town. Becker mentioned the fire department was able to make great time and was in route within 5 minutes.

Police Department Update

No report.

Street & Parks Department Update

Superintendent Tibbetts presented a plan to start patchwork on city streets. A verbal quote from Bergen will be added to the action items.

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City Administrator Update

Written report provided in the packet. City Administrator Angela Grafstrom touched on the Highway 60 project, Crystal Gardens #7, lodging tax, the contract with LJP, and Bryan Stading's day at the capital.

Engineer Brian Sarff

Brian Sarff with Bolton & Menk gave the Council an update on the Lily Lakes Trail project, he and Administrator Grafstrom met with Ryan Tilges and they will be collecting field data in the next few months. Sarff gave an update on Trunk Highway 60 project, he met with MNDot and they will be the lead on this project. Crystal Gardens update from Brian was that they will hold a pre-construction meeting May 16 and have a mid to end of June start date from GM. He hopes to hold a neighborhood meeting before this project starts.

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 April 17, 2023, Regular Meeting of the City Council
2. Payment of bills totaling \$71,511.59
3. Resolution 2312 accepting various donations to the Ambulance and Fire department totaling \$2,240
4. Items to Surplus from the Street Dept and City Hall
5. Approval of Rec Center Duathlon Route for June 17, 2023

Motion made by Councilor Turgeon to approve consent agenda items 1 through 5, motion seconded by Councilor Cooper and carried unanimously.

Action Items

Ambulance Ordinance

Motion made by Councilor Cooper to approve the first reading of the ambulance ordinance. Second reading to follow at City Council meeting on May 15, 2023.

2023 Ambulance Pay Scales

A new pay scale for the Ambulance Department to start May 1st to be paid out the following month, in June 2023. This is a 3-year pilot project to see how it works.

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Motion made by Councilor Turgeon to approve the new 2023 Ambulance Pay Scales, motion seconded by Councilor Winsperger and carried unanimously.

Ambulance Scheduling Software

The ambulance service is requesting new scheduling software. City Hall is getting new payroll software that may be able to provide some of what the ambulance is looking for in their scheduling software, and council agrees we should see how that will work for the ambulance before a decision is made to purchase new scheduling software. No action was taken.

Fire Department Travel Request for over \$1,000

Jeff Becker and Gary Reed asked the council to approve travel expenses for them to attend the Fire Chef's Conference in Duluth, MN in October.

Motion made by Councilor Windsperger to approve actual and necessary travel expenses in the amount of \$1134.00 for Jeff Becker and Gary Reed to attend the Fire Chef's Conference, motion seconded by Councilor Hanson and carried unanimously.

Approve moving forward with plans and permits for the Trunk Highway 60 Project

Engineer Sarff wanted official approval to continue working on the plans and permits, especially with the railroad.

Motion made by Councilor Cooper to approve moving forward with plans and permits for Trunk Highway 60 project, motion seconded by Councilor Turgeon and carried unanimously.

Quote for Street Repair

Superintendent Tibbetts presented a verbal quote from Bargaen in the amount of \$25,000 to begin repair and patch work on city streets. Tibbetts stated he has spoken to other contractors and Bargaen is the only one who got back to him with a quote. He will bring the written quote to City Hall tomorrow.

Motion made by Councilor Hanson to approve quote from Bargaen in the amount of \$25,000 to do patch and repair work to city streets, motion seconded by Councilor Turgeon and carried unanimously.

Information/Discussion Items

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Lodging Tax

The council would like to see an ordinance draft for the next meeting on May 15, 2023.

LJP Contract Extension

The Council reviewed the contract in the packet and made no decision at this time. LJP will attend the May 15, 2023 council meeting to answer questions.

Information: Day at the Capital

The Council reviewed the information provided in the packet.

Greensmith Builders proposal for Crystal Gardens #7

Planning and Zoning had reviewed the plans and expressed interest in the proposal. The Council reviewed the information provided in the packet and also had interest in the proposal. No action was taken at this time.

Styrofoam Collection Update

Councilor Cooper spoke to the Council about the success of this event. They collected a full 26-foot Mayflower Truck full of Styrofoam within just over 3 hours, while also having to turn cars away. The event was a huge success.

Upcoming meetings and events:

- Board of Appeal and Equalization, Tuesday May 2, 2023, at 9: 00 A.M.
- Regular meeting of City Council Monday May 15, at 5:30 P.M.
- Thursday, June 1, 2023, Work Session at 6 P.M. on the Capitol Financial Plan

Council Comments and Observations

Councilor Cooper thanked the city workers and staff for putting together and being part of the Cities first Arbor Day Celebration that took place on Friday April 28, 2023. She felt the event was a success.

Adjournment:

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There being no further business of the Lake Crystal City Council, Councilor Hanson motioned to adjourn the regular meeting of May 1, 2023, motion seconded by Councilor Cooper and carried unanimously. The meeting was adjourned at 8:27 P.M.

Todd Wiens, Mayor

Angela Grafstrom, City Administrator