

MINUTES, REGULAR MEETING  
CITY COUNCIL, CITY OF LA CRESCENT, MINNESOTA  
MARCH 14, 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 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 14, 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, Brian Krenz, Dale Williams and Mayor Mike Poellinger. Members absent: Ryan Hutchinson, excused. 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 22, 2016
- 1.2 BILLS PAYABLE THROUGH MARCH 10, 2016
- 1.3 CASH BALANCE/ACTIVITY REPORT – JANUARY 2016
- 1.4 LIBRARY REPORT – JANUARY 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 Buehler made a motion, seconded by Member Krenz, 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
Brian Krenz	Yes
Dale Williams	Yes
Mike Poellinger	Yes

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

**ITEM 3.1 – RICK FRANK – HOUSTON COUNTY ENVIRONMENTAL SERVICES**

Rick Frank from Houston County Environmental Services gave an overview to City Council of the area drop sites and recycling center. Mr. Frank explained the process, fees and the changes on what La Crosse County landfill will accept. Also, the 2016-17 Recycler Newsletter will be mailed out this week. This item was informational and no action taken.

### **ITEM 3.2 – OCCUPATIONAL SAFETY GRANT**

Community Development Director Terry Erickson, La Crescent Fire Chief Tom Paulson and Building Official / Fire Marshal Shawn Wetterlin reviewed with City Council the \$7,500 occupational grant from the Minnesota Department of Labor and Industry that the City received. The grant will be used for the purchase of personal protective equipment for the La Crescent Fire Department. It was recommended to City Council to approve this grant contract with the State of Minnesota. Following discussion, Member Buehler made a motion, seconded by Member Krenz, as follows:

#### **MOTION TO APPROVE THE GRANT CONTRACT WITH THE STATE OF MINNESOTA FOR THE \$7,500 OCCUPATIONAL GRANT TO BE USED FOR THE PURCHASE OF PERSONAL PROTECTIVE EQUIPMENT FOR THE LA CRESCENT FIRE DEPARTMENT.**

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

Bernie Buehler	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 – COMMUNITY BUILDING OPEN HOUSE**

Shawn Wetterlin of the La Crescent Fire Department gave an overview to City Council of the renovation project and improvements to the La Crescent Fire Department and the Community Building. The La Crescent Fire Department will be holding an Open House for the community on March 25, 2016 from 1:00–3:00 p.m. to celebrate the renovation to the fire hall. This item was informational and no action taken.

### **ITEM 3.4 – PLANNING COMMISSION MINUTES – 3/2/2016**

City Council reviewed the Minutes of the March 2, 2016 Planning Commission Meeting. Don Smith, Planning Commission Chairman, gave an overview to City Council of the projects and reviewed the upcoming meeting schedule. This item was informational and no action taken.

### **ITEM 3.5 – ORDERLY ANNEXATION AGREEMENT**

City Attorney Wieser reviewed with City Council a Joint Resolution with La Crescent Township regarding annexation of two residential properties and County Hwy 6 right-of-way from Valley Lane west as shown on Exhibit B of the Joint Resolution. The Township has indicated that the Township is in agreement with this Resolution and will be approving same. 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 TWO RESIDENTIAL PROPERTIES AND COUNTY HWY 6 RIGHT-OF-WAY 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
Brian Krenz	Yes
Dale Williams	Yes
Mike Poellinger	Yes

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

**ITEM 3.6 – GREENSTEP PROGRAM PROPOSAL**

City Administrator Waller gave an overview to City Council regarding the Greenstep program which the City Council had adopted a Resolution to participate in. The Minnesota Pollution Control Agency (MPCA) has developed a funding assistance program to provide in-depth training and discussion on how to build energy/climate goals and strategies into the update to the City’s comprehensive plan. The City’s \$3,000 funding request to the MPCA has been approved. It was recommended to City Council to consider the following:

1. Accept the \$3,000 in funding assistance provided by the MPCA;
2. Authorize an amendment to the agreement with MSA for the update to the City’s Comprehensive Plan in the amount of \$3,000; and
3. To add the following members to the City’s greenteam: Jim Nissan, Don Smith, Angie Boettcher and Tim Hruska.

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

**MOTION TO ACCEPT THE \$3,000 IN FUNDING ASSISTANCE PROVIDED BY THE MPCA; TO AUTHORIZE AN AMENDMENT TO THE AGREEMENT WITH MSA FOR THE UPDATE TO THE CITY’S COMPREHENSIVE PLAN IN THE AMOUNT OF \$3,000; AND TO ADD THE FOLLOWING MEMBERS TO THE CITY’S GREENTeam: JIM NISSAN, DON SMITH, ANGIE BOETTCHER AND TIM HRUSKA.**

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

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

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

### **ITEM 3.7 – PERSONNEL COMMITTEE RECOMMENDATIONS**

City Administrator Waller gave an overview to City Council regarding the following recommendations from the Personnel Committee:

1. On March 23<sup>rd</sup>, Ryan Quanrud will have satisfactorily completed his one year probationary period as a City of La Crescent Police Officer. It is recommended that effective March 23<sup>rd</sup>, Mr. Quanrud be classified as a regular City employee. A letter from the La Crescent Police Chief regarding this recommendation is included for City Council consideration.
2. The City's bookkeeper job description was attached for City Council review with proposed additions to the position highlighted in red. It is recommended to approve the revised job description, and authorize that the position be posted internally to allow current City employees to express an interest in the position. If there is an interest from an internal candidate, the position vacated by the current City employee would then be advertised.

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

**MOTION TO APPROVE THAT OFFICER RYAN QUANRUD OF THE LA CRESCENT POLICE DEPARTMENT BE CLASSIFIED AS A REGULAR CITY EMPLOYEE EFFECTIVE MARCH 23, 2016 DUE TO THE COMPLETION OF HIS ONE YEAR PROBATIONARY PERIOD.**

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

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

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

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

**MOTION TO APPROVE THE REVISED JOB DESCRIPTION FOR THE CITY OF LA CRESCENT BOOKKEEPER AS PROPOSED, AND TO AUTHORIZE THAT THE POSITION BE POSTED INTERNALLY TO ALLOW CURRENT CITY EMPLOYEES TO EXPRESS AN INTEREST IN THE POSITION; AND IF THERE IS AN INTEREST FROM AN INTERNAL CANDIDATE, TO AUTHORIZE THE POSITION VACATED BY THE CURRENT CITY EMPLOYEE BE ADVERTISED.**

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

Bernie Buehler	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 – LIQUOR LICENSE APPLICATIONS**

City Administrator Waller gave an overview to City Council regarding the following liquor license applications:

1. April 16, 2016 – La Crescent Youth Hockey Association – one day event at the Community Ice Arena.
2. April 30, 2016 – 3 River Throwdown, Ironworks Training Center – one day event at the Community Ice Arena.
3. May 14, 2016 – Church of the Crucifixion – one day event at the Church.

All of the applications appear to be in order and it was recommended to Council to approve the issuance of these licenses. Following discussion, Member Krenz made a motion, seconded by Member Williams, as follows:

**MOTION TO AUTHORIZE THE ISSUANCE OF A LIQUOR LICENSE TO THE FOLLOWING: LA CRESCENT YOUTH HOCKEY FOR A ONE DAY EVENT AT THE COMMUNITY ICE ARENA ON APRIL 16, 2016; 3 RIVER THROWDOWN, IRONWORKS TRAINING CENTER FOR A ONE DAY EVENT AT THE COMMUNITY ICE ARENA ON APRIL 30, 2016; AND TO THE CHURCH OF THE CRUCIFIXION FOR A ONE DAY EVENT AT THE CHURCH ON MAY 14, 2016.**

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

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

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

**ITEM 3.9 – GOLF COMMISSION MINUTES – 1/7/2016**

City Council reviewed the Minutes from the January 7, 2016 Golf Commission Meeting. City Administrator Waller gave an overview of the following recommendations from the Golf Commission:

1. That the proposed golf course budget be adopted.
2. That City Council authorize the purchase of a new gas grill and stand and 2 new gas fryers for the kitchen from Reinhart Foods at a cost of \$4,187.43. There are funds in the proposed budget for this expenditure.

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

**MOTION TO ADOPT THE 2016 PROPOSED GOLF COURSE BUDGET.**

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

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

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

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

**MOTION TO AUTHORIZE THE PURCHASE OF A NEW GAS GRILL AND STAND AND 2 NEW GAS FRYERS FOR THE KITCHEN FROM REINHART FOODS AT A COST OF \$4,187.43 FOR THE GOLF COURSE.**

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

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

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

**ITEM 3.10 – LICENSE RENEWALS**

City Council reviewed a proposed license renewal for 2016 for Tonna Mechanical Inc. for Gas Installer. The application appears to be in order and it is recommended the City Council approve the license application as presented. Following discussion, Member Krenz made a motion, seconded by Member Williams, as follows:

**MOTION TO APPROVE THE LICENSE RENEWAL FOR 2016 FOR GAS INSTALLERS TO TONNA MECHANICAL INC.**

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

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

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

**ITEM 3.11 – HIGH SCHOOL 5K RUN/WALK REQUEST**

City Council reviewed a request from the Lancer Link Leaders and Community Leadership Class at La Crescent High School, along with the La Crescent High School faculty, to hold the 12<sup>th</sup> Annual La Crescent High School 5K Run/Walk (Michael Troy Wieser – 8<sup>th</sup> Year) on Saturday, April 9, 2016, at 9:00 a.m. They would also like

to request a police escort to lead the race. Following discussion, Member Krenz made a motion, seconded by Member Williams, as follows:

**MOTION TO APPROVE THE 12<sup>TH</sup> ANNUAL LA CRESCENT HIGH SCHOOL 5K RUN/WALK (MICHAEL TROY WIESER – 8<sup>TH</sup> YEAR) SPONSORED BY THE LA CRESCENT HIGH SCHOOL LANCER LINK LEADERS AND COMMUNITY LEADERSHIP CLASS, ALONG WITH THE LA CRESCENT HIGH SCHOOL FACULTY, AT LA CRESCENT HIGH SCHOOL ON SATURDAY, APRIL 9, 2016 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 Attorney, all Members present voted in favor thereof, viz;

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

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

### **ITEM 3.12 – AUTHORIZE CAPITAL EXPENDITURE**

City Administrator Waller gave an overview to City Council regarding a request from the La Crescent Police Chief to purchase a digital display radar speed sign for the La Crescent Police Department. The sign is intended to be a traffic calming device providing immediate information to drivers of their vehicle speed. The unit is also capable of providing statistical information regarding traffic counts, average speed of vehicles, and maximum vehicle speeds recorded. It was recommended to City Council to authorize the purchase of the TC-600 sign from Radar Sign at a cost of \$4,030.00 with funding coming from the following sources: \$1,500 budgeted for the purchase and the balance of \$2,130 from the City's 2016 General Fund Capital Equipment budget and a \$400 grant received through AAA Minnesota/Iowa. Following discussion, Member Buehler made a motion, seconded by Member Williams, as follows:

**MOTION TO AUTHORIZE THE PURCHASE OF THE TC-600 SIGN FROM RADAR SIGN AT A COST OF \$4,030.00 AND TO AMEND THE 2016 BUDGET TO TRANSFER FUNDS FROM THE CAPITAL EQUIPMENT BUDGET.**

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

Bernie Buehler	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  
– 12/8/2015**

City Council reviewed the Minutes from the La Crescent Library Board Meeting on December 8, 2015. No action taken.

**ITEM 8 – CHAMBER OF COMMERCE**

The La Crescent Chamber of Commerce did not have an update.

There being no further business to come before the Council at this time, Member Krenz 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
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 6:03 PM.

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

SIGNED:

\_\_\_\_\_  
Mayor

ATTEST:

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