

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

Councilor Gina Cooper called the meeting to order at 7:30 P.M. Members present: Councilors Brett Hanson, Gina Cooper, Michael Turgeon, and Michael Windsperger. Mayor Todd Wiens not present.

Staff members present: City Administrator Angela Grafstrom; Megan Hutchens, Administrative Assistant; Jeff Becker, Fire Chief; and Joe Flavin, Police Chief.

Others present: Grace Kranz, Lake Crystal Tribune; Jessica Green, Northland Securities; and David Wing, Congressman Finstad's District Outreach Representative.

Northland Securities Crystal Gardens #7 Bond Sale Summary presented by Jessica Green

Jessica Green of Northland Securities presented the Bond Sale Summary regarding Crystal Gardens # 7 of the City of Lake Crystal. Green reviewed the structure of the repayment terms, the method of the sale, the finance plan verses the final sale, sources of funds, and the debt service schedule that will take place over the course of 15 years. A copy of the bond sale summary is provided in the packet.

Approve Resolution 2318 Providing for the Issuance and Sale of Bonds for Crystal Gardens #7

Councilor Gina Cooper presented the motion to approve Resolution 2318 Providing for the Issuance and Sale of Bonds for Crystal Gardens #7. No further discussion from council.

Motion made by Councilor Hanson to approve Resolution 2318 providing issuance and sale of bonds for Crystal Gardens #7, motion seconded by Councilor Turgeon and carried unanimously.

Staff Reports

Ambulance Service Update

No report.

Fire Department Update

No report but stated that the painting of the trim in the ambulance and fire department building is scheduled for the end of August. Councilor Gina Cooper extended appreciation on behalf of council for the fire department's help with ambulance calls.

Police Department Update

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Police Chief Joe Flavin discussed the creation and purpose of a Sergeant Position for Lake Crystal's Police Department. This is a promotional position in the department and will allow for a full-time employee to delegate tasks, schedule employees, approve reports, and provide full-time supervision and coaching in Lake Crystal. This position will also be fully responsible for the schools. The salary range will start at a Grade 5; \$29.52-\$43.10 hourly / \$61,401.60-\$89,648.00 yearly. One of Lake Crystal's officers was involved in an off-duty car accident on his way to work his shift. The schedule will be modified until the officer fully recovers. All individuals involved are expected to make a full recovery.

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 July 24, 2023, Regular Meeting of the City Council
2. Payment of bills totaling \$100,997.97
 - Payments reviewed by Councilors Windsperger and Turgeon prior to the meeting.

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

Action Items

Approve Resolution 2318 Providing for the Issuance and Sale of Bonds for Crystal Gardens #7

Resolution 2318 approved after Jessica Green's presentation prior to staff reports.

Approve Creation of Sergeant Position for Police Department

The position will be budgeted for 2024 with a start date of January 1, 2024. The salary range will start at a Grade 5; \$29.52-\$43.10 hourly / \$61,401.60-\$89,648.00 yearly. No additional discussion from council.

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Motion made by Councilor Hanson to approve the creation of a full-time Sergeant position for the Lake Crystal Police Department for January 1st, 2024, and beginning at a Grade 5 salary range; \$29.52-\$43.10 hourly / \$61,401.60-\$89,648.00 yearly, motion seconded by Councilor Windsperger and carried unanimously.

Ordinance 2023-06 Sale of City Property (Crystal Gardens #7) (1st Reading)

First reading for Ordinance 2023-06 Sale of City Property for Crystal Gardens #7. City Administrator Angela Grafstrom informed council that the ordinance is required to be able to sell the lots at Crystal Gardens #7. Council Gina Cooper requested that council consider the sales carefully, so developers stick to guidelines that improve the quality of life for residents. The GreenSteps Program can be accessed for help to write up guidelines for buyers.

Motion made by Councilor Turgeon to approve Ordinance 2023-06 Sale of City Property for Crystal Gardens #7.

Approve Union Letter of Understanding (IBEW and LELS) and Update to Personnel Policy

The letters of understanding between the City of Lake Crystal and International Brotherhood of Electrical Workers and Law Enforcement Labor Services, Inc explains the change in employee holiday compensation. The change to the personnel policy covers holiday pay being considered as hours worked for the purpose of determining overtime. The Public Utilities Commission approved the updates to the Personnel Policy at the Tuesday, August 1st meeting.

Motion made by Councilor Windsperger to approve the letters of understanding between IBEW and LELS and the updates to the personnel policy regarding holiday pay and determining overtime, motion seconded by Councilor Turgeon and carried unanimously.

Approve Exterior Repairs, Painting, and Shelving for the Heated Streets Shop

Council reviewed shelving quotes from Home Depot, Global Industrial, and Tri State Surplus Co. for the street department shop. After reviewing dimensions and cost, council agreed to approve the shelving purchase from Global Industrial. Exterior repairs and painting were tabled until additional quotes are received.

Motion made by Councilor Hanson to approve the purchase of shelving from Global Industrial for an estimated cost of \$6,512.49 for the city shop, motion seconded by Councilor Windsperger and carried unanimously.

Approve Purchase of New Christmas Lights (Budgeted \$10k for 2023). Purchasing Early Saves 15% or \$934.00

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A quote from Mainstreet Designs was presented to the council for the purchase of Christmas Decorations for the city. \$10,000 was budgeted for this purchase and the total of the decorations will cost \$6,771.00 at the discounted rate. Purchasing the decorations early will save 15% or a total of \$934.00.

Motion made by Councilor Turgeon to approve the early purchase of budgeted Christmas decorations to save 15% or a total of \$934.00, motion seconded by Councilor Hanson and carried unanimously.

Crystal Waters Project Sediment Trap Project Request for Matching Funds

Mark Origer of ISG, Inc contacted Councilor Gina Cooper regarding the Crystal Lake Sediment Trap Project. SWCD is applying for a \$600,000 Clean Water Fund Grant. If the Grant Council approves the project is will require a 10% match of funds. Crystal Waters Project would contribute \$40,000 and they are asking council to contribute \$20,000.00 to the project, if the grant is awarded. This will be included in the 2024 budget, but the funds will only be needed if the grant is awarded.

Motion made by Councilor Turgeon to approve funding of \$20,000.00 for the Crystal Waters Project's Sediment Trap Project, motion seconded by Councilor Hanson and carried unanimously.

Information/Discussion Items

S&P Rating Letter for your Information

S&P Global assigned the City of Lake Crystal's long-term rating as 'AA' or stable. City Councilor Cooper asked how the city could achieve a AAA rating. Administrator Angela Grafstrom mentioned that the city would need to increase its tax capacity and reduce its debt load.

Upcoming meetings and events:

- Schedule Budget Work Session
 - Tentatively scheduled for Tuesday, September 5th at 5:30 and to be changed based upon Mayor Todd Wiens availability.
- Monday, August 21, 7:30 pm Public Hearing on Ordinance 2023-06 followed by Regular council meeting.
- Tuesday, August 29, 6:00 pm Joint Council and PUC work session on the Capital Finance Plan
- September Meeting date change from Monday, September 4th to Tuesday, September 5th at 7:30 PM due to Labor Day holiday. Councilor Gina Cooper presented the motion to change the date of the meeting due to the holiday.

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Motion made by Councilor Windsperger to approve city council meeting date change from Monday, September 4th at 7:30 PM to Tuesday, September 5th at 7:30 PM due to the Labor Day Holiday, motion seconded by Councilor Hanson and carried unanimously.

Council Comments and Observations

No additional comments and observations from council.

Adjournment:

There being no further business of the Lake Crystal City Council, Councilor Hanson motioned to adjourn the regular meeting of August 7, 2023, motion seconded by Councilor Windsperger and carried unanimously. Meeting adjourned at 8:13 P.M.

Todd Wiens, Mayor

Angela Grafstrom, City Administrator