

MINUTES, REGULAR MEETING
CITY COUNCIL, CITY OF LA CRESCENT, MINNESOTA
FEBRUARY 12, 2024

Pursuant to due call and notice thereof, the first meeting of the City Council of the City of La Crescent for the month of February was called to order by Mayor Mike Poellinger at 5:00 PM in the La Crescent Community Building, La Crescent, Minnesota, on Monday, February 12, 2024.

Upon a roll call taken and tallied by the City Administrator, the following members were present: Members Ryan Hutchinson, Cheryl Jostad, Teresa O'Donnell-Ebner, Dale Williams, and Mayor Mike Poellinger. Members absent: None. Also present were, City Attorney Skip Wieser, City Administrator Bill Waller, Public Works Director Tyler Benish, and City Clerk Angie Boettcher.

Also present were Police Chief Luke Ahlschlager, Police Officer Kaleb Peterson, La Crescent Heart Safe Committee Member Cheri Olson, and the Director of the Center for Resuscitation Medicine at the University of Minnesota Kim Harkins.

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 – JANUARY 22, 2024
- 1.2 MINUTES – JANUARY 29, 2024
- 1.3 BILLS PAYABLE THROUGH – JANUARY 18, 2024

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 Hutchinson 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;

Ryan Hutchinson	Yes
Cheryl 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.

ITEM 3.1 - POLICE OFFICER OATH OF HONOR – KALEB PETERSON

La Crescent Police Chief Luke Ahlschlager administered the oath of honor to La Crescent Police Department’s newest Police Officer, Kaleb Peterson.

ITEM 3.2 - HEART SAFE CITY DESIGNATION

At the February 13, 2023, City Council Meeting the City Council approved the formation of a Heart Safe Program Committee to complete the application for the City to be recognized as a Heart Safe Community. The committee completed the application and submitted it to the Minnesota Department of Health in September of 2023. A letter of acceptance was received in October 2023. Heart Safe Committee member Cheri Olson presented a brief overview of the Heart Safe Community program and then introduced Kim Harkins from Minnesota Heart Safe who presented the Designation.

ITEM 3.3 - HORSE TRACK MEADOWS NORTH – PURCHASE AGREEMENT & RESOLUTION

City Attorney Skip Wieser reviewed with City Council a resolution between the City of La Crescent and Bluff Country, LLC, Mike Sexauer for the sale of the Horse Track Meadows North Subdivision. Horse Track Meadows North was purchased by the City. The City rezoned and plated the property. It was recommended that City Council approve the resolution with one recommended change, and authorize signatures on the resolution from the Mayor, City Administrator, and City Clerk. Following discussion, Member O’Donnell-Ebner introduced the following resolution with and moved its passage and adoption:

RESOLUTION NO. 02-24-06

A RESOLUTION APPROVING THE SALE OF HORSE TRACK MEADOWS NORTH A SUBDIVISION TO THE CITY OF LA CRESCENT

WHEREAS, Bluff Country, LLC and the City of La Crescent have entered into a purchase agreement described on Exhibit A of Horse Track Meadows North Subdivision to the City of La Crescent.

WHEREAS, the City Planning Commission and the City Council have approved the final plat Horse Track Meadows North [with no further review from the Planning Commission deemed necessary](#).

WHEREAS, the final plat of Horse Track Meadows North was recorded December 4, 2023 as Document No. 311541 in the Office of the County Recorder of Houston County, Minnesota.

WHEREAS, Minn. Stat. § 412.211 authorizes the sale of real property owned by the City.

NOW THEREFORE BE IT RESOLVED the following:

1. The City Council of La Crescent, Minnesota hereby approves the sale of Horse Track Meadows North Subdivision described on Exhibit A to Bluff Country, LLC.
2. Mayor, City Administrator, and City Clerk are hereby authorized to sign the deed and all requisite closing documents, and any further action necessary to implement this sale by the City.

Adopted this 12th day of February, 2024.

SIGNED:

Mayor

ATTEST:

City Administrator

ATTEST:

City Clerk

The foregoing motion was duly seconded by Member Hutchinson and upon a roll call vote taken and tallied by the City Administrator, the following Members present voted in favor thereof, viz;

Ryan Hutchinson	Yes
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 and the resolution duly passed and adopted.

Attorney Wieser reviewed with City Council for approval the Purchase Agreement between the City of La Crescent and Bluff Country, LLC, Mike Sexauer for the sale of Horse Track Meadows North Subdivision with the following three recommended changes:

- Remove the 'a' under section 5.14 (f)

- Add subparagraph (j) to section 5.14 stating that the buyer is responsible for the utility installation, not the city as per the RFP.
- Add subparagraph (k) to section 5.14 stating that the city is compliant with selling the lots after the Horse Track development was more than seventy-five percent (75%) sold.

and authorizing the signatures of the Mayor, City Administrator, and City Clerk on the Purchase Agreement and any necessary closing documents. Following discussion, Member Hutchinson made a motion, seconded by Member O'Donnell-Ebner as follows:

MOTION TO APPROVE THE HORSE TRACK MEADOWS NORTH SUBDIVISION PURCHASE AGREEMENT BETWEEN THE CITY OF LA CRESCENT AND BLUFF COUNTRY, LLC, MIKE SEXAUER WITH CHANGES AND AUTHORIZE THE SIGNATURES OF THE MAYOR, CITY ADMINISTRATOR, AND CITY CLERK ON THE PURCHASE AGREEMENT AND ANY NECESSARY CLOSING DOCUMENTS.

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

Ryan Hutchinson	Yes
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.

ITEM 3.4 - PURCHASE AGREEMENT – CITY LOT ON GRANDVIEW TERRACE

City Attorney Skip Wieser reviewed with City Council a purchase agreement and right of first refusal between the City of La Crescent and Eriah Hayes for the remaining city property located on Grandview Terrace adjacent to Abnet Field and the La Crescent Community Arena in the amount of \$82,500.00. Lancer Youth Hockey needs more space in the Ice Arena, and Mr. Hayes is interested in expanding the fitness area that he currently operates in the building to include equipment specific to training for hockey. Due to the need for additional space, Lancer Youth Hockey and Mr. Hayes approached the City to inquire about the possibility of buying the City lot. Mr. Hayes is proposing to build a 4,000-square-foot building on the City lot. The new building will utilize a portion of the existing parking lot that also served the Ice Arena. It was recommended that some clerical changes be made to the purchase agreement. Following discussion, Member Williams made a motion, seconded by Member Hutchinson as follows:

MOTION TO APPROVE THE PURCHASE AGREEMENT WITH CLERICAL CHANGES AND RIGHT OF FIRST REFUSAL BETWEEN THE CITY OF LA CRESCENT AND ERIAH HAYES FOR THE REMAINING CITY PROPERTY LOCATED ON GRANDVIEW TERRACE

ADJACENT TO ABNET FIELD AND THE LA CRESCENT COMMUNITY ARENA IN THE AMOUNT OF \$82,500.00.

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

Ryan Hutchinson	Yes
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.

It was then recommended that City Council authorize the signatures of the Mayor, City Administrator, and City Clerk on the purchase agreement. Following discussion, Member Williams made a motion, seconded by Member Hutchinson as follows:

MOTION TO AUTHORIZE THE SIGNATURES OF THE MAYOR, CITY ADMINISTRATOR, AND CITY CLERK ON THE PURCHASE AGREEMENT.

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

Ryan Hutchinson	Yes
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.

ITEM 3.5 - AUTHORIZE INITIAL CUSTOMER MEETING WITH USDA-CITY HALL/LIBRARY/POLICE DEPARTMENT PLANNING PROCESS

City Council reviewed a letter from Community Development Director Larry Kirch regarding the special meeting of the City Council on January 29th. At the meeting, the City Council and members of the public were presented with an update on the progress that the city has made in long-range planning for new Public Safety, Library/City Hall buildings along with a potential funding option from the USDA Rural Development Program. City staff is requesting that the council make a motion to have the city proceed with an “initial customer meeting” with the USDA RD staff to gain further information about the USDA RD Community Facilities loan program and process, City Staff will report back to the council on the results

of the initial customer meeting. Following discussion, Member Jostad made a motion, seconded by Member O'Donnell-Ebner as follows:

MOTION FOR CITY STAFF TO PROCEED WITH AN INITIAL CUSTOMER MEETING WITH THE USDA RURAL DEVELOPMENT PROGRAM STAFF TO GAIN FURTHER INFORMATION ABOUT THE USDA RD COMMUNITY FACILITIES LOAN PROGRAM AND PROCESS, WITH CITY STAFF REPORTING BACK TO THE COUNCIL ON THE RESULTS OF THE INITIAL CUSTOMER MEETING.

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

Ryan Hutchinson	Yes
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.

ITEM 3.6- PERSONNEL COMMITTEE RECOMMENDATION

City Council reviewed the following recommendation from the Personnel Committee for approval:

1. On February 21, 2024, Amy Jore will have completed her six-month probationary period as the City's Accountant. The Personnel Committee is recommending that effective February 21, 2024 Ms. Jore's probationary status be removed, and that she be classified as the City's Accountant. A letter from the Finance Director regarding the recommendation was included.

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

MOTION TO REMOVE AMY JORE'S PROBATIONARY STATUS AND CLASSIFY MS. JORE AS THE CITY'S ACCOUNTANT, EFFECTIVE FEBRUARY 21, 2024.

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

Ryan Hutchinson	Yes
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.

ITEM 3.7 AUTHORIZE EXPENDITURES – VARIOUS PROJECTS

City Administrator Bill Waller reviewed with City Council for approval the following expenditures:

1. The replacement of the door hardware at the La Crescent Public Library for \$2,295.00. It was recommended that \$1,695.00, the balance of the expenditure beyond the funds that are included in the library’s 2024 budget, come from the discretionary portion of the City Council 2024 general fund budget. A memo from the Library Director regarding the expenditure was included.

Following discussion, Member Jostad made a motion, seconded by Member O’Donnell-Ebner as follows:

MOTION TO APPROVE THE BALANCE OF \$1,695.00 BEING THE EXPENDITURE BEYOND THE FUNDS THAT ARE INCLUDED IN THE LIBRARY’S 2024 BUDGET TO BE PAID FROM THE DISCRETIONARY PORTION OF THE CITY COUNCIL 2024 GENERAL FUND BUDGET TO REPLACE THE DOOR HARDWARE AT THE LA CRESCENT PUBLIC LIBRARY.

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

Ryan Hutchinson	Yes
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.

2. The replacement of three (3) garage door openers at the Fire Department with new commercial grade openers that include a battery backup for \$5,535.00. The La Crescent Community Fire Cooperative reviewed and recommended the expenditure. A memo from the Fire Chief regarding the expenditure was included.

Following discussion, Member Hutchinson made a motion, seconded by Member O’Donnell-Ebner as follows:

MOTION TO APPROVE THE PURCHASE OF THREE NEW COMMERCIAL-GRADE GARAGE DOOR OPENERS THAT INCLUDE BATTERY BACKUP FOR THE FIRE DEPARTMENT IN THE AMOUNT OF \$5,535.00.

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

Ryan Hutchinson	Yes
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.

3. The purchase of thirty (30) trees in the amount of \$6,605.00 for the City's Arbor Day tree planting project. A memo from the Public Works Director regarding the expenditure was included.

Following discussion, Member O'Donnell-Ebner made a motion, seconded by Member Williams as follows:

MOTION TO APPROVE THE PURCHASE OF THIRTY TREES IN THE AMOUNT OF \$6,605.00 FOR THE CITY'S ARBOR DAY TREE PLANTING PROJECT.

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

Ryan Hutchinson	Yes
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.

4. The purchase of a new snowplow from Universal Equipment in the amount of \$6,153.00. A memo from the Public Works Director regarding the expenditure was included.

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

MOTION TO APPROVE THE PURCHASE OF A NEW SNOWPLOW FROM UNIVERSAL EQUIPMENT IN THE AMOUNT OF \$6,153.00.

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

Ryan Hutchinson	Yes
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.

ITEM 3.8 - AUTHORIZE EXPENDITURE OF PUBLIC SAFETY FUNDS

City Administrator Bill Waller reviewed with City Council for approval a summary of items to be purchased with a portion of the \$233,374.00 in public safety aid funds that the City received in 2023. The list was prepared cooperatively by the Chiefs of the La Crescent Police and Fire Departments. The La Crescent Community Fire Cooperative reviewed and has recommended proceeding with the expenditures proposed:

1. 9 - Motorola APX 6000 Portable Radios (LCFD)	\$30,600.00
2. Fire Marshal Vehicle Upfit (LCFD)	\$30,000.00
3. 4 – Verkada Cameras/City Camera Expansion (FD/City Assets)	\$25,000.00
4. Central Square/Record Management System (LCPD & LCFD)	\$25,000.00
5. 8 – Seek Fire Pro X thermal imaging cams x 2 charging stations (LCFD)	\$10,000.00
6. 18 – Motorola Minitor VI Pagers (LCFD)	\$8,100.00
7. 2 – Panasonic Toughbooks and 2 docking stations (LCPD)	\$6,000.00
8. Fire Department Fitness Room Upgrade (LCPD & LCFD)	\$5,000.00
9. 3 – iPads Fire Marshal/Inspections and 1870 vehicle (LCFD)	<u>\$3,750.00</u>
TOTAL	\$143,450.00

The City Council previously approved PSA expenditures in the amount of \$143,450.00. The remaining \$34,776.00 will be brought back to a future City Council meeting on how those funds should be expended.

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

MOTION TO APPROVE THE PURCHASE OF THE COOPERATIVE LIST OF ITEMS BY THE CHIEFS OF THE LA CRESCENT POLICE AND FIRE DEPARTMENTS AS STATED WITH A PORTION OF THE PUBLIC SAFETY AID FUNDS THAT THE CITY RECEIVED IN 2023.

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

Ryan Hutchinson	Yes
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.

ITEM 3.9 - ARBOR DAY PROCLAMATION

City Council reviewed the 2024 Arbor Day Proclamation for April 26, 2024. Following discussion, Member Hutchinson made a motion, seconded by Member O'Donnell-Ebner as follows:

MOTION TO ADOPT THE ARBOR DAY PROCLAMATION PROCLAIMING APRIL 26, 2024 AS ARBOR DAY IN THE CITY OF LA CRESCENT.

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

Ryan Hutchinson	Yes
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.

ITEM 3.10 - ELECTION JUDGE RESOLUTION

City Council reviewed a Resolution that appoints the election judges for the 2024 Presidential Nomination Primary. Following discussion, Member O'Donnell-Ebner introduced the following resolution and moved its passage and adoption:

RESOLUTION NO. 02-24-07

RESOLUTION APPOINTING ELECTION JUDGES FOR 2024 ELECTIONS

Be it resolved by the City Council of the City of La Crescent as follows:

1. The persons below named are hereby appointed judges for the 2024 elections to be held in the City of La Crescent on March 5, 2024. The judges appointed, the chairperson of the election board of each precinct designated and precinct and voting are as follows:

A. First Precinct.....Community Building
To serve from 7:00 AM to 8:00 PM

- Deb Oliver, Chair
- Rose Albrecht
- Jan Schild
- Catherine Acevedo
- Mike Trnka
- Dean Bergstrom
- Ann Northrup
- Lisa Docken

B. Second Precinct.....Ice Arena
To serve from 7:00 AM to 8:00 PM

- Katie Jensen, Chair
- Judy Lehmann
- Suzanne Harm
- Rosanne Buehler
- Judy Flaten
- Tom Curran
- Janna Dziak-Morken

C. Third Precinct.....Ice Arena
To serve from 7:00 AM to 8:00 PM

- Carolynn Devine, Chair
- Ricardo Acevedo
- Sue Klemp
- Heidi Kerska

D. Fourth Precinct.....Mailed Ballot

ADOPTED this 12th day of February, 2024.

SIGNED:

Mayor

ATTEST:

City Clerk

The foregoing motion was duly seconded by Member Jostad and upon a roll call vote taken and tallied by the City Administrator, the following Members present voted in favor thereof, viz;

Ryan Hutchinson	Yes
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 and the resolution duly passed and adopted.

**ITEM 3.11- COMMUNITY DEVELOPMENT BLOCK GRANT PUBLIC PARTICIPATION PLAN
– CALL FOR PUBLIC HEARING**

City Council reviewed a letter from Community Development Coordinator Larry Kirch stating the city submitted a preliminary application for Federal Community Development Block Grant (CDBG) funds through the Minnesota Department of Employment and Economic Development (MnDEED) through the Small Cities Development Program (SCDP). The city application was reviewed favorably and was authorized to submit a Full Application by the April 17th, 2024 deadline. Several steps are required to comply with the program requirements including actively seeking public input on the city's proposed application. The city must adopt a public participation plan that explains the process for obtaining public input. A public participation plan format developed by MnDEED was included for council consideration. It was recommended that City Council approve the public participation plan. Following discussion, Member Hutchinson made a motion, seconded by Member O'Donnell-Ebner as follows:

MOTION TO APPROVE THE PUBLIC PARTICIPATION PLAN.

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

Ryan Hutchinson	Yes
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.

It was then recommended that City Council approve the scheduling of a public hearing on Monday, March 11, 2024, at 5:30 p.m. with the following information to be reviewed and discussed:

- a. Citizen input on identifying community development and housing needs of the community; including the needs of very low and low-income persons.
- b. Proposed SCDP activities within the application and the benefiting location(s).
- c. Overall costs and project financing.
- d. Implementation schedule.
- e. Past performance of staff proposed to carry out the project.
- f. Compliance with historic requirements
- g. Include whether there are or may be historic or potential historic buildings in the project area and how the community intends to address compliance with federal regulations governing historic properties.

The council will receive the public input and then vote to approve or modify the proposed project and use of funds and will also consider a resolution designating a Slum/Blight Area (for Commercial or Streetscape using Slum and Blight as the national objective) for the project on March 11th

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

MOTION TO SCHEDULE A PUBLIC HEARING ON MONDAY, MARCH 11, 2024 AT 5:30 PM AT THE LA CRESCENT COMMUNITY BUILDING TO DISCUSS AND REVIEW THE ABOVE- STATED INFORMATION.

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

Ryan Hutchinson	Yes
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.

6. STAFF CORRESPONDENCE/COMMITTEE UPDATES

6.1 XCEL SMART THERMOSTAT PROGRAM

City Council reviewed a letter from Sustainability Coordinator Jason Ludwigson regarding the no-cost smart thermostat program.

6.2 FIRE COOPERATIVE MEETING MINUTES – 2/5/2024

City Council reviewed the February 5, 2024 Fire Cooperative meeting minutes.

8. HOUSTON COUNTY

Houston County Commissioner Dewey Severson was in attendance and provided an update.

9. CHAMBER OF COMMERCE

Chamber of Commerce representative Amy Shimshak was in attendance and provided an update. There being no further business to come before the Council at this time, Member Jostad made a motion, seconded by Member Hutchinson 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;

Ryan Hutchinson	Yes
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 and the meeting duly adjourned at 6:00 P.M.

APPROVAL DATE: February 26, 2024.

SIGNED:

Mayor

ATTEST:

City Administrator