

MINUTES, REGULAR MEETING  
CITY COUNCIL, CITY OF LA CRESCENT, MINNESOTA  
AUGUST 12, 2019

Pursuant to due call and notice thereof, the first meeting of the City Council of the City of La Crescent for the month of August was called to order by Mayor Mike Poellinger at 5:30 PM in the La Crescent City Hall, La Crescent, Minnesota, on Monday, August 12, 2019, followed by the Pledge of Allegiance.

Upon a roll call taken and tallied by the City Administrator, the following members were present: Members Cheryl Jostad, Teresa O'Donnell-Ebner, Dale Williams and Mayor Mike Poellinger. Members absent: Member Brian Krenz – Not Excused. Also present was City Administrator Bill Waller, City Attorney Skip Wieser, City Building/Zoning Official Shawn Wetterlin, and City Bookkeeper Angie Boettcher.

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 – JULY 22, 2019
- 1.2 MINUTES – JULY 25, 2019
- 1.3 BILLS PAYABLE – AUGUST 8, 2019
- 1.4 CASH BALANCE/ACTIVITY REPORT – JUNE 2019
- 1.5 LIBRARY REPORT – JUNE 2019

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 Williams made a motion, seconded by Member O'Donnell-Ebner, 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 voted in favor thereof, viz;

Cheryl Jostad	Yes
Teresa O'Donnell-Ebner	Yes
Dale Williams	Yes

Mayor Mike Poellinger abstained from voting and none voted against the same. The motion was declared duly carried by a 3-0 vote.

**ITEM 3.1 – POLICE OFFICER SWEARING IN**

Doug Stavenau, Chief of the La Crescent Police Department, conducted the official swearing in of Kaylee Inglett as Peace Officer for the City of La Crescent Police Department. No action taken.

**ITEM 3.2 – 2018 AUDIT REVIEW – MIKE TEMP**

Mike Temp from Tostrud & Temp, S.C., Certified Public Accountants, gave an overview to City Council of the 2018 City audit. Following questions, Member O’Donnell-Ebner made a motion, seconded by Member Jostad, as follows:

**MOTION TO ADOPT THE INDEPENDENT AUDITOR’S REPORT FROM TOSTRUD & TEMP, S.C. FOR THE CITY OF LA CRESCENT DATED DECEMBER 31, 2018.**

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

Cherryl Jostad	Yes
Teresa O’Donnell-Ebner	Yes
Dale Williams	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried by a 4-0 vote.

**ITEM 3.3 – SHORE ACRES ROAD ENGINEERING PROPOSAL**

City Administrator Waller reviewed with City Council the engineering agreement that the City Council requested at the last meeting to prepare a feasibility report regarding improvements to Shore Acres Road. It was recommended to City Council to accept the agreement and amend the 2019 General Fund Budget to reflect this expenditure. Following discussion, Member Williams made a motion, seconded by Member O’Donnell-Ebner, as follows:

**MOTION TO ACCEPT THE PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF LA CRESCENT AND WHKS & CO. FOR THE PROJECT DESCRIBED AS SHORE ACRES ROAD FLOOD MITIGATION STUDY WITH AN ESTIMATED FEE OF \$7,500.00 AND TO AMEND THE 2019 GENERAL FUND BUDGET TO REFLECT THIS EXPENDITURE.**

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

Cherryl Jostad	Yes
Teresa O’Donnell-Ebner	Yes
Dale Williams	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried by a 4-0 vote.

**ITEM 3.4 – COMPLETE STREETS ORDINANCE**

City Administrator Waller reviewed with City Council the information that was presented at the July 9<sup>th</sup> Planning Commission meeting regarding a complete streets ordinance. City Council also reviewed the appendix from the Bicycle and Pedestrian Plan Update that includes a preliminary draft of a complete street policy. The following were recommendations that were offered regarding a complete streets ordinance:

1. City Administrator, Bike/Ped Committee Chair, and Bike/Ped Committee should function in an advisory capacity and make recommendations for consideration by the City Council. The final authority on decisions related to complete streets should be the responsibility of the City Council;
2. The section on data collection could be a challenge to complete based on the availability of both staff and consultant time.
3. The City Zoning Official should not be responsible for enforcing the complete streets ordinance. It was recommended that the paragraph be deleted from the complete streets ordinance.

In the past, the City has adopted ordinances that were requirements for grants that the City has received. Therefore, the need to adopt a complete streets ordinance for the next Safe Routes to School grant application is realistic. Linda Larson from the Bicycle Pedestrian Committee was in attendance to comment on the ordinance. It was the consensus of City Council to proceed with revising the complete streets ordinance and to present a revised ordinance at a future City Council meeting. No action taken.

**ITEM 3.5 – COMMISSION APPOINTMENTS**

City Administrator Waller reviewed with City Council the recommendation to appoint Mary Thompson and Craig Thompson to the Natural Resource Advisory Group. Following discussion, Member O’Donnell-Ebner made a motion, seconded by Member Williams, as follows:

**MOTION TO APPOINT MARY THOMPSON AND CRAIG THOMPSON TO THE NATURAL RESOURCE ADVISORY GROUP.**

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

Cherryl Jostad	Yes
Teresa O’Donnell-Ebner	Yes
Dale Williams	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried by a 4-0 vote.

Also, based on action taken at the July 22, 2019 City Council Meeting, it was recommended that City Council consider new appointments for the following Commissions/Committees: Golf Commission; Park and Recreation Commission; La Crescent Animal Rescue; and GreenStep Committee. Following discussion, Member Williams made a motion, seconded by Member O’Donnell-Ebner, as follows:

**MOTION TO APPOINT MEMBER DALE WILLIAMS TO THE GOLF COMMISSION; MEMBER CHERRYL JOSTAD TO THE PARK AND RECREATION COMMISSION; MEMBER DALE WILLIAMS TO LA CRESCENT ANIMAL RESCUE; AND MEMBER TERESA O’DONNELL-EBNER TO THE GREENSTEP COMMITTEE.**

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

Cherryl Jostad	Yes
Teresa O’Donnell-Ebner	Yes
Dale Williams	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried by a 4-0 vote.

**ITEM 3.6 – VETERANS PARK WEDDING REQUEST**

City Administrator Waller reviewed with City Council a request from Brady Lowe to reserve the northwestern corner of Veterans Park for a wedding ceremony to be held on June 20, 2020. Following discussion, Member Williams made a motion, seconded by Member O'Donnell-Ebner, as follows:

**MOTION TO APPROVE THE WEDDING REQUEST OF BRADY LOWE FOR THE NORTHWESTERN CORNER OF VETERANS PARK FOR A WEDDING CEREMONY ON JUNE 20, 2020.**

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

Cherryl Jostad	Yes
Teresa O'Donnell-Ebner	Yes
Dale Williams	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried by a 4-0 vote.

**ITEM 3.7 – PERSONNEL COMMITTEE RECOMMENDATION**

City Administrator Waller reviewed with City Council a recommendation from the Personnel Committee that Angie Boettcher would move from step 4 in the Bookkeepers position, to step 2 in the Administrative Assistants position. City Council reviewed the revised job description, along with the salary schedule from the union contract. It was proposed that the change would take effect July 1, 2019. Pursuant to the terms and conditions of the union contract, Ms. Boettcher would serve a three month trial period. Following discussion, Member Williams made a motion, seconded by Member Jostad, as follows:

**MOTION TO APPROVE THAT ANGIE BOETTCHER WOULD MOVE FROM STEP 4 IN THE BOOKKEEPERS POSITION, TO STEP 2 IN THE ADMINISTRATIVE ASSISTANTS POSITION FOR THE CITY OF LA CRESCENT EFFECTIVE JULY 1, 2019 AND THAT PURSUANT TO THE TERMS AND CONDITIONS OF THE UNION CONTRACT, MS. BOETTCHER WOULD SERVE A THREE MONTH TRIAL PERIOD.**

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

Cherryl Jostad	Yes
Teresa O'Donnell-Ebner	Yes
Dale Williams	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried by a 4-0 vote.

**ITEM 3.8 – LIQUOR LICENSE TRANSFER**

City Administrator Waller reviewed with City Council that due to a change in partners at Minegar’s Sports Hub there would need to be a transfer of the liquor license. It was recommended to City Council to approve this transfer. Following discussion, Member O’Donnell-Ebner made a motion, seconded by Member Williams, as follows:

**MOTION TO APPROVE A TRANSFER OF THE LIQUOR LICENSE FOR MINEGAR’S SPORTS HUB DUE TO CHANGE IN PARTNERS.**

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

Cherryl Jostad	Yes
Teresa O’Donnell-Ebner	Yes
Dale Williams	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried by a 4-0 vote.

**ITEM 3.9 – DOWNTOWN DEVELOPMENT REVIEW**

City Administrator Waller reviewed with City Council information that was presented at the April 25, 2019 Joint/Special City Council meeting where downtown development and a new City Hall/Library were discussed. An update was provided at the meeting regarding a potential development that would include the existing City Hall/Library site. In order to continue to proceed, the following course of action was recommended:

1. Meet to review and update the programming study that was done in 2015 regarding City Hall.
2. Prepare a programming study for the Library.
3. Update the substandard building determination that was done on City Hall, a copy of which was included for review.
4. Prepare a substandard building determination for the grocery store, and possibly the library.
5. Prepare a cost estimate to construct a new City Hall/Library that would be used to prepare a capital improvement plan.

The project may require that the City establish and provide tax increment benefits to the developer, a portion of which may be used to fund public improvements adjacent to the site. In addition, the project will require that the City exchange land with the developer, an exchange which may not be done on a dollar for dollar basis. This is a project which has the potential to have a huge positive impact on the community, will require a few years to complete, and will ultimately require major expenditures of both public and private funds. Following discussion, Member Williams made a motion, seconded by Member O’Donnell-Ebner, as follows:

**MOTION TO CONTINUE TO PROCEED WITH THE POTENTIAL DOWNTOWN DEVELOPMENT AND A NEW CITY HALL/LIBRARY PROJECT.**

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

Cherryl Jostad	Yes
Teresa O’Donnell-Ebner	Yes

Dale Williams                      Yes  
Mike Poellinger                    Yes

and none voted against the same. The motion was declared duly carried by a 4-0 vote.

**ITEM 7.1 – CORRESPONDENCE – FEDERAL RAILROAD ADMINISTRATION**

City Council reviewed a correspondence received July 18, 2019 from the Federal Railroad Administration regarding maintaining the safety of the quiet zone crossings in the City. No action taken.

**ITEM 7.2 – CORRESPONDENCE – MINNESOTA ENERGY RESOURCES**

City Council reviewed a correspondence dated July 25, 2019 from Minnesota Energy Resources regarding a project that will automate the process of reading the gas meters. 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 Williams made a motion, seconded by Member O’Donnell-Ebner, to adjourn the meeting. Upon a roll call vote taken and tallied by the City Administrator, all Members present voted in favor thereof, viz;

Cherryl Jostad                      Yes  
Teresa O’Donnell-Ebner            Yes  
Dale Williams                      Yes  
Mike Poellinger                    Yes

and none voted against the same. The motion was declared duly carried by a 4-0 vote and the meeting duly adjourned at 6:31 PM.

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

SIGNED:

\_\_\_\_\_  
Mayor

ATTEST:

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