

MINUTES, REGULAR MEETING
CITY COUNCIL, CITY OF LA CRESCENT, MINNESOTA
APRIL 24, 2017

Pursuant to due call and notice thereof, the second meeting of the City Council of the City of La Crescent for the month of April was called to order by Mayor Mike Poellinger at 5:30 PM in the La Crescent City Hall, La Crescent, Minnesota, on Monday, April 24, 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, Dale Williams and Mayor Mike Poellinger. Members absent: Brian Krenz - 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 for this regular meeting:

- 1.1 MINUTES – APRIL 10, 2017
- 1.2 BILLS PAYABLE THROUGH APRIL 20, 2017
- 1.3 CASH BALANCE ACTIVITY REPORT – FEBRUARY 2017
- 1.4 LIBRARY REPORT – FEBRUARY 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
Dale Williams	Yes
Mike Poellinger	Yes

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

ITEM 3.1 – MOTION TO ADOPT POLICY

City Attorney Wieser reviewed with City Council that on March 27, 2017 the City Council was presented with updated Data Practices Policies. At the meeting, the Council made a Motion to appoint City Attorney Wieser as the Compliance Officer for the City of La Crescent and to rescind the previously adopted Data Practices Policies. However, the Minutes of the March 27, 2017 meeting did not reflect the Council formally adopting the new policies as presented. It was recommended that Council formally adopt the Data Practices Policies provided

at the March 27, 2017 meeting. Following discussion, Member Hutchinson made a motion, seconded by Member Buehler, as follows:

MOTION TO ADOPT THE DATA PRACTICES POLICIES AS PRESENTED AT THE MARCH 27, 2017 CITY COUNCIL MEETING.

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
Dale Williams	Yes
Mike Poellinger	Yes

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

ITEM 3.2 – E-MAIL RETENTION POLICY

City Attorney Wieser reviewed with City Council an Electronic Mail Retention Policy. The policy differentiates between Official and Non-Official electronic records and provides for the retention thereof. The policy further provides for data requests and responsibility of City Employees, along with an email retention schedule. Following discussion, Member Hutchinson made a motion, seconded by Member Buehler, as follows:

MOTION TO ADOPT THE ELECTRONIC MAIL RETENTION POLICY 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
Dale Williams	Yes
Mike Poellinger	Yes

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

ITEM 3.3 – AUTHORIZE STREET LIGHTS

City Administrator Waller reviewed with City Council the installation of new street lights in the recently annexed Claudia Avenue area. The City has been working with MiEnergy, and they are recommending that up to 4 new street lights be installed in the area. The cost per light ranges from \$1,600 to \$2,300 per light. The total expenditure for four new street lights would be approximately \$7,500. The new street lights would be LED. There are no easements for the proposed installation of the utilities; therefore the City will need to work with property owners. A copy of the letter sent to property owners was also reviewed. To date, the City has received very few responses with regard to the letter. In order to proceed, it was recommended that the City Council approve the installation of up to 4 new street lights along Claudia Avenue, and amend the 2017 general fund budget to reflect this expenditure. The City will then work with property owners to coordinate the project. Following discussion, Member Hutchinson made a motion, seconded by Member Williams, as follows:

MOTION TO APPROVE THE INSTALLATION OF UP TO 4 NEW STREET LIGHTS ALONG CLAUDIA AVENUE AT A COST OF UP TO \$7,500.00 AND TO AMEND THE 2017 GENERAL FUND BUDGET TO REFLECT THIS 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
Dale Williams	Yes
Mike Poellinger	Yes

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

ITEM 3.4 – MNDOT – COOPERATIVE AGREEMENT

City Administrator Waller reviewed with City Council a proposed Resolution for the City to participate in the MnDOT Landscape Partnership Program. To date, the City of La Crescent has completed eight (8) Landscape Partnership projects and has received over \$67,000 in grant funding for landscaping improvement in MnDOT right-of-way. There is \$8,000.00 in funding available for the 2017 planting project. It was recommended to City Council to adopt the proposed Resolution. Following discussion, Member Buehler introduced the following resolution and moved its passage and adoption:

RESOLUTION NO. 04-17-08

A RESOLUTION APPROVING CITY OF LA CRESCENT ENTER INTO MNDOT AGREEMENT WITH THE STATE OF MINNESOTA, DEPARTMENT OF TRANSPORTATION

IT IS RESOLVED that the City of La Crescent enter into an Agreement with the State of Minnesota, Department of Transportation for the following purposes;

To provide for payment by the State to the City for the acquisition of landscape materials to be placed adjacent to Trunk Highway No. 16 near South Chestnut Street, State Project No. (has not yet been assigned.)

IT IS FURTHER RESOLVED that the Mayor and the City Administrator are authorized to execute the Agreement and any amendments to the Agreement.

ADOPTED this 24th day of April, 2017.

SIGNED:

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 present voted in favor thereof, viz;

Bernie Buehler	Yes
Ryan Hutchinson	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 3.5 – PLANNING COMMISSION MINUTES – APRIL 4, 2017

Don Smith, Planning Commission Chairman, reviewed with City Council the Planning Commission Minutes for the April 4, 2017 meeting. The Planning Commission recommended the zoning classification for parcels of property annexed into the City in 2016 be zoned as follows: Cornforth property (Race Track), Parcels # 25.2208.000 and 25.2209.000 be zoned Agriculture; Valley Lane Park, Parcel # 25.2143.001 be zoned Parks; and all other parcels annexed in 2016 be zoned RI-A Low Density Residential. The Planning Commission referenced the following findings of fact for City Council to consider:

Findings of Fact:

1. That the adjacent properties are zoned similarly.
2. That the property proposed for agricultural zoning is currently being leased for farming and might come into the City as PUD, Residential Housing R1A, or Residential Housing New Urbanism and that leaving the land zoned agricultural maintains options for the City.
3. That clay on the site can only be removed if the site is zoned agricultural and the clay is removed pursuant to residential zoning so that if the land were to be zoned other than agricultural it would have to be rezoned prior to removal of clay.

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

MOTION TO APPROVE THE ZONING CLASSIFICATIONS FOR PARCELS OF PROPERTY ANNEXED INTO THE CITY IN 2016 AS PROPOSED ABOVE AND TO ADOPT THE FINDINGS STATED ABOVE AND AS STATED IN THE APRIL 4, 2017 PLANNING COMMISSION MINUTES.

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
Dale Williams	Yes
Mike Poellinger	Yes

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

The Planning Commission also recommended to the City Council to accept two grants from the La Crosse Area Planning Committee for a total of \$26,500.00 (\$13,000.00 + \$ 13,500.00) which would include a commitment for a 20% match from the City of La Crescent and to accept proposals from Alta and MSA to complete the planning studies detailed in the grant application. City Council will also need to approve amending the 2017 general fund budget to reflect this expenditure. Following discussion, Member Buehler made a motion, seconded by Member Williams, as follows:

MOTION TO ACCEPT TWO GRANTS FROM THE LA CROSSE AREA PLANNING COMMITTEE FOR A TOTAL OF \$26,500.00 (\$13,000.00 + \$ 13,500.00) WHICH WOULD INCLUDE A COMMITMENT FOR A 20% MATCH FROM THE CITY OF LA CRESCENT, TO ACCEPT PROPOSALS SUBMITTED BY ALTA AND MSA TO COMPLETE THE PLANNING STUDIES DETAILED IN THE GRANT APPLICATION, AND TO APPROVE AMENDING THE 2017 GENERAL FUND BUDGET TO REFLECT THIS 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
Dale Williams	Yes
Mike Poellinger	Yes

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

There was also a discussion on the Downtown Plan and draft Adoption Resolution. No action taken.

ITEM 3.6 – PLANNING COMMISSION MINUTES – APRIL 18, 2017

Don Smith, Planning Commission Chairman, reviewed with City Council the Planning Commission Minutes for the April 18, 2017 meeting. This item was informational and no action was taken.

ITEM 7.1 – STAFF CORRESPONDENCES/COMMITTEE UPDATES – LIBRARY BOARD MINUTES – FEBRUARY 14, 2017

City Council reviewed the Minutes from the February 14, 2017 La Crescent Library Board meeting. No action taken.

ITEM 9 – CHAMBER OF COMMERCE

Eileen Krenz of the La Crescent Chamber gave an update on the Rochester Area Chamber of Commerce Workforce Summit to be held on May 15, 2017 and the Dresbach Bike Trail Dedication on May 17, 2017.

City Administrator Waller reviewed with City Council the City's plans for the Arbor Day events on April 28 and 29, 2017.

ITEM 3.7 – JOINT MEETING WITH PLANNING COMMISSION – REVIEW DOWNTOWN DEVELOPMENT PLAN

The City Council and the Planning Commission held a joint meeting to review the Downtown Development Plan. The following Planning Commission members were present: Don Smith, Dave Hanifl, Dick Wieser, Patti Dockendorff and Jerry Steffes. Also present was Jason Valerius of MSA who gave an overview of the plan. Items for discussion included the location of City Hall and parking. No action taken.

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
Dale Williams	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried and the meeting duly adjourned at 6:55 PM.

APPROVAL DATE: _____

SIGNED:

Mayor

ATTEST:

City Administrator