

**MINUTES**  
**Lake Crystal City Council**  
**Monday, January 8, 2023, 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: Mayor Todd Wiens, Councilors Brett Hanson, Gina Cooper, & Michael Turgeon

Staff members present: City Administrator Angela Grafstrom; Sara Raisbeck, Administrative Assistant; and Christopher Kennedy, City Attorney; Sergeant Matthew Gangelhoff, Police Department; Jeff Becker, Fire Department; David Paul, Fire Chief

Others present:

### **Staff Reports**

#### Ambulance Service Update

Rhonda provided the council with a written report in the packet.

#### Fire Department Update

No report.

#### Police Department Update

Sergeant Matthew Gangelhoff gave an update to the council regarding officer Austin Smith and that he should know by the end of February when he can be back on full time officer duties. Gangelhoff also noted that the officer that was interviewed for a part time position has one more thing to complete and then will move on to the final steps in the hiring process.

#### Street & 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 December 4, 2023, Regular Meeting of the City Council
2. Minutes December 18, 2023, Special Meeting of the City Council
3. Payment of bills (reviewed by Cooper and Hanson prior to the meeting)
4. GM Pay Request #5 for \$40,792.96 (CG #7)
5. Resolution 2401 Designating Minimum Reserves
6. Resolution 2402 Accepting Donations; \$5,000 towards the purchase of Winter Coats and Reflective Lettering from GRACE Thrift, \$100 for the Fire Department, \$85,000 from Fire Relief Association for the Fire Departments equipment purchases.
7. IBEW LOU adding ESST language (mirrors handbook language)
8. Annual Approval for 2024 Fire Relief Pension Fund. (\$4050.00)
9. 2024 Mileage Reimbursement Rate: IRS 2024 rate 67 cents per mile
10. EDA Recommended Appointments for 4-year terms: Al Davis and Sara Breitbarth

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11. Approve Ambulance Fee Waiver on 2 statements for No Transport: \$900.00

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

**Action Items**

Approve Expenditure Plan for Public Safety Funds

No discussion from the council.

**Motion made by Councilor Cooper to approve Expenditure Plan for Public Safety Funds as presented**, motion seconded by Councilor Cooper and carried unanimously.

Approve New Part-time Police Officer at \$27.47/hour pending successful completion of Pre-Employment Requirements

No discussion from the council.

**Motion made by Councilor Hanson to approve Part-time Officer Pay at \$27.47 pending successful completion of Pre-Employment Requirements**, motion seconded by Councilor Cooper and carried unanimously.

Approve Fire Department Retirements:

- a. **Jeff Schroepfer effective 1/12/2024**
- b. **Mike Hawker Jr. effective 1/10/2024**

**Motion made by Councilor Turgeon to approve Retirement of Jeff Schroepfer effective 1/12/2024**, motion seconded by Councilor Hanson and carried unanimously.

**Motion made by Councilor Cooper to approve the Retirement of Mike Hawker Jr. effective 1/10/2024**, motion seconded by Councilor Turgeon and carried unanimously.

Approve Ambulance Resignations:

- a. **Dave Hendricks effective 12/31/2023**
- b. **Al Ebbinga effective 12/18/2023**

**Motion made by Councilor Cooper to approve Resignation of Dave Hendricks effective 12/31/2023**, motion seconded by Councilor Hanson and carried unanimously.

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***Motion made by Councilor Turgeon to approve the Resignation of Al Ebbinga effective 12/18/2024, motion seconded by Councilor Hanson and carried unanimously.***

Approve 2024 Council Assignments, City Appointments, and Designations

The council tabled the motion until the next meeting on the Emergency Manager/Civil Defense position as the Police Dept was still discussing the options. The list as approved will be attached to the minutes as Appendix A.

***Motion made by Councilor Turgeon to approve Council Assignments City Appointments, and City Designations with exception of Emergency Manager/Civil Defense appointment, motion seconded by Councilor Hanson and carried unanimously.***

**Information/Discussion Items**

- A. FYI: Burkhardt tech support fees
  - City received a letter regarding support outside of the audit items. Council members asked what the fees would be. Grafstrom will get the amounts for the next meeting.
- B. Last Quarter 2023 Revenue and Expense Report
- C. Upcoming meetings and events:
  - Monday, January 22, 2024, 7:30 PM Regular Council Meeting

**Council Comments and Observations**

No comments or observations from the council. City Attorney Chris Kennedy mentioned a schedule change to the Council that may affect his attendance at future meetings.

**Adjournment:**

***There being no further business of the Lake Crystal City Council, Councilor Hanson motioned to adjourn the regular meeting of January 8<sup>th</sup>, 2024, motion seconded by Councilor Cooper and carried unanimously. The meeting was adjourned at 8:01 P.M.***

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Todd Wiens, Mayor

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Angela Grafstrom, City Administrator