

MINUTES, REGULAR MEETING  
CITY COUNCIL, CITY OF LA CRESCENT, MINNESOTA  
OCTOBER 24, 2022

Pursuant to due call and notice thereof, the second meeting of the City Council of the City of La Crescent for the month of October was called to order by Mayor Mike Poellinger at 5:30 PM in the La Crescent Community Building, La Crescent, Minnesota, on Monday, October 24th, 2022.

Upon a roll call taken and tallied by the City Administrator, the following members were present: Members Ryan Hutchinson, Teresa O'Donnell-Ebner, Dale Williams, and Mayor Mike Poellinger. Members absent: Cherryl Jostad. Also present were City Attorney Skip Wieser, City Administrator Bill Waller, Deputy City Clerk Angie Boettcher, and City Administrative Assistant Chris Fortsch.

Also in attendance via Zoom was Dan Schmitt from MSA.

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 – OCTOBER 10, 2022
- 1.2 BILLS PAYABLE THROUGH OCTOBER 21, 2022
- 1.3
- 1.4

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
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**

5:30 PM – PARK & RECREATION PLAN

Mayor Poellinger introduced Dan Schmitt from MSA who was in attendance via Zoom. Dan reviewed the Park & Recreation Plan with City Council.

Mayor Poellinger opened the meeting for public comment.

The following members of the public addressed the City Council regarding the Park & Recreation Plan: John Collin – 105 20<sup>th</sup> St. S. La Crosse, WI; Ruth Nissen – 1214 Poplar St; Steve Hoff – 717 Birch St; Mark Meyer – 806 Cedar St; Greg Watson (via Zoom) – 404 N. 14<sup>th</sup> St; Peggy Derrick (via Zoom) – 275 Cornforth Rd; Kathy Klug – 539 South 5<sup>th</sup> St;

The following members of the public submitted comments regarding the Park & Recreation Plan via email either before or after the issuance of the 10/24/2022 council packet: Greg Watson – 404 North 14<sup>th</sup> St; Bonnie Lyman – 413 North Hill St; Lloyd Lorenz – 719 Hillcrest Ave; Lynn Wolter & Marilyn Huckenpoehler – 202 Hillview Blvd; Stephen & Paula Krenzke – 708 South 4<sup>th</sup> St; Gaia Pergrine Rougeux – 811 Spruce Drive; Barbara Strohm – La Crosse, WI; Sue Klemp – 1364 Claudia Ave; Susan Oddsen – 719 Juniper St; Cheryl Jostad – 117 Hillview Blvd.

Mayor Poellinger closed the public meeting.

Following discussion, Member O'Donnell-Ebner introduced the following Resolution and moved its passage and adoption as follows:

### **RESOLUTION NO. 10-22-34**

#### **A RESOLUTION ADOPTING THE COMPREHENSIVE PARK & RECREATION PLAN, 2022 FOR THE CITY OF LA CRESCENT, MN**

**WHEREAS**, the City of La Crescent last updated its Comprehensive Park & Recreation Plan in 2012; and

**WHEREAS**, the city desires to proactively plan for the growth and demand for park and recreational resources within the community; and

**WHEREAS**, the Park & Recreation Commission has the responsibility of updating the Comprehensive Park & Recreation Plan and master planning parks for the City of La Crescent; and

**WHEREAS**, the Park & Recreation Commission held several meetings to discuss the Comprehensive Park & Recreation Plan, and master plans for Eagles Bluff, Vollenweider/Vetsch/Stoney Point, Horsetrack Meadows, and Wieser Park, and solicited input from the public regarding improvements to the city's overall park system; and

**WHEREAS**, the revised plan provides for an integrated system of open space sites and parks within the City of La Crescent, a system that will preserve natural resources and enhance outdoor recreational activities for present and future residents of the city; and

**WHEREAS**, the plan findings and recommendations are set forth in the City of La Crescent Comprehensive Park & Recreation Plan, 2022; and

**WHEREAS**, the plan, including the master plans for Eagles Bluff, Vollenweider/Vetsch/Stoney Point, Horsetrack Meadows, and Wieser Park, has been recommended for adoption by the Park & Recreation Commission and the Planning Commission.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** that the City Council of the City of La Crescent adopts the City of La Crescent Comprehensive Park & Recreation Plan, 2022.

Adopted this 24th day of October 2022

City of La Crescent

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Mike Poellinger, Mayor

Attest: \_\_\_\_\_  
Angie Boettcher, Deputy Clerk

The motion for the 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
Teresa O'Donnell-Ebner	Yes
Dale Williams	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried.

6:00 PM – UTILITY EASEMENT VACATION

Mayor Poellinger opened the public meeting.

City Attorney Wieser reviewed with City Council a request from the property owner at 1520 Valley Lane to vacate a portion of a platted utility easement. Attorney Wieser consulted with WHKS and they had no objection to the vacation request.

The following members of the public addressed City Council regarding the utility easement vacation: Jeff Jensen, property owner – 1520 Valley Lane; Bob Frey – 1500 Valley Lane.

Mayor Poellinger closed the public meeting.

Following discussion, Member Williams introduced the following Resolution and moved its passage and adoption as follows:

**RESOLUTION NO. 10-22-35**

**A RESOLUTION FOR VACATION OF PUBLICLY DEDICATED UTILITY EASEMENTS**

WHEREAS, a petition signed by the majority of property owners abutting the publicly dedicated utility easement received by the City Attorney on or about September 7, 2022; and

WHEREAS, the petition requested that the City Council pursuant to Minnesota Statute §412.851 vacate a portion of the platted publicly dedicated utility easements legally described as:

See Exhibit A.

WHEREAS, the Deputy City Clerk has reviewed and examined the signatures on said petition and determined that such signatures constitute a majority of the landowners abutting upon the portion of the platted publicly dedicated utility easements to be vacated; and

WHEREAS, a public hearing to consider the vacation of such street was held on the 24th day of October, 2022, in the La Crescent Community Building located at 336 South 1st Street, La Crescent at 6:00 p.m. after due published and posted notice had been given, as well as personal mailed notice to all affected property owners by the City Clerk on the 11 day of October, 2022 and all interested and affected persons were given an opportunity to voice their concerns and be heard; and

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LA CRESCENT, MINNESOTA AS FOLLOWS:**

That such petition for vacation is hereby granted and the portion of the platted publicly dedicated utility easements legally described as:

See Exhibit A.

BE IT FURTHER RESOLVED that the Mayor and Deputy City Clerk are hereby authorized to sign all documents necessary to effectuate the intent of this resolution and file notice of the vacation as required by law.

Passed by the City Council of La Crescent, Minnesota this 24th day of October, 2022.

Mayor

Attested:

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Deputy City Clerk

**Exhibit A**

**That part of Lot 23 and 24 of Crescent Valley Subdivision to La Crescent Township (now City), Houston County, Minnesota, bounded and described as follows:**

**Commencing at the Southeast corner of said lot 23; thence Northwesterly along an arc of a curve, whose center lies to the Northeast, whose radius is 900.00 feet, whose chord bears N 61° 31'401" W 10.00 feet, a distance of 10.00 feet; thence N 28°09'09" E 99.94 feet; thence S 61°50'51" E 10.00 feet; thence S 28°09'09" W 26.00 feet; thence S 61°50'20" E 2.00 feet; thence S 26°38'00" W 49.00 feet, thence S 45°36'00" W 11.02 feet; thence S 28°09'09" E14.50 feet to the point of beginning.**

The motion for the 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
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 – APPLE BLOSSOM POINTE ROADS**

The following members of the public addressed City Council regarding Apple Blossom Pointe Roads: Jeff Merrill, Joe Dockendorff, and Kyle Adamski.

In August of 2022, the City Council received a request from the residents in the Apple Blossom Pointe subdivision that the City pay for the entire cost of repairing the roads in the development and assume the responsibility for maintenance of the roads moving forward. The residents have a proposal for repairs on the roads at a cost of approximately \$172,000.00. The City Engineer recommends a total reconstruction of the roads, with a very preliminary estimate of \$900,000.00. The City Staff is recommending that the City Council should take the position that there needs to be agreement from the property owners in the Apple Blossom Pointe development that the property owners will assume responsibility for all, or the majority of, the costs of bringing the streets in their development to City standard. Following discussion, Member Williams made a motion, seconded by Member O'Donnell-Ebner as follows:

**MOTION TO APPROVE THE CITY ENGINEER TO PREPARE A QUOTE FOR A FEASIBILITY STUDY OF THE APPLE BLOSSOM POINTE ROADS AND THAT IT BE BROUGHT BACK TO THE FIRST CITY COUNCIL MEETING IN DECEMBER FOR DISCUSSION.**

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

Ryan Hutchinson	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 – DECEMBER CITY COUNCIL MEETING SCHEDULE**

City Administrator Waller reviewed with City Council that due to the Christmas holiday, it was recommended to City Council to move the second regular meeting in December from Monday, December 26<sup>th</sup>, to Monday, December 19, 2022. Following discussion, Member O'Donnell-Ebner made a motion, seconded by Member Hutchinson, as follows:

**MOTION TO APPROVE MOVING THE SECOND REGULAR CITY COUNCIL MEETING IN DECEMBER FROM MONDAY, DECEMBER 26, TO MONDAY, DECEMBER 19, 2022.**

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

Ryan Hutchinson	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 – PERSONNEL COMMITTEE RECOMMENDATIONS**

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

1. In March of 2022 City Council approved a memorandum of understanding of Kara Tarrence's employment transition from Accountant to City Finance Director. Effective October 31, 2022, the Personnel Committee is recommending that Ms. Tarrence be promoted to La Crescent's Finance Director starting at Step 1 in the Finance Directors' salary schedule. Ms. Tarrence would serve a six-month probationary period as Finance Director, recognizing the time she has already served in the position. Following discussion, Member Hutchinson made a motion, seconded by Member

Williams as follows:

**MOTION TO APPROVE EFFECTIVE OCTOBER 31, 2022, KARA TARRENCES TRANSITION FROM ACCOUNTANT TO CITY FINANCE DIRECTOR. MS. TARRENCE WILL START AT STEP 1 OF THE FINANCE DIRECTORS' SALARY SCHEDULE AND WILL SERVE A SIX-MONTH PROBATIONARY PERIOD, RECOGNIZING THE TIME SHE HAS ALREADY SERVED IN THE POSITION.**

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

Ryan Hutchinson	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 the following recommendations from the Personnel Committee regarding a tentative agreement with the AFSCME Union on a three-year contract agreement that covers the years 2023-2025. The agreement includes an increase in the City's contribution to insurance and an increase in wages, along with language changes to the union contract. The terms of the agreement are as follows:
  1. Parties agree to amend Article 7.2 so that if a grievance is unresolved after Step 4 (mediation), there is a clearly defined deadline of 20 days to move the grievance to the next Step (arbitration). Any grievance not appealed by the Union to arbitration within 20 days of mediation shall be considered waived.
  2. The parties agree to add a new Section to Article 12 (12.9) specifying that because the City loads the vacation bank every year on employees' anniversary dates, when an employee severs employment, the vacation hours they can cash out from the final year are prorated.
  3. In 2023, 2024, and 2025, the City's contribution to insurance premiums are as follows:
    - Single - \$1004/mo and Family \$1851/mo effective January 1, 2023
    - Single - \$1029/mo and Family \$1926/mo effective January 1, 2024
    - Single - \$1054/mo and Family \$2026/mo effective January 1, 2025
  4. Effective January 1, 2023, the City will increase the hourly rate of pay by .50 per hour for any employee who acquires and maintains each of the following: a First Aid certificate and a CPR certificate. The City will increase the hourly rate of pay by \$1.00 per hour for any employee who acquires and maintains First Responder certification. The maximum amount paid will be \$1.00 per hour for any combination of the above.
  5. The agreement includes a 4% wage increase in all three years of the contract.

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

**MOTION TO APPROVE THE CHANGES TO THE AFSCME UNION THREE-YEAR CONTRACT AGREEMENT THAT COVERS THE YEARS 2023-2025 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
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 – WIESER PARK PAVILION BIDS - INFORMATIONAL**

This item was informational only, no action taken.

**ITEM 3.5 – MAYORS PROCLAMATION**

Mayor Poellinger reviewed with City Council for approval a proclamation declaring Friday, October 28, 2022, as Debbie Shimshak Day in the City of La Crescent. Following discussion, Member O'Donnell-Ebner made a motion, seconded by Member Williams as follows:

**MOTION TO APPROVE FRIDAY, OCTOBER 28, 2022 AS DEBBIE SHIMSHAK 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
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 – DONATION RESOLUTION**

City Council reviewed a Resolution regarding the acceptance of donations to the City for the month of October, 2022. Following review and discussion, Member O'Donnell-Ebner introduced the following resolution and moved its passage and adoption:

**RESOLUTION NO. 10-22-36**

**RESOLUTION ACCEPTING DONATIONS MADE TO THE**

**CITY OF LA CRESCENT IN OCTOBER, 2022**

WHEREAS, the City of La Crescent (“La Crescent”) is required by Minn. Stat. § 465.03 to accept donations by Resolution;

WHEREAS, the following donations were made to the City of La Crescent in the month of October 2022:

- 1. An anonymous donor wishes to donate \$50,000.00 to the Wieser Park Improvement Project.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of La Crescent hereby accepts the donations stated above.

ADOPTED this 24<sup>th</sup> day of October, 2022.

SIGNED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Deputy Clerk

The motion for the 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
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.

**6. STAFF CORRESPONDENCE/COMMITTEE UPDATES**

City Council reviewed correspondence from Explore La Crosse regarding the October 18<sup>th</sup>, 2022 Board Meeting Agenda as well as the September 27<sup>th</sup>, Minutes.

**8. HOUSTON COUNTY**

Houston County Commissioner, Dewey Severson, updated City Council on county activities.

**9. CHAMBER OF COMMERCE**

Chamber of Commerce member, Travis Minegar was in attendance and gave the City Council an update.

There being no further business to come before the Council at this time, Member O’Donnell-Ebner made a motion, seconded by Member Williams 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
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 6:54 PM.

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

SIGNED:

\_\_\_\_\_  
Mayor

ATTEST:

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