

MINUTES, REGULAR MEETING
CITY COUNCIL, CITY OF LA CRESCENT, MINNESOTA
AUGUST 28, 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 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 28, 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, City Attorney Skip Wieser, City Engineer Tim Hruska.

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 – AUGUST 14, 2017
- 1.2 BILLS PAYABLE THROUGH AUGUST 24, 2017
- 1.3 CASH BALANCE/ACTIVITY REPORT – JUNE 2017
- 1.4 LIBRARY REPORT – JUNE 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 – 2016 AUDIT REVIEW – MIKE TEMP

Mike Temp from Tostrud & Temp, S.C., Certified Public Accountants, gave an overview to City Council of the 2016 City audit. Following discussion, Member Krenz made a motion, seconded by Member Williams, as follows:

MOTION TO ACCEPT THE FINANCIAL STATEMENTS AND INDEPENDENT AUDITOR’S REPORT FOR THE CITY OF LA CRESCENT FOR 2016 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 3.2 – CALL FOR SPECIAL JOINT MEETING

City Administrator Waller reviewed with City Council a recommendation to call for a special meeting on Tuesday, September 12, 2017 at 5:30 PM at the Community Building. The meeting would be a joint meeting of the City Council, Planning Commission, Park and Recreation Commission and Development Commission. This meeting would be informational with no action being taken. Tammy Omdahl from Northland Securities and City Engineer Tim Hruska will be in attendance to review the following agenda items to be heard at this meeting:

1. Review the application for tax increment financing that has been received from the developers of the hotel and event center. Review the proposed outline of terms to provide tax increment financing assistance to the improvement project. Review the Cities role, responsibilities, and obligations as it relates to the consideration of the establishment of a tax increment financing district and funding of related improvement project costs.
2. Review the proposed 2018 street improvement project, and the issuance of street reconstruction bonds, consistent with the City's adopted "2016-2021 Street Reconstruction Plan", adopted March 28, 2016.
3. Review the proposed 2017 capital equipment certificate, and the issuance of a capital equipment certificate.
4. Review planning activities for a new City Hall/Library. Review financing alternatives to construct a new City Hall/Library.

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

MOTION TO CALL FOR A SPECIAL MEETING ON TUESDAY, SEPTEMBER 12, 2017 AT 5:30 PM AT THE COMMUNITY BUILDING AS A JOINT MEETING OF THE CITY COUNCIL, PLANNING COMMISSION, PARK AND RECREATION COMMISSION, AND DEVELOPMENT COMMISSION TO INCLUDE THE ITEMS PRESENTED ABOVE.

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 3.3 – PLANNING COMMISSION MINUTES – AUGUST 1, 2017

Don Smith, Planning Commission Chairman, reviewed with City Council the Planning Commission Minutes for the August 1, 2017 meeting. The Planning Commission has one item that requires consideration by the City Council. The Planning Commission recommended that an administrative sub-division at 818 Shore Acres Road be granted. The administrative subdivision would be for the premises described as Parcels No. 25.1843.000 and 25.1842.000, better known as 813 Shore Acres Road. This subdivision would allow for the property line between the two parcels to be officially adjusted to conform to the property line as has been apparently respected. The applicant for this request indicated that the property is to be sold and the property line should be perfected between the two lots prior to sale. The change would have no impact on neighboring lots and would not even be apparent. The current property line goes through a portion of the dwelling on one of the lots. The Planning Commission referenced the following Findings of Fact:

1. The adjustment of the property line resolves an obvious defect in the current line.
2. The adjustment has no effect on adjacent properties.
3. The adjustment maintains two lots both conforming to current zoning requirements in the District for long width, length and area.
4. The request is consistent with the spirit and purpose of an administrative subdivision and the applicant has conformed with all needed documentation.
5. The City Council's approval should be Conditioned that the applicant shall record the deed and the survey with the County of Huston within 90 days of the date of approval.

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

MOTION TO GRANT AN ADMINISTRATIVE SUB-DIVISION TO ADJUST THE PROPERTY LINE AT 818 SHORE ACRES ROAD AND TO ADOPT THE FINDINGS STATED ABOVE AND AS STATED IN THE AUGUST 1, 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
Brian Krenz	Yes
Dale Williams	Yes
Mike Poellinger	Yes

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

Chairman Smith also reviewed upcoming activities with City Council. No action taken.

ITEM 3.4 – 2018 STREET IMPROVEMENT PROJECT REVIEW

City Engineer Tim Hruska reviewed with City Council information regarding the proposed 2018 street improvement project. Opinions of probable construction costs for the proposed project were reviewed and it is anticipated that the project would be one project including both State Aid and non-State Aid roads. The project will include reclaiming the existing bituminous surface, shaping the aggregate base, repairing any "soft spots", and replacing curb and gutter as needed. It will also include updating pedestrian ramp facilities where they are encountered on the project. The City has discussed reconstructing South 3rd Street which includes narrowing the pavement and adding sidewalk to the south side of the road. This would add approximately \$72,000 to the project. City Council reviewed three cost options, with recommendation to accept Option B. It was also recommended to City Council to request an agreement from the engineer to begin preparation of the construction documents for consideration at a future meeting if they wish to proceed with the project. The project costs would be paid from the following sources:

1. Approximately \$100,000 would come from the City's 2018 general fund budget.
2. Approximately \$1,000,000 would come from the issuance of street reconstruction bonds, consistent with the City's 2016-2021 Street Reconstruction Plan. The City Council has the authority to issue up to a total of \$3,000,000 in street reconstruction bonds. In 2016 the City Council issued \$1,360,000 in street reconstruction bonds, leaving an available balance of \$1,640,000. The City Council will then have \$640,000 for a future street reconstruction project in years 2019-2021.
3. Approximately \$670,000 in Municipal State Aid funds. This will be the City's 2017 and 2018 allocation, and will require that the City seeks an advance against the City's 2019 Municipal State Aid allocation.

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

MOTION TO AUTHORIZE THE CITY ENGINEER TO PREPARE AN ENGINEERING PROPOSAL FOR THE 2018 STREET IMPROVEMENT PROJECT WITH THE PROPOSAL PRESENTED AT A FUTURE 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
Brian Krenz	Yes
Dale Williams	Yes
Mike Poellinger	Yes

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

ITEM 3.5 – ENGINEERING PROJECT REVIEW

City Engineer Tim Hruska reviewed with City Council the current engineering projects for the City. These projects included the following: Wellhead Protection Plan; Wagon Wheel Phase 2; Oak Street; Utility Extensions to Annexed Parcels; MS4 Permit; Street Inventory / 5-year CIP; Train Whistle; Crescent Valley Utility Extension; Stoney Point Property Water Main Improvements; Boat/Kayak Launch Sites; Spring Brook Village; Apple Blossom Acres 3, North 4th Street Sewer Extension; Shore Acres Road Improvements; 2018

Street Project; Wagon Wheel Phase 3; County 6 Utility Extension; Veterans Park; and Storm Water Review. This item was informational and no action was taken.

ITEM 3.6 – PERSONNEL COMMITTEE RECOMMENDATION

City Administrator Waller reviewed with City Council a recommendation from the Personnel Committee that on September 8, 2017, Doug Goede will have completed his 120 calendar day probationary period as Groundskeeper at Pine Creek Golf Course. It was recommended that City Council approve the probationary status be removed on September 8, 2017 and Mr. Goede be classified as a regular city employee. Following discussion, Member Buehler made a motion, seconded by Member Hutchinson, as follows:

MOTION TO APPROVE THE PROBATIONARY STATUS BE REMOVED ON SEPTEMBER 8, 2017 FOR DOUG GOEDE AS GROUNDSKEEPER AT PINE CREEK GOLF COURSE AND THAT MR. GOEDE BE CLASSIFIED AS A REGULAR CITY EMPLOYEE.

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 – ANNEXATION PETITION

City Attorney Wieser reviewed with City Council a Petition requesting annexation by property owners at 103 Crescent Avenue. Before the adoption of an Ordinance the City will need to hold a public hearing and provide 30 days written notice to La Crescent Township and contiguous property owners. It was recommended that the Petition be accepted and that a Public Hearing be scheduled for October 9, 2017 at 5:35 p.m. Following discussion, Member Krenz made a motion, seconded by Member Buehler, as follows:

MOTION TO ACCEPT THE PETITION FOR ANNEXATION FROM THE PROPERTY OWNERS AT 103 CRESCENT AVENUE AND CALL FOR A PUBLIC HEARING ON OCTOBER 9, 2017 AT 5:35 PM AT CITY HALL.

Upon a roll call vote taken and tallied by the City Attorney, 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 – APPLEFEST REQUEST

City Council reviewed various requests from the Applefest Board of Directors regarding the 2017 Applefest celebration. The requests included assistance from the City in preparing the carnival area, signs, stakes for fencing, use of City garbage cans, picnic tables from Vet’s Park, a water line for beer tent, help barricading the staging route for King Apple Parade, use of the trailer from the golf course, and four golf carts for the parade. Following discussion, Member Hutchinson made a motion, seconded by Member Buehler, as follows:

MOTION TO APPROVE THE REQUESTS AS OUTLINED ABOVE FROM THE APPLEFEST BOARD OF DIRECTORS FOR THE 2017 APPLEFEST CELEBRATION.

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 – CHAMBER OF COMMERCE – STREET CLOSURE

City Council reviewed a request from the La Crescent Chamber of Commerce for approval to close off the streets for the Applefest Car Show on Saturday, September 16, 2017 on South 4th Street between Oak Street and Elm Street. The Chamber also requested cones to block off the street for the duration of the Car Show. Following discussion, Member Buehler made a motion, seconded by Member Hutchinson, as follows:

MOTION TO APPROVE THE STREET CLOSURE ON SOUTH 4TH STREET BETWEEN OAK STREET AND ELM STREET IN THE CITY OF LA CRESCENT FOR THE CHAMBER SPONSORED APPLEFEST CAR SHOW ON SATURDAY, SEPTEMBER 16, 2017 AND TO PROVIDE CONES FOR THE STREET CLOSURE.

Upon a roll call vote taken and tallied by the City Administrator, the following 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 – CAPITAL EQUIPMENT REVIEW

City Administrator Waller reviewed with City Council the final list of items that are proposed to be financed through the issuance of a capital equipment certificate. City staff compiled the list, and it has been reviewed with City Council members Bernie Buehler and Ryan Hutchinson. This list was presented for review and discussion. This capital equipment certificate looks at the City's capital equipment needs for the years 2017 - 2021. It was discussed to include funds for improvements at City Hall, and it was decided to not include any costs for building upgrades to the existing City Hall. Only items in excess of \$5,000 are included in the capital equipment certificate. Items less than \$5,000 will be included in future departmental budgets. Also, capital equipment needs of the Fire Department will be addressed in a separate capital equipment certificate. Also reviewed was a proposed schedule for the issuance of a capital equipment certificate. The information that was compiled as part of this process includes detail on the items that are proposed to be replaced, along with cost estimates for capital equipment items that will be financed through the capital equipment certificate. It was noted that all of these items would be individually brought back to the City Council in the future, for review and final approval by the City Council before the item is actually purchased. Also reviewed was the following schedule: September 11 – City Council calls for sale of bonds; September 12 – Will be included as agenda item to be reviewed by Tammy Omdahl from Northland Securities; and October 9 – Bond Sale Award Resolution will be presented at City Council Meeting. Following discussion, Member Krenz made a motion, seconded by Member Williams, as follows:

MOTION TO ACCEPT THE PROPOSAL OF THE ITEMS TO BE FINANCED THROUGH THE ISSUANCE OF A CAPITAL EQUIPMENT CERTIFICATE FOR THE CITY'S CAPITAL EQUIPMENT NEEDS FOR THE YEARS 2017-2021.

Upon a roll call vote taken and tallied by the City Administrator, the following 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 6 – ATTACHMENTS

ITEM 6.1 – CAPITAL EQUIPMENT LIST

ITEM 7.1 – STAFF CORRESPONDENCES/COMMITTEE UPDATES – LIBRARY BOARD MINUTES – APRIL 11, 2017

City Council reviewed the Minutes from the April 11, 2017 Library Board meeting. No action taken.

ITEM 8.1 – CORRESPONDENCE – CRESCENT VALLEY PARK

City Council reviewed a memo from the residents in Crescent Valley regarding the possibility of not maintaining the park in Crescent Valley and selling the lot for home development and using proceeds for city improvements. No action taken.

ITEM 9 – CHAMBER OF COMMERCE

The La Crescent Chamber thanked the City for all their help in preparing for Applefest.

There being no further business to come before the Council at this time, Member Krenz 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 6:33 PM.

APPROVAL DATE: _____

SIGNED:

Mayor

ATTEST:

City Administrator