

PURSUANT TO DUE CALL AND NOTICE THEREOF  
 THE LAKE CRYSTAL CITY COUNCIL MET IN THEIR REGULAR MEETING  
 IN THE COUNCIL CHAMBERS OF THE CITY HALL  
 ON MONDAY, JANUARY 4, 2016 AT 7:30 O'CLOCK P.M.

The following members were present:

Mayor Ahrenstorff.

Council Members Nilson, Hoechst, Cooper, Wiens.

Also present:

Taylor Gronau, City Administrator; Teri Thompson-Hobart, Office Manager; Christopher Kennedy, City Attorney; Patrick Thofson, Lake Crystal Tribune; Dean Tibbetts, Street and Maintenance Superintendent; Mike Roll, Crystal Waters Project; Mike Maurer, Blue Earth County Sheriff's Department; Mary Zernechel; Ed Betz; Ron Williams; and Gary Reed.

Council Member Wiens moved and Council Member Hoechst seconded the motion to approve the December 7, 2015 Meeting Minutes. The following vote was had and taken,

Ayes: Ahrenstorff, Nilson, Cooper, Hoechst, Wiens.

Nays: None.

Council Member Nilson moved and Council Member Hoechst seconded the motion to approve the following city bills for payment:

ROSEMARY FROEN	POLICE DEPT JANITOR SERVICE	\$	400.00
PAYROLL ACCOUNT	12/30/15 PAYROLL	\$	21,797.09
ALPHA WIRELESS	SERVICE CONTRACT	\$	100.50
AMERIPRIDE SERVICES	SUPPLIES	\$	116.50
BENCO ELECTRIC	STREET LIGHTS	\$	267.63
BENNY'S POWERSPORTS, LLC	112 W PRINCE STREET STORAGE	\$	300.00
BOUND TREE MEDICAL, LLC	SUPPLIES	\$	169.34
BUSINESSWARE SOLUTIONS	PRINTER	\$	236.39
COMDATA	SUPPLIES	\$	580.83
DALE SCHMIDT CONSTRUCTION	RETRACTABLE STAIRWAY	\$	800.00
DVS RENEWAL	VEHICLE REGISTRATION	\$	64.00
ROSEMARY FROEN	JANITOR SERVICE	\$	494.91
FRANK GILMAN	SNOW REMOVAL	\$	1,235.00
GREATER MANKATO GROWTH	2016 DEVELOPMENT AGREEMENT	\$	5,563.42
INDUSTRIAL FABRICATION SERV.	REPAIRS	\$	5,585.00
KENNEDY & KENNEDY	LEGAL	\$	2,620.00
KEVINS MARKET	SUPPLIES	\$	18.67
LAKE CRYSTAL FIRE RELIEF	ANNUAL CONTRIBUTION	\$	3,750.00
LEAGUE MN CITIES INSURANCE	INSURANCE	\$	34,392.00
LEAGUE OF MN CITIES-FINANCE	LMC LEADERSHIP CONFERENCE	\$	255.00
MN DEPT OF AGRICULTURE	SUPPLIES	\$	10.00
NEWMAN SIGNS INC	STREET SIGNS	\$	1,775.90
PARAGON PRINTING & MAILING	SUPPLIES	\$	263.29
POSTMASTER	BULK MAIL PERMIT #12	\$	225.00
PRAXAIR	SUPPLIES	\$	67.05
PREMIER VETERINARY CENTER	CARE OF CATS AND DOGS	\$	657.40
RED FEATHER PAPER CO.	SUPPLIES	\$	91.03
THOMAS SANDT	SNOW REMOVAL	\$	950.00

DOUGLAS M. SCHIEFELBEIN	SKIDSTEER TIRES	\$	960.00
SOUTH CENTRAL MN EMS	2016 MEDICAL DIRECTION FEE	\$	460.00
THE AWES AGENCY	2016 ACCIDENT INSURANCE	\$	778.00

The following vote was had and taken,

Ayes: Ahrenstorff, Nilson, Cooper, Hoechst, Wiens.

Nays: None.

Mike Roll, Crystal Waters Project, informed the City Council the Crystal Waters Project was awarded a grant of \$374,000 from the State of Minnesota as applied for by Jerad Bach, Blue Earth Soil and Water Conservation District (SWCD). Blue Earth SWCD has Lake Crystal on a five year plan: Years 1-3 concentrating on Best Management Practices in rural Lake Crystal, and Years 4-5 concentrating on Best Management Practices in Lake Crystal city limits and storm drains leading directly to Crystal Lake. Administrator Gronau informed the City Council that he will be meeting with Jerad Bach and Superintendent Tibbetts to begin discussions on preparing Lake Crystal residents for the next steps.

Chief Deputy Maurer reported on the following:

1. Officer Roseberry submitted his resignation from the Lake Crystal Police Department effective January 24, 2016. He has accepted a position with the Minnesota State Patrol.
2. Requested approval to fill the full-time position resulting the Roseberry's resignation.

Council Member Nilson moved and Council Member Cooper seconded the motion to accept the resignation of Officer Jesse Roseberry effective January 24, 2016. The following vote was had and taken,

Ayes: Ahrenstorff, Nilson, Cooper, Hoechst, Wiens.

Nays: None.

Council Member Hoechst moved and Council Member Wiens seconded the motion to authorize an internal posting of said full-time police officer job opening. The following vote was had and taken,

Ayes: Ahrenstorff, Nilson, Cooper, Hoechst, Wiens.

Nays: None.

Administrator Gronau reported on the following:

1. Two quotes have been obtained for the codification of city ordinances and will be presented at the January 19, 2016 City Council Meeting.
2. Continued marketing of the Beat the Peak program.
3. CodeRED notifications for Lake Crystal will begin in March or April 2016.
4. The social media Facebook page is scheduled to be ready Summer 2016.
5. Work continues on the city website and consideration of rebuilding the site or not.
6. Building and space needs and equipment continue to be discussed and a work session to be scheduled.
7. Working on updating the Lake Crystal Personnel Policy.
8. Evaluation of city staff.

Council Member Nilson inquired about a meeting with Darrin Haslip, Building Code Inspector, concerning the completion of inspections. Administrator Gronau informed those present the meeting has not yet taken place.

The City Council was informed the Lake Crystal Board of Zoning Adjustments held a Public Hearing on Monday, January 4, 2016 at 6:30 p.m. to consider a variance request from Mary and Robin Zernehel. The variance would grant exception to the twenty-five foot (25') front yard setback requirement. The Lake Crystal Board of Zoning Adjustments recommended approval of the aforementioned variance request to construct a new wheelchair ramp approximately ten feet (10') from the front property line at 221 North Hunt Street. Discussion was held. Council Member Wiens moved and Council Member Hoechst seconded the motion to approve the aforementioned variance request to construct a new wheelchair ramp approximately ten feet (10') from the front property line at 221 North Hunt Street. The following vote was had and taken,

Ayes: Ahrenstorff, Nilson, Cooper, Hoechst, Wiens.  
Nays: None.

Council Member Wiens moved and Council Member Nilson seconded the motion to designate MinnStar Bank as the Official Depository for City Funds. The following vote was had and taken,

Ayes: Ahrenstorff, Wiens, Nilson, Hoechst, Cooper.  
Nays: None.

Council Member Wiens moved and Council Member Cooper seconded the motion to designate The Lake Crystal Tribune as the Official Newspaper. The following vote was had and taken,

Ayes: Ahrenstorff, Wiens, Nilson, Hoechst, Cooper.  
Nays: None.

Council Member Nilson moved and Council Member Wiens seconded the motion to designate the first and third Mondays of the month at 7:30 p.m. as the official meeting time and date. The following vote was had and taken,

Ayes: Ahrenstorff, Wiens, Nilson, Hoechst, Cooper.  
Nays: None.

Council Member Wiens moved and Council Member Nilson seconded the motion to approve the following 2016 City Council Department Responsibilities:

- Administration – Brad Ahrenstorff
- Public Buildings – Gina Cooper
- Police Department – Brad Ahrenstorff
- Fire Department – Brad Ahrenstorff
- Ambulance Service – Gina Cooper
- Civil Defense – Todd Wiens
- Street Department – Roger Hoechst
- Storm Sewers – Roger Hoechst
- Weed Control – Brad Ahrenstorff
- Parks & Recreation – Todd Wiens
- Cemetery – Galen Nilson

Economic Development – Brad Ahrenstorff  
Library – Gina Cooper  
Utility Departments – Todd Wiens

The following vote was had and taken,

Ayes: Ahrenstorff, Nilson, Hoechst, Cooper, Wiens.

Nays: None.

Council Member Cooper moved and Council Member Nilson seconded the motion to approve the following appointments:

Mayor Pro tem – Todd Wiens  
Fire Chief – Jeff Becker  
Ambulance Chief – Rhonda Ingebritson  
Civil Defense Director – Mike Hawker Jr.  
Purchasing Agent – City Administrator  
Process Officer – Police Chief  
City Assessor – Blue Earth County  
City Attorney – Chris Kennedy, Kennedy & Kennedy Law Office  
City Engineer – Owen Todd, Bolton & Menk, Inc.  
City Auditor – Mike Burkhardt and Greg Burkhardt, Burkhardt & Burkhardt  
Hearing Officers/Tobacco Ordinance-Council Members Cooper and Nilson  
Board of Review Officer – Todd Wiens  
Alternate Board of Review Officers – Nilson and Hoechst

The following vote was had and taken,

Ayes: Ahrenstorff, Wiens, Cooper, Nilson, Hoechst.

Nays: None.

Discussion was held on the 2016 Mileage Reimbursement Rate. Council Member Wiens moved and Council Member Hoechst seconded the motion to approve a mileage reimbursement rate equal to the Federal rate for 2016 of \$.54 per mile. The following vote was had and taken,

Ayes: Ahrenstorff, Cooper, Wiens, Nilson, Hoechst.

Nays: None.

Council Member Cooper introduced the following resolution and moved for its adoption:

#### **RESOLUTION 1601**

##### **DESIGNATING MINIMUM RESTRICTED FUND BALANCES**

WHEREAS, only limited revenues are received during the first six months of each budget year and as much as 50% of the expenses occur during that period of time; and

WHEREAS, a minimum level of cash is necessary to pay expenses during the first six months of each year; and

WHEREAS, a reasonable minimum fund balance is necessary to begin each budget year for the anticipated expenditures that will occur within the first six months.

THEREFORE, BE IT RESOLVED by the City Council of the City of Lake Crystal, Minnesota, that a reserve fund balance equal to half of the budgeted expenditures in each fund for the upcoming year shall be restricted for the purpose of meeting the financial obligations of the City for that period of time.

BE IT FURTHER RESOLVED that additional reserves may be restricted for the purpose of meeting special obligations that will occur during the first half of the year and to allow a reasonable cash flow during the second half of the year. All other funds that are being reserved for specific purposes shall also be restricted.

These are minimum levels of restricted funds and may be changed by the City Council by simple motion recognizing the need to do so.

Passed and adopted this 4<sup>th</sup> day of January, 2016.

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Brad Ahrenstorff, Mayor

ATTEST:

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Taylor Gronau, City Administrator

The foregoing Resolution having been seconded by the Council Member Hoechst the following vote was had and taken,

Ayes: Ahrenstorff, Nilson, Hoechst, Wiens, Cooper.

Nays: None.

Dean Tibbetts, Street and Maintenance Superintendent, reported on the following:

1. Complaints were received from residents concerning untimely snow removal. Snow removal took longer due to multiple equipment failures.
2. Painting the Police Department is complete.
3. Refinishing Police Department floor is scheduled for next week.
4. Unauthorized persons in the warming house when it is supposed to be locked.
5. Will open the ice rink when weather permits.
6. Private snow removal contractors are pushing snow into the street making it difficult for the city to remove it.
7. Updated City Council on beaver traps being set in Jones Park along Ditch No. 56.

City Attorney Kennedy recommended a letter be sent to the contractors who are pushing snow into the street reminding them it is against city ordinance to do so.

Council Member Nilson introduced the following resolution and moved for its adoption:

## **RESOLUTION 1602**

### **RESOLUTION ACCEPTING DONATIONS**

**TO THE CITY OF LAKE CRYSTAL**

WHEREAS, MN Statute 465.03 requires that cities accept donations for the benefit of its citizens in accordance with the terms prescribed by the donor; and

WHEREAS, the City has received the following donations:

Brent Kelsey	\$25.00	Ambulance Department
AgStar Financial Services	\$25.00	Ambulance Department
Brent Kelsey	\$25.00	Fire Department
AgStar Financial Services	\$25.00	Fire Department

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Lake Crystal hereby accepts the donation as listed above.

The motion for the adoption of the foregoing resolution was seconded by Council Member Cooper and upon a vote being taken thereon, the following voted in favor thereof: Ahrenstorff, Wiens, Nilson, Hoechst, Cooper.

And the following voted against the same: None.

Passed and duly adopted by the City Council of the City of Lake Crystal this 4<sup>th</sup> day of January, 2016.

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Brad Ahrenstorff, Mayor

ATTEST:

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Taylor Gronau, City Administrator

Council Member Wiens introduced the following resolution and moved for its adoption:

**RESOLUTION 1603**

**RESOLUTION ACCEPTING DONATIONS  
TO THE CITY OF LAKE CRYSTAL**

WHEREAS, MN Statute 465.03 requires that cities accept donations for the benefit of its citizens in accordance with the terms prescribed by the donor; and

WHEREAS, the City has received the following donations:

Lake Crystal Fire Relief Association	\$58,892.12	Fire Department Equipment Fund
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NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Lake Crystal hereby accepts the donation as listed above.

The motion for the adoption of the foregoing resolution was seconded by Council Member Hoechst and upon a vote being taken thereon, the following voted in favor thereof: Ahrenstorff, Wiens, Nilson, Hoechst, Cooper.

And the following voted against the same: None.

Passed and duly adopted by the City Council of the City of Lake Crystal this 4<sup>th</sup> day of January, 2016.

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Brad Ahrenstorff, Mayor

ATTEST:

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Taylor Gronau, City Administrator

Brought before the City Council was the yearly request from the Lake Crystal Fire Relief Association for the annual retirement program contribution of \$3,750.00. Council Member Wiens moved and Council Member Hoechst seconded the motion to approve the aforementioned \$3,750.00 contribution to the Lake Crystal Fire Relief Association. The following vote was had and taken,

Ayes: Ahrenstorff, Nilson, Wiens, Hoechst, Cooper.  
Nays: None.

Brought before the City Council was a request from the Crystal Waters Project to close the 100 block of West Humphrey Street on January 30, 2016 from 2:00 p.m. to 6:00 p.m. for the purpose of a street dance. Alcohol would be permitted on the street, the area would be fenced, and The Lakes Bar and Grill would check identification. Council Member Hoechst moved and Council Member Cooper seconded the motion to approve the request to close the 100 block of West Humphrey Street on January 30, 2016 from 2:00 p.m. to 6:00 p.m. for the purpose of a street dance. The following vote was had and taken,

Ayes: Ahrenstorff, Nilson, Cooper, Hoechst, Wiens.  
Nays: None.

Administrator Gronau brought before the City Council a proposed amendment to Section VII, Subsection L, entitled "Expense Reimbursement" of the Personnel Policy. Discussion was held concerning the maximum breakfast reimbursement rate of \$8.00. Council Member Wiens moved and Council Member Hoechst seconded the motion to approve the proposed amendment to Section VII, Subsection L, entitled "Expense Reimbursement" of the Personnel Policy as presented. The following vote was had and taken,

Ayes: Ahrenstorff, Nilson, Cooper, Hoechst, Wiens.  
Nays: None.

Council Member Hoechst moved and Council Member Nilson seconded the motion to approve the sale of Cemetery Lot 808, Section A, Spaces 1, 2, and 3 to Lisa Rasmussen at a cost of \$225.00 for each grave space. The following vote was had and taken,

Ayes: Ahrenstorff, Nilson, Cooper, Hoechst, Wiens.

Nays: None.

The City Council was informed the minutes from the December 7, 2016 Planning and Zoning Commission meeting are included in their packet for review.

The City Council was informed of the following upcoming meetings and events:

- |   |                            |
|---|----------------------------|
| 1. Annual Christmas Tree Pick-up                        | January 9, 2016            |
| 2. EDA meeting  | January 12, 2016 4:30 p.m. |
| 3. Public Utilities Commission meeting                  | January 12, 2016 6:30 p.m. |
| 4. Regional EDA meeting, Mankato                        | January 13, 2016 8:00 a.m. |
| 5. Blue Earth Cty Mayors/Clerks, Mapleton               | January 14, 2016 6:30 p.m. |
| 6. City Hall closed for Martin Luther King, Jr. holiday | January 18, 2016           |
| 7. City Council meeting                                 | January 19, 2016 7:30 p.m. |

There being no further discussion the meeting was adjourned.

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Brad Ahrenstorff, Mayor

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Taylor Gronau, City Administrator