

MINUTES, REGULAR MEETING
CITY COUNCIL, CITY OF LA CRESCENT, MINNESOTA
DECEMBER 8, 2025

Pursuant to due call and notice thereof, the first meeting of the City Council of the City of La Crescent for the month of December was called to order by Mayor Mike Poellinger at 5:00 PM in the La Crescent Community Building, La Crescent, Minnesota, on Monday, December 8, 2025.

Upon a roll call taken and tallied by the City Clerk, the following members were present: Members Cheryl Jostad, Chris Langen, Teresa O'Donnell-Ebner, Dale Williams, Mayor Mike Poellinger, Members absent: None. Also present were, City Administrator Bill Waller, Public Works Director Tyler Benish, Finance Director Kara Tarrence, City Attorney Skip Wieser, 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 – NOVEMBER 24, 2025
- 1.2 BILLS PAYABLE THROUGH DECEMBER 5, 2025

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 Langen 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 Clerk, the following Members voted in favor thereof, viz;

Cheryl Jostad	Yes
Chris Langen	Yes
Teresa O'Donnell-Ebner	Yes
Dale Williams	Yes
Mayor Poellinger	Yes

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

ITEM 3.1 – 2026 CITY COUNCIL MEETING SCHEDULE

City Clerk Angie Boettcher reviewed with City Council the proposed 2026 City Council meeting schedule. It was recommended to move the second meeting in December from December 28th to December 21st. Following discussion, Member Williams made a motion, seconded by Member Jostad as follows:

MOTION TO APPROVE THE 2026 CITY COUNCIL MEETING SCHEDULE WITH THE SECOND MEETING IN DECEMBER TO BE HELD ON THE 21ST AS OPPOSED TO THE 28TH.

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

Cherryl Jostad	Yes
Chris Langen	Yes
Teresa O’Donnell-Ebner	Yes
Dale Williams	Yes
Mayor Poellinger	Yes

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

ITEM 3.2 – PUBLIC FACILITIES AUTHORITY GRANT – Lead Service Line Replacement

Public Works Director Tyler Benish reviewed with City Council that the City has made a two-part application to the Minnesota Department of Health and the Drinking Water State Revolving Fund for a lead service line replacement project. The project has been ranked and included in the Intended Use Plan. The Minnesota Public Facilities Authority has published the Intended Use Plan for fiscal year 2026. The City of La Crescent has been allocated \$1,000,000 in grant funding. The Intended Use Plan is open for public comment on December 15th, 2025. The project would include the replacement of lead and galvanized water service lines from the water main into the home. Project engineering costs would be included in the grant. It is anticipated that the project will be developed in 2026 with the replacement of services in 2027. The City will apply for additional funding in April 2026 through the same process. This item was informational only. No Action was required.

ITEM 3.3 – MAINTENANCE AGREEMENT – CITY OF LA CROSSE

Public Works Director Tyler Benish reviewed a maintenance agreement with City Council between the City of La Crescent and the City of La Crosse for the proposed West Channel-Wagon Wheel Bridge project. The City of La Crescent would be responsible for fixing cracks and potholes in the asphalt, replace and fix any lighting and fencing, and maintain the removal of brush, debris, and snow on the portion of the path and bridge in Minnesota; approximately 800 feet. The City of La Crosse is required to have a signed maintenance agreement in order for WISDOT to approve the project for bidding. City staff have reached

out to the City of La Crosse regarding the proposed agreement and have not received any communication back. It was recommended that City Council approve the agreement. If there are any substantive changes once the City of La Crosse responds, then the agreement will be brought back to a future meeting. Following discussion, Member Jostad made a motion, seconded by Member Williams as follows:

MOTION TO APPROVE THE MAINTENANCE AGREEMENT BETWEEN THE CITY OF LA CRESCENT AND THE CITY OF LA CROSSE FOR THE WEST CHANNEL-WAGON WHEEL BRIDGE PROJECT AS STATED WITH THE UNDERSTANDING THAT IT WILL BE BROUGHT BACK TO A FUTURE CITY COUNCIL MEETING IF THERE ARE ANY SUBSTANTIVE CHANGES.

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

Cherryl Jostad	Yes
Chris Langen	Yes
Teresa O'Donnell-Ebner	Yes
Dale Williams	Yes
Mayor Poellinger	Yes

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

ITEM 3.4 – AUTHORIZE TO ADVERTISE CITY ADMINISTRATOR POSITION

City Attorney Skip Wieser reviewed four documents with City Council regarding the City Administrator Job position.

The first document to be reviewed was the City Administrator Job Description. The following recommended changes included:

1. Minor spelling corrections on pages 1 and 2
2. Adding an additional bullet point under “Essential Job Duties Performed” to state “Administer Federal DOT Drug/Alcohol Testing”.

It was recommended that City Council approve the City Administrator Job Description with the changes.

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

MOTION TO APPROVE THE CITY ADMINISTRATOR JOB DESCRIPTION WITH THE RECOMMENDED CHANGES.

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

Cherryl Jostad	Yes
Chris Langen	Yes
Teresa O'Donnell-Ebner	Yes
Dale Williams	Yes
Mayor Poellinger	Yes

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

The second document reviewed was the City Administrator Job Announcement which was proposed to be posted in the City's official newspaper, the Houston County News (for three weeks), the League of Minnesota Cities job posting site, posted at City Hall as well as the City's website. Recommendations included:

1. Delete the phrase "sees the charm of our city" in the first paragraph and insert the word "city" between committed and council.
2. Additional advertising in the Caledonia Argus or Fillmore County Journal, if preferred by council.
3. Application received date to be 11:00 a.m. on January 16, 2026, with "finalists selected" date and "interviews" date remaining as "to be determined" (TBD).

Following discussion, Member Jostad made the following motion:

MOTION TO ADDITIONALLY ADVERTISE THE CITY ADMINISTRATOR JOB POSITION IN THE FILLMORE COUNTY JOURNAL, THE CALEDONIA ARGUS, AND ONE OR MORE METRO NEWSPAPERS.

The motion was not seconded and therefore failed.

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

MOTION TO MAKE THE RECOMMENDED WORDING CHANGES IN THE FIRST PARAGRAPH, ADVERTISE IN THE HOUSTON COUNTY NEWS, THE LEAGUE OF MINNESOTA CITIES, CITY HALL, AND CITY WEBSITE, WITH AN APPLICATION RECEIVED DEADLINE OF 11:00 A.M. ON JANUARY 16, 2026 AND THE "FINALISTS SELECTED" AND "INTERVIEWS" DATES TO REMAIN "TO BE DETERMINED" (TBD).

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

Chris Langen	Yes
Teresa O'Donnell-Ebner	Yes
Dale Williams	Yes
Mayor Poellinger	Yes

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

The third document reviewed was the City Administrator Scoring Sheet. Recommended changes included:

1. That the second desirable qualification “Municipal management experience” under Category 2 be further broken down into three categories to differentiate between 2 years and less, 2-5 years, and more than 5 years.
2. Delete the computer experience reference.

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

MOTION TO APPROVE THE CITY ADMINISTRATOR SCORING SHEET WITH THE RECOMMENDED CHANGES.

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

Chris Langen	Yes
Teresa O’Donnell-Ebner	Yes
Dale Williams	Yes
Mayor Poellinger	Yes

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

The fourth document to be reviewed was the City Administrator Job Application. It was recommended that City Council approve the City Administrator Job Application as presented. Following discussion, Member Williams made a motion, seconded by Member Langen as follows:

MOTION TO APPROVE THE CITY ADMINISTRATOR JOB APPLICATION AS PRESENTED.

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

Cherryl Jostad	Yes
Chris Langen	Yes
Teresa O’Donnell-Ebner	Yes
Dale Williams	Yes
Mayor Poellinger	Yes

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

ITEM 3.5 – 2026 HOUSTON COUNTY REFUSE FEE INCREASE

City Finance Director Kara Tarrence reviewed with City Council a letter from Houston County Environmental Services informing the City of a rate increase to the household solid waste fee. This is a pass-thru fee that the City collects on the water bills and remits to Houston County for the recycling center. It was recommended that City Council approve the increase effective January 1, 2026, to \$4.25 per household per month. Following discussion, Member Jostad made a motion, seconded by Member Langen as follows:

MOTION TO APPROVE THE INCREASE OF THE CITY OF LA CRESCENT HOUSEHOLD SOLID WASTE FEE TO \$4.25 PER HOUSEHOLD PER MONTH EFFECTIVE JANUARY 1, 2026.

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

Cherryl Jostad	Yes
Chris Langen	Yes
Teresa O’Donnell-Ebner	Yes
Dale Williams	Yes
Mayor Poellinger	Yes

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

ITEM 3.6 – 2026 Mn DEPARTMENT OF HEALTH DRINKING WATER CONNECTION FEE INCREASE

City Finance Director Kara Tarrence reviewed with City Council a notice received from the Minnesota Department of Health informing the City that the 2025 Minnesota State Legislature passed a bill increasing the safe drinking water fee effective January 1, 2026 to \$15.22 per water service connection fee. This is a pass-thru fee that the City collects once a year on the July, August, and September quarterly water bills and then remits to the Minnesota Department of Health. It was recommended that City Council approve the safe drinking water fee increase effective January 1, 2026, to \$15.22 per water connection per year. Following discussion, Member O’Donnell-Ebner made a motion, seconded by Member Langen as follows:

MOTION TO APPROVE INCREASING THE SAFE DRINKING WATER FEE TO \$15.22 PER WATER CONNECTION PER YEAR EFFECTIVE JANUARY 1, 2026.

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

Cherryl Jostad	Yes
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Chris Langen	Yes
Teresa O'Donnell-Ebner	Yes
Dale Williams	Yes
Mayor Poellinger	Yes

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

ITEM 3.7 – PERSONNEL COMMITTEE RECOMMENDATION

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

1. On January 23, 2026, Angie Boettcher will have completed her second year as the City Clerk. Effective January 23, 2026, it was recommended that Ms. Boettcher be moved from step 2 to step 3 in the City Clerk’s salary schedule. Ms. Boettcher continues to perform the duties of the City Clerk in a positive and proficient manner for the City. Following discussion, Member Williams made a motion, seconded by Member Jostad as follows:

MOTION TO APPROVE EFFECTIVE JANUARY 23, 2026, THAT ANGIE BOETTCHER MOVE FROM STEP 2 TO STEP 3 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;

Cherryl Jostad	Yes
Chris Langen	Yes
Teresa O'Donnell-Ebner	Yes
Dale Williams	Yes
Mayor Poellinger	Yes

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

ITEM 3.8 – DONATION RESOLUTION

City Council reviewed a Resolution regarding the acceptance of donations to the City for the Month of November. Following review and discussion, Member Jostad introduced the following Resolution and moved its passage and adoption:

RESOLUTION NO. 12-25-35

RESOLUTION ACCEPTING DONATIONS MADE TO THE

CITY OF LA CRESCENT IN NOVEMBER 2025

WHEREAS, the following donations were made to the City of La Crescent in the month of November 2025:

1. Cathy and Jeffrey Erickson wish to donate \$100.00 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 as stated above.

ADOPTED this 8th Day of December 2025.

SIGNED:

Mayor

ATTEST:

City Clerk

The foregoing motion was duly seconded by Member O'Donnell-Ebner and upon a roll call vote taken and tallied by the City Clerk, the following Members voted in favor thereof, viz;

Cherryl Jostad	Yes
Chris Langen	Yes
Teresa O'Donnell-Ebner	Yes
Dale Williams	Yes
Mayor Poellinger	Yes

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

ITEM 3.9 – 2025 BUDGET AMENDMENT

Public Works Director Tyler Benish reviewed with City Council that the 2025 general fund budget did not include the payments to ZEF Energy and Xcel Energy for the MPCA DC fast charger, the expenditure is in the amount of \$140,292. The City anticipates grants, donations, and tax credits to be \$121,348. The City's remaining portion of the project is \$18,944. The City Council previously approved \$12,836 to come from

the 2022 Capital Equipment certificate. The City’s remaining cost is \$6,108. It was recommended that City Council approve an amendment to the 2025 general fund budget for the remaining portion of \$6,108 to come from the Capital Outlay Computer Software fund. Following discussion, Member Jostad made a motion, seconded by Member Langen as follows:

MOTION TO APPROVE AMENDING THE 2025 GENERAL FUND BUDGET FOR \$6,108 TO COME FROM THE CAPITAL OUTLAY COMPUTER SOFTWARE FUND FOR THE REMAINING CITY PORTION OF THE ZEF ENERGY AND XCEL ENERGY EXPENDITURE FOR THE MPCA DC FAST CHARGER.

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

Cherryl Jostad	Yes
Chris Langen	Yes
Teresa O’Donnell-Ebner	Yes
Dale Williams	Yes
Mayor Poellinger	Yes

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

ITEM 3.10 – 2026 LICENSE RENEWALS

City Council reviewed a list of proposed license renewals for 2026. The applications appear to be in order, and it was recommended City Council approve the license renewal applications. Following discussion, Member Williams made a motion, seconded by Member O’Donnell-Ebner as follows:

MOTION TO APPROVE THE PRESENTED LIST OF LICENSE RENEWALS FOR 2026 FOR THE FOLLOWING:

CIGARETTES:

Apple City Smoke Shop, Apple Village Liquor/M-V Enterprises, Kwik Trip #437, Kwik Trip #614, La Crescent Convenience Center/Tooker Ventures, La Crescent Wine & Spirits/DMV Enterprises, and Quillins.

ON SALE 3.2:

Best Western Plus/La Crescent Hotel Group, Corky’s Pizza

OFF SALE 3.2:

Kwik Trip #437, Kwik Trip #614, and Quillins

ON-SALE WINE:

Corky’s Pizza

LIQUOR OFF-SALE:

Apple Village Liquor/M-V Enterprises, La Crescent Convenience Center/Tooker Ventures, La Crescent Wine & Spirits/DMV Enterprises, Schmitty's TimeOut Tavern/Schmitz Ventures, and Swing Bridge Pub/ La Crescent Area Event Center.

LIQUOR SUNDAY:

Schmitty's TimeOut Tavern/Schmitz Ventures

SOLID WASTE:

Harter's Quick Clean-Up, Hilltopper Refuse & Recycling Service, Richards Sanitation, Waste Management of Wisconsin.

MASSAGE BUSINESS:

La Crescent Massage/Dawn Beal

MASSAGE TECHNICIAN:

La Crescent Massage/Dawn Beal, and Jennifer Vogel

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

Cherryl Jostad	Yes
Chris Langen	Yes
Teresa O'Donnell-Ebner	Yes
Dale Williams	Yes
Mayor Poellinger	Yes

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

8. CHAMBER OF COMMERCE

La Crescent Chamber of Commerce representative Jon Wilson was in attendance and provided an update.

9. ADJOURNMENT

There being no further business to come before the Council at this time, Member Langen made a motion, seconded by Member O'Donnell-Ebner 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;

Cherryl Jostad	Yes
Chris Langen	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

5:58 P.M.

APPROVAL DATE: December 15, 2025

SIGNED:

Mayor

ATTEST:

City Administrator