

MINUTES, REGULAR MEETING  
CITY COUNCIL, CITY OF LA CRESCENT, MINNESOTA  
NOVEMBER 27, 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 November was called to order by Mayor Mike Poellinger at 5:30 PM in the La Crescent City Hall, La Crescent, Minnesota, on Monday, November 27, 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, including additional bills, for this regular meeting:

- 1.1 MINUTES – NOVEMBER 13, 2017
- 1.2 BILLS PAYABLE THROUGH NOVEMBER 21, 2017
- 1.3 CASH BALANCE/ACTIVITY REPORT – OCTOBER 2017
- 1.4 LIBRARY REPORT – OCTOBER 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 – MIKE/KAREN WOODS**

City Administrator Waller reviewed with City Council an agenda request from Mike and Karen Woods regarding water runoff issues from North 4<sup>th</sup> Street. Mike Woods also addressed the Council. Following

discussion, it was the consensus of City Council to have the City Engineer present at a City Council meeting in January to address this issue and review the North 4<sup>th</sup> Street plan in the 2018 street project. No action taken.

**ITEM 3.2 – PLANNING COMMISSION MINUTES – 11/20/2017**

Don Smith, Planning Commission Chairman, reviewed with City Council the Planning Commission Minutes for the November 20, 2017 meeting. The Planning Commission recommended to City Council to adopt the Bicycle and Pedestrian Plan, the Blufflands Plan, and the Downtown Plan. City Council reviewed each of these Plans. Following discussion of the Bicycle and Pedestrian Plan Update, Member Krenz made a motion, seconded by Member Buehler, as follows:

**MOTION TO ADOPT THE CITY OF LA CRESCENT BICYCLE AND PEDESTRIAN PLAN UPDATE AS PRESENTED AND IS TO BE CONSIDERED AS ADJUNCT TO THE COMPREHENSIVE PLAN ADOPTED IN 2016.**

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 of the Blufflands Plan, Member Krenz made a motion, seconded by Member Williams, as follows:

**MOTION TO ADOPT THE CITY OF LA CRESCENT BLUFFLANDS PLAN AS PRESENTED AND IS TO BE CONSIDERED AS ADJUNCT TO THE COMPREHENSIVE PLAN ADOPTED IN 2016.**

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 of the Downtown La Crescent Vision and Strategic Plan, Member Hutchinson made a motion, seconded by Member Buehler, as follows:

**MOTION TO ADOPT THE DOWNTOWN LA CRESCENT VISION AND STRATEGIC PLAN BY RESOLUTION.**

This Motion was withdrawn and after further discussion with City Attorney, Member Hutchinson made a motion, seconded by Member Buehler, as follows:

**MOTION TO ADOPT THE DOWNTOWN LA CRESCENT VISION AND STRATEGIC PLAN WITHOUT PROPOSED RESOLUTION AND TO HAVE THE CITY ATTORNEY REVIEW AND APPROVE ANY SCRIVENER CHANGES PRIOR TO PUBLICATION AND IS TO BE CONSIDERED AS ADJUNCT TO THE COMPREHENSIVE PLAN ADOPTED IN 2016.**

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.

It being 6:00 PM, the Council recessed its regular scheduled meeting for the Public Meeting.

**ITEM 2 – PUBLIC MEETING – 2018 GENERAL FUND BUDGET AND LEVY**

It being 6:00 PM, Mayor Poellinger opened the public meeting on the 2018 General Fund Budget and Levy. City Administrator Waller circulated a sign-up sheet and reviewed the Board of Appeals meeting in April, 2018. City Administrator Waller also gave an overview explaining the budget process. There were no questions from Council Members regarding the budget items. The Mayor then asked if anyone present in the audience wished to make comments. There were no comments from the general public. The public meeting was then closed.

City Council reviewed the proposed resolution setting the 2018 levy and the memo presented in September 2017 summarizing the 2018 general fund budget. Tax statements were included to show the proposed tax impact on a number of varying market values and tax classifications. It was recommended to City Council to adopt the entire 2018 general fund budget, excluding the \$1,500.00 for the SE Minnesota Historic Bluff Country membership, then approve by Motion the \$1,500.00 for the SE Minnesota Historic Bluff County membership, and finally adopt by Resolution the 2018 final levies. Following discussion of the 2018 general fund budget, Member Williams made a motion, seconded by Member Krenz, as follows:

**MOTION TO ADOPT THE 2018 GENERAL FUND BUDGET AS PROPOSED, EXCLUDING THE \$1,500.00 FOR THE SE MINNESOTA HISTORIC BLUFF COUNTRY MEMBERSHIP.**

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 Hutchinson, as follows:

**MOTION TO APPROVE THE \$1,500.00 FOR THE SE MINNESOTA HISTORIC BLUFF COUNTRY MEMBERSHIP.**

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
Dale Williams	Yes
Mike Poellinger	Yes

Member Brian Krenz abstained from voting. The motion was declared duly carried by a 4-0 vote.

Following review and discussion on the above information, Member Buehler introduced the following resolution and moved its passage and adoption:

**RESOLUTION 11-17-26**

**RESOLUTION MAKING FINAL GENERAL LEVIES FOR COLLECTION WITH REAL ESTATE TAXES PAYABLE IN THE CALENDAR YEAR 2018**

BE IT RESOLVED by the City Council of the City of La Crescent, Minnesota as follows:

1. It is hereby determined and declared that there shall be and there is hereby levied upon all taxable property within the City for the general purposes of the City, as provided by law, to be collected in the year 2018 as part of the general taxes due and payable in the year 2018 a direct ad valorem tax in the amount of \$1,821,378 as provided by State law to be levied and collected in the manner provided by law.
2. Be it also hereby determined and declared that there shall be and there is hereby levied upon taxable property within the City of La Crescent for public library service, a tax in the amount of \$147,200 to be collected in the year 2018, as authorized by Minnesota Statutes, Section 134.33 and 134.34.
3. It is hereby found, determined, and declared that the amounts set forth in a column at the right to be levied with taxes to be collected in the calendar year 2018, in conjunction with the various bonds issued and sinking funds described below:

FUND #	YEAR	DESCRIPTION	TO BE LEVIED FOR COLLECTION IN CALENDAR YEAR 2018
101	2012	Tax Abatement – Walnut St. Prop.	\$7,200.00
325	2011B	G.O. Recreational Facility Bonds	\$212,140.00
322	2015A	G.O. Refunding Bonds	\$110,250.00
324	2011A	G.O. Improvement Bonds	\$34,000.00
326	2013A	G.O. Equipment Certificate	\$145,000.00
327	2016A	G.O. Improvement Bonds – Oak St.	\$114,100.00
328	2017A	G.O. Equipment Certificate	\$115,000.00
		TOTAL DEBT SERVICE LEVY	<b>\$737,690.00</b>

4. Total levy for the City of La Crescent for collection in 2018 is \$2,706,268.00.

ADOPTED this 27<sup>th</sup> day of November, 2017.

SIGNED:

\_\_\_\_\_  
Mayor

ATTEST:

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

The motion for the adoption of the foregoing resolution 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.

The Public Meeting ended at 6:15 PM and City Council resumed the agenda.

### **ITEM 3.3 – QUIET ZONE NOTICE OF INTENT**

City Council reviewed a Memorandum from the City Engineer regarding the establishment of a quiet zone in the City. It was recommended that the City begin the process to establish a quiet zone for the Main Street

crossing. Mayor Poellinger reviewed the proposed budget prepared by WHKS for crossings. City Council reviewed the Notice of Intent drafted by the City Engineer to Canadian Pacific Railroad. City resident Dave Hanifl addressed the Council and suggested contacting the City of La Crosse regarding their Ordinances establishing quiet zones. Mayor Poellinger would also like the City to review regulating the parking of trains with hazardous materials within the City of La Crescent. It was the consensus of City Council to review this matter at a future meeting. No action was taken.

**ITEM 3.4 – FINAL PAY REQUEST – 2016 STREET PROJECT**

City Administrator Waller reviewed with City Council the final payment request of \$6,927.87 from Mathy Construction for the 2016 Street Improvement Project, which is now complete. City Council reviewed a letter from the City Engineer recommending approval of the payment, and that the City Council accept the project and initiate the start of the two-year maintenance bond. Following discussion, Member Buehler made a motion, seconded by Member Williams, as follows:

**MOTION TO APPROVE THE FINAL PAYMENT OF \$6,927.87 TO MATHY CONSTRUCTION FOR THE 2016 STREET IMPROVEMENT PROJECT AND TO ACCEPT THE 2016 STREET IMPROVEMENT PROJECT AND INITIATE THE START OF THE TWO-YEAR MAINTENANCE BOND.**

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 – SERVICE CONTRACT RENEWAL**

City Administrator Waller reviewed with City Council the three year contract with Interstate PowerSystems for annual inspection and maintenance of the City’s generators. The generators are located at the radium removal plant and the City’s maintenance/wastewater facility. The current contract will expire at the end of 2017. It was recommend to City Council to approve a three year contract extension with Interstate PowerSystems for \$2,307.00 per year. There are funds in the water and wastewater departments for this expenditure. Following discussion, Member Krenz made a motion, seconded by Member Hutchinson, as follows:

**MOTION TO APPROVE A THREE YEAR CONTRACT EXTENSION WITH INTERSTATE POWERSYSTEMS FOR \$2,307.00 PER YEAR FOR ANNUAL INSPECTION AND MAINTENANCE OF THE CITY’S GENERATORS USING FUNDS FROM THE WATER AND WASTEWATER DEPARTMENTS FOR 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 3.6 – 2018 LICENSE RENEWALS**

City Council reviewed a list of proposed license renewals for 2018. The applications appear to be in order and it was recommended to City Council to approve the license renewal applications. Following discussion, Member Buehler made a motion, seconded by Hutchinson, as follows:

**MOTION TO APPROVE THE PRESENTED LIST OF LICENSE RENEWALS FOR 2018 FOR THE FOLLOWING:**

**SOFT DRINK – APPLE VILLAGE LIQUOR**

**LIQUOR OFF- SALE – APPLE VILLAGE LIQUOR**

**GAS INSTALLERS – MIDWEST TV & APPLIANCE; WINONA CONTROLS; RON HAMMES REFRIGERATION**

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 EXPENDITURES**

City Administrator Waller reviewed with City Council the following recommendations for expenditures:

1. Accept the proposal of \$3,342 submitted by Bob Mach to upgrade the air conditioning/heat pump unit in the clubhouse. City Council reviewed a memo from Golf Course Superintendent Roy Lemke, along with the minutes of the February 16, 2017 Golf Commission meeting. There are funds in the 2017 Golf Course budget for this expenditure.
2. Accept a proposal submitted by Electric Pump in the amount of \$28,767 for improvements in the City's wastewater collection system. The proposal includes the replacement of the pump at the McIntosh lift station and the replacement of the three pumps and muffin monster at the City's lift station that pumps to

the City of La Crosse. Electric Pump is the only authorized representative in the State of Minnesota for the brand of pumps that are utilized in the lift stations. There are funds in the wastewater department for this expenditure.

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

**MOTION TO ACCEPT THE PROPOSAL SUBMITTED BY BOB MACH FOR \$3,342.00 TO UPGRADE THE AIR CONDITIONING/HEAT PUMP UNIT IN THE CLUBHOUSE AT THE CITY GOLF COURSE USING FUNDS IN THE 2017 GOLF COURSE BUDGET FOR 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.

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

**MOTION TO ACCEPT THE PROPOSAL SUBMITTED BY ELECTRIC PUMP FOR \$28,767.00 FOR IMPROVEMENTS IN THE CITY'S WASTEWATER COLLECTION SYSTEM TO INCLUDE THE REPLACEMENT OF THE PUMP AT THE MCINTOSH LIFT STATION AND THE REPLACEMENT OF THE THREE PUMPS AND MUFFIN MONSTER AT THE CITY'S LIFT STATION THAT PUMPS TO THE CITY OF LA CROSSE USING FUNDS IN THE WASTEWATER DEPARTMENT FOR 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 3.8 – WINTER PARADE REQUEST**

City Council reviewed a request from the La Crescent Chamber of Commerce Christmas Committee to hold its annual Winter Parade beginning at 5:30 p.m. on Friday, December 8, 2017 to coincide with other Christmas in La Crescent activities. The Chamber is proposing something different this year and instead of having the parade move through downtown of La Crescent, they would like to have a “Standing Parade” where the units do



not move; instead, the units are parked in a location and the parade goes walk the parade route to see the different units. The Chamber is requesting to use Main Street from Merchants Bank to Walnut Street and Walnut Street from Main to South 1<sup>st</sup> Street. The Chamber is requesting no parking on one side of these streets from 4:45 to 6:30 PM, with parade line-up from 4:45 to 5:30 and the parade from 5:30 to 6:30. It is their expectations to have the parade units off the streets by 7:00 PM. The Chamber has met with Chief Stavenau of the LCPD to discuss these details and have his support. Following discussion, Member Buehler made a motion, seconded by Member Hutchinson, as follows:

**MOTION TO APPROVE THE LA CRESCENT CHAMBER OF COMMERCE’S REQUEST FOR A WINTER PARADE IN THE CITY OF LA CRESCENT ON DECEMBER 8, 2017 AS OUTLINED ABOVE WITH PARADE LINE-UP BEGINNING AT 4:45 PM AND THE “STANDING PARADE” FROM 5:30 TO 6:30 PM ALONG THE PROPOSED ROUTE.**

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 – DECERTIFY TAX INCREMENT DISTRICT**

City Administrator Waller reviewed a memo from the City Finance Director and a proposed Resolution decertifying TIF District No. 4-1. The Bauer/KOC TIF District 4-1 note obligation has been met and final payment will be distributed per the development agreement on February 1, 2018. This redevelopment district was created in 2001 with a required decertification of December 31, 2028. The excess funds of \$19,465 will be sent back to Houston County for redistribution to all of the taxing authorities, with a portion coming back to the City of La Crescent. It was recommended to City Council to take action by resolution to decertifying TIF District No. 4-1. Following review and discussion on the above information, Member Krenz introduced the following resolution and moved its passage and adoption:

**CITY OF LA CRESCENT  
HOUSTON COUNTY, MINNESOTA  
RESOLUTION NO. 11-17-27**

**RESOLUTION DECERTIFYING  
TAX INCREMENT FINANCING DISTRICT NO. 4-1**

WHEREAS, on February 21, 2001, the City of La Crescent (the “City”) established Tax Increment Financing Redevelopment District No. 4-1 (the “District”); and

WHEREAS, the maximum duration limit for the District is twenty-five (25) years from the date of receipt by the authority of the first increment; and

WHEREAS, the month and year of the first receipt of tax increment for the District is July 2003; and

WHEREAS, the City desires by this resolution to decertify the District effective December 31, 2017, by which all taxing jurisdictions will benefit from an increased tax base effective for taxes payable in 2018; and

WHEREAS, the City Council acknowledges such action will be taken by Houston County to decertify the District as a tax increment district and to no longer remit tax increment from the District to the City after December 31, 2017.

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

1. The City Administrator is authorized and directed to provide Houston County with documents related to decertification of the District, to submit the Confirmation of Decertified TIF District form to the Office of the State Auditor, and to take any other steps required for decertification by December 31, 2017.
2. The City Administrator is authorized and directed to determine the amount of excess tax increment, if any, in the account for the District and to return all excess tax increment to Houston County for redistribution to other taxing jurisdictions.

ADOPTED this 27<sup>th</sup> day of November, 2017.

SIGNED:

\_\_\_\_\_  
Mayor

ATTEST:

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

The motion for the adoption of the foregoing resolution was duly seconded by Member Williams 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 9 – CHAMBER OF COMMERCE**

La Crescent Chamber Member Dewey Severson reported on the Chamber’s upcoming Winter Parade and the Holiday Train.

There being no further business to come before the Council at this time, Member Krenz made a motion, seconded by Member Buehler, 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 6:38 PM.

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

SIGNED:

\_\_\_\_\_  
Mayor

ATTEST:

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City Administrator