

MINUTES, REGULAR MEETING  
CITY COUNCIL, CITY OF LA CRESCENT, MINNESOTA  
MAY 28, 2024

Pursuant to due call and notice thereof, the second meeting of the City Council of the City of La Crescent for the month of May was called to order by Mayor Mike Poellinger at 5:00 PM in the La Crescent Community Building, La Crescent, Minnesota, on Tuesday, May 28, 2024.

Upon a roll call taken and tallied by the City Clerk, 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, Finance Director Kara Tarrence, and City Clerk Angie Boettcher.

Also present was the Housing Coordinator and staff member of the Bluff Country HRA, Cindy Vitse, CCAP.

**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 – MAY 13, 2024
- 1.2 BILLS PAYABLE THROUGH – MAY 24, 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. City Clerk Angie Boettcher made a requested change to Item 3.5 to read “adjacent to the Nolop Property located at 31 South Walnut Street” as opposed to “Adjacent to Bryce Nolop’s property located at 31 South Walnut Street”.

Member Hutchinson made a motion, seconded by Member O'Donnell-Ebner, as follows:

**A MOTION TO APPROVE THE CONSENT AGENDA WITH A CHANGE TO ITEM 3.5 TO READ “ADJACENT TO THE NOLOP PROPERTY LOCATED AT 31 SOUTH WALNUT STREET” AS OPPOSED TO “ADJACENT TO BRYCE NOLOP’S PROPERTY LOCATED AT 31 SOUTH WALNUT STREET”.**

Upon a roll call vote taken and tallied by the City Clerk, 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.

## **2. PUBLIC HEARING/MEETING**

### 5:00 PM SMALL CITIES DEVELOPMENT PROGRAM

At 5:00 PM the regular City Council meeting was adjourned for the Public Hearing for the Small Cities Development Program. Cindy Vitse Housing Coordinator and staff member of the Bluff Country HRA presented the information. There were no questions from the public.

The regular City Council meeting reconvened at 5:05 p.m.

### **ITEM 3.1 – DEED REDEVELOPMENT GRANT AGREEMENT – 31 SOUTH WALNUT STREET PROJECT**

Community Development Director Larry Kirch reviewed with City Council for approval a grant agreement with the Minnesota Department of Employment and Economic Development (MnDEED) for the redevelopment of the former laundromat building at 31 S. Walnut Street where the city created a Tax Increment Finance District with 31S. Walnut, LLC (the Nolop's). The city cannot use any of the funds for administering the grant. The Nolops will pay for all of the work up-front and then get reimbursed up to \$19,501 from the state once a payment request is made and the funds are sent to the city. This is a 50/50 grant. A copy of the agreement was included.

Grant Eligible Activities Amount:

- Asbestos Removal (match only) \$1,220
- Building Demolition and Backfill \$32,383
- Public Utilities Connection Replacement (water and sewer) \$4,500
- Total \$38,103

It was recommended that City Council approve the grant agreement. Following discussion, Member O'Donnell-Ebner made a motion, seconded by Member Hutchinson as follows:

**MOTION TO APPROVE THE GRANT AGREEMENT WITH THE MINNESOTA DEPARTMENT OF EMPLOYMENT AND ECONOMIC DEVELOPMENT (MNDEED) FOR THE REDEVELOPMENT OF THE FORMER LAUNDROMAT BUILDING AT 31 SOUTH WALNUT STREET WHERE THE CITY CREATED A TAX INCREMENT FINANCE DISTRICT WITH 31 S WALNUT, LLC.**

Upon a roll call vote taken and tallied by the City Clerk, 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 3.2 – 31 SOUTH WALNUT STREET DEVELOPERS AGREEMENT**

Community Development Director Larry Kirch reviewed with City Council for approval an agreement between the City of La Crescent and 31 S. Walnut, LLC regarding the MnDEED Redevelopment Grant to demolish the laundromat building at 31 S. Walnut Street. The agreement sets forth:

1. That 31 S Walnut, LLC has reviewed the MnDEED Grant Agreement and agrees to comply with the grant agreement; and
2. The 31 S Walnut, LLC has reviewed the grant application and agrees to comply with the grant application; and
3. That 31 S Walnut, LLC will achieve the benefits called for in the grant application and grant agreement by April 1, 2025, and that by April 15, 2025, will provide a written certification to the city that 31 S Walnut, LLC is in compliance with said grant application and grant agreement. The city will release grant funds to 31 S Walnut, LLC only if the certification is made by April 15, 2025.

It was recommended that City Council approve the grant agreement. Following discussion, Member Hutchinson made a motion, seconded by Member Williams as follows:

**MOTION TO APPROVE THE AGREEMENT BETWEEN THE CITY OF LA CRESCENT AND 31 S WALNUT, LLC REGARDING THE MNDEED REDEVELOPMENT GRANT TO DEMOLISH THE LAUNDROMAT BUILDING AT 31 S WALNUT STREET.**

Upon a roll call vote taken and tallied by the City Clerk, 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 – REVIEW FUTURE STREET IMPROVEMENT PROJECTS**

City Engineer Tim Hruska and Community Development Director Larry Kirch provided City Council with an update on upcoming street projects. The review included the following projects:

- 1. Walnut Street
- 2. South 5<sup>th</sup> Street
- 3. South 6<sup>th</sup> Street
- 4. Safe Routes to School (SRTS) – Transportation Alternative Funding
- 5. Safe Routes To School (SRTS) – State SRTS Funding

The review also included grants received and pending for the various projects. This was informational only, no action required.

**ITEM 3.4 – UPDATE ON CITY LOT SALE/LEASE AGREEMENT/LYH**

City Attorney Skip Wieser provided City Council with an update on the May 8<sup>th</sup> closing of the City-owned property to Eriah Hayes. Attorney Wieser also reviewed for approval the authorized lease amendment with Lancer Youth Hockey relating to the City-owned parking lot. A signed copy of the amendment approved by Lancer Youth Hockey was included. Attorney Wieser stated he will need to amend the agreement to change the word “reserves” to “reserve” and will have Lancer Youth Hockey resign the amended agreement. It was recommended that City Council approve the amendment along with the wording change. Following discussion, Member Jostad made a motion, seconded by Member Williams as follows:

**MOTION TO APPROVE THE AUTHORIZED LEASE AMENDMENT INCLUDING THE CHANGE OF THE WORDING “RESERVES” TO “RESERVE” WITH LANCER YOUTH HOCKEY REGARDING THE CITY-OWNED PARKING LOT.**

Upon a roll call vote taken and tallied by the City Clerk, 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 – PERSONNEL COMMITTEE RECOMMENDATIONS**

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

1. The Personnel Committee is recommending that the City Council accept Jon Steffes’s resignation as the City’s Summer Recreation Director. A copy of Mr. Steffes’s letter was included. Following discussion, Member O’Donnell-Ebner made a motion, seconded by Member Hutchinson as follows:

**MOTION TO APPROVE JON STEFFES’S RESIGNATION AS THE CITY’S SUMMER RECREATION DIRECTOR EFFECTIVE AT THE END OF SEPTEMBER 2024.**

Upon a roll call vote taken and tallied by the City Clerk, 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 authorize advertising the Summer Recreation Director position, with a hiring recommendation to be presented at a future City Council meeting. The intent would be to hire an individual this summer so that he/she spend time working with Mr. Steffes to ease the transition. Following discussion, Member O’Donnell-Ebner made a motion, seconded by Member Hutchinson as follows:

**MOTION TO AUTHORIZE ADVERTISING THE SUMMER RECREATION DIRECTOR POSITION WITH A HIRING RECOMMENDATION TO BE PRESENTED AT A FUTURE CITY COUNCIL MEETING ALLOWING THE HIRE OF AN INDIVIDUAL THIS SUMMER TO WORK WITH MR. STEFFES TO EASE THE TRANSITION.**

Upon a roll call vote taken and tallied by the City Clerk, 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 Personnel Committee is recommending that the City Council accept Amy Gehrke’s resignation as a Police Officer. A letter from the Police Chief regarding this recommendation was included. Following discussion, Member Hutchinson made a motion, seconded by Member Williams as follows:

**MOTION TO ACCEPT AMY GEHRKE’S RESIGNATION AS A POLICE OFFICER EFFECTIVE JUNE 14, 2024.**

Upon a roll call vote taken and tallied by the City Clerk, 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 Personnel Committee is recommending that the City Council authorize advertising for a Police Officer to fill the vacancy of Ms. Gehrke, with a hiring recommendation to be presented at a future City Council meeting. Following discussion, Member Jostad made a motion, seconded by Member Hutchinson as follows:

**MOTION TO AUTHORIZE ADVERTISING FOR A POLICE OFFICER TO FILL THE VACANCY OF MS. GEHRKE, WITH A HIRING RECOMMENDATION TO BE PRESENTED AT A FUTURE CITY COUNCIL MEETING.**

Upon a roll call vote taken and tallied by the City Clerk, 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 – AUTHORIZE CAPITAL EXPENDITURE**

City Clerk Angie Boettcher reviewed with City Council for authorization a quote from Tri-State Business Machines, Inc. for \$2,695 to purchase a new copier for the Motor Vehicle Department. The current copy machine was purchased through Tri-State Business Machines, Inc. in 2018 and has reached its end of life. This item was not included in the 2024 general budget. It was recommended that City Council authorize the expenditure to come from the 2022 capital equipment certificate. Following discussion, Member Jostad made a motion, seconded by Member Hutchinson as follows:

**MOTION TO AUTHORIZE THE PURCHASE OF A NEW COPY MACHINE FOR THE MOTOR VEHICLE DEPARTMENT FOR \$2,695 WITH THE EXPENDITURE COMING FROM THE 2022 CAPITAL EQUIPMENT CERTIFICATE.**

Upon a roll call vote taken and tallied by the City Clerk, 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 – APPLEFEST 5K REQUEST**

City Council reviewed a letter from Police Chief Luke Ahlschlager requesting approval for the Applefest 5k Group to hold the 2024 La Crescent 5K Event on the morning of Saturday, September 21<sup>st</sup> with the route beginning on Main and Walnut Streets and ending at the Old Hickory Park Shelter on the Jonathan side. The group is also requesting assistance from the La Crescent Police Department and Fire personnel for escort(s), traffic control, medical response, and security. Following discussion, Member O'Donnell-Ebner made a motion, seconded by Member Williams as follows:

**MOTION TO APPROVE THE 2024 APPLEFEST 5K EVENT TO BE HELD ON THE MORNING OF SATURDAY, SEPTEMBER 21<sup>st</sup> WITH ASSISTANCE FROM THE LA CRESCENT POLICE DEPARTMENT AND FIRE PERSONNEL.**

Upon a roll call vote taken and tallied by the City Clerk, 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 – 2024 APPLEFEST PARADE REQUEST**

City Council reviewed a letter from La Crescent Police Chief Luke Ahlschlager regarding the 2024 Applefest King Apple Parade and Applefest Kiddie Parade. The Applefest Parade Chair Committee members have requested permission for the annual Applefest Kiddie Parade to be held on Saturday,

September 21<sup>st</sup>, starting at 12:00 pm and the King Apple Parade to be held on Sunday, September 22<sup>nd</sup>, starting at approximately 1:00 pm. The parade routes are the same as in previous years. Following discussion, Member Hutchinson made a motion, seconded by Member O'Donnell-Ebner as follows:

**MOTION TO APPROVE THE 2024 APPLEFEST KIDDIE PARADE TO BE HELD ON SATURDAY, SEPTEMBER 21<sup>ST</sup> AT 12:00 PM AND THE APPLEFEST KING APPLE PARADE TO BE HELD ON SUNDAY, SEPTEMBER 22<sup>ND</sup>, AT APPROXIMATELY 1:00 PM WITH THE PARADE ROUTES BEING THE SAME AS PREVIOUS YEARS.**

Upon a roll call vote taken and tallied by the City Clerk, 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 – FATHER’S DAY CRUISE FOR A CAUSE**

City Council reviewed a letter from La Crescent Police Chief Luke Ahlschlager regarding an email from Jason Sethre who works with a group that coordinates an annual fundraising cruise event for Father’s Day. This year’s cruise will be held in honor of Madeline Kingsbury with all money raised going into a fund for the health, welfare, and education of her two children Elliana and Noah. The cruise, involving cars, trucks, and motorcycles, is anticipated to conclude in La Crescent at Schmitty’s Time-Out Tavern. Mr. Sethre has requested that the city reserve parking in the two lots behind Schmitty’s on June 16<sup>th</sup>. It was recommended City Council approve the LCPD to assist with the event and reserve the specified parking for the event on the morning of June 16<sup>th</sup>. Following discussion, Member Jostad made a motion, seconded by Member Williams as follows:

**MOTION TO APPROVE THE LA CRESCENT POLICE DEPARTMENT ASSISTANCE WITH THE FATHER’S DAY CRUISE FOR A CAUSE BY RESERVING THE TWO PARKING LOTS BEHIND SCHMITTY’S TIME-OUT TAVERN ON THE MORNING OF JUNE 16<sup>TH</sup> FOR THE EVENT.**

Upon a roll call vote taken and tallied by the City Clerk, 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 – LIQUOR LICENSE TRANSFER**

City Council reviewed a memo from Police Chief Luke Ahlschlager requesting approval of a Liquor License Application for Colin Dingfelder, a new partner of Minegar’s Sports Hub. No criminal records were found that would prohibit Mr. Dingfelder and his partners (Jason Oefstedahl & Ryan Minegar) from holding a liquor license. It was recommended that City Council approve the Liquor License Transfer Application. Following discussion, Member Williams made a motion, seconded by Member Hutchinson as follows:

**MOTION TO APPROVE A LIQUOR LICENSE TRANSFER APPLICATION SUBMITTED BY COLIN DINGFELDER, A NEW PARTNER OF MINEGAR’S SPORTS HUB.**

Upon a roll call vote taken and tallied by the City Clerk, 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 BICYCLE/PEDESTRIAN COMMITTEE MINUTES – 4/25/24**

City Council reviewed the April 25, 2024, Bicycle and Pedestrian Advisory Committee meeting minutes.

**6.2 PARK & RECREATION COMMISSION MINUTES – 4/20/24**

City Council reviewed the April 20, 2024, Park and Recreation Commission meeting minutes.

**6.3 EXPLORE LA CROSSE**

City Council reviewed the Explore La Crosse May 21, 2024, Board meeting Agenda and the April 23, 2024, Board meeting minutes.

There being no further business to come before the Council at this time, Member O’Donnell-Ebner made a motion, seconded by Member Hutchinson to adjourn the meeting. Upon a roll call vote taken and tallied by the City Clerk, 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: June 10, 2024.

SIGNED:

\_\_\_\_\_  
Mayor

ATTEST:

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