

**MINUTES**  
**Lake Crystal City Council**  
**Monday, August 5, 2024, 7:30 pm**  
**City Council Chambers**  
**100 E. Robinson St.**

Mayor Todd Wiens was absent from tonight's meeting.

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

Staff members present: City Administrator Angela Grafstrom; Sara Raisbeck, Administrative Assistant; Fire Chief, David Paul, firefighter applicant Ben Skinner

**Staff Reports**

Ambulance Service Update

Ambulance Director, Rhonda Ingebritson provided the council with a written report in the packet.

Fire Department Update

David Paul introduced new firefighter, Ben Skinner, to the council. The Fire Department has had 4 calls in the last month putting them at 43 total for the year so far. The Department continues to work on rural contracts.

Police Department Update

No report

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 in nature. 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 July 15, 2024, Regular Meeting of the City Council
2. Payment of bills totaling \$
  - reviewed by Councilor Turgeon and Councilor Windsperger prior to the meeting
3. Resolution 2426 Accepting donations of \$50,000 from the Lake Crystal Area Recreation Center for the Rec Center Expansion Project

**Motion made by Councilor Turgeon to approve consent items one through three**, motion seconded by Councilor Windsperger and carried unanimously.

**Action Items**

Approve new firefighter

Fire Chief, David Paul introduced Ben Skinner to the council and complemented him on how involved he has been with the fire department already. David recommends that the council approve Ben as a new firefighter for the city.

**Motion made by Councilor Hanson to approve Ben Skinner as a new firefighter for the City of Lake Crystal**, motion seconded by Councilor Turgeon and carried unanimously.

Approve new hire of Administrative Assistant

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The City Administrator recommends to the Council that we hire Mackenzie Doering as a new Administrative Assistant at Grade 1, Step 2, \$21.96 an hour starting August 26<sup>th</sup>, 2024.

***Motion made by Councilor Windsperger to approve the hire of Mackenzie Doering at Grade 1, Step 2; \$21.96/hour starting August 26<sup>th</sup>, 2024, motion seconded by Councilor Windsperger and carried unanimously.***

Electronic Payment Processing Fee of 3%

The City Administrator provided the council with annual costs of the electronic payments Processing Fees that the city currently pays. The annual cost for the city is approximately 0.393%. The plan is that the residents will now pay the 3% fee instead of the previous \$1.00 fee. The planned start date for the conversion is October 31, 2024.

***Motion made by Councilor Windsperger to approve the 3% electronic payment processing fee starting October 31, 2024, motion seconded by Councilor Turgeon and carried unanimously.***

Fire Department Training Request

The Fire Department is requesting the council to approve training expenses in the amount of \$1375.

***Motion made by Councilor Turgeon to approve training expenses for the Fire Department in the amount of \$1375 motion seconded by Councilor Windsperger and carried unanimously.***

**Information/Discussion Items**

- A.** Upcoming meetings and events:
- Primary Election August 13, 7 a.m. to 8 p.m.
  - Rural Fire Meeting August 14, at 7 p.m. at the Fire Hall
  - Monday, August 19, 7:30 pm Regular City Council Meeting

**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 July 15, 2024, motion seconded by Councilor Windsperger and carried unanimously. The meeting was adjourned at 7:53 P.M.***

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Todd Wiens, Mayor

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Angela Grafstrom, City Administrator