

MINUTES, REGULAR MEETING
CITY COUNCIL, CITY OF LA CRESCENT, MINNESOTA
DECEMBER 28, 2015

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 28, 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 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 – DECEMBER 14, 2015
- 1.2 BILLS PAYABLE THROUGH DECEMBER 23, 2015
- 1.3 CASH BALANCE/ACTIVITY REPORT – NOVEMBER 2015
- 1.4 LIBRARY REPORT – NOVEMBER 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 – BIKE SHOPPE – COMMUNITY ARENA

City Administrator Waller gave an overview to City Council regarding the use of the space at the Community Arena that is no longer occupied by the La Crescent Boys and Girls Club. Lancer Youth Hockey would use the former study/computer room portion for purposes of creating a new locker/storage room. Lancer Youth Hockey

is working to develop a plan to add shower facilities to the Ice Arena. The La Crescent Bike Shoppe would utilize the balance of the former Boys and Girls Club space, which is approximately 1,200 square feet, as a new and expanded site for their operation. A summary of the activities of the Bike Shoppe were reviewed by City Council. If this is an acceptable use of this space, the City maintenance department will construct a wall to separate the two spaces to be completed this winter. The Community Bike Shoppe would then relocate to this space in the spring of 2016. Following discussion, Member Buehler made a motion, seconded by Member Williams, as follows:

MOTION TO APPROVE THE PROPOSED USE BY THE LA CRESCENT COMMUNITY BIKE SHOPPE OF THE SPACE AT THE COMMUNITY ARENA, TO AUTHORIZE THE CITY ATTORNEY TO DRAFT A “SIMPLE” LEASE AGREEMENT AND THE CITY MAINTENANCE DEPARTMENT TO CONSTRUCT A WALL TO SEPARATE THE TWO SPACES AND TO DIRECT THE CITY ADMINISTRATOR TO REVIEW THE EFFICIENCY/ADDITIONAL USE OF THE SPACE.

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 3.2 – AUTHORIZE CAPITAL EQUIPMENT EXPENDITURE

City Administrator Waller gave an overview to City Council regarding the request for a 2016 squad car purchase for the La Crescent Police Department. The budgeted funds would be used from the 2013 Capital Equipment Certificate. It was recommended to City Council to approve the 2016 Minnesota State Contract price of \$30,500 to be directed towards the purchase of a new all-wheel drive Dodge Charger. Following discussion, Member Krenz made a motion, seconded by Member Hutchinson, as follows:

MOTION TO APPROVE THE 2016 MINNESOTA STATE CONTRACT PRICE OF \$30,500 TO BE DIRECTED TOWARDS THE PURCHASE OF A NEW ALL-WHEEL DRIVE DODGE CHARGER FOR THE LA CRESCENT POLICE DEPARTMENT WITH FUNDS FROM THE 2013 CAPITAL EQUIPMENT CERTIFICATE.

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 – ENGINEERING AGREEMENT – ATP APPLICATION

City Administrator Waller reviewed with City Council a correspondence from the Minnesota Department of Transportation regarding soliciting projects for the Southeastern Minnesota Area Transportation Partnership (ATP) for the fiscal year 2020. It was recommended to City Council to consider submitting Phase 3 of the Wagon Wheel Improvement Project for funding under this program. City Council reviewed a professional services agreement with WHKS to provide the services relating to Phase 3 of the Wagon Wheel Trail Funding Application with an estimated fee of \$4,500.00. Following discussion, Member Buehler made a motion, seconded by Member Hutchinson, as follows:

MOTION TO ACCEPT THE PROFESSIONAL SERVICE AGREEMENT BETWEEN THE CITY OF LA CRESCENT AND WHKS & CO. FOR SERVICES RELATING TO PHASE 3 OF THE WAGON WHEEL TRAIL FUNDING APPLICATION.

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 – 2016 PROFESSIONAL SERVICE CONTRACTS – ENGINEERING, LEGAL & COMMUNITY DEVELOPMENT

City Administrator Waller reviewed with City Council the 2016 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 2016 fee schedules. It was also recommended to Council to approve an increase in the fee charged by Terry Erickson from \$26 per hour to \$30 per hour. Following discussion, Member Williams made a motion, seconded by Member Hutchinson, as follows:

MOTION TO APPROVE THE 2016 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 \$30 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 3.5 – FIRE DEPARTMENT STAFFING

City Council reviewed a letter of resignation from Bill Schuldt from the La Crescent Fire Department effective January 1, 2016. Following discussion, Member Krenz made a motion, seconded by Member Williams, as follows:

MOTION TO ACCEPT THE LETTER OF RESIGNATION FROM BILL SCHULDT FROM THE LA CRESCENT FIRE DEPARTMENT EFFECTIVE JANUARY 1, 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.

City Council also reviewed a memo from La Crescent Fire Chief, Tom Paulson, recommending the appointment of Josh Tarrence to the position of Assistant Fire Marshal. Following discussion, Member Buehler made a motion, seconded by Member Williams, as follows:

MOTION TO APPROVE THE APPOINTMENT OF JOSH TARRENCE TO THE POSITION OF ASSISTANT FIRE MARSHAL FOR THE CITY OF LA CRESCENT FIRE DEPARTMENT.

Upon a roll call vote taken and tallied by the City Attorney, the following Members present voted in favor thereof, viz;

Bernie Buehler	Yes
Brian Krenz	Yes
Dale Williams	Yes
Mike Poellinger	Yes

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

ITEM 3.6 – 2016 LICENSE RENEWALS

City Council reviewed the proposed license renewals for 2016. The applications appear to be in order and it was recommended to City Council to approve the license applications and authorize that they be forwarded to the State of Minnesota. Following discussion, Member Krenz made a motion, seconded by Member Hutchinson, as follows:

MOTION TO APPROVE THE PRESENTED LIST OF LICENSE RENEWALS FOR 2016 FOR THE FOLLOWING AND AUTHORIZE THAT THEY BE FORWARDED TO THE STATE OF MINNESOTA:

**HEAVEN’S HANDS – MASSAGE BUSINESS AND MASSAGE TECHNICIAN (2)
BOB’S HOME HTNG & COOLING – GAS INSTALLERS
WASTE MANAGEMENT – SOLID WASTE
HILLTOPPERS REFUSE & RECYCLE – SOLID WASTE
PLUMBERS MECHANICAL GROUP – GAS INSTALLERS
CARY HEATING & AIR – GAS INSTALLERS**

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 – ECONOMIC DEVELOPMENT COMMISSION APPOINTMENTS

Due to the resignations on the Economic Development Commission, it was recommended to City Council that Al Voss and Travis Minegar be appointed to the Economic Development Commission. Following discussion, Member Buehler made a motion, seconded by Member Krenz, as follows:

MOTION TO APPOINT AL VOSS AND TRAVIS MINEGAR TO THE ECONOMIC DEVELOPMENT COMMISSION.

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 – PERSONNEL COMMITTEE RECOMMENDATION

City Council reviewed a recommendation from the Personnel Committee that the probationary status be removed on January 8, 2016 for Kara Tarrence as the City’s bookkeeper and that she be classified as a regular City employee. On January 8, 2016, Ms. Tarrence will have completed her six month probationary period. Following discussion, Member Buehler made a motion, seconded by Member Williams, as follows:

MOTION TO APPROVE THE PROBATIONARY STATUS BE REMOVED ON JANUARY 8, 2016 FOR KARA TARRENCE AS THE CITY'S BOOKKEEPER AND MS. TARRENCE 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 6.1 – STAFF CORRESPONDENCES/COMMITTEE UPDATES – FIRE COOPERATIVE MINUTES – 12/11/2015

City Council reviewed the Minutes from the December 11, 2015 La Crescent Community Fire Cooperative Meeting. No action taken.

ITEM 6.2 – STAFF CORRESPONDENCES/COMMITTEE UPDATES – DEVELOPMENT COMMISSION MINUTES – 11/9/2015

City Council reviewed the Minutes from the November 9, 2015 La Crescent Economic Development Commission meeting. No action taken.

ITEM 6.3 – STAFF CORRESPONDENCES/COMMITTEE UPDATES – DEVELOPMENT COMMISSION MINUTES – 12/14/2015

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

ITEM 6.4 – STAFF CORRESPONDENCES/COMMITTEE UPDATES – LIBRARY BOARD MINUTES – 10/13/2015

City Council reviewed the Minutes from the October 13, 2015 Library Board meeting. No action taken.

ITEM 7.1 – CORRESPONDENCE – HELEN AND LEON THICKE

City Council reviewed a correspondence dated December 11, 2015 from Helen and Leon Thicke regarding the Star/Cross issue. No action taken.

ITEM 8 – CHAMBER OF COMMERCE

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

It was recommended that an update on the Comprehensive Plan be included on the next meeting agenda.

There being no further business to come before the Council at this time, Member Williams 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 5:45 PM.

APPROVAL DATE: _____

SIGNED:

Mayor

ATTEST:

City Administrator