

MINUTES, REGULAR MEETING
CITY COUNCIL, CITY OF LA CRESCENT, MINNESOTA
OCTOBER 25, 2021

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 City Hall, La Crescent, Minnesota, on Monday, October 25, 2021.

Upon a roll call taken and tallied by the City Administrative Assistant, the following members were present: Members Ryan Hutchinson, Cheryl Jostad, Teresa O'Donnell-Ebner, and Mayor Mike Poellinger. Members absent: Member Dale Williams. Also present was City Attorney Skip Wieser and City Administrative Assistant Angie Boettcher.

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 11, 2021
- 1.2 BILLS PAYABLE THROUGH OCTOBER 21, 2021
- 1.3 CASH BALANCE/ACTIVITY REPORT – SEPTEMBER 2021
- 1.4 LIBRARY REPORT – SEPTEMBER 2021

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 Administrative Assistant, the following Members voted in favor thereof, viz;

Ryan Hutchinson	Yes
Cheryl Jostad	Yes
Teresa O'Donnell-Ebner	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried by a 4-0 vote.

ITEM 3.1 – SMALL CITIES GRANT PROJECT DOCUMENTS

City Council reviewed a Memo and documents from City Administrative Assistant Boettcher regarding items that need to be approved for administration of the MN Department of Employment and Economic Development Small Cities Development Grant, for which the City of La Crescent has received

\$552,000.00. Cindy Vitse from SEMCAC was in attendance to review and answer questions. Following discussion, Member O'Donnell-Ebner introduced the following resolution and moved its passage and adoption:

RESOLUTION 10-21-33

A RESOLUTION ADOPTING POLICIES FOR ADMINISTRATION OF MN DEPARTMENT OF EMPLOYMENT & ECONOMIC DEVELOPMENT SMALL CITIES DEVELOPMENT GRANT

WHEREAS, the City of La Crescent has entered into an agreement with the State of Minnesota, Department of Employment and Economic Development for the allocation of grant funding by the United States Department of Housing and Urban Development under the Community Development Block Grant Program with the City of La Crescent acting as the legal sponsor for the project, and;

WHEREAS, the City of La Crescent has entered into an agreement with Semcac to coordinate and administer the program which includes owner occupied single family rehabilitation, and;

WHEREAS, certain guidelines, policies and procedures are required to enable Semcac and the City to achieve the goals of the Small Cities Development Program,

NOW, THEREFORE, BE IT RESOLVED, the City of La Crescent adopts the attached policies as listed herein, for the Small Cities Development Program:

- | | | |
|--|--------------------------|----------------|
| Conflict of Interest Policy | Drug Free Policy | Section 3 Plan |
| Program Income Plan | Fair Housing Action Plan | |
| Excessive Force Policy | | |
| Residential Anti-Displacement and Relocation Assistance Plan | | |
| Affirmative Action/Equal Employment/Data Privacy/Sexual Harassment | | |

BE IT FURTHER RESOLVED, the City approves the Policies and Procedures Manual for SCDP Owner Occupied Program for the City of La Crescent and included for city approval and signatures is the Administrative Contract between La Crescent and Semcac.

I CERTIFY THAT the above resolution was adopted by the City Council of the City of La Crescent on this 25th day of October, 2021.

Mike Poellinger, Mayor, City of La Crescent

Bill Waller, City Administrator, City of La Crescent

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

Ryan Hutchinson	Yes
Cherryl Jostad	Yes
Teresa O'Donnell-Ebner	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried and the resolution duly passed and adopted by a 4-0 vote.

ITEM 3.2 – PLANNING COMMISSION MINUTES – 10/5/2021

City Council reviewed a Memo from Jason Ludwigson, City Sustainability Coordinator, along with the minutes from the October 5, 2021 Planning Commission meeting. At the October 5th meeting, the Planning Commission voted to approve the final plat/administrative subdivision for 427 South 3rd Street and recommended to City Council to approve, with the following findings:

1. The request will not alter the essential character of the locality
2. The property owner proposes to use the property in a reasonable manner permitted by the zoning ordinance in residential areas to wit, residential housing.
3. The request is in harmony with the general purposes and intent of the ordinance and consistent with the comprehensive plan by improving the housing stock.

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

MOTION TO APPROVE THE FINAL PLAT/ADMINISTRATIVE SUBDIVISION FOR 427 SOUTH 3RD STREET AND TO ADOPT THE FINDINGS STATED ABOVE AND AS STATED IN THE OCTOBER 5, 2021 PLANNING COMMISSION MINUTES.

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

Ryan Hutchinson	Yes
Cherryl Jostad	Yes
Teresa O'Donnell-Ebner	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried by a 4-0 vote.

ITEM 3.3 – SOLAR READY HOME CERTIFICATION

Jason Ludwigson, City Sustainability Coordinator, reviewed with City Council the Solar Ready Home Certification form for the City of La Crescent. The Solar Ready Home Certification has been reviewed and amended with assistance from the GreenSteps Committee, City Staff, the Minnesota Department of Commerce, Great Plains Institute, University of Minnesota, local solar installers, and electricians. The goal of the Solar Ready Home Certification is to incentivize property owners to make low-cost installations of the infrastructure needed to make a building solar ready. Installing the components in the construction phase is more cost effective than installing them after construction is completed. The Solar Ready Home

Certification would come with a rebate for property owners of \$50.00. The rebate would come from the building permit for the property and would be awarded once the Solar Ready Home Certification is verified by the developer and city inspector. Following discussion, Member O'Donnell-Ebner made a motion, seconded by Member Hutchinson, as follows:

MOTION TO APPROVE THE SOLAR READY HOME CERTIFICATION FORM FOR THE CITY OF LA CRESCENT.

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

Ryan Hutchinson	Yes
Cherryl Jostad	Yes
Teresa O'Donnell-Ebner	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried by a 4-0 vote.

ITEM 3.4 – PERSONNEL COMMITTEE RECOMMENDATIONS

City Council reviewed a memo from City Administrator Waller regarding the following recommendations from the Personnel Committee:

1. On September 23, 2019, the City Council approved a waiver to the response time requirements included in the Rules and Regulations of the Fire Department for Fire Chief Tom Paulson. The waiver was for a one-year trial period, at which time the waiver would be reviewed and evaluated and a potential extension considered. In approving the waiver, the City Council made the finding of fact that no undue hardship or hazard would result to the citizens served by the Fire Department. In September of 2020, the City Council reviewed the waiver, and granted a one-year waiver to the response time requirement for Fire Chief Tom Paulson. The waiver runs through October 31, 2021. In approving the waiver, the City Council reaffirmed the findings of fact that was referenced in 2019. The Personnel Committee is again recommending that the City Council approve an additional one-year waiver to the response time requirement for Fire Chief Tom Paulson. The waiver would run through October 31, 2022. The Personnel Committee cites the same finding of fact as was included in the motion from September 23, 2019. It was recommended that Members of the City Council that are on the Fire Department consider abstaining from voting on this recommendation.
2. The Personnel Committee is recommending that the City Council approve an increase to the monthly salaries for the City Council and Mayor. Presently City Council members earn \$400.00 per month and the Mayor earns \$500.00 per month. The last increase in the salary for these positions occurred in January of 2009. The Personnel Committee is recommending that the salary for members of the City Council be increased to \$500.00 per month, and that the salary for the Mayor be increased to \$600.00 per month. The proposed increase would take effect January 1, 2023.

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

MOTION TO APPROVE AN ADDITIONAL ONE YEAR WAIVER TO THE RESPONSE TIME REQUIREMENTS INCLUDED IN THE RULES AND REGULATIONS OF THE FIRE DEPARTMENT FOR FIRE CHIEF TOM PAULSON ALLOWING THE RESPONSE TIME TO BE 10 MINUTES FROM THE FIRE STATION IN LIEU OF 8 MINUTES WHICH WAS INITIALLY APPROVED BY CITY COUNCIL ON SEPTEMBER 23, 2019 AND THAT THE ADDITIONAL ONE YEAR WAIVER WOULD RUN THROUGH OCTOBER 31, 2022.

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

Ryan Hutchinson	Yes
Cherryl Jostad	Yes
Teresa O'Donnell-Ebner	Yes

Mayor Mike Poellinger abstained from voting, and none voted against the same. The motion was declared duly carried by a 3-0 vote.

In approving the above Motion, the City Council made the following finding of fact: that no undue hardship or hazard will result to the citizens served by the Fire Department.

City Attorney Wieser then reviewed with City Council Ordinance No. 554 which would increase the pay of the Mayor and members of the City Council by \$100.00 per month. City Attorney Wieser also reviewed the existing Ordinance with City Council, along with the statutory process for increasing pay for elected officials. Member O'Donnell-Ebner explained that she had obtained salary information from the League of Minnesota Cities and would like to circulate to the Council members. Following discussion, Member Hutchinson made a motion to approve the increase. Motion failed for lack of a second.

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

MOTION TO CONTINUE THIS ITEM TO THE NEXT CITY COUNCIL MEETING ON NOVEMBER 8, 2021.

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

Ryan Hutchinson	Yes
Cherryl Jostad	Yes
Teresa O'Donnell-Ebner	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried by a 4-0 vote.

ITEM 3.5 – 2021 FALL CITY NEWSLETTER

City Administrative Assistant Boettcher reviewed with City Council the Fall 2021 La Crescent Newsletter. Ms. Boettcher’s plan is to send the Newsletter out to residents by the first of November. This item was informational, and no action was taken.

ITEM 5 - MAYOR’S COMMENTS

Mayor Poellinger reviewed the status of the Community Room and having the room cleaned up. This item was informational, and no action was taken.

ITEM 6.1 – STAFF CORRESPONDENCE/COMMITTEE UPDATES – EXPLORE LA CROSSE

City Council reviewed the Agenda from the October 19, 2021 La Crosse County Convention & Visitors Bureau Virtual Board Meeting, which included the Minutes from the September 21, 2021 Board Meeting. No action taken.

ITEM 8 – CHAMBER OF COMMERCE

The La Crescent Chamber of Commerce had no update.

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 Administrative Assistant, the following Members present voted in favor thereof, viz;

Ryan Hutchinson	Yes
Cherryl Jostad	Yes
Teresa O’Donnell-Ebner	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried by a 4-0 vote and the meeting duly adjourned at 5:55 PM.

APPROVAL DATE: _____

SIGNED:

Mayor

ATTEST:

City Administrator