

MINUTES, REGULAR MEETING
CITY COUNCIL, CITY OF LA CRESCENT, MINNESOTA
AUGUST 14, 2017

Pursuant to due call and notice thereof, the first meeting of the City Council of the City of La Crescent for the month of August was called to order by Mayor Mike Poellinger at 5:30 PM in the La Crescent City Hall, La Crescent, Minnesota, on Monday, August 14, 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 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 – JULY 24, 2017
- 1.2 BILLS PAYABLE THROUGH AUGUST 9, 2017
- 1.3 CASH BALANCE/ACTIVITY REPORT – MAY 2017
- 1.4 LIBRARY REPORT – MAY 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 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
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 – SMALL CITIES DEVELOPMENT GRANT

Community Development Director Terry Erickson, City Zoning & Building Official Shawn Wetterlin and Cindy Viste from SEMCAC reviewed with City Council a notice from the Minnesota Department of Employment and Economic Development that the City's 2017 application for a Small Cities Development

Program grant in the amount of \$372,900.00 had been approved. They also reviewed the grant application process, and their roles and responsibilities with completing the project. City Council also reviewed the following documents that will need to be adopted:

1. Policies and procedures manual and required resolution.
2. SCDP income reuse plan.
3. Prohibition of excessive force policy.
4. Residential anti-displacement and relocation assistance plan.
5. Drug free workplace certification.
6. Fair housing action plan.
7. Affirmative action/equal employment opportunity plan.
8. SCDP section 3 compliance plan.
9. Cooperative agreement.
10. SCDP administrative services contract.
11. Certificate of categorical exclusion.

It was recommended to City Council to adopt the documents, and authorize the required signatures in order to proceed with the project. Following discussion, Member Buehler made a motion, seconded by Member Hutchinson, as follows:

MOTION TO ADOPT THE ITEMS INCLUDED ABOVE TO PROCEED WITH THE SMALL CITIES DEVELOPMENT PROGRAM GRANT IN THE AMOUNT OF \$372,900.00 FROM THE MINNESOTA DEPARTMENT OF EMPLOYMENT AND ECONOMIC DEVELOPMENT AND AUTHORIZE THE REQUIRED SIGNATURES.

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 – BUILDING ACTIVITY REPORT

City Building and Zoning Official Shawn Wetterlin reviewed with City Council the 2017 Building Activity Report which included single family building permits acquired and currently under construction and upcoming projects for the fall of 2017. The average building permit fee was \$4,745.00 and the average valuation was \$378,375.00. There were 107 other miscellaneous permits, which included additions, remodels, mechanical and plumbing permits. The average fees for these permits was \$7,740.00 and average valuation \$223,000.00. This item was informational and no action taken.

ITEM 3.3 – PLANNING COMMISSION MINUTES – JULY 11, 2017

City Council reviewed the Planning Commission Minutes for the July 11, 2017 meeting. This item was informational and no action was taken.

ITEM 3.4 – AGENCY AGREEMENT RESOLUTION

City Administrator Waller reviewed with City Council an agency agreement between the Minnesota Department of Transportation and the City of La Crescent for the second phase of the Wagon Wheel improvement project. The agency agreement will provide the City with an additional \$44,000 in grant funding towards the purchase of wetland credits to mitigate the wetland impacts of the second phase of the Wagon Wheel improvement project. In order to continue to proceed with the project, it was recommended that the City Council adopt the resolution and approve and authorize the required signatures for the agency agreement. Following discussion, Member Williams introduced the following resolution and moved its passage and adoption:

RESOLUTION NO. 08-17-13

A RESOLUTION AUTHORIZING THE COMMISSIONER OF TRANSPORTATION BE APPOINTED AS AGENT OF THE CITY OF LA CRESCENT AND TO ENTER INTO AGENCY AGREEMENT WITH THE MINNESOTA DEPARTMENT OF TRANSPORTATION

BE IT RESOLVED, that pursuant to Minnesota Stat. Sec. 161.36, the Commissioner of Transportation be appointed as Agent of the City of La Crescent to accept as its agent, federal aid funds which may be made available for eligible transportation related projects.

BE IT FURTHER RESOLVED, the Mayor and City Administrator are hereby authorized and directed for and on behalf of the City to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in “Minnesota Department of Transportation Agency Agreement No. 1028719”, a copy of which said agreement was before the City Council and which is made a part hereof by reference.

ADOPTED this 14th day of August, 2017.

SIGNED:

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 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 and the resolution duly passed and adopted.

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

MOTION TO APPROVE AND AUTHORIZE THE REQUIRED SIGNATURES FOR THE AGENCY AGREEMENT BETWEEN THE MINNESOTA DEPARTMENT OF TRANSPORTATION AND THE CITY OF LA CRESCENT FOR THE SECOND PHASE 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
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 – HOUSTON COUNTY HAZARD MITIGATION PLAN

Olivia Niday, Houston County Emergency Management Director, reviewed with City Council the updated Houston County All-Hazard Mitigation Plan. As the City is a participant in the multi-jurisdictional plan, it will have the effect of prioritizing potential projects and expedite any State or Federal monetary allocations if a man-made or natural disaster should occur. It was recommended to City Council to adopt the Houston County All-Hazard Mitigation Plan and further encourage multi-jurisdictional cooperation with the Houston County Emergency Management Office with the program. Following discussion, Member Buehler made a motion, seconded by Member Hutchinson, as follows:

MOTION TO ADOPT THE HOUSTON COUNTY ALL-HAZARD MITIGATION PLAN AND FURTHER ENCOURAGE MULTI-JURISDICTIONAL COOPERATION WITH THE HOUSTON COUNTY EMERGENCY MANAGEMENT OFFICE WITH THE PROGRAM.

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 – AGENDA REQUEST – MARVIN WITT

Marvin Witt addressed the City Council regarding a request to build a black top road near the City Landfill site from the west gate to the swamp on the east. Following discussion, no action was taken.

ITEM 3.7 – LIQUOR LICENSE APPLICATION

City Council reviewed a liquor license application from the La Crescent Fireman’s Relief Association for an event to be held on October 14, 2017, at the La Crescent Fire Station. City Administrator Waller stated the application appears to be in order and recommended approval. Following discussion, Member Krenz made a motion, seconded by Member Williams, as follows:

MOTION TO APPROVE THE LIQUOR LICENSE APPLICATION FROM THE LA CRESCENT FIREMAN’S RELIEF ASSOCIATION FOR AN EVENT ON OCTOBER 14, 2017, AT THE LA CRESCENT FIRE STATION.

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

Bernie Buehler	Yes
Brian Krenz	Yes
Dale Williams	Yes

Member Ryan Hutchinson and Mayor Mike Poellinger abstained from voting. The motion was declared duly carried by a 3-0 vote.

ITEM 3.8 – GAMBLING PERMIT APPLICATION

City Council reviewed a gambling permit application from the La Crescent Fireman’s Relief Association for an event to be held October 14, 2017, at the La Crescent Fire Station. City Administrator Waller stated the application appears to be in order and recommended approval and authorize that it be forwarded to the Minnesota Gambling Control Board. Following discussion, Member Krenz made a motion, seconded by Member Williams, as follows:

MOTION TO APPROVE A GAMBLING PERMIT APPLICATION FROM THE LA CRESCENT FIREMAN’S RELIEF ASSOCIATION FOR AN EVENT TO BE HELD OCTOBER 14, 2017, AT THE LA CRESCENT FIRE STATION AND AUTHORIZE THAT IT BE FORWARDED TO THE MINNESOTA GAMBLING CONTROL BOARD.

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

Bernie Buehler	Yes
Brian Krenz	Yes
Dale Williams	Yes

Member Ryan Hutchinson and Mayor Mike Poellinger abstained from voting. The motion was declared duly carried by a 3-0 vote.

ITEM 3.9 – 2018 MnDOT TRANSIT APPLICATION

City Council reviewed a resolution to approve the State Transit Operating Assistance application for 2018. The resolution is adopted and submitted to MnDOT each year. In 2018 the City will receive approximately \$245,000 in Federal and State funds to operate the local bus service. In order to continue to provide the local bus service, it was recommended that the City Council adopt the resolution. Following discussion, Member Williams introduced the following resolution and moved its passage and adoption:

RESOLUTION NO. 08-17-14

**RESOLUTION OF THE GOVERNING BODY OF THE CITY OF LA CRESCENT
ENTERING INTO AN AGREEMENT WITH THE STATE OF MINNESOTA TO PROVIDE PUBLIC
TRANSPORTATION IN THE CITY OF LA CRESCENT**

WHEREAS, the City of La Crescent, Minnesota, enters into an Agreement with the State of Minnesota to provide public transportation in the City of La Crescent.

FURTHER RESOLVED that the City of La Crescent, Minnesota agrees to provide (20%) percent of the total operating cost from local funds and (20%) percent of the total capital costs.

FURTHER RESOLVED that authorization to execute the aforementioned Agreement and any amendments thereto is hereby given to the Mayor or the City Clerk/Administrator.

FURTHER resolved that the City Administrator or Transit Manager is hereby authorized to execute requests for reimbursement to the Minnesota Department of Transportation.

ADOPTED this 14th day of August, 2017.

SIGNED:

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 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 and the resolution duly passed and adopted.

ITEM 6 – ATTACHMENTS

ITEM 6.1 – SMALL CITIES DEVELOPMENT PROGRAM DOCUMENTS

ITEM 7.1 – STAFF CORRESPONDENCES/COMMITTEE UPDATES

City Council reviewed the Minutes from the February 16, 2017 Golf Commission meeting. No action taken.

ITEM 9 – CHAMBER OF COMMERCE

Brooke White of the La Crescent Chamber gave an update on the upcoming picnic and Chamber Steak Fry.

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 5:55 PM.

APPROVAL DATE: _____

SIGNED:

Mayor

ATTEST:

City Administrator