



CITY of CRYSTAL

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Posted: Jan. 31, 2025

City Council Meeting Agenda
Tuesday, Feb. 4, 2025
7 p.m.
Council Chambers/Zoom Meeting

The city manager's comments are bolded.

1. Call to Order, Roll Call and Pledge of Allegiance
2. Approval of Agenda
The council will consider approval of the agenda.
3. Appearances
 - 3.1 Police Chief Stephanie Revering will introduce Police Officer Isaiah Gorman, who completed probation.*
4. Consent Agenda
The council will consider the following items, which are routine and non-controversial in nature, in a single motion:
 - 4.1 Approval of the minutes from the following meetings:
 - a. The city council work session on Jan. 21, 2025.
 - b. The city council meeting on Jan. 21, 2025.
 - 4.2 Approval of disbursements over \$25,000 submitted by the finance department.
 - 4.3 Approval of the list of license applications submitted by the city clerk.
 - 4.4 Adoption of a resolution authorizing the Metropolitan Council Environmental Services 2025 Private Property Inflow and Infiltration Grant Agreement.
 - 4.5 Adoption of a resolution approving the purchase of a 2025 GMC pickup truck and accessories.
 - 4.6 Adoption of a resolution approving the purchase of an Aries CCTV Pathfinder Command Center.
5. Open Forum
The city council appreciates hearing from citizens about items of concern and desires to set aside time during each meeting for open forum. To provide ample opportunity for all, speaking time is limited to three minutes and topic discussion is limited to ten minutes. The mayor may, as presiding officer, extend the total time allowed for a topic. By rule, no action may be taken on any item brought before the council during open forum. The council may place items discussed during open forum onto subsequent council meeting agendas.

6. Regular Agenda

- 6.1 The council will consider a resolution approving a Preliminary Plat, Final Plat, variances and termination of a driveway easement for a residential development at 3120 Douglas Dr. N.

Terra Development, the recent purchaser of 3120 Douglas Dr. N., is proposing a subdivision application to replat the lot into four residential lots. The northern lot will contain the existing home, the two middle lots will contain new two-family dwellings, and the southern lot will contain a new single-family home. The applicant is also requesting variance approval to the lot width and front building setback requirements for these lots. After proper notice, a public hearing was held on Jan. 13. Subsequently, the Planning Commission unanimously recommended approval of the subdivision and variance application. Recommend approval.

- 6.2 The council will consider awarding a contract for 2025 council chambers audiovisual and broadcast systems.

Following the Council Chambers audiovisual needs analysis conducted by Fine Point Technology, it was determined that most of the equipment has reached its end of useful life and needs to be updated. Fine Point Technology assisted with conducting an RFP to solicit bids on the proposed upgrades. Two proposals were received. Alpha was the low, responsible bidder and under budget by approximately \$40,000. Sufficient funds for this project are included in the Long Term Plan and Cable Equipment Fund, which is provided by the cable commission grant funding for this purpose. Recommend approval of the resolution awarding the project to Alpha in the amount of \$243,403.85.

- 6.3 The council will consider a resolution approving a Utility Billing Late Fee Waiver Policy.

The city has not adopted a formal policy providing for the waiver of utility billing late fees. The city has employed the practice for many years, and staff believes the practice should continue. Adopting a formal policy on this matter will provide clarity for customers and aid utility billing staff in processing late fee waiver requests in a consistent and fair manner. Recommend approval of the resolution adopting the Utility Billing Late Fee Waiver Policy.

7. Announcements

- a. City offices will be closed Monday, Feb. 17 in observance of the Presidents' Day holiday.
- b. The city council will hold a work session on Thursday, Feb. 13 at 6:30 p.m. in conference room A at city hall and via Zoom.
- c. The next city council meeting is Tuesday, Feb. 18 at 7 p.m. in the council chambers at city hall and via Zoom.
- d. City council meetings and work sessions are open to the public. Current and previous meetings are available for viewing and listening at www.crystalmn.gov.

8. Adjournment

**Denotes no supporting information included in the packet.*

Have a great weekend; stay healthy. See you at Tuesday's meeting.