

MINUTES, REGULAR MEETING
CITY COUNCIL, CITY OF LA CRESCENT, MINNESOTA
MARCH 28, 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 March was called to order by Mayor Mike Poellinger at 5:30 PM in the La Crescent City Hall, La Crescent, Minnesota, on Monday, March 28, 2022.

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 was City Administrator Bill Waller, 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 – MARCH 14, 2022
- 1.2 BILLS PAYABLE THROUGH MARCH 25, 2022

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 Williams made a motion, seconded by Member Hutchinson, 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
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 – EAGLE SCOUT PROJECT-RILEY SCHULDT

Riley Schuldt from Eagle Scout Troop #33 gave an overview to City Council of his Eagle Scout Service Project, Kayak Launch. This project would include the installation of an ADA compliant EZ Dock system to be located at the current Blue Lake canoe/kayak launch site. The project also includes the installation of

a sidewalk to the dock. Following discussion, Member O'Donnell-Ebner made a motion, seconded by Member Jostad, as follows:

MOTION FOR RILEY SCHULDT TO PROCEED WITH HIS KAYAK LAUNCH EAGLE SCOUT SERVICE PROJECT.

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 – COMMUNITY DEVELOPMENT DIRECTOR – LARRY KIRCH

Larry Kirch, the City's new Community Development Director, introduced himself to the Council Members. This item was informational and no action taken.

ITEM 3.3 – COMMUNITY BUILDING IMPROVEMENTS

Mayor Mike Poellinger reviewed with City Council a proposal from Digicom, Inc. in the amount of \$8,880.00 to install a new Audio-Video System for the La Crescent Community Room. The cost would be split with the La Crescent Township. The 2022 budget would need to be amended to reflect the expenditure. Following discussion, Member O'Donnell-Ebner made a motion, seconded by Member Hutchinson, as follows:

MOTION TO ACCEPT THE PROPOSAL FROM DIGICOM IN THE AMOUNT OF \$8,880.00 AND TO AMEND THE 2022 BUDGET TO REFLECT THE EXPENDITURE.

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 3.4 – ARBOR DAY PROCLAMATION

City Council reviewed the 2022 Arbor Day Proclamation for April 29, 2022. Following discussion, Member Hutchinson made a motion, seconded by Member Williams, as follows:

MOTION TO ADOPT THE ARBOR DAY PROCLAMATION PROCLAIMING APRIL 29, 2022 AS ARBOR DAY IN THE CITY OF LA CRESCENT.

Upon a roll call 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 – PERSONNEL COMMITTEE RECOMMENDATIONS

City Administrator Waller and City Attorney Wieser reviewed with City Council the following recommendations from the Personnel Committee:

1. A request from Doug Stavenau to return to work, and also to be transferred from the Police Department to the City's Maintenance Department. City Council reviewed a letter from Chief Stavenau. The Personnel Committee is recommending that Mr. Stavenau would return to work in the Police Department on March 29, 2022, and would continue in that Department until April 8, 2022. The Personnel Committee is recommending that Mr. Stavenau start at step 1 in the salary schedule for the Utility Maintenance #1 position, and that his vacation accrual would recognize his 24 years of employment with the City of La Crescent. Pursuant to the terms and conditions of the AFSCME Union contract, Mr. Stavenau will serve a 3-month trial period. Following discussion, Member Williams made a motion, seconded by Member Jostad, as follows:

MOTION TO ACCEPT CHIEF STAVENAU'S RETURN TO WORK ON MARCH 29, 2022 AND REQUEST TO TRANSFER FROM THE POLICE DEPARTMENT TO THE UTILITY MAINTENANCE #1 POSITION AS OF APRIL 11, 2022 WITH MR. STAVENAU STARTING AT STEP 1 OF THE UTILITY MAINTENANCE #1 SALARY SCHEDULE AND THAT HIS VACATION ACCRUAL WOULD RECOGNIZE HIS 24 YEARS OF EMPLOYMENT WITH THE CITY OF LA CRESCENT AND PURSUANT TO THE TERMS AND CONDITIONS OF THE AFSCME CONTRACT WILL SERVE A THREE-MONTH TRIAL PERIOD. FUNDING FOR THE UTILITY MAINTENANCE #1 POSITION IS INCLUDED IN THE CITY'S 2022 GENERAL FUND BUDGET.

Upon a roll call 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.

2. Luke Ahlschlager has been serving as the City’s Interim Chief of Police since December of 2021. The Personnel Committee is recommending that the designation as Interim Chief of Police be removed, and that effective April 8, 2022, Mr. Ahlschlager be promoted to La Crescent’s Chief of Police. The Personnel Committee is recommending that Mr. Ahlschlager would start at step 6 in the Chief of Police’s salary schedule. The Personnel Committee is recommending that Mr. Ahlschlager serve a 6-month probationary period as Chief of Police, recognizing the time that he has already served in the position. Following discussion, Member O’Donnell-Ebner made a motion, seconded by Member Williams as follows:

MOTION TO REMOVE MR. AHLSCHLAGERS DESIGNATION AS INTERIM CHIEF OF POLICE AND THAT EFFECTIVE APRIL 8, 2022 MR. AHLSCHLAGER BE PROMOTED TO LA CRESCENT’S CHIEF OF POLICE WITH MR. AHLSCHLAGER STARTING AT STEP 6 IN THE CHIEF OF POLICE’S SALARY SCHEDULE AND WILL SERVE A SIX-MONTH PROBATIONARY PERIOD AS CHIEF OF POLICE, RECOGNIZING THE TIME THAT HE HAS ALREADY SERVED IN THE POSITION.

Upon a roll call 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.

3. The Personnel Committee is recommending that the City Council authorize the posting of the Sergeant’s position in the Police Department. A recommendation regarding filling that vacancy with an internal promotion will be presented at a future City Council meeting. Following discussion, Member Hutchinson made a motion, seconded by Member O’Donnell-Ebner as follows:

MOTION TO AUTHORIZE THE POSTING OF THE SERGEANT’S POSITION IN THE POLICE DEPARTMENT WITH A HIRING RECOMMENDATION TO BE PRESENTED AT A FUTURE CITY COUNCIL MEETING.

Upon a roll call 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.

4. To accept the resignation of Ron Petersen from the La Crescent Fire Department. City Council reviewed a memo from the Fire Chief regarding Mr. Petersen's resignation. Following discussion, Member Williams made a motion, seconded by Member Hutchinson as follows:

MOTION TO ACCEPT THE RESIGNATION OF RON PETERSEN AS A FIREFIGHTER FROM THE LA CRESCENT FIRE DEPARTMENT.

Upon a roll call 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.

5. The Personnel Committee is recommending that the City Council promote Jevin Dorschner from the laborers position to the Utility Maintenance #1 position. Mr. Dorschner has acquired the "d" license in both water and wastewater. As proposed, effective March 28, 2022 Mr. Dorschner would move from step 4 in the Laborer's salary schedule to step 3 in the Utility Maintenance #1 salary schedule. Pursuant to the terms and conditions of the AFSCME Union contract, Mr. Dorschner will serve a 3-month trial period. Following discussion, Member Hutchinson made a motion, seconded by Member Williams as follows:

MOTION TO AUTHORIZE THE PROMOTION OF JEVIN DORSCHNER FROM THE LABORERS POSITION TO THE UTILITY MAINTENANCE #1 POSITION EFFECTIVE MARCH 28, 2022 WITH MR. DORSCHNER STARTING AT STEP 3 IN THE UTILITY MAINTENANCE #1 SALARY SCHEDULE AND PURSUANT TO THE TERMS AND CONDITIONS OF THE AFSCME CONTRACT WILL SERVE A THREE-MONTH TRIAL PERIOD.

Upon a roll call 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.

6. To promote Chris Fortsch from the Administrative Clerk position to the Administrative Assistants position. City Council reviewed the job description for the Administrative Assistants position. A recommendation was made to change the wording in the sentence ‘attends City Council meetings, in the absence of the Administrative Assistant for technical support’ to ‘attends City Council meetings, in the absence of the Deputy Clerk, for technical support.’ The Personnel Committee is recommending the adoption of the updated Administrative Assistant job description, effective March 28, 2022 Ms. Fortsch would move from step 5 in the salary schedule for the Administrative Clerks position to step 4 in the Administrative Assistants position. Pursuant to the terms and conditions of the AFSCME Union contract, Ms. Fortsch will serve a 3-month trial period. Following discussion, Member Jostad made a motion, seconded by Member Williams as follows:

MOTION TO APPROVE THE UPDATED ADMINISTRATIVE ASSISTANT JOB DESCRIPTION AND PROMOTION OF CHRIS FORTSCH FROM THE ADMINISTRATIVE CLERK TO THE ADMINISTRATIVE ASSISTANT POSITION EFFECTIVE MARCH 28, 2022 WITH MS. FORTSCH STARTING AT STEP 4 IN THE ADMINISTRATIVE ASSISTANT’S SALARY SCHEDULE AND PURSUANT TO THE TERMS AND CONDITIONS OF THE AFSCME CONTRACT WILL SERVE A THREE-MONTH TRIAL PERIOD AS ADMINISTRATIVE ASSISTANT.

Upon a roll call 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.

7. To promote Angie Boettcher from the Administrative Assistants position to the Deputy Clerk position. City Council reviewed the updated job description for the Deputy Clerks position. The Personnel Committee is recommending as proposed, effective March 28, 2022, Ms. Boettcher would move from step 4 in the salary schedule for the Administrative Assistants position to step 2 in the salary schedule for the Deputy Clerk position. Pursuant to the terms and conditions of the AFSCME Union contract, Ms. Boettcher will serve a 3-month probationary period. City Council reviewed the updated job description for the Deputy Clerk position. Following discussion, Member O’Donnell-Ebner made a motion, seconded by Member Hutchinson as follows:

MOTION TO APPROVE THE UPDATED JOB DESCRIPTION OF DEPUTY CLERK AND PROMOTION OF ANGIE BOETTCHER FROM THE ADMINISTRATIVE ASSISTANT TO THE DEPUTY CLERK POSITION EFFECTIVE MARCH 28, 2022, WITH MS. BOETTCHER STARTING AT STEP 2 IN THE DEPUTY CLERK’S SALARY SCHEDULE AND PURSUANT TO THE TERMS AND CONDITIONS OF THE AFSCME CONTRACT WILL SERVE A THREE-MONTH TRIAL PERIOD.

8. The Personnel Committee is recommending that the City Council formally accept Debbie Shimshak's retirement notice. The City Council never formally accepted Ms. Shimshak's retirement notice when it was previously presented to the City Council. City Council reviewed Ms. Shimshak's retirement notice. Ms. Shimshak's plans have changed slightly, and she will no longer be considering the phased retirement option. Ms. Shimshak intends to be in the office the balance of the time between now and the end of June 2022. Beginning in July 2022, Ms. Shimshak intends to work a flexible schedule, being in the office two days per week, and using accumulated vacation for the balance of her work for the months of July, August, and September. In October of 2022 Ms. Shimshak would be in the office one day per week, and again would use accumulated vacation for the balance of her work week. Ms. Shimshak intends to officially end her employment with the City of La Crescent around or near the 1st of November, 2022. Following discussion, Member Williams made a motion, seconded by Member O'Donnell-Ebner as follows:

MOTION TO FORMALLY ACCEPT MS. SHIMSHAK'S NOTICE OF RETIREMENT WITH HER LAST DAY BEING AROUND OR NEAR THE 1ST OF NOVEMBER, 2022.

Upon a roll call 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.

9. The Personnel Committee is recommending that the City Council approve a post-retirement health care savings plan for the four full-time City Employees who are directors that are not represented by a bargaining unit. City Council reviewed a copy of the post-retirement plan. Following discussion, Member Williams made a motion, seconded by Member O'Donnell-Ebner as follows:

MOTION TO ACCEPT THE POST-RETIREMENT HEALTH CARE SAVINGS PLAN AS PRESENTED FOR THE FOUR FULL-TIME CITY EMPLOYEES WHO ARE DIRECTORS THAT ARE NOT REPRESENTED BY A BARGAINING UNIT. 100% OF ACCRUED AND UNUSED SICK TIME UPON THE TERMINATION OF EMPLOYMENT SHALL BE PAYABLE INTO HCSP.

Upon a roll call 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.

10. To approve a memorandum of understanding with the AFSCME Union regarding Kara Tarrence assuming certain responsibilities in the interim as the City's Finance Director. City Council reviewed the memorandum of understanding. The Personnel Committee is recommending to approve the memorandum of understanding as proposed, effective April 1, 2022 for Ms. Tarrence. Following discussion, Member Williams made a motion, seconded by Member O'Donnell-Ebner as follows:

MOTION TO ACCEPT THE MEMORANDUM OF UNDERSTANDING WITH THE AFSCME UNION REGARDING MS. TARRENCE ASSUMING CERTAIN RESPONSIBILITIES IN THE INTERIM AS THE CITY'S FINANCE DIRECTOR EFFECTIVE APRIL 1, 2022, AND THAT HER RATE OF PAY BE INCREASED BY \$3.00 PER HOUR FOR THE DURATION OF THE TIME THAT SHE SERVES IN THAT CAPACITY.

Upon a roll call 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 3.6 – UTILITY EASEMENT RELOCATION REQUEST

City Attorney Wieser reviewed with City Council a Utility Easement Relocation request located at 306 Shore Acres Road owned by David and Jayne Geissler. In 1999, Mr. and Mrs. Geissler conveyed to the City of La Crescent a utility easement when sanitary sewer services were provided to the Shore Acres area. The property owners are requesting that the easement be relocated in order to facilitate the construction of a new home. Public Works and the City Engineer have reviewed this request and have no objection to the request. It was recommended to City Council to approve the request and authorize the Mayor and City Administrator to execute a Quit Claim Deed releasing the existing easement and establishing a new easement. Following discussion, Member O'Donnell-Ebner made a motion, seconded by Member Jostad as follow:

MOTION TO AUTHORIZE THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A QUIT CLAIM DEED TO RELEASE THE EXISTING EASEMENT AND ESTABLISH A NEW EASEMENT REGARDING THE PROPERTY AT 306 SHORE ACRES ROAD OWNED BY DAVID AND JAYNE GEISLER.

Upon a roll call 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 – PLANNING COMMISSION MINUTES – MARCH 1, 2022

City Attorney Wieser reviewed with the City Council Members the minutes from the March 1, 2022 Planning Commission meeting. Corrected to reflect that Cheryl Jostad, City Council representative was in attendance. This was informational only no action was required.

ITEM 3.8 – NATURAL RESOUC E GROUP APPOINTMENT

City Administrator Waller suggests that the City Council appoint Betsy Knowles to the City’s Natural Resource Advisory Group. Following discussion, Member Williams made a motion, seconded by Member Hutchinson as follows:

MOTION TO APPOINT BETSY KNOWLES TO THE CITY’S NATURAL RESOURCE ADVISORY GROUP.

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

Ryan Hutchinson	Yes
Cheryl 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 – HOUSTON COUNTY AMERICAN RESCUE PLAN DONATION

City Council reviewed a Resolution regarding the acceptance of two donations from Houston County for the La Crescent Fire Department and the La Crescent First Responders. These appropriations are from the County’s American Rescue Plan funds. Member Jostad introduced the following resolution and moved its passage and adoption:

RESOLUTION NO. 03-22-13

RESOLUTION ACCEPTING DONATIONS FROM HOUSTON COUNTY'S AMERICAN RESCUE PLAN FUNDS FOR THE LA CRESCENT FIRE DEPARTMENT AND LA CRESCENT FIRST RESPONDERS

WHEREAS, Houston County wishes to donate \$40,000.00 for the La Crescent Fire

Department and \$5,000.00 for the La Crescent First Responders from the County's American Rescue Plan funds;

WHEREAS, these funds are to be used in accordance with the American Rescue Plan final rule.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of La Crescent hereby accepts the donations of \$40,000.00 for the La Crescent Fire Department and \$5,000.00 for the La Crescent First Responders from Houston County's American Rescue Plan funds to be used in accordance with the American Rescue Plan final rule.

ADOPTED this 28th day of March, 2022.

SIGNED:

Mayor

ATTEST:

City Administrator

The foregoing motion was duly seconded by Member O'Donnell-Ebner and upon a roll call vote taken and tallied by the City Administrator, all 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 3.10 – GAMBLING PERMIT APPLICATION

City Council reviewed a gambling permit application that was received from the Lions Club of La Crescent for a raffle drawing on October 7, 2022. The application appears to be in order, and it was recommended to City Council to approve the gambling permit application. Following discussion, Member Hutchinson made a motion, seconded by Member Williams, as follows:

MOTION TO APPROVE A GAMBLING PERMIT APPLICATION FOR THE LIONS CLUB OF LA CRESCENT.

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

Ryan Hutchinson	Yes
Cherryl Jostad	Yes
Dale Williams	Yes
Mike Poellinger	Yes

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

ITEM 3.11 – 2022 LICENSE RENEWAL

City Council reviewed an additional 2022 license renewal application. The application appears to be in order, and it was recommended to City Council to approve the license renewal application. Following discussion, Member Williams made a motion, seconded by Member Hutchinson, as follows:

MOTION TO APPROVE THE PRESENTED LICENSE RENEWAL FOR 2022 FOR THE FOLLOWING:

GAS INSTALLERS – HENGEL BROTHER, INC.

Upon a roll call 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 8 – CHAMBER OF COMMERCE

A member of the La Crescent Chamber of Commerce was in attendance and had no updates.

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 6:14 PM.

APPROVAL DATE: _____

SIGNED:

Mayor

ATTEST:

City Administrator