

MINUTES, REGULAR MEETING
CITY COUNCIL, CITY OF LA CRESCENT, MINNESOTA
NOVEMBER 14, 2022

Pursuant to due call and notice thereof, the first meeting of the City Council of the City of La Crescent for the month of November was called to order by Mayor Mike Poellinger at 5:30 PM in the La Crescent City Hall, La Crescent, Minnesota, on Monday, November 14th, 2022.

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, Deputy City Clerk Angie Boettcher, Sustainability Coordinator Jason Ludwigson, and Community Development Director Larry Kirch.

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 24, 2022
- 1.2 BILLS PAYABLE THROUGH NOVEMBER 10, 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. Deputy City Clerk Boettcher made the following requested change to the October 24th minutes: Item 2 - Public Hearing/Meeting 5:30 PM Park & Recreation Plan the following was added **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 14th St; Bonnie Lyman –413 North Hill St; Lloyd Lorenz –719 Hillcrest Ave; Lynn Wolter & Marilyn Huckenpoehler– 202 Hillview Blvd; Stephen & Paula Krenzke– 708 South 4th 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.**

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

A MOTION TO APPROVE THE CONSENT AGENDA WITH REQUESTED CHANGES TO ITEM 2 – PUBLIC HEARING/MEETING 5:30 PM – PARK & RECREATION PLAN.

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 3.1 – CANVASSING BOARD – ELECTION RESULTS

The City Council serves as the Canvassing Board for City Elections, which took place in conjunction with the General Election on Tuesday, November 8, 2022. The City Council must meet to canvas the returns and declare the results. The abstract of votes was presented to the City Council. The ballots cast in Precinct No. 1, Precinct No. 2, Precinct No. 3, and Precinct No. 4 on Tuesday, November 8, 2022, for the City of La Crescent are as follows:

Mayor	Precinct 1	Precinct 2	Precinct 3	Precinct 4	Total Votes
Mike Poellinger	902	624	393	34	1953
Write – In	39	29	18	4	90

Council Member	Precinct 1	Precinct 2	Precinct 3	Precinct 4	Total Votes
Cherryl Jostad	598	403	250	25	1276
Leah Misch	396	316	244	22	978
Teresa O'Donnell-Ebner	596	401	296	23	1316
Write-In	11	3	0	0	14

Following Discussion Member Hutchinson made a motion, Seconded by Member Williams as follows:

MOTION TO APPROVE THE RESULTS OF THE CITY ELECTION WHICH WAS HELD IN CONJUNCTION WITH THE GENERAL ELECTION ON TUESDAY, NOVEMBER 8, 2022.

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 3.2 – 2021 SOLAR REPORT

City Sustainability Coordinator Jason Ludwigson reviewed with City Council the annual report outlining the production totals and cost savings of the solar PV systems installed on city-owned property. This was informational only, no action required.

ITEM 3.3 – SOLSMART GOLD DESIGNATION

City Sustainability Coordinator Jason Ludwigson presented City Council with the City’s achievement of reaching SolSmart Gold Designation. SolSmart is a national designation program recognizing cities, counties, and regional organizations that foster the development of mature local solar markets. This was informational only, no action required.

ITEM 3.4 – HABITAT FOR HUMANITY SALVAGE AGREEMENT

City staff met with representatives from the Habitat for Humanity Reclaim program to tour the house at 332 South 1st Street. The Reclaim program removes materials from homes that can be reused or sold at the ReStore to fund Habitat La Crosse’s mission of providing families with a place to call home. City staff and the city attorney have reviewed the salvage agreement. City Council was provided with a copy of the agreement prior to the meeting. The recommendation is to adopt the agreement. Staff from the Habitat for Humanity Reclaim program will commence with restoration in November. They have an interest in exterior materials on the building, but would not remove those materials until just prior to the building’s demolition, sometime in early 2023. Following discussion Member O’Donnell-Ebner made a motion, seconded by Member Jostad as follows:

MOTION TO ADOPT THE HABITAT FOR HUMANITY SALVAGE AGREEMENT WITH STAFF FROM THE HABITAT FOR HUMANITY RECLAIM PROGRAM COMMENCING WITH THE RESTORATION IN NOVEMBER.

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 – SUSTAINABLE PURCHASING POLICY

City Sustainability Coordinator Jason Ludwigson reviewed with City Council a Sustainable Purchasing Policy as a guideline for City departments when purchasing supplies. A copy of the policy was included in the Council packet. The policy has been reviewed by the GreenStep committee and the committee is recommending that the Council approve the policy. Adopting the policy will fulfill best practice #15 under the GreenStep City Best Practices: Environmental Management. GreenStep defines this as adopting environmentally preferable purchasing policies and practices to improve health and environmental outcomes. Following discussion, Member O’Donnell-Ebner made a motion, seconded by Member Hutchinson as follows:

MOTION TO APPROVE THE SUSTAINABLE PURCHASING POLICY AS A GUIDELINE FOR CITY DEPARTMENTS WHEN PURCHASING SUPPLIES.

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

Member Jostad voted against the same. The motion was declared duly carried by a 4-1 vote.

ITEM 3.6 – HOLIDAY TRAIN – DECEMBER 7th, 2022

City Council reviewed a letter from Police Chief Luke Ahlschalager regarding the Canadian Pacific Holiday Train which will make a stop in La Crescent on December 7th, 2022 from 8:00 pm to 9:00 pm. Chief Ahlschlager is requesting approval from Council for assistance from the La Crescent Police Department for security and organization and city Maintenance staff equipping the event area with the necessary crowd control measures (barricades & traffic cones), crowd protections, and vehicle parking assistance and waste disposal and clean-up during and after the event. The designated event area will be at the old Commodore Parking Lot located (City Door) on the 200 block of South Chestnut Street. Following discussion, Member Williams made a motion, seconded by Member Jostad as follows:

MOTION TO APPROVE THE LA CRESCENT POLICE DEPARTMENT AND MAINTENANCE DEPARTMENT TO ASSIST WITH EVENT CONTROL DURING THE HOLIDAY TRAIN VISIT ON DECEMBER 7TH, 2022 TAKING PLACE FROM 8:00 PM TO 9:00 PM AT THE CITY DOOR PARKING LOT LOCATED AT THE 200 BLOCK OF SOUTH CHESTNUT STREET.

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 3.7 – ROOT RIVER TRAIL – MEMORANDUM OF AGREEMENT

Community Development Director Larry Kirch reviewed with City Council the Root River Trail Memorandum of Agreement to Jointly Cooperate. Houston County approved the Memorandum of Agreement to Jointly cooperate on September 27, 2022. The cities of Hokah and Houston have also approved. A copy of the executed MOA was included in the council packet. The county and each municipality have appointed their citizen members. The eight-member citizen committee will work toward developing a plan and strategy to complete the trail. An organizational meeting of the citizen committee is scheduled for November 16th, 2022.

Members of the committee are:

La Crescent:	Dick Weiser, Larry Stryker
Hokah:	Kevin Walther, Jake Olson
Houston:	Hein Bloom, Jay Wheaton
Houston County:	Joe Thesing, Benjiman Horn

This was informational only, no action required.

ITEM 3.8 – MnDOT-TRANSPORTATION CORRIDOR PLAN

Community Development Director Larry Kirch reviewed with City Council the Active Transportation corridor planning study through the Minnesota Department of Transportation which the city applied for and was awarded. The assistance plan is for the corridor between the new Wagon Wheel bike-ped bridge and Miller's Corner. Planning assistance is being provided by a MnDOT consultant. The project started in September 2022 and a kick-off meeting was held on October 6th, 2022 with MnDOT, the consultant team, and a local project team. On November 3rd, 2022, a day-long series of meetings and events (mini-charrette) were held including both biking and walking the corridor as well as an evening community meeting. On November 4th, 2022, the consultant team, MnDOT team, and city staff met to go over the previous day's activities and plan the next phase of the corridor planning project. The project is expected to wrap up in March of 2023. A synopsis of the city's application to highlight the purpose of the corridor planning effort was included in the council packet. This was informational only, no action required.

ITEM 3.9 – LA CROSSE MPO – LOCAL STUDIES PROGRAM

Community Development Director Larry Kirch reviewed with City Council a funding request submitted by city staff to the La Crosse Area Planning Committee (LAPC) for their Local Studies Program. The LAPC is the regional Metropolitan Planning Organization (MPO). The planning project is to develop a plan for Walnut Street from South 1st Street to North 4th Street and to Veterans Park. The planning process will

involve extensive input from the downtown businesses, residential property owners along the corridor, and the hotel, tavern, and event center. The goal of the project is to gain community consensus on a plan for the corridor. The city is required to issue a Request for Proposals (RFP) to solicit a planning firm to assist the city and community in the planning study. A narrative of the request that was made to the LAPC staff and the Wisconsin DOT was provided in the council packet. This was informational only, no action required.

ITEM 3.10 – MnDOT – TRANSPORTATION INFRASTRUCTURE GRANT

Community Development Director Larry Kirch reviewed with City Council for approval of a resolution authorizing the submittal and sponsorship of a Minnesota Department of Transportation Active Transportation Program Infrastructure Grant Application for the City of La Crescent. The grant program would be for funding a connection from South 6th Street and Elm Street to the Aquatic Center/Kistler Park along with a connection from South 7th Street to the Aquatic Center. This project is a recommended project in the city's adopted 2017 Bicycle and Pedestrian Plan. If the city is successful the project must proceed in 2023 or 2024. The project is as follows:

Construct an 8-foot concrete path on the north side of S 6th Street from S Elm Street (including curb bump-outs at Elm) west to Kistler Memorial Park and Aquatic Center. Improve safety and accessibility for residents that live north and east of Park/Aquatic Center as they are required to walk within S 7th Street where the sidewalk ends at the cul-de-sac. Once the sidewalk ends, pedestrians use the street to get to the park fence where a cut-through leads to a steep dirt trail that traverses the slope (>20%) to the pool and park. A 10-foot-wide path will be constructed to 7th Street to eliminate pedestrians walking through the parking lot. The project will create a safer bi-directional route to and from the park/pool and downtown via the park/aquatic center.

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

RESOLUTION NO. 11-22-37

A RESOLUTION AUTHORIZING SUBMITTAL OF AND SPONSORSHIP OF A MINNESOTA DEPARTMENT OF TRANSPORTATION ACTIVE TRANSPORTATION PROGRAM INFRASTRUCTURE GRANT APPLICATION FOR THE CITY OF LA CRESCENT, MN

WHEREAS, the Minnesota Department of Transportation has \$3.5 million dollars available in Active Transportation funding available statewide, with a minimum of \$50,000 and cap of \$500,000 for each project; and

WHEREAS, the City of La Crescent adopted a bicycle and pedestrian plan in 2017 and identified projects for implementation which included a bicycle and pedestrian project on the north side of South 6th Street from Elm Street to the aquatic center and from the aquatic center to South 7th Street; and

WHEREAS, the City of La Crescent is a state aid city and is the sponsor of this requested active transportation infrastructure project; and

WHEREAS, the active transportation infrastructure project borders Elm Street which is also County Trunk Highway 6 and the city has coordinated with the Houston County Highway Engineer and the Houston County Board of Supervisors has passed a resolution in support of this project; and

WHEREAS, the City of La Crescent fully understands that it is responsible for all costs not covered by Active Transportation funding including but not limited to consultant engineering, right-of-way acquisition, construction administration and inspection, utility construction, as well as construction costs above the Active Transportation grant award; and

WHEREAS, the City of La Crescent agrees to maintain such improvements for the lifetime of the improvements; and

WHEREAS, the city desires to proactively implement the adopted bicycle and pedestrian plan to improve bicyclist and pedestrian safety, improve accessibility for all user groups, improve community connectedness, especially for vulnerable users and underserved members of the community.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the City Council of the City of La Crescent authorizes the submittal of an Active Transportation (AT) Program Infrastructure Grant Application to the Minnesota Department of Transportation and, if awarded, agrees to act as project sponsor and carry out the following responsibilities:

- 1) Execute the grant agreement and be the fiscal agent and have funds flow from MnDOT to the city and to the contractor.
- 2) Request SAP/SP number for the project.
- 3) Ensure the project meets milestones and dates.
- 4) Develop, review and/or approve the plan, submit plan, engineers estimate, and proposal to the DSAE.
- 5) Advertise, let, and award the project.
- 6) Submit pay requests to State Aid.
- 7) Communicate progress and updates with the DSAEs and State Aid Programs Engineer.
- 8) Ensure that the project receives adequate supervision and inspection.
- 9) Assist with project close out.

Adopted this 14th day of November 2022

City of La Crescent

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
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 - BLANDIN FOUNDATION GRANT

Community Development Director Larry Kirch reviewed with City Council the information regarding the Blandin Foundation Grant awarded to the city in the amount of \$60,000 for installing indigenous history monuments, kiosks, seating, and plantings at the City's new Overlook Plaza at the terminus of the new Wagon Wheel Trail bicycle/pedestrian bridge. Overlook Plaza is envisioned to become the "next in a series" of kiosks and focal points that celebrate the Indigenous peoples who called this part of the Driftless Region home. This overlook site was the center of a thriving Native American community and this project can be a catalyst to share that vibrant history. In addition, the \$60,000 grant the city's match is \$20,000 plus \$10,000 of in-kind staff services. This was informational only, no action required.

ITEM 3.12 – MnDOT – TRANSPORTATION ALTERNATIVES GRANT

Community Development Director Larry Kirch reviewed with City Council that the city submitted a Letter of Intent (LOI) to the MnDOT Transportation Alternatives (TAP) grant program on November 4th, 2022. The TAP program is designed for funding Safe Routes to School, Scenic Byways, and Historic Preservation (of transportation facilities) projects. There is approximately \$12 million dollars available state-wide and approximately \$2.6 million available for the Region 10 Areawide Transportation Partnership (ATP). The city will receive notification by November 18th if it can proceed with a full application. Full applications are due to MnDOT by January 13th, 2022 Project selection will occur no later than April 14th, 2023. The TAP funds are being solicited for the year 2027. This was informational only, no action required.

ITEM 3.13 – SEWER FUND – PLANT REPLACEMENT

City Administrator Bill Waller reviewed with City Council a memo from Finance Director Debbie Shimshak prior to her retirement, requesting the reclassification of the approximate \$265,900 in the Sewer Fund designated as Plant Replacement. Since the city no longer has the need to construct a sewer plant, it is suggested the council approve the reclassification of the designated funds to the unreserved operating

cash account within the Sewer Fund. Following discussion, Member Williams made a motion, seconded by Member O'Donnell-Ebner as follows:

MOTION TO RECLASSIFY THE \$265,900 IN THE SEWER FUND DESIGNATED AS PLANT REPLACEMENT TO THE UNRESERVED OPERATING CASH ACCOUNT WITHIN THE SEWER FUND.

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 3.14 – 2023 BUDGET/LEVY REVIEW

City Administrator Bill Waller reviewed the proposed 2023 general fund budget/levy with City Council. Council was given the opportunity to ask questions regarding the budget/levy. At this time Council did not have any questions.

ITEM 3.15 – DONATION RESOLUTIONS

City Council reviewed two Resolutions regarding the acceptance of donations to the City for the months of October and November 2022. Following review and discussion Member Hutchinson introduced the following Resolution and moved its passage and adoption as follows:

RESOLUTION NO. 11-22-38

**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. Mau Family Trust-Stephen Mau, Trustee wishes to donate \$50.00 to the La Crescent Fire Department.

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

ADOPTED this 14th day of November, 2022.

SIGNED:

Mayor

ATTEST:

Deputy Clerk

The motion for the adoption of the foregoing resolution was duly seconded by Member Jostad 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 and the resolution duly passed and adopted.

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

RESOLUTION NO. 11-22-39

**RESOLUTION ACCEPTING DONATIONS MADE TO THE
CITY OF LA CRESCENT IN NOVEMBER, 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 November, 2022:

2. An anonymous donor wishes to donate \$54,302.00 to the Wieser Memorial 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 14th day of November, 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
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 resolution duly passed and adopted.

8. HOUSTON COUNTY

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

9. CHAMBER OF COMMERCE

Chamber of Commerce President, Sarah Delacy was in attendance and gave the City Council 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 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 6:21 PM.

APPROVAL DATE: _____

SIGNED:

Mayor

ATTEST:

City Administrator