

**MINUTES**  
**Lake Crystal City Council**  
**Tuesday, September 2, 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 Michael Windsperger.

Staff members present: City Administrator Angela Grafstrom; MacKenzie Doering, Administrative Assistant; Police Sergeant Matthew Gangelhoff; and David Paul, Fire Chief

### **Staff Reports**

Ambulance Service Update: City Administrator Grafstrom spoke on the Ambulance behalf, noting that the asset list is being updated to ensure it is current and included with the agreement for Madelia Health. Grafstrom also reported that some volunteer staff members with the Ambulance Service are resigning.

Fire Department: New applicants for the Fire Department will be brought forward at the next meeting. Blue Earth County Staff Day is upcoming, during which the Fire Department typically provides a safety house activity for children. Fire Prevention Week is next month, and preparations are underway, including continuing the pizza delivery nights. The Rural Association is also considering the replacement of the chassis on the oil tanker.

Police Department Update: Sergeant Gangelhoff updated the council that school is back in session, with the highest enrollment to date, 523 students at the high school and approximately 450 at the elementary school. Gangelhoff also provided a staffing update for the Police Department, noting that applications should begin coming in within the next two weeks for the full-time police officer position recently posted. Gangelhoff further recommended that the city post the Police Chief position soon, as the hiring process typically takes about three months.

Street & Maintenance: No report

Parks Department Update: City Administrator Grafstrom reported that a grant application was submitted on behalf of the EDA for improvements at the Scout Cabin. The grant totals \$10,000, while project estimates are closer to \$50,000. The application is being revised for potential use at the Saddle Club to support updates to the bleachers and other improvements.

### 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 18, 2025, Regular Meeting of the City Council
2. Payment of bills totaling \$229,140.28
  - reviewed by Councilor Cooper and Councilor Hanson prior to the meeting
3. Approve uncollectable ambulance write-offs totaling \$8,626

***Motion made by Councilor Hanson to approve consent items 1 through 3, motion seconded by Councilor Cooper and carried unanimously.***

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**Action Items**

Resolution 2525 Authorizing Capital Budget Request for 2026

Council reviewed Resolution 2525, authorizing the submission of a 2026 Capital Budget request to the State of Minnesota for the proposed Wastewater Regionalization Project. This resolution allows the City of Lake Crystal to formally apply to Minnesota Management and Budget for state financial assistance to support the project, in addition to City funding.

***Motion made by Councilor Cooper to approve Resolution 2525 Authorization of Capital Budget Request for 2026***, motion seconded by Councilor Hanson and carried unanimously.

Updates to Personnel Policy Pages: 6,7, and 50

Council discussed updates to the Personnel Policy pages 6 and 7, including the removal of language authorizing compensation time in place of overtime pay, removal of the “Ambulance Director” from the list of staff positions required to attend Council and Utility Commission meetings, and addition of a statement on page 50 noting the elimination of comp time.

***Motion made by Councilor Windsperger to approve Updates to Personnel Policy Pages: 6,7, and 50, eliminating Comp Time***, motion seconded by Councilor Hanson and carried unanimously.

Law Enforcement Labor Services 2025-25 Union Contract

Council reviewed the negotiated of 2025–2027 Union Contract with Law Enforcement Labor Services, Inc. (Local #252), covering wages, benefits, working conditions, and related labor provisions for Lake Crystal Police Department employees.

***Motion made by Councilor Hanson to approve LELS 2025-25 Union Contract***, motion seconded by Councilor Windsperger and carried unanimously.

Memorandum of Understanding for Police On-Call now

Council discussed a Memorandum of Understanding between the City of Lake Crystal and Law Enforcement Labor Services, Inc. (Local #252) regarding police officer on-call compensation. The agreement updates Section 14.3 of the labor contract to provide Standby/On Call pay at 50% of an officer’s regular base wage for hours assigned by the Chief of Police or designee for the balance of 2025.

***Motion made by Councilor Cooper to approve the Memorandum of Understanding for Police On-Call immediately***, motion seconded by Councilor Hanson and carried unanimously.

County Patrols for September

Council discussed approving the county patrols through the end of the year at a 4 Hour minimum time frame for weeknights or events.

***Motion made by Councilor Hanson to approve County Patrols through the end of 2025 as needed***, motion seconded by Councilor Windsperger and carried unanimously.

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Rec Center RTU #3 Repair, \$8,250.00

The proposal from Malterer Mechanical for RTU #3 AC system repairs is at a cost of \$8,250.00. Work includes removing and recycling freon from circuit #1, replacing the compressor, installing a new refrigerant filter drier and contactor, and charging the system with new R22 refrigerant.

***Motion made by Councilor Windsperger to approve the Rec Center RTU #3 Repair for \$8,250.00, motion seconded by Councilor Hanson and carried unanimously.***

Cost Savings Award for \$250 nominations, Blaine Jacques

Council Member Cooper nominated Blaine Jacques to receive a cost savings award from the city in recognition of his efforts and contributions toward saving the city money through the repair work completed.

***Motion made by Councilor Cooper to approve Coast Saving Award for \$250 to Blaine Jacques, motion seconded by Councilor Windsperger and carried unanimously.***

Publishing an Ad for Police Chief

Council discussed the need to hire a Police Chief. Administration Grafstrom would like permission to post the position.

***Motion made by Councilor Cooper to approve publishing an ad for a Police Chief, motion seconded by Councilor Windsperger and carried unanimously.***

**Information/Discussion Items**

On August 18, 2025, Shannon Sweeney of David Drown Associates met with staff, council, and the Public Utilities Commission to review the City's financial condition and the 2024 Audit. Several capital improvement projects were discussed, including wastewater treatment regionalization, the electric substation, a new well, the recreation center, and the Lilly Lake Trail. The City is in strong financial health with solid reserves, particularly in the water utility and general fund. Recommendations included revisiting the PFA affordability spreadsheet for grant eligibility, monitoring project costs, and considering temporary financing if state funding is delayed. Specific project highlights: Wastewater project: Design cost \$1.62M; approx. \$132,180 incurred in 2024 with \$500,000 expected in 2025; New well: Estimated \$750,000, to be funded from reserves; Recreation center contribution: Approx. \$450,000 from general fund reserves; Lilly Lake Trail: \$620,364 total; City share about \$350,000, with potential state funding assistance. Overall, the city maintains strong reserves, is reducing debt, and is pursuing grants/loans to minimize financing costs.

As of August 21, 2025, the City received official notice from the Blue Earth County Sheriff's Office that its contracts with the City will be ending effective December 31, 2025.

The City is reviewing the County Contract for Emergency On-Call services for 2026. The contract outlines compensation at \$25 per hour for on-call time and \$100 per hour for callouts.

The Department Equipment Plan Update will be on the next Council meeting.

Reviewed DGR timeline and funding options for the South Substation. The project is moving

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forward faster than originally planned. The PUC will require \$2.2 million by the end of 2026. The PUC proposed issuing the funding in two bonds to reduce interest costs and requests that the Council consider a loan for \$2.2 million at a 0.5% rate, which would result in an estimated \$1 million savings over a 15-year note based on amortization schedules.

Upcoming meetings and events:

- Breakfast catered by Heartland, September 4, 2025, 9:00 AM
- Monday, September 15, 2025, 7:30 PM Regular Council Meeting

**Council Comments and Observations**

Mayor Wiens updated the Council on several upcoming meetings, including discussions with Bolton & Menk and a meeting with Blue Earth County scheduled for the end of the month.

Council Member Hanson inquired about updates on the Highway 60 project. Mayor Wiens reported that the project is approximately one week ahead of schedule, based on information from a project worker.

**Adjournment:**

***There being no further business of the Lake Crystal City Council, Councilor Hanson motioned to adjourn the regular meeting of September 2, 2025, motion seconded by Councilor Windsperger and carried unanimously. Meeting adjourned at 8:00 P.M.***

Minutes prepared by: Kenzie Doering

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Todd Wiens, Mayor

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Angela Grafstrom, City Administrator