

CITY OF LA CRESCENT
AGENDA
REGULAR MEETING
LA CRESCENT COMMUNITY BUILDING
336 SOUTH FIRST STREET
JANUARY 27, 2025
5:00 P.M.

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL
ACTION TO CHANGE AGENDA

1. CONSENT AGENDA

All items listed under the consent agenda are considered routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

- 1.1 MINUTES – JANUARY 13, 2025
- 1.2 BILLS PAYABLE THROUGH JANUARY 24, 2025

2. PUBLIC HEARING/MEETING

3. ITEMS FOR CONSIDERATION

- 3.1 PLANNING COMMISSION MINUTES – JANUARY 7, 2025
WAIVER REQUEST – ZONING ORDINANCE PLANNED
UNIT DEVELOPMENT REQUIREMENT
- 3.2 DELEGATION OF WINONA COUNTY CANNABIS
REGULATIONS
- 3.3 REVIEW CITY COUNCIL RULES AND PROCEDURES
- 3.4 REVIEW CITY CODE OF CONDUCT
- 3.5 REVIEW SOCIAL MEDIA POLICY
- 3.6 AUTHORIZE EXPENDITURE – POOL CHAIRS
- 3.7 SOLAR ON PUBLIC BUILDINGS AGREEMENT
- 3.8 FEDERAL RAILROAD ADMINISTRATION GRANT
- 3.9 STONEY POINT FOREST RESTORATION PROGRESS
- 3.10 5K FUN RUN/WALK REQUEST – RIVER CITY RUNNING
CLUB
- 3.11

4. UNFINISHED BUSINESS

CITY OF LA CRESCENT
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336 SOUTH FIRST STREET
JANUARY 27, 2025
5:00 P.M.

4.1

5. MAYOR'S COMMENTS

5.1

6. STAFF CORRESPONDENCE/COMMITTEE UPDATES

- 6.1 EXPLORE LA CROSSE
- 6.2
- 6.3
- 6.4
- 6.5

7. CORRESPONDENCE

- 7.1
- 7.2
- 7.3

8. CHAMBER OF COMMERCE

8.1

9. HOUSTON COUNTY

10. ITEMS FOR NEXT AGENDA

11. ADJOURNMENT

#1.1

MINUTES, REGULAR MEETING
CITY COUNCIL, CITY OF LA CRESCENT, MINNESOTA
JANUARY 13, 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 January was called to order by Mayor Mike Poellinger at 5:00 PM in the La Crescent Community Building, La Crescent, Minnesota, on Monday, January 13, 2025.

Upon a roll call taken and tallied by the City Administrator, the following members were present: Members Cheryl Jostad, Chris Langen, Teresa O'Donnell-Ebner, Dale Williams, and Mayor Mike Poellinger. Members absent: None. City Administrator Bill Waller, Police Chief Luke Ahlschlager, and Sustainability Coordinator Jason Ludwigson were also present.

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 – DECEMBER 16, 2024
- 1.2 BILLS PAYABLE THROUGH – JANUARY 10, 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 O'Donnell-Ebner made a motion, seconded by Member Langen, 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;

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 – SWEARING IN OF MAYOR

Police Chief Ahlschlager performed the swearing-in process of Mayor Poellinger.

ITEM 3.2 – SWEARING IN OF CITY COUNCIL MEMBERS

Police Chief Ahlschlager performed the swearing-in process of Council members, Chris Langen and Dale Williams.

ITEM 3.3 – ANNUAL APPOINTMENTS

City Council took up discussion of the annual appointments for 2025, following which Member O’Donnell-Ebner made a motion, seconded by Member Jostad, to approve the following motion:

A MOTION TO APPROVE DALE WILLIAMS AS THE ACTING MAYOR.

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

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

Member Dale Williams abstained from voting, and none voted against the same. The motion was declared duly carried by a 4-0 vote.

Upon recommendation of official depositories for the City by Finance Director Kara Tarrence, Member Jostad then introduced the following resolution and moved its passage and adoption:

RESOLUTION NO. 01-25-01

A RESOLUTION DESIGNATING, AS A DEPOSITORY OF THE CITY OF LA CRESCENT FUNDS, ONE OR MORE FINANCIAL INSTITUTIONS

WHEREAS, Minn. Stat. § 118A.02, subd. 1 and Minn. Stat. §§ 427.01-.12, require that the City of La Crescent designate, as a depository of its funds, one or more financial institutions within 30 days of the start of the City’s fiscal year.

BE IT RESOLVED, that the City Council of the City of La Crescent designates the following financial institutions as official depositories for the City of La Crescent for all City banking functions and investments:

- Merchants Bank - La Crescent
- Alerus - La Crescent
- Northland Securities, Inc.
- 4M Fund (sponsored by the League of Minnesota Cities)
- ICD Securities, Inc.
- Multi-Banks Securities, Inc.
- Eitzen State Bank – La Crescent

ADOPTED this 13th day of January, 2025.

SIGNED:

Mayor

ATTEST:

City Clerk

The foregoing motion was duly seconded by Member Williams and upon a roll call vote taken and tallied by the City Administrator, all Members 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.

Regarding the Official Newspaper, Member Langen made a motion, seconded by Member O'Donnell-Ebner, to approve the following motion:

A MOTION APPOINTING THE *HOUSTON COUNTY NEWS* AS THE OFFICIAL NEWSPAPER FOR THE CITY OF LA CRESCENT.

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

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

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

Regarding Assistant Weed Inspector, Member Jostad made a motion, seconded by Member O'Donnell-Ebner, to approve the following motion:

A MOTION APPOINTING SHAWN WETTERLIN AS ASSISTANT WEED INSPECTOR FOR THE CITY OF LA CRESCENT.

Upon a roll call vote taken and tallied by the City Administrator, 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.

Member Jostad then introduced the following resolution and moved its passage and adoption:

RESOLUTION NO. 01-25-02

A RESOLUTION APPOINTING A RESPONSIBLE AUTHORITY AND ASSIGNING DUTIES, STATE OF MINNESOTA

WHEREAS, Minnesota Statutes, Section 13.02 Subdivision 16, as amended, requires that the City of La Crescent appoint one person as the Responsible Authority to administer the requirements for collection, storage, use, and dissemination of data on individuals, within the City, and

WHEREAS, the City Council shares concern expressed by the Legislature on the responsible use of all City data and wishes to satisfy this concern by immediately appointing an administratively qualified Responsible Authority as required under the statutes,

BE IT RESOLVED, that the City Council of La Crescent appoints Angie Boettcher as the Responsible Authority for the purposes of meeting all requirements of Minnesota Statutes, Chapter 13, as amended, and with rules as lawfully promulgated by the Commissioner of Administration.

FURTHER BE IT RESOLVED, the Responsible Authority shall require the requesting party to pay the actual costs of making, certifying, and compiling copies and of preparing summary data.

ADOPTED this 13th day of January, 2025.

SIGNED:

Mayor

ATTEST:

City Administrator

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

ITEM 3.4 – ADVISORY COMMISSION APPOINTMENTS

Mayor Poellinger reviewed with City Council the various City of La Crescent standing commission appointments for 2025 and recommended reappointing those that are expiring. Following discussion, Member Williams made a motion, seconded by Member Langen as follows:

MOTION APPROVING THE FOLLOWING INDIVIDUALS TO CITY OF LA CRESCENT STANDING COMMISSIONS FOR 2025:

PLANNING COMMISSION

1. Judy Enright - 2026
2. Greg Husmann - 2025
3. Dave Hanifl - 2025
4. Mike Welch – 2027*
5. Gina Schneider – 2026^
6. Donny Hogan – 2027*
7. Jerry Steffes – 2027*

PARK AND RECREATION COMMISSION

1. Jon Steffes - 2025
2. Paul Mclellan - 2025
3. Patricia Martell - 2025
4. Marge Loch-Wouters – 2026
5. Sarah Wetterlin – 2026
6. Diana Adamski – 2027*
7. Maseray Bangura -2027*

GOLF COMMISSION

1. Gary Hill - 2025
2. Tom Jones – 2027*
3. Larry Ernst - 2025
4. Bill Dockendorff- 2026
5. Scott Yeiter – 2026

LIBRARY BOARD

1. Teresa O'Donnell-Ebner – 2025*
2. Jess Denny – 2026
3. Kelsey Bolton - 2025
4. Susan Amble – 2027*
5. Sara Docan-Morgan – 2025

6. Kristi Moulton – 2026
7. Erica Myhre – 2027*

GREENSTEP COMMITTEE

1. Jim Nissen - 2025
2. Jason Ludwigson -2025
3. Michael Alfieri - 2025
4. Bob Spencer -2025
5. Jeremy Wise – 2025

ECONOMIC DEVELOPMENT COMMISSION

1. Honor DiDonato - 2025
2. Sarah Delacy – 2026
3. Mike Welch – 2027*
4. Troy Nolop – 2026
5. Lori Kadlec – 2027*
6. Al Voss - 2025
7. Brett Kemmer – 2027*

NATURAL RESOURCE ADVISORY GROUP

1. Jim Nissen - 2025
2. Ruth Nissen - 2025
3. Betsy Knowles - 2025
4. Randy Urich - 2025
5. Marge Loch-Wouters - 2025
6. Cindy Wright - 2025

BICYCLE/PEDESTRIAN COMMITTEE

1. Jason Ludwigson - 2025
2. Linda Larson - 2025
3. Maseray Bangura – 2025
4. Kristen Willow Arden – 2025
5. Tim Peterson – 2025
6. Nathan Delarwelle – 2025
7. Ben Wilde – 2025

HEART SAFE COMMITTEE

1. Cheri Olson – 2025
2. Mary Sue Bush – 2025
3. Angie Boettcher – 2025

4. Linsie Hempleman – 2025
5. Lauren Dodson – 2025
6. Tom Carpenter – 2025
7. Larry Kirch – 2025
8. Sean Dwyer – 2025
9. Eileen Krenz – 2025
10. David Krenz – 2025
11. Darin Daveau – 2025
12. Cassie Buehler - 2025

Indicates Reappointed*

Indicates New Appointment^

Upon a roll call vote taken and tallied by the City Administrator, the following Members 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.

ITEM 3.5 – CITY COUNCIL APPOINTMENTS

At the direction of the Mayor, the proposed Commission assignments for 2025 were reviewed by City Council. Following discussion, Member Williams made a motion, seconded by Member Langen as follows:

MOTION APPOINTING THE FOLLOWING INDIVIDUALS TO CITY COMMISSIONS FOR 2025:

Planning Commission	Chris Langen
Emergency Services Commission	Mike Poellinger
Library Board	Teresa O'Donnell Ebner
Golf Commission	Chris Langen
Park and Recreation Commission	Teresa O'Donnell Ebner
Personnel Committee	Mike Poellinger and Dale Williams
Fire Cooperative	Mike Poellinger and Cherryl Jostad

Economic Development Commission	Cherryl Jostad
Fire Department Relief Association	Dale Williams
Explore La Crosse	Cherryl Jostad
GreenStep Committee	Chris Langen
Heart Safe Committee	Teresa O'Donnell-Ebner

Upon a roll call vote taken and tallied by the City Administrator, 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 – 2025 MILEAGE RATES

City Council reviewed a letter from Finance Director Kara Tarrence stating that the Office of the State Auditor recommends that local government entities review expense reimbursement limits and mileage rates at the first City Council meeting of the year. As of January 1, 2025 the IRS has increased the standard mileage rate for business use to \$0.70/per mile. A notice from the IRS was included. It was recommended that City Council approve the increase. Following discussion, Member O'Donnell-Ebner made a motion, seconded by Member Jostad as follows:

MOTION TO APPROVE THE STANDARD MILEAGE RATE REIMBURSEMENT LIMITS FOR BUSINESS USE IN 2025 TO \$0.70/PER MILE AS STATED BY THE IRS.

Upon a roll call vote taken and tallied by the City Administrator, 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 3.7 – RESOLUTION – MnDOT AGREEMENT

Sustainability Director Jason Ludwigson reviewed with City Council an agreement from MnDOT for federal participation in SP236-080-005. This agreement enables the city to receive reimbursement for up to 80% of the lease costs for an Equinox EV to be used by the city as a fleet vehicle. Included was a resolution allowing MnDOT to act as the City of La Crescent’s agent for federal funds. It was recommended that City Council approve the Resolution. Following Discussion, Member Langen introduced the following resolution and moved its passage and adoption:

RESOLUTION NO. 01-25-03

**A RESOLUTION ALLOWING MnDOT TO ACT AS THE
CITY OF LA CRESCENT’S AGENT TO RECEIVE AND DISBURSE TRANSPORTATION
RELATED FEDERAL FUNDS**

BE IT RESOLVED, that pursuant to Minnesota Stat. Sec. 161.36, the Commissioner of Transportation be appointed as Agent of the City of La Crescent to accept as its agent, federal aid funds which may be made available for eligible transportation related projects.

BE IT FURTHER RESOLVED, the Mayor and the City Clerk are hereby authorized and directed for and on behalf of the City to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in “Minnesota Department of Transportation Agency Agreement No. 1058702,” a copy of which said agreement was before the City Council and which is made a part hereof by reference.

ADOPTED this 13th Day of January 2025.

SIGNED:

Mayor

ATTEST:

City Clerk

The motion for the adoption of the foregoing resolution was duly seconded by Member O'Donnell-Ebner and upon a roll call vote taken and tallied by the City Administrator, 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.

ITEM 3.8 – RESOLUTION – LEASE AGREEMENT – EV VEHICLE

Sustainability Coordinator Jason Ludwigson reviewed with City Council a lease agreement between NCL Government Capital and the City of La Crescent for the lease of the Chevy Equinox EV. The vehicle will be used by the city as a fleet vehicle, replacing the 2004 Honda Accord. Per previous communications the City of La Crescent has been awarded \$16,000 in Carbon Reduction Funds through the La Crosse Municipal Planning Organization and MnDOT for SP236-080-005. The funds will be provided to the city for four years (2025-2028). The CRP funds require a 20% match. The local match has been built into future general fund budgets. Included was a Lessee Resolution. It was recommended that City Council approve and authorize the lease agreement and the lessee resolution. Following discussion, Member O'Donnell-Ebner introduced the following Resolution and moved its passage and adoption:

LESSEE RESOLUTION No. 01-25-04

Re: Tax-Exempt Master Lease/Purchase Agreement # 16853, between Lease Servicing Center, Inc. dba NCL Government Capital (Lessor) and City of La Crescent (Lessee) and Schedule #001 thereto.

At a duly called meeting of the Governing Body of the Lessee (as defined in the Agreement) held on _____, 20__ the following resolution was introduced and adopted:

BE IT RESOLVED by the Governing Body of Lessee as follows:

1. **Determination of Need.** The Governing Body of Lessee has determined that a true and very real need exists for the acquisition of the Equipment described on Schedule #001 to the Tax-Exempt Master Lease/Purchase Agreement #16853, between **City of La Crescent** (Lessee) and **Lease Servicing Center, Inc. dba NCL Government Capital** (Lessor).

2. **Approval and Authorization.** The Governing Body of Lessee has determined that the Agreement and Schedule, substantially in the form presented to this meeting, are in the best interests of the Lessee for the acquisition of such Equipment, and the Governing Body hereby approves the entering into of the Agreement and Schedule by the Lessee and hereby designates and authorizes the following person(s) to execute and deliver the Agreement and Schedule on Lessee's behalf with such changes thereto as such person(s) deem(s) appropriate, and any related documents, including any Vendor Payable Account, necessary to the consummation of the transaction contemplated by the Agreement and Schedule. City of La Crescent is authorized to enter into the lease financing with Lease Servicing Center, Inc. dba NCL Government Capital to finance their (1) 2024 Chevrolet Equinox EV 4DR LT from Dahl Chevrolet Buick GMC in the amount of \$49,655.74 with 48 monthly payments of \$1,229.75.

Authorized Individual(s): Bill Waller – City Administrator
(Printed or Typed Name and Title of individual(s) authorized to execute the Agreement)

3. **Adoption of Resolution.** The signatures below from the designated individuals from the Governing Body of the Lessee evidence the adoption by the Governing Body of this Resolution.

By: _____

(Signature of Secretary, Board Chairman or other member of the Governing Body)

Print Name: _____ Title: _____
(Print name of individual who signed directly above) (Title of individual who signed directly above)

Attested By: _____

(Signature of one additional person who can witness the passage of this Resolution)

Print Name: _____ Title: _____
(Print name of individual who signed directly above) (Title of individual who signed directly above)

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;

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.

ITEM 3.9 – 2025 LICENSE RENEWALS

City Council reviewed a list of proposed license renewals for 2025. 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 Jostad as follows:

MOTION TO APPROVE THE PRESENTED LIST OF LICENSE RENEWALS FOR 2025 FOR THE FOLLOWING:

GAS INSTALLERS:

Bostrack Heating & Air Conditioning and Winona Heating & Ventilating Co.

MESSAGE BUSINESS:

Heaven's Hands

MESSAGE TECHNICIAN:

Heaven's Hands, Jennifer Vogal

Upon a roll call vote taken and tallied by the City Administrator, 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 – LIONS FROZEN CANDLELIGHT HIKE REQUEST

City Council reviewed a letter from Police Chief Ahlschlager regarding a request from the La Crescent Lions Club to host their fourth annual Frozen Apple Candlelight Trail Hike on Saturday, February 15th,

2025, from 5:30 PM to approximately 8:00 PM at Veterans Park and utilizing the Eagle Bluff Access Trail(s). Chief Ahlschlager is requesting approval from Council for City Police Department officers and the Reserve Unit to assist with traffic control, parking management, and barricades at the upper parking lot of Vets Park. The Lion's Club would also like permission to have City Public Works refrain from plowing the Eagle Bluff Access Trail for at least one month before the event and provide three garbage cans and 3-4 gallon pails of sand. Lastly, the Lion's Club would like permission to run a UTV during the event to assist with event setup including clearing the trail and placement of luminaria. Chief Ahlschlager does not anticipate any public safety concerns and any potential disruption to traffic, bicycle or pedestrian traffic would be minimal. Following discussion, Member Langen made a motion, seconded by Member Williams as follows:

MOTION TO APPROVE THE FOURTH ANNUAL LIONS CLUB FROZEN APPLE CANDLELIGHT TRAIL HIKE AT VETERANS PARK AND UTILIZING THE EAGLE BLUFF ACCESS TRAIL(S) ON SATURDAY, FEBRUARY 15TH, 2025, FROM 5:30 PM TO APPROXIMATELY 8:00 PM WITH ASSISTANCE FROM THE POLICE DEPARTMENT OFFICERS, RESERVE UNIT, CITY PUBLIC WORKS AS STATED, AND THE USE OF A UTV DURING THE EVENT TO ASSIST WITH EVENT SETUP INCLUDING CLEARING THE TRAIL AND PLACEMENT OF LUMINARIA.

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

Cherryl Jostad	Yes
Chris Langen	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 3.11 – GAMBLING PERMIT APPLICATIONS

City Council reviewed a memo from Administrative Assistant Chris Fortsch regarding a temporary gambling permit application for the Onalaska Foundation for Educational Excellence, Inc. for a raffle to be held on January 18, 2025, to be held at the La Crescent Area Event Center. The application appears to be in order and it was recommended that City Council approve the application and authorize that it to be forwarded to the Minnesota Gambling Control Board. Following discussion, Member O'Donnell-Ebner made a motion, seconded by Member Langen as follows:

MOTION TO APPROVE THE TEMPORARY GAMBLING PERMIT APPLICATION FOR THE ONALASKA FOUNDATION FOR EDUCATIONAL EXCELLENCE, INC. TO HOLD A RAFFLE

ON JANUARY 18, 2025, AT THE LA CRESCENT AREA EVENT CENTER AND AUTHORIZE THAT IT BE FORWARDED TO THE MINNEESOTA GAMBLING CONTROL BOARD.

Upon a roll call vote taken and tallied by the City Administrator, the following Members 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.

ITEM 3.12 – PERSONNEL COMMITTEE RECOMMENDATION

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

1. On January 32, 2025, Angie Boettcher will have completed her first year as the City Clerk. Effective January 23, 2025 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 Jostad made a motion, seconded by Member O'Donnell-Ebner as follows:

MOTION TO APPROVE EFFECTIVE JANUARY 23, 2025, 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 Administrator, the following Members 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.

ITEM 3.13 – DONATION RESOLUTIONS

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

RESOLUTION NO. 01-25-05

**RESOLUTION ACCEPTING DONATIONS MADE TO THE
CITY OF LA CRESCENT IN DECEMBER 2024**

WHEREAS, the following donations were made to the City of La Crescent in the month of December 2024:

1. Paul & Judy Ulland wish to donate \$2,000.00 to the La Crescent Fire Department in honor of Terry Meyer and in memory of Greg Schild.
2. Crucifixion Church & Cemetery Association wishes to donate \$200.00 to the La Crescent Fire Department.
3. Mary Liebsch wishes to donate \$100.00 to the La Crescent Fire Department.
4. Jason & Rita Erdman wish to donate \$100.00 to the La Crescent Fire Department.
5. Charles & Judith West 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 13th Day of January 2025.

SIGNED:

Mayor

ATTEST:

City Clerk

The foregoing motion was duly seconded by Member Langen and upon a roll call vote taken and tallied by the City Administrator, the following Members 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.

City Council reviewed a Resolution regarding the acceptance of a donation to the City for the Month of January. Following review and discussion, Member O'Donnell-Ebner introduced the following Resolution and moved its passage and adoption:

RESOLUTION NO. 01-25-06

**RESOLUTION ACCEPTING A DONATION MADE TO THE
CITY OF LA CRESCENT IN JANUARY 2025**

WHEREAS, the following donation was made to the City of La Crescent in the month of January 2025:

1. Eunice Dahlen wishes to donate \$48,000.00 to the Pine Creek Golf Course for improvements.

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

ADOPTED this 13th Day of January 2025.

SIGNED:

Mayor

ATTEST:

City Clerk

The foregoing motion was duly seconded by Member Williams and upon a roll call vote taken and tallied by the City Administrator, the following Members 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.

CHAMBER OF COMMERCE:

Chamber of Commerce Representative Amy Shimshak was in attendance and provided an update.

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

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 5:25 P.M.

APPROVAL DATE: _____

SIGNED:

Mayor

ATTEST:

City Administrator

1.2

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
ABILITY BUILDING CENTER INC						
23694	CITY HALL - SHREDDING	12/31/2024	35.49	.00		
23694	CITY HALL - CLEANING	12/31/2024	91.13	.00		
23695	FD - CLEANING STATION	12/31/2024	251.25	.00		
23695	FD - CLEANING COMM RM	12/31/2024	318.00	.00		
Total 8085:			695.87	.00		
AHLSCHLAGER, LUKE M.						
1/25 REIMB	MEAL REIMB - POLICE DEPT TRAINING	01/07/2025	32.70	.00		
Total 8274:			32.70	.00		
AMAZON CAPITAL SERVICES						
139F-6YPW-GW	LIBRARY - BOOKS	01/21/2025	27.90	.00		
13CC-LHHL-KDN	INSULATED BIBS FOR M. GEGEN - GREEN CORP MEMBE	01/09/2025	84.99	.00		
14X1-6MM4-9HX	MAINT - OFFICE SUPPLIES	01/03/2025	10.50	.00		
164P-KH6P-4W3	LIBRARY - BOOKS	01/15/2025	18.14	.00		
164P-KH6P-4W3	LIBRARY - PROCESSING MATERIALS	01/15/2025	50.00	.00		
16KN-J33R-QCR	LIBRARY - BOOKS GRANT FUNDED	01/06/2025	9.90	.00		
16LF-P963-M1L9	LIBRARY - BOOKS	01/02/2025	435.93	.00		
16R6-WYRD-QX	LIBRARY - PROCESSING MATERIALS CREDIT	01/17/2025	28.49	.00		
17FJ-QQ7T-VLF	LIBRARY - BOOKS	01/14/2025	26.10	.00		
1F6F-6F3L-MGC	LIBRARY - BOOKS	01/17/2025	53.45	.00		
1GG7-JCHR-RQ	LIBRARY - PROCESSING MATERIALS	01/06/2025	28.49	.00		
1GQ6-NTVK-3P	LIBRARY - BOOKS GRANT FUNDED	01/12/2025	23.03	.00		
1LY4-P17L-NCC	CITY HALL - OFFICE SUPPLIES	01/21/2025	57.24	.00		
1MPQ-743X-WV4	LIBRARY - BOOKS GRANT FUNDED	01/07/2025	68.80	.00		
1N37-PC7N-4GK	VENT REPAIR AT RADIUM PLANT	01/15/2025	27.99	.00		
1QMM-DCMR-M	LIBRARY - BOOKS	01/21/2025	24.06	.00		
1RR1-PY6T-PJP	LIBRARY - PROGRAM SUPPLIES	01/06/2025	93.28	.00		
1TQR-YYCM-34	LIBRARY - BOOKS GRANT FUNDED	01/07/2025	45.66	.00		
1VDC-31KC-9DR	LIBRARY - BOOKS GRANT FUNDED	01/08/2025	23.35	.00		
1VDC-31KC-T77	LIBRARY - BOOKS GRANT FUNDED	01/10/2025	29.49	.00		
1Y9N-GWJD-GP	CITY HALL - OFFICE SUPPLIES	01/16/2025	69.42	.00		
1YNY-H7JH-PLJ	LIBRARY - PROGRAM SUPPLIES	01/21/2025	31.54	.00		
Total 9956:			1,210.77	.00		
ANCHOR SOLAR INVESTMENTS LLC						
#63	MAINTENANCE BLDG - SOLAR	01/01/2025	402.46	.00		
#63	RADIUM PLANT - SOLAR	01/01/2025	402.46	.00		
#63	ANIMAL RESCUE - SOLAR	01/01/2025	206.37	.00		
Total 9859:			1,011.29	.00		
AUTO VALUE LA CROSSE						
516518608	STREETS - TRANSMISSION FLUID	01/13/2025	26.97	.00		
Total 2106:			26.97	.00		
CARGILL, INCORPORATED						
2910409242	STREETS - SALT	12/31/2024	7,998.03	.00		
Total 9210:			7,998.03	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
CINTAS CORPORATION						
4213181644	CITY HALL - MATS, CLEANING RAGS & TOWELS	12/02/2024	83.75	.00		
4214668538	CITY HALL - MATS, CLEANING RAGS & TOWELS	12/16/2024	83.75	.00		
4216121694	CITY HALL - MATS, CLEANING RAGS & TOWELS	12/30/2024	83.75	.00		
Total 9696:			251.25	.00		
CIVIC SYSTEMS, LLC						
INV-01945	SEMI-ANNUAL SERVICE & SUPPORT FEE 1/1/25 - 6/3025	01/01/2025	2,322.00	.00		
INV-01945	SEMI-ANNUAL SERVICE & SUPPORT FEE 1/1/25 - 6/3025	01/01/2025	2,322.00	.00		
INV-01945	SEMI-ANNUAL SERVICE & SUPPORT FEE 1/1/25 - 6/3025	01/01/2025	2,322.00	.00		
Total 295:			6,966.00	.00		
CORKY'S PIZZA & ICE CREAM						
1/13/25	BUSINESS DEVELOPMENT MEETING	01/13/2025	47.20	.00		
Total 241:			47.20	.00		
DAVEAU, DARIN						
1/25 REIMB	REIMBURSE MEALS - POLICE TRAINING	01/07/2025	58.88	.00		
Total 10118:			58.88	.00		
DAVY LABORATORIES						
25A0138	WATER - SAMPLES	01/10/2025	114.00	.00		
Total 312:			114.00	.00		
DEMCO INC						
7585365	LIBRARY - PROGRAM SUPPLIES - SRP	01/03/2025	50.94	.00		
Total 316:			50.94	.00		
DEPT OF NATURAL RESOURCES						
1/7/25-1/13/25	WEEKLY RECREATIONAL VEH. REGIST.	01/13/2025	1,995.70	1,995.70	01/17/2025	
Total 318:			1,995.70	1,995.70		
DEPUTY #031 LA CRESCENT						
12/27/24 J. TOEB	LIC. BUR. NSF STATE REIMBURSEMENT	01/13/2025	41.00	41.00	01/16/2025	
Total 9750:			41.00	41.00		
EARL F ANDERSEN INC						
0138468-IN	PARKS - SIGNS	01/10/2025	155.35	.00		
Total 404:			155.35	.00		
EFTPS - ELECTRONIC FEDERAL TAX						
01/17/25 P/R	FED/FICA/MEDICARE	01/22/2025	22,414.82	22,414.82	01/22/2025	
Total 1127:			22,414.82	22,414.82		
ELITE SHINE HOME SERVICES LLC						
38	WINDOW WASHING AT WIESER PAVILION	01/17/2025	377.50	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 10250:			377.50	.00		
GRAF ELECTRIC, INC.						
23837	GRINDER PUMP REPAIR - 202 SHORE ACRES	12/05/2024	315.00	.00		
Total 619:			315.00	.00		
GUNDERSEN HEALTH SYSTEM						
1/25 STMT	1/1/25-12/31/25 EAP MEMBERSHIP	01/01/2025	120.00	.00		
Total 622:			120.00	.00		
HARTLAND LUBRICANT & CHEMICALS						
SI298548	CONTAINMENT UNIT AT MAINT SHOP - OSHA REQUIREM	01/07/2025	402.15	.00		
Total 174:			402.15	.00		
HAWKINS INC.						
6960546	WATER PLANT - CHEMICALS	01/15/2025	50.00	.00		
Total 512:			50.00	.00		
IDEAL CRANE RENTAL						
501982	RENT LIFT TO TAKE DOWN CHRISTMAS LIGHTS	01/07/2025	578.00	.00		
Total 9445:			578.00	.00		
IMPACT EMS						
INVENT270	FD - 40 HOUR EMT REFRESHER - A. MORILLA	01/07/2025	157.60	.00		
Total 10175:			157.60	.00		
J.P. COOKE COMPANY						
864022	CITY - NOTARY STAMP A. BOETTCHER	12/18/2024	45.95	.00		
864022	CITY - STAMPER	12/18/2024	34.60	.00		
864022	PD - NOTARY STAMP L. OLSON	12/18/2024	45.95	.00		
864022	DMV - STAMPERS	12/18/2024	108.80	.00		
864022	CITY - NAME PLATE FOR C. LANGEN	12/18/2024	13.95	.00		
Total 925:			249.25	.00		
LA CRESCENT AREA EVENT CENTER, INC.						
12/24 LODGING	LODGING TAX - MARKETING & PROMO AGREEMENT	01/14/2025	949.72	.00		
Total 9810:			949.72	.00		
LA CRESCENT CHAMBER OF COMMERC						
12/24 LODGING	LODGING TAX - MARKETING & PROMO AGREEMENT	01/14/2025	949.72	.00		
Total 1142:			949.72	.00		
LA CROSSE AREA CONVENTION AND						
12/24 LODGING	LODGING TAX - MARKETING & PROMO AGREEMENT	01/14/2025	2,970.92	.00		
Total 9824:			2,970.92	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
LAPHAM'S CLEANING LLC						
25	CITY HALL - CLEANING	01/23/2025	1,200.00	.00		
Total 10121:			1,200.00	.00		
LEASE SERVICING CENTER, INC.						
1/13/25 EQUINO	EQUINOX- ONE TIME DOCUMENTATION AND PROCESSI	01/13/2025	500.00	500.00	01/14/2025	
Total 10152:			500.00	500.00		
MENARDS-LA CROSSE						
8009	FD - VEHICLE MAINTENANCE	01/06/2025	51.98	.00		
8009	FD - CLEANING SUPPLIES	01/06/2025	74.90	.00		
8082	MAINT - OFFICE SUPPLIES	01/08/2025	42.92	.00		
8082	MAINT - SMALL TOOLS	01/08/2025	15.01	.00		
8082	MAINT - CLEANING SUPPLIES	01/08/2025	3.38	.00		
8255	GC - CLEANING SUPPLIES	01/13/2025	46.98	.00		
8255	GC - OIL FOR EQUIPMENT	01/13/2025	67.88	.00		
Total 1352:			303.05	.00		
MIDWEST TAPE						
506561235	LIBRARY- MOVIES GRANT FUNDED	01/02/2025	26.99	.00		
506624218	LIBRARY- MOVIES GRANT FUNDED	01/16/2025	1,007.78	.00		
Total 9851:			1,034.77	.00		
MIENERGY COOPERATIVE						
12/24 STMT	ELECT UTILITIES-CRESC.HGTS.& WILDWOOD SEC LIGH	12/31/2024	230.00	230.00	01/22/2025	
12/24 STMT	ELECT UTILITIES-GC POP MACH.	12/31/2024	71.43	71.43	01/22/2025	
12/24 STMT	ELECT UTILITIES-GC CLUBHOUSE	12/31/2024	273.42	273.42	01/22/2025	
12/24 STMT	ELECT UTILITIES-GC IRRIGATION & PARKING LOTS LIGH	12/31/2024	176.35	176.35	01/22/2025	
12/24 STMT	ELECT UTILITIES - HORSETRACK MEADOWS LIFT STATI	12/31/2024	164.51	164.51	01/22/2025	
12/24 STMT	ELECT UTILITIES - WIESER PARK	12/31/2024	1,075.39	1,075.39	01/22/2025	
Total 2012:			1,991.10	1,991.10		
MINNESOTA CHILD SUPPORT PAYMENT CENTER						
01/17/25PR0015	MN CHILD SUPPORT	01/21/2025	497.46	497.46	01/21/2025	
Total 9597:			497.46	497.46		
MINNESOTA DEPT OF REVENUE						
01/17/25 P/R	MN STATE WHT	01/22/2025	3,869.00	3,869.00	01/22/2025	
Total 227:			3,869.00	3,869.00		
MINNESOTA ENERGY RESOURCES INC						
12/24 STMT	ANIMAL SHELTER - GAS UTILITIES	12/31/2024	170.43	.00		
12/24 STMT	POOL - GAS UTILITIES	12/31/2024	48.09	.00		
12/24 STMT	LIBRARY - GAS UTILITIES	12/31/2024	192.44	.00		
12/24 STMT	PUMP HOUSE ORCHARDVIEW	12/31/2024	98.22	.00		
12/24 STMT	MAINT BLDG - GAS UTILITIES	12/31/2024	763.95	.00		
12/24 STMT	PUMP HOUSE MCINTOSH	12/31/2024	86.34	.00		
12/24 STMT	COMMUNITY BLDG - GAS UTILITIES	12/31/2024	746.35	.00		
12/24 STMT	ABNET RESTROOMS - GAS UTILITIES	12/31/2024	265.31	.00		
12/24 STMT	CONTROL BLDG - GAS UTILITIES	12/31/2024	143.67	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
12/24 STMT	CITY HALL - GAS UTILITIES	12/31/2024	344.84	.00		
12/24 STMT	ICE ARENA - GAS UTILITIES	12/31/2024	1,706.20	.00		
Total 8171:			4,565.84	.00		
MINNESOTA PUMP WORKS						
INV026503	GRINDER PUMP REPAIR	01/10/2025	675.70	.00		
INV026504	GRINDER PUMP REPAIR	01/10/2025	695.82	.00		
INV026505	GRINDER PUMP REPAIR	01/10/2025	482.79	.00		
Total 9637:			1,854.31	.00		
MINNESOTA STATE RETIREMENT SYS						
01/17/25 P/R	DEFERRED COMP. DEDUCTIONS/CONTRIBUTIONS	01/22/2025	5,010.42	5,010.42	01/22/2025	
Total 1285:			5,010.42	5,010.42		
MISSISSIPPI WELDERS SUPPLY CO						
4481137	MAINT - WELDER SWITCH	01/09/2025	31.40	.00		
Total 1322:			31.40	.00		
MN DNR ECO/WTR RESOURCES						
2024 - 1961-0623	WATER PERMIT FEE - DNR PERMIT	01/09/2025	829.40	.00		
GC 2024 - 2002-	GC - WATER USE PERMIT 2024	01/21/2025	446.28	.00		
Total 322:			1,275.68	.00		
MN UNEMPLOYMENT INSURANCE						
Q4 2024 G.C.	4TH QTR GC UNEMPLOYMENT INS	01/17/2024	2,989.00	2,989.00	01/17/2025	
Total 1321:			2,989.00	2,989.00		
MORRIS ELECTRONICS INC.						
11512	TRAVEL & MILEAGE 2 TECHS - NEW COMPUTERS - PD	12/11/2024	135.34	.00		
11512	TRAVEL & MILEAGE 2 TECHS - NEW COMPUTERS - BLD/	12/11/2024	135.34	.00		
11512	TRAVEL & MILEAGE 2 TECHS - NEW COMPUTERS - CLE	12/11/2024	406.01	.00		
11512	TRAVEL & MILEAGE 2 TECHS - NEW COMPUTERS - MV	12/11/2024	406.01	.00		
11521	PREP & SWITCH OUT COMPUTERS - PD	12/12/2024	275.00	.00		
11521	PREP & SWITCH OUT COMPUTERS - BLD/ZNG	12/12/2024	275.00	.00		
11521	PREP & SWITCH OUT COMPUTERS - MV	12/12/2024	825.00	.00		
11521	PREP & SWITCH OUT COMPUTERS - CLERK	12/12/2024	825.00	.00		
11537	PREP & SWITCH OUT COMPUTERS - BLD/ZNG	12/13/2024	388.47	.00		
11537	PREP & SWITCH OUT COMPUTERS - CLERK	12/13/2024	1,165.38	.00		
11537	PREP & SWITCH OUT COMPUTERS - PD	12/13/2024	388.47	.00		
11537	PREP & SWITCH OUT COMPUTERS - MV	12/13/2024	1,165.38	.00		
11538	IT LODGING - PD	12/12/2024	87.15	.00		
11538	IT LODGING - BLD/ZNG	12/12/2024	87.15	.00		
11538	IT LODGING - MV	12/12/2024	261.45	.00		
11538	IT LODGING - CLERK	12/12/2024	261.45	.00		
Total 10081:			7,087.60	.00		
NORTHERN BATTERY						
55632050113114	GC- NEW BATTERY FOR TRACTOR	01/13/2025	93.13	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 1461:			93.13	.00		
P & T ELECTRIC INC						
26658	INSTALL NEW GFI OUTLET IN COMM RM PER OSHA	01/07/2025	254.01	.00		
26660	FD- REPLACE OUTLETS & ELECTRICAL CORDS PER OS	01/07/2025	996.88	.00		
Total 1643:			1,250.89	.00		
POINT C						
1/17/2025	MEDICAL REIMB P/R DEDUCTED- K. TARRENCE	01/22/2025	70.00	70.00	01/22/2025	
1/18/2025	MEDICAL REIMB P/R DEDUCTED-D. STAVENAU	01/22/2025	6.79	6.79	01/22/2025	
1/18/25 D. STAV	MEDICAL REIMB P/R DEDUCTED-D. STAVENAU	01/22/2025	3.21	3.21	01/22/2025	
1/19/2025	MEDICAL REIMB P/R DEDUCTED-D. STAVENAU	01/22/2025	305.48	305.48	01/22/2025	
1/9/25 K. TARRE	MEDICAL REIMB P/R DEDUCTED- K. TARRENCE	01/13/2025	675.44	675.44	01/13/2025	
Total 10202:			1,060.92	1,060.92		
POMP'S TIRE SERVICE INC						
180131788	CASE LOADER TIRE & RIM REPAIR	01/15/2025	513.26	.00		
Total 1640:			513.26	.00		
PUBLIC EMPLOYEES RETIREMENT						
01/17/25 P/R	RETIREMENT DEDUCTIONS/CONTRIB.-CORD & PF	01/22/2025	16,073.83	16,073.83	01/22/2025	
Total 1612:			16,073.83	16,073.83		
PUMP 4 LESS						
12/24 POLICE	POLICE DEPT - MOTOR FUEL	12/31/2024	147.03	.00		
Total 8604:			147.03	.00		
QUALITY FLOW SYSTEMS, INC						
48308	LIFT STATION REPAIR - HORSETRACK MEADOWS	01/14/2025	1,374.50	.00		
Total 9917:			1,374.50	.00		
SAFE-FAST, INC.						
INV301508	MAINT - SAFETY JACKETS	12/13/2024	121.11	.00		
Total 8644:			121.11	.00		
SCHERBA INDUSTRIES INC.						
42566	FD- INFLATABLE SMOKE HOUSE FOR FIRE PREVENTION	01/16/2025	6,740.14	.00		
Total 10249:			6,740.14	.00		
SENSUS USA						
ZA 24030596	SEWER - AUTOREAD ANNUAL SOFTWARE SUPPORT	01/01/2025	1,850.00	.00		
ZA 24030596	WATER - AUTOREAD ANNUAL SOFTWARE SUPPORT	01/01/2025	1,850.00	.00		
Total 8046:			3,700.00	.00		
SOUTHEAST LIBRARIES COOP						
053108	LIBRARY - OVERDRIVE 2025	01/10/2025	2,367.00	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 1962:			2,367.00	.00		
SPLISH SPLASH AUTO BATH						
1/16/25	PD - 20 CAR WASH TOKENS	01/16/2025	162.00	.00		
Total 8567:			162.00	.00		
STREICHER'S						
11737922	PD - UNIFORMS FOR LCPD RESERVE	01/03/2025	69.98	.00		
11739540	PD - UNIFORMS FOR LCPD RESERVE	01/10/2025	69.98	.00		
Total 1922:			139.96	.00		
UNITED STATES POSTMASTER						
01/25 CYCLE2PA	PAST DUE WATER/SEWER - WATER	01/17/2025	30.52	30.52	01/17/2025	
01/25 CYCLE2PA	PAST DUE WATER/SEWER - SEWER	01/17/2025	30.52	30.52	01/17/2025	
Total 2102:			61.04	61.04		
UNIVERSAL TRUCK EQUIPMENT INC						
64608	STREETS - PLOW TRUCK REPAIR	01/14/2025	4,175.69	.00		
Total 2105:			4,175.69	.00		
VERIZON WIRELESS						
6102269743	WATER DEPT - DATA	12/28/2024	35.01	.00		
6102269743	SEWER DEPT - DATA	12/28/2024	35.01	.00		
6102269743	B&Z - COMPUTER DATA	12/28/2024	50.04	.00		
6102269743	PD - COMPUTER DATA & PHONE SERVICE	12/28/2024	496.44	.00		
6102565352	SEWER DEPT - WIRELESS	12/31/2024	57.81	.00		
6102565352	WATER DEPT - WIRELESS	12/31/2024	57.81	.00		
Total 8973:			732.12	.00		
WHKS & CO.						
53210	ENHANCED STREET SWEEPING PLAN	12/27/2024	5,179.68	.00		
53212	PINE CREEK FINAL DESIGN & CONSTRUCTION	12/27/2024	5,485.72	.00		
Total 8290:			10,665.40	.00		
XCEL ENERGY						
12/24 STMT	WELL HOUSE - 200 STONEY POINT RD	12/31/2024	1,271.37	.00		
12/24 STMT	UNIT STREET LIGHTS - 33 S WALNUT	12/31/2024	46.60	.00		
12/24 STMT	STREET LIGHTS - PO BOX 142	12/31/2024	6,278.60	.00		
12/24 STMT	LIBRARY - 321 MAIN ST	12/31/2024	25.31	.00		
12/24 STMT	WELL #3 - 417 WALNUT PL	12/31/2024	1,271.99	.00		
12/24 STMT	BOOSTER STATION - 193 MCINTOSH E	12/31/2024	171.33	.00		
12/24 STMT	WWTP - 222 HWY 16	12/31/2024	612.58	.00		
12/24 STMT	FLAG LIGHT - 202 MAIN ST	12/31/2024	8.76	.00		
12/24 STMT	SHORE ACRES - GRINDER PUMPS	12/31/2024	199.91	.00		
12/24 STMT	SIGN LIGHT - 525 S CHESTNUT	12/31/2024	9.80	.00		
12/24 STMT	LIFT STATION - 31 MCINTOSH RD E	12/31/2024	10.25	.00		
12/24 STMT	CITY HALL - 315 MAIN ST	12/31/2024	473.59	.00		
12/24 STMT	ABNET FIELDS - 1323 SPRUCE	12/31/2024	38.89	.00		
12/24 STMT	CITY HALL GREEN SPACE - 322 S 1ST STREET	12/31/2024	8.75	.00		
12/24 STMT	WELL #2 - 400 LARCH	12/31/2024	830.67	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
12/24 STMT	RESERVIOR - 1026 CRESCENT HILLS	12/31/2024	12.96	.00		
12/24 STMT	ICE ARENA - 520 S 14TH ST	12/31/2024	2,378.10	.00		
12/24 STMT	FLAG LIGHT - 226 MAIN ST	12/31/2024	14.53	.00		
Total 1410:			13,663.99	.00		
Grand Totals:			145,442.27	56,504.29		

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

City Treasurer: _____

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

CITY OF LA CRESCENT
AGENDA
REGULAR MEETING
LA CRESCENT COMMUNITY BUILDING
336 SOUTH FIRST STREET
JANUARY 27, 2025
5:00 P.M.

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL
ACTION TO CHANGE AGENDA

1. CONSENT AGENDA

All items listed under the consent agenda are considered routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

- 1.1 MINUTES – JANUARY 13, 2025
- 1.2 BILLS PAYABLE THROUGH JANUARY 24, 2025

2. PUBLIC HEARING/MEETING

3. ITEMS FOR CONSIDERATION

- 3.1 PLANNING COMMISSION MINUTES – JANUARY 7, 2025
WAIVER REQUEST – ZONING ORDINANCE PLANNED
UNIT DEVELOPMENT REQUIREMENT
- 3.2 DELEGATION OF WINONA COUNTY CANNABIS
REGULATIONS
- 3.3 REVIEW CITY COUNCIL RULES AND PROCEDURES - skip
- 3.4 REVIEW CITY CODE OF CONDUCT - skip
- 3.5 REVIEW SOCIAL MEDIA POLICY - skip
- 3.6 AUTHORIZE EXPENDITURE – POOL CHAIRS - Tyler
- 3.7 SOLAR ON PUBLIC BUILDINGS AGREEMENT - Jason
- 3.8 FEDERAL RAILROAD ADMINISTRATION GRANT
- 3.9 STONEY POINT FOREST RESTORATION PROGRESS - Mary G.
- 3.10 5K FUN RUN/WALK REQUEST – RIVER CITY RUNNING CLUB - Luice
- 3.11

4. UNFINISHED BUSINESS

#3.1



TO: Honorable Mayor and City Council Members

FROM: Josh Tarrence- Building Inspector

DATE: January 13th, 2025

RE: Planning Commission meeting minutes January 7th, 2025

Attached for your review are the minutes from the January 7th, 2025, meeting of the Planning Commission.

Item 5 of the minutes was appointment of Chair and Vice Chair. Jerry Steffes was appointed Chair and Greg Husmann was appointed Vice Chair of the Planning Commission for 2025.

Item 6 of the minutes was a request for a waiver from the City Zoning Ordinance. City Attorney Skip Wieser addressed the Commission about a request for a waiver in regards to a Planned Unit Development overlay in the C-1 Highway Commercial District. A motion was carried by the Planning Commission recommending the City Council approve the waiver request with findings.

The remaining minutes are informational only.

MINUTES, REGULAR MEETING
PLANNING COMMISSION, CITY OF LA CRESCENT, MINNESOTA
January 7th, 2025

The Planning Commission met at 5:30 p.m., on January 7th, 2025, in the City's Community Building located at 336 S. 1st Street.

Item 1. Call to Order

Chair Greg Husmann called the meeting to order at 5:30 p.m.

Item 2. Pledge of Allegiance

Members recited the Pledge of Allegiance.

Item 3. Roll Call

Upon a roll call taken and tallied by Josh Tarrence, Building Inspector, the following members were present: Dave Hanifl, Mike Welch, Greg Husmann, Judy Enright, and Jerry Steffes. Ex-Officio City Council Representative Cherryl Jostad was present. Don Hogan was absent. City Attorney Skip Wieser and Attorney Kayla Schmitz were also present.

Item 4. Approval of the November 6th, 2024 Planning Commission Minutes

After reviewing the minutes from the November 7th, 2024 meeting, a motion to accept the minutes, was made by Commissioner Welch and seconded by Commissioner Steffes. Upon a roll call vote taken and tallied by Josh Tarrence, Building Inspector, the following Members voted in favor thereof, viz;

Mike Welch	Yes
Jerry Steffes	Yes
Judy Enright	Yes
Greg Husmann	Yes
Dave Hanifl	Yes

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

Item 5. Appointment of Planning Commission Chair

The nomination was made by Commissioner Hanifl for Jerry Steffes to appointed as Chair. Jerry Steffes accepted said nomination. No other nominations were made. Upon a roll call vote taken and tallied by Josh Tarrence, Building Inspector, the following Members voted in favor thereof, viz;

Dave Hanifl	Yes
Judy Enright	Yes
Mike Welch	Yes
Greg Husmann	Yes
Jerry Steffes	Yes

The nomination was made by Commissioner Hanifl for Greg Husmann to be appointed Vice Chair. Greg Husmann accepted said nomination. No other nominations were made. Upon a roll call vote taken and tallied by Josh Tarrence, Building Inspector, the following Members voted in favor thereof, viz:

Dave Hanifl	Yes
Mike Welch	Yes
Greg Husmann	Yes
Judy Enright	Yes
Jerry Steffes	Yes

Item 6. Request for Waiver from Master Plan and PUD Requirements for property located at 270 E. Strupp Ave., La Crescent, MN (PID 2512510000) – Cannabis & Glass

City Attorney Skip Wieser addressed the Planning Commission in regards to a request from Cannabis & Glass, for a waiver from the Commercial Planned Unit Development Overlay district of the City Zoning Ordinance, reverting the property back to C-1 Highway Commercial standards. The proposed property is located at 270 E. Strupp Ave in La Crescent. City Attorney Wieser advised the Commission that the final decision will be made by City Council, the Commission’s responsibility is to make a recommendation to the Council whether to approve or deny the waiver request.

Attending to answer questions in regards to the project,

- Max Wieser, Wieser Brothers General Contractors
- Nate Podrid, Cannabis & Glass

After discussion, a motion was made by Commissioner Hanifl to recommend approving the waiver request, with the following finding.

FINDINGS OF FACT FOR APPROVAL OF THE WAIVER

1. Commercial development of a vacant lot is consistent with the goals and intent of the Comprehensive Plan.
2. Applicant is proposed to construct a new building in compliance with C-1 zoning standards.

The motion was seconded by Vice Chair Husmann. Upon a roll call vote taken and tallied by Josh Tarrence, Building Inspector, the following Members voted in favor thereof, viz;

Dave Hanifl	Yes
Greg Husmann	Yes
Jerry Steffes	Yes
Judy Enright	Yes
Mike Welch	Yes

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

Item 7. Review of Planning Commission Job Duties and Responsibilities

City Attorney Wieser gave his annual presentation of the duties and responsibilities of the Planning Commission members as well as discussing the City of La Crescent’s Communication Policy.

Item 8. Future Agenda Items

Chair Steffes asked the Planning Commission members if any items need to be added to the next meeting agenda. There were no recommended items.

Item 9. Adjourn

A motion was made to adjourn the Planning Commission Meeting by Vice Chair Husmann and seconded by Commissioner Enright.

The Planning Commission meeting was adjourned at 5:57 p.m.

#3.2



TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator
DATE: January 17, 2025
RE: Winona County – Delegation of Cannabis Regulation

Attached for review and consideration by the City Council is correspondence from Winona County regarding the registration and oversight of cannabis retail establishments in the City. The City Attorney will review this with the City Council at the meeting.

January 9, 2025

Subject: Decision Regarding Delegation of Cannabis Retail Registration

Dear City/Township of Winona County Representative,

I hope this letter finds you well. I am reaching out regarding the recently enacted legislation governing the cannabis industry in Minnesota. Specifically, the County wishes to address the decision cities and townships must make regarding the delegation of cannabis retail registration to Winona County. An email was sent on January 8, 2025, and we are providing a hard copy as a follow-up, in case it is needed. If you have already completed the delegation, please disregard this communication.

Under the new state guidelines, cities and townships are presented with the option to either manage the registration of cannabis retail establishments within their jurisdictions or delegate this responsibility to Winona County. Winona County has just recently completed initial steps in ordinance development. A copy is attached for reference.

If your city or township chooses to delegate this responsibility, Winona County will handle the registration and evaluate the options for compliance monitoring, and enforcement of cannabis retail regulations. Conversely, if your municipality opts to retain this responsibility, you will oversee these activities independently in accordance with state guidelines.

To facilitate this process, we kindly request that you notify us of your decision by **February 3, 2025**.

If you are delegating the responsibility to Winona County, please send us a signed "*City or Township Cannabis Delegation Resolution*," which has been attached with this communication.

If you choose to manage the registration of cannabis retail within your jurisdiction, please send us a signed "*Municipal and Township Declaration of Cannabis Retail Oversight Responsibility form*."

You may contact the Winona County Planning Department at 507-457-6520 if you have any questions or require further information.

We value the strong partnerships we have with our cities and townships and look forward to working together to implement this new initiative responsibly and effectively. Thank you for your attention to this important matter.

Sincerely,



Eric Johnson
Winona County Zoning Administrator

Attachments: City or Township Cannabis Delegation Resolution
City and Township Declaration of Cannabis Retail Oversight Responsibility Form
Winona County Cannabis Zoning Ordinance 1-7-2025

[CITY] [TOWNSHIP] ~~Strike One~~
OF _____,
WINONA COUNTY, MINNESOTA

RESOLUTION NO. _____

**RESOLUTION DELEGATING CANNABIS RETAIL REGISTRATION
TO THE COUNTY OF WINONA, MINNESOTA**

- I. **WHEREAS**, on August 1, 2023, the Minnesota Adult Use Cannabis Act (Minn. Stat. § 342) became effective (“*Cannabis Law*”).
- II. **WHEREAS**, section 342.22 of the Cannabis Law requires that, prior to making any retail sales, a cannabis microbusiness, cannabis mezzobusiness, cannabis retailer, medical cannabis combination business, or lower-potency hemp edible retailer (each a “*Cannabis Business*”), must register with and obtain a cannabis retailer registration from the city, township, or county (“*Local Government Unit*”) in which it intends to operate;
- III. **WHEREAS**, under section 342.13(h) of the Cannabis Law, a Local Government Unit that issues cannabis retailer registrations, and has received applications from Cannabis Businesses meeting all requirements of Minn. Stat. § 342.22, Subd. 3, must issue no less than one cannabis retailer registration for every 12,500 residents in its jurisdiction,
- IV. **WHEREAS**, under section 342.2, subd. 4 of the Cannabis Law, a Local Government Unit that issues cannabis retailer registrations is also required to conduct compliance checks of every retail Cannabis Business that it registers;
- V. **WHEREAS**, under the Cannabis Law, a city or township may consent to and delegate to the county its authority to issue cannabis retailer registrations and its obligation to perform compliance checks of retail Cannabis Businesses within its jurisdiction;
- VI. **WHEREAS**, under the Cannabis Law, a city or township that delegates, to the county, its authority to issue cannabis retailer registrations and its obligation to perform compliance checks of retail Cannabis Businesses, waives any right it may otherwise have to approve or disapprove of the issuance of any cannabis retailer registration seeking to operate a retail Cannabis Business within its jurisdiction; and
- VII. **WHEREAS**, the [Township-Board] [City-Council] has determined that delegating cannabis retailer registrations and compliance to Winona County, serves the public interest of the residents of its jurisdiction;

NOW, THEREFORE, BE IT RESOLVED, that the [Township-Board] [City-Council] of the [Township] [City] of _____, in Winona County, Minnesota, hereby consents to, and delegates to Winona County, its authority to issue cannabis retailer registrations and conduct compliance checks of retail Cannabis Businesses within its jurisdiction.

Adopted this ____ day of _____, 20____.

Attested to by:

[Township Chair] [City Mayor]

[Township] [City] Clerk



**Planning &
Environmental Services**

202 West Third Street, Winona, MN 55987 www.co.winona.mn.us Phone: (507) 457-6520 Fax: (507) 454-9378

City or Township Declaration of Cannabis Retail Registration Responsibility
Winona County, Minnesota

City or Township Name: _____

Contact Person: _____

Title: _____

Phone Number: _____

Email Address: _____

Decision Regarding Cannabis Retail Registration and Oversight

We, the [City/Township] of _____, hereby **retain responsibility** for the registration, compliance monitoring, and oversight of cannabis retail establishments within our jurisdiction, in accordance with Minnesota state law.

Authorized Signature: _____

Name and Title (Printed): _____

Date: _____

Please return this form to:

Eric Johnson, Zoning Administrator
Winona County Planning & Environmental Services
202 West Third St, Winona, MN 55987
EJohnson@co.winona.mn.us
Submission Deadline: February 3, 2025

Winona County PL&ES
Request for Recording

ORDINANCE AMENDMENT

WHEREAS, the Winona County Board of Commissioners, Winona, Minnesota has on the 7th day of January 2025, amended the Winona County Zoning Ordinance Chapter 4.2 Definitions and to include Chapter 17 Cannabis Ordinance;

WHEREAS, a Notice of Intention to Consider the Winona County Zoning Ordinance Chapter 4.2 Definitions amendment and the Winona County Zoning Ordinance Chapter 17 Cannabis Ordinance amendment on December 19, 2024, at 7:00 p.m. in the Commissioner's Room, Winona County Office Building, Winona, Minnesota was published in the Winona Daily News on December 7, 2024.

WHEREAS, proof of such publication is now on file;

WHEREAS, the Winona County Board of Commissioners hereby finds that the proposed amendments are required by reason of public necessity and general welfare;

NOW THEREFORE, the Winona County Board of Commissioners hereby amends Winona County Zoning Ordinance Chapter 4.2 Definitions and ordains and adopts Winona County Zoning Ordinance Chapter 17 Cannabis Ordinance.

CHAPTER 4.2 DEFINITIONS

Cannabis Cultivation: A cannabis business licensed to grow cannabis plants within the approved amount of space from seed or immature plant to mature plant, harvest cannabis flower from mature plant, package and label immature plants and seedlings and cannabis flower for sale to other cannabis businesses, transport cannabis flower to a cannabis manufacturer located on the same premises, and perform other actions approved by the office.

Cannabis Retail Businesses: A retail location and the retail location(s) of a mezzo businesses with a retail operations endorsement, microbusinesses with a retail operations endorsement, medical combination businesses operating a retail location, excluding lower-potency hemp edible retailers.

Cannabis Retailer: Any person, partnership, firm, corporation, or association, foreign or domestic, selling cannabis product to a consumer and not for the purpose of resale in any form.

Childcare Center: A location licensed with the Minnesota Department of Human Services to provide for the care of a child in a residence outside the child's own home for gain or otherwise, on a regular basis, for any part of a 24-hour day.

Lower-potency Hemp Edible: As defined under Minn. Stat. 342.01 subd. 50.

Office of Cannabis Management: Minnesota Office of Cannabis Management, referred to as "OCM" in this ordinance.

Place of Public Accommodation: A business, accommodation, refreshment, entertainment, recreation, or transportation facility of any kind, whether licensed or not, whose goods, services, facilities, privileges, advantages or accommodations are extended, offered, sold, or otherwise made available to the public.

Preliminary License Approval: OCM pre-approval for a cannabis business license for applicants who qualify under Minn. Stat. 342.17.

Public Place: A public park or trail, public street or sidewalk; any enclosed, indoor area used by the general public, including, but not limited to, restaurants; bars; any other food or liquor establishment; hospitals; nursing homes; auditoriums; arenas; gyms; meeting rooms; common areas of rental apartment buildings, and other places of public accommodation.

Residential Treatment Facility: As defined under Minn. Stat. 245.462 subd. 23.

Retail Registration: An approved registration issued by Winona County to a state- licensed cannabis retail business.

State License: An approved license issued by the State of Minnesota's Office of Cannabis Management to a cannabis retail business.

CHAPTER 17: CANNABIS

17.1 Administration

1. Purpose

The purpose of this ordinance is to implement the provisions of Minnesota Statutes, chapter 342, which authorizes Winona County to protect the public health, safety, welfare of Winona County residents by regulating cannabis businesses within the legal boundaries of Winona County.

2. Authority & Jurisdiction

Winona County has the authority to adopt this ordinance pursuant to:

- a. Minn. Stat. 342.13(c), regarding the authority of a local unit of government to adopt reasonable restrictions of the time, place, and manner of the operation of a cannabis business provided that such restrictions do not prohibit the establishment or operation of cannabis businesses.
- b. Minn. Stat. 394.21, regarding the authority of a local authority to adopt zoning ordinances.

3. Enforcement.

Enforcement of Chapter 17 of the Winona County Zoning Ordinance shall follow the standards as outlined in WCZO Chapter 5 and MN Statute 342. Enforcement of the business registration requirements shall be in accordance with Winona County Ordinance 50.

4. Definitions

Unless otherwise noted in this Section or included in Chapter 4 of the WCZO, words and phrases contained in Minn. Stat. 342.01 and the rules promulgated pursuant to any of these acts, shall have the same meanings in this Ordinance.

5. Registration of Cannabis Businesses

- a. Registration of a cannabis business within areas under County jurisdiction shall be in conformance with Minn. Stat. 342 and Winona County Ordinance 50.
- b. Winona County shall limit the number of cannabis retail businesses to no fewer than one registration for every 12,500 residents within Winona County.

17.2 Requirements for Cannabis Businesses

1. Minimum Buffer Requirements

- a. Winona County shall prohibit the operation of a cannabis business within 1,000 feet of the property line of a school.
- b. Winona County shall prohibit the operation of a cannabis business within 500 feet of the property line of a childcare center.
- c. Winona County shall prohibit the operation of a cannabis business within 500 feet of the property line of a residential treatment facility.
- d. Winona County shall prohibit the operation of a cannabis business within 500 feet of the property line of an attraction within a public park that is regularly used by minors, including a playground or athletic field.
- e. Pursuant to Minn. Stat. 462.367 subd. 14, nothing in Section 17.2(1) shall prohibit an active cannabis business or a cannabis business seeking registration from continuing operation at the same site if a school, childcare, residential treatment facility, and or an attraction is thereafter located within the minimum buffer zone.

2. Land Use District Table

Uses*	Zoning Districts						
	A/RC	RH	UR	CD	RR	B	I
Cultivation <i>Any activity involving the planting, growing, harvesting, drying, curing, grading, or trimming of cannabis plants, cannabis flower, hemp plants, or hemp plant parts.</i>	CI	CI					CI
Manufacturing, Processing, Extraction <i>Any activity turning raw, dried cannabis and cannabis parts into other types of cannabis products, e.g. edibles or topicals., including converting hemp into Lower-Potency Hemp Edible products.</i>				CI		CI	CI
Retail <i>A facility that sells immature cannabis plants and seedlings, cannabis, cannabis products, hemp products, and other products authorized by law directly to consumers.</i>				CI		CI	CI

Wholesale <i>Any activity involving purchasing from a business growing or manufacturing cannabis or cannabis products and selling to a cannabis business engaged in retail.</i>						CI	CI
Transportation/Delivery Trucking Terminal <i>A facility dedicated to the transportation of products from one licensed business to another or directly to customers.</i>				CI			P
Testing Facility <i>A facility engaged in obtaining and testing immature cannabis plants and seedlings, cannabis, cannabis products, and hemp products from licensed cannabis businesses.</i>				P		P	P
Temporary Cannabis Events (Mass Gathering) <i>A temporary event at which on-site consumption or retail sales may occur, lasting no more than four days.</i>	CI	CI		CI		CI	CI
Key	<i>P=Permitted</i>		<i>CI=Conditional/Interim</i>		<i>Blank=Prohibited</i>		

*If a city or town has delegated registration authority to the County, retail would be permitted in accordance with their respective land use controls.

3. Performance Standards

- a. In addition to performance standards established in WCZO Chapter 9, the following standards shall apply to all cannabis business use types:
 - I. Licensing. License pre-approval, if applicable, is required prior to the County approving any permits in accordance with this Ordinance. A copy of all state license application materials shall be submitted to the County as supporting information for any permit application(s).
 - II. A retail establishment shall be registered with Winona County prior to operation and in compliance with all State Laws and established County policies.
 - III. Home Occupation. Cannabis businesses are prohibited as a home occupation.
 - IV. Hours of Operation. Cannabis businesses are limited to retail sale of cannabis, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products between the hours of 10:00 a.m. and 9:00 p.m., seven days a week.
 - V. Advertising. Advertising devices shall be permitted in accordance with WCZO Section 9.9. Jurisdictions that have requested Winona County to register cannabis businesses must certify to Winona County that a proposed cannabis business complies with its advertising requirements.

The County may adopt amendments to the official controls in relation to both land uses within a particular district or to the location of the district lines. Such amendments shall not be issued indiscriminately, but shall only be used as a means to reflect changes in the goals and policies of the County as reflected in the Comprehensive Plan or changes in County conditions.

A complete copy of this ordinance marked "Official Copy" is on file in the County Auditor's Office for review and use by the public during normal business hours.

Passed and adopted this 7th day of January, 2025.

DocuSigned by:

Marcia L. Ward

5DC490C6465F4D8...

Marcia Ward, Chairperson

Winona County Board of Commissioners

Signed by:

Maureen L. Holte

AFE1CD51290345D...

Maureen Holte

Winona County Administrator

DocuSigned by:

Eric Johnson

80EA70CA54CB481...

Eric Johnson, Zoning Administrator

Planning & Environmental Services

3.3-3.5



WIESER LAW OFFICE, P.C.

ATTORNEYS AT LAW
WIESER PROFESSIONAL BUILDING
33 SOUTH WALNUT - SUITE 200
LA CRESCENT, MN 55947

KELLY M. IVERSON
AL "SKIP" WIESER, III

PHONE: (507) 895-8200
FAX: (507) 895-8458

AL WIESER, JR.
Emeritus

TO: Honorable Mayor and City Council Members
CC: Bill Waller, City Administrator
FROM: Skip Wieser, City Attorney
DATE: January 27, 2025
RE: Annual Reviews

Handwritten notes:
A large signature scribble is present over the TO and CC lines.
Next to the FROM line, it says "City Attorney 1-21-25".

The City's Rules for Organization and Procedure of the City Council, Code of Conduct, and Communication/Social Media policies are on the agenda for an annual review. At this time, we are not suggesting any changes to these documents. The attached will be reviewed at the upcoming meeting.

RESOLUTION NO. 02-13-03

A RESOLUTION ESTABLISHING RULES FOR THE ORGANIZATION AND PROCEDURE OF THE CITY COUNCIL OF THE CITY OF LA CRESCENT

The City Council of the City of La Crescent resolves as follows:

WHEREAS, the City Council of the City of La Crescent has power to regulate its own procedure under Minn. Stat. § 412.191, Subd. 2.

WHEREAS, the purpose of this policy on city council meetings is to set the ground work for orderly and respectful communication between and among council members, city staff and citizens to promote the efficient working of the public's business at city council meetings.

NOW, THEREFORE, the city council of the City of La Crescent has determined that its rules of organization and procedure are as follows:

Section 1. Open Meetings

The Open Meeting Law, Minn. Stat. Ch. 13D, generally requires all meetings of the council to be open to the public.

Subd. 1. Regular Meetings. Regular meetings of the city council shall be held on the second and fourth Monday of each calendar month at 5:00 p.m. Any regular meeting falling upon a holiday shall be held on the next following business day at the same time and place. The deputy clerk shall maintain a schedule of regular meetings. This schedule shall be available for public inspection during regular business hours at the city clerk's office. All meetings, including special, emergency meetings, shall be held in the city hall, unless otherwise designated.

Subd. 2. Special Meetings. The mayor or any two members of the council may call a special meeting of the council upon at least twenty-four (24) hours written notice to each member of the council. This notice shall be delivered personally to each member, or left at the member's usual place of residence with some responsible person. Similar written notice shall be mailed at least three (3) days before the meeting date to those who have requested a notice of such special meetings. This request must be in writing and be filed with the deputy clerk, designating an official address where notice may be mailed. Such request will be valid for one (1) year.

Subd. 3. Emergency Meetings. The mayor or any two (2) council members may call an emergency meeting when circumstances require the immediate consideration of a matter by the council. Notice may be in writing personally delivered to council members or may be in the form of personal telephone communication. Notice must include the date, time, place, and purpose of such a meeting. Where practical, the deputy clerk shall make an effort to contact news gathering organizations that have filed a request to receive notice of special meetings.

Subd. 4. Closed Meetings. The Minnesota Open Meeting Law allows some meetings to be closed to the public for defined purposes. When a meeting is closed, the presiding officer at the

First Adopted by Council: December 1975

Amended by Council: January 12, 2015; December 12, 2022; January 8, 2024

Reviewed by Council: February 25, 2013; May 27, 2014; January 12, 2015; January 11, 2016; January 9, 2017

January 8, 2018; January 14, 2019; January 13, 2020; January 11, 2021; January 10, 2022; January 9, 2023; January 8, 2024;

January 27, 2025

council meeting will state the reason for closing the meeting on the record and cite the state statute that permits closure.

Subd. 5. Recessed or Continued Meetings. When a meeting is recessed or continued, the presiding officer shall state the time and place for the next meeting to occur pursuant to Minn. Stat. § 13D.04, subd. 4. The time and place shall be noted in the minutes. If the time and place are stated in the minutes, no additional notice of the meeting is required. However, if the time and place is not stated, the notice procedures for special meeting shall be required.

Subd. 6. Initial Meeting/Organizational Meetings. The council will conduct its organizational meeting concurrent with the first regular council meeting in January of each year to:

1. Appoint an acting mayor pursuant to Minn. Stat. § 412.121.
2. Select an official newspaper pursuant to Minn. Stat. § 412.831.
3. Select an official depository for city funds. This must be done within thirty (30) days of the start of the City's fiscal year pursuant to Minn. Stat. §§ 427.01-.02; 118A.02, subd. 1; 427.09.
4. Review council's bylaws and make any needed changes.
5. Assign committee duties to members.

Subd. 7. Public Meetings. Except as otherwise provided in the open meeting law, all council meetings, including special, emergency, and adjourned meetings and meetings of all council committees shall be open to the public.

Subd. 8. Interactive Technology. The City Council may broadcast their meeting(s) through interactive technology and allow the observation of public meetings. Interactive technology will not be used by the City Council for accepting public comment or testimony. This subdivision does not apply to employees, appointed officers, or consultants of the City.

Section 2. Presiding Officer

Subd. 1. Who Presides. The presiding officer shall be the mayor. In the absence of the mayor, the acting mayor shall preside. In the absence of both, the city administrator shall call the meeting to order and shall preside until the council members present at the meeting choose one of their number to act temporarily as presiding officer.

Subd. 2. Procedure. The presiding officer shall preserve order, enforce the rules of procedure herein prescribed and determine without debate, subject to the final decision of the council on appeal, all questions of procedure and order. The presiding officer shall determine which member has the right to speak and may move matters to a vote once the officer has determined that all members have spoken. The presiding officer may determine whether a motion or proposed amendment is in order and may call members to order. Except as otherwise provided by statute or by these rules, the proceedings of the council shall be conducted in accordance with *Robert's Rules of Order, Newly Revised, 11th Edition, as revised*.

Subd. 3. Appeals. Any member may appeal to the council from a ruling of the presiding

First Adopted by Council: December 1975

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January 8, 2018; January 14, 2019; January 13, 2020; January 11, 2021; January 10, 2022; January 9, 2023; January 8, 2024;

January 27, 2025

officer. If the appeal is seconded, the member may speak once solely on the question involved and the presiding officer may explain his or her ruling, but no other council member shall participate in the discussion. Once both the maker of the motion and the presiding officer have spoken, the matter must be voted upon by the council as a whole. The appeal shall be sustained if it is approved by a majority of the members present.

Subd. 4. Rights of Presiding Officer. Whenever the presiding officer desires to speak on any question or to make or second any motion, the presiding officer shall vacate the chair, designate the acting mayor, or in their absence, some other council member, to preside temporarily, and shall not resume the chair until the matter under consideration has been acted upon by the council.

Section 3. Minutes

Subd. 1. Who Keeps. Minutes of each council meeting shall be kept by the deputy clerk or in the deputy city clerk's absence, the city administrator, or his/her assigns. In the absence of both, the presiding officer shall appoint the city attorney as a secretary pro tem. Ordinances, resolutions, and claims need not be recorded in full in the minutes if they appear in other permanent records of the deputy clerk and can be accurately identified from the description given in the minutes.

Subd. 2. Approvals. The minutes of each meeting shall be reduced to typewritten form, shall be signed by the deputy clerk, and copies shall be delivered to each council member as soon as practicable after the meeting. At the next regular meeting following such delivery, approval of the minutes need not be read aloud, but the presiding officer shall call for any additions or corrections. If there is no objection to a proposed addition or correction, it may be made without a vote of the council. If there is an objection, the council shall vote upon the addition or correction. If there are no additions or corrections, the minutes shall stand approved.

Subd. 3. Publication. Minutes shall be published as required by Minn. Stat. §§ 412.191, 331A.08, subd. 3, 331A.01, subd. 10.

Section 4. Order of Business.

Subd. 1. Order Established. Each meeting of the council shall convene at the time and place appointed. Council business shall be conducted in the following order:

1. Call to order
2. Pledge of Allegiance
3. Roll call
4. Action to change agenda
5. Consent agenda
6. Public hearings
7. Items for consideration
8. Unfinished business
9. Mayor's comments
10. Staff correspondence
11. Correspondence

First Adopted by Council: December 1975

Amended by Council: January 12, 2015; December 12, 2022; January 8, 2024

Reviewed by Council: February 25, 2013; May 27, 2014; January 12, 2015; January 11, 2016; January 9, 2017;

January 8, 2018; January 14, 2019; January 13, 2020; January 11, 2021; January 10, 2022; January 9, 2023; January 8, 2024;

January 27, 2025

12. Announcements
13. Items for next agenda
14. Adjournment

Subd. 2. Varying Order. The order of business may be varied by the presiding officer, but all public hearings shall be held at the time specified in the notice of hearing.

Subd. 3. Agenda. An agenda will be prepared for all regular council meetings by the city administrator. Agenda items may be placed by city council members and city staff. Members of the public wishing to place items on the agenda shall complete an agenda request form. When a special meeting is called, the agenda must be included in the request for the meeting and notice consisting of the date, time and purpose of the special meeting shall be posted by the City.

1. All requests to place an item on the agenda must be received by the city administrator/clerk by noon on the Wednesday prior to the next council meeting.
2. All requests to place an item on the agenda must be on the form prescribed by the city. The form should be completed with the goal of clearly describing the subject matter to be considered by council and any action requested or required. Supporting information may be attached to the form as necessary.
3. All requests to place an item on the agenda by city staff must be reviewed by the city administrator/clerk.
4. The agenda, along with information materials, will be mailed or delivered to all city council members and the city attorney at least three (3) days prior to the next council meeting.
5. No item of business shall be considered unless it appears on the agenda for the meeting or is approved for addition to the agenda by a unanimous consent of the Council Members present, unless extraordinary circumstances exist.

Section 5. Quorum and Voting.

Subd. 1. Quorum. At all council meetings a majority of the elected council members shall constitute a quorum for the transaction of business, but a smaller number may adjourn from time to time. The council may punish non-attendance by a fine not exceeding \$100.00 for each absence from any meeting unless a reasonable excuse is offered.

Subd. 2. Voting. The votes of the members on any question may be taken in any manner, which signifies that the intention of the individual members, and the votes of the members on any action taken shall be recorded in the minutes. The vote of each member shall be recorded on each appropriation of money, except for payments of judgments, claims and amounts fixed by statute. If any member is present but does not vote, the minutes, as to that member's name, shall be recorded as an abstention.

Subd. 3. Votes Required. A majority vote of all members of the council shall be necessary for approval of any ordinance unless a larger number is required by statute. Except as otherwise provided by statute, a majority vote of a quorum shall prevail in all other cases.

Section 6. Decorum of Council Members.

Subd. 1. Aspirational Statement. All council members shall assist the presiding officer in preserving order and decorum and in providing for the efficient operation of the meeting.

Subd. 2. Aspirational Statement. No council member shall engage in conduct which delays or interrupts the proceeding or which hinders honest, respectful discussion and debate.

Subd. 3. Aspirational Statement. City council meetings shall be conducted in a courteous manner that recognizes the validity of differing points of view and promotes the ideal of democratic discussion and debate free of insult, slander, and personal attacks and threats.

Subd. 4. Aspirational Statement. To effectuate these aspirational goals, city council members shall conduct themselves at council meetings in a manner consistent with the following:

1. No council member shall engage in private conversation or pass private messages while in the chamber in a manner so as to interrupt the proceedings of the council.
2. No council member shall leave his or her seat or make any noise of disturbance while a vote is being taken and until the result of the vote is announced.
3. No council member shall use profane or obscene words or unparliamentary language or use language that threatens harm or violence toward another person during a council meeting.
4. No council member shall speak on any subject other than the subject in debate.
5. No council member shall speak without being recognized by the chair; nor shall any council member interrupt the speech of another council member.

Section 7. Ordinances, Resolutions, Motions, Petitions and Communications.

Subd. 1. Readings. Every ordinance and resolution shall be presented in writing. An ordinance or resolution need not be read in full unless a member of the council requests such a reading.

Subd. 2. Signing and Publication Proof. Every ordinance and resolution passed by the council shall be signed by the mayor, attested by the deputy clerk, and filed by the deputy clerk in the ordinance or resolution book. Proof of publication of every ordinance shall be attached and filed with the ordinance.

Subd. 3. Repeals and Amendments. Every ordinance or resolution repealing a previous

First Adopted by Council: December 1975

Amended by Council: January 12, 2015; December 12, 2022; January 8, 2024

Reviewed by Council: February 25, 2013; May 27, 2014; January 12, 2015; January 11, 2016; January 9, 2017;

January 8, 2018; January 14, 2019; January 13, 2020; January 11, 2021; January 10, 2022; January 9, 2023; January 8, 2024;

January 27, 2025

ordinance or resolution or a section or subdivision thereof shall give the number, if any, and the title of the ordinance or code number of the ordinance or resolution to be repealed in whole or in part. Each ordinance or resolution amending an existing ordinance or resolution or part thereof shall set forth in full each amended section or subdivision as it will read with the amendment.

Subd. 4. Motions, Petitions, Communications. Every motion shall be stated in full before the presiding officer submits it to a vote and shall be recorded in the minutes. Every petition or other communication addressed to the council shall be in writing and shall be read in full upon presentation to the council unless the council dispenses with the reading. Each petition or other communication shall be recorded in the minutes by title and filed with the minutes in the office of the deputy clerk.

Section 8. Committees.

Subd. 1. Committees Designated. The following committee shall be appointed by the council at the first regular council meeting in January of each year:

1. Personnel committee

Subd. 2. Referral and Reports. Any matter brought before the council for consideration may be referred by the presiding officer to the appropriate committee or to a special committee that the presiding officer appoints for a written report and recommendation before it is considered by the council as a whole. A majority of the members of the committee shall sign the report and file it with the deputy clerk prior to the council meeting at which it is to be submitted. Minority reports may be submitted. Each committee shall act promptly and faithfully on any matter referred to it.

Section 9. Suspension or Amendment of Rules.

These rules may be suspended or amended only by a two-thirds vote of the members present and voting.

Originally passed February 25, 2013 and Amended May 27, 2014, January 12, 2015, and January 8, 2024 by the City Council of the City of La Crescent.

Mayor

City Administrator

CITY OF LA CRESCENT, MINNESOTA

Code of Conduct

Purpose.

The city council of the City of La Crescent determines that a code of conduct for its members, as well as the members of the various boards and commissions of the City of La Crescent, is essential for the public affairs of the city. By eliminating conflicts of interest and providing standards for conduct in city matters, the city council hopes to promote the faith and confidence of the citizens of La Crescent in their government and to encourage its citizens to serve on its council and commissions.

Standards of Conduct.

Subd. 1. No member of the city council or a city board or commission may knowingly:

- a. Violate the open meeting law.
- b. Participate in a matter that affects the person's financial interests or those of a business with which the person is associated, unless the effect on the person or business is no greater than on other members of the same business classification, profession, or occupation.
- c. Use the person's public position to secure special privileges or exemptions for the person or for others.
- d. Use the person's public position to solicit personal gifts or favors.
- e. Use the person's public position for personal gain.
- f. Except as specifically permitted pursuant to Minn. Stat. 471.895, accept or receive any gift of substance, whether in the form of money, services, loan, travel, entertainment, hospitality, promise, or any other form, under circumstances in which it could be reasonably expected to influence the person, the person's performance of official action, or be intended as a reward for the person's official action.
- g. Disclose to the public or use for the person's or another person's personal gain, information that was gained by reason of the person's public position if the information was not public data or was discussed at a closed session of the city council.
- h. Disclose information that was received, discussed, or decided in conference with the city's legal counsel that is protected by the attorney-client privilege unless a majority of the city council has authorized the disclosure.

Subd. 2. Except as prohibited by the provisions of Minn. Stat Sec. 471.87, there is no violation of subdivision 1 b. of this section for a matter that comes before the council, board, or commission if the member of the council, board, or commission publicly discloses the circumstances that would violate these standards and refrains from participating in the discussion and vote on the matter. Nothing herein shall be construed to prohibit a contract with a member of the city council under the circumstances described under Minn. Stat. Sec. 471.88, if proper statutory procedures are followed.

CITY OF LA CRESCENT, MINNESOTA

Complaint, Hearing.

Any person may file a written complaint with the city clerk alleging a violation of the standards of conduct. The complaint must contain supporting facts for the allegation. The city council may hold a hearing after receiving the written complaint or upon the council's own volition. A hearing must be held only if the city council determines (1) upon advice of the city attorney, designee, or other attorney appointed by the council, that the factual allegations state a sufficient claim of a violation of these standards or rise to the level of a legally-recognized conflict of interest, and (2) that the complaint has been lodged in good faith and not for impermissible purposes such as delay. The city council's determination must be made within 30 days of the filing of the allegation with the city clerk. If the council determines that there is an adequate justification for holding a hearing, the hearing must be held within 30 days of the city council's determination. At the hearing, the person accused must have the opportunity to be heard. If after the hearing, the council finds that a violation of a standard has occurred or does exist, the council may censure the person, refer the matter for criminal prosecution, request an official not to participate in a decision, or remove an appointed member of an advisory board or commission from office.

CITY OF LA CRESCENT COMMUNICATIONS POLICY

Policy No. 24

To better serve our citizens and give our workforce the best tools to do their jobs, the City of La Crescent continues to adopt and make use of new means of communication and information exchange. Many of our employees have access to one or more forms of electronic media and services, including, but not limited to, computers, e-mail, telephones, cellular telephones, pagers, voice mail, fax machines, external electronic bulletin boards, wire services, on-line services, social media, the Internet and the World Wide Web.

The City of La Crescent encourages the use of these media and associated services because they can make communication more efficient and effective and because they are valuable sources of information. However, all employees and everyone connected with the City of La Crescent should remember that electronic media and services provided by the City of La Crescent are City of La Crescent property and their purpose is to facilitate and support City of La Crescent business. No expectation of privacy exists for employees in regard to use of the City of La Crescent's electronic communication systems in any respect related to accessing, transmitting, sorting, or communicating information via the system.

This policy cannot lay down rules to cover every possible situation. The purpose of this policy is to express the City of La Crescent's philosophy and set forth general guidelines governing the use of electronic media and services. By adopting this policy, it is the City of La Crescent's intent to ensure the electronic communication systems are used to their maximum potential for business purposes and not used in a way that is disruptive, offensive to others or contrary to the best interest of the City of La Crescent.

It is recognized that some personal use of communications is necessary, but all personal use should be kept as brief as possible during work time.

General

This policy applies to all full-time, regular part-time, part-time, and temporary employees, contractors, volunteers, customers, and all other individuals who are provided access to the City of La Crescent communication systems. This policy does not constitute a contract. Revisions may be made from time to time at the discretion of the City Administrator. All employees will be provided with a written copy of this policy, which will be signed, and the signature page placed in their personnel file.

Mail

The City of La Crescent employees may purchase postage at the City office for use on their personal mail items. Personal mail items may be included with the City's daily delivery of mail to the U.S. Post Office.

Telephone

Personal telephone calls shall be kept as brief as possible and shall be made during lunch breaks

or rest breaks whenever possible. No charge will apply to local calls. All other long distance calls must be reimbursed to the City. Incoming personal calls may be answered by the employee, but they shall be kept as brief as possible. The City of La Crescent staff will take personal messages for employees. Employees should discourage callers from making personal calls on a regular basis. Employees may check for their messages during lunch breaks, rest breaks, or at the end of the workday. If an incoming message represents an emergency, the City staff will make every effort to contact the employee immediately.

Facsimile (Fax)

The City of La Crescent employees may use the City's fax machine on lunch breaks, rest breaks, before work hours, or after work hours to fax personal communications. No charge will apply to local faxes.

Cellular Phone & Camera

1. Purpose/Policy

- A. Purpose. This policy is intended to define acceptable and unacceptable uses of cellular telephones, cellular phone cameras, cellular phone video, and still and video photography (hereinafter "Cellular Technology." Its application is to insure that Cellular Technology usage is consistent with the best interest of the City of La Crescent without unnecessary restriction of employees in the conduct of their duties. It is recognized that some personal use of communications is necessary to enhance the efficiency of the employee's time. All personal use should be kept as brief as possible during work time. Employees are to use their Cellular Technology in a safe manner at all times. This policy will be implemented to prevent the improper use of or abuse of Cellular Technology and to insure that City of La Crescent employees exercise the highest standards of propriety in their use.
- B. Policy. Employees may not post or publish images of victims, images of emergency scenes, the interior of private dwellings, pictures of our residents, or any other non-public information on any websites of personal use such as but not limited to Facebook, MySpace, Instagram and/or other social media is prohibited.

2. General

This policy applies to all full-time, regular part-time, part-time, temporary employees, contractors, volunteers, customers, and other individuals who are provided access to City of La Crescent communication systems. This policy does not constitute a contract. Revision may be made from time to time at the discretion of the City Administrator.

3. Policy: Employee Cell Phone Per Diem Agreement/Policy

With City Council approval, certain Department Heads and Supervisors and fulltime employees shall be entitled to a monthly payment representing a cellular phone allowance. To be eligible for this allowance, a job-related necessity must exist requiring the Department Head/Supervisor or fulltime employee to be available, outside of normal office hours. The cell phone allowance must also eliminate a City owned cell phone and/or the

need for the Department Head/Supervisor or fulltime employee to seek reimbursement for job-related toll charges made on their own personal phone.

This allowance shall be approved with the understanding that the employee will furnish his/her own cellular phone to be used for City business purposes related to his/her job duties. Such cellular phone number shall be readily available to other City Officials and employees, as well as members of the public, to the same extent as if the City were providing him/her with a cellular phone. All use for official City business purposes shall comply with all City of La Crescent policies and auditing/disclosure practices.

In accepting the monthly Per Diem, the Department Head/Supervisor or fulltime employee is obligated/required to maintain a cellular phone and calling plan that is sufficient to meet the needs of their position. Factors determining sufficiency include, but are not limited to, adequate amount of minutes or calling time available, adequate phone battery life and adequate reception to be accessible throughout the City, as technology permits.

Effective June 1, 2013, the monthly Per Diem shall increase to \$50.00 per month for eligible Department Head/Supervisor or fulltime employee. Said amount may be reviewed as needed by the Council at the first meeting in January each year hereafter or at other times as determined by the Council in the Council's discretion.

The Department Head/Supervisor or fulltime employee is also obligated/required to safeguard any City information or conversations discussed on his/her cellular phone and maintain any City data stored or accessible on the cellular phone according to its classification under the Minnesota Government Data Practices Act (MGDPA).

Employees' use of cellular or wireless devices will comply with applicable Minnesota law including Minnesota Hands Free Law as found in Minnesota Statutes Section 169.475, as may be amended.

Internet/Email

The City of La Crescent recognizes that the Internet offers a wealth of information that can improve the City's services and the productivity of the City's employees. The City of La Crescent recognizes that e-mail is an efficient and convenient form of communication for both business and personal applications. Confidential information shall not be transmitted via e-mail. E-mail users should be aware the e-mail is easily misdirected or forwarded by the recipient to untold numbers of persons, and the content is easily misconstrued or altered. E-mail and Internet users should also be aware that when they have deleted a message or document from their computer, it may not have been deleted from the entire system and may be stored on the computer's back-up system. E-mail is not a good form of communication with legal counsel when seeking legal advice or transmitting information concerning matters in litigation. Inadvertent disclosure or dissemination of the communication could waive the attorney-client privilege.

The same rules, which apply to record retention for other City of La Crescent documents, apply to e-mail. As a rule, e-mail is a public record whenever a paper message with the same content would be a public record.

The Internet and e-mail are to be accessed for business purpose only, during working hours.

Employees may use the City's Internet access to reach sites of personal interest during lunch breaks, rest breaks, before work hours, or after work hours. Employees may receive personal e-mail communications during work hours but shall not respond to those communications during work-hours, except in the case of an emergency.

Only those employees or officials who are duly authorized to speak to the media, to analysts or in public gatherings on behalf of the city may speak/write in the name of the City to any news group or chat room. Other employees may participate in news groups or chats in the course of business when relevant to their duties, but they do so as individuals speaking only for themselves.

The City provides Internet access to employees for work on City business. Employees may use this access for work-related matters in a professional manner.

Occasional personal use of the Internet and e-mail is acceptable within the bounds of all City policies. The following considerations apply to all uses of the Internet whether business related or personal:

1. There is no quality control on the Internet. All information found on the Internet should be considered suspect until confirmed by another source.
2. Internet use during work hours must be limited to subjects directly related to job duties.
3. Personal use of the Internet during non-work hours (breaks, lunch hour, before or after work) is permitted. However, employees may not, at any time, access inappropriate sites. Some examples of inappropriate sites include but are not limited to adult entertainment, sexually explicit material, or material advocating intolerance of other people, races or religions, or in manners that otherwise violate City policies related to respectful workplace and harassment prevention. This prohibition includes information on social media sites such as Facebook and MySpace, blogs and microblogs such as Twitter.
4. No software or files may be downloaded from the Internet unless approved in advance by the technology department or City Administrator. This includes but is not limited to free software or downloads, maps, weather information, toolbars, music or photofiles, clipart, screensavers and games.
5. Employees may not participate in any Internet chatroom – an online meeting place to discuss a particular topic, sometimes in semi-privacy – unless the topic area is related to City business.
6. The City may monitor any employee's use of the Internet for any purpose without prior notice, as deemed appropriate by the City Administrator.
7. Employees may not post or publish images of victims, images of emergency scenes, the interior of private dwellings, pictures of our residents, or any other non-public information on any websites of personal use such as but not limited to Facebook, MySpace, Instagram and/or other social media.

Participation in On-Line Forums or Social Media

1. Employees should remember that any messages or information sent on City of La Crescent-provided facilities to one or more individuals via an electronic network (for example: Internet mailing lists, bulletin boards and on-line services) are statements identifiable and attributable to the City of La Crescent.
2. The City of La Crescent recognizes that participation in some forums might be important to the performance of an employee's job. For instance, an employee might find the answer to a technical problem by consulting members of a newsgroup devoted to the technical area.
3. Employees shall include the following disclaimer in all of their postings to public forums:

The views, opinions and judgments expressed in this message are solely those of the author. The message contents have not been reviewed or approved by the City of La Crescent.
4. Employees should note that even with a disclaimer, a connection with the City of La Crescent exists and a statement could be imputed legally to the City of La Crescent. Therefore, employees should not rely on disclaimers as a way of insulating the City of La Crescent from the comments and opinions they contribute to forums. Instead, employees must limit their discussion to matters of fact and avoid expressing opinions while using the City of La Crescent's systems or provided account.
5. Employees must receive authorization from their department head prior to participating in an online forum.

The Following Shall Apply to All Means of Communication:

1. Access Rules:

Employees shall only use software that is supplied by the City, including but not limited to, web browser and e-mail applications. Employees shall not install hardware or software on the City's system without the express permission of Information Management Specialists or City of La Crescent personnel so designated. Employees shall not access, intercept, record, read, modify, or delete the files belonging to others. Employees shall only use the usernames provided by the City. Employees may not subscribe to receive e-mail from news groups or list services without the permission of Information Management Services or the City of La Crescent personnel so designated.

Individual workstations are configured to operate in a complex, networked environment. Users shall not change their system's setup files. Users who believe their setup files are not configured correctly should contact Information Management System for assistance.

2. Security:

Every employee must maintain the security of the City of La Crescent's communication systems. Employees shall not divulge passwords or security protocols to anyone outside of the City of La Crescent. Employees shall not permit unauthorized users to use their password(s) or the City of La Crescent's Internet or e-mail access.

Unacceptable Use of The City of La Crescent's Communication Systems

At no time, during work hours or non-work hours, shall an employee use any of the City of La Crescent's communications system for any of the following purposes:

1. To access, transmit, upload, download, receive or distribute pornographic, obscene, abusive, or sexually explicit materials or materials containing unclothed or partially clothed people.
2. To transmit or receive obscene, abusive or sexually explicit language or profanity.
3. To violate any local, state or federal law or engage in any type of illegal activities.
4. To vandalize, damage or disable the property of another person or organization.
5. To access the materials, information, files or e-mail of another person or organization without permission or without a legitimate business reason.
6. To violate any applicable state, federal, or international copyright, trademark, or intellectual property laws or regulations, or otherwise use another person or organization's property without prior approval or proper attribution consistent with copyright laws, including unauthorized downloading or exchanging of pirated or otherwise unlawful software, or copying software to or from any of the City of La Crescent's computer.
7. To engage in any form of gambling, wagering, betting, or selling.
8. To engage in any type of harassment or discrimination, including but not limited to; sexual harassment, harassment, or discrimination based upon race, gender, sexual orientation, religion, national origin, marital status, status with respect to public assistance, disability or any other type of harassment or discrimination prohibited by law and by the City of La Crescent policy.
9. To engage in any type of commercial enterprise unrelated to the specific purposes and needs of the City of La Crescent.
10. To engage in any form of solicitation for private purpose that is not related to the business purpose of the City of La Crescent.
11. To promote any political or private causes or other activities that are not related to the business purpose of the City of La Crescent.
12. To enter into financial or contractual obligations without the prior express consent of the City Administrator.
13. To advocate or access information advocating any type of unlawful violence, vandalism or illegal activity.
14. To download large files, requiring the City of La Crescent's storage capacity, from the Internet for personal use.

15. To connect personal social media account names or e-mail addresses to the City of La Crescent.
16. To disclose private or non-public information.

Receipt of Inappropriate E-Mail or Access of Inappropriate Internet Sites

If an inappropriate and unsolicited e-mail message is received, it should be immediately deleted unless the message includes reference to an illegal activity as noted above. Messages referring to illegal activities should be immediately reported to the employee's Department Head. If an employee inadvertently accesses an Internet site which is inappropriate or prohibited, the employee shall immediately escape from such site. Employees should be aware that every transaction on the Internet leaves a trail that can be easily traced and timed.

Enforcement

Any employee who abuses the provisions of this policy will be subject to discipline, including discharge, for abuse of this policy and/or for any other related applicable policies, rules or state and federal laws. In addition, violations of the policy or misuse of the communication systems, which are of a criminal nature, may be referred for criminal prosecution.

Disclaimer/User Liability

While the City of La Crescent has adopted and shall enforce this policy to the extent practicable, it does not have the resources or technical capability to ensure complete compliance by its users, who shall be individually responsible for adhering to the terms of this policy. The City of La Crescent shall not assume, and hereby expressly disclaims, liability for the misuse of its communication systems, computers, equipment or Internet access, which violates this policy or any law.

CITY OF LA CRESCENT COMMUNICATIONS POLICY
ACKNOWLEDGEMENT OF RECEIPT OF COMMUNICATION POLICY

I, _____, an employee of the City of La Crescent,
acknowledge that I have received a copy of the City Communication Policy and understand that
this receipt will be filed with my personnel records.

Date: _____

Signature

Print Name

3.6



TO: Honorable Mayor and City Council Members
FROM: Tyler Benish, Public Works Director *TB*
DATE: January 23, 2025
RE: Authorize capital expenditure- Pool Chairs

The City of La Crescent has received a quote for 36 Bahia Chaise lounge chairs, from Taylor and Associates. 36 chairs would replace approximately half of the chairs at the pool. The city purchased 72 chairs originally in 2012 when the pool first opened, we have replaced 30 chairs in previous years. Some of the current chairs are being held together with duct tape and are in need of replacement.

The city has funds in the Aquatic center budget for this expenditure. We recommend the City Council approve the expenditure of \$4,665.60 for 36 Bahia Chaise lounge chairs to be used at the Aquatic center.

3.7

MEMORANDUM

TO: Honorable Mayor and City Council Members

FROM: Jason Ludwigson, Sustainability Coordinator

DATE: January 21st, 2025

SUBJECT: Solar Agreement Aquatic Center - Minnesota Solar on Public Buildings Grant Program

The city selected Solar Connection as the contractor for the solar PV project at the city Aquatic Center. Attached is the agreement between the city and Solar Connection. The city would recommend proceeding with the agreement from Solar Connection.

Details on the project are listed below.

- The system will be 30 kW DC.
- Combined the grant and the elective pay tax credit will cover \$76,500 or 90% of the system cost of \$85,000.
- The cost of the system to the city is \$8,500.
- The payback on this system is anticipated to be 2 years.
- Once the solar PV system is installed an estimated 105% of the electricity used by the facility will be generated by solar.
- The cumulative return on the system is estimated to be \$163,621 after 25 years.

3.8



MEMORANDUM

TO: Mayor, City Council Members
FROM: Larry Kirch, Community Development Director
DATE: January 27, 2025
SUBJECT: Federal Railroad Administration Railroad Crossing Elimination Grant

The city applied for and received a \$229,000 Federal Railroad Administration (FRA) grant under its Railroad Crossing Elimination (RCE) grant program. The purpose of the grant request is to evaluate three crossings in the city and one in La Crescent Township. The four crossings include the county recycling site/dog park; the MnDOT/city crossing, Crest Precast; and the Industrial Drive south of town. The engineering level study, known as a Track I study, will look at potentially combining the MnDOT/city and Crest Precast crossings into one crossing. The study will also look at the other crossings for potential safety improvements including signals, median islands, and alarm bells. The city must match the grant 20%. The city has applied to MnDOT for an IIJA Matching Grant program. The State of Minnesota set up a matching grant pool of funds for federal grants such as this. The city's match request to MnDOT is for the 20% or \$57,400. The city hopes to hear soon from this MnDOT program.

The council will see a grant agreement at a future meeting. The FRA has a webinar set up in February for this grant so that recipients can learn more about the grant award process administration of the grant. The city is required to solicit engineering firms through a competitive process. Once started, the study should take approximately 12 months.

Please let me know if you have any questions.

CITY OF LA CRESCENT
315 Main Street
P.O. BOX 142
La Crescent, MN 55947
P: (507) 895-2595
cityoflacrescent-mn.gov

3.9

MEMORANDUM

TO: Honorable Mayor and City Council Members
FROM: Jason Ludwigson, Sustainability Coordinator
DATE: January 21st, 2025
SUBJECT: Stoney Point Forest Habitat Restoration Project Progress Report

Included in the packet are slides that provide an update on the Stoney Point Forest Habitat Restoration Project. Mary Gegen and Jason Ludwigson will be in attendance to review the slides and update the council on the project.

Stoney Point Forest Restoration Progress

Updated 1/9/2025

Background

- 2024 Conservation Protection Legacy Grant awarded to the city to restore native hardwood forest in Stoney Point
- Stoney Point was overrun by woody invasive species, including buckthorn, honeysuckles, and roundleaf bittersweet
- Invasive species outcompete native species



Project Area

- 8 acres along Stoney Point Rd
- Large area requires forestry mowing
- Mower turns invasives into wood chips



Project Timeline

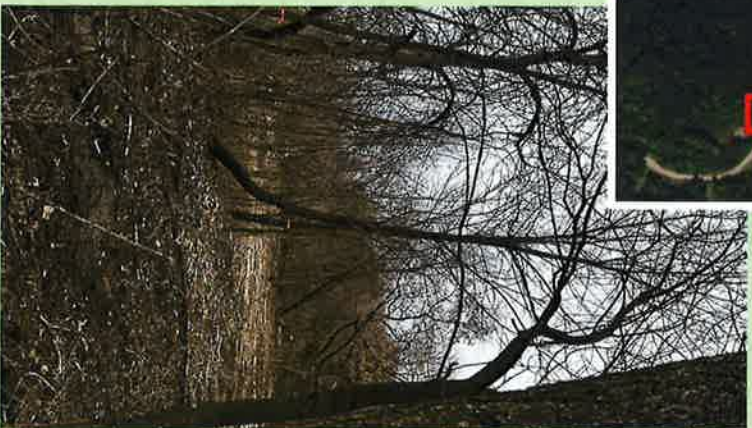


October-November 2024: Native trees are marked to keep

- Desired trees are marked with either orange spray paint or orange tape
- This includes black walnuts, cherries, aspens, oaks, maples, hickories, and hackberries



**November 25th, 2024:
Forestry mowing begins**

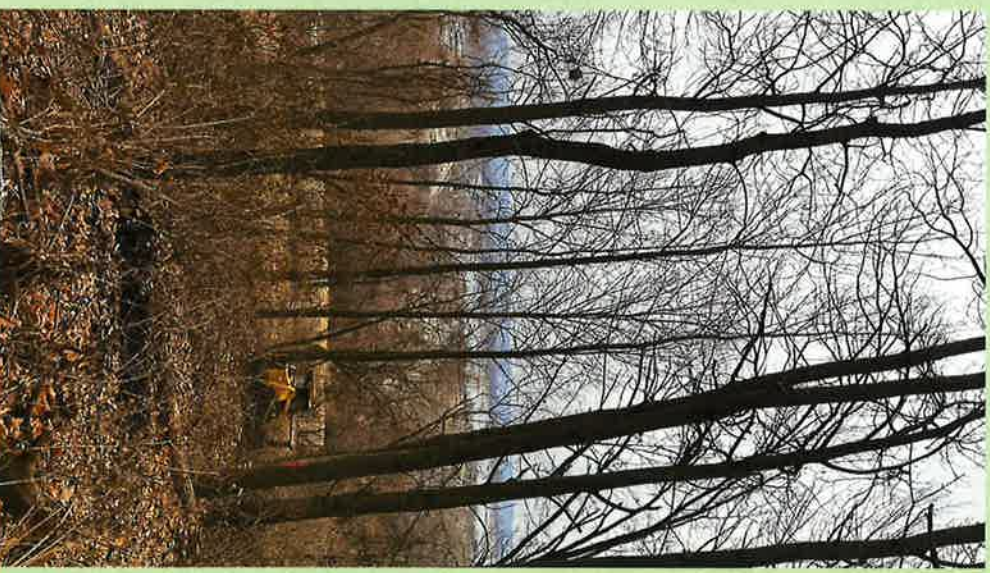




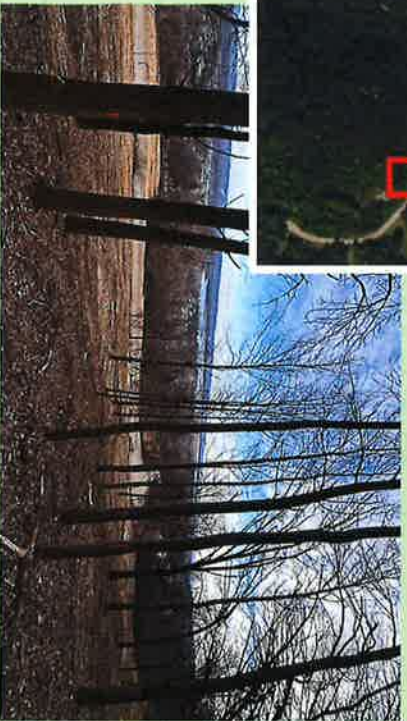
December 11th, 2024: Forestry mowing continues



**December 17th, 2024:
Forestry mowing continues**



January 3rd, 2025: Forestry mowing continues, hand cutting begins



January 9th, 2025: Hand cutting continues



What's next?

- The final section to be cut/mowed is the fenced area around the well house
- The next step is herbicide treatment later this year



June 2024: City is awarded CPL grant

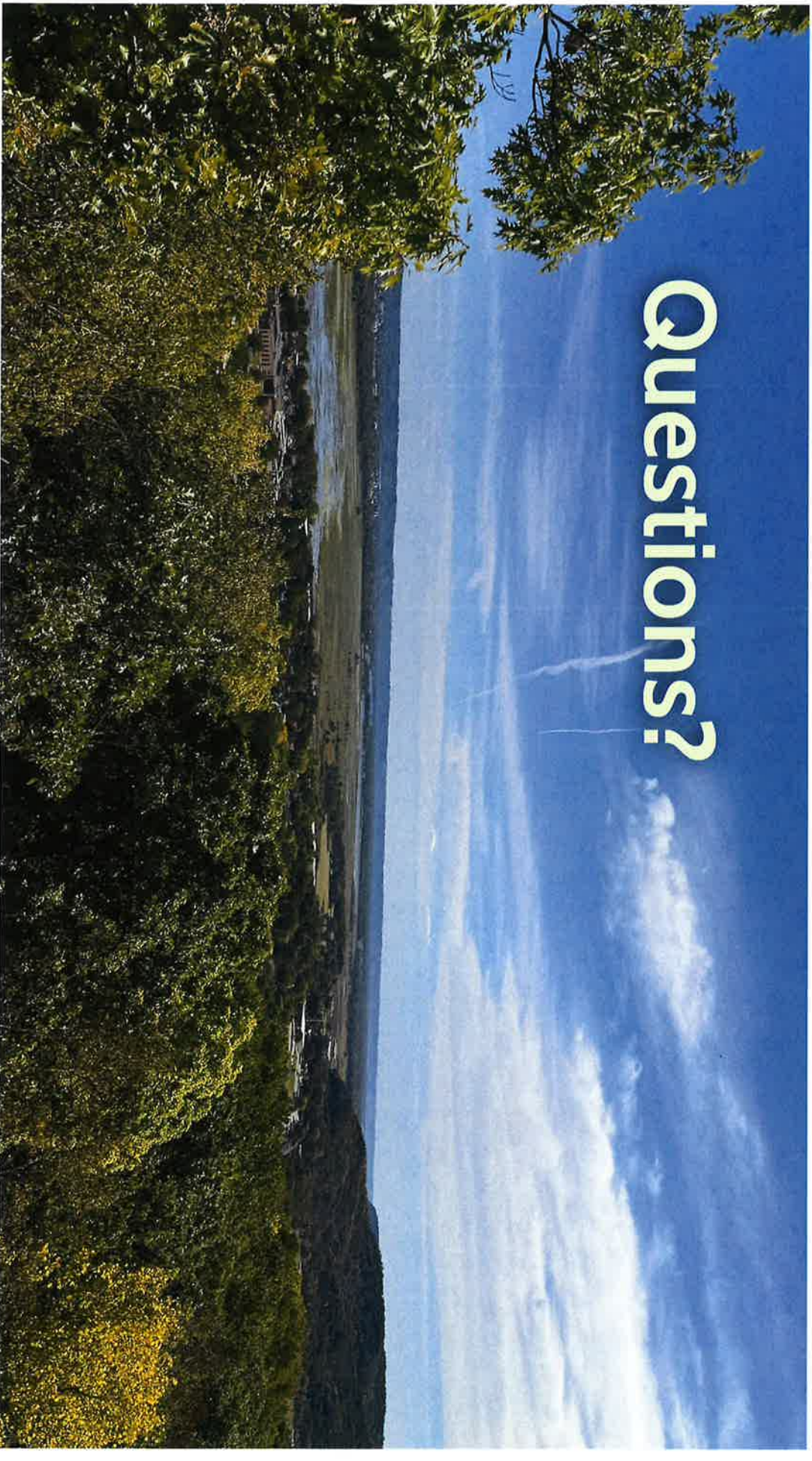
Spring-Fall 2025: Herbicide treatment

2026: Planting of native hardwood trees

November 2024 - January 2025: Forestry mowing and hand cutting

Spring-Fall 2026: Herbicide treatment





3.10

CITY OF LA CRESCENT

Department of Police
Chief Luke M. Ahlschlager



La Crescent
MN

Apple Capital of Minnesota

January 21, 2025

Honorable Mayor and City Council Members
City Administrator Bill Waller

RE: River City Running Club 5k Fun Run/Walk Request
Saturday, May 10, 2025 9:00 am – 12:00 pm

The La Crescent Police Department received a request from Susy Foster with the River City Running Club (RCRC) requesting approval to host a "5K Fun Run/Walk" beginning and ending at the Wagon Wheel Pedestrian Bridge at South 1st Street on the above date and time. The RCRC has been in contact with several businesses in the City of La Crescent that have agreed to participate in the event by allowing activities on their property.

The RCRC indicated that this is not a competitive event and participants are expected to utilize sidewalks when available and be aware of vehicular and pedestrian traffic. A vast majority of participants are expected to walk between the predetermined activity points across the route. The RCRC is not requesting any roads be closed, public parking restricted, or public safety resources allocated for this event.

I do not have any concerns about traffic flow being affected anywhere in the City as a result of this event. Officers with the La Crescent Police Department are aware of this proposed event and the La Crescent Fire Department has been notified of the request as well.

I would respectfully request the La Crescent City Council grant permission for this event to proceed.

Regards,

A handwritten signature in black ink, appearing to read "L. Ahlschlager".

CITY OF LA CRESCENT, MINNESOTA

Agenda Request Form

DATE SUBMITTED: 1/7/25, approximately 10 am-1pm, start time could be changed to 9 am

SUBMITTED BY: Susan Foster, Event Director,
in conjunction with River City Running Club, La Crosse

ISSUE: Request for 5K fun run/walk on Saturday, 5/10/25,
event name "PARC/RCRC Amazing 5K"

ATTACHMENTS: Map of tentative 5K route (there may be slight variation)

JUSTIFICATION: Community activity

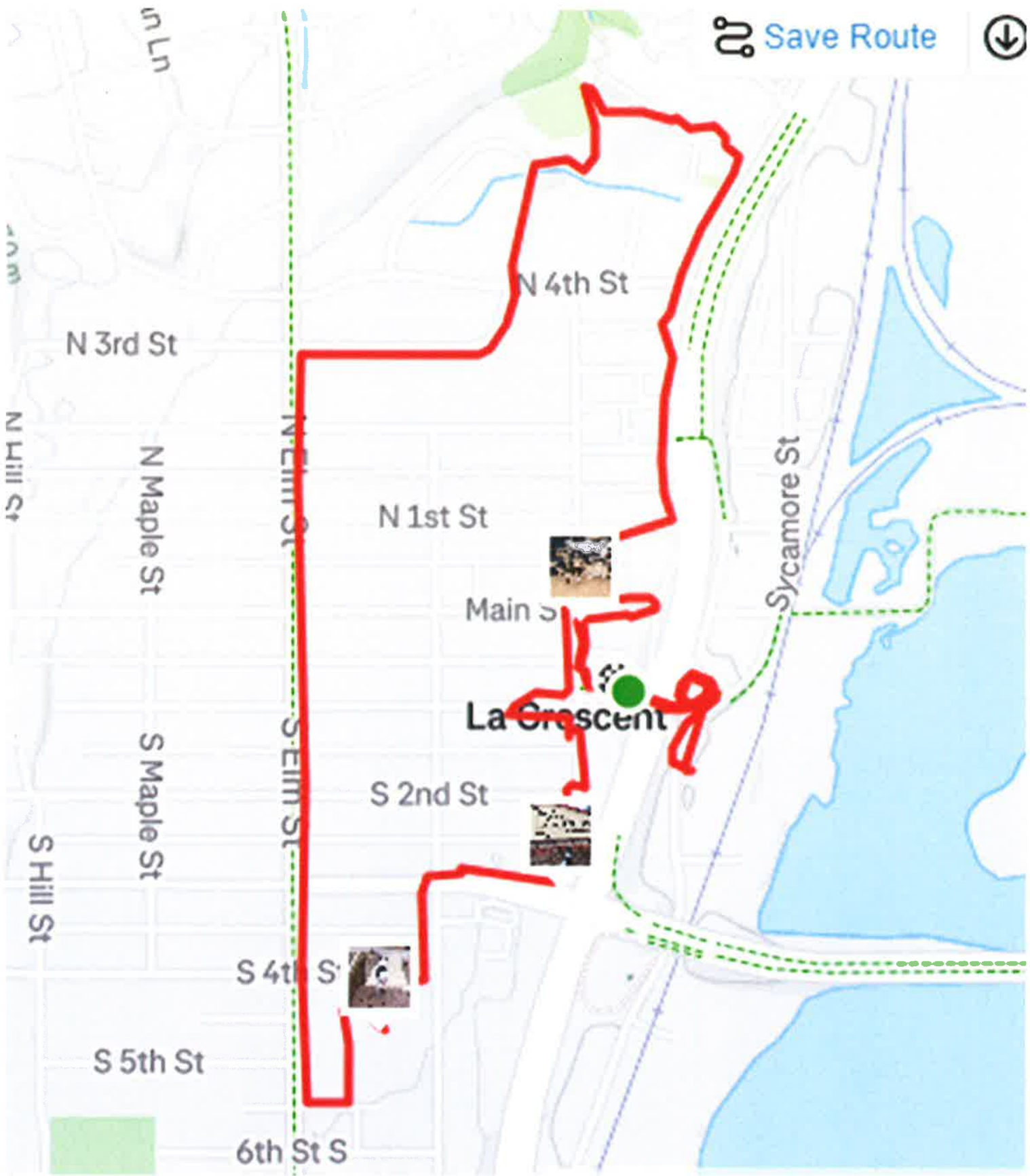
ACTION REQUESTED:

Request permission to hold 5K run/walk winding through the sidewalks of La Crescent, across the bike bridge, and onto Wagon Wheel Trail. We will have business stops and activity "challenges" at various locations, including parks and a school playground/basketball court. The event is tentatively scheduled to begin at 10 am but could possibly change to 9 am based on business hour availability. In case of severe inclement weather the event will be cancelled, with a gathering planned at Corky's Pizza for participants. Estimated number of participants is 70.

REVIEWED BY: _____ **City Clerk/ Admin.** _____ **City Attorney** _____ **Bldg. Insp.**
 _____ **Finance Director** _____ **Public Works** _____ **City Engineer**

RECOMMENDATION:

- For an item to be placed on the agenda, all Agenda Request Forms must be submitted to the City Administrator no later than Noon on the Wednesday preceding the City Council Meeting. The City shall have the discretion to determine if the request will be heard at a City Council Meeting.
- Individuals wishing to address the City Council at a meeting need to complete the Agenda Request Form and return the form to the City Administrator by 5:15 p.m. the day of the meeting.



6.1



**La Crosse County Convention & Visitors Bureau
Board Meeting
Explore La Crosse Office
123 7th Street South
Tuesday, January 21, 2025
8:00 a.m.**

Board of Directors: Jen Burch, Chair; Pete Boese, Vice Chair; Chris Roderique, Treasurer; Ryan Johnson, Secretary; Dave Ring, Pat Stephens, Nathan Franklin, Patrick Barlow, Dan Stevens, Barb Janssen, Cheryl Jostad, Dan Wick, Kalynn Kruger, Jay Patel, Ashley Santolin, Dan Kapanke, Kapena Faitau, Vicki Markussen, Brody Meier, Billy Bergeron, David Pierce, Nadia Turner, Austin Wells & Stephanie Pope

Ad Hoc: Mary Larson (DMI), Lauren Harris (La Crosse Chamber), Jay Odegaard (City of La Crosse Parks and Rec), Elizabeth Poh (La Crosse Center), Brian Meeter (La Crescent Chamber), Debbie Hosch (La Crescent Area Event Center)

Executive Director: A.J. Frels

AGENDA

- 1. Call to Order**
- 2. Consent Items**
 - a. Board Minutes**
 - November 2024
 - b. Financial Committee**
 - Minutes
 - December 2024
 - January 2025
 - Statements
 - November 2024
 - December 2024
 - c. Community Updates**
- 3. Executive Director's Report – A.J. Frels**
- 4. Community Partners Update**
 - a. DMI
 - b. La Crescent Chamber
 - c. La Crosse Chamber

5. Event Center Updates

- a. La Crescent Area Event Center
- b. La Crosse Center
- c. Omni Center

6. Committees

- a. Grants/Membership - Pat Stephens
- b. Convention/Sales - Dan Wick
- c. Marketing/Media - Jay Patel
- d. Belonging and Mattering Committee – Jen Burch

7. Old Business

- a. MRCTI Conference Update
- b. Trolley Update
- c. 2025 Visitor Guides
- d. 2024 Frothbite Review
- e. Storage Facility Update

8. New Business

- a. Educational Videos
- b. Rivercam
- c. UW-L Letter of Support
- d. Board Retreat – January 27 at the La Crescent Area Event Center. Doors open at 7:30 a.m., and the session starts at 8 a.m. sharp.
- e. February Board Meeting Date
- f. Board Summer Social

9. Presentation

- a. Ben Morgan, Director of Group Sales and Sports Servicing

10. Adjournment

The Next Scheduled Board Meeting is TBA and will be held at 8:00 a.m. at the LCCVB Office at 123 7th Street South, La Crosse.

Celebrating Staff Birthdays and Anniversaries

Birthdays

Iris Dishno – 1/4

Explore La Crosse Employment Anniversaries

Ben Morgan – 1/3/2018 – 6 Years

Jeremiah Burish – 2/11/2013 – 12 Years

explore
LA CROSSE

LA CROSSE COUNTY CONVENTION & VISITORS BUREAU
BOARD MEETING

November 19, 2024– 8:00 a.m.

Board Members:

Present: Dave Ring, Jen Burch, Chris Roderique, Dan Wick, Ryan Johnson, Dan Kapanke, Brody Meier, Vicki Markussen,

Ashley Santolin, Barb Janssen, Cheryl Jostad, Austin Wells, Pat Stephens, Dan Stevens, Jay Patel, Kalynn Krueger,

Pete Boese, Patrick Barlow, David Pierce, Kapena Faitau, Debbie Hosch

Excused: Billy Bergeron, Beth Franklin, Elizabeth Poh, Mary Larson, Brian Meeter, Jay Odegaard

Absent: Nathan Franklin

Others Present: Executive Director: A.J. Frels, Director of Finance & Human Resources: Michelle Hoch

PROCEEDINGS:

D. Ring brought the meeting to order at 8:00 a.m.

Introductions:

Welcome to the Explore La Crosse Board: CFO, UW-La Crosse, Vice Chancellor Stephanie Pope and Sales Coordinator for the Best Western Plus, Nadia Turner, Lauren Harris, La Crosse Chamber of Commerce.

Consent Items:

MOTION: to approve the Board minutes-October 2024, Finance November 2024 Minutes, Statements October 2024, and Community Updates. (D. Wick, B. Meier) Carried.

EXECUTIVE DIRECTOR REPORT:

- Explore La Crosse recently attended the Amtrak Borealis 100,000 Riders Press Conference
 - Frothbite tickets are a bit ahead of last year's pace. Nearly 500 tickets have been sold at this time.
- On November 7th, AJ and Drew from Travel Wisconsin participated in UWL's Rexpo event. The attendance was great, and there was a lot of interest in internship opportunities at Explore La Crosse.
- AJ will be giving an update at the Economic Development Fund meeting for La Crosse County on December 5.
 - The trolley season has concluded and we are working on wrapping up financials. Financials will be presented at next month's Finance Committee meeting. Meetings start on November 13 to begin planning for next season's tours.
 - The 2025 Visitor Guide is in the final proofing stage and will be sent to CPC for printing soon.
 - Haleigh created and reviewed the 2025 Marketing & Membership Strategic Plan with AJ. She will now present it to the marketing team.

COMMUNITY PARTNERS UPDATES:

-La Crosse Chamber of Commerce-Beth Franklin recently was named CEO. The Chamber is currently looking to fill the Community Concierge position.

EVENT CENTER UPDATES:

- La Crescent Event Center: weddings are wrapping up for the season. Farmers market tonight, and will be on site once a month through April.
- La Crosse Center: preparing to head to Madison for the Sales Blitz with other sales staff from Explore La Crosse and lodging properties.
- Omni Center: High School hockey season started last week.

COMMITTEE REPORTS:

Membership - Reports were distributed. Revenue for October was \$9,056.75 budgeted for \$6,900.00 The next

meeting will be held on December 17th.

Grants- Reports were distributed. Thus far, \$100,000 has been awarded in grants. The next meeting will be held on December 17th.

Convention/Sales- The last meeting was held at the Pearl Street Hotel, attendance was great with about 25-30 participating, and presentation by Jeff Tripp from the La Crosse Municipal Airport.

Marketing/Media-The Tourism Report was included in the meeting packet for review of the marketing review.

Belonging and Mattering Committee- The next round of sessions began on November 13th, and will continue once a month until April 2025. At the Destinations Wisconsin Fall Tourism Conference Explore La Crosse was awarded 2024 Trailblazer Award for the Belonging & Mattering program.

OLD BUSINESS:

-Trolley Update: The trolley has been purchased, and at this time, we are working through logistics on getting the trolley here. The seller would prefer us to take delivery of the trolley, and not leave it there through the winter.

-Holiday Party: Will be held at the Stoney Creek Inn on December 17th from 5:30-7:30pm.

-Storage Facility/Unit-AJ presented some unit options available to consider purchasing for our storage needs for the trolley, visitors guides, trailer, golf cart, and other items we currently have in a rental storage unit.

MOTION: to table the motion from the finance committee for purchasing a storage unit that accommodates the needs of Explore La Crosse, not to exceed the amount of \$200,000. (C. Jostad, D. Stevens) Carried.

NEW BUSINESS:

- Mayor's Mississippi Towns and Cities Meeting-AJ and Erik will meet with this group again on Thursday.

-ORA, Trail Farm-AJ attended the open house at the new Trails Farm. Jeremiah was there working the event as he is a member of the board for ORA.

-Staff Holiday Gift Cards

MOTION: to approve Staff Holiday Gift cards to be given in the amounts of \$100 for full & part-time staff, and \$50 for volunteers, from a current LCCVB member of their choice. (J. Burch, P. Stephens) Carried.

-2025 Meeting Schedule, Committees, and Board of Directors Contact Sheet-all of these items were included in the meeting packet for review.

Presentation by Jeremiah Burish, Director of Sports Sales

Meeting adjourned at 9:25am.

Next Board Meeting Tuesday, January 21, 2025 at 8:00am.

Respectfully submitted, Michelle Hoch