

**MINUTES
LAKE CRYSTAL CITY COUNCIL
REGULAR MEETING
MONDAY, AUGUST 01, 2022
CITY HALL BUILDING COMMUNITY ROOM
100 E ROBINSON STREET**

Mayor Todd called the meeting to order at 7:30 p.m. Members present: 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, Blue Earth County Police Department; Jeff Becker, Lake Crystal Fire Department; and Rhonda Ingebritson, Lake Crystal Ambulance Department.

Others present: Grace Kranz, Lake Crystal Tribune; Laura Tidrick, Ted Goettl

Staff Reports

Ambulance Department Update:

The Ambulance Department had 36 calls in July, the department is very busy. The department is looking at new hires to help with the business. Kaitlyn will be covering some administrative duties while Rhonda is out on vacation for a few weeks this month.

Fire Department Update:

No report.

Police Department Update:

They have two full time officers now with Austin Smith starting fulltime Sept. 1st. They would like to have a few more part time officers in the future.

Street & Parks Department Update:

No report.

City Attorney Update:

No report.

City Administrator Update:

Grafstrom addressed a PUC update. She also addressed a Dog Park update regarding the donated funds of \$1600 which is not being mandated for the new gate, but just for the dog park in general. Lake Crystal, along with the City of Mapleton and Wells have formed a Regional Safety Group to replace using MMUA. This cost to the city will be significantly lower than the \$16K that the city paid to MMUA this year, as the League will cover approximately half and the rest will be divided among the cities in the group. Grafstrom will provide the council with a

resolution and final cost before the city's agreement ends with MMUA in September. Advertising for an additional office staff was presented by Grafstrom to prepare for retirement of two staff members within the next 2-3 years, and additionally another staff member who will be going on maternity leave at the end of this year. The city is in the process of updating and restructuring job duties, and an additional office staff would allow current office staff to take their vacation time and not come back to having to work overtime to catch up. The workload in the office is heavy enough that one person out sets everyone back in getting their stuff done on time. The additional person would move into Sara's role at the front, and once Sara returns from maternity leave, she will start working with Lisa and Teri to learn more of their job duties and help with their workload. This office position would preferably be hired for 40-hours a week. Lastly Grafstrom addressed needing to update the city's accounting and utility billing software. These systems are currently not integrated. The city would like to look at Civic Systems as it comes highly recommended and would allow us to pay over 3 years. The city would begin the conversion and training April of 2023, to start a fully using in January of 2024.

Consent Agenda:

1. July 18, 2022 Regular Meeting of the City Council
2. Payment of bills totaling \$89,800.12
3. Cemetery Deed
4. Write off Uncollectible Accounts Total \$670.00 from the towing misunderstanding
5. Police Officer, Austin Smith from Part-time to Full-time starting 9/1/2022 with a salary of \$21.27/hour.

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

Action Items:

Ordinance 2022-02: Amend Title 15, Chapter 156.21 of the Lake Crystal Code of Ordinances relating to Zoning Code: Zoning Map

This is considered the first review of the ordinance. No motion was made at this time.

Variance Approval: Laura Tidrick, 222 LeClaire St.

Motion made by Councilor Hanson to approve the variance for 222 LeClaire St, motion seconded by Councilor Cooper and carried unanimously.

Resolution 2225: Change of City Council Meeting Time

No motion was made. The City Council Meeting Time will remain at 7:30 p.m.

Fire Department Quotes for Purchase of Supervac 20" Fan/Electric Battery

No motion was made by the Council at this time. Council would like to see the credit from Midwest Fire before a motion is made.

Schedule Budget Workshop for August, 22nd at 6:00 p.m. at City Hall

Motion made by Councilor Cooper to approve the meeting time of August, 22nd at 6:00pm, motion seconded by Councilor Hanson and carried unanimously.

Advertise for an additional Office Position to start November 1st, 2022

No motion was made by the council at this time. Council would like to review the job description for this position before a motion is made and see the 2023 budget.

Police On-Call Contract with Blue Earth County

Motion made by Councilor Hanson to approve the on-call police contract with Blue Earth County, seconded by Councilor Turgeon and carried unanimously.

Information/Discussion Items:

- A. Revenue and Expense Report
- B. Heartland letter and Heartland email
- C. Upcoming meetings and events:

- Regular meeting of City Council will be Monday, August 15 at 7:30 p.m.

Council Comments and Observations:

None

Adjournment:

There being no further business of the Lake Crystal City Council, Councilor Hanson motioned to adjourn the regular meeting of August 1, 2022, motion seconded by Councilor Turgeon and carried unanimously. Meeting adjourned at 8:30 p.m.

Todd Wiens, Mayor

Angela Grafstrom, City Administrator