

**MINUTES  
LAKE CRYSTAL CITY COUNCIL  
REGULAR MEETING  
TUESDAY, SEPTEMBER 6, 2022  
CITY HALL BUILDING COMMUNITY ROOM  
100 E ROBINSON STREET**

Mayor Todd called the meeting to order at 7:30 p.m. Members present: Councilors Brett Hanson, Gina Cooper, Michael Turgeon and Susan Gengler.

Staff members present: Angela Grafstrom City Administrator; Sara Raisbeck, Office Assistant; Christopher Kennedy, City Attorney; Dean Tibbetts, Lake Crystal Streets Department; Joe Flavin, Blue Earth County Police Department; Jeff Becker, Lake Crystal Fire Department; Rhonda Ingebritson, Lake Crystal Ambulance Department; and Jeanine McDonald, Lake Crystal Ambulance Department

Others present: Grace Kranz, Lake Crystal Tribune; Mark Goldberg, David Drown Associates; Kelly Heming, Judson Township; and Doug Siebenhaler, Judson Township.

*Presentation from Mark Goldberg of David Drown: Class and Comp Study Final Analysis/Report.*

### **Staff Reports**

#### *Ambulance Department Update:*

There is a staffing shortage in the Ambulance Department, Rhonda and Jeanine spoke to the council on the different areas of need and the recruiting that has been done to help. The Ambulance Department is exploring different options for a plan in the near future to fill these needs. The Ambulance Department would like a new generator for their door to be put in the budget for 2024.

#### *Fire Department Update:*

Larry Brandenburg will be retiring from the Lake Crystal Fire Department after 40 years. Jeff Becker handed out invites to the council members to attend an open house honoring Larry on September, 17<sup>th</sup>.

#### *Police Department Update:*

They are currently back to being fully staffed. The new full-time officer has started. They are working on Body Cameras and a policy for these. They have a Snow Emergency Enforcement plan which will include a warning, a citation, and towing the vehicle if and when necessary for winter 2022-2023. They are also working to include a Code Red system, flyers, and social media post to assist them in getting the word out about the new Enforcement plan.

#### *Street & Parks Department Update*

No report.

City Attorney Update:

No report.

City Administrator Update:

Grafstrom addressed post Budget Meeting notes and Information as requested by the Council which included gazebo painting, Wells Fargo account in enterprise funds, Mayor and Council salary Increase, parking agreements, parking lots behind Grace, ambulance personnel, generator for ambulance and fire doors, 2023 garbage contract, and the cleaning contract. Grafstrom gave a PUC update regarding the applicants for the Electrical Superintendent position. These applicants have all been apprentices so far and no interviews have been conducted. The city will continue to advertise for both a Lineperson and Superintendent position. She spoke on miscellaneous items including repairs to City Hall and the Library, migration to Office 365, and applications that have been received for the Administrative Assistant position in which we will hold interviews on the 7<sup>th</sup> and the 12<sup>th</sup>. We will have a new Forester member starting with the city October 24<sup>th</sup>, 2022.

**Consent Agenda:**

1. August 15, 2022 Regular Meeting of the City Council
2. Payment of bills totaling \$107,041.39
3. Resolution 2226: Accepting Donation of 1 72" Goalrilla In-Ground Basketball Hoop and pole for Park and Recreation at Lilly Lakes
4. Write of uncollectable Ambulance bill for \$920.81
5. Approve Cemetery Deed
6. Approve sending 5 people from the Ambulance Department to MEMSA Conference for \$500

***Motion made by Councilor Turgeon to approve the five items on the consent agenda,*** motion seconded by Councilor Gengler and carried unanimously.

**Action Items:**

Updated Building Official Contract and Rates with Darin Haslip.

***Motion made by Councilor Hanson to approve the new rates with Building Official, Darin Haslip,*** motion seconded by Councilor and carried unanimously.

Approve Marston Park Art Installation/Lake Crystal Watershed Map for a total of \$4750.00.

***Motion made by Councilor Gengler to approve the Marston Park Art Installation/Lake Crystal Watershed Map for a total of \$4750.00,*** motion seconded by Councilor Turgeon and carried unanimously.

Set meeting for Public Comment on Bodycams for September 19<sup>th</sup>, 2022.

**Motion made by Councilor Turgeon to approve the meeting for public comment on bodycams for September 19<sup>th</sup>, 2022**, motion seconded by Councilor Hanson and carried unanimously.

Declare Break Room Table Surplus as this is no longer being used.

**Motion was made by Councilor Hanson to declare the break room table as surplus**, motion seconded by Councilor Cooper and carried unanimously.

Allow sale of Break Room Table as this is no longer being used.

**Motion was made by Councilor Hanson to allow the sale of break room table**, Motion seconded by Councilor Cooper and carried unanimously.

Fire Department rates for 2022-2023

**No motion was made at this time. Council would like to table it.**

**Motion was made by Councilor Cooper to approve selling the Hurst Hydraulic Extrication tools**, Motion was seconded by Councilor Turgeon and carried unanimously.

Accept Larry Brandenburg's resignation from the Lake Crystal Fire Department as of August 12<sup>th</sup>, 2022.

**Motion was made by Councilor Turgeon to accept the resignation of Larry Brandenburg from the Lake Crystal Fire Department as of August 12, 2022**, Motion was seconded by Councilor Cooper and carried unanimously.

**Information/Discussion Items:**

- A. Revenue/Expense Report plus Balance Sheet
- B. Just an FYI: Blue and Brown Roadway Signs Email
- C. Mayor and Council Salaries
- D. Upcoming meetings and events:
  - Hosting the Mayors and Clerks meeting, September 8<sup>th</sup>, 2022 at 6:30 p.m.
    - Guest speaker will be LMC HR Director Laura Kushner on Hiring and Retaining Employees in the Current Job Market
  - Regular meeting of City Council Monday, September 19, at 7:30 p.m.
  - Interviews for the Office Assistant position will be September 7<sup>th</sup> and 12<sup>th</sup>

**Council Comments and Observations:**

None

**Adjournment:**

**There being no further business of the Lake Crystal City Council**, Councilor Cooper motioned to adjourn the regular meeting of September 6, 2022, motion seconded by Councilor Turgeon and carried unanimously. Meeting adjourned at 9:10 p.m.

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Todd Wiens, Mayor

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Angela Grafstrom, City Administrator