

MINUTES, REGULAR MEETING  
CITY COUNCIL, CITY OF LA CRESCENT, MINNESOTA  
JUNE 26, 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 June was called to order by Mayor Mike Poellinger at 5:30 PM in the La Crescent City Hall, La Crescent, Minnesota, on Monday, June 26, 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.

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 – JUNE 12, 2017
- 1.2 BILLS PAYABLE THROUGH JUNE 22, 2017
- 1.3 CASH BALANCE/ACTIVITY REPORT – APRIL 2017
- 1.4 LIBRARY REPORT – APRIL 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 – HOUSING MARKET STUDY PROPOSAL**

City Administrator Waller reviewed with City Council the housing market study proposal that was discussed at the last meeting. The proposal was submitted by Maxfield Research and Consulting, LLC for an analysis examining the market potential for residential for-sale development on a site in La Crescent, Minnesota. The

cost for the Residential Market Potential Assessment would be \$12,500.00, including all out-of-pocket expenses such as outside data purchases and an electronic version of the report; but excluding travel expenses (i.e. mileage, car rentals, meals, incidentals, etc.). An initial payment in the amount of \$6,250.00 would be required along with an executed copy of the agreement prior to commencement of work by Maxfield Research and Consulting, and the balance of the contract amount would be due upon completion. It was recommended to City Council to accept the proposal and that the general fund budget be amended to include the expenditure. Following discussion, Member Williams made a motion, seconded by Member Hutchinson, as follows:

**MOTION TO ACCEPT THE PROPOSAL FROM MAXFIELD RESEARCH AND CONSULTING, LLC FOR THE RESIDENTIAL MARKET POTENTIAL ASSESSMENT AT A COST OF \$12,500.00, AUTHORIZE SIGNATURES AND INITIAL PAYMENT OF \$6,500.00 AND TO AMEND THE 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
Brian Krenz	Yes
Dale Williams	Yes
Mike Poellinger	Yes

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

**ITEM 3.2 – GREENSTEP PROGRAM UPDATE**

City Administrator Waller reviewed with City Council that the City recently received its Step 2 designation in the Minnesota GreenStep Cities program. GreenStep Cities is a free, voluntary challenge, assistance, and recognition program to assist Minnesota cities in implementing sustainability best practices for their city. The program is coordinated by the Minnesota Pollution Control Agency, the League of Minnesota Cities, and other organizations. The GreenStep program is made up of 28 best practices, and the City obtained Step 2 designation by implementing 6 best practices. This item was informational and no action taken.

**ITEM 3.3 – SOLAR GARDEN SUBSCRIPTION AGREEMENT UPDATE**

City Administrator Waller reviewed with City Council that the Community Solar Garden Subscription Agreement with SolarStone at the Rollingsone Solar Garden had been finalized. City Council reviewed a revised pro forma based on the actual kWh's that the City committed to the project. This item was informational and no action taken.

**ITEM 3.4 – PLANNING COMMISSION MEETING PACKETS**

At the last meeting, the City Council approved a technology allowance for members of the City Council and the appropriate City staff of \$125 per year, paid on or around July 1<sup>st</sup> of each year. It was recommended to City Council to approve providing the same technology allowance for members of the Planning Commission and the City's Building Official. Following discussion, Member Krenz made a motion, seconded by Member Hutchinson, as follows:

**MOTION TO APPROVE PROVIDING A TECHNOLOGY ALLOWANCE OF \$125.00 PER YEAR, PAID ON OR AROUND JULY 1<sup>ST</sup> OF EACH YEAR, TO MEMBERS OF THE PLANNING COMMISSION AND THE CITY'S BUILDING OFFICIAL.**

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 – PERSONNEL COMMITTEE RECOMMENDATION**

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

1. The Personnel Committee is recommending that the City Council accept Tammy Ferrier's resignation as the City's Vehicle License Bureau Clerk, and authorize that the position be advertised. A hiring recommendation will be presented at a future City Council Meeting.
2. The Personnel Committee is also recommending that the City Council authorize advertising a part-time position in the vehicle license bureau. The position would be approximately 12 hours per week.
3. The Personnel Committee is recommending that the language in the Fire Department Rules and Regulations be amended so that leaves of absence of less than 90 days in duration be approved by the City's designated representative, which would be the Fire Chief and City Administrator. Currently these types of leaves of absence require City Council approval.

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

**MOTION TO ACCEPT THE RESIGNATION OF TAMMY FERRIER AS THE CITY'S VEHICLE LICENSE BUREAU CLERK AND AUTHORIZE THAT THE POSITION 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
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 Williams, as follows:

**MOTION TO AUTHORIZE ADVERTISING A PART-TIME POSITION IN THE VEHICLE LICENSE BUREAU FOR APPROXIMATELY 12 HOURS PER WEEK.**

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 Williams, as follows:

**MOTION TO AMEND THE LANGUAGE IN THE FIRE DEPARTMENT RULES AND REGULATIONS SO THAT LEAVES OF ABSENCE OF LESS THAN 90 DAYS IN DURATION BE APPROVED BY THE CITY'S DESIGNATED REPRESENTATIVE, WHICH WOULD BE THE FIRE CHIEF AND CITY ADMINISTRATOR.**

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 – MAIN STREET PROPERTY ACQUISITION UPDATE/DISCUSSION**

City Administrator Waller reviewed with City Council that the purchase of the property at 333 Main Street had been finalized, and is now complete. The purchase price was \$190,000. As part of the purchase agreement, the seller of the property has the opportunity to lease the property from the City until December 15, 2017. In September of 2014, the City purchased the property at 337 Main Street for \$137,500. The City has been renting the property at 337 Main Street for \$750 per month. The property is rented on a month to month basis. The property at 337 Main Street is in need of a new furnace and roof at an estimated cost of \$13,000 and the City is of the opinion that it does not make sense to spend this amount of money on repairs at 337 Main Street. It was recommended to City Council to consider the following: giving notice to the renter of the property at 337 Main Street that they will need to be out of the property by November 30, 2017; and to authorize City staff to seek

proposals to remove the structures at 333 and 337 Main Street with work to be completed in 2018. Following discussion, Member Buehler made a motion, seconded by Member Hutchinson, as follows:

**MOTION TO APPROVE GIVING NOTICE TO THE RENTER OF THE PROPERTY AT 337 MAIN STREET THAT THEY WILL NEED TO BE OUT OF THE PROPERTY BY SEPTEMBER 30, 2017 AND TO AUTHORIZE CITY STAFF TO SEEK PROPOSALS TO REMOVE THE STRUCTURES AT 333 AND 337 MAIN STREET WITH WORK TO BE COMPLETED IN 2018.**

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 – AUTHORIZE PURCHASE – WETLAND CREDITS**

City Administrator Waller reviewed with City Council that the bidding of the second phase of the Wagon Wheel improvement project has been delayed while the City works thru mitigating the wetland impacts of the project. City Council reviewed a letter from MnDOT regarding the wetland credits. Phase 2 of the project impacts slightly under one acre of land, and the replacement of disturbed wetlands is at a 2:1 ratio. The cost to purchase almost 2 acres of credits from the wetland bank is approximately \$56,500. The City has received a \$331,210 Transportation Enhancement grant from MnDOT, and a \$400,000 grant from the Greater Minnesota Regional Parks and Trails Commission for the construction of the second phase of the Wagon Wheel improvement project. MnDOT has agreed to increase the City's Transportation Enhancement Grant by \$44,000 to offset the costs of the City purchasing the wetland credits. It was recommended to City Council to approve the purchase of the wetland credits, pending final approval and a cooperative agreement from MnDOT in order to proceed with the project. Following discussion, Member Krenz made a motion, seconded by Member Hutchinson, as follows:

**MOTION TO APPROVE THE PURCHASE OF THE WETLAND CREDITS AT A COST OF APPROXIMATELY \$56,500, PENDING FINAL APPROVAL FROM MnDOT AND TO AUTHORIZE THE EXECUTION OF A COOPERATIVE AGREEMENT WITH MnDOT FOR ADDITIONAL FUNDING.**

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 – LIQUOR LICENSE APPLICATION**

City Council reviewed a temporary liquor license application from Applefest to be held September 14-17, 2017 at Abnet Field. The application appears to be order and it was recommended to City Council to approve the application 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 TEMPORARY LIQUOR LICENSE APPLICATION FROM APPLEFEST TO BE HELD SEPTEMBER 14-17, 2017 AT ABNET FIELD AND 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 8.1 – CORRESPONDENCE – JIM AND JOEY WILDE**

City Council reviewed a correspondence from Jim and Joey Wilde of 202 Shore Acres regarding water traffic and the disturbance of fishing boats during fishing tournaments on the river in the area of their home. No action taken.

**ITEM 9 – CHAMBER OF COMMERCE**

The Chamber of Commerce thanked the City for its assistance with Slice of Life.

**ITEM 10 – ITEMS FOR NEXT AGENDA**

Member Hutchinson requested that the City acquire an option to purchase the Race Track property be added to the next meeting agenda.

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 5:53 PM.

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

SIGNED:

\_\_\_\_\_  
Mayor

ATTEST:

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