

**MINUTES
LAKE CRYSTAL CITY COUNCIL
REGULAR MEETING at 7:30 pm
MONDAY AUGUST 21, 2023
CITY HALL COMMUNITY ROOM
100 E. ROBINSON STREET**

Mayor Todd Wiens called the meeting to order at 7:30 P.M. Members present: Councilors Brett Hanson, Gina Cooper, Michael Turgeon, and Michael Windsperger.

Staff members present: City Administrator Angela Grafstrom; Sara Raisbeck, Administrative Assistant; Dean Tibbetts, Streets Superintendent; Rhonda Ingebritson, Ambulance Chief.

Others present: Grace Kranz, Lake Crystal Tribune; Sarah Scheffert, Sothern Minnesota Initiative Foundation

Public Hearing on Ordinance 2023-06 Sale of City Property Crystal Gardens #7

Mayor Todd Wiens opened the public hearing at 7:30 p.m. No comments or objections from the council or the public. Mayor Todd Wiens closed the public hearing at 7:31 p.m.

SMIF Annual Update

Sarah Scheffert gave the council an annual update on the Southern Minnesota Initiative Foundation. She spoke about various grants including a 2021 Covid grant that was received in the amount of \$21,000 dollars. She spoke about free education books, and free training they provide to childcare providers throughout the area and encouraged the city to continue applying for grants in the future.

Staff Reports

Ambulance Service Update

Rhonda Ingebritson spoke to the council about elections in October, training the ambulance department did last Monday with Little Lakers Child Care Center to get them all updated or re-certified in CPR. Ambulance Director Rhonda Ingebritson would like approval to send Charlie Frible to training class. The cost estimate for this will be \$2,000-\$2,500.

Fire Department Update

Written report provided in the packet.

Motion made by Councilor Cooper to approve the training class amount of \$2,500, motion seconded by Councilor Turgeon and carried unanimously.

Police Department Update

No Report.

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Street & Parks Department Update

No report.

City Administrator Update

Written report provided in the packet.

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 August 7, 2023, Regular Meeting of the City Council
2. Payment of bills totaling \$177,768.19
 - Payments reviewed by Councilors Cooper and Hanson prior to the meeting.
3. Resolution 2319 Accepting donations of \$6000 from the Baseball Association for new lights to illuminate advertising on the back of the batter's eye.
4. Ambulance Write-Off totaling \$4,039.77 due to being barred by state statute as beyond the timeframe to collect.

Motion made by Councilor Hanson to approve consent items one through four, motion seconded by Councilor Cooper and carried unanimously.

Action Items

Ordinance 2023-06 Sale of City Property Crystal Gardens #7

This was the second reading of the ordinance to allow sale of lots in Crystal Gardens #7.

Motion made by Councilor Turgeon to approve Ordinance 2023-06 Sale of City Property for Crystal Gardens #7, motion seconded by Councilor Windsperger and carried unanimously.

Approve MJ Courtyard Quote from OZZ Landscaping for \$24,900

The council reviewed quotes from OZZ Landscaping in the amount of \$24,900 and from Total Lawn Care in the amount of \$41,370. The council would like to go with OZZ Landscaping as this is the most cost-effective.

Motion made by Councilor Turgeon to approve quote in the amount of \$24,900 from OZZ

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Landscaping for the MJ Courtyard, motion seconded by Councilor Hanson and carried unanimously.

Terminate agreement with Darin Haslip September 1st, 2023 with a 60-day notice

Motion made by Councilor Windsperger to approve terminating the City's agreement with Darin Haslip September 1st, 2023 with a 60-day notice, motion seconded by Councilor Cooper and carried unanimously.

Hire Prokore immediately with contract through 2024

Motion made by Councilor Hanson to approve hiring Prokore immediately with a contract that will go through 2024, motion seconded by Councilor Windsperger and carried unanimously.

Approve Updated Building Fee Schedule

Prokore reviewed the city fees and felt one or two were too high and recommended a reduction.

Motion made by Councilor Hanson to approve the updated fee schedule, motion seconded by Councilor Cooper and carried unanimously.

Shelving Quote

The current shop shelving is not safe according to OSHA standards, so it needs to be replaced. Tri State Surplus had the lowest bid totaling \$7,920.32.

Motion made by Councilor Cooper to approve the quote from Tri State Surplus in the amount of \$7,920.32, motion seconded by Councilor Windsperger and carried unanimously.

Heated Storage Quotes

Dean Tibbetts is waiting for a quote and will come back to the council when he has this. No motions made at this meeting.

Approve Forklift Man Cage for \$3400.00 from United Rentals

Tibbetts requested a forklift man cage to increase safety for staff when doing Christmas lights,

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tree trimming and other work that requires them to work up higher. Council received 2 estimates for a forklift man cage. They received a quote from United Rentals in the amount of \$3400.00 and a quote from WACO Scaffolding in the amount of \$3469.99.

Motion made by Councilor Turgeon to approve the Forklift Man Cage quote for \$3,400 from United Rentals, motion seconded by Councilor Hanson and carried unanimously.

Extended Weekend on Call for Ambulance Department from 6am to 6am on Monday

Director Ingebritson is struggling to get staff to cover weekends. She feels if the weekend was extended to at least 6 pm on Sunday, she would get more help on the Sunday shifts. Councilor Turgeon asked if it would help to go to Monday morning and Ingebritson thought it might.

Motion made by Councilor Turgeon to approve the extended-on call hours for the Ambulance Department from Friday at 6am to Monday at 6am, motion seconded by Councilor Cooper and carried unanimously.

Information/Discussion Items

Upcoming meetings and events:

- Collis Field Repair Quotes were discussed and considered for addition to the 2024 budget.
- Monday, August 28, 5:30 pm, Hwy 60 Council Workshop
- Tuesday, August 29, 6:00 pm Joint Council/PUC Work Session on CFP
- Tuesday, September 5, 5:30 pm Budget Work Session
- Tuesday, September 5, 7:30 pm Regular Council Meeting

Council Comments and Observations

No additional comments and observations from the council.

Adjournment:

There being no further business of the Lake Crystal City Council, Councilor Windsperger motioned to adjourn the regular meeting of August 21, 2023, motion seconded by Councilor Hanson and carried unanimously. The meeting was adjourned at 8:25 P.M.

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Todd Wiens, Mayor

Angela Grafstrom, City Administrator