

MINUTES, REGULAR MEETING
CITY COUNCIL, CITY OF LA CRESCENT, MINNESOTA
May 9, 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 April was called to order by Mayor Mike Poellinger at 5:30 PM in the La Crescent City Hall, La Crescent, Minnesota, on Monday, May 9, 2022.

Upon a roll call taken and tallied by the Deputy Clerk, 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 Engineer, Tim Hruska (via Zoom), City Sustainability Coordinator, Jason Ludwigson, Deputy Clerk, Angie Boettcher (via Zoom), and Administrative Assistant, Chris Fortsch.

Mayor Poellinger asked if anyone wished to take action to change the agenda as presented. Attorney Wieser requested two additions to ITEM 3.9 – Personnel Committee Recommendations to the agenda as follows:

- 6. Review of AFSCME grievance
- 7. Review staffing at Pine Creek Golf Course

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 – APRIL 25, 2022
- 1.2 BILLS PAYABLE THROUGH May 6, 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 O'Donnell-Ebner made a motion to approve the Agenda with the changes and approve the consent agenda as presented. Member Jostad made an amendment that the Council Minutes from April 25, 2022 be taken out of the consent agenda and moved to a later council meeting until the requested revisions are completed. Member O'Donnell-Ebner withdrew her original Motion and made the following motion, seconded by Member Hutchinson as follows:

MOTION TO APPROVE THE AGENDA WITH SOME CHANGES AND INCLUDING THE BILLS PAYABLE.

Upon a roll call vote taken and tallied by the Deputy Clerk, 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 – SPORTSMAN ROAD PROJECT PLANS/SPECIFICATIONS

City Engineer, Tim Hruska reviewed with City Council the prepared plans and specifications for the Sportsman Road project. The project includes the reconstruction of the road from Monte Carlo Road to the existing parking lot. The plan also includes an alternate to reclaim and pave the Monte Carlo Road. It was recommended that the Council approve the plans and specifications and Advertisement for Bids. Following discussion, Member Hutchinson made a motion, seconded by Member Williams as follows:

MOTION TO APPROVE WHKS TO SUBMIT PLANS TO MNDOT FOR STATE AID APPROVAL AND ADVERTISE FOR BIDS.

Upon a roll call vote taken and tallied by the Deputy Clerk, 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 – WALNUT STREET DEMONSTRATION PROJECT

City Engineer, Tim Hruska reviewed with City Council a prepared demonstration project for the intersection of Walnut Street and Main Street. The project includes installation of bump outs at all four quadrants of the intersection. These bump-outs have several benefits to the public. These include shortening pedestrian crossing distance, improved visibility of pedestrians for drivers, improved visibility for pedestrians to make safe crossings, traffic calming, and create available space for aesthetic components. There is left-over material from the elementary school project that will be utilized. It was recommended that Council approve the plan. Following discussion, Member O'Donnell-Ebner made a motion, seconded by Member Jostad as follows:

MOTION TO APPROVE WHKS TO WORK WITH CITY STAFF TO INSTALL THE WALNUT STREET DEMONSTRATION PROJECT FOR SUMMER OF 2022.

Upon a roll call vote taken and tallied by the Deputy Clerk, 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 3.3 – HORSE TRACK MEADOWS PROJECT CHANGE ORDER

City Engineer, Tim Hruska reviewed with City Council a change order for Horse Track Meadows. Since the project was substantially completed (except for the bituminous wear course), the City has developed plans for Wieser Park. These plans include a picnic shelter, splash pad, parking lot, and other amenities. Suppliers of splash pads have recommended 4” water service and a 6” sanitary sewer service. The original project installed a 1” and 4” sewer service to serve a small bathroom facility. A change order provided by A1 Excavating with a quote of \$39,882.00 will provide the recommended services, driveway approach for the proposed parking lot, and related restoration of pavement and sidewalk. The change order will also add an aggregate surfaced parking lot at the west end of Horse Track Meadows for those using the trails in the area. It was recommended that the City Council approve the change order to accommodate the future facilities at Wieser Park. Following discussion, Member Hutchinson made a motion, seconded by Member Williams as follows:

MOTION TO APPROVE THE CHANGE ORDER AS PRESENTED.

Upon a roll call vote taken and tallied by the Deputy Clerk, 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 – MNDOT – MASTER CONTRACT

City Engineer, Tim Hruska reviewed with City Council the MnDOT Master Contract. The City of La Crescent receives funding from MnDOT State Aid to assist with roadway infrastructure costs. There are a number of items that the City is responsible for in order to receive these funds. This includes bridge inspections and construction materials testing associated with State Aid Routes. MnDOT currently completes the bridge inspection for the CP Railroad bridge over Shore Acres Road. In the future, MnDOT would also perform routine inspections on the new Wagon Wheel Trail bridge. During construction of State Aid projects, we routinely use MnDOT facilities to perform standard construction and plant testing including services related to the Wagon Wheel Bridge. It was recommended that the City Council adopt the resolution to continue to utilize MnDOT to provide services for the City. Following discussion Member Jostad introduced the following resolution and moved its passage and adoption:

RESOLUTION NO. 05-22-19

A RESOLUTION TO ENTER INTO A MASTER PARTNERSHIP CONTRACT WITH THE MINNESOTA DEPARTMENT OF TRANSPORTATION

Whereas, The Minnesota Department of Transportation wishes to cooperate closely with local units of government to coordinate the delivery of transportation services and maximize the efficient delivery of such services at all levels of government; and

Whereas, MnDOT and local governments are authorized by Minnesota Statutes sections 471.59, 174.02, and 161.20, to undertake collaborative efforts for the design, construction, maintenance and operation of state and local roads; and

Whereas: the parties wish to be able to respond quickly and efficiently to such opportunities for collaboration, and have determined that having the ability to write “work orders” against a master contract would provide the greatest speed and flexibility in responding to identified needs.

Therefore, be it resolved:

1. That the City of La Crescent enter into a Master Partnership Contract with the Minnesota Department of Transportation, a copy of which was before the Council
2. That the proper City officers are authorized to execute such contract, and any amendments thereto.
3. That the La Crescent Engineer is authorized to negotiate work order contracts pursuant to the Master Contract, which work order contracts may provide for payment to or from MnDOT, and that the City Engineer may execute such work order contracts on behalf of the City of La Crescent without further approval by this Council.

Approved this 9th day of May, 2022.

Attest:

By: _____

Title: _____

Date: _____

The foregoing motion was duly seconded by Member O’Donnell-Ebner and upon a roll call vote taken and tallied by the Deputy Clerk, 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 3.5 – MEMO OF UNDERSTANDING – SPORTSMAN ROAD

City Sustainability Coordinator, Jason Ludwigson reviewed with City Council a Memorandum of Understanding between the City of La Crescent and ISG Inc. The MOU has been reviewed by MnDOT and MnDNR. After review both parties are supportive of the MOU. The project proposed by ISG Inc. would be to create multiple demonstration plots to showcase a variety of different native seed mixes. These mixes and plantings would be incorporated into the landscape project for Sportsman’s landing in 2022 with the MnDOT. The value of the seed being included in the project by ISG is approximately \$4,064. It is recommended that City Council approve the MOU. Following discussion, Member O’Donnell-Ebner made a motion, seconded by Member Hutchinson as follows:

MOTION TO ACCEPT THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF LA CRESCENT AND ISG INC.

Upon a roll call vote taken and tallied by the Deputy Clerk, 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 – QUASI-JUDICIAL REVIEW – DECISION MAKING PROCESS

Attorney Wieser reviewed with City Council the Quasi-Judicial Review process. This was informational only, no action required.

ITEM 3.7 – REVIEW PROCESS FOR ZONING APPEAL

Attorney Wieser reviewed with City Council the review process for a zoning appeal. This was informational only, no action required.

ITEM 3.8 – PARADE REQUEST

City Council reviewed an Agenda Request from Mary Jo Redman-Ellis along with a memo from La Crescent Chief of Police Luke Ahlschlager regarding a parent sponsored 2022 Senior Parade. The parade will be for the graduates of La Crescent-Hokah following the commencement on Sunday, June 5, 2022. The event will be in similar format to last year’s event. Event coordinators are planning to hold the event in accordance with best practices and safety considerations. If approved the La Crescent Police

Department would assist with escorting the parade and any additional traffic control. Following discussion, Member Williams made a motion, seconded by Member Hutchinson as follows:

MOTION TO APPROVE THE 2022 SENIOR PARADE FOR THE GRADUATES OF LA CRESCENT-HOKAH FOLLOWING THE COMMENCEMENT CEREMONY ON SUNDAY, JUNE 5, 2022 WITH THE LA CRESCENT POLICE DEPARTMENT ASSISTING WITH TRAFFIC CONTROL.

Upon a roll call vote taken and tallied by the Deputy Clerk, 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 3.9 – PERSONNEL COMMITTEE RECOMMENDATIONS

Attorney Wieser reviewed with City Council the following recommendations from the Personnel committee:

1. The Personnel Committee is recommending that City Council accept Nick Skree's resignation as a Police Officer for the City of La Crescent. City Council reviewed a copy of Mr. Skree's resignation letter. Following discussion, Member Williams made a motion, seconded by Member O'Donnell-Ebner as follows:

MOTION TO ACCEPT THE RESIGNATION OF NICK SKREE AS A POLICE OFFICER FROM THE LA CRESCENT POLICE DEPARTMENT.

Upon a roll call vote taken and tallied by the Deputy Clerk, 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. The Personnel Committee is recommending that City Council approve advertising the position of Police Officer. A hiring recommendation would then be presented at a future City Council meeting. City Council reviewed the job posting for the position. The Personnel Committee is recommending that the job posting include a \$2,000 sign-on bonus to Police Officers with one-year of full-time Police Officer

experience. Following discussion, Member Hutchinson made a motion, seconded by Member Williams as follows:

MOTION TO APPROVE ADVERTISING FOR THE POSITION OF POLICE OFFICER INCLUDING A \$2,000 SIGN-ON BONUS TO POLICE OFFICERS WITH ONE-YEAR OF FULL-TIME EXPERIENCE.

Upon a roll call vote taken and tallied by the Deputy Clerk, 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 City Council approve promoting Police Officer Mike Ernster to Sergeant in the La Crescent Police Department. City Council reviewed a letter from Police Chief, Luke Ahlschlager regarding the recommendation. Sergeant Ernster would serve a 12-month probationary period. Following discussion, Member Jostad made a motion, seconded by Member Hutchinson as follows:

MOTION TO APPROVE PROMOTING POLICE OFFICER MIKE ERNSTER TO SERGEANT IN THE LA CRESCENT POLICE DEPARTMENT. SERGEANT ERNSTER WILL SERVE A 12-MONTH PROBATIONARY PERIOD.

Upon a roll call vote taken and tallied by the Deputy Clerk, 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. The Personnel Committee is recommending that City Council remove the probationary status for seven members of the La Crescent Fire Department, and classify them as regular employees of the city of La Crescent. City Council reviewed a letter from the La Crescent Fire Chief. Following discussion, Member O-Donnell-Ebner made a motion, seconded by Member Jostad as follows:

MOTION TO REMOVE THE PROBATIONARY STATUS OF SEVEN MEMBERS OF THE LA CRESCENT FIRE DEPARTMENT AND CLASSIFY THEM AS REGULAR EMPLOYEES OF THE CITY OF LA CRESCENT.

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

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

Mayor Poellinger abstained. The motion was declared duly carried.

5. The Personnel Committee is recommending that City Council approve advertising for the position of Fire Fighter. A hiring recommendation would then be presented at a future City Council meeting. City Council reviewed a letter from the Fire Chief regarding this recommendation. Following discussion, Member Williams made a motion, seconded by Member Jostad as follows:

MOTION TO APPROVE ADVERTISING FOR THE POSITION OF FIRE FIGHTER.

Upon a roll call vote taken and tallied by the Deputy Clerk, 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. Attorney Wieser reviewed with City Council a notice from the AFSCME Union regarding step 3 union grievance on behalf of an employee. It is recommended that the City Council delegated authority be given to the Personnel Committee, Chief of Police Luke Ahlschlager, and Attorney Wieser to meet with the Employee and Union Representative to address the step 3 grievance and any other additional steps. Following discussion, Member O'Donnell-Ebner made a motion, seconded by Member Hutchinson as follows:

MOTION TO MOVE FORWARD WITH THE PANEL OF THE PERSONNEL COMMITTEE, CHIEF OF POLICE LUKE AHLSCHLAGER, AND ATTORNEY WIESER TO ACT AS DELEGATED AUTHORITY IN STEP 3 REVIEW.

Upon a roll call vote taken and tallied by the Deputy Clerk, 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 (a) The Personnel Committee is recommending that City Council approve the Pine Creek Golf Course Manager to advertise to hire one Lead Worker. Following discussion Member Jostad made a motion, seconded by Member Williams as follows:

MOTION TO APPROVE THE PINE CREEK GOLF COURSE MANAGER TO ADVERTISE TO HIRE ONE LEAD WORKER.

Upon a roll call vote taken and tallied by the Deputy Clerk, 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 (b) The Personnel Committee is recommending that City Council approve Part-time employees at Pine Creek Golf Course a pay differential of \$2.50 per hour for work completed after 4:00 P.M. and weekends for the 2022 season. Following discussion Member Hutchinson made a motion, seconded by Member Williams as follows:

MOTION TO APPROVE PART-TIME EMPLOYEES AT PINE CREEK GOLF COURSE A PAY DIFFERENTIAL OF \$2.50 PER HOUR FOR WORK COMPLETED AFTER 4:00 P.M AND WEEKENDS FOR THE 2022 SEASON.

Upon a roll call vote taken and tallied by the Deputy Clerk, 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 3.10 – BLOCK PARTY REQUEST

City Council reviewed a letter from Police Chief Luke Ahlschlager on behalf of Julie Burkhalter requesting City Council approve a temporary street closure for a block party event on Fireside Drive, Fireside Place, and Fireside Court. The area specifically closed would be located on the 200 block of Fireside Drive on Saturday, August 6, 2022, for approximately five hours in the late afternoon and early evening hours. An

alternate route would still be accessible to residents who are not participating. Following discussion, Member O'Donnell-Ebner made a motion, seconded by Member Hutchinson as follows:

MOTION TO APPROVE A TEMPORARY STREET CLOSURE FOR A BLOCK PARTY ON FIRESIDE DRIVE, FIRESIDE PLACE, AND FIRESIDE COURT ON SATURDAY, AUGUST 6, 2022, FOR APPROXIMATELY FIVE HOURS IN THE LATE AFTERNOON AND EARLY EVENING.

Upon a roll call vote taken and tallied by the Deputy Clerk, 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 – BICYCLE TOUR REQUEST

City Council reviewed a letter from Police Chief Ahlschlager on behalf of the Juvenile Diabetes Research Foundation for City Council to approve the La Crescent Police Department and its reserve unit to assist with cyclist crossing at Hwy 16 northbound lanes at South Chestnut Street for the 2022 Ride to Cure Diabetes Bicycle Tour on Saturday, August 13, 2022 at 8:00 A.M. Following discussion, Member Williams made a motion, seconded by Member O'Donnell-Ebner as follows:

MOTION TO APPROVE THE LA CRESCENT POLICE DEPARTMENT AND ITS RESERVE UNIT TO ASSIST WITH CYCLIST CROSSING AT HWY 16 AND SOUTH CHESTNUT STREET FOR THE 2022 RIDE TO CURE DIABETES ON SATURDAY, AUGUST 13, 2022 AT 8:00 A.M.

Upon a roll call vote taken and tallied by the Deputy Clerk, 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 6.1 – STAFF CORRESPONDENCE/COMMITTEE UPDATES

City Council reviewed April 20, 2022, Park and Recreation Commission Minutes. Informational only, no action taken

ITEM 9 – CHAMBER OF COMMERCE

A member of the Chamber of Commerce was in attendance and gave City Council an update.

There being no further business to come before the Council at this time, Member Williams made a motion, seconded by Member Hutchinson, to adjourn the meeting. Upon a roll call vote taken and tallied by the Deputy Clerk, 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 6:22 PM.

APPROVAL DATE: _____

SIGNED:

Mayor

ATTEST:

City Administrator