

MINUTES, REGULAR MEETING  
CITY COUNCIL, CITY OF LA CRESCENT, MINNESOTA  
JULY 22, 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 July was called to order by Mayor Mike Poellinger at 5:00 PM in the La Crescent Community Building, La Crescent, Minnesota, on Monday, July 22, 2024.

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

**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 8, 2024
- 1.2 BILLS PAYABLE THROUGH – JULY 19, 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 Williams, as follows:

**A MOTION TO APPROVE THE CONSENT AGENDA AS PRESENTED.**

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 3.1 – CONSERVATION PARTNERS LEGACY GRANT AGREEMENT – STONEY POINT PROPERTY/PINE CREEK PRAIRIE**

Sustainability Coordinator Jason Ludwigson reviewed with City Council a Conservation Partners Legacy Grant by the Minnesota DNR to complete forestry restoration on the Stoney Point Property for \$40,700. The grant will also cover seed mix for inter-seeding the Pine Creek Prairie. It was recommended that the City Council authorize the grant agreement between the City of La Crescent and the MnDNR with a correction to the fiscal contact name and address, and obtain proposals from qualified contractors to complete the project. The proposal will be presented at a future City Council meeting. A copy of the Grant Agreement was included. Following discussion, Member O’Donnell-Ebner made a motion, seconded by Member Hutchinson as follows:

**MOTION TO AUTHORIZE THE CONSERVATION PARTNERS LEGACY GRANT AGREEMENT BETWEEN THE CITY OF LA CRESCENT AND THE MNDNR FOR \$40,700 WITH A CORRECTION TO THE FISCAL CONTACT NAME AND ADDRESS, AND OBTAIN PROPOSALS FROM QUALIFIED CONTRACTORS TO COMPLETE THE PROJECT WITH THE PROPOSALS BEING BROUGHT BACK TO A FUTURE 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 3.2 – SOLAR REQUEST FOR PROPOSALS**

Sustainability Coordinator Jason Ludwigson reviewed with City Council the La Crescent Solar on Public Buildings Readiness Assessment application to install solar panels on the La Crescent Aquatic Center. The City’s application was selected to submit a full grant application. The program requires applicants to release a Request for Proposals (RFP) to obtain project bids from solar contractors. The program would cover up to \$60,000 of the cost. The city would utilize the elective pay provision from the Inflation Reduction Act to pay an additional 30% of the system cost. If the grant is awarded to the city between 100% and 120% of the electricity used by the aquatic center will be generated by solar. It was recommended that City Council authorize the release of an RFP to obtain project bids from solar contractors. Following discussion, Member O’Donnell-Ebner made a motion, seconded by Member Williams as follows:

**MOTION TO AUTHORIZE THE RELEASE OF A REQUEST FOR PROPOSALS TO OBTAIN PROJECT BIDS FROM SOLAR CONTRACTORS TO INSTALL SOLAR PANELS ON THE ROOF OF THE LA CRESCENT AQUATIC CENTER.**

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 PARTNERS IN ENERGY REPORT**

Sustainability Coordinator Jason Ludwigson reviewed with City Council the 2023 community energy dashboard and energy rebates for the Partners in Energy Program that the City was selected to participate in 2020. This was informational only, no action required.

**ITEM 3.4 – 2024 LICENSE APPLICATION**

City Council reviewed a memo from Administrative Assistant Chris Fortsch regarding a Gas Installer License renewal from Canton Heating & Cooling, LLC. The application appears to be in order, and it was recommended that City Council approve the license renewal for 2024. Following discussion, Member Hutchinson made a motion, seconded by Member Williams as follows:

**MOTION TO APPROVE THE 2024 GAS INSTALLER LICENSE RENEWAL FOR CANTON HEATING & COOLING, 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 3.5 – PERSONNEL COMMITTEE RECOMMENDATION**

The Personnel Committee has the following recommendations for consideration by the City Council:

1. On July 23, 2024, Angie Boettcher will have completed her six-month probationary period as the City Clerk. It was recommended that effective July 23, 2024, Ms. Boettcher’s probationary status be removed, and she be classified as the City Clerk, and be moved from step 1 to step 2 in the City Clerk’s salary schedule. Following discussion, Member Williams made a motion, seconded by Member Jostad as follows:

**MOTION TO APPROVE THAT EFFECTIVE JULY 23, 2024 ANGIE BOETTCHER’S SIX-MONTH PROBATIONARY STATUS BE REMOVED AND SHE BE CLASSIFIED AS THE CITY CLERK AND MOVE FROM STEP 1 TO STEP 2 IN THE CITY CLERK’S SALARY SCHEDULE.**

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. That the City Council approve the posting of the Training Officer position in the Fire Department with a promotional recommendation being brought back to a future city council meeting. A letter from the Fire Chief regarding this recommendation was included. Following discussion, Member Hutchinson made a motion, seconded by Member O’Donnell-Ebner as follows:

**MOTION TO APPROVE THE POSTING OF THE TRAINING OFFICER POSITION IN THE FIRE DEPARTMENT WITH A PROMOTIONAL RECOMMENDATION BEING BROUGHT BACK TO 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.

3. On August 6, 2024, Colton Boettcher will have completed his 120-day probationary period as a Groundskeeper at Pine Creek Golf Course. Effective August 6, 2024, Mr. Boettcher's probationary status be removed, and he be classified as a Groundskeeper at Pine Creek Golf Course. A letter from the Golf Course Superintendent regarding the recommendation was included. Following discussion, Member Hutchinson made a motion, seconded by Member O'Donnell-Ebner as follows:

**MOTION TO APPROVE THAT EFFECTIVE AUGUST 6, 2024, COLTON BOETTCHER'S 120-DAY PROBATIONARY STATUS BE REMOVED AND HE BE CLASSIFIED AS A GROUNDSKEEPER AT PINE CREEK GOLF COURSE.**

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 – PLANNING COMMISSION MINUTES – JULY 2, 2024**

City Council reviewed the July 2, 2024 Planning Commission meeting minutes. This was informational only, no action required.

**ITEM 3.7 – APPLE BLOSSOM BICYCLE TOUR REQUEST**

City Council reviewed a letter from Police Chief Luke Ahlschlager requesting approval for the Rotary Sponsored Apple Blossom Bicycle Tour to be held on Saturday, August 10, 2024, at 8:00 a.m. The Rotary requests the city to provide three picnic tables and two garbage cans for a designated spot in Veteran's Park. They will set up a 20x30 tent in the parking lot and serve lunch starting at 10:30 a.m. The La Crescent Police will monitor the event and assist if needed. Disruption to normal traffic flow is expected to be minimal. Following discussion, Member Williams made a motion, seconded by Member Hutchinson as follows:

**MOTION TO APPROVE THE ROTARY-SPONSORED APPLE BLOSSOM BICYCLE TOUR TO BE HELD ON SATURDAY, AUGUST 10, 2024 AT 8:00 A.M. WITH THE CITY PROVIDING**

**THREE PICNIC TABLES AND TWO GARBAGE CANS FOR VETERAN’S PARK AND MONITORING AND ASSISTANCE FROM THE LA CRESCENT POLICE DEPARTMENT AS NEEDED.**

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 – NATIONAL NIGHT OUT**

City Council reviewed an invitation from Police Chief Luke Ahlschlager to the 18<sup>th</sup> Annual Neighbor’s Night Out Event on Tuesday, August 6, 2024, from 5:00 p.m. – 8:00 p.m. at Kistler Park. This was informational only, no action required.

**ITEM 3.9 – APPLEFEST REQUESTS**

City Council reviewed a letter from the Applefest Board of Directors requesting assistance from the City to help coordinate the 76<sup>th</sup> Annual Applefest from September 20<sup>th</sup> to September 22<sup>nd</sup>, 2024. Assistance includes help in preparing the carnival area, installing signs, installing stakes and fencing, a water line for the King Apple Tent, the use of city garbage cans, picnic tables, and trailer, help barricading the staging route for the King Apple Parade, use of eight golf carts for the preparation of the King Apple Parade, and 550 gallons of water from the Fire Department to be used in the dunk tank. Following discussion, Member Jostad made a motion, seconded by Member Hutchinson as follows:

**MOTION TO APPROVE ASSISTANCE FROM CITY STAFF FOR THE 76<sup>TH</sup> ANNUAL APPLEFEST TO BE HELD FROM SEPTEMBER 20<sup>TH</sup> TO SEPTEMBER 22<sup>ND</sup>, 2024 TO PREPARE THE CARNIVAL AREA, INSTALL SIGNS, STAKES, FENCING, A WATER LINE FOR THE KING APPLE TENT, USE OF CITY GARBAGE CANS, PICNIC TABLES, TRAILER, HELP BARRICADING THE STAGING ROUTE FOR THE KING APPLE PARADE, AND USE OF EIGHT GOLF CARTS FOR THE PREPARATION OF THE KING APPLE PARADE AND 550 GALLONS OF WATER FROM THE FIRE DEPARTMENT TO BE USED IN THE DUNK TANK.**

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.

**8. CHAMBER OF COMMERCE**

Chamber of Commerce Representative Jen Etrheim was in attendance and provided City Council with an update.

There being no further business to come before the Council at this time, Member Hutchinson made a motion, seconded by Member Williams 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 5:23 P.M.

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

SIGNED:

\_\_\_\_\_

Mayor

ATTEST:

\_\_\_\_\_

City Administrator