

MINUTES, REGULAR MEETING
CITY COUNCIL, CITY OF LA CRESCENT, MINNESOTA
OCTOBER 12, 2015

Pursuant to due call and notice thereof, the first meeting of the City Council of the City of La Crescent for the month of October was called to order by Mayor Mike Poellinger at 5:30 PM in the La Crescent City Hall, La Crescent, Minnesota, on Monday, October 12, 2015, 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 and 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 – SEPTEMBER 28, 2015
- 1.2 BILLS PAYABLE THROUGH OCTOBER 8, 2015

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 – MIKE TEMP – 2014 AUDIT REVIEW

Mike Temp from Tostrud & Temp, S.C., Certified Public Accountants gave an overview to City Council of the 2014 City audit. This was for informational purposes, no action taken.

ITEM 3.2 – HICKORY LANE ANNEXATION/PROJECT REVIEW

City Engineer Tim Hruska reviewed with City Council the feasibility report for extending sanitary sewer service to 6 homes located on Hickory Lane in the southwest portion of the City and in La Crescent Township. The project scope includes gravity sanitary sewer, a lift station and sanitary force main with associated elements. City Attorney Wieser then reviewed with City Council the annexation process for the parcels in this area not in the City. Following discussion, Member Buehler made a motion, seconded by Member Hutchinson, as follows:

MOTION TO AUTHORIZE THE CITY ADMINISTRATOR, CITY ATTORNEY AND CITY ENGINEER TO PREPARE A RECOMMENDATION REGARDING ANNEXATION OF THESE PARCELS ALONG WITH OTHER PROPERTIES ELIGIBLE TO BE ANNEXED.

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 – STONEY POINT PROPERTY REVIEW

City Engineer Tim Hruska reviewed with City Council the Stoney Point Property options, along with a revised map and a 4th option. He also reviewed the construction costs and street width. Following discussion, it was the consensus of the Council to review this matter again at the November 9, 2015 City Council Meeting. No action taken.

ITEM 3.4 – OAK STREET PROJECT REVIEW

City Engineer Tim Hruska reviewed with City Council the reconstruction of Oak Street from the south side to South 4th Street. Adding South 9th and 10th Streets would increase construction costs to 1.6 million. Following discussion, it was the consensus of City Council to have City Engineer present an updated report at the November 9, 2015 City Council Meeting. No action taken.

ITEM 3.5 – TRAIN WHISTLE REVIEW

City Engineer Tim Hruska reviewed with City Council the process in establishing a Quiet Zone in La Crescent which would cover an area ¼ mile from a public crossing. Outside of the ¼ mile, a separate whistle free zone would be established. All costs for improvements associated with establishing a Quiet Zone would be an expense of the City. Following discussion, Member Buehler made a motion, seconded by Member Hutchinson, as follows:

MOTION TO HAVE CITY ENGINEER OBTAIN A PROPOSAL TO PREPARE A COST ESTIMATE FOR CONSTRUCTION COSTS TO ESTABLISH A QUIET ZONE.

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 – ENGINEERING PROJECT REVIEW

City Engineer Tim Hruska reviewed with City Council the current engineering projects for the City. The review included the following: Wellhead Protection Plan; Tennis Courts; Wagon Wheel Phase 2; Oak Street / Redwood Street; Utility Extensions to Annexed Parcels; MS4 Permit; Street Inventory / 5-year CIP; Train Whistle; Crescent Valley/Kinder Road Utility Extension; Storm Sewer Projects; Stoney Point Property Improvements; Boat/Kayak Launch Sites; Sewer Lining Projects; and Hickory Lane Sewer Extension. This was for informational purposes, no action taken.

ITEM 3.7 – PERSONNEL COMMITTEE RECOMMENDATION

City Council reviewed a recommendation from the Personnel Committee that on October 27, 2015, Tony Holloway will have successfully completed his six month probationary period as a laborer in the City’s Maintenance Department. It is recommended that effective October 27, 2015, the probationary status be removed, and that Mr. Holloway be classified as a regular City Employee. A recommendation regarding the hiring of a Fire Chief will be presented at the October 27, 2015 City Council Meeting. Following discussion, Member Buehler made a motion, seconded by Member Williams, as follows:

MOTION TO APPROVE THE PROBATIONARY STATUS BE REMOVED ON OCTOBER 27, 2015 FOR TONY HOLLOWAY AS A LABORER IN THE CITY’S MAINTENANCE DEPARTMENT AND MR. HOLLOWAY BE DESIGNATED AS A REGULAR CITY EMPLOYEE FOR THE CITY OF LA CRESCENT.

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 – REVIEW PROCEDURE FOR OCTOBER 13, 2015 SPECIAL CITY COUNCIL MEETING

City Attorney Wieser reviewed with City Council the proposed rules for the October 13, 2015 Special City Council Meeting regarding the star/cross display. No action was taken.

ITEM 3.9 – GREEN STEP CITIES PROGRAM RESOLUTION

City Administrator Waller reviewed with City Council information on the Minnesota GreenStep Cities Program, along with a Resolution authorizing the City to participate in the program. It was recommended to City Council to adopt the Resolution and suggested that Member Krenz, along with Shawn Wetterlin, Terry Erickson and City Administrator Waller meet to begin the process of participating in the program. Following discussion, Member Williams introduced the following resolution and moved its passage and adoption:

RESOLUTION 10-15-27

**CITY OF LA CRESCENT
COUNTY OF HOUSTON
STATE OF MINNESOTA**

**A RESOLUTION AUTHORIZING THE CITY OF LA CRESCENT
TO PARTICIPATE IN THE MINNESOTA GREENSTEP CITIES PROGRAM**

WHEREAS, Minnesota GreenStep Cities is a voluntary challenge, assistance and recognition program to help cities achieve their sustainability and quality-of-life goals. GreenStep is a free, continuous improvement program, managed by a public-private partnership, and based upon 28 best practices. Each best practice can be implemented by completing one or more actions at a 1, 2 or 3-star level, from a list of four to eight actions. These actions are tailored to all Minnesota cities, focus on cost savings and energy use reduction, and encourage civic innovation; and

WHEREAS, uncertainty in energy prices and the transition away from fossil fuel energy sources present new challenges and opportunities to both the City of La Crescent and to the economic health of its citizens and businesses; and

WHEREAS, local governments have the unique opportunity to achieve both energy use and climate change gas reductions and cost savings through building and facilities management; land use and transportation planning; environmental management; and through economic and community development; and

WHEREAS, efforts to address energy and climate issues provide an opportunity to move toward energy self-reliance and greater community resiliency and quality of life; provide environmentally healthy and cheaper-to-operate public buildings; encourage new economic development and local jobs; and support local food and renewable energy production; and

WHEREAS, steps taken toward sustainable solutions aim to improve community quality of life, building community capital and increasing government efficiency, accountability and transparency; and

WHEREAS, Minnesota Session Laws 2008, Chapter 356, Section 13 directed the Minnesota Pollution Control Agency (“MPCA”) and Office of Energy Security in the Department of Commerce (“Office of Energy Security”), in collaboration with Clean Energy Resource Teams (“CERTs”), to recommend municipal actions and policies that work toward meeting the State’s greenhouse gas emissions reduction goals; and

WHEREAS, a broad coalition of public and private stakeholders including the League of Minnesota Cities, the MPCA, Office of Energy Security and CERTs responded to the 2008 legislation by establishing the Minnesota GreenStep Cities program to provide a series of sustainable development best practices focusing on local government opportunities to reduce energy use and greenhouse gases; and

WHEREAS, the Minnesota GreenStep Cities program assists in facilitating technical assistance for the implementation of these sustainable development best practices; and

WHEREAS, the Minnesota GreenStep Cities program provides cost-effective sustainable development best practices in the following five categories: (1) Buildings and Lighting; (2) Transportation; (3) Land Use; (4) Environmental Management; and (5) Economic and Community Development;

NOW, THEREFORE, be it resolved that the City Council of the City of La Crescent does hereby authorize the City of La Crescent to participate in the Minnesota GreenStep Cities program that offers a free, voluntary continuous improvement framework. Passage of this participation resolution allows the City to be recognized as a Step One GreenStep City. Be it further resolved that the City:

1. Appoints Bill Waller, City Administrator, to serve as the City’s GreenStep coordinator for best practice documentation/implementation; and
2. Will facilitate the involvement of community members and other units of government as appropriate in the planning, promoting and/or implementing of GreenStep Cities best practices; and
3. Grants to the GreenStep program’s buildings advisor read-only access to the City's B3 Benchmarking Database so as to facilitate analysis and cost-savings advice to the City regarding its buildings’ energy use; and
4. Will claim credit for having implemented and will work at its own pace toward implementing any GreenStep best practices that will result in energy use reduction, economic savings, quality of life improvement, reduction in the City’s greenhouse gas footprint, and recognition by the League of Minnesota Cities as a Step Two GreenStep City. An on-going summary of the City’s implementation of best practices will be posted by the City on the Minnesota GreenStep Cities web site.

ADOPTED this 12th day of October, 2015.

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 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 3.10 – CONNECTION FEE RESOLUTION

City Attorney Wieser reviewed with City Council a Petition for payment of sanitary sewer connection charge from the owners of 32 Crescent Avenue and 100 Kinder Road, which were recently annexed into the City. He also reviewed a Resolution authorizing the assessment of connection fees for these properties. Following discussion, Member Krenz introduced the following resolution and moved its passage and adoption:

RESOLUTION NO. 10-15-28

A RESOLUTION AUTHORIZING THE ASSESSMENT OF CONNECTION FEES FOR 32 CRESCENT AVENUE AND 100 KINDER ROAD, LA CRESCENT, MN FOR SANITARY SEWER

WHEREAS, Ordinance #469 of the La Crescent City Code permits connection charges for sewer connections and permits the City Council to establish those charges by Resolution for specific projects; and

WHEREAS, John T. Brennan and Gendoline M. Brennan, a/k/a Gwen M. Brennan, owners of 32 Crescent Avenue, and Gwen M. Brennan, as Personal Representative of the Estate of Jacqueline G. Oldenburg, the former owner, and Dana D. Ecker, the current owner, of 100 Kinder Road, La Crescent, MN have petitioned the City to have connection charges for sanitary sewer assessed to their properties per RESOLUTION as attached.

NOW THEREFORE BE IT RESOLVED, by the La Crescent City Council:

1. John T. Brennan and Gendoline M. Brennan, a/k/a Gwen M. Brennan, owners of 32 Crescent Avenue, and Gwen M. Brennan, as Personal Representative of the Estate of Jacqueline G. Oldenburg, the former owner, and Dana D. Ecker, the current owner, of 100 Kinder Road, La Crescent, MN have signed a Petition requesting that the connection fee or balance be certified to the Houston County Auditor for collection with the property taxes, and the Council accepts and approves such Petition.
2. The connection fee for the property will be certified to the Houston County Auditor for collection in equal annual installments over a period of 10 years at an annual interest rate of 3.2%.

Passed by the La Crescent City Council this 12th day of October, 2015.

SIGNED:

Mayor

ATTEST:

City Administrator

The foregoing motion was duly seconded by Member Buehler 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 3.11 – AUTHORIZE SOFTWARE PURCHASE

City Council reviewed a memo from Debbie Shimshak, City Finance Director, regarding a quote from Civic Systems, the City’s current payroll software vendor, for an integrated software module to assist with the critical calculations that will be required for measurement periods and determining affordability for the compliance reporting requirements with the Affordable Care Act. The quote is for a one time license fee of \$3,000.00 and the annual support fee of \$600.00. It was recommended to Council to accept the quote and approve amending the General Fund Capital Outlay budget to reflect the purchase of the software. Following discussion, Member Buehler made a motion, seconded by Member Hutchinson, as follows:

MOTION TO AUTHORIZE THE PURCHASE OF AN INTEGRATED SOFTWARE MODULE FOR THE COMPLIANCE REPORTING REQUIREMENTS WITH THE AFFORDABLE CARE ACT FROM CIVIC SYSTEMS FOR A ONE TIME LICENSE FEE OF \$3,000.00 AND THE ANNUAL SUPPORT FEE OF \$600.00 AND TO APPROVE AMENDING THE GENERAL FUND CAPITAL OUTLAY BUDGET TO REFLECT THE PURCHASE OF THE SOFTWARE.

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 6.1 – STAFF CORRESPONDENCE/COMMITTEE UPDATES – ECONOMIC DEVELOPMENT COMMISSION MINUTES –SEPTEMBER 14, 2015

City Council reviewed the Minutes from the September 14, 2015 La Crescent Economic Development Commission meeting. No action taken.

ITEM 7.1 – CORRESPONDENCE – GREATER MINNESOTA PARKS & TRAILS

City Council reviewed the September/October 2015 newsletter from Greater Minnesota Parks & Trails which featured the Wagon Wheel Trail as the Trail of the Month. No action taken.

ITEM 7.2 – CORRESPONDENCE – CROSS/STAR PETITIONS

City Council reviewed an additional list to the executed Petition regarding the opposition to the cross/star removal. No action taken.

ITEM 8 – CHAMBER OF COMMERCE

The La Crescent Chamber of Commerce was thanked for the decorations on the City sign.

There being no further business to come before the Council at this time, Member Williams made a motion, seconded by Member Hutchinson, to adjourn the meeting. Upon a roll call vote taken and tallied by the City Attorney, 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 recessed at 6:45 PM.

APPROVAL DATE: _____

SIGNED:

Mayor

ATTEST:

City Administrator