

MINUTES, REGULAR MEETING
CITY COUNCIL, CITY OF LA CRESCENT, MINNESOTA
APRIL 8, 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 April was called to order by Mayor Mike Poellinger at 5:07 PM in the La Crescent Community Building, La Crescent, Minnesota, on Monday, April 8, 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, City Engineer Tim Hruska, Community Development Director, Larry Kirch (via Zoom), Library Director Jess Witkins, and City Clerk Angie Boettcher.

Also in attendance were Mayor for a Day essay winners, Betsy Kramer, and Delaney Small, and Fire Department Treasurer Todd Hase.

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 – MARCH 25, 2024
- 1.2 BILLS PAYABLE THROUGH – APRIL 5, 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 – RECOGNIZE MAYOR FOR A DAY ESSAY WINNERS

City Council Member Teresa O’Donnell-Ebner and Library Director Jess Witkins gave an overview of the League of Minnesota Cities Mayor for a Day Essay contest. Three students from Crucifixion School were recognized as winners. Betsy Kramer, Delaney Small, and Mya Michaels. Ms. Kramer and Ms. Small were in attendance. Mayor Poellinger presented each with a commemorative gavel and invited them to participate in the meeting.

ITEM 3.2 – NATIONAL LIBRARY WEEK PROCLAMATION

Mayor for a Day Essay winner, Betsy Kramer reviewed the 2024 National Library Week Proclamation and requested City Council to proclaim April 7-13, 2024 as National Library Week. Following discussion, Member O’Donnell-Ebner made a motion, seconded by Member Hutchinson as follows:

MOTION TO PROCLAIM APRIL 7-13, 2024 AS NATIONAL LIBRARY WEEK IN 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 3.3 – COMMISSION APPOINTMENTS

Mayor for a Day Essay winner, Delaney Small reviewed with City Council the recommendation to appoint Ben Wilde to the City’s Bicycle and Pedestrian Advisory Committee, and Honor DiDonato to the City’s Economic Development Commission. Following discussion, Member Williams made a motion, seconded by Member O’Donnell-Ebner as follows:

MOTION TO APPROVE THE APPOINTMENT OF BEN WILDE TO THE CITY’S BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE, AND HONOR DIDONATO TO THE CITY’S ECONOMIC DEVELOPMENT COMMISSION.

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 – 2024 LICENSE RENEWALS

Mayor for a Day Essay winner, Betsy Kramer reviewed a list of proposed license renewals for 2024. The applications appear to be in order, and it was recommended to City Council to approve the license renewal applications. Following discussion, Member Hutchinson made a motion, seconded by Member Williams as follows:

MOTION TO APPROVE THE PRESENTED LIST OF LICENSE RENEWALS FOR 2024 FOR THE FOLLOWING:

MESSAGE TECHNICIAN – Heather Wilkerson
GAS INSTALLERS – Horman’s HVAC, LLC

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 – GAMBLING PERMIT APPLICATION

Mayor for a Day Essay winner, Delaney Small reviewed with City Council a Gambling Permit Application from the Lions Club of La Crescent for a raffle to be held on November 1, 2024, at the La Crescent Area Event Center. The application appears to be in order and it was recommended to City Council to approve the gambling permit application. Following discussion, Member Hutchinson made a motion, seconded by Member Williams as follows:

MOTION TO APPROVE A GAMBLING PERMIT APPLICATION FROM THE LIONS CLUB OF LA CRESCENT FOR A RAFFLE TO BE HELD ON NOVEMBER 1, 2024, AT THE LA CRESCENT AREA EVENT CENTER.

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.

At this time Mayor Poellinger postponed Item 3.6 until Fire Department Treasurer Todd Hase was able to be in attendance and moved on to Item 3.7.

ITEM 3.7 CPL GRANT AGREEMENT – PINE CREEK PROJECT

City Council reviewed a request from Sustainability Coordinator Jason Ludwigson for City Council to adopt the Pine Creek Restoration Project Grant Agreement. A copy of the grant agreement was included. Following discussion, Member O'Donnell-Ebner made a motion, seconded by Member Jostad as follows:

MOTION TO ADOPT THE PINE CREEK RESTORATION PROJECT GRANT 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 3.8 – ENGINEERING AGREEMENT – PINE CREEK PROJECT

City Council reviewed a request from Sustainability Coordinator Jason Ludwigson for City Council to approve an engineering agreement with WHKS to begin work on the Pine Creek stream restoration project.

A copy of the agreement was included. Following discussion, Member Hutchinson made a motion, seconded by Member Williams as follows:

MOTION TO APPROVE AN ENGINEERING AGREEMENT WITH WHKS TO BEGIN WORK ON THE PINE CREEK STREAM RESTORATION 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.

ITEM 3.9 – MnDOT AGREEMENT – BICYCLE/PEDESTRIAN BRIDGE

City Engineer Tim Hruska reviewed with City Council for approval a Resolution approving the City of La Crescent to enter into a MnDOT Agreement with the State of Minnesota, Department of Transportation. Following discussion, Member Jostad introduced the following Resolution and moved its passage and adoption as follows:

RESOLUTION 04-24-13

**A RESOLUTION APPROVING THE CITY OF LA CRESCENT TO ENTER INTO A
MNDOT AGREEMENT WITH THE STATE OF MINNESOTA, DEPARTMENT OF
TRANSPORTATION**

IT IS RESOLVED that the City of La Crescent enter into MnDOT Agreement No. 1032674 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for routine maintenance by the City upon, along, and adjacent to South 1st Street from Walnut Street to Street End, and upon, along, and adjacent to South Chestnut Street from Sycamore Access to Main Street, the limits of which are defined in said Agreement.

IT IS FURTHER RESOLVED that the Mayor and the City Administrator are authorized to execute the Agreement and any amendments to the Agreement.

ADOPTED this 8th day of April, 2024

SIGNED:

Mayor

ATTEST:

City Administrator

The motion for adoption of the foregoing resolution was duly seconded by Member Hutchinson and 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.

At this time Mayor Poellinger returned to Item 3.6.

ITEM 3.6- FIRE DEPARTMENT RELIEF ASSOCIATION PENSION INCREASE

City Council reviewed a Memo from Fire Department Treasurer, Todd Hase with a request to increase the fire department member's annual benefit amount from \$5,100 to \$5,400. The Relief Association has adequate funds available to support the increase without any financial impact on the City. Treasurer Hase was in attendance to answer questions. Following discussion, Member O'Donnell-Ebner made a motion, seconded by Member Williams as follows:

MOTION TO APPROVE AN INCREASE TO THE FIRE DEPARTMENT MEMBER'S ANNUAL BENEFIT AMOUNT FROM \$5,100 TO \$5,400.

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

Cherryl Jostad	Yes
Teresa O'Donnell-Ebner	Yes

Dale Williams

Yes

and Members Hutchinson and Poellinger abstained. The motion was declared duly carried by a 3-0 vote.

ITEM 3.10 – WAGON WHEEL PROJECT – PHASE 3 CLOSEOUT

City Engineer Tim Hruska and City Administrator Bill Waller reviewed with City Council three items regarding the Wagon Wheel Project – Phase 3 Closeout.

1. City Engineer Hruska reviewed with City Council for approval of the final payment to Icon Construction for the completion of the Wagon Wheel Bicycle and Pedestrian Bridge Construction, contingent upon receiving final clearance from the Civil Rights Office in the amount of \$8,674.22. Following discussion, Member Jostad made a motion, seconded by Member Williams as follows:

MOTION TO APPROVE FINAL PAYMENT TO ICON CONSTRUCTION FOR THE COMPLETION OF THE WAGON WHEEL BICYCLE AND PEDESTRIAN BRIDGE IN THE AMOUNT OF \$8,674.22, CONTINGENT UPON RECEIVING FINAL CLEARANCE FROM THE CIVIL RIGHTS OFFICE.

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. City Administrator Waller reviewed with City Council for approval an amendment to the professional services agreement with WHKS related to additional work that was not planned for nor included in the original scope of the project. The increase is for an additional \$20,000 in design engineering services. It was recommended that City Council approve the increase with the \$20,000 being paid from the Municipal State Aid funds received from the Minnesota Department of Transportation. A copy of the amended agreement was included. Following discussion, Member Hutchinson made a motion, seconded by Member O'Donnell-Ebner as follows:

MOTION TO APPROVE THE AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH WHKS IN THE AMOUNT OF \$20,000 FOR DESIGN ENGINEERING SERVICES WITH THE AMOUNT PAID FROM THE MUNICIPAL STATE AID FUNDS RECEIVED FROM THE MINNESOTA DEPARTMENT OF TRANSPORTATION.

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. City Administrator Waller reviewed with City Council for approval the final payment to WHKS for professional services in the amount of \$33,854.35. The cost will be included in the final payment request that will be submitted to MnDOT State Aid. Following discussion, Member Hutchinson made a motion, seconded by Member O'Donnell-Ebner as follows:

MOTION TO APPROVE FINAL PAYMENT TO WHKS FOR PROFESSIONAL SERVICES IN THE AMOUNT OF \$33,854.35 WHICH WILL BE INCLUDED IN THE FINAL PAYMENT REQUEST SUBMITTED TO MNDOT STATE AID.

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 3.11- ENGINEERING AGREEMENT – IIJA PLANNING PROJECT

City Engineer Tim Hruska reviewed with City Council for approval a Resolution approving the State Funded Program for IIJA Discretionary Grant Assistance. Following discussion, Member O'Donnell-Ebner introduced the following Resolution and moved its passage and adoption as follows:

RESOLUTION 04-24-14

**State Funded Program for IIJA Discretionary Grant Assistance
Terms and Conditions
SAP 236-589-001**

April 8, 2024

WHEREAS, the City of La Crescent has applied to the Commissioner of Transportation for a grant from the State Program for IIIA Assistance; and

WHEREAS, the Commissioner of Transportation has given notice that funding for this project is available; and

WHEREAS, the amount of the grant has been determined to be \$29,500 by reason of the lowest responsible bid;

NOW THEREFORE, be it resolved that the City of La Crescent does hereby agree to the terms and conditions of the grant consistent with Minnesota Laws 2023, Chapter 68, Article 1, Section 2, Subdivision 5(a), and will pay any additional amount by which the cost exceeds the estimate, and will return any amount appropriated for the project but not required. The proper city officers are authorized to execute a grant agreement and any amendments thereto with the Commissioner of Transportation concerning the above-referenced grant.

ADOPTED this 8th day of April, 2024

SIGNED:

Mayor

ATTEST:

City Administrator

The motion for adoption of the foregoing resolution was duly seconded by Member Williams and 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 3.12 – MIGHTY DUCKS GRANT AGREEMENT

Community Development Director Larry Kirch (via Zoom) reviewed with City Council for approval, the Minnesota Amateur Sports Commission James Metzen Mighty Ducks Grant in the amount of \$27,800 to assist the city in funding life-safety improvements to the ice arena that are necessary for eventual conversion to a new ice system from the current R-22 system. It was recommended that City Council approve the grant amount of \$27,800 with a project match of \$14,800 from the city’s 2024 general fund recreation budget and \$13,000 from Lancer Youth Hockey for a total of \$27,800. Following discussion, Member Williams made a motion, seconded by Member Jostad as follows:

MOTION TO APPROVE THE MINNESOTA AMATEUR SPORTS COMMISSION JAMES METZEN MIGHT DUCKS GRANT IN THE AMOUNT OF \$27,800 WITH A PROJECT MATCH OF \$14,800 FROM THE CITY’S 2024 GENERAL FUND BUDGET AND \$13,000 FROM LANCER YOUTH HOCKEY FOR A TOTAL OF \$27,800 TO ASSIST IN FUNDING LIFE-SAFETY IMPROVEMENTS TO THE ICE ARENA THAT ARE NECESSARY FOR EVENTUAL CONVERSION TO A NEW ICE SYSTEM.

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 3.13 – LOCAL ROAD IMPROVEMENT PROGRAM AWARD

Community Development Director Larry Kirch (via Zoom) reviewed with City Council the MnDOT Local Road Improvement Program (LRIP) Letter of Award for Walnut Street/Walnut Place. This was informational only, no action required.

ITEM 3.14 – MN CONVENTION & VISITORS BUREAU MEETING

Community Development Director Larry Kirch (via Zoom) reviewed with City Council the Minnesota Association of Convention and Visitors Bureaus (MACVB) Annual Meeting will be held in La Crescent October 2-4, 2024 at the La Crescent Event Center. This was informational only, no action required.

ITEM 3.15 – PERSONNEL COMMITTEE RECOMMENDATIONS

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

1. The Personnel Committee is recommending that the City Council accept Doug Goede’s Resignation as a Groundskeeper at Pine Creek Golf Course. A copy of Mr. Goede’s resignation letter was included.

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

MOTION TO ACCEPT DOUG GOEDE’S RESIGNATION AS GROUNDSKEEPER AT PINE CREEK GOLF COURSE.

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 Personnel Committee is recommending that the City Council hire Colton Boettcher as a Groundskeeper at Pine Creek Golf Course to fill the vacancy created by Doug Goede’s resignation. Pursuant to the terms of the Union contract, Mr. Boettcher will serve a 120-calendar day probationary period. A letter from the Golf Course Superintendent regarding the recommendation was included.

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

MOTION TO APPROVE THE HIRE OF COLTON BOETTCHER AS GROUNDSKEEPER AT PINE CREEK GOLF COURSE TO FILL THE VACANCY CREATED BY DOUG GOEDE’S RESIGNATION AND PURSUANT TO THE TERMS OF THE UNION CONTRACT, MR. BOETTCHER WILL SERVE A 120-CALENDAR DAY PROBATIONARY PERIOD.

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 3.16 – REVIEW SOLAR GARDEN SUBSCRIPTION AGREEMENT

City Attorney Skip Wieser reviewed with City Council a recent MN Public Utilities Commission decision and the impact on future solar allocations from the City’s solar garden subscription agreement. The decision could decrease the anticipated savings due to added bill credits over twenty-five (25) years. It was recommended that City Council authorize City Administrator Waller and City Attorney Wieser to communicate with the City of Winona, Winona County, and Winona State University to see what can be done on a regional level to preserve any potential claim the City may have in the matter. Following discussion, Member O’Donnell-Ebner made a motion, seconded by Member Jostad as follows:

MOTION TO AUTHORIZE CITY ADMINISTRATOR WALLER AND CITY ATTORNEY WIESER TO MONITOR THE MN PUBLIC UTILITIES COMMISSION DECISION AND TAKE ACTION TO PRESERVE ANY POTENTIAL CLAIM THE CITY MAY HAVE.

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 3.17 – BIG BIKES FOR LITTLE TIKES REQUEST

City Council reviewed a letter from Police Chief Luke Ahlschlager requesting the City Council approve a Big Bikes for Little Tikes Event to be held at Schmitty’s Time-Out Tavern on Saturday, May 18th, 2024 from 12:00 p.m. – 6:00 p.m. hosted by 95.7 The Rock. Following discussion, Member Hutchinson made a motion, seconded by Member Williams as follows:

MOTION TO APPROVE 95.7 THE ROCK TO HOST A BIG BIKES FOR LITTLE TIKES EVENT TO BE HELD AT SCHMITTY’S TIME-OUT TAVERN ON SATURDAY, MAY 18TH, 2024 FROM 12:00 P.M. – 6:00 P.M.

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 LA CRESCENT OUTDOOR PERFORMANCE VENUE

City Council reviewed the March 25, 2024 edition of the La Crescent Outdoor Performance Venue.

6.2 PARK LIGHTING UPGRADES

City Council reviewed a memo from Sustainability Coordinator Jason Ludwigson regarding Kistler Park and Old Hickory Park lighting.

There being no further business to come before the Council at this time, Member Hutchinson 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, 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 5:43 P.M.

APPROVAL DATE: April 22, 2024.

SIGNED:

Mayor

ATTEST:

City Administrator