

MINUTES, REGULAR MEETING  
CITY COUNCIL, CITY OF LA CRESCENT, MINNESOTA  
APRIL 10, 2023

Pursuant to due call and notice thereof, the first meeting of the City Council of the City of La Crescent for the month of April was called to order by Mayor Mike Poellinger at 5:30 PM in the La Crescent City Hall, La Crescent, Minnesota, on Monday, April 10th, 2023.

Upon a roll call taken and tallied by the City Administrator, 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 Attorney Skip Wieser, City Administrator Bill Waller, Community Development Coordinator Larry Kirch (via Zoom), and Deputy City Clerk Angie Boettcher.

Also in attendance was Houston County Assessor Luke Onstad.

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 – MARCH 27, 2023
- 1.2 BILLS PAYABLE THROUGH – APRIL 7, 2023
- 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, **moving forward payments for professional contracted services to Community Development Director Larry Kirch will be made to Prologue Planning Group, LLC.**

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

**A MOTION TO APPROVE THE CONSENT AGENDA WITH THE REQUESTED CHANGE THAT MOVING FORWARD PAYMENTS FOR PROFESSIONAL CONTRACTED SERVICES TO COMMUNITY DEVELOPMENT DIRECTOR LARRY KIRCH WILL BE MADE TO PROLOGUE PLANNING GROUP, LLC.**

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 – HOUSTON COUNTY ASSESSOR-LUKE ONSTAD**

Houston County Assessor Luke Onstad reviewed the City’s 2024 home valuations with City Council and answered any questions they had regarding the Board of Appeals meeting, which is set for Monday, April 24<sup>th</sup>.

**ITEM 3.2 – LIBRARY DIRECTOR JESS WITKINS – 2022 REPORT**

City of La Crescent Library Director, Jess Witkins reviewed the 2022 Library Report with City Council. This was informational only, no action required.

**ITEM 3.3 – WALNUT STREET PLANNING PROJECT REVIEW**

Community Development Director Larry Kirch (via Zoom) updated City Council on the Walnut Street Corridor Plan. This was informational only, no action required.

**ITEM 3.4 – BIKE ACROSS MINNESOTA BIKE TOUR**

Community Development Director Larry Kirch (via Zoom) reviewed with City Council a request from Bicycling Around Minnesota (BAM) Tour Assistant, Marilyn Doyle for the use of Veterans Park as a campsite for the Bicycling Around Minnesota (BAM) event to take place in La Crescent August 18-19, 2023. There will be three hundred bicyclists attending. An event schedule and site plan were included for the City Council. Following discussion, Member Jostad made a motion, seconded by Member Williams as follows:

**MOTION TO APPROVE THE USE OF VETERANS PARK AS A CAMPSITE FOR THE BICYCLING AROUND MINNESOTA EVENT TAKING PLACE IN LA CRESCENT AUGUST 18-19, 2023.**

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.

**ITEM 3.5 – TEMPORARY LIQUOR LICENSE APPLICATION**

City Council reviewed a memo from City Administrative Assistant Chris Fortsch regarding a temporary on-sale Liquor License Application for the Lions Club of La Crescent for August 18, 2023, at Veterans Park during the Bicycling Around Minnesota (BAM) event. The application appears to be in order, and it was recommended that City Council approve the application. Following discussion, Member Hutchinson made a motion, seconded by Member Williams as follows:

**MOTION TO APPROVE A TEMPORARY ON-SALE LIQUOR LICENSE FOR THE LIONS CLUB OF LA CRESCENT ON AUGUST 18, 2023 AT VETERANS PARK DURING THE BICYCLING AROUND MINNESOTA EVENT.**

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
Dale Williams	Yes
Mike Poellinger	Yes

and Member O'Donnell-Ebner abstained. The motion was declared duly carried by a 4-0 vote.

**ITEM 3.6 – AUTHORIZE EXPENDITURE – 2023 TREE PROJECT**

City Administrator Bill Waller reviewed with City Council a proposal from Hoffman & McNamara to provide fifty (50) trees that will be planted at Horse Track Meadows and Wieser Park as part of this year's Arbor Day tree planting project on April 28th. There are 10 different varieties of trees, and the total cost is \$10,535.00. There are funds in the 2023 general fund budget for this expenditure. It was recommended that City Council accept the proposal submitted by Hoffman & McNamara. Following discussion, Member O'Donnell-Ebner made a motion, seconded by Member Jostad as follows:

**MOTION TO ACCEPT THE PROPOSAL FROM HOFFMAN & MCNAMARA FOR THE PURCHASE OF FIFTY (50) TREES IN THE AMOUNT OF \$10,535.00 FROM THE ALLOCATED 2023 GENERAL FUND BUDGET, TO BE PLANTED AT HORSE TRACK MEADOWS AND WIESER PARK AS PART OF THIS YEAR'S ARBOR DAY TREE PLANTING PROJECT ON APRIL 28<sup>TH</sup>.**

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.

**ITEM 3.7 – DONATION RESOLUTION**

City Council reviewed a Resolution regarding the acceptance of donations to the City for the month of March 2023. Following review and discussion, Member Jostad introduced the following Resolution and moved its passage and adoption as follows:

**RESOLUTION NO. 04-23-14**

**RESOLUTION ACCEPTING DONATIONS MADE TO THE  
CITY OF LA CRESCENT IN MARCH, 2023**

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 March, 2023:

1. Tri-State Two Cylinder Club wishes to donate \$75.00 to the La Crescent Fire Department Community Building.

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

ADOPTED this 10th day of April, 2023.

SIGNED:

\_\_\_\_\_  
Mayor

ATTEST:

Deputy City 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 3.8 – NATURAL RESOURCE ADVISORY GROUP WORK PLAN**

City Administrator Bill Waller reviewed with City Council for approval the Natural Resource Advisory Groups 2023 work plan. It was recommended that City Council approve the 2023 work plan as presented. Following discussion, Member Hutchinson made a motion, seconded by Member O'Donnell-Ebner as follows:

#### **MOTION TO APPROVE THE NATURAL RESOURCE ADVISORY GROUPS 2023 WORK PLAN AS PRESENTED.**

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.

### **ITEM 3.9 – 2023 LICENSE APPLICATION**

City Council reviewed a memo from City Administrative Assistant Chris Fortsch regarding a new Message Technician license application from Jennifer Vogel. The application appears to be in order and it was recommended that City Council approve the license application for 2023. Following discussion, Member Hutchinson made a motion, seconded by Member O'Donnell-Ebner as follows:

#### **MOTION TO APPROVE A NEW 2023 MESSAGE TECHNICIAN LICENSE APPLICATION FROM JENNIFER VOGEL.**

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.

### **ITEM 3.10 – WORK/PLANNING SESSION**

City Administrator Bill Waller led a work/planning session on the following:

1. Building and Zoning Department, with changes to the current Building Officials' job duties and the creation of a new Building Inspector position.
2. The creation of a new Public Works Director position.
3. The creation of a new City Clerk position, to replace the current Deputy City Clerk position.
4. The creation of a second Bookkeeper position to allow for the split between accounts payable and utility billing and the future conversion to utility bills being generated on a monthly basis.
5. At the May 22<sup>nd</sup> City Council meeting a general review of the Police Department's staffing levels with communities throughout the State will be presented.

A current City organizational structure chart, along with a proposed new organizational structure chart which included a number of new and revised positions was provided to the City Council for review and consideration. This was informational only, no action required.

### **6. STAFF CORRESPONDENCE/COMMITTEE UPDATES**

- 6.1 – City Council reviewed the Explore La Crosse meeting minutes from 2/21/2023.
- 6.2 – City Council reviewed the Natural Resource Advisory Group meeting minutes from 3/23/2023
- 6.3 – City Council reviewed the City of La Crescent GreenStep Committee meeting minutes from 3/30/2023.

### **7. CORRESPONDENCE**

- 7.1 – City Council reviewed a letter from the Arbor Day Foundation to congratulate La Crescent in earning recognition as a 2022 Tree City USA. This is the sixth year the City has been recognized as a Tree City USA.
- 7.2 – City Council reviewed information regarding the La Crescent volunteer day to pull garlic mustard on Saturday, April 22<sup>nd</sup>.

### **8. HOUSTON COUNTY**

Houston County Commissioner Dewey Severson was in attendance and gave an update.

**9, CHAMBER OF COMMERCE**

Chamber of Commerce representative Jon Wilson was in attendance and gave an update.

There being no further business to come before the Council at this time, Member Hutchinson made a motion, seconded by Member O'Donnell-Ebner 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 7:03 PM.

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

SIGNED:

\_\_\_\_\_  
Mayor

ATTEST:

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