

MINUTES, REGULAR MEETING
CITY COUNCIL, CITY OF LA CRESCENT, MINNESOTA
MAY 12, 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 May was called to order by Mayor Mike Poellinger at 5:30 PM in the La Crescent City Hall, La Crescent, Minnesota, on Monday, May 12, 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 (arrived at 5:31 p.m.), 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. It was requested to add #3.12 – T.V. Hook-up Update and #3.13 – April 28th City Council Meeting. Member Buehler made a motion, seconded by Member Graf, as follows:

A MOTION TO APPROVE AFOREMENTIONED ADDITION TO THE PRINTED AGENDA

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 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 – APRIL 28, 2014
- 1.2 BILLS PAYABLE THROUGH MAY 8, 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 Husmann, 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 – WELLHEAD PROTECTION PUBLIC INFORMATION MEETING

City Engineer Tim Hruska gave an overview to City Council regarding the development of the City’s Wellhead Protection Plan. Also present was Pat Bailey from the Minnesota Department of Health. No action taken.

ITEM 3.2 – MNDOT – TAP APPLICATION

City Administrator Waller gave an overview to City Council regarding correspondence from MnDOT informing the City that the Transportation Alternative Program application for Phase 2 of the Wagon Wheel Improvement Project was approved. Construction of the project will start in 2017. WHKS is responsible for the successful completion of this grant application. No action taken.

ITEM 3.3 – ENGINEERING PROPOSAL – WAGON WHEEL PHASE 2

City Council reviewed an engineering proposal to prepare the plans and specification for Phase 2 of the Wagon Wheel Improvement Project. It is proposed that the costs associated with these engineering services will come from the balance of the remaining DNR grant funds. In addition, the City will be working on securing additional funding for the balance of the Phase 2 projects costs that are not covered by the TAP application. It was recommended to City Council to approve the Professional Services Agreement with WHKS & Co. for Phase 2 of the Wagon Wheel Improvement Project. Following discussion, Member Husmann made a motion, seconded by Member Graf, as follows:

MOTION TO APPROVE THE PROFESSIONAL SERVICES AGREEMENT WITH WHKS & CO. FOR PHASE 2 OF THE WAGON WHEEL IMPROVEMENT PROJECT.

Upon a roll call vote taken and tallied by the City Administrator, all Members present 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 3.4 – SOUTH 14TH STREET PROJECT – PLANS & SPECIFICATIONS

City Engineer Tim Hruska of WHKS gave an overview to City Council regarding the plans and specifications for the South 14th Street reconstruction project. The project includes the reconstruction of South 14th Street,

from Lancer Blvd. to Oak Street. The estimated construction cost is \$390,500. The project is proposed to be financed with \$308,000 in municipal state aid funds, and \$82,500 in funds from the City's 2014 general fund street department budget. It was recommended to City Council to approve the plans and specifications, and authorize to advertise for bids on the project. If approved, the bids would go out tomorrow with the project scheduled to be completed by the time school starts in the fall. Following discussion, Member Graf made a motion, seconded by Member Husmann, as follows:

MOTION TO APPROVE THE PLANS AND SPECIFICATIONS FOR THE SOUTH 14TH STREET RECONSTRUCTION PROJECT, AND AUTHORIZE TO ADVERTISE FOR BIDS AND ADOPT A PROPOSED BUDGET ON THE PROJECT.

Upon a roll call vote taken and tallied by the City Administrator, all Members present 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 3.5 – TENNIS COURT PROJECT REVIEW

City Administrator Waller reviewed with City Council the following items relating to the tennis court improvement project:

1. The site plan from the City's Comprehensive park and Recreation Plan.
2. A cost estimate from Mathy Construction to reconstruct the tennis courts at Crucifixion Church.
3. A letter from the USTA announcing a \$30,000 grant towards the construction of three post-tensioned concrete tennis courts.

The total project cost for three black top tennis courts is estimated at \$240,000, and is expected to have a life expectancy of 18-20 years, with attentive maintenance. The total project cost for three post-tensioned concrete tennis courts is estimated at \$295,000 and it expected to have a life expectancy of 40-50 years. It was proposed to City Council to not expend funds to improve the court at Crucifixion Church but have these funds applied to current project before the Council. The proposed source of funding for the project is as follows:

1. \$224,640 – bond proceeds from 2011 recreational facility bond.
2. \$30,000 – USTA grant award.
3. \$30,000 – transfer of park dedication funds from Wildwood Development.
4. \$10,360 – 2014 general fund budget, street improvement fund.

It was recommended to City Council to approve the plans and specifications and authorize to advertise for bids for the construction of three post-tensioned concrete tennis courts at Frank J. Kistler Memorial Park. Following discussion, Member Graf made a motion, seconded by Member Buehler, as follows:

MOTION TO APPROVE THE PLANS AND SPECIFICATIONS AND AUTHORIZE TO ADVERTISE FOR BIDS FOR THE CONSTRUCTION OF THREE POST-TENSIONED CONCRETE TENNIS COURTS AT FRANK J. KISTLER MEMORIAL PARK.

Upon a roll call vote taken and tallied by the City Administrator, all Members present 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 3.6 – MS4 UPDATE

City Engineer Tim Hruska gave an overview of the MS4 general permit that has been reviewed by the MPCA and coverage that has been issued to the City of La Crescent. There are various items that will need to be addressed and these items are technical in nature. The City Council held a discussion. No action taken.

ITEM 3.7 – LIQUOR LICENSE APPLICATION

City Council reviewed an application for the transfer of the liquor license for the Crescent Inn to Schmitty’s TimeOut Tavern. Following discussion, Member Husmann made a motion, seconded by Member Graf, as follows:

MOTION TO APPROVE THE TRANSFER OF THE LIQUOR LICENSE FOR THE CRESCENT INN TO SCHMITTY’S TIMEOUT TAVERN.

Upon a roll call vote taken and tallied by the City Administrator, all Members present 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 3.8 – PERSONNEL COMMITTEE RECOMMENDATION

City Administrator Waller gave an overview to City Council regarding the proposed notice for the position of Police Chief/Emergency Government Director for the City of La Crescent. The following was suggested:

1. The minimum requirements for the position currently require a Bachelor’s degree in criminal justice, sociology, or other relevant field, or equivalent of 15 years of experience in a law

- enforcement position. It was proposed that it be changed to a Bachelor's degree in criminal justice, sociology, or other relevant field, and 5 years of experience in a law enforcement position; or an Associate's degree in criminal justice, and 10 years of experience in a law enforcement position; with preference given to candidates with previous supervisory experience.
2. That the City Administrator, City Attorney, and a representative from a local law enforcement agency develop a scoring criteria, and review and score the applications that are received for the position.
 3. That the City Council conduct the interviews for the position at a special City Council Meeting on Monday, July 7, beginning at 4:00 in the afternoon. At the conclusion of the interviews, the City Council would have the discretion to select a new Police Chief, that might be contingent upon the successful completion of a pre-employment background check, physical exam/drug test, and a psychological exam.
 4. Should the City Council select to endorse this process, there would be a review conducted by the City Attorney at a meeting prior to the July 7 meeting, at which time an overview of the do's and don'ts of interviewing would be reviewed with City Council.

If agreeable, it was recommended the City Council take the following action:

1. Adopt the job posting notice.
2. Change the minimum requirements of the job.
3. Call for a special City Council Meeting at 4:00 p.m. on Monday, July 7, 2014, for the purpose of conducting job interviews for the Police Chief position.

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

MOTION TO APPROVE THE POSTING FOR THE POLICE CHIEF WITH THE JOB DESCRIPTION LANGUAGE STAYING AS ORIGINALLY STATED WITH THE ADDITION OF PREFERENCE GIVEN TO PREVIOUS SUPERVISORY EXPERIENCE AND TO CALL FOR A SPECIAL CITY COUNCIL MEETING AT 4:00 P.M. ON MONDAY, JULY 7, 2014, FOR THE PURPOSE OF CONDUCTING JOB INTERVIEWS FOR THE POLICE CHIEF POSITION.

Upon a roll call vote taken and tallied by the City Administrator, all Members present 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 3.9 – PLANNING COMMISSION MINUTES – MAY 6, 2014

Don Smith from the Planning Commission gave an overview to City Council of the Minutes of May 6, 2014 Planning Commission meeting. No action taken.

ITEM 3.10 – TREE PROPOSALS

City Council reviewed the two proposals received to provide trees to replace the ash trees that have been removed in the City. The City has received \$25,000 in funding through a grant from the Minnesota Department of Natural Resources to offset the majority of costs associated with this project. It was recommended to City Council to accept the proposal submitted by Hoffman & McNamara in the amount of \$30,913.59. The proposal submitted by Grove Nursery lacks both quantities and appropriate sizes that were included in the request for proposals. The trees will be planted the week of May 27, 2014. Following discussion, Member Husmann made a motion, seconded by Member Graf, as follows:

MOTION TO ACCEPT THE PROPOSAL SUBMITTED BY HOFFMAN & MCNAMARA IN THE AMOUNT OF \$30,913.59 TO PROVIDE TREES TO REPLACE THE ASH TREES THAT HAVE BEEN REMOVED IN 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 3.11 – REVIEW AGENDA FOR MAY 15TH MEETING

City Council reviewed the agenda for the Joint Meeting with the La Crescent City Council, La Crescent-Hokah School District #300 and the La Crescent Planning Commission to be held on May 15, 2014 at 6:00 p.m. in the Middle School Gymnasium. No action taken.

ITEM 3.12 – T.V. HOOK-UP UPDATE

Member Buehler would like to bring back the proposal regarding t.v. hook-up. No action taken.

ITEM 3.13 – APRIL 28TH CITY COUNCIL MEETING

Member Graf stated he would like to review the recently approved pay ranges for the City Administrator, Police Chief and Finance Director and he believes he was lied to. No action taken.

ITEM 5.1 – MAYOR’S COMMENTS – CITY ORGANIZATIONAL PLAN

Mayor Poellinger would like the planning proposal be included on the next meeting agenda.

Member Husmann would like grant information, the General Fund balance, and personnel numbers to be included on the next meeting agenda.

Member Williams addressed businesses in residential areas. City Attorney Wieser will review.

ITEM 6.1 – STAFF CORRESPONDENCE/COMMITTEE UPDATES – LA CRESCENT POLICE DEPARTMENT

Council reviewed a Memo from Justin Thorsen of the La Crescent Police Department regarding items received in recognition for being proactive in motor vehicle driver safety and education. This was for their involvement with the Safe and Sober Grant through the State of Minnesota Department of Public Safety. No action taken.

ITEM 8 – CHAMBER OF COMMERCE

The La Crescent Chamber of Commerce reported that the Rotary Club is hosting its 2nd Annual Apple Blossom Bike Event and gave an update on the Twins/Brewers bus ride event.

There being no further business to come before the Council at this time, Member Husmann made a motion, seconded by Member Graf, 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 6:43 PM.

APPROVAL DATE: _____

SIGNED:

Mayor

ATTEST:

City Administrator