

**MINUTES**  
**Lake Crystal City Council**  
**Monday, February 5, 2024, 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 Turgeon, and Michael Windsperger.

Staff members present: City Administrator Angela Grafstrom; Megan Hutchens, Administrative Assistant; and Christopher Kennedy, City Attorney; Police Chief Joe Flavin; Dean Tibbetts, Street and Parks Department; and Rhonda Ingebritson, Lake Crystal Ambulance Service; David Paul, Fire Chief

Others present: Bryan Stading, Economic Development Specialist; Jeff Becker, Lake Crystal Fire Department Safety Officer; Madison Allen, Electric Department; Dave Carlson

**Public Hearing: Ordinance 2024-01 Ordinance to Amend Section 30.02(B)(1) Business Hours**

Mayor Todd Wiens closed the regular meeting of the City Council and opened the public hearing to amend Ordinance 2024-01, Section 30.02 Business Hours at 7:31 PM. There were no questions or comments from residents or the council. Wiens closed the public hearing at 7:32 PM.

Mayor Todd Wiens opened the Regular Council Meeting at 7:33 PM

**Staff Reports**

Ambulance Service Update

Ambulance Service Director Rhonda Ingebritson announced that the Lake Crystal Ambulance Service was featured on KTOE/98.7 FM ON January 26<sup>th</sup>. The Mankato Free Press also interviewed Ingebritson, EMR Sara Leonard and EMR Charlie Frable regarding the volunteer hours they provided for the last month. Both EMRs achieved 200 hours of volunteer service for the City of Lake Crystal. The Ambulance Service has reached a total of 44 calls for the year.

Fire Department Update

No report.

Police Department Update

The new part-time police officer has passed all required background checks and testing. Field training will begin shortly. Her first day will be Monday, February 12. Officer Austin Smith will have an update regarding his medical leave within the next couple of weeks. Police Chief Joe Flavin discussed utilizing about \$1,200.00 of Public Safety Funds for updates to the police department's office and bathroom.

Street & Parks Department Update

Pallet-racking for the City Shop has been installed and has helped to organize supplies and equipment. There is no need to purchase another flammable cabinet, the two in the shop are sufficient and adhere to storage requirements. New shelving for the shop has arrived and will be installed within the next couple of weeks. All updates are required by Occupational Safety and Health Administration (OSHA) and were approved by the council in July of 2023. Any funds not budgeted will be covered from buildings or capital.

Due to lack of snow, the street department employees have worked on cutting down trees in the cemetery, sweeping the streets.

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City Administrator Update

Written report provided in the packet.

City Administrator Angela Grafstrom attended the Wastewater Regionalization meeting on February 5<sup>th</sup> to review cost quotes. The Public Utilities Commission (PUC) has requested updated quotes for the cost of maintenance updates to the City of Lake Crystal's Wastewater Facility and the cost to move wastewater to the City of Mankato.

**Consent Agenda** *(The following agenda items are considered to be non-controversial and routine in nature. 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 January 22, 2024, Regular Meeting of the City Council
2. Payment of bills totaling \$80,737.22
  - reviewed by Councilor Cooper and Councilor Hanson prior to the meeting
3. Update Fee Schedule officers at events fee:
  - Fulltime from \$50/hr to \$55/hour and
  - Parttime from \$20/hr PT to \$35/hour
4. Resolution 2404 Appointing Election Judges for 2024 Presidential, State Primary, and General Elections

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

**Action Items**

Resolution 2403 Requesting Reinstatement of Local Board of Appeals for the year 2025

There was not a quorum of councilmembers at the 2023 Board of Appeals meeting for participation for the 2024 year. One council member will need to attend training with the Board of Appeals and become certified. There was no additional discussion from the Council.

***Motion made by Councilor Windsperger to approve Resolution 2403 Requesting Reinstatement of Local Board of Appeals for the year 2025***, motion seconded by Councilor Cooper and carried unanimously.

Arts and Cultural Grant Agreement with Chamber of Commerce

The City of Lake Crystal was awarded an Art and Cultural Heritage Grant from the State of Minnesota totaling \$6,000.00. A requirement of the grant is that the City and Chamber draft an agreement clarifying the duties of each party and the use of the funds. The agreement between the City of Lake Crystal and the Lake Crystal Chamber of Commerce indicates the city is the fiscal agent and the Chamber will put on the event. It also states the funds are intended to provide music programming for Lakes Days.

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***Motion made by Councilor Turgeon to approve the Arts and Cultural Heritage Grant Agreement between the City of Lake Crystal and the Lake Crystal Chamber of Commerce***, motion seconded by Councilor Hanson and carried unanimously.

Minnesota River-Mankato One Watershed, One Plan Memorandum of Agreement

City Attorney Chris Kennedy and City Administrator Angela Grafstrom reviewed the agreement and did not find any issues. The city will be able to receive funds directly while being a part of the agreement.

***Motion made by Councilor Cooper to approve Minnesota River-Mankato One Watershed, One Plan Memorandum of Agreement***, motion seconded by Councilor Windsperger and carried unanimously.

Ordinance 2024-01 An Ordinance to Amend Section 30.02(B)(1) 2<sup>nd</sup> Read Through

The council did the first reading of Ordinance 2024-01 to Amend Section 30.02(B)(1) on January 22, 2024. The second reading was voted on and passed 02/05/2024.

***Motion made by Councilor Hanson to approve Ordinance 2024-01 An Ordinance to Amend Section 30.02(B)(1)***, motion seconded by Councilor Windsperger and carried unanimously.

Fire Department Generator

Fire Department Safety Officer Jeff Becker presented the council with several quotes from Guaranteed Electric Service (GES) and The Home Depot for a generator for the Ambulance Service and Fire Department Building.

The Guaranteed Electric Service (GES) quote includes the price of equipment, labor, State Electrical Inspection fee and filing, and L&L Mechanical Bid. The Home Depot quotes are for equipment only. After a brief discussion of cost differences, warranty, and labor, the council decided on the GES 24kW natural gas generator with a 10-year warranty and the additional cost of post bollards for safety. The total cost is estimated to be \$15,695.00 and will be funded from the Marcille Jensen Donation.

***Motion made by Councilor Turgeon to approve the purchase of the Guaranteed Electric Service 24kW generator with a 10-year warranty and additional post bollards for an estimated cost of \$15,695.00 with funds from the Marcille Jensen Donated Funds***, motion seconded by Councilor Hanson and carried unanimously.

Employee Recognition Community Contribution Award for David Carlson

Firefighter and First Responder David Carlson was nominated by Fire Chief David Paul for the Community Contribution Award. Carlson received recognition, a certificate, and a \$250.00 gift card to Kevin's Market for his years of service and dedication to the City of Lake Crystal. Carlson recently celebrated 40 years of volunteer service to the community with the Ambulance Service and Fire Department.

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***Motion made by Councilor Cooper to approve the Employee Recognition Program's Community Contribution Award to David Carlson***, motion seconded by Councilor Turgeon and carried unanimously.

Reschedule February 19<sup>th</sup>, 2024, Meeting to Monday, February 26<sup>th</sup>, 2024, due to the Holiday

The council meeting originally scheduled for Monday, February 19<sup>th</sup>, 2024, at 7:30 PM will be rescheduled for Monday, February 26<sup>th</sup>, 2024, at 7:30 PM due to the President's Day holiday. No additional discussion from the council.

***Motion made by Councilor Hanson to approve rescheduling the Monday, February 19<sup>th</sup>, 2024, council meeting to Monday, February 26<sup>th</sup>, 2024, due to the President's Day holiday***, motion seconded by Councilor Windsperger and carried unanimously.

Reschedule March 4<sup>th</sup>, 2024, Meeting to Monday, March 11<sup>th</sup>, 2024, due to Election Equipment Pickup/Setup

The council meeting originally scheduled for Monday, March 4<sup>th</sup>, 2024, at 7:30 PM will be rescheduled for Monday, March 11<sup>th</sup>, 2024, at 7:30 PM due to Election preparations. No additional discussion from the council.

***Motion made by Councilor Windsperger to approve rescheduling the Monday, March 4<sup>th</sup>, 2024, council meeting to Monday, March 11<sup>th</sup>, 2024, due to Election equipment pickup and setup***, motion seconded by Councilor Turgeon and carried unanimously.

### **Information/Discussion Items**

Advance Resignation Program (Succession Planning)

City Administrator Angela Grafstrom presented the council with copies of an Advanced Resignation Notice Program from the City of Eagle Lake and the City of Lakeville. The purpose of the program is to improve the efficiency of the City's workforce during staffing changes due to retirement. The city will provide a one-time payment to the individual for advance notice of resignation after the termination date. The council wants to review the program and will be on agenda for the February 26<sup>th</sup> council meeting.

2023 Year-End Building Permit Statistics Update from Randy King

Building Inspector Randy King provided a 2023 year-end analysis for the council to review. Prokore began services with the City of Lake Crystal September 1<sup>st</sup>, 2023. The report stated 51 building permits were issued for the 4-month period with the majority being residential-based. City Administrator Angela Grafstrom stated to the council that the building permit process has been quick and efficient for the residents of Lake Crystal.

Review/Discuss Orderly Annexation along Hwy 60 Drafts

City Attorney Chris Kennedy provided a proposed template for joint resolutions for orderly annexation along Highway 60 between the City of Lake Crystal and surrounding townships. Economic Development

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Specialist Bryan Stading discussed that area of land from Poet, LLC to the city will be developed for agriculture, manufacturing, and residential. The proposed agreement will be on the agenda for the Monday, February 26<sup>th</sup> council meeting.

Upcoming meetings and events:

- TBD PUC Public Meeting on Servline
- Monday, February 26<sup>th</sup> 7:30 pm Regular Council Meeting (to accommodate Holiday)
- Monday, March 11<sup>th</sup> 7:30 pm Regular City Council Meeting (to accommodate Elections)

**Council Comments and Observations**

City Administrator Angela Grafstrom provided the council members with a flier of 2024 trainings through the League of Minnesota Cities and legislative contacts.

**Adjournment:**

***There being no further business of the Lake Crystal City Council, Councilor Hanson motioned to adjourn the regular meeting of February 5, 2024,*** motion seconded by Councilor Windsperger and carried unanimously. The meeting adjourned at 8:24 P.M.

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Todd Wiens, Mayor

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Angela Grafstrom, City Administrator