

**MINUTES**  
**Lake Crystal City Council**  
**Monday, May 19, 2025, 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, Michael Windsperger, and Jennifer Bierma.

Staff members present: City Administrator Angela Grafstrom; Tonia Turner, Administrative Assistant; Police Chief Joe Flavin; Dean Tibbetts, Street Department; and David Paul, Fire Chief

Others present: None

### **Public Hearing**

Mayor Wiens opened the public hearing on Ordinance 2025-02 the BENCO Franchise Agreement at 7:35 pm. No one attended and no comments. Meeting closed at 7:36 pm.

Mayor Wiens reopened the regular meeting of the city council at 7:36 pm

### **Staff Reports**

Ambulance Service Update: Friday, May 16, Lake Crystal Ambulance transitioned to their new apartment. Administrator Grafstrom spoke of the property, saying it is very nice.

Fire Department Update: Fire Chief Paul was speaking of doing a pipeline walk-through at South Bend on May 21, 2025. He is handing out two \$500.00 scholarships this year. He is also going to speak with Superintendent Benson about people parking by the Pole Vault area. There was a medical emergency, the ambulance barely made it by, but firetrucks will not be able to get through. The Fire Department was unable to make the Root Beer Floats for the Roll-In as it was too windy. There will be a Rural Association Meeting on June 3, 2025.

Police Department Update: Police Chief Flavin spoke to the Council to let them know he will be stepping back from his position in Lake Crystal, he will stay and help train the new person so there will be a smooth transition.

Streets and Maintenance Department Update: Superintendent Tibbetts, reported they are busy helping mow the lawn and weed whipping. Seven Poplar trees were cut down between the ball fields, and there are six or seven more to go. Mayor Wiens inquired about the areas that need repair due to the gas company working. Everything is going well, repairs are being made, and grass is being planted.

Parks and Recreation Department Update: Park and Rec. Specialist Schmitz has been busy also mowing and cleaning everything up for the summer. She already has someone interested in renting one of the park facilities.

City Administrator Update: No report

**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)*

#### **A. Minutes May 5, 2025, Regular Meeting of the City Council**

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- B.** Minutes May 6, 2025, Board of Appeal and Equalization Meeting.
- C.** Payment of bills totaling \$570,356.00  
reviewed by Councilor Windsperger and Councilor Bierma prior to the meeting.
- D.** Resolution 2512 Accepting donations from Rod and Linda Isebrand for \$6406.00 for the purchase of chain link fence fabric for Collis Field and \$3000.00 from LCARC for the Rec Center Expansion
- E.** Cemetery Deed for Dianna Brandenburg
- F.** A housing infrastructure grant of a \$500,000 match will be applied for by Bolton and Menk.

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

**Action Items**

Benco Ordinance (2<sup>nd</sup> reading)

***Motion made by Councilor Hanson to approve the Benco Ordinance, motion seconded by Councilor Cooper and carried unanimously.***

Add fee Schedule: ALS Ambulance Fee: \$1500

Needs to be added to our fee schedule and the new billing system. Currently we need it for transports because we can charge ALS when a Mayo person jumps into our ambulance.

***Motion made by Councilor Windsperger to approve the ALS Ambulance Schedule Fee addition of \$1500, motion seconded by Councilor Bierma and carried unanimously.***

Accept the Resignation of Sara Raisbeck effective July 14, 2025.

Raisbeck's resignation was not unexpected, and we already have the staff in place to cover her leaving. Her last day is July 14, 2025. The council wishes her well.

***Motion made by Councilor Cooper to approve the Resignation of Sara Raisbeck, motion seconded by Councilor Hanson and carried unanimously.***

Accept Advanced Resignation of Teri Thompson-Hobart effective January 20, 2026.

We also knew Thompson-Hobart was planning to be done in January. She is taking advantage of our advanced resignation program. She has been with the city for over 28 years and has been a very valuable asset to the city. The council wishes her well.

***Motion made by Councilor Hanson to approve the Advanced Resignation of Teri Thompson-Hobart, motion seconded by Councilor Windsperger and carried unanimously.***

Advertise for Teri's Position.

Grafstrom's plan is to advertise for the position, conduct interviews in July and hired with an August start date so they will have about 4-4 ½ months to work with Teri.

***Motion made by Councilor Bierma to approve Advertising of Finance Director, motion***

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seconded by **Councilor Hanson** and carried unanimously.

Purchase of a used Loader to replace the old one at a cost of \$111,450.00.

Council approved the purchase of a used loader over 2 years ago and one has finally come available. There were three estimates in the packet for used loaders from RDO:

2017 John Deere with 3786 hours for \$128,450

2018 John Deere with 1551 hours for \$171,000

2021 John Deere with 561 hours for \$177,150

Tibbetts and Grafstrom recommended the purchase of the 2017 for \$111,450. This price is after trade in value of \$17,000 for our 1995 John Deere. The new loader also has new tires on it, which would add about \$8,000 to the cost if we had to replace them after we got it.

***Motion made by Councilor Windsperger to approve purchasing the used 2017 John Deere loader for \$111,450.00, motion seconded by Councilor Hanson and carried unanimously.***

**Information/Discussion Items:**

Council discussed a complaint about a semi driving through the cemetery. Tibbetts mentioned three semis attempted to drive through the cemetery trying to get around the Highway 60 road construction. A gate and sign will be put up. In the event this keeps happening, we may install cameras.

Upcoming meetings and events:

- Monday, June 2, 2025, 7:30 PM Regular Council Meeting

**Council Comments and Observations**

**Adjournment:**

***There being no further business of the Lake Crystal City Council, Councilor Hanson motioned to adjourn the regular meeting of May 19, 2025, motion seconded by Councilor Cooper and carried unanimously. Meeting adjourned at 8 P.M.***

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Todd Wiens, Mayor

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Angela Grafstrom, City Administrator