

MINUTES, REGULAR MEETING
CITY COUNCIL, CITY OF LA CRESCENT, MINNESOTA
DECEMBER 19, 2016

Pursuant to due call and notice thereof, the second meeting of the City Council of the City of La Crescent for the month of December was called to order by Mayor Mike Poellinger at 5:30 PM in the La Crescent City Hall, La Crescent, Minnesota, on Monday, December 19, 2016, 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 GreenStep Program Intern Alison Bettin.

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 – DECEMBER 12, 2016
- 1.2 BILL PAYABLE THROUGH DECEMBER 15, 2016
- 1.3 CASH BALANCE ACTIVITY REPORT – NOVEMBER 2016
- 1.4 LIBRARY REPORT – NOVEMBER 2016

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

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 BIKE SHOPPE REPORT

Linda Larson from the La Crescent Area Healthy Community Partnership gave an overview to City Council on the La Crescent Community Bike Shoppe numbers for the past year. This item was informational and no action was taken.

ITEM 3.2 – MIGHTY DUCKS GRANT REVIEW

City Administrator Waller, Shawn Wetterlin and Pete Hogan reviewed with City Council the 2015-2016 Mighty Ducks Grant from the Minnesota Amateur Sports Commission that was used to purchase and install a new desiccant dehumidification unit at the Community Ice Arena. The project is now complete. In 2016-2017 another Mighty Ducks Grant was submitted to replace the ice resurfacing machine and edging equipment. The total project cost is \$156,465 with the grant of \$78,000. This item was informational and no action was taken.

ITEM 3.3 – MIGHTY DUCKS GRANT AGREEMENT

City Administrator Waller reviewed City Council the grant agreement with the Minnesota Amateur Sports Commission for the project reviewed above for 2016-2017. It was recommended to City Council to approve the Grant Agreement and authorize the required signatures. Following discussion, Member Buehler made a motion, seconded by Member Krenz, as follows:

MOTION TO APPROVE THE GRANT AGREEMENT FOR THE JAMES METZEN MIGHTY DUCKS GRANT PROGRAM WITH THE MINNESOTA AMATEUR SPORTS COMMISSION TO REPLACE THE ICE RESURFACING MACHINE AND EDGING EQUIPMENT AT THE COMMUNITY ICE ARENA AND TO 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 3.4 – COMMUNITY ARENA IMPROVEMENT PROJECT

Pete Hogan from Lancer Youth Hockey reviewed with City Council the improvements that Lancer Youth Hockey has made to the Community Ice Arena. In 2016 they spent approximately \$24,000 to replace all of the lighting at the Arena with LED lighting. The estimated annual savings was approximately \$8,500 in utility costs, with a payback of 2.9 years. Between the two Mighty Duck grants and this improvement project, Lancer Youth Hockey has contributed over \$88,000 towards three improvement projects at the facility. Alison Bettin, GreenStep Program Intern, reviewed with City Council the utility usage comparison for the facility. These items were informational and no action was taken.

ITEM 3.5 – COMMUNITY ARENA LEASE AGREEMENT

City Council reviewed the proposed Lease Agreement between the City and Lancer Youth Hockey regarding the operation of the Community Ice Arena for the 2016/2017 season. It was recommended that City Council approve the Lease Agreement as proposed. Following discussion, Member Krenz made a motion, seconded by Member Hutchinson, as follows:

MOTION TO APPROVE LEASE AGREEMENT BETWEEN THE CITY OF LA CRESCENT AND LANCER YOUTH HOCKEY REGARDING THE OPERATION OF THE COMMUNITY ICE ARENA FOR THE 2016/2017 SEASON.

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 – 2017 FEE SCHEDULE

City Council reviewed a memo from Angie Boettcher, City Bookkeeper, regarding the proposed changes to the 2017 Fee Schedule. Several Department Heads had made updates in 2016 and do not require any for 2017. The proposed changes include the following:

FIRE – risk reduction services	2017
Day care/foster care inspections	\$50.00
CPR certificate initial and refresher class (includes book, pocket mask and AHA Certification care)– SEE CHART BELOW	\$65.00 SEE CHART BELOW
First aid class (includes book and Certification card)– SEE CHART BELOW	\$55.00 SEE CHART BELOW

CPR/FIRST AID CLASSES 2017 Fee Schedule			
	Class	Cost Per Person	Includes
Individual Rate:			
	CPR only	\$50	Book, certification card
	First Aid only	\$50	Book, certification card
	Combination*	\$75	Book, certification card
Group Rate:			
	CPR only	\$40	1 book/per class, certification card/person
	First Aid only	\$40	1 book/per class, certification card/person
	Combination*	\$60	1 book/per class, certification card/person
EMS** Rate:			
	CPR	\$25	1 book/per class, certification card/person
	First Aid	\$20	1 book/per class, certification card/person

	Combination	N/A	

*For combination classes, the certification card will be submitted once both classes are completed by the registrant

**Fire, EMR/EMT Departments (Houston County & neighboring communities)

LIBRARY

LIBRARY	2017
<u>Library Cards:</u>	
- Replacements	\$ 1.00
- Non-resident	\$40.00
<u>Fines – per day:</u>	
- Adult books	-.20 to .10
- Youth books	\$.10
- Juvenile	\$.10
- Video/DVD/Music CD's	\$ 1.00 to \$.50
- Damaged or Lost Material	Retail Price of Item
Computer Disks	\$.50
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	\$.10 to \$.20
Fax – Incoming/Outgoing - Per Page – (add) for long distance only	\$ 1.00

POLICE

POLICE	2017
Ordinance Violation Fine Schedule	
Petty Misdemeanor-	\$20.00 +
Misdemeanor	\$40.00 +
Ordinance Parking Violation	\$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>	
Fee Schedules – Animals	

License – yearly 1/1 – 12/31	\$ 10.00
Spayed/Neutered	\$7.50
Replacement Tag	\$1.00
Late Fee after February 28th change date to January 15th of new year	\$10.00
Multi Pet Permit – Yearly Fee (Plus individual license fees as stated above)	\$25.00
Animal Impoundment	
1st offense	\$30.00
2nd and subsequent offenses	\$40.00
Boarding (food/shelter) - Per day plus tax	\$10.00
ADMINISTRATIVE FINE FEE SCHEDULE	
Unreasonable Acceleration or Braking	\$50.00
Dog Running At Large	\$50.00
Failure To License Dog	\$50.00
Public Nuisance	\$50.00
Storage Of Junk Or Junk Cars	\$50.00
Illegal U-Turn Or Unsafe Turn	\$50.00
Snowmobile Offenses	\$50.00
Truck Off Truck Route	\$50.00
Curfew Violation	\$25.00
General Parking Violation	\$10.00
Handicapped Parking	\$25.00
All Zoning Violations Not Listed	\$50.00
All Petty Misdemeanor Violations Not Listed (Non-Traffic)	\$50.00
Miscellaneous	
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. Per league of MN cities, see reference	\$1.00
Print-out of driving record/registration check – per request	\$5.00
Police Reserves – School District #300 events – per hour/per person	\$10.00
Fingerprinting	\$20.00
Vehicle Towing Fee	\$100.00 to \$150.00
Vehicle Impoundment Fee – per day	\$10.00
Yearly Permit To Acquire Firearms/Permit to Carry – per year	No Charge
NSF/Account Closed Checks – service fee	\$30.00
Copy of Audio Cassette Tape/CD** REMOVE AND ADD TO LINE BELOW	\$5.00
Copy of Video Tape/CD** add Copy of Audio Cassette Tape/CD**	\$10.00
**Does Not Apply To Prosecutor’s Copy	

PUBLIC WORKS

PUBLIC WORKS	2017
Equipment use:	
Sweeper per hour	\$75.00
Dump Truck per hour	\$75.00

Labor per hour/per person	\$47.00
Grinder Pump Connection Fee	\$1,000.00

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

MOTION TO APPROVE THE CHANGES FOR THE CITY OF LA CRESCENT 2017 FEE SCHEDULE AS PROPOSED.

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 – COOPERATIVE AGREEMENT

La Crescent Police Chief Stavenau reviewed with City Council a Cooperative Construction and Maintenance Agreement for the installation and maintenance of an LED Rectangular Rapid-Flash Beacon for the pedestrian crossing at the intersection of South 3rd and Oak Street. A meeting was held on November 9, 2016 with the La Crescent School District, the Houston County Department of Transportation and the City of La Crescent. As a result of the meeting, it was proposed a three-way cost sharing proposal be presented to the respective entities governing board, council and commission. Houston County has already provided tentative approval of entering into the agreement and it was recommended to City Council to also join the agreement. If approved by City Council, Chief Stavenau would approach the school district to ask for their mutual support. If the project is approved by all three entities, it is estimated the cost to the City would be approximately \$3,000-\$4,000. Funding for the project would be used from the La Crescent Police Department forfeiture account. Following discussion, Member Williams made a motion, seconded by Member Buehler, as follows:

MOTION TO APPROVE A COOPERATIVE CONSTRUCTION AND MAINTENANCE AGREEMENT FOR THE INSTALLATION AND MAINTENANCE OF AN LED RECTANGULAR RAPID-FLASH BEACON FOR THE PEDESTRIAN CROSSING AT THE INTERSECTION OF SOUTH 3RD AND OAK STREET WITH LA CRESCENT-HOKAH ISD #300, THE HOUSTON COUNTY DEPARTMENT OF TRANSPORTATION AND THE CITY OF LA CRESCENT WITH THE FUNDING OF APPROXIMATELY \$3,000-\$4,000 TO COME FROM THE LA CRESCENT POLICE DEPARTMENT FORFEITURE ACCOUNT.

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 – 2017 LICENSE RENEWALS

City Council reviewed an amended list of proposed license renewals for 2017 presented at the meeting. The applications appear to be in order and it was recommended to City Council to approve the license renewal applications. Following discussion, Member Krenz made a motion, seconded by Williams, as follows:

MOTION TO APPROVE THE PRESENTED AMENDED LIST OF LICENSE RENEWALS FOR 2017 FOR THE FOLLOWING:

SOFT DRINK – BAUER’S MARKET & NURSERY.

**MASSAGE BUSINESS AND MASSAGE TECHNICIAN – LA CRESCENT MASSAGE;
HEAVEN’S HANDS.**

GAS INSTALLERS – ADVANCED COMFORT SPECIALISTS; CARY HEATING & A/C.

SOLID WASTE – WASTE MANAGEMENT.

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 – PERSONNEL COMMITTEE RECOMMENDATIONS

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

1. Approve the hiring of five (5) fire fighters. City Council reviewed a letter from the Fire Chief regarding this recommendation.
2. That effective December 28, 2016, remove Josh Tarrence’s probationary status as the Deputy Fire Marshal. City Council reviewed a letter from the Fire Chief regarding this recommendation.

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

MOTION TO APPROVE THE LA CRESCENT FIRE DEPARTMENT HIRING THE FOLLOWING FIVE (5) CANDIDATES AS FIRE FIGHTERS: CRAIG G. WURZEL, JOHN S. MEIER, RONALD J. PETERSON, PAUL D. THEED AND CHAD A. FORTCH.

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 Williams, as follows:

MOTION TO APPROVE THAT EFFECTIVE DECEMBER 28, 2016, THE PROBATIONARY STATUS BE REMOVED FOR JOSH TARRENCE AS DEPUTY FIRE MARSHAL.

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 – 2017 PROFESSIONAL SERVICE CONTRACTS – ENGINEERING, LEGAL & COMMUNITY DEVELOPMENT

City Administrator Waller reviewed with City Council the 2017 professional service agreements/contracts with WHKS & Co. for engineering and Wieser Law Office for legal for the City of La Crescent. It was recommended to City Council to approve the 2017 fee schedules. It was also recommended to Council to approve an increase in the fee charged by Terry Erickson from \$30 per hour to \$31 per hour for Community Development. Following discussion, Member Krenz made a motion, seconded by Member Buehler, as follows:

MOTION TO APPROVE THE 2017 FEE SCHEDULES WITH WHKS & CO. AND WIESER LAW OFFICE, P.C. AS PRESENTED AND TO INCREASE THE HOURLY FEE OF TERRY ERICKSON FOR COMMUNITY DEVELOPMENT TO \$31 PER HOUR.

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 – AGENDA REQUEST FORM

An Agenda Request Form was submitted by Gregory Husmann regarding the City acquiring the property commonly known as the Race Track without additional public input. Mr. Husmann gave comments regarding his concerns and suggested the City have a public hearing before buying the property. No action taken.

ITEM 3.12 and ITEM 3.13 – RACE TRACK PROPERTY DISCUSSION and RACE TRACK PROPERTY – THE CITY COUNCIL MAY GO INTO CLOSED SESSION PURSUANT TO MN STAT. § 13D.5 SUBD. 3(3) TO DISCUSS POSSIBLE OFFERS TO PURCHASE PROPERTY

City Administrator Waller gave an overview to City Council regarding the option to purchase the Race Track property and an engineering proposal to evaluate estimated construction costs regarding the site. At the December 12, 2016 City Council Meeting this item was tabled and it was moved to hold a closed session in order to formulate an offer to purchase the real estate. It was recommended to City Council not to go into closed session but if there is a desire or need to do this, the agenda is formulated to allow this. Two options for the City Council to consider were reviewed and discussed. Following discussion, Member Buehler made a motion, seconded by Member Williams, as follows:

MOTION TO HAVE THE ITEMS REGARDING THE RACE TRACK PROPERTY CONTINUED TO THE FEBRUARY 13, 2017 CITY COUNCIL MEETING AND TO PROVIDE PUBLIC HEARING OPTIONS.

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 6.1 – STAFF CORRESPONDENCES/COMMITTEE UPDATES – FIRE COOPERATIVE MINUTES – DECEMBER 9, 2016

City Council reviewed the Minutes from the December 9, 2016 La Crescent Community Fire Cooperative meeting. No action taken.

**ITEM 6.2 – STAFF CORRESPONDENCES/COMMITTEE UPDATES – LIBRARY BOARD MINUTES
– AUGUST 8, 2016**

City Council reviewed the Minutes from the August 8, 2016 Library Board meeting. No action taken.

ITEM 8 – CHAMBER OF COMMERCE

The La Crescent Chamber did not have an update.

There being no further business to come before the Council at this time, Member Buehler made a motion, seconded by Member Williams, 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 6:20 PM.

APPROVAL DATE: _____

SIGNED:

Mayor

ATTEST:

City Administrator