

MINUTES, REGULAR MEETING
CITY COUNCIL, CITY OF LA CRESCENT, MINNESOTA
MARCH 10, 2014

Pursuant to due call and notice thereof, the first meeting of the City Council of the City of La Crescent for the month of March was called to order by Mayor Mike Poellinger at 5:30 PM in the La Crescent City Hall, La Crescent, Minnesota, on Monday, March 10, 2014, 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, John Graf, Greg Husmann, 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 – FEBRUARY 24, 2014
- 1.2 BILLS PAYABLE THROUGH MARCH 6, 2014

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 Buehler made a motion, seconded by Member Williams, 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
John Graf	Yes
Greg Husmann	Yes
Dale Williams	Yes
Mike Poellinger	Yes

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

ITEM 3.1 – MICHAEL WIESER 5K RUN/WALK

Council reviewed a request from the Lancer Link Leaders and Community Leadership Class at La Crescent High School to hold the 10th Annual 5K Run/Walk (Michael Troy Wieser – 6th Year) on Saturday, April 26, 2014, at 9:00 a.m. They would also like to request a police escort to lead the race. Following discussion, Member Husmann made a motion, seconded by Member Buehler, as follows:

MOTION TO APPROVE THE 10TH ANNUAL 5K RUN/WALK (MICHAEL TROY WIESER – 6TH YEAR) SPONSORED BY THE LA CRESCENT HIGH SCHOOL LANCER LINK LEADERS AND COMMUNITY LEADERSHIP CLASS AT LA CRESCENT HIGH SCHOOL ON SATURDAY, APRIL 26, 2013 AT 9:00 A.M. WITH A LA CRESCENT POLICE DEPARTMENT ESCORT TO LEAD THE RACE.

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

Bernie Buehler	Yes
John Graff	Yes
Greg Husmann	Yes
Dale Williams	Yes
Mike Poellinger	Yes

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

ITEM 3.2 – SPRING INTO FEST REQUEST

Council reviewed a request from the Applefest Core Alumni Association to use the Community Ice Arena facility for their annual Spring Into Fest event on May 17, 2014. Council has approved a similar event the past several years. Applefest would like to use the building Friday, May 16, for set-up, the event on the 17th and the 18th for clean-up. The event will be similar to the past years events with two bands playing, along with a performance from the Apple Annie's. Following discussion, Member Husmann made a motion, seconded by Member Graf, as follows:

MOTION TO APPROVE REQUEST FROM APPLEFEST FOR THE ANNUAL SPRING INTO FEST EVENT AT THE LA CRESCENT COMMUNITY ICE ARENA FACILITY ON MAY 17, 2014.

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

Bernie Buehler	Yes
John Graf	Yes
Greg Husmann	Yes
Dale Williams	Yes
Mike Poellinger	Yes

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

ITEM 3.3 – TRAIN WHISTLE BLOWING

City Attorney Wieser reviewed with Council regarding the establishment of a “quiet zone” to regulate the use of horns and whistles by locomotives (trains) in the City of La Crescent. State Statutes allows establishment of quiet zones so long as they comply with federal railroad administration. In 2004, the Council did pass regulations regarding train whistles. It was recommended that the existing ordinance be provided to the owner of the railway and begin discussions with them about establishing a quiet zone. Following discussion, Member Buehler made a motion, seconded by Member Husmann, as follows:

MOTION TO FORWARD THE EXISTING ORDINANCE TO CANADIAN PACIFIC RAILROAD AND BEGIN DISCUSSIONS WITH THEM ABOUT ESTABLISHING A QUIET ZONE

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

Bernie Buehler	Yes
John Graf	Yes
Greg Husmann	Yes
Dale Williams	Yes
Mike Poellinger	Yes

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

ITEM 3.4 – MONTE CARLO ROAD OPTION TO PURCHASE

City Attorney Wieser gave an overview of the Option to Purchase. This item will be presented at the next City Council Meeting. No action taken.

ITEM 3.5 – TENNIS COURT PROJECT REVIEW

City Administrator Waller gave an overview of the site plan for Frank J. Kistler Memorial Park that is included in the City’s updated Comprehensive Park and Recreation Plan. Following an extensive discussion, it was the consensus of Council to have City Attorney Wieser prepare an agreement with Crucifixion and to get a cost estimate. No action taken.

ITEM 3.6 – EQUIPMENT BID RESULTS

The City received one bid for the equipment for the new City plow truck which was from Universal Truck Equipment in Galesville, WI in the amount of \$76,434.00. There are funds in the 2013 capital equipment certificate for this expenditure. It was recommended to accept the bid as presented. Following discussion, Member Buehler made a motion, seconded by Member Graf, as follows:

MOTION TO APPROVE THE BID FROM UNIVERSAL TRUCK EQUIPMENT IN GALESVILLE, WI IN THE AMOUNT OF \$76,434.00 FOR THE EQUIPMENT FOR THE NEW CITY PLOW TRUCK.

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

Bernie Buehler	Yes
John Graf	Yes
Greg Husmann	Yes
Dale Williams	Yes
Mike Poellinger	Yes

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

ITEM 3.7 – EMPLOYEE RETIREMENTS

The City has received the following retirement notices:

- Jane Paulson – License Vehicle Clerk – effective March 11, 2014
- Paul Kenega – Building Official – effective November 14, 2014
- Barbara Gile – Police Administrative Secretary – effective December 31, 2014
- Debra Oliver – Office Assistant – effective December 31, 2014

It was recommended to Council to adopt a separate motion to accept each retirement and to refer this to the Personnel Committee for review and recommendation. Following discussion, the following Motions were made:

Member Husmann made a motion, seconded by Member Buehler, as follows:

MOTION TO ACCEPT THE RETIREMENT OF JANE PAULSON AS LICENSE VEHICLE CLERK EFFECTIVE MARCH 11, 2014.

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

Bernie Buehler	Yes
John Graf	Yes
Greg Husmann	Yes
Dale Williams	Yes
Mike Poellinger	Yes

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

Member Buehler made a motion, seconded by Member Graf, as follows:

MOTION TO ACCEPT THE RETIREMENT OF PAUL KENEGA AS BUILDING OFFICIAL EFFECTIVE NOVEMBER 14, 2014

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

Bernie Buehler	Yes
John Graf	Yes
Greg Husmann	Yes
Dale Williams	Yes
Mike Poellinger	Yes

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

Member Husmann made a motion, seconded by Member Williams, as follows:

MOTION TO ACCEPT THE RETIREMENT OF BARBARA GILE AS POLICE ADMINISTRATIVE SECRETARY EFFECTIVE DECEMBER 31, 2014.

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

Bernie Buehler	Yes
John Graf	Yes
Greg Husmann	Yes
Dale Williams	Yes
Mike Poellinger	Yes

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

Member Buehler made a motion, seconded by Member Husmann, as follows:

MOTION TO ACCEPT THE RETIREMENT OF DEBRA OLIVER AS OFFICE ASSISTANT EFFECTIVE DECEMBER 31, 2014.

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

Bernie Buehler	Yes
John Graf	Yes
Greg Husmann	Yes
Dale Williams	Yes
Mike Poellinger	Yes

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

Member Husmann made a motion, seconded by Member Graf, as follows:

MOTION TO AUTHORIZE THE PERSONNEL COMMITTEE TO REVIEW AND PRESENT A RECOMMENDATION ON THE FUTURE STAFFING NEEDS OF THE CITY.

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

Bernie Buehler	Yes
John Graf	Yes
Greg Husmann	Yes
Dale Williams	Yes
Mike Poellinger	Yes

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

ITEM 3.8 – PERSONNEL COMMITTEE RECOMMENDATION

The Personnel Committee made the following recommendations to City Council:

1. That the Fire Department employees receive a 1.0% wage increase effective January 1, 2014, and a 1.0% wage increase effective July 1, 2014. This is consistent with the increase for the balance of City Employees in 2014.
2. That the wage for the leaf and brush site supervisor be increased from \$8.33 per hour to \$8.50 per hour, effective January 1, 2014.
3. That the severance compensation for unused sick leave be increased from 50% to 60% for non-union supervisory employees that give notice of retirement by March 28, 2014. This increase is consistent with the benefit language for AFSCME and LELS for 2014.

Following discussion, the following Motions were made:

Member Husmann made a motion, seconded by Williams, as follows:

MOTION TO APPROVE FIRE DEPARTMENT EMPLOYEES RECEIVE A 1.0% WAGE INCREASE EFFECTIVE JANUARY 1, 2014, AND A 1.0% WAGE INCREASE EFFECTIVE JULY 1, 2014.

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

John Graf	Yes
Greg Husmann	Yes
Dale Williams	Yes

Member Buehler and Mayor Poellinger abstained from voting. The motion was declared duly carried.

Member Husmann made a motion, seconded by Member Buehler, as follows:

MOTION TO APPROVE THE WAGE FOR THE LEAF AND BRUSH SITE SUPERVISOR BE INCREASED FROM \$8.33 PER HOUR TO \$8.50 PER HOUR, EFFECTIVE JANUARY 1, 2014.

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

Bernie Buehler	Yes
John Graf	Yes
Greg Husmann	Yes
Dale Williams	Yes
Mike Poellinger	Yes

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

Member Husmann made a motion, seconded by Member Williams, as follows:

MOTION TO APPROVE THE SEVERANCE COMPENSATION FOR UNUSED SICK LEAVE BE INCREASED FROM 50% TO 60% FOR NON-UNION SUPERVISORY EMPLOYEES THAT GIVE NOTICE OF RETIREMENT BY MARCH 28, 2014.

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

Bernie Buehler	Yes
John Graf	Yes
Greg Husmann	Yes
Dale Williams	Yes
Mike Poellinger	Yes

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

ITEM 3.9 – NORTH CHESTNUT STREET RIGHT-OF-WAY

City Attorney Wieser gave an overview regarding the right-of-way adjacent to the parking area in front of the Crescent Inn as part of the development of the community event center project. It was recommended to Council to authorize the City Attorney to review and present a recommendation at a future Council meeting. Following discussion, it was the consensus of Council to have City Attorney Wieser follow-up with WHKS regarding cost estimates and present recommendation at a future meeting.

ITEM 3.10 – EXPAND SCOPE OF PLANNING STUDY

City Administrator Waller gave an overview regarding adding two additional concepts to the site plans that incorporated the community event center and an elderly housing facility into Veterans Park and the elementary school property. The additional concepts would be: the elementary school site as a residential development; and the redevelopment of a block in the central business district to reflect contemplated improvements. Following discussion, Member Buehler made a motion, seconded by Member Graf, as follows:

MOTION TO AUTHORIZE HOISINGTON KOEGLER TO EXPAND THE PLANNING STUDY TO INCLUDE THE FOLLOWING CONCEPTS: THE ELEMENTARY SCHOOL SITE AS A RESIDENTIAL DEVELOPMENT; AND THE REDEVELOPMENT OF A BLOCK IN THE CENTRAL BUSINESS DISTRICT TO REFLECT CONTEMPLATED IMPROVEMENTS.

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

Bernie Buehler	Yes
John Graf	Yes
Greg Husmann	Yes
Dale Williams	Yes
Mike Poellinger	Yes

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

ITEM 3.11 – FIXED ASSET SOFTWARE

Council reviewed a Memorandum from Debbie Shimshak, City Finance Director, regarding the fixed asset software called FAS Encore not being able to function with the City computer changes taking place. This software has been used for the past 17 years with no updates or support. Caselle software, which the City uses for many other functions, offers a module for the management of fixed assets. Council reviewed a Purchase Agreement from Civic Systems for this module. There are three onetime fees with the purchase; they consist of a license fee of \$3,000.00, Conversion/Setup cost of \$1,200.00 and ½ day training session for \$600.00. The annual support would be \$450.00. It was recommended to Council to approve this purchase and direct the Finance Director to adjust the budget accordingly. Following discussion, Member Williams made a motion, seconded by Member Buehler, as follows:

MOTION TO AUTHORIZE THE PURCHASE OF CASELLE SOFTWARE MODULE FOR THE MANAGEMENT OF FIXED ASSETS FROM CIVIC SYSTEMS FOR A TOTAL COST OF \$4,800.00 AND ANNUAL SUPPORT OF \$450.00 AND TO DIRECT THE CITY FINANCE DIRECTOR TO ADJUST THE BUDGET ACCORDINGLY.

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

Bernie Buehler	Yes
John Graf	Yes
Greg Husmann	Yes
Dale Williams	Yes
Mike Poellinger	Yes

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

ITEM 3.12 – APPOINT DEPUTY REGISTRAR

With the retirement of the current Deputy Registrar, the State of Minnesota – Department of Public Safety requires that a replacement is appointed. It was recommended to Council to appoint Mary A. Loeffler as the new Deputy Registrar responsible for the License Bureau Office effective March 12, 2014. Following discussion, Member Husmann introduced the following resolution and moved its passage and adoption:

RESOLUTION NO. 03-14-08

RESOLUTION APPOINTING MARY A. LOEFFLER AS THE DEPUTY REGISTRAR FOR THE LA CRESCENT LICENSE BUREAU EFFECTIVE MARCH 12, 2014.

WHEREAS, the current Deputy Registrar for the La Crescent License Bureau, Jane Paulson, will be retiring from her position effective March 11, 2014.

WHEREAS, the State of Minnesota – Department of Public Safety requires that a replacement is appointed.

WHEREAS, it was recommended to City Council by City Finance Director to appoint Mary A. Loeffler as the new Deputy Registrar.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of La Crescent hereby approves the appointment of Mary A. Loeffler as the new Deputy Registrar responsible for the License Bureau Office effective March 12, 2014.

ADOPTED this 10th day of March, 2014.

SIGNED:

Mayor

ATTEST:

City Administrator

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

Bernie Buehler	Yes
John Graf	Yes
Greg Husmann	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 3.12 – APPOINT DRIVER’S LICENSE AGENT

With the retirement of the current Driver’s License Agent, the State of Minnesota – Department of Public Safety requires that a replacement is appointed. It was recommended to Council to appoint Mary A. Loeffler as the new Driver’s License Agent effective March 12, 2014. Following discussion, Member Husmann introduced the following resolution and moved its passage and adoption:

RESOLUTION NO. 03-14-09

RESOLUTION APPOINTING MARY A. LOEFFLER AS THE DRIVER’S LICENSE AGENT FOR THE LA CRESCENT LICENSE BUREAU EFFECTIVE MARCH 12, 2014.

WHEREAS, the current Driver’s License Agent for the La Crescent License Bureau, Jane Paulson, will be retiring from her position effective March 11, 2014.

WHEREAS, the State of Minnesota – Department of Public Safety requires that a replacement is appointed.

WHEREAS, it was recommended to City Council by City Finance Director to appoint Mary A. Loeffler as the new Driver’s License Agent.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of La Crescent hereby approves the appointment of Mary A. Loeffler as the new Driver’s License Agent for the License Bureau Office effective March 12, 2014.

ADOPTED this 10th day of March, 2014.

SIGNED:

Mayor

ATTEST:

City Administrator

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

Bernie Buehler	Yes
John Graf	Yes
Greg Husmann	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 8 – CHAMBER OF COMMERCE

Travis Minegar from the La Crescent Chamber of Commerce gave an update on the Open House at Home Federal Bank on March 26, 2014.

Member Williams requested that the process to amend the Comprehensive Plan be added to the next meeting agenda.

There being no further business to come before the Council at this time, Member Buehler made a motion, seconded by Member Williams, 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
John Graf	Yes
Greg Husmann	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 6:08 PM.

APPROVAL DATE: _____

SIGNED:

Mayor

ATTEST:

City Administrator