

**MINUTES
LAKE CRYSTAL CITY COUNCIL
REGULAR MEETING
MONDAY, JUNE 20, 2022
CITY HALL BUILDING COMMUNITY ROOM
100 E ROBINSON STREET**

Mayor Wiens called the meeting to order at 7:30 p.m. Members present: Mayor Todd Wiens, and Councilors Brett Hanson, Gina Cooper, Michael Turgeon and Susan Gengler.

Staff members present: Angela Grafstrom City Administrator; Sara Raisbeck, Office Assistant; Christopher Kennedy, City Attorney; Joe Flavin, Lake Crystal Police Department; Dean Tibbitts, Lake Crystal Streets Department; and Jeff Becker, Lake Crystal Fire Department

Others present: Rachel James, forestry member; Grace Kranz, Lake Crystal Tribune; and Sue Hytjan, thin plastic recycle program

Staff Reports

Ambulance Department Update:

The ambulance department has a new potential EMT that will be moving on to the second phase of the interview process along with another student interview for the fall EMT program. T-shirt sales are going well and they plan to continue to fundraise at the Roll in's. Scrubs Camp went so well that they asked Lake Crystal to participate again next year. The Lake Crystal Ambulance Department plans to also participate in the house burn on June 25th along with the SCEMS Rehab team.

Fire Department Update:

The Fire Department had their 19th root beer float night. They will be doing a house burn on July 25th.

Police Department Update:

Lake Days went well, the Police Department had no issues. Austin Smith may move to a fulltime position with the Police Department as current full-time officer, Cole Lund is planning to resign.

Street & Parks Department Update:

Streets Department filled holes in the dog park and new paint came to draw lines on the parking lot behind LC Ace so they will be doing that July 23rd.

City Attorney Update:

No report.

City Administrator Update:

Grafstrom reported on the staffing agreement with Benco Electric, updating job descriptions for all city workers, and recommended a conducting a Comp and Class study through David Drown Associates. Grafstrom suggested working with Bolton-Menk to create a 5–10-year Capital Improvement plan.

Consent Agenda:

1. June 6, 2022 Regular Meeting of the City Council
2. Payment of bills totaling \$51,791.76
Payments reviewed by Councilor Cooper and Councilor Gengler prior to the meeting.
3. Resolution 2220: Accepting Donations for the cemetery fund in the amount of \$20 and for the dog park in the amount of \$1,613.43.

Motion made by Councilor Gengler to approve the three items on the consent agenda, motion seconded by Councilor Cooper and carried unanimously.

Action Items:

2021 Audit Report Approval.

Motion made by Councilor Hanson to approve the 2021 audit report, seconded by Councilor Turgeon and carried unanimously.

EAB Management Plan.

Motion made by Councilor Cooper to approve the EAB management plan, motion seconded by Councilor Gengler and carried unanimously.

Staffing Agreement between the City of Lake Crystal and Benco Electric.

Motion made by Councilor Hanson to approve the staffing agreement between the City of Lake Crystal and Benco Electric, motion seconded by Councilor Gengler and carried unanimously.

Update Job Descriptions and conduct a Comp and Class Study

Grafstrom suggests we conduct a Comp and Class study to be done by David Drown Associates

Motion made by Councilor Gengler to approve the David Drown Estimate to conduct the Comp and Class study, motion seconded by Hanson Councilor and carried unanimously.

CIP and CFP Estimates/Grants

Grafstrom and Brian Starff from Bolton-Menk are working to put together the cost of a doing a

Capitol Improvement Plan. These are usually 5–10-year plans highlighting major projects the city would like to complete. The estimate from David Drown Associates would total \$5000 and Northland's estimate would not exceed \$6880. Grafstrom was directed to write grants for both the CIP and CFP. If the city does not get grants, this will be added to the 2023 budget.

Information/Discussion Items:

A. Sue Hytjan: Updated the council on Composting and the Thin Plastic and Recycling Program through NexTrex which makes composite decking using recycled materials. Lake Crystal has 5 location sites including both schools, Benny's Power Sports, Grace Thrift Store, and Ace Hardware. So far Lake Crystal has collected 3,450 pounds of recycled materials.

B. Loss Control Meeting Information. Grafstrom met with LMCIT regarding the city's loss control and copies of the reports were included in the packet.

C. Upcoming meetings and events:

- Joint City Council and PUC Listening Session: Heartland Programs for the Community
- Regular meeting of City Council will be Monday, July 5th at 7:30 p.m. as July 4th is a holiday and City Hall will be closed

Council Comments and Observations:

None

Adjournment:

There being no further business of the Lake Crystal City Council, Councilor Cooper motioned to adjourn the regular meeting of June 20, 2022, motion seconded by Councilor Turgeon and carried unanimously. Meeting adjourned at 8:22 p.m.

Closed Session: Sara Raisbeck review

Todd Wiens, Mayor

Angela Grafstrom, City Administrator