

MINUTES, REGULAR MEETING
CITY COUNCIL, CITY OF LA CRESCENT, MINNESOTA
SEPTEMBER 25, 2023

Pursuant to due call and notice thereof, the second meeting of the City Council of the City of La Crescent for the month of September was called to order by Mayor Mike Poellinger at 5:00 PM in the La Crescent Community Building, La Crescent, Minnesota, on Monday, September 25th, 2023.

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, Public Works Director Tyler Benish, and Deputy Clerk Angie Boettcher.

Also present was Explore La Crosse Executive Director A.J. Frels.

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 – SEPTEMBER 11, 2023
- 1.2 BILLS PAYABLE THROUGH – SEPTEMBER 22, 2023
- 1.3

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 Clerk Angie Boettcher made a requested change to add the wording “Short-Term tax” under Scope II of the Short-Term Rental Ordinance, included in the minutes of the September 11, 2023 City Council meeting.

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

A MOTION TO APPROVE THE CONSENT AGENDA WITH THE REQUESTED ADDITION OF THE WORDING “SHORT-TERM TAX” TO SCOPE II OF THE SHORT-TERM RENTAL ORDINANCE, INCLUDED IN THE MINUTES OF THE SEPTEMBER 11, 2023 CITY COUNCIL MEETING.

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 – EXPLORE LA CROSSE – A.J. FRELS

A.J. Frels, Executive Director of Explore La Crosse presented City Council with an update on the 2023 Explore La Crosse area campaign as well as the quarterly report. This was informational only, no action required.

ITEM 3.2 – DONATION RESOLUTIONS

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

RESOLUTION NO. 09-23-35

**RESOLUTION ACCEPTING DONATIONS MADE TO THE
CITY OF LA CRESCENT WIESER MEMORIAL PARK IMPROVEMENT PROJECT IN
SEPTEMBER 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 La Crescent in the month of September 2023 to the Wieser Memorial Park Improvement Project to be used for the specific purpose of improvements to the park shelter and bathroom facilities:

1. Jason and Amber Wieser wish to donate \$500.00 to the Wieser Park Improvement Project.
2. An Anonymous donor wishes to donate \$2,000.00 to the Wieser Park Improvement Project.
3. An Anonymous donor wishes to donate \$1,000.00 to the Wieser Park Improvement Project.

WHEREAS, La Crescent agrees to accept the donations for Wieser Memorial Park
Subject to the conditions identified above.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of La Crescent hereby accepts the donations stated above for Wieser Memorial Park subject to the conditions identified above.

ADOPTED this 25th day of September 2023.

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 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.

City Council reviewed a second Resolution regarding the acceptance of donations to the City for the month of September. Following review and discussion, Member O'Donnell-Ebner introduced the following Resolution and moved its passage and adoption as follows:

RESOLUTION NO. 09-23-36

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

WHEREAS, the following donations were made to the City of La Crescent in the month of September 2023:

1. James Fowler wishes to donate \$250.00 to the Kayak Launch/Fishing Dock Project.

2. Michelle Kirgis wishes to donate \$25.00 to the La Crescent Fire Department in memory of Dan Wellendorf.
3. An Anonymous donor wishes to donate \$10.00 to the La Crescent Fire Department in memory of Dan Wellendorf.
4. Greg and Linda Thompson wish to donate \$25.00 to the La Crescent Fire Department in memory of Dan Wellendorf.
5. Charles and Marilyn Evans wish to donate \$25.00 to the La Crescent Fire Department in memory of Dan Wellendorf.

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

ADOPTED this 25th day of September 2023.

SIGNED:

Mayor

ATTEST:

Deputy Clerk

The motion for the adoption of the foregoing resolution was duly seconded by Member Williams and 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 3.3 – EXTEND NO PARKING ZONE-SOUTH OAK STREET

City Council reviewed a memo from Police Chief Ahlschlager regarding a request from the La Crecent-Hokah Elementary School Principal Jeffrey Copp asking that the no parking zone on the West side of South Oak Street be extended approximately 50 feet south. Principal Copp reports vehicles that park there during the school day cause the departing school buses to veer into the oncoming lane to go around the parked

vehicles. After reviewing Principal Copp’s request Chief Ahlschlager concluded that extending the no-parking zone in that area would provide the necessary room for school buses to maneuver safely onto South Oak Street and would have minimal impact on parking accommodations. It was recommended that City Council approve the extension of the specified no-parking zone. Following discussion, Member Williams introduced the following ordinance and moved its passage for adoption:

ORDINANCE NO. 575

**AN ORDINANCE OF THE CITY OF LA CRESCENT REGULATING
PARKING ON S OAK STREET**

The City Council of the City of La Crescent, Houston County, Minnesota, hereby ordains:

SECTION I. There shall be no parking on the west side of S Oak Street fifty (50) feet south of the current bus departure lane; as shown on the attached Map.

SECTION II. Any person, firm or corporation that violates this Ordinance shall upon conviction be guilty of a petty misdemeanor. The penalty which may be imposed under this Section shall be a \$300.00 fine.

SECTION III. These provisions shall become effective from and after due passage and enactment and publication, according to law.

PASSED AND ENACTED this 25th day of September, 2023.

Mayor

ATTEST:

City Administrator

The foregoing motion was duly seconded by Member Jostad and 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.

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

MOTION THAT A PRÉCIS FORMAT OF SAID ORDINANCE 575 BE PUBLISHED IN THE OFFICIAL NEWSPAPER OF THE CITY AND WITH “OFFICIAL COPY” SO MARKED BE KEPT ON FILE IN THE OFFICE OF THE CITY ADMINISTRATOR.

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 3.4 – PARADE REQUEST-HOMECOMING

City Council reviewed a memo from Police Chief Ahlschlager regarding a request from the La Crescent-Hokah School District student body to have a formal Homecoming parade with staff support during school hours on Friday, September 29th. There will be student parade floats and student band participation in the event with a request for the La Crescent Fire Department to participate in the parade. The parade will start in the La Crescent Middle School parking lot at approximately 12:45 pm and will travel north on Lancer Blvd. to South 11th Street, north on South Elm Street, and then circle the La Crescent Elementary School building returning to the High School parking lot by the same route. Chief Ahlschlager is requesting Council permission to temporarily use the public thoroughfares for the event. This will minimally impact daily traffic activity and the La Crescent Police Department will assist by marking the procession's front and rear with emergency lighting. Following discussion, Member Hutchinson made a motion, seconded by Member Williams as follows:

MOTION TO APPROVE THE REQUEST FROM THE LA CRESCENT-HOKAH SCHOOL DISTRICT STUDENT BODY TO HOLD A HOMECOMING PARADE ON FRIDAY, SEPTEMBER 29th AT 12:45 PM BEGINNING AT THE LA CRESCENT MIDDLE SCHOOL PARKING LOT AND TRAVEL NORTH ON LANCER BLVD TO SOUTH 11TH STREET, NORTH ON SOUTH ELM STREET AND THEN CIRCLE THE LA CRESCENT ELEMENTARY

SCHOOL BUILDING AND RETURN TO THE HIGH SCHOOL PARKING LOT BY THE SAME ROUTE WITH THE LA CRESCENT POLICE DEPARTMENT PROVIDING ASSISTANCE BY MARKING THE FRONT AND REAR OF THE PROCESSION WITH EMERGENCY LIGHTING AND PARTICIPATION OF THE LA CRESCENT FIRE DEPARTMENT IN THE PARADE.

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 – ROAD CLOSURE REQUEST-GREAT GREEN RUN/ROLL

City Council reviewed a letter from Police Chief Ahlschlager requesting approval to temporarily close South 4th Street between Oak and Elm Streets and temporarily post the north side of South 4th Street as “No Parking” on Friday, September 29th between the hours of 8:00 am and 12:00 pm so that the La Crescent Elementary School PTO can hold the Great Green Run and Roll fun run on the sidewalks. There will be minimal disruption to daily traffic. Following discussion, Member Hutchinson made a motion, seconded by Member Williams as follows:

MOTION TO APPROVE THE TEMPORARY CLOSURE OF SOUTH 4TH STREET BETWEEN OAK AND ELM AS WELL AS TEMPORARY POSTING OF “NO PARKING” SIGNS ON THE NORTH SIDE OF SOUTH 4TH STREET ON FRIDAY, SEPTEMBER 29TH BETWEEN THE HOURS OF 8:00 AM AND 12:00 PM SO THAT THE LA CRESCENT ELEMENTARY SCHOOL PTO CAN HOLD THE GREAT GREEN RUN AND ROLL FUN RUN ON THE SIDEWALKS WITH ANTICIPATION THAT DAILY TRAFFIC WILL BE MINIMALLY DISRUPTED.

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 3.6 – SEWER AGREEMENT – CITY OF LA CROSSE

City Attorney Wieser updated City Council that the City of La Crosse’s Common Council voted to approve the Sanitary Sewer Conveyance Agreement at their September 14, 2023 meeting. The City of La Crescent approved the agreement on September 11, 2023. It is anticipated that the agreement will be fully executed within the next week upon obtaining required signatures. This was informational only, no action required.

ITEM 3.7 – MN DNR-DROUGHT RESTRICTIVE RESPONSE PHASE

Public Works Director Tyler Benish made a request to City Council to initiate phase 2 of Ordinance No. 255 to conserve and restrict the usage of water from the municipal water system. On August 4th, 2023 the City of La Crescent enacted phase 1 of Ordinance No. 255 limiting water usage with a goal of fifty percent (50%) above January levels from the municipal system, due to notice from the Minnesota Department of Natural Resources. On September 15th, 2023 the City received another letter from the MN DNR for further reduction of water use requiring the City to implement water use reduction actions with a goal of reducing water use to twenty-five percent (25%) above January levels. It was also recommended that City Council approve city staff to review ordinance No. 255 and bring back any changes to the city council at a later date. Following discussion, Member O’Donnell-Ebner made a motion, seconded by Member Jostad as follows:

MOTION TO INITIATE PHASE 2 OF ORDINANCE NO. 255 TO CONSERVE AND RESTRICT THE USAGE OF WATER FROM THE MUNICIPAL WATER SYSTEM WITH A GOAL OF REDUCING WATER USE TO TWENTY-FIVE PERCENT (25%) ABOVE JANUARY LEVELS AND TO APPROVE CITY STAFF TO REVIEW ORDINANCE NO. 255 AND BRING BACK ANY CHANGES TO THE CITY COUNCIL AT A LATER DATE.

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 – 2024 PRELIMINARY BUDGET/LEVY RESOLUTION

City Administrator Waller reviewed with City Council the requirements needed to approve the proposed

2024 general fund budget. By October 2nd, the City Council is required to adopt a resolution setting the preliminary levy and set the date for the public meeting at which time the proposed budget and levy will be discussed, and the final budget and levy determined. As part of the budget review and adoption process, it was noted to City Council that they cannot adopt the 2024 general fund budget until after the public meeting in December, and once the preliminary levy is set, the City Council has the discretion to lower the levy, but the City Council cannot increase the preliminary levy. Administrator Waller reviewed with City Council the resolution that sets the preliminary levies for 2024 which was provided to the City Council at the Council meeting. It was recommended that the City Council adopt the resolution that was presented at the meeting setting the preliminary levies for 2024 and that the public meeting be set for 6:00 p.m., on Monday, December 18, 2023. The proposed 2024 preliminary resolution reflects a 5% increase. The final total City levy in 2023 was \$3,524,879.00, and the proposed 2024 levy is \$3,701,122.00. Following discussion, Member O'Donnell-Ebner introduced the following resolution, and moved its passage and adoption:

RESOLUTION 09-23-37

**RESOLUTION MAKING PRELIMINARY GENERAL LEVIES FOR
COLLECTION WITH REAL ESTATE TAXES PAYABLE IN THE
CALENDAR YEAR 2024**

BE IT RESOLVED by the City Council of the City of La Crescent, Minnesota as follows:

1. It is hereby determined and declared that there shall be and there is hereby levied upon all taxable property within the City for the general purposes of the City, as provided by law, to be collected in the year 2024 as part of the general taxes due and payable in the year 2024 a direct ad valorem tax in the amount of \$2,431,002.00 as provided by State law to be levied and collected in the manner provided by law.

2. Be it also hereby determined and declared that there shall be and there is hereby levied upon taxable property within the City of La Crescent for public library service, a tax in the amount of \$188,520.00 to be collected in the year 2024, as authorized by Minnesota Statutes, Section 134.33 and 134.34.

3. It is hereby found, determined, and declared that the amounts set forth in a column at the right to be levied with taxes to be collected in the calendar year 2024, in conjunction with the various bonds issued and sinking funds described below:

FUND #	YEAR	DESCRIPTION	TO BE LEVIED FOR COLLECTION IN CALENDAR YEAR 2024
325	2016A	G.O. Refunding Rec. Fac. Bonds – Aquatic Center	\$196,700.00
327	2016A	G.O. Improvement Bonds – Oak St. Recon.	\$114,000.00
328	2017A	G.O. Equipment Certificates	\$120,700.00
329	2018A	G.O. Improvement Bonds – Streets/Veterans Park	\$144,900.00

FUND #	YEAR	DESCRIPTION	TO BE LEVIED FOR COLLECTION IN CALENDAR YEAR 2024
330	2019A	G.O. Equipment Certificates - Fire Truck	\$48,000.00
331	2019B	G.O. Improvement Bonds - Street Recon.	\$35,000.00
332	2020A	G.O. Improvement Bonds - HTM	\$178,000.00
333	2020A	G.O. Bonds - Tax Abatement - Ice Arena	\$16,000.00
334	2022A	G.O. Imp.Bonds/Equip.Cert. & CIP Bonds	\$228,300.00
		TOTAL DEBT SERVICE LEVY	\$1,081,600.00

4. Total levy for the City of La Crescent for collection in 2024 is \$3,701,122.00.

ADOPTED this 25th day of September 2023.

SIGNED:

Mayor

ATTEST:

City Administrator

The foregoing motion was duly seconded by Member Hutchinson and upon a roll call vote taken and tallied by the City Administrator, all 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 resolution duly passed and adopted.

City Administrator Bill Waller recommended to City Council to set the date and time as December 18, 2023, at 6:00 p.m. for the public meeting at which time the proposed 2024 general budget and levy will be discussed, and the final budget and levy determined. Following discussion Member Williams made a motion, seconded by Member O'Donnell-Ebner as follows:

MOTION TO SET THE DATE AND TIME FOR THE PUBLIC MEETING FOR MONDAY, DECEMBER 18, 2023 AT 6:00 P.M. AT WHICH TIME THE PROPOSED 2024 GENERAL BUDGET AND LEVY WILL BE DISCUSSED, AND THE FINAL BUDGET AND LEVY DETERMINED.

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.

6. STAFF CORRESPONDENCE/COMMITTEE UPDATES

- 6.1 City Council reviewed a letter from Police Chief Ahlschlager regarding the approval of a \$1,375.00 Community Partnership Grant from the Minnesota Chiefs of Police Foundation Designated for the annual Neighbor's Night Out.
- 6.2 City Council reviewed an update on the phase 4 Wagon Wheel Project.
- 6.3 City Council reviewed the September 19, 2023 Explore La Crosse Board Meeting agenda and the August 29, 2023 Board Meeting minutes.

7. CORRESPONDENCE

City Council reviewed a letter from the City of La Crosse Utilities regarding 2024 Sewer Rate Increases.

9. CHAMBER OF COMMERCE

Chamber of Commerce representative Amy Shimshak was in attendance, there were no updates from the Chamber at this time.

There being no further business to come before the Council at this time, Member O'Donnell-Ebner made a motion, seconded by Member Hutchinson 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 5:51 P.M.

APPROVAL DATE: _____

SIGNED:

Mayor

ATTEST:

City Administrator