

MINUTES, REGULAR MEETING  
CITY COUNCIL, CITY OF LA CRESCENT, MINNESOTA  
JANUARY 22, 2018

Pursuant to due call and notice thereof, the second meeting of the City Council of the City of La Crescent for the month of January was called to order by Mayor Mike Poellinger at 5:30 PM in the La Crescent City Hall, La Crescent, Minnesota, on Monday, January 22, 2018, 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 – JANUARY 8, 2018
- 1.2 BILLS PAYABLE THROUGH JANUARY 18, 2018

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 Krenz made a motion, seconded by Member Buehler, 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.

Due to inclement weather, City Engineer, Tim Hruska, was unable to attend this meeting. Attorney Wieser reviewed with City Council and recommended that Items 3.1, 3.2, 3.3, 3.4 and 3.5 be removed from the Agenda and moved to a Special City Council Meeting on Monday, January 29, 2018 at 5:30 PM for purposes of considering these five (5) items and to add two (2) items: Clay/Soil Borings at Race Track Property; and Housing Market Study. Following discussion, Member Buehler made a motion, seconded by Member Krenz, as follows:

**MOTION TO REMOVE ITEMS 3.1, 3.2, 3.3, 3.4 AND 3.5 FROM THE AGENDA OF THE JANUARY 22, 2018 CITY COUNCIL MEETING AND TO CALL FOR A SPECIAL CITY COUNCIL MEETING ON MONDAY, JANUARY 29, 2018 AT 5:30 PM FOR PURPOSES OF CONSIDERING THESE FIVE (5) ITEMS AND TO ADD TWO (2) ITEMS: CLAY/SOIL BORINGS AT RACE TRACK PROPERTY; AND HOUSING MARKET STUDY.**

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 – 2018 FEE SCHEDULE**

City Council reviewed a Memorandum from City Bookkeeper, Angie Boettcher, regarding proposed changes to the Fee Schedule for 2018 which has been reviewed by City Staff. The review and adoption of fees is done on a yearly basis to ensure the costs to the City are sufficiently covered while at the same time being fair, reasonable and proportionate to the actual cost of the service for which the fee is imposed. The proposed changes include the following:

**GOLF**

2018 SEASON PASSES – GOOD ANYTIME REQUIRES TEE TIME (ON A 1 <sup>ST</sup> COME BASIS)	
FAMILY – INCLUDES 2 ADULTS AND CHILDREN UNDER THE AGE OF 17	<del>\$500.00</del> to <del>\$525.00</del> – ½ OFF CART FEE ON FRIDAYS FOR HOLDERS OF SEASON PASS
SINGLE	<del>\$375.00</del> to <del>\$400.00</del> – ½ OFF CART FEE ON FRIDAYS FOR HOLDERS OF SEASON PASS
COUPLES WITH CART (2 ADULTS)	<del>\$900.00</del> to <del>\$925.00</del>
2018 DAILY FEES	
9 HOLES	\$12.00
18 HOLES	<del>\$19.00</del> to <del>\$20.00</del> OR <del>\$31.00</del> to <del>\$33.00</del> W/RIDING CART
RIDING CART – ROUND	\$8.50 PER PERSON
WEEKENDS AND HOLIDAYS	
9 HOLES	\$13.00
18 HOLES	<del>\$20.00</del> to <del>\$21.00</del> OR <del>\$32.00</del> to <del>\$34.00</del> W/RIDING CART
RIDING CART – ROUND	\$8.50 PER PERSON
SENIOR (60+)	
9 HOLES – WEEKDAY	<del>\$ 10.00</del> to <del>\$10.50</del>

9 HOLES – WEEKEND	\$ <del>11.00</del> to \$11.50
18 HOLES – WEEKDAY WEEKEND/HOLIDAYS	\$ <del>16.00</del> to \$17.00 OR \$ <del>27.00</del> \$30.00 W/RIDING CART \$ <del>17.00</del> \$18.00 OR \$ <del>28.00</del> \$31.00 W/RIDING CART
<b>JUNIOR RATES – 11-16 YEARS</b>	
9 HOLES - EVERY DAY	\$5.00
18 HOLES – EVERY DAY	\$8.00 - MAY RIDE FREE WITH PAID ADULT
<b>JUNIOR RATE (10 AND UNDER)</b>	
9 HOLES - EVERY DAY	\$ 3.00
18 HOLES – EVERY DAY	MAY RIDE FREE WITH PAID ADULT
JUNIORS 10 AND UNDER PLAY FREE AFTER 3:00 P.M. WITH PAID ADULT GREEN FEE	
<del>MEN AND WOMEN’S DAY AT THE COURSE REMOVE</del>	
<del>MEN’S DAY – 9 HOLES \$10.00, 18 HOLES \$16.00 OR \$27.00 W/RIDING CART</del>	
<del>WOMEN’S DAY – 9 HOLES \$10.00, 18 HOLES \$16.00 OR \$27.00 W/RIDING CART REMOVE</del>	
EARLY BIRD BEFORE 10:30 A.M. - \$9.00 GOLF/\$7.00 CART (EXCLUDING HOLIDAYS).	

### LIBRARY

<b>LIBRARY</b>	<b>2018</b>
<b><u>Library Cards:</u></b>	
- Replacements	\$ 1.00
- Non-resident	\$40.00 to \$45.00
<b><u>Fines – per day:</u></b>	
- Adult books	\$ .10
- Youth books	\$ .10
- Juvenile	\$ .10
- Video/DVD/Music CD’s	\$ 1.00 to \$ .50
- Damaged or Lost Material	Retail Price of Item
<del>Computer Disks REMOVE</del>	<del>\$ .50</del>
Computer Print-Outs – B/W	\$ .20
Computer Print-Outs – Color	\$ .40
Copy Machine – 8 ½ x 11	\$ .20
Copy Machine – Legal	\$ .20
Copy Machine – Ledger	\$ .25
Microfilm Copies	\$ .20
Fax – Incoming/Outgoing - Per Page – **for long distance only**	\$ 1.00

**POLICE**

<b>POLICE</b>	<b>2018</b>
<b>Ordinance Violation Fine Schedule</b>	
Petty Misdemeanor-	\$20.00 to
Misdemeanor	\$40.00+
Ordinance Parking Violation	\$40.00 to \$75.00+
	\$20.00 +
Petty Misdemeanors and Misdemeanors: Fine Amount + <u>\$75.00 surcharge</u> – <i>The Surcharge Fee is Determined By The Court System.</i>	
Ordinance Parking Violations: Fine Amount + \$3.00 surcharge + \$10.00 Law Library Fee - <i>The Surcharge And Law Library Fee Are Determined By The Court System.</i>	
<b>Fee Schedules – Animals</b>	
License – yearly 1/1 – 12/31	\$ 10.00
Spayed/Neutered	\$7.50
Replacement Tag	\$1.00
Late Fee after January 15 <sup>th</sup>	\$10.00
Multi Pet Permit – Yearly Fee (Plus individual license fees as stated above)	\$25.00
<b>Animal Impoundment</b>	
1 <sup>st</sup> offense	\$30.00
2 <sup>nd</sup> and subsequent offenses	\$40.00
Boarding (food/shelter) - Per day plus tax	\$10.00
<b>ADMINISTRATIVE FINE FEE SCHEDULE</b>	
<del>Unreasonable Acceleration or Braking</del> REMOVE	\$50.00
<del>Dog Running At Large</del> REMOVE	\$50.00
<del>Failure To License Dog</del> REMOVE	\$50.00
<del>Public Nuisance</del> REMOVE	\$50.00
<del>Storage Of Junk Or Junk Cars</del> REMOVE	\$50.00
<del>Illegal U Turn Or Unsafe Turn</del> REMOVE	\$50.00
<del>Snowmobile Offenses</del> REMOVE	\$50.00
<del>Truck Off Truck Route</del> REMOVE	\$50.00
<del>Curfew Violation</del> REMOVE	\$25.00
General Parking Violation	\$10.00
Handicapped Parking	\$25.00
<del>All Zoning Violations Not Listed</del> REMOVE	\$50.00
<del>All Petty Misdemeanor Violations Not Listed (Non-Traffic)</del> REMOVE	\$50.00
<b>Miscellaneous</b>	
Accident Reports – State Form	\$2.00
Copy of Incident Reports – per page/100 pages or less \$ .25/page. 100 or more assessed to actual cost of materials and staff time.	Refer to description at left

**PUBLIC WORKS**

PUBLIC WORKS	2018
<b>Equipment use:</b>	
Sweeper per hour	\$75.00
Dump Truck per hour	\$75.00
Labor per hour/per person	\$47.00
<del>Grinder Pump Connection Fee</del> <b>Remove</b>	\$1,000.00

**SANITARY SEWER**

SANITARY SEWER	2018
Wastewater hookup fee	\$255.00
<del>Grinder Pump connection Fee</del> <b>Remove</b>	\$1,000.00

It was recommended to City Council to adopt the 2018 Fee Schedule with the proposed changes. Following discussion, Member Krenz made a motion, seconded by Member Hutchinson, as follows:

**MOTION TO ADOPT THE PROPOSED CHANGES FOR THE CITY OF LA CRESCENT 2018 FEE SCHEDULE.**

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 – CITY COUNCIL APPOINTMENT – RELIEF ASSOCIATION**

It was recommended that this Item be added to the agenda for the February 12, 2018 City Council Meeting. No action taken.

**ITEM 3.8 – PERSONNEL COMMITTEE RECOMMENDATION**

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

1. On February 3, 2018, Heidi Lapham will have successfully completed her six month probationary period as a Vehicle License Bureau Clerk. Effective February 3, 2018, the Personnel Committee is recommending that Ms. Lapham's probationary status be removed, and that she be classified as a regular

City of La Crescent employee. A recommendation letter from City Finance Director Debbie Shimshak is included.

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

**MOTION TO APPROVE THAT EFFECTIVE FEBRUARY 3, 2018, HEIDI LAPHAM WILL HAVE SUCCESSFULLY COMPLETED HER SIX MONTH PROBATIONARY PERIOD AS A VEHICLE LICENSE BUREAU CLERK AND THAT MS. LAPHAM'S PROBATIONARY STATUS BE REMOVED, AND THAT SHE BE CLASSIFIED AS A REGULAR CITY OF LA CRESCENT 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 3.9 – 2018 LICENSE RENEWALS**

City Council reviewed an additional proposed license renewal for 2018. The application appears to be in order and it was recommended to City Council to approve the license renewal application. Following discussion, Member Krenz made a motion, seconded by Hutchinson, as follows:

**MOTION TO APPROVE THE LICENSE RENEWAL FOR 2018 FOR GAS INSTALLERS FOR K & S HEATING & AIR CONDITIONING.**

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 3.10 – APPROVE CAPITAL EXPENDITURE**

City Council reviewed a recommendation from La Crescent Police Chief Doug Stavenau to proceed with the purchase of a 2018 Dodge Charger and associated equipment to up fit it for emergency service. The vehicle would be purchased through the Minnesota State Contract. The new vehicle would replace a 2010 Dodge Charger with approximately 130,000 miles that will be sold as soon as practical on the Minnesota Department

of Administration's public auction site. Following discussion, Member Krenz made a motion, seconded by Member Williams, as follows:

**MOTION TO AUTHORIZE THE CAPITAL EQUIPMENT EXPENDITURE FOR A 2018 DODGE CHARGER AND ASSOCIATED EQUIPMENT TO UP FIT IT FOR EMERGENCY SERVICE FOR THE LA CRESCENT POLICE DEPARTMENT WITH THE VEHICLE BEING PURCHASED THROUGH THE MINNESOTA STATE CONTRACT AND SELLING A 2010 DODGE CHARGER ON THE MINNESOTA DEPARTMENT OF ADMINISTRATION'S PUBLIC AUCTION SITE.**

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 3.11 – LICENSE BUREAU RESOLUTION**

City Council reviewed a Memorandum from City Finance Director, Debbie Shimshak, regarding a License Bureau Resolution. On July 25, 2017 the State of Minnesota migrated all of the License Bureau offices over to the new Minnesota Licensing and Registration System known as MNLARS. The system has not functioned as designed since its implementation causing many hardships for the Deputy Registrar's. The new software has required the City of La Crescent to spend approximately \$12,300 in additional payroll costs (July 25- December 31, 2017) and \$12,750 in computer equipment and the remodeling of the office to facilitate the additional staff and equipment necessary to serve our customers. The shift of clerical and auditing responsibilities onto the deputy registrars is and will continue to be a financial burden to License Bureaus. The License Bureau receives a small fee for most transactions that can be completed in our office. These fees have remained the same for many years, the last fee increase being Driver's License in 2011. The Minnesota Deputy Registrar's Association (MDRA); which the City License Bureau is a member of, is working for the Deputy Registrar's to get these fees increased by reallocating a larger portion to the local License Bureaus from the existing state fee. This would cause no increase to the customer. MDRA is encouraging City Council's to pass this Resolution. Once passed by Council, this Resolution will be forwarded to the MDRA for future presentation to the State Legislature and our Governor. Following discussion, Member Buehler introduced the following resolution and moved its passage and adoption:

**RESOLUTION NO. 01-18-03**

**A RESOLUTION SUPPORTING  
THE MAINTENANCE OF LOCAL LICENSE BUREAUS**

**WHEREAS**, the State of Minnesota established a deputy registrar network to provide our citizens with motor vehicle titling and registration services, including driver license transactions; and,

**WHEREAS**, deputy registrars are required to operate as agents on behalf of the State of Minnesota without compensation from the State for the services they offer; and,

**WHEREAS**, in 1949, the State of Minnesota established in statute a user-based filing fee on motor vehicle and driver license transactions to be retained by the deputy registrar to defray all their costs to provide this localized service to our citizens for the State; and,

**WHEREAS**, the State of Minnesota now receives over \$1 billion annually in state fees and taxes collected through the deputy registrar network; and,

**WHEREAS**, the State of Minnesota has now shifted substantial clerical and auditing responsibilities onto the deputy registrar network due to the State's conversion to their new MNLARS (Minnesota Licensing and Registration System) program; and,

**WHEREAS**, the new MNLARS regimen is now documented to have multiple shortcomings which have severely strained normal deputy registrar operations with longer processing times that greatly limit their typical volume of daily business; and,

**WHEREAS**, other MNLARS shortcomings have frequently forced deputies to conduct "no-(filing) fee" services for customers which acerbates the deputy business model; and,

**WHEREAS**, deputy registrar offices are now forced to invest in additional staff, office equipment, and more space to meet customer demand due to the MNLARS conversion; and,

**WHEREAS**, the filing fee revenue no longer covers the operational costs to maintain deputy registrar offices such that many local government-based deputies are seeking local property tax subsidies and private operators are applying for lines of credit to stave off complete closure,

**NOW, THEREFORE, BE IT RESOLVED** that the City of La Crescent calls upon the State Legislature and our Governor to enact legislation in 2018 to provide deputy registrars with proper compensation by reallocating from existing state fee structures or other appropriate filing fee adjustments to ensure their valued service and continued presence remains in our local community to serve our citizens and the State.

Adopted this 22<sup>nd</sup> day of January, 2018.

SIGNED:

\_\_\_\_\_  
Mayor

ATTEST:

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

The foregoing motion was duly seconded by Member Hutchinson and 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 resolution duly passed and adopted.

**ITEM 8 – CHAMBER OF COMMERCE**

There was no report from the La Crescent Chamber.

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 5:37 PM.

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

SIGNED:

\_\_\_\_\_  
Mayor

ATTEST:

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