

MINUTES, REGULAR MEETING  
CITY COUNCIL, CITY OF LA CRESCENT, MINNESOTA  
JANUARY 11, 2016

Pursuant to due call and notice thereof, the first meeting of the City Council of the City of La Crescent for the month of January was called to order by Mayor Mike Poellinger at 5:30 PM in the La Crescent City Hall, La Crescent, Minnesota, on Monday, January 11, 2016, followed by the Pledge of Allegiance.

Upon a roll call taken and tallied by the City Administrator, the following members were present: Members Bernie Buehler, Ryan Hutchinson, Brian Krenz, Dale Williams and Mayor Mike Poellinger. Members absent: None. Also present was City Administrator Bill Waller and City Attorney Skip Wieser.

Mayor Poellinger asked if anyone wished to take action to change the agenda as presented. There were no changes requested.

**ITEM 1 – CONSENT AGENDA**

At this time, the Mayor read the following items to be considered as part of the Consent Agenda, including additional bills, for this regular meeting:

- 1.1 MINUTES – DECEMBER 28, 2015
- 1.2 BILLS PAYABLE THROUGH JANUARY 7, 2016

At the conclusion of the reading of the Consent Agenda, Mayor Poellinger asked if the Council wished to have any of the items removed from the Consent Agenda for further discussion. Member Krenz made a motion, seconded by Member Buehler, as follows:

**A MOTION TO APPROVE THE CONSENT AGENDA AS PRESENTED**

Upon a roll call vote taken and tallied by the City Administrator, all Members present voted in favor thereof, viz;

Bernie Buehler	Yes
Ryan Hutchinson	Yes
Brian Krenz	Yes
Dale Williams	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried.

**ITEM 3.1 – ANNUAL APPOINTMENTS**

City Council took up discussion of the annual appointments for 2016, following which Member Krenz made a motion, seconded by Member Buehler, to approve the following motion:

**A MOTION TO APPROVE DALE WILLIAMS AS THE ACTING MAYOR**

Upon a roll call vote taken and tallied by the City Administrator, all Members voted in favor thereof, viz;

Bernie Buehler	Yes
Ryan Hutchinson	Yes
Brian Krenz	Yes
Dale Williams	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried.

Upon recommendation of Finance Director Debbie Shimshak, Member Buehler made a motion, seconded by Member Hutchinson, to approve the following motion:

**A MOTION DESIGNATING THE FOLLOWING DEPOSITORIES FOR ALL CITY BANKING FUNCTIONS AND INVESTMENTS:**

**All Banking Functions:**

- Wells Fargo**
- Merchants Bank, La Crescent**
- Home Federal Savings, La Crescent**
- State Bank, La Crescent**
- Lynn Reynolds of Edward Jones**
- Northland Securities, Inc.**
- 4M Fund (sponsored by the League of Minnesota Cities)**
- Morgan Stanley Smith Barney**
- ICD Securities, Inc. – Broker**
- Sterne Agee – Clearing – for ICD Securities, Inc.**
- Altra Federal Credit Union, La Crescent**
- Multi-Banks Securities**
- Peninsula Bank – Custody Service**

Upon a roll call vote taken and tallied by the City Administrator, all Members voted in favor thereof, viz;

Bernie Buehler	Yes
Ryan Hutchinson	Yes
Brian Krenz	Yes
Dale Williams	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried.

Regarding the Official Newspaper, Member Hutchinson made a motion, seconded by Member Buehler, to approve the following motion:

**A MOTION APPOINTING THE HOUSTON COUNTY NEWS AS THE OFFICIAL NEWSPAPER FOR THE CITY OF LA CRESCENT**

Upon a roll call vote taken and tallied by the City Administrator, all Members voted in favor thereof, viz;

Bernie Buehler	Yes
Ryan Hutchinson	Yes
Brian Krenz	Yes
Dale Williams	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried.

Regarding Assistant Weed Inspector, Member Williams made a motion, seconded by Member Krenz, to approve the following motion:

**A MOTION APPOINTING SHAWN WETTERLIN AS ASSISTANT WEED INSPECTOR FOR THE CITY OF LA CRESCENT**

Upon a roll call vote taken and tallied by the City Administrator, all Members voted in favor thereof, viz;

Bernie Buehler	Yes
Ryan Hutchinson	Yes
Brian Krenz	Yes
Dale Williams	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried.

Member Buehler then introduced the following resolution and moved its passage and adoption:

**RESOLUTION NO. 01-16-01**

**A RESOLUTION APPOINTING A RESPONSIBLE AUTHORITY AND ASSIGNING DUTIES, STATE OF MINNESOTA**

WHEREAS, Minnesota Statutes, Section 13.02 Subdivision 16, as amended, requires that the City of La Crescent appoint one person as the Responsible Authority to administer the requirements for collection, storage, use, and dissemination of data on individuals, within the City, and

WHEREAS, the City Council shares concern expressed by the Legislature on the responsible use of all City data and wishes to satisfy this concern by immediately appointing an administratively qualified Responsible Authority as required under the statutes,

BE IT RESOLVED, that the City Council of La Crescent appoints Debbie Shimshak as the Responsible Authority for the purposes of meeting all requirements of Minnesota Statutes, Chapter 13, as amended, and with rules as lawfully promulgated by the Commissioner of Administration.

FURTHER BE IT RESOLVED, the Responsible Authority shall require the requesting party to pay the actual costs of making, certifying, and compiling copies and of preparing summary data.

ADOPTED this 11<sup>th</sup> day of January, 2016.

SIGNED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Administrator

The foregoing motion was duly seconded by Member Krenz and upon a roll call vote taken and tallied by the City Administrator, all Members voted in favor thereof, viz;

Bernie Buehler	Yes
Ryan Hutchinson	Yes
Brian Krenz	Yes
Dale Williams	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried and the resolution duly passed and adopted.

### **ITEM 3.2 – ADVISORY COMMISSION APPOINTMENTS**

City Council discussed the various City of La Crescent standing commission appointments for 2016, following which Member Buehler made a motion, seconded by Member Williams, as follows:

### **MOTION APPROVING THE FOLLOWING INDIVIDUALS TO CITY OF LA CRESCENT STANDING COMMISSIONS FOR 2016:**

#### **PLANNING COMMISSION**

- 1. Patti Dockendorff – 2016**
- 2. Mani Edpuganti – 2016**
- 3. Dave Hanifl – 2016**
- 4. Dick Wieser – 2015 – Reappoint thru 2018**
- 5. Donald Smith – 2015– Reappoint thru 2016**
- 6. Linda Larson – 2015 – Reappoint thru 2018**
- 7. Jerry Steffes – 2015 – Reappoint thru 2018**

#### **PARK AND RECREATION COMMISSION**

- 1. Jon Steffes – 2016**
- 2. Sue Howe – 2016**
- 3. Randy Dobbs – 2016**
- 4. Mike Limberg – 2017**
- 5. Sarah Wetterlin – 2017**
- 6. Diana Adamski – 2015 – Reappoint thru 2018**

**7. Eileen Krenz -2015 – Reappoint thru 2018**

**GOLF COMMISSION**

- 1. Garry Hill – 2016**
- 2. Ben Rudert – 2015 – Reappoint thru 2018**
- 3. Mani Edpuganti – 2016**
- 4. Larry Jankowski – 2017**
- 5. Scott Yeiter - 2017**

**HISTORIC BLUFF COUNTRY COMMISSION**

- 1. Eileen Krenz – 2015 – Reappoint thru 2016**

**LIBRARY BOARD**

- 1. Dale Williams – 2015 – Reappoint thru 2016**
- 2. Joy Rockwell – 2016**
- 3. Lisa Docken – 2015 – Reappoint thru 2018**
- 4. Sarah Riess – 2015 – Reappoint thru 2018**
- 5. Logan Colby – 2016**
- 6. Robin Yeshe – 2017**
- 7. Eileen Krenz – 2015 – Reappoint thru 2018**

**ECONOMIC DEVELOPMENT COMMISSION – Reappoint all members thru 2016**

- 1. Larry Stryker – 2015**
- 2. Eileen Krenz – 2015**
- 3. Steve Bissen – 2015**
- 4. Troy Nolop – 2015**
- 5. Travis Minegar – 2015**
- 6. Al Voss – 2015**
- 7. Brett Kemmer – 2015**

Upon a roll call vote taken and tallied by the City Administrator, all Members voted in favor thereof, viz;

Bernie Buehler	Yes
Ryan Hutchinson	Yes
Brian Krenz	Yes
Dale Williams	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried.

**ITEM 3.3 – CITY COUNCIL APPOINTMENTS**

At the direction of the Mayor, the proposed Commission assignments for 2016 would remain the same. Following discussion, Member Krenz made a motion, seconded by Member Hutchinson, as follows:

**MOTION APPOINTING THE FOLLOWING INDIVIDUALS TO CITY COMMISSIONS FOR 2016:**

**Planning Commission**  
**Emergency Services Commission**  
**Library Board**  
**Golf Commission**  
**Park and Recreation Commission**  
**Personnel Committee**  
**La Crescent Animal Rescue**  
**Fire Cooperative**  
**Economic Development Commission**

**Brian Krenz**  
**Mike Poellinger**  
**Dale Williams**  
**Brian Krenz**  
**Ryan Hutchinson**  
**Bernie Buehler and Dale Williams**  
**Ryan Hutchinson and Bernie Buehler**  
**Mike Poellinger and Bernie Buehler**  
**Bernie Buehler**

Upon a roll call vote taken and tallied by the City Administrator, all Members voted in favor thereof, viz;

Bernie Buehler	Yes
Ryan Hutchinson	Yes
Brian Krenz	Yes
Dale Williams	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried.

### **ITEM 3.4 – REVIEW CITY COUNCIL RULES AND PROCEDURES**

City Attorney Wieser reviewed with City Council Resolution No. 2-12-03 which sets forth the groundwork for orderly and respectful communication and to promote efficient working of the public's interest at Council Meetings. This is reviewed annually at the first meeting of the year. There are no proposed changes to the Resolution. No action taken.

### **ITEM 3.5 – REVIEW CITY CODE OF CONDUCT**

City Attorney Wieser then reviewed with City Council the Code of Conduct which provides standards for conduct in City matters. There were no proposed changes to this Code of Conduct. No action taken.

### **ITEM 3.6 – ANNEXATION AGREEMENT RESOLUTION**

City Attorney Wieser reviewed with City Council a Joint Resolution with La Crescent Township regarding annexation of 745 and 749 N. 4<sup>th</sup> Street properties into the City of La Crescent. The Township has indicated it is in agreement with this Joint Resolution and will be approving same at its January 11, 2016 meeting. With the adoption of the Joint Resolution by both the City and Township, it will be forwarded to the Minnesota Municipal Boundary Adjustments for review and approval. Following discussion, Member Krenz made a motion, seconded by Member Williams, as follows:

**MOTION TO APPROVE THE JOINT RESOLUTION WITH LA CRESCENT TOWNSHIP REGARDING ANNEXATION OF 745 AND 749 N. 4<sup>TH</sup> STREET PROPERTIES INTO THE CITY OF LA CRESCENT AND TO AUTHORIZE THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE THE RESOLUTION.**

Upon a roll call vote taken and tallied by the City Administrator, all Members present voted in favor thereof, viz;

Bernie Buehler	Yes
Ryan Hutchinson	Yes
Brian Krenz	Yes
Dale Williams	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried.

City Attorney Wieser also updated City Council on pending annexations.

**ITEM 3.7 – STONEY POINT PROPERTY DISCUSSION/PROPOSAL**

City Administrator Waller gave an overview to City Council regarding the background and requested action regarding the Stoney Point property. The following was recommended to City Council:

1. Accept the proposal submitted by Hoisington Koegler Group to develop a master plan for the Stoney Point property that includes both Vetsch park and Vollenweider Park. City staff would work with Hoisington Koegler Group to develop the master plan, similar to the process that was utilized in 2002 to develop the master plan for both Vetsch Park and Old Hickory Park. It is anticipated presenting the master plan in March of 2016.
2. Approve the engineering proposal from WHKS to prepare the plans and specification to extend the water main from well #2 to the transmission line on Stoney Point road, thereby connecting well #2 to the radium water treatment facility. This is the only construction related work for 2016 that would involve the Stoney Point property.

Following discussion, Member Williams made a motion, seconded by Member Buehler, as follows:

**MOTION TO ACCEPT THE PROPOSAL SUBMITTED BY HOISINGTON KOEGLER GROUP TO DEVELOP A MASTER PLAN FOR THE STONEY POINT PROPERTY THAT INCLUDES BOTH VETSCH PARK AND VOLLENWEIDER PARK WITH CITY STAFF WORKING WITH HOISINGTON KOEGLER GROUP TO DEVELOP THE MASTER PLAN, SIMILAR TO THE PROCESS THAT WAS UTILIZED IN 2002 TO DEVELOP THE MASTER PLAN FOR BOTH VETSCH PARK AND OLD HICKORY PARK.**

Upon a roll call vote taken and tallied by the City Administrator, all Members present voted in favor thereof, viz;

Bernie Buehler	Yes
Ryan Hutchinson	Yes
Brian Krenz	Yes
Dale Williams	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried.

Member Williams also made a motion, seconded by Member Hutchinson, as follows:

**MOTION TO APPROVE THE ENGINEERING PROPOSAL FROM WHKS TO PREPARE THE PLANS AND SPECIFICATION TO EXTEND THE WATER MAIN FROM WELL #2 TO THE TRANSMISSION LINE ON STONEY POINT ROAD, THEREBY CONNECTING WELL #2 TO THE RADIUM WATER TREATMENT FACILITY AND TO INCLUDE REVIEW OF 2<sup>ND</sup> STREET RUNOFF.**

Upon a roll call vote taken and tallied by the City Administrator, all Members present voted in favor thereof, viz;

Bernie Buehler	Yes
Ryan Hutchinson	Yes
Brian Krenz	Yes
Dale Williams	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried.

**ITEM 3.8 – YARD WASTE DISCUSSION/PROPOSAL**

City Council reviewed a proposal from Hilltopper Refuse & Recycling to expand the service they currently provide within the City to include an option for yard waste pickup. This was informational and no action was taken.

**ITEM 3.9 – COMPREHENSIVE PLAN SCHEDULE REVIEW**

Don Smith of Planning Commission reviewed with City Council the timeline and revised schedule for the completion of the Comprehensive Plan. No action taken.

**ITEM 3.10 – AUTHORIZE CELL PHONE ALLOWANCE**

It was recommended to City Council to authorize the cell phone allowance for utility maintenance worker Tyler Benish who is now using his personal smart phone to perform functions of his job. The City presently reimburses certain City employees \$50 per month as a cell phone allowance. In the water department, water meter replacements are now being scheduled using e-mails that are sent directly to Mr. Benish's personal cell phone. The e-mail contains all of the necessary information, posts to the schedules, provides reminders of the appointments, and provides confirmation that the e-mails were received. Following discussion, Member Buehler made a motion, seconded by Member Hutchinson, as follows:

**MOTION TO AUTHORIZE A CELL PHONE ALLOWANCE OF \$50.00 PER MONTH FOR UTILITY MAINTENANCE WORKER TYLER BENISH.**

Upon a roll call vote taken and tallied by the City Administrator, all Members present voted in favor thereof, viz;

Bernie Buehler	Yes
Ryan Hutchinson	Yes
Brian Krenz	Yes
Dale Williams	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried.

**ITEM 8 – CHAMBER OF COMMERCE**

There was no report from the La Crescent Chamber of Commerce.

Member Williams asked that an update on the Blue Lake canoe/kayak launch site be included on the next meeting agenda.

There being no further business to come before the Council at this time, Member Krenz made a motion, seconded by Member Hutchinson, to adjourn the meeting. Upon a roll call vote taken and tallied by the City Administrator, all Members voted in favor thereof, viz;

Bernie Buehler	Yes
Ryan Hutchinson	Yes
Brian Krenz	Yes
Dale Williams	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried and the meeting duly adjourned at 6:06 PM.

APPROVAL DATE: \_\_\_\_\_

SIGNED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Administrator