

MINUTES
Lake Crystal City Council
Monday, April 6, 2026, 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, Michael Windsperger, and Jennifer Bierma.

Staff members present: City Administrator Angela Grafstrom; Tonia Turner, Administrative Assistant; Dean Tibbetts, Street Department; and David Paul, Fire Chief

Others present: Andy Johnson, Susan Johnson (left prior to meeting start) Jackie Graham and Jennifer Wiens

Staff Reports

Fire Department: A tour of the Heiman and Rosenbauer facilities was completed on Tuesday, and initial work began on refining specification details. March firefighter training classes were successful overall; however, inclement weather resulted in shortened sessions and the cancellation of Sunday's class. The rib feed event was well attended and received positive feedback. On Saturday, staff participated in Jungle Boogie, where they set up an informational booth, distributed materials, and provided a brief presentation on department equipment and fire safety.

Police Department Update: Activity has increased around the community with the onset of warmer weather. Over the past several weeks, there have been a number of break-ins and attempted break-ins at local buildings and businesses. Additionally, calls for service at the school have risen for a variety of reasons.

Street & Maintenance: No report

Parks Department Update: A public survey has been launched to gather community input on features and amenities for the new Crystal Gardens Park, with results pending. Plants have been ordered for the Crystal Waters Project at the boat landing, and preparations for the upcoming season with the Saddle Club have been confirmed. The Lake Steward Program is seeking 1–3 volunteers to serve as Site Surveyors, with training provided through Minnesota Lakes and Rivers. A new pickup truck has been purchased to support department operations, and field improvements at Jaycee Field and Welsh Acres have been completed, enhancing safety and usability.

City Administrator Update: The PUC and City Hall remain very busy with major projects across departments, staff absences, and routine duties such as payroll, utility billing, auditor visits, and election preparations. Temporary coverage is being provided by Schmitz and Streets staff, and the department may need to consider adding a second office person or floater in the 2027 budget to manage workload. Ongoing issues include long-standing utility program items and challenges with Invoice Cloud, along with the complexity of current responsibilities, which leads to concern about potential staff burnout. The Watershed One Plan Joint Powers Agreement is under review, with council approval anticipated in May, and the steering committee is actively working on bylaws, cost-share policies, and grant tracking. Cybersecurity remains a priority following a recent police department attack, with recommended updates being reviewed and input gathered on using SCRIBE for user manuals.

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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 of March 16, 2026, Regular Meeting of the City Council
2. Payment of bills totaling \$990,214.26
 - reviewed by Councilor Bierma and Councilor Windsperger prior to the meeting
3. Surplus Old City Sign for donation to Historical Society: \$50 value
4. Surplus Base Cabinet for sale: \$100 value
5. Approve Rec Center Repair Quote for the Pool: \$13,125.00 from WW Goetsch
6. Resolution 2611 Accepting Donations
7. Approve Cemetery Deeds:
 - Transfer deed from Williams to Patricia Jones
 - Rolle Maxey
 - Troy Koubsky

Motion made by Councilor Windsperger to approve consent items 1 through 7, motion seconded by Councilor Bierma and carried unanimously.

Action Items

Ordinance 2026-03 Vacating an Unbuilt Public Right-of-Way (2nd read through)

The council did the first reading and public hearing of Ordinance 2026-.03 to Vacate an Unbuilt Public Right-of- Way on March 16, 2026. This ordinance pertains to the Wastewater Regionalization Project's requirement to clean up property lines.

Motion made by Councilor Cooper to approve Ordinance 2026-03 Vacating an Unbuilt Public Right-of-Way, motion seconded by Councilor Hanson and carried unanimously.

Annual Payment to the Defense Fund for the Police Chief

Chief Prescher requested that the City Council cover his annual payment to the defense fund. This benefit was not negotiated at the time of hire. The city currently pays for memberships to professional organizations; however, for other officers, this expense is covered through their union. City Administrator Grafstrom requested that City Attorney Kennedy review the request, and the Council consider his comments. As this would constitute an ongoing employee benefit, Attorney Kennedy advised that the Council must determine whether to approve or deny the request. The Council reviewed that this expense was not included in the current budget and discussed the potential impact on the Police Department budget.

Motion made by Councilor Bierma to approve paying for the Defense Fund for the Police Chief annually during his employment with the city, motion seconded by Councilor Windsperger and carried unanimously.

Approve Requested updates to the newly passed PPE Policy

The Council previously approved the new PPE policy at the last Council meeting. Since that time, the Regional Safety Coordinator reviewed the policy and recommended several updates.

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The proposed updates include requirements for chainsaw PPE, an impact-rated face shield, chemical goggles, and additional PPE as needed if pre-approved by a supervisor or the City Administrator.

Motion made by Councilor Hanson to approve Updates to the newly passed PPE Policy, motion seconded by Councilor Cooper and carried unanimously.

Dave Carlson Ambulance Retirement

Council reviewed a request from ambulance service member David Carlson, who recently retired. Carlson was notified by the state that he would not receive his retirement payment for certain years of service. Specifically, no payments were issued to anyone in 1994 because it was the year of program inception, and the state will also not pay him for 1997, 1998, and 2017 because the City did not submit the required paperwork. Each eligible year carries a value of \$447.19. Carlson is asking the city to reimburse him for the missing years. Council discussed the following reimbursement options: reimburse 4 years totaling \$1,788.76, reimburse 3 years totaling \$1,341.57, or provide no reimbursement. Any approved payment would be made directly to Carlson.

Motion made by Councilor Cooper to approve paying Dave Carlson \$1788.76 for missing Ambulance Retirement Funds, motion seconded by Councilor Windsperger and carried unanimously.

Information/Discussion Items

Chamber of Commerce discussion

Two members of the Chamber of Commerce attended the City Council meeting to request donations and volunteers to support Lake Crystal Events. The Council discussed their interest in considering it for the 2027 budget, pending a more detailed proposed plan.

First Quarter Revenue and Expense Budget to Actual Report

The Council reviewed the First Quarter Revenue and Expense Budget to Actual Report

LCMU Action Plan

The Local Energy Plan was included for informational purposes. The PUC has reviewed potential actions. The plan is a result of the Empowering Small Minnesota Communities grant, which focused on the electric utilities. The PUC also discussed the possibility of using the \$8,000 grant to develop solar education.

Rec Center Repair and Replacement Plan

The information was provided for informational purposes only and will be used to assist with budgeting future repairs and maintenance of the Recreation Center building.

Upcoming meetings and events:

- April 9, 2026, Mayors and Clerks Meeting
- Monday, April 20, 2026, 7:30 PM Regular Council Meeting
- Wednesday, April 22, 2026, Earth Day Park Cleanup
- Friday, April 24, 2026, Arbor Day Celebration, 3-7 PM

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- Tuesday, April 28, 2026, Board of Appeal and Equalization, 9:00 AM


Council Comments and Observations

Mayor Wiens noted REDA is postponed for 2 months; it will resume in June.
Councilor Bierma announced she will be absent from the City Council meeting on April 20th, 2026.


Adjournment:

There being no further business of the Lake Crystal City Council, Councilor Hanson motioned to adjourn the regular meeting of Monday, April 6, 2026, motion seconded by Councilor Windsperger and carried unanimously. Meeting adjourned at 8:03 P.M.

Minutes prepared by: Kenzie Doering



Todd Wiens, Mayor



Angela Grafstrom, City Administrator