

MINUTES, REGULAR MEETING  
CITY COUNCIL, CITY OF LA CRESCENT, MINNESOTA  
MARCH 13, 2017

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 13, 2017, 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, City Attorney Skip Wieser and La Crescent Police Chief Doug Stavenau.

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 for this regular meeting:

- 1.1 MINUTES – FEBRUARY 27, 2017
- 1.2 BILLS PAYABLE THROUGH MARCH 9, 2017

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 Hutchinson, 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 – HOUSTON COUNTY ENVIRONMENTAL SERVICES**

Rick Frank from Houston County Environmental Services gave an overview to City Council of the environmental services to the City. He reviewed with City Council a report of the revenue and usages in the County. This item was informational and no action was taken.

### **ITEM 3.2 – LIQUOR LICENSE APPLICATION**

City Council reviewed a liquor license application from Lancer Youth Hockey for an event to be held on April 29, 2017, at the La Crescent Community Ice Arena. The application appears to be order and it was recommended to City Council for approval and authorize that it be forwarded to the Minnesota Department of Public Safety. Following discussion, Member Krenz made a motion, seconded by Member Hutchinson, as follows:

**MOTION TO APPROVE A LIQUOR LICENSE FOR LANCER YOUTH HOCKEY FOR AN EVENT TO BE HELD ON APRIL 29, 2017, AT THE LA CRESCENT COMMUNITY ICE ARENA AND TO AUTHORIZE THAT IT BE FORWARDED TO THE MINNESOTA DEPARTMENT OF PUBLIC SAFETY.**

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 3.3 – CITY HALL APPRAISAL**

City Administrator Waller gave an overview to City Council on the appraisal that was recently completed on the City Hall property. The appraised market value of the property was \$325,000.00. This item was presented for information and discussion. No action taken.

### **ITEM 3.4 – REQUEST FOR PROPOSALS – CITY SUPPLIES**

City Administrator Waller reviewed with City Council a memo regarding proposals from Aramark, AmeriPride, and G & K Services for cost of supplying uniforms, towels, and mats to City Hall, the Maintenance Shop, and the Golf Course. The City currently uses both G & K and Aramark for these services. The proposals were as follows: Aramark - \$5,888.61, year one with price increases on an annual basis with a capped rate of 5%; AmeriPride - \$3,227.64, annually; and G & K Services - \$2,580.92, annually. It was recommended to City Council to accept G & K Services' proposal beginning April 1, 2017 based on the proposal having the lowest cost and the following other benefits:

1. No price increases, the price quoted remains constant for the full time period that they are servicing our account;
2. No service charges for deliveries, including energy and environmental charges; and
3. Low cost of cleaning customer owned goods. This would be dependent on the type of item, for example, a standard work jacket would be \$0.75 each.

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

**MOTION TO APPROVE THE PROPOSAL FROM G & K SERVICES FOR COST OF SUPPLYING UNIFORMS, TOWELS, AND MATS TO CITY HALL, THE MAINTENANCE SHOP, AND THE GOLF COURSE BEGINNING APRIL 1, 2017 AT A COST OF \$2,580.92 ANNUALLY.**

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 3.5 – POWER PURCHASE/FACILITY LEASE AGREEMENT – SOLAR PROJECT AT COMMUNITY BUILDING**

This item will be continued until the March 27, 2017 City Council Meeting.

**ITEM 3.6 – CITY COUNCIL MEETING PACKETS**

City Administrator Waller reviewed with City Council the transition of providing the City Council packets electronically. For purposes of this meeting, Council Members received a copy of the packet on their personal e-mail, along with a hard copy of the packet. The balance of the packets for the meeting were distributed electronically. For City Council information, the City is required to provide one hard copy of the packet for public viewing at the meeting. It is being recommended that each member of the City Council and Planning Commission would have their own City provided e-mail address, i.e. [Poellinger@cityoflacscent-mn.gov](mailto:Poellinger@cityoflacscent-mn.gov), which would also be posted to the City's website so that constituents could contact members via e-mail. The cost for each e-address is \$4 per month, per person. The annual cost for the City Council would be \$240 and the annual cost for the Planning Commission would be \$336. It was recommended that the City Council approve this expenditure. It was also recommended that the City Council authorize the City Attorney to prepare a data practices and e-mail retention policy. The City Attorney requested authorization to work with the Iverson Reuvers Law Firm in preparing/finalizing the policies. City Attorney Wieser reviewed this with the City Council at the meeting. City Administrator Waller also reviewed with City Council what type of device and who owns the device by which members of the City Council and Planning Commission access the packet for the meeting. There are two options: 1) the City to purchase the devices and provide them to each member; or 2) the City to provide each member of the City Council, Planning Commission, and appropriate City Staff with a monthly technology allowance to purchase the item of their choice. Discussion of these alternatives will be included on the next City Council agenda. Following discussion, Member Krenz made a motion, seconded by Member Williams, as follows:

**MOTION TO AUTHORIZE THE CITY TO ESTABLISH E-ADDRESSES FOR THE CITY COUNCIL AND PLANNING COMMISSION AT A COST OF \$4.00 PER MONTH, PER E-ADDRESS.**

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.

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

**MOTION TO AUTHORIZE THE CITY ATTORNEY TO PREPARE A DATA PRACTICES AND E-MAIL RETENTION POLICY AND TO WORK WITH THE IVERSON REUVERS LAW FIRM TO ASSIST IN PREPARING/FINALIZING THE POLICIES.**

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 6.1 – STAFF CORRESPONDENCES/COMMITTEE UPDATES – LIBRARY BOARD MINUTES – DECEMBER 13, 2016**

City Council reviewed the Minutes from the December 13, 2016 La Crescent Library Board meeting. No action taken.

**ITEM 6.2 – STAFF CORRESPONDENCES/COMMITTEE UPDATES – FIRE COOPERATIVE MINUTES – FEBRUARY 24, 2017**

City Council reviewed the Minutes from the February 24, 2017 La Crescent Community Fire Cooperative meeting. No action taken.

**ITEM 6.3 – STAFF CORRESPONDENCES/COMMITTEE UPDATES – DEVELOPMENT COMMISSION MINUTES – FEBRUARY 13, 2017**

City Council reviewed the Minutes from the February 13, 2017 La Crescent Economic Development Commission meeting. No action taken.

**ITEM 7.1 – CORRESPONDENCE – KEN TSCHUMPER**

Mayor Poellinger reviewed with City Council a correspondence from Ken Tschumper concerning the volume of truck traffic through the City due to the approval of a Conditional Use Permit by La Crescent Township to Mathy Construction for a portable asphalt plant at the Abnet Quarry on County Highway 6. Following discussion, it was the consensus of City Council to have a meeting with MnDOT and Houston County regarding the project. No action taken.

**ITEM 8 – CHAMBER OF COMMERCE**

The La Crescent Chamber did not have an update.

There being no further business to come before the Council at this time, Member Buehler 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 6:05 PM.

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

SIGNED:

\_\_\_\_\_  
Mayor

ATTEST:

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