

MINUTES, REGULAR MEETING
CITY COUNCIL, CITY OF LA CRESCENT, MINNESOTA
DECEMBER 27, 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 December was called to order by Mayor Mike Poellinger at 5:30 PM in the La Crescent City Hall, La Crescent, Minnesota, on Thursday, December 27, 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, City Attorney Skip Wieser, and City Building/Zoning Official Shawn Wetterlin.

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 10, 2018
- 1.2 BILLS PAYABLE THROUGH DECEMBER 26, 2018
- 1.3 CASH BALANCE/ACTIVITY REPORT – NOVEMBER 2018
- 1.4 LIBRARY REPORT – NOVEMBER 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 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, 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 3.1 – PLANNING COMMISSION MINUTES – DECEMBER 4, 2018

City Building/Zoning Official Wetterlin reviewed with City Council the Minutes from the December 4, 2018 Planning Commission. The Planning Commission is recommending to City Council the following:

1. Approval of the proposed text amendment changes to the Zoning Ordinance. The recommended changes in the Zoning Ordinance were from the Comprehensive Plan, the Downtown Plan, along with other changes based on past variance requests.
2. That the Bike Pedestrian Advisory Committee become an official committee of the City with one member of the Planning Commission serving on the Bike Pedestrian Committee. If the City Council approves of the committee, the Planning Commission would like to make recommendations of residents to sit on the committee.

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

MOTION TO APPROVE TEXT AMENDMENTS TO ZONING ORDINANCE AS PRESENTED.

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.

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

MOTION TO APPROVE THAT THE BIKE PEDESTRIAN ADVISORY COMMITTEE BECOME AN OFFICIAL COMMITTEE OF THE CITY OF LA CRESCENT WITH ONE MEMBER OF THE PLANNING COMMISSION SERVING ON THE BIKE PEDESTRIAN COMMITTEE AND THE PLANNING COMMISSION TO MAKE RECOMMENDATIONS OF RESIDENTS TO SIT ON THE COMMITTEE.

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 3.2 – 2019 MTU OPERATING AGREEMENT/VEHICLE LEASE

City Administrator Waller reviewed with City Council the 2019 MTU Operations Agreement and Vehicle Lease between the City of La Crescent and La Crosse for the operation of the City’s public transit service. It was recommended to City Council to approve the Operations Agreement and Vehicle Lease, and to authorize

the required signatures. Following discussion, Member Krenz made a motion, seconded by Member Williams, as follows:

MOTION TO APPROVE THE 2019 OPERATIONS AGREEMENT BETWEEN THE CITY OF LA CROSSE AND THE CITY OF LA CRESCENT, MINNESOTA PERTAINING TO PUBLIC TRANSPORTATION BY BUS AND TO AUTHORIZE 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.

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

MOTION TO APPROVE THE 2019 VEHICLE LEASE BETWEEN THE CITY OF LA CROSSE AND THE CITY OF LA CRESCENT, MINNESOTA FOR THE BUS IN ORDER TO PROVIDE SERVICE UNDER THE 2019 OPERATIONS AGREEMENT AND TO AUTHORIZE 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 3.3 – POLLING PLACE RESOLUTION

City Administrator Waller reviewed with City Council that the City is required on an annual basis to designate by Resolution the polling places that will be utilized for elections. It was recommended to City Council to adopt the proposed Resolution presented. Following discussion, Member Buehler introduced the following resolution and moved its passage and adoption:

RESOLUTION NO. 12-18-32

RESOLUTION DESIGNATING ANNUAL POLLING PLACE

WHEREAS, it is important that citizens exercise their right to vote at their local polling place;

WHEREAS, Minn. Stat. § 204B.16 requires the City Council to designate its local polling places for elections annually;

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of La Crescent, Houston County, Minnesota, does hereby designate the following as its polling places for 2018:

Precinct 1: La Crescent Community Building, 336 S. 1st Street, La Crescent, Houston County, Minnesota.

Precinct 2: La Crescent Ice Arena, 520 S. 14th Street, La Crescent, Houston County, Minnesota.

Precinct 3: La Crescent Ice Arena, 520 S. 14th Street, La Crescent, Houston County, Minnesota.

Precinct 4: Mailed Ballot for Winona County, Minnesota, to City of La Crescent, 315 Main Street, La Crescent, MN 55947.

BE IT FINALLY RESOLVED, that the City notify residents of this designation by following the requirements of Minn. Stat. § 205.16.

ADOPTED this 27th day of December, 2018.

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.

ITEM 3.4 – LETTER TO HOUSTON COUNTY – MARKET VALUES

City Administrator Waller reviewed with City Council a proposed correspondence to the Houston County Board of Commissioners regarding the process whereby City residential market values were adjusted between 2018 and 2019. The correspondence also included various recommendations for the County to consider. Following discussion, Member Williams made a motion, seconded by Member Buehler, as follows:

MOTION TO APPROVE THE CORRESPONDENCE TO THE HOUSTON COUNTY BOARD OF COMMISSIONERS REGARDING THE PROCESS WHEREBY CITY RESIDENTIAL MARKET VALUES WERE ADJUSTED BETWEEN 2018 AND 2019 WITH CHANGES DISCUSSED.

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 3.5 – DEBT SERVICE FUND TRANSFER

City Administrator Waller reviewed with City Council a memo from City Finance Director, Debbie Shimshak, regarding a reduction of \$12,000.00 in the City’s November 2018 Tax Settlement payment from Houston County. The reduction was related to MN Energy filing an appeal and prevailing in a tax court case which lowered their Payable 2009-2012 EMV and increased their 2013 EMV. The county was required to recalculate the tax amounts and refund the over collections along with 4% interest from the date that MN Energy paid their original taxes. The impact of the refund to MN Energy is borne by the County, City and School District. After discussion with Carol Lapham, Houston County Finance Director, the State provides the EMV for this property each year, the County does not handle public utilities. The entire refund to MN Energy was approximately \$105,000 of which approximately \$12,000 (including interest) was the City of La Crescent portion. The City was not made aware of this and since the final levy for taxes payable 2019 has been approved, the City has no way to recover this shortfall. It was recommended to City Council to approve a transfer from the Debt Service Bonds Paid Up Fund (300) to the General Fund (101). The Bonds Paid Up Fund currently has \$120,000 available. Following discussion, Member Krenz made a motion, seconded by Member Hutchinson, as follows:

MOTION TO APPROVE THE TRANSFER OF \$12,000.00 FROM THE DEBT SERVICE BONDS PAID UP FUND (300) TO THE GENERAL FUND (101) FOR THE REDUCTION IN THE CITY’S NOVEMBER 2018 TAX SETTLEMENT PAYMENT FROM HOUSTON COUNTY RELATING TO DUE TO MN ENERGY FILING AN APPEAL AND PREVAILING IN A TAX COURT CASE.

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 3.6 – METROPOLITAN SEWERAGE DISTRICT

City Attorney Wieser reviewed with City Council a resolution adopted by the City of Onalaska regarding the creation of the La Crosse Area Metropolitan Sewerage District (LAMSD). Also reviewed was a proposed Memorandum of Understanding between the City of La Crescent and the City of Onalaska, along with the existing Sewer Agreement with the City of La Crosse. City Attorney Wieser discussed the status of the existing Agreement with La Crosse and the creation of the LAMSD. Following discussion, Member Williams made a motion, seconded by Member Krenz, as follows:

MOTION TO APPROVE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF LA CRESCENT AND THE CITY OF ONALASKA WITH CHANGES REVIEWED AT THE MEETING.

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.

City Attorney Wieser also reviewed with City Council communication from the City of La Crosse which advised City Council members to forward documents to either the City Administrator or the City Attorney. This item was informational, and no action taken.

ITEM 3.7 – REVIEW LODGING ORDINANCE

City Attorney Wieser reviewed with City Council the Lodging Tax Ordinance that was adopted by City Council in 2011 and amended in 2014. The ordinance permits the City to impose a three percent (3%) tax on companies that provide hotel/lodging services within the City. The ordinance provides that five percent (5%) of the revenue generated would be retained by the City to cover administrative costs of the City. The balance of the tax revenue is to be utilized by the City for purposes of marketing and promoting the City of La Crescent. It was recommended to City Council to approve utilizing the firm of Iverson Reuvers, not to exceed \$2,000.00, to provide assistance with implementation of collection and disbursement of the tax revenue. The Iverson Reuvers firm has worked with the City previously, most recently with the City’s Data Practices policies. Following discussion, Member Williams made a motion, seconded by Member Krenz, as follows:

MOTION TO APPROVE THE UTILIZATION OF IVERSON REUVERS, NOT TO EXCEED \$2,000.00, TO FORMULATE AN ARRANGEMENT TO IMPLEMENT, COLLECT AND DISBURSE THE REVENUE GENERATED FROM THE CITY LODGING TAX.

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 3.8 – PERSONNEL COMMITTEE RECOMMENDATIONS

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

1. That the City Council approve the cell phone allowance of \$50 per month for Utility Maintenance Worker Drew Koch. As proposed in the recommendation, this would take effect January 1, 2019.
2. That the City Council approve advertising the Clubhouse Managers position at Pine Creek Golf Course. A hiring recommendation would then be presented at a future City Council meeting. As part of the process, it was recommended that the City Council approve one minor change to the job description for the position. That one of the essential duties performed be changed from “completes the weekly working schedule for all clubhouse personnel” to “assists in completing the weekly working schedule for all clubhouse personnel.”

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

MOTION TO APPROVE THE CELL PHONE ALLOWANCE OF \$50 PER MONTH FOR UTILITY MAINTENANCE WORKER DREW KOCH EFFECTIVE JANUARY 1, 2019.

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.

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

MOTION TO APPROVE ADVERTISING THE CLUBHOUSE MANAGERS POSITION AT PINE CREEK GOLF COURSE WITH A HIRING RECOMMENDATION TO BE PRESENTED AT A FUTURE CITY COUNCIL MEETING AND APPROVING ONE MINOR CHANGE TO THE JOB DESCRIPTION FOR THE POSITION AS PRESENTED.

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 3.9 – 2019 LICENSE RENEWALS

City Council reviewed an updated list of proposed license renewals for 2019 that was provided 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 Hutchinson, as follows:

MOTION TO APPROVE THE PRESENTED LIST OF LICENSE RENEWALS FOR 2019 FOR THE FOLLOWING:

GAS INSTALLERS – REPLACEMENT PROS; CARY HEATING & AIR CONDITIONING; ADVANCED COMFORT SPECIALISTS; NIEBUHR PLUMBING & HEATING CO.

SOLID WASTE – HILLTOPPER REFUSE & RECYCLING; WASTE MANAGEMENT

MASSAGE BUSINESS – AIRMID MASSAGE; LA CRESCENT MASSAGE

MASSAGE TECHNICIAN – AIRMID MASSAGE; LA CRESCENT MASSAGE

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 – 2018 BUDGET ADJUSTMENTS

This item will be continued to the next City Council Meeting. No action taken.

ITEM 3.11 – CHAMBER OF COMMERCE REQUEST

City Council reviewed a request from the La Crescent Chamber of Commerce to the City for financial assistance with tourism postage. This is similar to the requests that the City Council approved in previous years. There are funds in the discretionary portion of the City Council general fund budget for this expenditure. Following discussion, Member Williams made a motion, seconded by Member Hutchinson, as follows:

MOTION TO AMEND THE 2019 GENERAL FUND BUDGET AND TO UTILIZE DISCRETIONARY FUNDS IN THE CITY COUNCIL PORTION OF THE BUDGET FOR DUES AND SUBSCRIPTIONS FOR THE CONTRIBUTION OF \$1,500.00 TO THE LA CRESCENT CHAMBER OF COMMERCE AS REIMBURSEMENT FOR A PORTION OF THE FUNDS THE CHAMBER HAS SPENT ON TOURISM POSTAGE FOR THE CITY OF LA CRESCENT IN 2018.

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.

ITEM 5.1 – CITY COUNCIL MEMBER RECOGNITION

Mayor Poellinger recognized City Council Members Bernie Buehler and Ryan Hutchinson thanking them for their service to the City of La Crescent. No action taken.

ITEM 6.1 – STAFF CORRESPONDENCE/COMMITTEE UPDATES – LIBRARY BOARD MINUTES – OCTOBER 9, 2018

City Council reviewed the Minutes from the October 9, 2018 La Crescent Public Library Board meeting. No action taken.

ITEM 7.1 – CORRESPONDENCE – THANK YOU – STREET IMPROVEMENTS

City Council reviewed a correspondence from Bonnie Pilcher dated December 10, 2018, thanking the City for improving the street she resides on. No action taken.

ITEM 8 – CHAMBER OF COMMERCE

There was no update from the La Crescent Chamber of Commerce.

There being no further business to come before the Council at this time, Member Hutchinson made a motion, seconded by Member Buehler, to adjourn the meeting. 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 and the meeting duly adjourned at 6:05 PM.

APPROVAL DATE: _____

SIGNED:

Mayor

ATTEST:

City Administrator