

MINUTES, REGULAR MEETING
CITY COUNCIL, CITY OF LA CRESCENT, MINNESOTA
MARCH 28, 2016

Pursuant to due call and notice thereof, the second 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 28, 2016, followed by the Pledge of Allegiance, which was led by Boy Scout Troop #33.

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, City Engineer Tim Hruska and Tammy Omdal from Northland Securities.

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 – MARCH 14, 2016
- 1.2 BILLS PAYABLE THROUGH MARCH 24, 2016
- 1.3 CASH BALANCE/ACTIVITY REPORT – FEBRUARY 2016
- 1.4 LIBRARY REPORT – FEBRUARY 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 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 2.0 – PUBLIC HEARING – STREET RECONSTRUCTION PLAN AND NOTICE OF INTENT TO ISSUE STREET RECONSTRUCTION BONDS

At 5:30 PM the City Council held a public hearing concerning the adoption of a five-year street reconstruction plan and the proposed issuance of general obligation bonds to finance street reconstruction projects that are described in the plan. Tammy Omdal from Northland Securities reviewed the street reconstruction plan and financing through street reconstruction bonds. At 5:34 PM, Mayor Poellinger opened the meeting for public comment with Cheryl Jostad commenting. Mayor Poellinger closed the public hearing at 5:37 PM and City Council reconvened with the schedule of the Regular City Council Meeting.

ITEM 3.1 – FINANCIAL ADVISOR AGREEMENT

Tammy Omdal of Northland Securities reviewed with City Council a proposal from PMA Securities, Inc. in the amount of \$2,000 to provide financial advisor services to the City for purposes of pricing of the 2016 bond issue. The 2016 bond issue is a negotiated sale with Northland Securities. Minnesota Statute requires that in a negotiated sale the City retain an independent financial advisor for the purpose of providing an opinion on the proposed pricing of the bond issue. It was recommended to City Council to accept the proposal submitted by PMA Securities, Inc. There will be funds included in the bond issue to cover this cost. Following discussion, Member Krenz made a motion, seconded by Member Buehler, as follows:

MOTION TO APPROVE THE PROPOSAL FROM PMA SECURITIES, INC. IN THE AMOUNT OF \$2,000 TO PROVIDE FINANCIAL ADVISOR SERVICES TO THE CITY FOR PURPOSES OF PRICING OF THE 2016 BOND ISSUE.

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 3.2 – RESOLUTION APPROVING STREET RECONSTRUCTION PLAN AND AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION STREET RECONSTRUCTION BONDS

City Council reviewed a Resolution approving the adoption of a street reconstruction plan and authorizing the issuance of general obligation street reconstruction bonds. This Resolution must be adopted by a unanimous vote of all the City Council members present at the meeting. Following discussion, Member Hutchinson introduced the following resolution and moved its passage and adoption:

CITY OF LA CRESCENT

RESOLUTION NO. 03-16-05

**RESOLUTION APPROVING THE ADOPTION OF A STREET
RECONSTRUCTION PLAN AND AUTHORIZING THE ISSUANCE OF
GENERAL OBLIGATION STREET RECONSTRUCTION BONDS**

BE IT RESOLVED by the City Council of the City of La Crescent, Houston County, Minnesota (the “City”), as follows:

Section 1. Background.

1.01. The City is authorized under Minnesota Statutes, Section 475.58, subdivision 3b (the “Act”) to prepare a plan for street reconstruction in the City over the next five years that will be financed under the Act, including a description of the proposed work and estimated costs, and to issue general obligation bonds to finance the cost of street reconstruction activities described in the plan.

1.02. Before the issuance of any bonds under the Act, the City is required to hold a public hearing on the plan and the issuance of bonds thereunder.

1.03. Pursuant to the Act, the City, in consultation with its City engineer, has caused preparation of a Five-Year Street Reconstruction Plan dated March 28, 2016 (the “Plan”), which describes certain street reconstruction activities in the City for the years 2016 through 2021 (the “Street Improvements”).

1.04. The City has determined that it is in the best interests of the City to authorize the issuance and sale of general obligation street reconstruction bonds pursuant to the Act in a maximum principal amount not to exceed \$3,000,000 (the “Bonds”). The purpose of the Bonds is to finance the costs of the Street Improvements as described in the Plan.

1.05. On the date hereof, the City Council held a public hearing on the Plan and the issuance of the Bonds, after publication in the City’s official newspaper of a notice of public hearing at least 10 days but no more than 28 days before the date of the hearing.

Section 2. Plan Approved; Bonds Authorized.

2.01. The City Council finds that the Plan will improve the City’s street system, which serves the interests of the City as a whole, and approves the Plan in the form presented at the public hearing and on file at City Hall.

2.02. The City Council authorizes the issuance of the Bonds in accordance with the Plan. City staff, legal counsel and consultants are authorized to take all actions necessary to negotiate the sale of the Bonds, subject to the contingency described in Section 2.03 hereof.

2.03. If a petition requesting a vote on the issuance of the Bonds, signed by voters equal to 5% of the votes cast in the last municipal general election, is filed with the City Administrator within 30 days after the date of the public hearing, the City may issue the Bonds only after obtaining approval of a majority of voters voting on the question at an election. The authorization to issue the Bonds is subject to expiration of the 30-day period without the City’s receipt of a qualified petition under the Act, or if a qualified petition is filed, upon the approving vote of a majority of the voters voting on the question of issuance of the Bonds.

2.04. City staff are authorized and directed to take all other actions necessary to carry out the intent of this resolution.

Approved this 28th day of March, 2016, by the City Council of the City of La Crescent, Minnesota.

Mayor

ATTEST:

City Administrator

The foregoing motion was duly seconded by Member Williams 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 3.3 – RESOLUTION APPROVING ISSUANCE OF BONDS

City Council reviewed a Resolution approving the issuance of general obligation bonds, and the finance plan summary. Following discussion, Member Buehler introduced the following resolution and moved its passage and adoption:

RESOLUTION NO. 03-16-06

RESOLUTION APPROVING THE ISSUANCE OF GENERAL OBLIGATION BONDS, SERIES 2016A

BE IT RESOLVED by the City Council of the City of La Crescent, Minnesota (herein, the "City"), as follows:

1. The City Council hereby finds and declares that it is necessary and expedient for the City to sell and issue its fully registered general obligation bonds in the total aggregate principal amount not to exceed \$4,000,000 (herein, the "Bonds"). A portion of the proceeds of the Bonds will be used to finance street reconstruction and water and sewer utility improvements within the City (the "new money portion") and a portion of the proceeds will be used to finance a crossover refunding of all or a portion of the February 1, 2020 through 2032 maturities, aggregating up to \$2,005,000 in principal amount, of the City's General Obligation Recreational Facility Revenue Bonds, Series 2011B, dated August 1, 2011 as date of original issue (the "refunding portion") and to pay the costs of issuing the Bonds.
2. The City Council desires to proceed with the sale of the Bonds by direct negotiation with Northland Securities, Inc. (herein, "NSI"). NSI will purchase the Bonds in an arm's-length commercial transaction with the City.

3. The Mayor and City Administrator are hereby authorized to approve the sale of the Bonds in an aggregate principal amount not to exceed \$4,000,000 and to execute a bond purchase agreement for the purchase of the Bonds with NSI, provided the true interest cost is less than 3.00% on the new money portion and the total net savings for the refunding portion meets the 3% savings test as set forth in Minnesota Statutes 475.67, subdivision 12.
4. Upon approval of the sale of the Bonds by the Mayor and the City Administrator the City Council will take action at its next regularly scheduled or special meeting thereafter to adopt the necessary approving resolutions as prepared by the City's bond counsel.
5. NSI is authorized to prepare an Official Statement related to the sale of the Bonds.
6. If the Mayor and the City Administrator have not approved the sale of the bonds to NSI and executed the related bond purchase agreement by September 30, 2016, this resolution shall expire.

Approved this 28th day of March, 2016, by the City Council of the City of La Crescent, Minnesota.

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 3.4 – PLANS AND SPECIFICATIONS – 2016 STREET IMPROVEMENT PROJECT

City Engineer Tim Hruska gave an overview to City Council of the plans and specifications for the 2016 street improvement projects. In order to proceed with the project, the City Council will need to approve the plans and specifications and authorize to advertise for bids. The bid opening date has been set for May 3, 2016 and the bid results would be presented at the May 9, 2016 City Council meeting. Funding for the project will include approximately \$369,200 in Municipal State Aid funds, with the balance of the project costs being included in the proposed 2016 bond issue. Following discussion, Member Hutchinson made a motion, seconded by Member Buehler, as follows:

MOTION TO APPROVE THE PLANS AND SPECIFICATIONS FOR THE 2016 STREET IMPROVEMENT PROJECTS AND AUTHORIZE TO ADVERTISE FOR BIDS FOR THE 2016 STREET IMPROVEMENT PROJECTS.

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 – PLANS AND SPECIFICATIONS – CRESCENT VALLEY UTILITY EXTENSION PROJECT

City Engineer Tim Hruska gave an overview to City Council of the plans and specifications for the 2016 Crescent Valley utility extension project. In order to proceed with the project, the City Council will need to approve the plans and specifications and authorize to advertise for bids. The bid opening date has been set for May 3, 2016 and the bid results would be presented at the May 9, 2016 City Council meeting. Funding for the project was included in the 2015 bond issue. Following discussion, Member Hutchinson made a motion, seconded by Member Buehler, as follows:

MOTION TO APPROVE THE PLANS AND SPECIFICATIONS FOR THE 2016 CRESCENT VALLEY UTILITY EXTENSION PROJECT AND AUTHORIZE TO ADVERTISE FOR BIDS FOR THE 2016 CRESCENT VALLEY UTILITY EXTENSION PROJECT.

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 3.6 – SLICE OF LIFE 5K RUN/WALK

City Council reviewed a request from La Crescent Chamber of Commerce and La Crescent Police Chief Doug Stavenau for the Chamber to hold their 20th Annual Slice of Life 5K Run/Walk on Saturday, June 25, 2016, starting at 8:00 a.m. The Chamber also requested a police car and officer to lead the race along its course, have a fire truck as the SAG wagon and have access to the Arena Lobby area for the morning. Following discussion, Member Buehler made a motion, seconded by Member Hutchinson, as follows:

MOTION TO APPROVE THE RACE ROUTE FOR THE 20th ANNUAL SLICE OF LIFE 5K RUN/WALK ON JUNE 25, 2016 WITH APPROVAL OF LA CRESCENT POLICE CAR AND OFFICER TO LEAD RACE, HAVE A FIRE TRUCK AS SAG WAGON AND ACCESS TO THE LA CRESCENT COMMUNITY ARENA LOBBY AREA.

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 3.7 – APPLEFEST SCENIC 5K RUN/WALK

City Council reviewed a request from the Race Directors of the Applefest Scenic 5K Run/Walk and La Crescent Police Chief Doug Stavenau to hold their 21st Annual 5K Run/Walk on Saturday, September 17, 2016, starting at 8:30 a.m. The race will start on Main Street across from Merchant’s Bank and finish near the intersection of North Elm Street and McIntosh. The race route will remain the same as last year. They also requested the assistance from La Crescent Police Department and First Responders and stated they had added protection of liability insurance. Following discussion, Member Krenz made a motion, seconded by Member Hutchinson, as follows:

MOTION TO APPROVE THE RACE ROUTE FOR THE 21ST ANNUAL APPLEFEST SCENIC 5K RUN/WALK ON SEPTEMBER 17, 2016 WITH APPROVAL OF ASSISTANCE FROM LA CRESCENT POLICE DEPARTMENT AND FIRST RESPONDERS.

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 – LICENSE RENEWALS

City Council reviewed a proposed license renewal for 2016 for La Crosse Fireplace Company 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 LA CROSSE FIREPLACE COMPANY.

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 3.9 – PERSONNEL COMMITTEE RECOMMENDATIONS

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

1. That effective April 1, 2016, authorize the promotion of Angie Boettcher from office assistant to bookkeeper. In doing so, Ms. Boettcher would move from step 5 in the office assistant’s salary schedule to step 4 in the bookkeeper’s salary schedule. Pursuant to the terms of the union contract, Ms. Boettcher would serve a three month trial period as bookkeeper.
2. Authorize to advertise for a vehicle license bureau clerk position to fill the vacancy in the office assistant. This would increase the flexibility of the front office staff to perform functions of both the license bureau and the front office assistant position.

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

MOTION TO AUTHORIZE THE PROMOTION OF ANGIE BOETTCHER FROM OFFICE ASSISTANT TO BOOKKEEPER EFFECTIVE APRIL 1, 2016 WITH MS. BOETTCHER STARTING AT STEP 4 IN THE BOOKKEEPER’S SALARY SCHEDULE AND PURSUANT TO THE TERMS OF THE UNION CONTRACT SERVE A THREE MONTH TRIAL PERIOD AS BOOKKEEPER.

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

MOTION TO AUTHORIZE TO ADVERTISE FOR A VEHICLE LICENSE BUREAU CLERK POSITION TO FILL THE VACANCY IN THE OFFICE ASSISTANT POSITION.

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 3.10 – AUTHORIZE GREENSTEP PROGRAM INTERN

City Administrator Waller gave an overview to City Council regarding the hiring of an intern to assist with the development of the City’s GreenStep program. It was recommended to City Council to authorize the hiring of a Winona State University student working on sustainability minor to intern with the City of La Crescent. The intern would be selected by the program director, would receive a rate of pay of \$10 per hour, would start work in June and work through December, 2016, averaging 4 hours of work per week. The estimated cost for the intern would be between \$1,200 - \$1,500 and it was recommended to City Council that the Council amend the 2016 general fund budget to reflect the expenditure. Following discussion, Member Williams made a motion, seconded by Member Buehler, as follows:

MOTION TO AUTHORIZE THE HIRING OF A WINONA STATE UNIVERSITY STUDENT WORKING ON A SUSTAINABILITY MINOR TO INTERN WITH THE CITY OF LA CRESCENT TO ASSIST WITH THE DEVELOPMENT OF THE CITY’S GREENSTEP PROGRAM WITH THE INTERN SELECTED BY THE PROGRAM DIRECTOR AND RECEIVING A RATE OF PAY OF \$10 PER HOUR, STARTING WORK IN JUNE AND WORK THROUGH DECEMBER, 2016, AVERAGING 4 HOURS OF WORK PER WEEK AND TO AMEND THE 2016 GENERAL FUND BUDGET TO REFLECT THE EXPENDITURE.

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 5 – MAYOR’S COMMENTS

The Mayor allowed comments from State Representative candidate, Tom Trehus.

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 Williams made a motion, seconded by Member Krenz, 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 6:01 PM.

APPROVAL DATE: _____

SIGNED:

Mayor

ATTEST:

City Administrator