

**MINUTES**  
**Lake Crystal City Council**  
**Monday, September 15, 2025, 7:30 pm**  
**City Council Chambers**  
**100 E. Robinson St.**

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

Staff members present: City Administrator Angela Grafstrom; Tonia Turner, Administrative Assistant; Justin Anderson, Fireman; and Matthew Gangelhoff, Lake Crystal Police Sergeant

Others present: Ryan Marti, Andrew Brown, Sarah Brown, Lisa Deberleew

**Mayor Wiens opened the Public Hearing on Thomas 4<sup>th</sup> Addition Subdivision at 7pm. There was no public discussion; this Public Hearing was closed at 7:03 pm. Mayor Wiens then opened the regular City Council meeting.**

**Staff Reports**

Ambulance Service Update:

No Report

Fire Department:

Fireman Anderson talked about Chief Paul doing the Stair Climb with the Nicollet Fire Department for those who passed on 9/11. There are two new applicants for the Fire Department. He also talked about the new chassis needed for the oil tanker.

Police Department Update:

Sergeant Gangelhoff announced that the team has made a conditional job offer to an officer. He also informed everyone that the interviews for the chief will take place during the week of September 22, 2025.

Street & Maintenance:

No Report

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 September 2, 2025, Regular Meeting of the City Council
2. Payment of bills totaling \$579,341.81
  - reviewed by Councilor Cooper and Councilor Hanson prior to the meeting
3. Approve Legion Club License for 2026
4. Approve Chamber (Arcadium) Gambling Permit for September 28, 2025, Raffle.
5. Resolution 2528 Accepting Donations for Rec Center Project ; \$16,440 from IFS, \$3,500 from Web Construction Company, \$1,000 from Reichel Painting Company,

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and \$500 from Red Cedar Steel

6. WEB Construction Pay Request #7 (Rec Center Expansion); \$127,039.70

***Motion made by Councilor Cooper to approve consent items 1 through 6***, motion seconded by Councilor Hanson and carried unanimously.

**Action Items**

Approve the Management Agreement with Madelia Health

Madelia Health accepted a Management Agreement, which City Attorney Chris Kennedy reviewed, to take over the management and staffing of the Lake Crystal Ambulance.

***Motion made by Councilor Bierma to approve the Management Agreement with Madelia Health to manage Lake Crystal Ambulance***, seconded by Councilor Hanson, and carried unanimously.

Resolution 2526 Preliminary approving Preliminary and Final Plat, so we can complete the purchase of the ROW

Planning and Zoning recommended that council approve the Preliminary and Final Plat so we can complete the purchase of the ROW.

***Motion made by Councilor Cooper to approve Resolution 2526 approving Preliminary and Final Plat of Thomas 4<sup>th</sup> Addition Subdivision*** motion, seconded by Councilor Bierma and carried unanimously.

Resolution 2527 approving Preliminary Budget and Levy

The council held a budget workshop on August 27, 2025 and finalized changes to the preliminary Budget and Tax Levy. The Budget and Levy must be certified to the county

***Motion made by Councilor Cooper to approve Resolution 2527 to adopt the Preliminary Budget and Levy*** motion seconded by Councilor Hanson and carried unanimously.

Set TNT Meeting (December 1, 7:30 pm)

Administrator Grafstrom requested Council set the TNT Meeting for December 1, 2025, at 7:30 pm, as this is consistent with when they hold it. Administrator Grafstrom needs to send information to the county

***Motion made by Councilor Hanson to set the TNT Meeting for December 1, 2025, at 7:30*** motion seconded by Councilor Cooper and carried unanimously.

Approve Liability Waiver for Insurance

The City of Lake Crystal carries an insurance policy through the League of Minnesota Cities Insurance Trust. The Council discussed the Liability Insurance Coverage, the policy details, and the renewal process to proceed. Grafstrom reminded them, they usually check the box that the member does not waive the monetary limits on municipal tort liability.

***Motion made by Councilor Hanson to approve the renewal of the insurance policy***

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*through The League of Minnesota Cities* motion seconded by Councilor Bierma, and carried unanimously.

Accept Compeer Grant for \$5000.00 for Lilly Lakes Estates Housing Feasibility Study  
Grafstrom reported the Compeer Grant during a discussion with the EDA. After further deliberation, the Council noted that the grant would not cost the city anything and that the city would receive a copy of the study, which may be useful now and in the future.

***Motion made by Councilor Bierma to approve the Compeer Grant for the study Lilly Lakes Estate Feasibility Study***, motion seconded by Councilor Cooper and carried unanimously.

Approve New Hires

*Ambulance Kessler*: Council discussed hiring ambulance volunteer Isabella Kessler at an EMT rate with an immediate start date, as she will be a valuable addition to our team.

***Motion made by Councilor Hanson to approve Isabella Kessler at an EMT pay rate with an immediate start date of 09/16/25***, motion seconded by Councilor Bierma, and carried unanimously.

*Fire Brown and Dunster*: Fire Chief Paul is recommending Council approve the hire of Andy Brown and Wesley Dunster as Lake Crystal Volunteer Firefighters with an immediate start date.

***Motion made by Councilor Cooper to approve both Andy Brown and Wesley Dunster as Volunteer Firefighters with a start 09/16/25***, Motion seconded by Councilor Hanson, and carried unanimously

*Full-time hire Caitlin Griffin*: Administrator Grafstrom stated due to the current shortage, Council should approve Caitlin Griffin for the position of full-time Ambulance Assistant. Administrator Grafstrom and Ryan Marti verified Madelia Health would take on Caitlin Griffin and Director Rhonda Ingebritson at the rate set by the city.

***Motion made by Councilor Hanson to approve Caitlin Griffin to change position to a full-time Ambulance Assistant as of October 6, 2025, at \$30.51 an hour, 40 hours a week, non-exempt***, motion seconded by Councilor Bierma and carried unanimously

Approve Dismissals effective immediately

It was recommended to terminate Justin Englene from the ambulance immediately due to job abandonment. They are currently working to retrieve his equipment.

***Motion made by Councilor Cooper to approve the immediate dismissal of Justin Englene due to job abandonment***, motion seconded by Councilor Hanson, and carried unanimously.

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The council discussed the dismissal of Charlie Frable from his position on the ambulance team. Charlie returned his equipment and verbally confirmed that he quit, but he did not submit a written resignation or work again after his verbal statement.

***Motion made by Councilor Hanson to approve the immediate dismissal of Charlie Frable*** motion seconded by Councilor Bierma, and carried unanimously.

Accept Resignations

Courtney Devlaeminck from the LCPD emailed her resignation to City Hall effective September 2, 2025, citing personal reasons.

***Motion made by Councilor Cooper to approve the resignation of Courtney Devlaeminck effective 09/02/25*** motion seconded by Councilor Bierma, and carried unanimously.

Connie Schumacher submitted her resignation in writing, informing the ambulance staff that her last day would be September 2, 2025.

***Motion made by Councilor Hanson to approve the resignation of Connie Schumacher, effective September 2, 2025, Motion*** seconded by Councilor Cooper and carried unanimously.

Dillion Shelander resigned due to a scheduling conflict with his wife. Later that week, he returned his equipment.

***Motion made by Councilor Bierma to approve the resignation of Dillon Schelander, effective 08/24/25,*** motion seconded by Councilor Bierma and carried unanimously.

**Information/Discussion** Upcoming meetings and events:

- Monday, October 6, 2025, 7:30 PM Regular Council Meeting
- Lending Money to the PUC is not a good idea at this time. We need to keep our rating up in case we need to get money in an emergency.

**Adjournment:**

***There being no further business of the Lake Crystal City Council, Councilor Hanson motioned to adjourn the regular meeting of September 15, 2025,*** motion seconded by Councilor Cooper and carried unanimously. Meeting adjourned at 7:55 P.M.

Minutes prepared by: Tonia Turner

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Todd Wiens, Mayor

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Angela Grafstrom, City Administrator