

CITY OF LA CRESCENT
AGENDA
REGULAR MEETING
LA CRESCENT COMMUNITY BUILDING
336 SOUTH FIRST STREET
MARCH 11, 2024
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 – FEBRUARY 26, 2024
- 1.2 BILLS PAYABLE THROUGH MARCH 8, 2024
- 1.3

2. PUBLIC HEARING

5:30 – SMALL CITIES DEVELOPMENT PROGRAM (SCDP)
GRANT APPLICATION

3. ITEMS FOR CONSIDERATION

- 3.1 RILEY SCHULDT – AUTHORIZE EXPENDITURES FOR EAGLE SCOUT CANOE/KAYAK PROJECT
- 3.2 PEYTON JERUE - AUTHORIZE EXPENDITURES FOR EAGLE SCOUT DOG PARK PROJECT
- 3.3 SHORE ACRES NO WAKE ZONE UPDATE
- 3.4 APPROVE SCDP GRANT APPLICATION
- 3.5 RESOLUTION – SCDP SLUM/BLIGHT DESIGNATION
- 3.6 LA CRESCENT LIVE – 2024 PERFORMANCE SCHEDULE/REQUEST FOR ASSISTANCE
- 3.7 AUTHORIZE CAPITAL EXPENDITURE
- 3.8 RESOLUTION - OUTDOOR RECREATION GRANT APPLICATION
- 3.9 REVIEW MN GREEN CORPS APPLICATION
- 3.10 PERSONNEL COMMITTEE RECOMMENDATIONS
- 3.11 PLANNING COMMISSION APPOINTMENT
- 3.12 IT CONTRACT – MORRIS ELECTRONICS
- 3.13 2024 VECTOR CONTROL AGREEMENT

CITY OF LA CRESCENT
AGENDA
REGULAR MEETING
LA CRESCENT COMMUNITY BUILDING
336 SOUTH FIRST STREET
MARCH 11, 2024
5:00 P.M.

4. UNFINISHED BUSINESS

4.1

5. MAYOR'S COMMENTS

5.1

**6. STAFF CORRESPONDENCE/COMMITTEE
UPDATES**

6.1 EXPLORE LA CROSSE

6.2

6.3

7. CORRESPONDENCE

7.1

7.2

7.3

8. CHAMBER OF COMMERCE

8.1

9 ITEMS FOR NEXT AGENDA

10. ADJOURNMENT

MINUTES, REGULAR MEETING
CITY COUNCIL, CITY OF LA CRESCENT, MINNESOTA
FEBRUARY 26, 2024

Pursuant to due call and notice thereof, the second meeting of the City Council of the City of La Crescent for the month of February was called to order by Mayor Mike Poellinger at 5:00 PM in the La Crescent Community Building, La Crescent, Minnesota, on Monday, February 26, 2024.

Upon a roll call taken and tallied by the City Administrator, the following members were present: Members Ryan Hutchinson, Cherryl Jostad, Teresa O'Donnell-Ebner, Dale Williams, and Mayor Mike Poellinger. Members absent: None. Also present were, City Attorney Skip Wieser, City Administrator Bill Waller, and City Clerk Angie Boettcher.

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 – FEBRUARY 12, 2024
- 1.2 BILLS PAYABLE THROUGH – FEBRUARY 23, 2024
- 1.3

At the conclusion of the reading of the Consent Agenda, Mayor Poellinger asked if the Council wished to have any of the items removed from the Consent Agenda for further discussion.

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

A MOTION TO APPROVE THE CONSENT AGENDA AS PRESENTED.

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

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

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

ITEM 3.1 – NO WAKE ZONE REVIEW

Mayor Poellinger gave City Council an update that he will be attending the County Board Meeting on February 27, 2024 regarding the No-Wake Zone.

ITEM 3.2 – PARK & RECREATION COMMISSION MINUTES – 2/5/2024 RECOMMENDATION FOR LOCATION OF DOG PARK

City residents Sarah DeLacy and Gary Beardmore were in attendance. Ms. DeLacy addressed City Council regarding the location of the dog park.

City Administrator Bill Waller reviewed with City Council the Park and Recreation Commission's February 5, 2024 minutes. The Commission discussed the proposed dog park project and reviewed the draft of a site plan for a dog park located adjacent to Chestnut Street. The Park and Recreation Commission is recommending that City Council approve the dog park be located at the Chestnut Street Site. Following discussion, Member Williams made a motion, seconded by Member O'Donnell-Ebner as follows:

MOTION TO APPROVE THE LOCATION OF THE CITY DOG PARK AT THE CHESTNUT STREET LOCATION WITH A FINAL PLAN BEING BROUGHT BACK TO THE MARCH 11, 2024 CITY COUNCIL MEETING.

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

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

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

ITEM 3.3 – LA CRESCENT ANIMAL RESCUE AGREEMENT

Attorney Skip Wieser reviewed with City Council for approval and agreement between the City of La Crescent and the La Crescent Animal Rescue (LAR) with the insertion of a term date beginning February 27, 2024, and authorization for Mayor Poellinger and City Administrator Bill Waller to sign the agreement on behalf of the City. Following discussion, Member Williams made a motion, seconded by Member O'Donnell-Ebner as follows:

MOTION TO APPROVE THE AGREEMENT BETWEEN THE CITY OF LA CRESCENT AND THE LA CRESCENT ANIMAL RESCUE WITH THE INSERTION OF A TERM DATE

BEGINNING FEBRUARY 27, 2024, AND AUTHORIZE THE MAYOR AND CITY ADMINISTRATOR TO SIGN THE AGREEMENT ON BEHALF OF THE CITY.

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

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

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

ITEM 3.4 – HORSE TRACK MEADOWS NORTH - UPDATE

Attorney Skip Wieser provided City Council with an update on the sale of Hore Track Meadows North. This was informational only, no action required.

ITEM 3.5 – PERSONNEL COMMITTEE RECOMMENDATIONS

City Council reviewed the following recommendations from the Personnel Committee for approval:

1. That the City Council adopt an earned sick and safe time policy, a copy of which was included with a review of the policy in January 2025. Also included was an informational flyer from the Minnesota Department of Labor and Industry that summarized the new legislation. Following discussion, Member O'Donnell-Ebner made a motion, seconded by Member Hutchinson as follows:

MOTION TO APPROVE THE CITY OF LA CRESCENT EARNED SICK AND SAFE TIME POLICY WITH A POLICY REVIEW IN JANUARY 2025.

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

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

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

2. On March 13, 2024, Roth Clark will have completed his one-year probationary period as a Corporal in the La Crescent Police Department. The Personnel Committee is recommending that effective March 13th, 2024, Mr. Clark's probationary status be removed, and that he be classified as a Corporal in the La Crescent Police Department. A letter from the Chief of Police regarding the recommendation was included. Following discussion, Member Williams made a motion, seconded by Member Hutchinson as follows:

MOTION TO REMOVE ROTH CLARK'S PROBATIONARY STATUS AND CLASSIFY MR. CLARK AS A CORPORAL IN THE LA CRESCENT POLICE DEPARTMENT EFFECTIVE MARCH 13TH, 2024.

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

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

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

3. That the City council accept Eric Lambrecht's resignation from the Fire Department. A letter from the Fire Chief regarding this recommendation was included. Following discussion, Member Hutchinson made a motion, seconded by Member O'Donnell-Ebner as follows:

MOTION TO ACCEPT ERIC LAMBRECHT'S RESIGNATION FROM THE FIRE DEPARTMENT.

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

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

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

ITEM 3.6- DONATION RESOLUTION

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

RESOLUTION NO. 02-24-08

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

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

1. AcenTek wishes 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 stated above.

ADOPTED this 26th Day of February 2024.

SIGNED:

Mayor

ATTEST:

City Clerk

The motion for the adoption of the foregoing resolution was duly seconded by Member Hutchinson and upon a roll call vote taken and tallied by the City Administrator, the following Members present voted in favor thereof, viz;

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

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

6. STAFF CORRESPONDENCE/COMMITTEE UPDATES

6.1 GREENSTEP MEETING MINUTES – 2/7/2024

City Council reviewed the February 7, 2024 GreenStep meeting minutes.

6.2 2023 POLICE DEPARTMENT YEAR-END REPORT

City Council reviewed the Police Department's year-end report.

6.2 EXPLORE LA CROSSE

City Council reviewed the February 20, 2024 Explore La Crosse Board meeting agenda and the January 16, 2024 meeting minutes.

8. HOUSTON COUNTY

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

There being no further business to come before the Council at this time, Member Hutchinson made a motion, seconded by Member Williams to adjourn the meeting. Upon a roll call vote taken and tallied by the City Administrator, the following Members present voted in favor thereof, viz;

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

and none voted against the same. The motion was declared duly carried and the meeting duly adjourned at 5:52 P.M.

APPROVAL DATE: _____.

SIGNED:

Mayor

ATTEST:

City Administrator

1.2

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
ACENTEK						
02/24 STMT	ARENA PHONE CHARGES	02/29/2024	298.73	.00		
02/24 STMT	BUILDING AND ZONING PHONE CHARGES	02/29/2024	89.86	.00		
02/24 STMT	LIBRARY PHONE CHARGES	02/29/2024	136.93	.00		
02/24 STMT	LICENSE BUREAU PHONE CHARGES	02/29/2024	168.26	.00		
02/24 STMT	POLICE DEPARTMENT PHONE CHARGES	02/29/2024	310.49	.00		
02/24 STMT	PUBLIC WORKS PHONE CHARGES	02/29/2024	89.86	.00		
02/24 STMT	SEWER PHONE CHARGES	02/29/2024	124.76	.00		
02/24 STMT	STREETS PHONE CHARGES	02/29/2024	48.29	.00		
02/24 STMT	WATER PHONE CHARGES	02/29/2024	88.32	.00		
02/24 STMT	FIRE PHONE CHARGES	02/29/2024	470.30	.00		
02/24 STMT	PARKS PHONE CHARGES	02/29/2024	164.90	.00		
02/24 STMT	GOLF COURSE PHONE CHARGES	02/29/2024	437.99	.00		
02/24 STMT	POOL PHONE CHARGES	02/29/2024	104.85	.00		
02/24 STMT	CITY HALL PHONE CHARGES	02/29/2024	404.36	.00		
Total 24:			2,937.90	.00		
AMAZON CAPITAL SERVICES						
11DL-VFLH-3ND	GC- DRAWSTRING BAGS	03/04/2024	26.36	.00		
11DL-VFLH-3ND	GC- RAFFLE TICKET SHEETS	03/04/2024	17.99	.00		
176X-HV61-1ML	LIBRARY- BOOKS GRANT FUNDED	02/26/2024	29.20	.00		
1C9K-XFR7-HTP	FD- EQUIPMENT	02/28/2024	125.98	.00		
1H3C-XQJQ-33C	PD- OFFICE SUPPLIES	02/21/2024	22.38	.00		
1H9C-XR1V-LD3	PD- OFFICE SUPPLIES	02/23/2024	13.99	.00		
1HJR-1PT1-HQ9	CITY HALL- OFFICE SUPPLIES	02/28/2024	50.12	.00		
1J99-46R4-HRV	LIBRARY- BOOKS GRANT FUNDED	02/28/2024	4.72	.00		
1ML6-HP36-99H	SHOP- DRILL PRESS BELT	02/21/2024	19.58	.00		
1NKM-CRPP-KW	PD- OFFICE SUPPLIES	03/01/2024	28.99	.00		
1NNF-VNL3-DQ	GC- CARD STOCK	02/14/2024	47.13	.00		
1PPR-XKHJ-LM4	WIESER PARK PAVILLION- CLEANING SUPPLIES	02/23/2024	45.96	.00		
1PPR-XKHJ-LM4	CITY HALL- OFFICE SUPPLIES	02/23/2024	14.99	.00		
1PT4-CRRM-HG	CITY HALL- CLEANING SUPPLIES	02/28/2024	26.38	.00		
1TRM-LVTF-RQ	SEWER- SAFETY SIGNS	02/25/2024	26.44	.00		
1VMF-D9W4-NW	LIBRARY- BOOKS GRANT FUNDED	03/02/2024	34.91	.00		
1WR6-C34V-JVK	PD- OFFICE SUPPLIES	03/01/2024	55.58	.00		
Total 9956:			581.26	.00		
ANCHOR SOLAR INVESTMENTS LLC						
#52	ANIMAL RESCUE - SOLAR	02/01/2024	198.47	.00		
#52	MAINTENANCE BLDG - SOLAR	02/01/2024	387.07	.00		
#52	RADIUM PLANT - SOLAR	02/01/2024	387.07	.00		
Total 9859:			972.61	.00		
AUTO VALUE LA CROSSE						
516481716	STREETS- BARRICADE TRAILER LIGHTS	02/07/2024	135.91	.00		
516482496	STREETS- OIL FILTERS TRUCKS	02/14/2024	79.29	.00		
516482840	STREETS- BOBCAT GRAPPLE REPLACEMENT	02/16/2024	84.61	.00		
516482860	STREETS- HYD. SYSTEM BOBCAT REPAIR	02/16/2024	253.03	.00		
516483303	MAINTENANCE SHOP- PARTS	02/21/2024	179.04	.00		
Total 2106:			731.88	.00		
AUTOMATIC SYSTEMS CO.						
041229	WELL #3 - NEW FLOW SWITCH AND WATER METER	02/26/2024	9,746.98	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 8881:			9,746.98	.00		
BAKER & TAYLOR						
2038089078	LIBRARY - BOOKS	02/07/2024	200.43	.00		
2038089078	LIBRARY - BOOKS GRANT FUNDED	02/07/2024	83.45	.00		
2038102134	LIBRARY - BOOKS	02/14/2024	244.60	.00		
2038102134	LIBRARY - BOOKS GRANT FUNDED	02/14/2024	135.93	.00		
H67790720	LIBRARY - BOOKS	01/23/2024	41.95	.00		
H67790721	LIBRARY - BOOKS	01/23/2024	13.49	.00		
H68005590	LIBRARY - BOOKS	02/10/2024	52.46	.00		
Total 8022:			772.31	.00		
BATTERIES PLUS, LLC						
P70416630	PD- BATTERIES FOR SPEED SIGN	02/16/2024	124.70	.00		
Total 9428:			124.70	.00		
BAYCOM, INC						
EQUIPINV 04817	PD- TESLA UPFIT- PSA FUNDS	02/28/2024	2,489.00	.00		
Total 262:			2,489.00	.00		
CITY OF LA CRESCENT						
02/24 ANIMAL	WATER/SEWER UTIL - ANIMAL SHELTER	02/29/2024	231.06	.00		
02/24 OLD HICK	WATER/SEWER UTIL.-OLD HICKORY PARK SHELTER	02/29/2024	21.00	.00		
Total 196:			252.06	.00		
CORE & MAIN LP						
U342320	WATER METER PARTS	02/09/2024	63.28	.00		
U386311	WATER METERS	02/19/2024	35,640.00	.00		
Total 9647:			35,703.28	.00		
CORKY'S PIZZA & ICE CREAM						
03/05/24 ELECT	LUNCH FOR ELECTIONS	03/05/2024	238.95	.00		
Total 241:			238.95	.00		
DALCO ENTERPRISES INC						
4197885	WIESER PARK PAVILLION- CLEANING SUPPLIES	02/16/2024	133.78	.00		
4197885	CITY - CLEANING SUPPLIES	02/16/2024	200.18	.00		
Total 313:			333.96	.00		
DEBAUCHE TRUCK & DIESEL INC						
01W10595	STREETS- 07 INTERNATIONAL ENGINE CHECK	02/10/2024	413.94	.00		
Total 297:			413.94	.00		
DEPUTY #031 LA CRESCENT						
2024 1997 FELL	REGISTRATION RENEWAL	02/01/2024	21.25	21.25	02/29/2024	
2024 2003 HON	REGISTRATION RENEWAL	02/01/2024	21.25	21.25	02/29/2024	
2024 2006 CHEV	REGISTRATION RENEWAL	02/01/2024	21.25	21.25	02/29/2024	
2024 2007 INTL	REGISTRATION RENEWAL	02/01/2024	21.25	21.25	02/29/2024	

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
2024 2011 GMC	REGISTRATION RENEWAL	02/01/2024	21.25	21.25	02/29/2024	
2024 2014 FORD	REGISTRATION RENEWAL	02/01/2024	21.25	21.25	02/29/2024	
2024 2015 CHEV	REGISTRATION RENEWAL	02/01/2024	21.25	21.25	02/29/2024	
2024 2015 DOD	REGISTRATION RENEWAL	02/01/2024	21.25	21.25	02/29/2024	
2024 2015 INTL	REGISTRATION RENEWAL	02/01/2024	21.25	21.25	02/29/2024	
2024 2016 DOD	REGISTRATION RENEWAL	02/01/2024	21.25	21.25	02/29/2024	
2024 2018 CHEV	REGISTRATION RENEWAL	02/01/2024	21.25	21.25	02/29/2024	
2024 2018 CHEV	REGISTRATION RENEWAL	02/01/2024	21.25	21.25	02/29/2024	
2024 2019 INTL	REGISTRATION RENEWAL	02/01/2024	21.25	21.25	02/29/2024	
2024 2021 CHEV	REGISTRATION RENEWAL	02/01/2024	10.63	10.63	02/29/2024	
2024 2021 CHEV	REGISTRATION RENEWAL	02/01/2024	10.62	10.62	02/29/2024	
2024 2023 CHEV	REGISTRATION RENEWAL	02/01/2024	21.25	21.25	02/29/2024	
2024 2023 CHEV	REGISTRATION RENEWAL	02/01/2024	21.25	21.25	02/29/2024	
2024 23 IMFI CA	REGISTRATION RENEWAL	02/01/2024	21.25	21.25	02/29/2024	
Total 9750:			361.25	361.25		
DIGBY-BRITTEN, ELIZABETH						
3/9/24	LIBRARY - PROGRAM PRESENTATION	03/09/2024	100.00	.00		
Total 10146:			100.00	.00		
DOBECK, RHODA						
02/01/2024-02/29	LIBRARY- CLEANING	02/29/2024	193.75	.00		
Total 10098:			193.75	.00		
E O JOHNSON CO INC - LEASE						
36008975	B&Z - COPY MACHINE MAINT	02/20/2024	114.05	.00		
36008975	CITY HALL - COPY MACHINE MAINT	02/20/2024	190.08	.00		
36008975	FIRE DEPT - COPY MACHINE MAINT	02/20/2024	76.02	.00		
36008975	POLICE - COPY MACHINE MAINT	02/20/2024	114.05	.00		
36008975	PUBLIC WORKS - COPY MACHINE MAINT	02/20/2024	114.05	.00		
36008975	SEWER DEPT - COPY MACHINE MAINT	02/20/2024	76.03	.00		
36008975	WATER DEPT - COPY MACHINE MAINT	02/20/2024	76.03	.00		
Total 9397:			760.31	.00		
ECOGREEN ARCHITECTS LLC						
202401	PD- STATION PLANNING ARCHITECTURAL/ENGINEERING	02/11/2024	2,750.00	.00		
202402	CITY HALL/LIBRARY PLANNING- ARCHITECTURAL/ENGIN	02/11/2024	12,250.00	.00		
Total 10007:			15,000.00	.00		
EMERGENCY AUTOMOTIVE TECH						
BA021324-33	FD- 1870 VEHICLE REPAIR/MAINTENANCE	03/05/2024	203.58	.00		
BA022724-32	FD- PSA FUNDS- FIRE MARSHAL VEHICLE UPFIT	03/04/2024	447.89	.00		
Total 9401:			651.47	.00		
FIRST SUPPLY LLC - LA CROSSE						
14048911-00	WATER- METER GASKETS	02/06/2024	9.96	.00		
14048911-01	WATER- METER GASKETS	02/13/2024	232.04	.00		
14053958-00	WATER- METER TAILS	02/08/2024	258.96	.00		
14053969-00	WATER- METER TAILS	02/08/2024	234.48	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 557:			735.44	.00		
GEMPLER'S INC						
INV0004574354	TREE TUBES/STAKES - RELEAF GRANT	02/07/2024	123.99	.00		
Total 10163:			123.99	.00		
GOPHER STATE ONE-CALL						
4020517	SEWER - LOCATE	02/29/2024	11.48	.00		
4020517	WATER - LOCATE	02/29/2024	11.47	.00		
Total 620:			22.95	.00		
GREAT PLAINS FIRE, INC.						
8074	FD - PPE	02/14/2024	280.00	.00		
Total 10058:			280.00	.00		
GWALTERIUS, LLC						
1124	LIBRARY - BOOKS	02/23/2024	29.95	.00		
Total 10166:			29.95	.00		
HACH COMPANY						
13937584	WATER- TESTING SUPPLIES	02/27/2024	336.65	.00		
Total 611:			336.65	.00		
HAWKINS INC.						
6697716	WATER- TREATMENT CHEMICALS	02/26/2024	8,433.13	.00		
Total 512:			8,433.13	.00		
HILLTOPPER REFUSE & RCYL SRVC						
02/24 STMT	REFUSE P/U ANIMAL SHELTER	02/29/2024	76.42	.00		
02/24 STMT	REFUSE P/U ARENA	02/29/2024	217.12	.00		
02/24 STMT	REFUSE P/U CITY HALL	02/29/2024	67.89	.00		
02/24 STMT	REFUSE P/U FIRE DEPT	02/29/2024	26.11	.00		
02/24 STMT	REFUSE P/U LIBRARY	02/29/2024	10.45	.00		
02/24 STMT	REFUSE P/U MAINT SHOP	02/29/2024	387.98	.00		
02/24 STMT	RECYCLING P/U FIRE DEPT	02/29/2024	16.48	.00		
02/24 STMT	CITYWIDE RECYCLING P/U	02/29/2024	7,486.83	.00		
02/24 STMT	MONTHLY REFUSE P/U	02/29/2024	5,018.40	.00		
02/24 STMT	RECYCLING AND REFUSE P/U GOLF COURSE	02/29/2024	118.95	.00		
Total 9233:			13,426.63	.00		
HOKAH CO-OP OIL ASSOCIATION						
9031	GC- GAS AND DIESEL FILL	02/20/2024	1,455.49	.00		
Total 715:			1,455.49	.00		
J.P. COOKE COMPANY						
823877	CITY- DATE STAMPER- CHRIS	02/26/2024	64.20	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 925:			64.20	.00		
KWIK TRIP INC						
02/24 STMT	PD- FUEL	02/29/2024	1,464.49	.00		
02/24 STMT	PARKS - FUEL	02/29/2024	46.33	.00		
02/24 STMT	STREETS - FUEL	02/29/2024	593.88	.00		
02/24 STMT	B&Z - FUEL	02/29/2024	39.40	.00		
02/24 STMT	FD - FUEL	02/29/2024	87.44	.00		
02/24 STMT	WATER - FUEL	02/29/2024	28.09	.00		
02/24 STMT	SEWER - FUEL	02/29/2024	28.08	.00		
02/24 STMT	PD- IN STORE, CAR WASH	02/29/2024	9.90	.00		
Total 1014:			2,297.61	.00		
LA CRESCENT ACE HARDWARE						
02/24 STMT	GOLF COURSE- RAIN SHELTER	02/29/2024	182.94	.00		
02/24 STMT	GOLF COURSE- RAIN SHELTER	02/29/2024	18.58	.00		
02/24 STMT	GOLF COURSE- PLUG FOR CLUB HOUSE	02/29/2024	1.99	.00		
02/24 STMT	GOLF COURSE- CHAIN LINK FOR COURSE	02/29/2024	3.98	.00		
02/24 STMT	GOLF COURSE- outhouse STAIN	02/29/2024	60.98	.00		
02/24 STMT	GOLF COURSE- HOTDOG MACHINE REPAIR VALVE	02/29/2024	13.99	.00		
02/24 STMT	SHOP- SUPPLIES	02/29/2024	41.95	.00		
02/24 STMT	LIBRARY- DOORS	02/29/2024	4.82	.00		
02/24 STMT	CITY- BUILDING REPAIR	02/29/2024	140.92	.00		
02/24 STMT	SHOP- TOOLS	02/29/2024	21.99	.00		
02/24 STMT	WATER- METER CHANGE OUT SUPPLIES	02/29/2024	11.99	.00		
02/24 STMT	SHOP- TOOLS	02/29/2024	11.98	.00		
02/24 STMT	WATER- METER CHANGE OUT SUPPLIES	02/29/2024	2.99	.00		
02/24 STMT	STREETS- TRAILER MAINTENANCE BARRICADES	02/29/2024	27.98	.00		
02/24 STMT	STREETS- BATTERY FOR SPEED SIGN	02/29/2024	7.99	.00		
02/24 STMT	PARKS- SMALL TOOLS KISTLER PARK REPAIR	02/29/2024	9.59	.00		
02/24 STMT	SHOP- SMALL TOOLS	02/29/2024	57.97	.00		
02/24 STMT	SHOP- CAR WASH BUCKET	02/29/2024	6.59	.00		
02/24 STMT	PARKS- WIESER PARK FLOOR CLEANER	02/29/2024	15.98	.00		
02/24 STMT	SHOP- SUPPLIES	02/29/2024	9.18	.00		
02/24 STMT	STREETS- SIGN REPAIR	02/29/2024	47.97	.00		
02/24 STMT	CITY HALL- PAINT FOR LARRY'S OFFICE AGAIN	02/29/2024	20.48	.00		
02/24 STMT	MAINTENANCE- OFFICE SUPPLIES	02/29/2024	15.57	.00		
02/24 STMT	PD- KEYS AND PEPPERBALL LAUNCHER	02/29/2024	12.58	.00		
02/24 STMT	PD- OFFICE SUPPLIES	02/29/2024	5.99	.00		
02/24 STMT	PD- SHIPPING SUPPLIES FOR EATI TESLA UPFIT	02/29/2024	25.72	.00		
02/24 STMT	CITY HALL- COUNTER TOP REPAIR	02/29/2024	10.18	.00		
02/24 STMT	WATER- MAILING WATER SAMPLES	02/29/2024	13.78	.00		
02/24 STMT	PARKS- WIESER PARKS HANGING PICTURES	02/29/2024	17.30	.00		
02/24 STMT	GOLF COURSE- STAIN FOR BENCHES ON COURSE	02/29/2024	60.98	.00		
Total 717:			884.93	.00		
LA CRESCENT ANIMAL RESCUE						
2024	PD - 60 STRAYS PER AGREEMENT	02/29/2024	7,500.00	7,500.00	03/04/2024	
Total 8575:			7,500.00	7,500.00		
LA CRESCENT AUTO REPAIR, INC						
29151	PD- P21 VEHICLE MAINTENANCE	02/23/2024	686.73	.00		
29405	B&Z - VEHICLE MAINTENANCE	02/23/2024	140.38	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
29419	PD- P23 VEHICLE MAINTENANCE	03/05/2024	44.50	.00		
29456	PD- P21 VEHICLE MAINTENANCE	03/05/2024	456.14	.00		
29473	PD- P19 ENGINE REPAIRS	03/05/2024	10,399.17	.00		
Total 8168:			11,726.92	.00		
LAPHAM'S CLEANING LLC						
INVOICE #9	CITY HALL - CLEANING	02/26/2024	1,200.00	.00		
Total 10121:			1,200.00	.00		
LEASE SERVICING CENTER, INC.						
50934	PD TESLA - LEASE PYMT INTEREST	03/01/2024	427.94	.00		
50934	PD TESLA - LEASE PYMT PRINCIPAL	03/01/2024	839.38	.00		
Total 10152:			1,267.32	.00		
LIND, CARL						
103	GC - USED BALLS FOR RESALE	02/26/2024	116.00	.00		
Total 10110:			116.00	.00		
LUDWIGSON, JASON						
02/01/24-02/29/2	SUSTAINABILITY SERVICES	02/29/2024	5,244.00	.00		
02/01/24-02/29/2	MILEAGE	02/29/2024	81.22	.00		
Total 9632:			5,325.22	.00		
MACQUEEN EQUIPMENT INC						
P26195	FD- EQUIPMENT	02/23/2024	5,582.88	.00		
Total 1346:			5,582.88	.00		
MAYO CLINIC AMBULANCE SERVICE						
1355052	CPR CLASS- 2/16/24	02/16/2024	17.00	.00		
1375052	CPR CLASS- 2/23/24	02/26/2024	17.00	.00		
Total 8150:			34.00	.00		
MENARDS-LA CROSSE						
9555	GC- RAIN SHELTER	02/15/2024	197.90	.00		
9555	GC- WELDING RODS SMALL TOOLS	02/15/2024	23.97	.00		
Total 1352:			221.87	.00		
MIENERGY COOPERATIVE						
MR 1084 #114	FIRE STATION RENOVATION LOAN	03/01/2024	3,000.00	.00		
Total 9578:			3,000.00	.00		
MINNESOTA CHILD SUPPORT PAYMENT CENTER						
03/01/24PR0015	MN CHILD SUPPORT	03/04/2024	640.97	640.97	03/04/2024	
Total 9597:			640.97	640.97		
MISSISSIPPI WELDERS SUPPLY CO						
4255616	STREETS- GAS TANK FOR WELDER	02/15/2024	23.00	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 1322:			23.00	.00		
MORRIS ELECTRONICS INC.						
6663	COUNCIL- LARRY LOCKED OUT OF EMAIL	01/30/2024	75.00	.00		
6663	GOLF COURSE- LICENSES	01/30/2024	75.00	.00		
6683	GOLF COURSE- ROY'S DESKTOP	01/30/2024	150.00	.00		
6684	GOLF COURSE- REBUILD/TESTED ROY'S DESKTOP	01/30/2024	1,150.00	.00		
6684	GOLF COURSE- CHUCK MILEAGE	01/30/2024	227.80	.00		
6689	COUNCIL- PASSWORD RESET	01/31/2024	75.00	.00		
6689	PUBLIC WORKS- BILL POPUP ON COMPUTER	01/31/2024	75.00	.00		
6801	PD- D. DAVEAU LOCKED OUT OF LAPTOP/PASSWORD	02/06/2024	100.00	.00		
6833	PD- SHARING PHOTOS TO A PERSON	02/09/2024	50.00	.00		
6852	PD- ADD KALEB TO PD EMAIL/PASSWORD	02/12/2024	150.00	.00		
6859	PD- BCA AUDIT	02/12/2024	150.00	.00		
6873	PD- EMAIL ENCRYPTION OPTIONS	02/14/2024	200.00	.00		
6965	SEWER- EMAIL MIGRATION	02/19/2024	30.00	.00		
6965	STREETS- EMAIL MIGRATION	02/19/2024	15.00	.00		
6965	PUBLIC WORKS- EMAIL MIGRATION	02/19/2024	15.00	.00		
6965	B&Z- EMAIL MIGRATION	02/19/2024	15.00	.00		
6965	POLICE- EMAIL MIGRATION	02/19/2024	60.00	.00		
6965	CLERK- EMAIL MIGRATION	02/19/2024	30.00	.00		
6965	GOLF COURSE- CHUCK MILEAGE	02/19/2024	15.00	.00		
6965	LICENSE BUREAU- EMAIL MIGRATION	02/19/2024	30.00	.00		
6965	WATER- EMAIL MIGRATION	02/19/2024	30.00	.00		
6965	FIRE- EMAIL MIGRATION	02/19/2024	60.00	.00		
6999	SEWER- EMAIL MIGRATION	02/20/2024	60.00	.00		
6999	WATER- EMAIL MIGRATION	02/20/2024	60.00	.00		
6999	STREETS- EMAIL MIGRATION	02/20/2024	30.00	.00		
6999	PUBLIC WORKS- EMAIL MIGRATION	02/20/2024	30.00	.00		
6999	B&Z- EMAIL MIGRATION	02/20/2024	30.00	.00		
6999	POLICE- EMAIL MIGRATION	02/20/2024	120.00	.00		
6999	CLERK- EMAIL MIGRATION	02/20/2024	60.00	.00		
6999	GOLF COURSE- EMAIL MIGRATION	02/20/2024	30.00	.00		
6999	LICENSE BUREAU- EMAIL MIGRATION	02/20/2024	60.00	.00		
6999	FIRE- EMAIL MIGRATION	02/20/2024	120.00	.00		
7032	SEWER- EMAIL MIGRATION	02/21/2024	267.46	.00		
7032	STREETS- EMAIL MIGRATION	02/21/2024	133.74	.00		
7032	PUBLIC WORKS- EMAIL MIGRATION	02/21/2024	133.74	.00		
7032	B&Z- EMAIL MIGRATION	02/21/2024	133.74	.00		
7032	POLICE- EMAIL MIGRATION	02/21/2024	534.94	.00		
7032	CLERK- EMAIL MIGRATION	02/21/2024	267.47	.00		
7032	GOLF COURSE- CHUCK MILEAGE	02/21/2024	133.74	.00		
7032	LICENSE BUREAU- EMAIL MIGRATION	02/21/2024	267.47	.00		
7032	WATER- EMAIL MIGRATION	02/21/2024	267.46	.00		
7032	FIRE- EMAIL MIGRATION	02/21/2024	534.94	.00		
7033	SEWER- EMAIL MIGRATION	02/21/2024	27.19	.00		
7033	STREETS- EMAIL MIGRATION	02/21/2024	13.59	.00		
7033	PUBLIC WORKS- EMAIL MIGRATION	02/21/2024	13.59	.00		
7033	B&Z- EMAIL MIGRATION	02/21/2024	13.59	.00		
7033	POLICE- EMAIL MIGRATION	02/21/2024	54.38	.00		
7033	CLERK- EMAIL MIGRATION	02/21/2024	27.19	.00		
7033	GOLF COURSE- CHUCK MILEAGE	02/21/2024	13.59	.00		
7033	LICENSE BUREAU- EMAIL MIGRATION	02/21/2024	27.19	.00		
7033	WATER- EMAIL MIGRATION	02/21/2024	27.19	.00		
7033	FIRE- EMAIL MIGRATION	02/21/2024	54.37	.00		
7039	PD- LETG ISSUES	02/22/2024	100.00	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
7039	COUNCIL- CHERYL'S EMAIL ON PERSONAL COMPUTER	02/22/2024	100.00	.00		
7061	COUNCIL- CHERYL'S EMAIL ON PERSONAL COMPUTER	02/23/2024	150.00	.00		
7121	COUNCIL- EMAIL ISSUES	02/27/2024	100.00	.00		
7190	COUNCIL- EMAIL ISSUES	03/01/2024	50.00	.00		
7191	PD- TESLA TOUGHBOOK SETUP	03/01/2024	100.00	.00		
Total 10081:			6,924.37	.00		
MUNICIPAL EMERGENCY SERVICES, INC.						
IN2002949	FD - PPE	02/06/2024	1,441.20	.00		
IN2012023	FD- PSA FUNDS SEEK FIREPRO 300 THERMAL IMAGERS	02/23/2024	3,611.40	.00		
IN2013617	FD- PSA FUNDS THERMAL IMAGER ATTACHMENT	02/27/2024	155.36	.00		
Total 8816:			5,207.96	.00		
MUSIC IN MOTION						
NNO 2024	PD - DJ ENTERTAINMENT FOR NNO	03/07/2024	750.00	.00		
Total 9958:			750.00	.00		
NORTHERN BEVERAGE DISTRIBUTING						
1264906	GC - BEER FOR RESALE	02/29/2024	841.55	.00		
984000017	GC - BEER FOR RESALE- CREDIT	02/29/2024	31.00-	.00		
Total 2311:			810.55	.00		
PEPSI-COLA BOTTLING COMPANY						
INV 9176777	GC - POP AND WATER FOR RESALE	03/04/2024	1,020.50	.00		
Total 1615:			1,020.50	.00		
PER MAR SECURITY SERVICES						
3253258	ARENA - ALARM SERVICE 03/01/24-02/28/25	02/08/2024	679.08	.00		
Total 1642:			679.08	.00		
PETTY CASH - PINE CREEK GC						
2024 PETTY CA	PETTY CASH FUND	02/26/2024	150.00	150.00	02/26/2024	
2024 START UP	CHANGE FUND	02/26/2024	2,000.00	2,000.00	02/26/2024	
Total 2404:			2,150.00	2,150.00		
PROLOGUE PLANNING GROUP						
2/1/24-2/29/24	ECONOMIC DEVELOPMENT SERVICES	02/29/2024	2,725.38	.00		
Total 10006:			2,725.38	.00		
QUILLINS LA CRESCENT						
02/24 CITY	CITY HALL- WATER FOR POSTAGE METER	02/29/2024	1.39	.00		
02/24 CITY	FD- COOP MTG	02/29/2024	8.49	.00		
02/24 CITY	PARKS- EAGLES BLUFF PARK WORKDAY FOOD FOR VOL	02/29/2024	9.75	.00		
02/24 FIRE	FIRE- BEVERAGES FOR FIRE APPRECIATION DINNER	02/29/2024	55.92	.00		
Total 1707:			75.55	.00		
RELIABLE PEST MANAGEMENT						
15263	CITY HALL - PEST CONTROL	02/19/2024	45.00	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 9871:			45.00	.00		
RIVER VALLEY MEDIA GROUP						
02/24 STMT	AD- 2024 SCDP PUBLIC HEARING	02/29/2024	64.84	.00		
Total 8163:			64.84	.00		
SAM'S CLUB						
02/24 STMT	CITY HALL- COFFEE	02/29/2024	111.92	.00		
02/24 STMT	CITY HALL- CLEANING SUPPLIES	02/29/2024	18.98	.00		
02/24 STMT	PD- BATTERIES	02/29/2024	29.96	.00		
02/24 STMT	CITY HALL- OFFICE SUPPLIES	02/29/2024	135.03	.00		
Total 1861:			295.89	.00		
SCHOTT DISTRIBUTING CO., INC.						
546557	GC - BEER FOR RESALE	12/31/2023	639.45	.00		
562173	GC - BEER FOR RESALE	02/29/2024	744.40	.00		
Total 1931:			104.95	.00		
SOUTHEAST LIBRARIES COOP						
052124	LIBRARY - PROCESSING MATERIALS	02/29/2024	24.10	.00		
052134	LIBRARY- OFFICE SUPPLIES	02/29/2024	40.84	.00		
052145	LIBRARY- BOOKPAGE SUBSCRIPTION	03/04/2024	7.44	.00		
052169	LIBRARY- ILS PACKAGE AND PC SUPPORT	03/05/2024	791.52	.00		
Total 1962:			863.90	.00		
SPEEDTECH LIGHTS INC.						
378457	FD- PSA- FIRE MARSHALL VEHICLE UPFIT	02/23/2024	1,708.73	.00		
Total 10079:			1,708.73	.00		
TRI-STATE BUSINESS MACHINES IN						
594941	DMV - COPY/PRINTER	02/26/2024	89.50	.00		
Total 2024:			89.50	.00		
UNITED STATES POSTMASTER						
2/24 CYCLE 1	POSTAGE - WATER/SEWER BILL	02/29/2024	192.39	192.39	02/29/2024	
2/24 CYCLE 1	POSTAGE - WATER/SEWER BILL	02/29/2024	192.39	192.39	02/29/2024	
Total 2102:			384.78	384.78		
UNIVERSAL TRUCK EQUIPMENT INC						
62860	STREETS- 1 TON REPLACE OLD PLOW	02/28/2024	6,153.00	.00		
Total 2105:			6,153.00	.00		
VISA						
02/24 STMT	B & Z - OFFICE SUPPLIES	02/29/2024	123.42	.00		
02/24 STMT	JASON- TREE INSPECTOR CERTIFICATION WORKSHOP	02/29/2024	100.00	.00		
02/24 STMT	PD- R. CLARK HOTEL TRAINING	02/29/2024	347.36	.00		
02/24 STMT	PD- INTERNET PEOPLE SEARCH	02/29/2024	75.00	.00		
02/24 STMT	PD- R. CLARK HOTEL/TRAINING PARKING	02/29/2024	72.00	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
02/24 STMT	LIBRARY- OFFICE SUPPLIES	02/29/2024	40.76	.00		
02/24 STMT	LIBRARY- PROGRAM SUPPLIES	02/29/2024	45.78	.00		
02/24 STMT	DMV- OFFICE SUPPLIES	02/29/2024	82.84	.00		
02/24 STMT	ATP PRESENTATION AT MNDOT IN ROCHESTER	02/29/2024	77.31	.00		
02/24 STMT	CITY- OFFICE SUPPLIES	02/29/2024	81.24	.00		
Total 2208:			880.03	.00		
WELDA, JOAN						
0002	LIBRARY - BLUEBIRD PROGRAM	03/04/2024	100.00	.00		
Total 10122:			100.00	.00		
WHKS & CO.						
50407	COUNCIL MEETINGS	01/26/2024	340.00	.00		
50407	MONTHLY STAFF MEETING	01/26/2024	510.00	.00		
50407	STATE AID MEETING	01/26/2024	340.00	.00		
50407	DOG PARK ASSISTANCE	01/26/2024	283.00	.00		
50407	TA TRAIL FEASIBILITY	01/26/2024	340.00	.00		
50408	5TH STREET SOUTH RECONSTRUCTION	01/26/2024	869.60	.00		
50481	FEASIBILITY STUDY OF CRESCENT HILLS SANITARY SE	01/26/2024	431.20	.00		
50490	HORSETRACK MEADOWS CONSTRUCTION PHASE 1	01/26/2024	393.60	.00		
50512	HORSE TRACK MEADOWS NORTH	01/26/2024	658.32	.00		
50514	FLOOD RESILIENCY PLAN	01/26/2024	2,697.50	.00		
Total 8290:			6,863.22	.00		
WIESER LAW OFFICE PC						
02/24 CITY	CLERK - LEGAL FEES	02/29/2024	1,380.00	.00		
02/24 CITY	BLDG/ZNG - LEGAL FEES	02/29/2024	1,380.00	.00		
02/24 CITY	COUNCIL - LEGAL FEES	02/29/2024	1,380.00	.00		
02/24 CITY	WATER DEPT - LEGAL FEES	02/29/2024	690.00	.00		
02/24 CITY	SEWER DEPT - LEGAL FEES	02/29/2024	690.01	.00		
02/24 POLICE	PD - LEGAL FEES	02/29/2024	5,515.13	.00		
Total 2361:			11,035.14	.00		
Grand Totals:			186,027.13	11,037.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Dated:						
Mayor:						
City Council:						
City Recorder:						
City Treasurer:						

Report Criteria:
Detail report.
Invoices with totals above \$0 included.
Paid and unpaid invoices included.

MEMORANDUM

TO: Mayor, City Council Members

FROM: Larry Kirch, Community Development Director

DATE: March 11, 2024

SUBJECT: Public Hearing - MnDEED Small Cities Development Program Application – Walnut Street Streetscaping Project

The city was authorized to submit a Full Application for streetscaping of Walnut Street to MnDEED by the April 17th, 2024 deadline. A public hearing is required as part of the application process. The council, after receiving public input at the public hearing and reviewing Items A-G below, which include the project scope, schedule, costs and financing, past performance of city staff and historic preservation requirements, may, by motion, approve the proposed project or make changes to the proposed project.

The following must be reviewed and/or discussed at the public hearing:

- a. **Citizen input on identifying community development and housing needs of the community; including the needs of very low- and low-income persons.**
- b. **Proposed SCDP activities within the application and the benefiting location(s).**

The Walnut Street Corridor project is a total reconstruction of Walnut Street from North Walnut Street to South 3rd Street that includes new potable water pipes, sanitary sewer pipes, stormwater infrastructure, curb and gutter, intersection bump-outs, new pavement, street trees, a 10' wide multi-use path, and sidewalk with new ADA curb ramps.

The target area for the Public Facility Streetscape project is the Walnut Street Corridor. This corridor extends from Walnut Place/North Walnut Street where it intersects North 4th Street south to South 3rd Street. The corridor is a mix of single-family homes, multifamily housing, senior housing, and the central business district in downtown La Crescent. The complete street includes filling in sidewalks where none exist, making all curb ramps ADA compliant, adding intersection bump-outs for pedestrian safety/visibility, adding bicycling facilities, and creating a theme for downtown and community placemaking. Placemaking includes a coordinated palate of streetscaping infrastructure in the form of lighting, seating, trash receptacles, banners, banner arms, planters, pavers, hanging baskets, drinking fountains, and public art.

The project will focus on the downtown from North 1st Street to South 3rd Street. The more residential areas will receive fewer streetscaping elements to include lighting, benches, and trash receptacles. The more intense streetscaping treatment will occur in the heart of the downtown concentrating in a four block where most commercial businesses are located.

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

As noted above, the streetscaping project will entail the typical components of decorative/uniform lighting, bollards/lighted bollards, trash receptacles, planters, benches and casual seating areas, parklet materials, bike racks, drinking fountain(s), and infrastructure for public art installations.

c. Overall costs and project financing.

The leverage of local/state funds to federal funds is 86 percent non-federal funds to 14 percent federal funding. The estimate for the corridor reconstruction is \$4,133,500. The city will fund the engineering services from city funds and also fund all aspects of the grant administration of the SCDP grant so as to enable all of the \$600,000.00 SCDP funds to be used for streetscaping. The city will add \$33,500 of local funds to add additional leverage to the project. The city's funding includes local funds, Local Road Improvement Funds, Municipal State Aid Funds and the state's Capital Budget ("bonding bill"). For the bonding bill funds, the state/city funds are equal in that both the city and state will contribute \$2,050,000 each.

Unit and Quantity	Total Unit Cost	Funding Source
Mobilization (1)	\$20,000	City Funds
Streetlights/Banner Arms (16)	\$64,000	Federal SCDP
Lighting System – Wiring (1)	\$60,000	Federal SCDP
Banners (32)	\$16,000	Federal SCDP
Trash Receptacles (12)	\$6,000	Federal SCDP
Wayfinding Signage (6)	\$9,000	Federal SCDP
Benches and seating areas (12)	\$24,000	Federal SCDP
Street Trees (40)	\$30,000	Federal SCDP
ADA curb ramps (35)	\$175,000	Federal SCDP
Bump outs (19)	\$190,000	Federal SCDP
Bike racks (5) and bike corral (1)	\$10,500	City Funds
Kiosks (2)	\$8,500	Federal SCDP \$5,500 and City Funds \$3,000
Indigenous monuments – public art infrastructure (3)	\$19,500	Federal SCDP
TOTAL	\$633, 500	SCDP and City Funds

d. Implementation schedule.

- Date all engineering work completed: November, 2024
- All necessary permits obtained: February, 2025
- Completion of SCDP Environmental Review: March, 2025
- Bid process conducted: March, 2025
- Award construction contract: April – May, 2025
- Facility operational: November, 2025
- All construction (including turf restoration) complete: November, 2025

e. Past performance of staff proposed to carry out the project.

The city has not received Small Cities Development Program funds for streetscaping in the past. The city has received SCDP funds for housing rehabilitation and currently has an open grant being administrated by SEMCAC for housing rehabilitation. The city staff has complied with all requirements of previous SCDP grant funds.

f. Compliance with historic requirements.

The city consistently complies with all grant funding historic requirements for state and federally funded projects.

g. Include whether there are or may be historic or potential historic buildings in the project area and how the community intends to address compliance with federal regulations governing historic properties.

There are no buildings that are listed on the national register of historic places within the project limits. Potential buildings will be evaluated as part of the required environmental review process as part of the grant implementation process.

Staff Recommendation

I move to approve the Small Cities Development Program application as recommended by staff for streetscaping of the Walnut Street Corridor with a requested amount of \$600,000 and city match of \$33,500 and that staff proceed to finalize and submit the application by the April 17, 2024 deadline.

3.1



TO: Honorable Mayor and City Council Members

FROM: Tyler Benish, Public Works Director

DATE: March 7th, 2024

RE: Riley Schuldt- Eagle Scout Project

A handwritten signature in black ink, appearing to read "Tyler", is written over the "FROM:" line.

Riley Schult will be in attendance at the meeting to provide the City Council with an update on his Eagle Scout Project.

The City of La Crescent has received a quote and estimates for the installation of a canoe/Kayak dock and launch at Blue Lake.

Dock, railing, bench, and EZ kayak launch
Coulee Region Docks- \$17,773.50

Dock landing, ADA concrete ramp with hand rail and ADA parking stall-\$20,000-\$23,000
Estimates for concrete range from \$16,000 to \$17,500
Handrail estimate from Wieser-Doric - \$4,000

We will provide an update about estimates at the meeting.

Riley Schuldt has raised \$19,201 for the project; the funds have been donated to the City. Riley and volunteers will assist with the installation of the Dock and assist city staff to landscape and restore the area.

We recommend the City Council approve the quote and estimates for the Canoe/Kayak launch. The City will use the donated funds and amend the 2024 general fund budget so that the remaining project cost will come from repair/maintenance- streets and alleys. Repair/maintenance- streets and alleys has \$60,000 budgeted for approximately half of the cost to pave Old Hickory Park parking lot.

#3.2



TO: Honorable Mayor and City Council Members

FROM: Tyler Benish, Public Works Director

DATE: March 7th, 2024

RE : Peyton Jerue- Eagle Scout Project

A handwritten signature in black ink, appearing to read "Tyler", is written over the "FROM:" line.

Peyton Jerue will be in attendance at the meeting to provide the City Council with an update on his Eagle Scout Project.

The City of La Crescent has received quotes for the dog park fence and stormwater improvements for the Chestnut Street site.

Zenke inc. has submitted a quote for \$19,780 to install a manhole structure and extend the 24-inch pipe. WHKS will prepare and submit necessary paper work to install the piping and structure adjacent to the wetland.

The City of La Crescent has received 3 quotes to supply and install a 4-foot fence and gates to enclose the dog park.

River Valley Fence LLC - \$15,120

Fence Brothers- \$23,292.35

Phillips outdoor services- \$ 24,231.19

City of La Crescent staff will remove necessary trees prior to April 1st to not disturb wildlife nesting and level the site. Peyton and volunteers will assist with the installation of the fence and assist city staff landscape and restore the area.

Peyton Jerue has raised funds for the project, some of the funds had been spent on the site preparation of the S 7th street property. Peyton has a remaining balance of \$4,105. Peyton and a local organization are working to hold another fundraiser for the project. Donation resolution included for the meeting.

We recommend accepting the quotes from Zenke inc. and River Valley Fence. The City will use funds from the general fund, storm drain maintenance (\$15,000) and amend the 2024 general fund budget so the remaining project cost comes from repair/maintenance- streets and alleys. Repair/maintenance- streets and alleys has \$60,000 budgeted for approximately half of the cost to pave Old Hickory Park parking lot.

#3.3



TO: Honorable Mayor and City Council Members

FROM: Angie Boettcher, City Clerk *Angie*

DATE: March 1, 2024

RE: No-Wake Zone

Mayor Poellinger attended the County Board Meeting on February 27, 2024, regarding the No-Wake Zone and will be providing the City Council with an update from that meeting.

3.5



MEMORANDUM

TO: Mayor, City Council Members
FROM: Larry Kirch, Community Development Director
DATE: March 11, 2024
SUBJECT: Blight Resolution - MnDEED Small Cities Development Program Application – Walnut Street Streetscaping Project

The Minnesota Department of Employment and Economic Development (MnDEED) Small Cities Development Program (SCDP) application process includes meeting federal objectives. The Federal Community Development Block Grant program has several objectives, one of which is to eliminate slum and blight. The council must consider a resolution designating a Slum/Blight Area for streetscaping projects using Slum and Blight as the national objective for the project.

Attached is a Resolution for council consideration designating the Walnut Street corridor as blighted for the purpose of revitalizing the corridor, in part, through streetscaping.

RESOLUTION NO. 03-24-09

**A RESOLUTION DESIGNATING PORTIONS OF THE WALNUT STREET CORRIDOR A
SLUM AND BLIGHT AREA UNDER STATE AND COMMUNITY DEVELOPMENT
BLOCK GRANT PROGRAM REQUIREMENTS IN ORDER ACHIEVE REVITALIZATION
OBJECTIVES**

BE IT RESOLVED that the City of La Crescent is concerned about the economic viability of slum and blighted area within its corporate limits, and

BE IT FURTHER RESOLVED the slum and blighted area projects a negative visual image of the community, and

BE IT FURTHER RESOLVED the economic, social, physical, and cultural well-being of the City is adversely affected by the conditions of this slum and blighted area, and

BE IT FURTHER RESOLVED there exists the opportunity to improve, preserve, and re-develop this slum and blighted area to the benefit of the community, and

BE IT FURTHER RESOLVED the following detrimental conditions have been identified which qualify the area under State law and Community Development Block Grant Program requirements:

- 1) Public Improvements are in a general state of deterioration; or
- 2) At least 25% of the buildings are deteriorated or deteriorating, and have at least one of the following characteristics: Physical deterioration of building or improvement; Abandonment of property; Chronic high turnover or vacancy rate; Significant decline in property value or abnormally low property value in relation to other areas of the community; or Known or suspected environmental contamination.

BE IT FURTHER RESOLVED of all the parcels within the target area, 95 percent of them are occupied by buildings. Of the 41 buildings in the target area, 39 of them are structurally standard, three of them are structurally substandard, and 1 is dilapidated.

NOW THEREFORE, BE IT RESOLVED, that the Walnut Street Corridor is designated a "Slum and Blighted Area" with public improvements in a general state of deterioration.

I CERTIFY THAT the above resolution was adopted by the City Council of the City of La Crescent on the 11th day of March, 2024.

Signed:

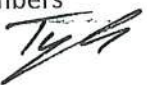
Mike Poellinger, Mayor

Attest:

Angie Boettcher, City Clerk

#3.6



TO: Honorable Mayor and City Council Members
FROM: Tyler Benish, Public Works Director 
DATE: March 7th, 2024
RE: La Crescent Live 2024 performance schedule/request for assistance

A member of the La Crescent Live Committee will be in attendance to provide information to the City Council about the upcoming summer concert series.

The City of La Crescent has received a request from La Crescent Live to host a free concert series on City-owned property. There are two parts to the request. Attached is a letter from the Chief of Police regarding the request; as well as the request from La Crescent Live.

La Crescent Live is requesting assistance to place picnic tables, garbage cans, and improvements to the green space behind the library. Improvements to the green space include electrical service and concrete performance area.

The electrical service would be installed by Crescent Electric at a cost of \$4,350. The service will include outlets for bands, performers, and have the ability to operate an EV Charger in the future.

The concrete performance area would be installed by city staff at an approximate cost of \$650.

The City of La Crescent has picnic tables, garbage and recycling cans that are available to be used at the site.

La Crescent live will contribute up to \$2500 or half of the cost to help with the improvements to the green space. La Crescent Live is also considering adding planters and seating for the green space.

The La Crescent public Library has held events in this space in the past and we anticipate they will continue to utilize the space.

We are recommending the City Council approve the request from La Crescent Live, assistance for La Crescent Live and amend the 2024 general fund budget to reflect the improvements to be taken from Parks- Landscaping materials. Funds for the improvements are available in the landscaping materials-parks budget, because the Re-Leaf grant will be used to pay for a portion of the trees that were budgeted in 2024.



CITY OF LA CRESCENT
Department of Police
Chief Luke M. Ahlschlager



February 23, 2024

Honorable Mayor and City Council Members

City Administrator Bill Waller

RE: La Crescent Live Concert Series

The La Crescent Police Department received notice from the La Crescent Lions Club and La Crescent Live group about their intentions to hold five concerts throughout the summer. The concerts are proposed to be held on the city-owned green space and parking lot located behind the City Hall and Public Library buildings. The concerts would run from approximately 5:30 p.m. until 8:30 p.m. with setup beginning at 3:30 p.m. on each of the following Wednesday evenings: June 12, June 26, July 10, July 24, and August 21.

The following city services have been requested by the organizers for each of these proposed events:

- Reserved access to the city-owned green space and parking lot located behind City Hall and the Library.
- Reserved usage of the Community Building for access to public restrooms and for event supplies.
- Two Police Reserve Officers at each concert from 5:00 p.m. until 9:00 p.m.
- Street barricades closing off the alleyway and parking lot from all entrances.
- Assistance from Public Works with placing picnic tables and garbage cans, and assistance with completing improvements to the green space once plans are finalized.

We do not foresee any substantial public safety risk and anticipate only minor traffic disruption. We do, however, recommend the addition of a first aid station staffed by the La Crescent Fire Department in case of medical emergency at the event such as heat stroke, as an example.

The Police Department has prepared an ops-plan to be used for each event that will help ensure the safety of everyone at the event without disrupting emergency responses to calls for service.

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

See the attached request from the La Crescent Lions Club and La Crescent Live.

Respectfully,

Luke Ahlschlager

Chief of Police

Proposal for the La Crescent Live 2024 Summer Concert Series

February 21, 2024

To: Police Chief Luke Ahlschlager, City Administrator Bill Waller, and Public Works Director Tyler Benish

DESCRIPTION & BACKGROUND:

The La Crescent Live group and the La Crescent Lions Club would like to once again work with the City of La Crescent to host a series of free summer concerts. We propose to hold the concerts in the City-owned Green Space and City Parking Lot located behind City Hall and the Library.

We would like to hold five (5) summer concerts on Wednesday evenings: June 12th, June 26th, July 10th, July 24th and August 21st. The events are estimated to would run from 5:30pm to 8:30pm, with concert start times yet to be set. We would begin event setup at 3:30pm. We expect to have several food vendor tents and a Library tent at each event.

La Crescent Live requests the following assistance from the City:

- 1. Reserve the City-owned Green Space and City Parking Lot located behind City Hall and the Library** to use for each of the summer concerts.
 - a. We are in the process of working with Tyler and the Public Works Department to consider plans to improve the green space to add park-type features including electricity, a concrete pad to use as a stage area, and picnic tables and other seating to make the space more functional for the concert series.
 - b. These improvements would also benefit others, including Library events, a gathering spot for the general public, and a rest area for walkers/bicyclists using the Wagon Wheel Bridge and Trail. We realize this site will be part of the future City Hall/Library/Police Department development so any improvements will need to be cost effective and, ideally, items that could be relocated to other parks in the future.
 - c. We would like to identify an area to be used for monitored bike parking. (perhaps the City-owned lot next to the Community Center.)
- 2. Reserve the Community Building** on each of the nights from 3:30pm to 9pm to allow the public to have access to the bathrooms and for the La Crescent Live Committee to use the Community Room as needed to stage supplies during the event.
- 3. City Police Department:**
 - a. Two (2) Police Reserve members at each concert from approximately 5pm to 9pm to assist in managing traffic and spectators. (We will confirm a start and finish time once concert start times are locked in.)
 - b. Street barricades to close off the section of the alley from the Library to City Hall, and to block the entrances to the City parking lot on South 1st Street from 3:30pm to 9pm. (see the attached diagram for approximate locations.)
- 4. City Public Works Crew:**
 - a. Assistance with initial placement of City picnic tables and garbage cans which could then remain on the City-owned green space between events.
 - b. Work with La Crescent Live to complete improvements to the green space once plans are developed and approved by the City.
 - c. During concert set-up, we may ask for assistance in moving picnic tables from the grassy area onto the parking lot area.

We would be happy to discuss our plans further or answer any additional questions. Thank you for your consideration.

La Crescent Live and La Crescent Lions Club

Concert Committee: Dave Ebner (608-792-9071), Patti Martell, and Monica Holman

X = BarriCades

Main St

Main St

La Cresent Public Library
CITY HALL

Gullin's Feeds

SOX St

Apple Tree Flowers

FIRE STATION

La Cresent Community Building

La Cresent

Vendor Tents

Picnic Tables

Chairs

Stage


S 1st St

S 1st St

S 1st St

#3.7



TO: Honorable Mayor and City Council Members
FROM: Tyler Benish, Public Works Director 
DATE: March 7th, 2024
RE: Authorize capital expenditure- rotary brush cutter attachment

The City of La Crescent has received a Re-Leaf grant that will reimburse the city up to \$5,000 for the purchase of equipment to maintain areas around the newly planted trees that are acquired through the grant. We have received a quote for a rotary brush cutter attachment from Bobcat of the Coulee Region for \$8,647.60.

This piece of equipment would be used on the front of our skid steer to do annual or bi-annual mowings to reduce competition with the trees and help establish a healthy habitat. This attachment is designed to cut brush and taller grasses.

We recommend the City Council take the following action; accept the quote from Bobcat of the Coulee Region for the rotary brush cutter attachment and amend the 2022 capital equipment certificate to pay the remaining balance after submitting for reimbursement. (\$3,647.60)

3.8



TO: City Council

FROM: Jason Ludwigson, Sustainability Coordinator

DATE: March 4th, 2024

RE: Resolution MnDNR Outdoor Recreation Grant Application

Included for review is a resolution approving of the city's application for an Outdoor Recreation Grant with the MnDNR. If approved the grant would help cover the costs to install a new ADA compliant playground at Wieser Park. The playground would have equipment that would be accessible to all users and include the first zipline in a city playground. If approved the grant would cover costs to expand the pickleball courts at Wieser Park. Three additional courts would be added. The grant requires a 50% match which can come in the form of in-kind contributions, value of materials, labor and equipment usage, or donations. The total estimated project cost is \$283,499. The project would be installed in 2025. In order to submit the grant application, we would suggest that the City Council approve the resolution as presented.

RESOLUTION NO. 03-24-10

**A RESOLUTION APPROVING AN APPLICATION TO THE MINNESOTA
DEPARTMENT OF NATURAL RESOURCES FOR AN OUTDOOR
RECREATION GRANT**

BE IT RESOLVED, that the City of La Crescent, MN act as legal sponsor for the project contained in the Outdoor Recreation Grant application to be submitted on April 1, 2024, and that Jason Ludwigson is hereby authorized to apply to the Department of Natural Resources for funding of this project on behalf of the City of La Crescent.

BE IT FURTHER RESOLVED, that the applicant maintains an adequate Conflict of Interest Policy and, throughout the term of the contract, will monitor and report any actual or potential conflicts of interest to the State, upon discovery.

BE IT FURTHER RESOLVED that the City of La Crescent has the legal authority to apply for financial assistance, and it has the financial capability to meet the match requirement (if any) and ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED that the City of La Crescent has not incurred any development costs and has not entered into a written purchase agreement to acquire the property described in the Cost Breakdown section on this application.

BE IT FURTHER RESOLVED that the City of La Crescent has fee title or permanent easement over all the land described in the boundary map or recreational site plan included in the application.

BE IT FURTHER RESOLVED that, upon approval of its application by the State, the City of La Crescent may enter into an agreement with the State for the above-referenced project, and the City of La Crescent certifies that it will comply with all applicable laws and regulations as stated in the grant agreement including dedicating the park property for uses consistent with the funding grant program into perpetuity.

NOW, THEREFORE BE IT RESOLVED that the Sustainability Coordinator is hereby authorized to execute such agreements as necessary to implement the project on behalf of the applicant.

I CERTIFY THAT the above resolution was adopted by the City Council of the City of La Crescent on March 11, 2024.

SIGNED:

WITNESSED:

Mike Poellinger

Angie Boettcher

Mayor

Date

City Clerk

Date

#3.9



To: City Council

From: Jason Ludwigson, Sustainability Coordinator

Date: 03/04/2024

Re: Minnesota GreenCorps Program

The Minnesota GreenCorps program is an AmeriCorps program coordinated by the Minnesota Pollution Control Agency. Included for council review is the application for the Minnesota GreenCorps program. La Crescent has collaborated with the Mississippi River Winona La Crescent Watershed staff on a joint application. WinLac staff lead the development of a One Watershed One Plan (1W1P) to protect and restore water resources in the watershed.

The member (if awarded) would split time between the WinLac and La Crescent. The member's efforts would be focused on stormwater and forestry. The member would work with the city from September 2024 to August 2025. The member would be supervised by me during their time working for the city. There is a small cost to the city for participation in the Minnesota GreenCorps program. Information about this cost is outlined below. If travel is required the city would be required to provide mileage reimbursement. The MPCA does not charge a fee for participation, however host sites are expected to provide in-kind contributions in the form of supervision, operating costs, and professional development costs. The expected costs for hosting one member are \$4,800, broken down into the following categories. This cost would be split between La Crescent and WinLac.

Category	Estimated contribution per member
Supervision (4 hours per week)	\$4,000
Operating costs (office space, internet connections, phone connection, computer purchase or rental, office equipment)	\$500
Professional development (trainings, conference registration, networking events, or other opportunities)	\$300

Mississippi River Winona La Crescent (WinLaC) Partnership
Letter of Support

Day-to Day Contact: Sheila Harmes
Winona County
202 West Third Street
Winona, MN 55987
507-457-6522



March 11, 2024

Minnesota GreenCorps Coordinator
Minnesota Pollution Control Agency
520 Lafayette Road North
St. Paul, MN 55155-4194

Re: City of La Crescent Application for GreenCorps member

Dear Minnesota GreenCorps Coordinator:

The WinLaC Policy Committee supports the City of La Crescent's application for the Minnesota GreenCorps Program. This application is for the 2024-2025 program year, and the WinLaC Partnership will benefit from services offered by a GreenCorps member.

In 2023, the WinLaC Comprehensive Watershed Management Plan was completed under the State's One Watershed, One Plan Program; ten local government partners in SE Minnesota are involved in the WinLaC Partnership, and the City of La Crescent is in the WinLaC planning area. This 10-year implementation Plan includes the following actions that align with City of La Crescent GreenCorps proposed work plan:

- Promote invasive species management through education and outreach events (one workshop/year)
- Promote programs to target invasive species management and removal (one communication/year)
- Implement stormwater best management practices, such as rain gardens, rain barrels, water reuse projects (one practice/year)
- Continue/expand public education efforts related to stormwater management, such as adopt-a-drain programs (5 public events with 50 attendees)
- Promote salt application awareness and training for businesses, vendors, and community members (3 smart salt trainings/year)

The City of La Crescent is initiating numerous stormwater and forestry initiatives, including removal of invasive species, city-wide tree inventory, expanding adopt-a-drain program and outreach for reducing salt application. Many components of these projects could not be successful without a GreenCorps member on-board.

The WinLaC Partnership is committed to stormwater and forestry initiatives in its planning area, including the City of La Crescent efforts. Current watershed-based funding is being used to support two rain garden projects within the city and include educational opportunities through strategic rain garden signage. The WinLaC, through its day-to-day contact for the watershed plan, can provide in-kind staff time and resources to assist with the GreenCorps member's workload and oversight. We support this collaborative application which will help the WinLaC Plan achieve some of its stormwater and forestry goals, as well as building partner capacity. Please give the City of La Crescent application your full consideration.

Sincerely,

Cheryl Winters
Chair, WinLaC Policy Committee

#3.10



TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator *BW*
DATE: March 7, 2024
RE: Personnel Committee Recommendations

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

1. That the City Council approve advertising the position of Groundskeeper at Pine Creek Golf Course. This position will be vacant due to a retirement, and is included in the union agreement with the Operating Engineers. A hiring recommendation will be presented at a future City Council meeting.
2. That due to the challenges in hiring lifeguards at the La Crescent Aquatic Center, the City Council approve an increase in the rate of pay for this position for the 2024 summer season. In the past, these positions have started at minimum wage, and then had the wage adjusted up for each year that they returned to the position. The current minimum wage is \$10.85 per hour. The following is recommended:
 - A. Effective May 1, 2024, increase the starting wage for lifeguards to \$13.00 per hour. In addition, increase the wage by \$1.00 per hour for each year of employment with the City up to a maximum of \$16.00 per hour.
 - B. Lifeguards are required to obtain and maintain certification as a lifeguard, which also includes CPR/AED and First Aid Training. The initial cost for certification is \$285.00 and recertification is required every 2 years at a cost of \$125.00. It is recommended that lifeguards that are still actively employed at the end of the swimming season, and have worked a minimum of 150 hours during the season, be reimbursed for the cost of certification that they incurred during the 2024 summer recreation season.

#3.11



TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator *Bill*
DATE: March 7, 2024
RE: Commission Appointment

We are suggesting that the City Council appoint Judy Enright to fill the current vacancy on the City's Planning Commission.

#3.12



TO: Honorable Mayor and City Council Members

FROM: Kara Tarrence, Finance Director *KT*
Luke Ahlschlager, Chief of Police *LA #301*

DATE: March 7, 2024

RE: Contract with Morris Electronics

On February 13, 2023, City Council approved a change to the City's IT Provider. Our prior IT Provider was unable to comply with the La Crescent Police Department's 2022 audit conducted by the Minnesota Bureau of Criminal Apprehension (BCA) & the Federal Bureau of Investigation (FBI).

After researching several BCA approved IT vendors, it was decided that the City would go with Morris Electronics as our new provider. Not only can Morris Electronics handle the requirements our police department must meet through the BCA & FBI, but they also were willing to take on all City departments in an effort to streamline our IT services to one provider for the whole City.

The transition to switch over to Morris Electronics began last March and we were able to fully end all services with our old provider as of January 5, 2024. During this time we were paying Morris Electronics on a "per service" basis.

Attached for your review is a contract for IT services through Morris Electronics that would be in effect until December 31, 2024. The contract covers comparable services to what our previous provider offered, but at a lower cost. Similar to our previous provider, special projects or equipment needed outside of the regular contract services would be billed out separately. In addition, we had Attorney Wieser review the contract. Attorney Wieser proposed adding the attached Addendum. Morris Electronics is in agreement with the Addendum.

After review, it is our recommendation that the City Council approve and sign the contract including the Addendum with Morris Electronics.



2024 Network Support Contract

This agreement is made effective as of March 11, 2024 through December 31, 2024 by and between the City of La Crescent, 315 Main Street, La Crescent, MN 55947 and Morris Electronics, Morris MN 56267.

In this agreement, the party who is contracting to receive services shall be referred to as "the City" and the party who will be providing the services shall be referred to as "Morris Electronics".

Morris Electronics has a background in design, installation, and on-going support of network systems and is willing to provide services to the County based on this background.

The City desires to have services provided by Morris Electronics.

Therefore, the parties agree as follows:

1. Description of services.

Morris Electronics, will assist in maintaining the City's computer networks. Connectivity to other networks is also provided under this contract. Below is a list but not limited to types of possible services:

- Address server and workstation issues
- Maintain and monitor antivirus software
- Maintain E-mail software
- Assist with developing a strategic technology plan
- Troubleshoot areas around technology
- Maintain and provide a network schematic

2. Payment.

The City will pay a yearly total of \$21,550.20 to Morris Electronics for the services described above. Morris Electronics will provide the equivalent of 10 on-site visits and 42 weeks of remote support. The amount above includes mileage charges. This will assume that the IT technician doing the onsite visits is Chuck Freeman (due to proximity). Other technicians will help with the remote service. This assumes that Chuck will be able to do the onsite visit in one day. If, for some unforeseen reason, Chuck cannot do the onsite visits for the entire year, this contract will be voided and a new contract will need to be

implemented. Remote work will be available during normal business hours (8:00AM to 5:00PM Monday through Friday). This will include normal day-to-day issues that occur. Any special projects or labor-intensive issues (taking over 2 hours of technician time) will need to be done on a special project day/time. These would be billed separately at \$100 per hour, mileage charge and travel time, if necessary.

3. Expense reimbursement.

Morris Electronics shall be entitled to reimbursement from the City for meal expenses, but not to exceed the amount set in the County Personnel Policy.

4. Term/termination.

This agreement shall terminate automatically on December 31, 2024 and that no notice to either party is required.

5. Relationship to Parties.

It is understood by the parties that Morris Electronics is an independent contractor with respect to the City, and not an employee of the City. The City will not provide fringe benefits, including health insurance benefits, paid vacation, and or any other employee benefit, for the benefit of Morris Electronics.

The contractor should provide proof of their worker's compensation insurance coverage as required by the Minnesota Statue 176.181 Sudb.2. This information will include the name of the insurance company, policy number and dates of coverage.

6. Injuries.

Morris Electronics acknowledges Morris Electronics obligation to obtain appropriate insurance coverage for the benefit of Morris Electronics (and Morris Electronics employees, if any). Morris Electronics waives any rights to recovery from the City for any injuries that Morris Electronics (and/or Morris Electronics employees) may sustain while performing services under this agreement and that are a result of the negligence of Morris Electronics or Morris Electronics employees. The Contractor further agrees, in order to protect itself as well as the Department and the City under the indemnity contract provision set forth above, it will at all times during the term of the Contract have and keep in force a general liability insurance policy in the amount of Three Hundred Thousand Dollars (\$300,000) for both bodily injury or property damage to any one person and One Million Dollars (\$1,000,000) for total injuries or damages arising from one occurrence. See Minnesota Statue section 3.736, subdivision 4(c). The City and Department must both be named as additional insured and shall be sent a current certificate of insurance on an annual basis. The Contractor must also maintain worker's compensation insurance per Minnesota statutory requirements. If applicable, the Contractor must also maintain professional liability insurance with a minimum aggregate amount of \$1,000,000.

7. Indemnification.

Morris Electronics agrees to indemnify and hold the City harmless from all claims, losses, expenses, fees, including attorney fees, cost, and all judgments that may be asserted against the City that result from the acts or omissions of Morris Electronics, Morris Electronics employees, if any, and Morris Electronics agents.

8. Entire Agreement.

This Agreement contains the entire agreement of the parties and there are no other promises or conditions in any other agreements whether oral or written. This agreement supersedes any prior written or oral agreements between parties.

9. Amendment.

This agreement may be modified or amended if the amendment is made in writing and is signed by both parties.

10. Severability.

If any provision of this agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this agreement is invalid or unenforceable, but that by limiting such provisions it would be valid or enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

11. Waiver of Contractual Right.

The failure of either party to enforce any provision of this agreement shall not be construed as a waiver or limitation of the party's right to subsequently enforce and compel strict compliance with every provision of this agreement.

12. Applicable Law.

This agreement shall be governed by the laws of the State of Minnesota.

IN WITNESS WHEREOF, The City of La Crescent and the Contractor have executed this Contract as of the day and year first written above:

Contractor, having signed this contract and the City of La Crescent having duly approved this Contract on _____, and pursuant to such approval and the proper City officials having signed this Contract, the parties hereto agree to be bound by the provisions herein set forth. Minn. Stat. 256M.90

CITY OF LA CRESCENT

MORRIS ELECTRONICS

BY: _____

BY: _____

DATED: _____

DATED: _____

Addendum to Network Support Contract

This Addendum is a continuation of the Network Support Contract dated _____, between the City of La Crescent ("City") and Morris Electronics ("Morris Electronics") is hereby stated to include the following:

Dispute Resolution: The Parties shall cooperate and use their best efforts to ensure that the various provisions of the Agreement are fulfilled. The Parties agree to act in good faith to undertake resolution of disputes, in an equitable and timely manner and in accordance with the provisions of this agreement. If disputes cannot be resolved informally by the Parties, the following procedures shall be used:

Whenever there is a failure between the Parties to resolve a dispute on their own, the Parties shall first attempt to mediate the dispute. The parties shall agree upon a mediator, or if they cannot agree, shall obtain a list of court-approved mediators from the Houston County District Court Administrator and select a mediator by alternately striking names until one remains. The City shall strike the first name followed by Morris Electronics and shall continue in that order until one name remains.

If the dispute is not resolved within thirty (30) days after the end of mediation proceedings, the parties may litigate the matter.

Assignment. Morris Electronics may not assign this Agreement to any other person unless written consent is obtained from the City.

Nondiscrimination. In the hiring of employees to perform work under this Agreement, Morris Electronics shall not discriminate against any person by reason of any characteristic protected by state or federal law.

Notices. All notices and other communications under this Agreement must be in writing and must be given by registered or certified mail, postage prepaid, or delivered by hand at the addresses set forth below:

Notice to City: City of La Crescent
 Attn: City Administrator
 315 Main Street
 La Crescent, MN 55947

With a copy to: Wieser Law Office, P.C.
 Attn: Al "Skip" Wieser, III
 33 South Walnut Street, Suite 200
 La Crescent, MN 55947

Notice to Morris Electronics: Morris Electronics Electronics
 Attn: _____

Government Data. Morris Electronics agrees to abide by the applicable provisions of the Minnesota Government Data Practice Act, Minnesota Statutes, Chapter 13, HIPAA requirements, and all other applicable state or federal rules, regulations, or orders pertaining to privacy or confidentiality. Morris Electronics understands that all of the data created, collected, received, stored, used, maintained, or disseminated by Morris Electronics in performing those functions that the City would perform is subject to the requirements of Chapter 13 and Morris Electronics must comply with those requirements as if it were a government entity. This does not create a duty on the part of Morris Electronics to provide the public with access to public data if the public data is available from the City, except as required by the terms of this Agreement.

Counterparts. This Agreement may be signed in counterparts, each of which shall be deemed an original, and which taken together shall be deemed to be one and the same document.

Savings Clause. If any court finds any portion of this Agreement to be contrary to law, invalid, or unenforceable, the remainder of the Agreement will remain in full force and effect.

Force Majeure. Except for payment of sums due, neither party shall be liable to the other or deemed in default under this Agreement, if and to the extent that such party's performance is prevented by reason of Force Majeure, as determined by the City.

Ownership of Documents. All reports, plans, specifications, data, maps, and other documents produced by the Morris Electronics in the performance of services under this Agreement shall be the property of the City.

Signatures on Following Pages

City of La Crescent

Date: _____

By: Mikel Poellinger
Its: Mayor

Date: _____

By: Bill Waller
Its: City Administrator

Morris Electronics Electronics

Date: _____

By: _____

Its: _____

3.13



TO: Honorable Mayor and City Council Members

FROM: Angie Boettcher, City Clerk

DATE: February 28, 2024

RE: 2024 Vector Control Contract

A handwritten signature in black ink, appearing to read "Angie", is written over the "FROM:" line.

Attached for review and consideration is the 2024 purchase contract regarding mosquito abatement services. Vector control remains part of the MS4 requirements. The contract is once again through Driftless Region Vector Control and compensation is a total of \$3,272.00. This is an increase of \$120.00 from last year and includes the following: canvassing-initial check and two rechecks, monitoring standing water, placement of mosquito egg traps, and recording. Also attached is the 2023 Canvassing Overview provided by Driftless Region Vector Control.

PURCHASE CONTRACT FOR MOSQUITO ABATEMENT SERVICES

I. PARTIES.

This Contract is made and entered into this 29th of February, 2024 by and between Driftless Region Vector Control LLC, hereinafter referred to as Provider, and City of La Crescent, Minnesota, hereinafter referred to as Purchaser.

Provider's employee responsible for administration of this Contract will be Joseph Writz, Owner of Driftless Region Vector Control LLC, whose principal business address is PO Box 2722, La Crosse, WI 54602.

Purchaser's employee responsible for administration of this Contract will be Angie Boettcher, City Clerk, whose principal business address is 315 Main St, La Crescent, MN 55947.

II. SERVICES TO BE PROVIDED AND CONTRACT PERIOD.

- a. Purchaser has an endemic area for arboviruses that are dangerous to the health and well being of its residents, and wishes to purchase services to address the issue. Provider is experienced with the elimination and abatement of mosquitoes that can bear the La Crosse strain of Encephalitis and other arboviruses, and can provide these services.
- b. Provider will provide services to canvass communities for potential mosquito-related human health hazards, identify and larvicide habitat sites for mosquito abatement, and provide Purchaser with list of found sites and activities, in the City of La Crescent.
- c. When a potential mosquito-related human health hazard site is identified (seen from the road or complaint site), Provider will follow these steps:
 1. Attempt to communicate with owner of property where habitat is located. If owner cannot be found, Provider will leave pamphlet and reminder at the door and then exit the property. Provider will leave the property if instructed by property owner and will not enter posted property or properties with aggressive people or animals.
 2. Educate owner and provide pamphlet about the issue.
 3. Check habitat for mosquito presence and treat with larvicide with property owner permission.
 4. Keep record of all information obtained at the site.

5. Notify Purchaser about sites when no contact is made or when permission is not given to check and treat habitat.
- d. Provider will fully canvass community in II. b. once. The sites found in the initial canvassing will be rechecked twice to update the site list. If Provider is given a letter of permission or authority by Purchaser, non-compliant sites may be entered and human health hazards may be treated during rechecks if no immediate contact is made.
- e. Provider may also set up and monitor ovitraps throughout Purchaser's City designed to collect and remove the eggs of vector mosquito species in coordination with Purchaser's officials.
- f. Provider will frequently monitor locations throughout Purchaser's City with long-lasting standing water, such as ditches and retention ponds, that have potential for mosquito activity. With property owner permission, these areas will be treated for mosquito larvae when necessary.
- g. Purchaser agrees to purchase and Provider agrees to provide the above described mosquito abatement services during the period of:

April 1, 2024 to December 31, 2024

III. PAYMENT FOR SERVICES.

- a. Purchaser agrees to pay Provider for the services provided in accordance with this Contract.
- b. Purchaser will pay compensation to Provider for Services in the amount of \$3,272. Payments will be made as follows:

Date and Payment Amount

1st of April, 2024 \$1,636

1st of July, 2024 \$1,636

- c. Purchaser will pay Provider within 30 days of the payment date.
- d. If Purchaser requests additional services from Provider, Purchaser will provide additional resources to Provider.

IV. INSURANCE.

- a. Purchaser shall not provide insurance coverage of any kind for Provider or Provider's employees or contract personnel. Provider shall obtain the following insurance coverage and maintain it during the entire term of this Contract:

1. Automobile liability insurance for each vehicle used in the performance of this Contract -- including owned, non-owned (for example, owned by Provider's employees), leased, or hired vehicles -- in the minimum amount of \$1.5 million combined single limit per occurrence for bodily injury and property damage.
2. Comprehensive or commercial general liability insurance coverage in the minimum amount of \$2 million general aggregate combined single limit, including coverage for bodily injury, personal injury, broad form property damage, contractual liability, and cross-liability.

V. INDEMNITY AND HOLD HARMLESS.

- a. Except as may be caused by the sole negligence of Provider or its employees, Purchaser agrees to save, hold harmless, defend and indemnify the Provider and all its officers, employees and agents, against any and all liability claims and costs of whatever kind and nature for injury to or death of any person or persons, and for loss or damage to any property occurring in connection with or in any way incident to or arising out of the services, operation or performance of work in connection with this contract.

VI. INDEPENDENT CONTRACTOR STATUS.

- a. Subject to terms and conditions of this Contract, Purchaser hereby engages Provider as an independent contractor to perform the services set forth herein, and Provider hereby accepts such engagement.
- b. This Contract shall not render Provider an employee, partner, agent of, or joint venturer with Purchaser for any purpose. Provider is and will remain an independent contractor in relationship to Purchaser. Purchaser shall not be responsible for withholding taxes with respect to Provider's compensation hereunder. Provider shall have no claim against Purchaser hereunder or otherwise for vacation pay, sick leave, retirement benefits, social security, worker's compensation, health or disability benefits, unemployment insurance benefits, or employee benefits of any kind.
- c. Provider has the right to perform services for others during the term of this Contract.
- d. Provider has the sole right to control and direct the means, manner, and method by which the services required by this Contract will be performed. Provider shall select the routes taken, starting and quitting times, days of work, and order the work is performed.
- e. Provider has the right to hire assistants as subcontractors or to use employees to provide the services required by this Contract.
- f. Neither Provider nor Provider's employees or contract personnel shall be required to wear any uniforms provided by Purchaser.

- g. The services required by this Contract shall be performed by Provider, Provider's employees, or contract personnel, and Purchaser shall not hire, supervise, or pay any assistants to help Provider.
- h. Neither Provider nor Provider's employees or contract personnel shall receive any training from Purchaser in the professional skills necessary to perform the services required by this Contract.
- i. Neither Provider nor Provider's employees or contract personnel shall be required by Purchaser to devote full time to the performance of the services required by this Contract.

VII. EXPENSES OF SERVICES.

- a. Provider shall be responsible for all expenses incurred while performing services under this Contract. This includes automobile, truck, and other travel expenses; vehicle maintenance and repair costs; vehicle and other license fees and permits; insurance premiums; road, fuel, and other taxes; fines; larvicide; radio, pager, or cell phone expenses; meals; and all salary, expenses, and other compensation paid to employees or contract personnel the Provider hires to complete the work under this Contract.

VIII. DATA PRACTICES COMPLIANCE.

- a. Provider will have access to data collected or maintained by Purchaser to the extent necessary to perform Provider's obligations under this Contract. Provider will not release or disclose the contents of data classified as not public to any person except at the written direction of Purchaser. Upon termination of this contract, Provider agrees to return data to Purchaser, as requested by Purchaser.

IX. SEVERABILITY.

- a. If any provision of this Contract will be held to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid and enforceable. If a court finds that any provision of this Contract is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision will be deemed to be written, construed, and enforced as so limited.

X. CONTRACT REVISION AND/OR TERMINATION.

- a. Failure to comply with any part of this Contract may be considered cause for revision, suspension, or termination.
- b. Revision of this Contract must be agreed to by Provider and Purchaser by an addendum signed by authorized representatives of both parties.

- c. Provider shall notify Purchaser whenever it is unable to provide the required quality or quantity of services. Upon such notification, Purchaser and Provider shall determine whether such inability will require a revision or cancellation of this Contract.
- d. If either party finds it necessary to revise or terminate the Contract prior to the expiration date for reasons other than nonperformance, actual cost incurred by the Provider may be reimbursed for an amount determined by mutual agreement of both parties.
- e. This Contract can be terminated by thirty (30) day written notice by either party.
- f. The provisions of section V. a. shall survive any termination.

XI. CONDITIONS OF THE PARTY'S OBLIGATION.

- a. This Contract is contingent on authorization of Minnesota and United States Laws, and any material amendment or repeal of the same affecting relevant authority shall serve to terminate this agreement except as further agreed to by the parties hereto.
- b. Nothing contained in this Contract shall be construed to supersede the lawful powers or duties of either party.
- c. It is understood and agreed that the entire Contract between the parties is contained herein, except for those matters incorporated herein by reference, and that this Contract supersedes all oral agreements and negotiations between the parties relating to the subject matter thereof.

DRIFTLESS REGION VECTOR CONTROL LLC

By: _____
Joseph Writz
Owner

2/29/24

Date

CITY OF LA CRESCENT

By: _____
Angie Boettcher
City Clerk

Date



2023 Canvassing Overview City of La Crescent

This overview contains a breakdown of mosquito abatement activities for the 2023 season.
Percentages in [] show increase or decrease from 2022.

Total Initial Sites Found:

(Number of all sites that were stopped at, including those fixed right away and no longer a problem)

Business:	8	[=]
Residential:	3	[-40.00%]
Total:	11	[-15.38%]

Initial Sites Compliant Immediately:

(Number of sites stopped at that were not a problem following the initial check, e.g. they fixed the issue immediately, tires were on rims or had holes, or businesses with no problematic tires at the time)

Business:	6	
Residential:	0	
Total:	6	(54.55% of initial sites) [-14.69%]

Sites to Recheck:

(Number of sites to be rechecked, most initially compliant businesses were rechecked, few initially compliant residential sites required recheck)

Business:	8	[=]
Residential:	3	[-40.00%]
Total:	11	[-15.38%]

New Sites Added During Recheck:

(Number of new businesses and residential sites added during the rechecking of sites)

Business:	1	[+1]
Residential:	0	[-1]
Total:	1	[=]

Rechecked Sites Compliant:

(Number of sites during recheck that were compliant)

Business:	8	
Residential:	1	
Total:	9	(75.00% of rechecked sites) [- 17.86%]

Rechecked Sites Non-Compliant:

(Number of sites during recheck that were non-compliant)

Business:	1	
Residential:	2	
Total:	3	(25.00% of rechecked sites) [+17.86%]

Non-Compliant Sites Treated:

(Number of sites during recheck that were non-compliant and were treated)

Business: 1 (100.00% of non-compliant sites) [=]

Residential: 0 (0.00% of non-compliant sites) [N/A%]

Total: 1 (33.33% of non-compliant sites) [-66.67%]

% Compliant Sites Initial vs. Ending:

Initial: 54.55% [-14.69%]

Ending: 75.00% [-17.86%]

Change: 20.45% increase in compliance [- 3.17%]

Of 9 Total Businesses:

(From both initial checks and rechecks)

7 (77.78%) were automotive shops

1 (11.11%) was city, town, or county owned

1 (11.11%) were other non-residential businesses (construction companies, schools, etc.)

For any questions, please contact Joey Writz at driftlessregionvc@gmail.com or (608) 406-4462

Driftless Region Vector Control LLC
PO Box 2722
La Crosse, WI 54602



2023 City of La Crescent Canvassing Overview																							
Community	Total Initial Sites Found			Initial Sites Compliant Immediately			Sites to Recheck			New Sites Added During Recheck			Rechecked Sites Compliant			Rechecked Sites Non-Compliant (NC)			NC Sites Treated				
	Business	Residential	Total	Business	Residential	Total	Business	Residential	Total	Business	Residential	Total	Business	Residential	Total	Business	Residential	Total	Business	Residential	Total		
La Crescent	8	3	11	6	0	6	8	3	11	1	0	1	8	1	9	75.00%	1	2	3	25.00%	1	0	1
TOTAL	8	3	11	6	0	6	8	3	11	1	0	1	8	1	9	75.00%	1	2	3	25.00%	1	0	1
2022 TOTAL	8	5	13	8	1	9	8	5	13	0	1	1	7	6	13	92.86%	1	0	1	7.14%	1	0	1
Change	=	-40.00%	-15.38%	=	=	=	=	-40.00%	-15.38%	+1	-1	=	=	=	=	+17.86%	=	=	=	=	=	=	=

Color Key (2022 Census Data)	
Unincorporated / <100	
100 - 1,000	
1,000 - 2,000	
2,000 - 10,000	
> 10,000	

2022 Census Data	
Unincorporated / <100	
100 - 1,000	
1,000 - 2,000	
2,000 - 10,000	
> 10,000	

#6.1



**La Crosse County Convention & Visitors Bureau
Board Meeting
Explore La Crosse Office
123 7th Street South
Tuesday, February 20, 2024
8:00 a.m.**

Board of Directors: Dave Ring, President; Jen Burch, Vice President; Chris Roderique, Treasurer; Pete Boese, Secretary; Pat Stephens, Ryan Johnson, Nathan Franklin, Patrick Barlow, Dan Stevens, Barb Janssen, Cheryl Jostad, Dan Wick, Kalynn Kruger, Jay Patel, Ashley Santolin, Dan Kapanke, Val Erickson, Vicki Markussen, Brody Meier, Austin Wells, Leo Silva & John Andersen

Ad Hoc: Mary Larson (DMI), Beth Franklin (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**
January 2024
 - b. **Financial Committee**
Minutes
February 2024
Statements
January 2024
 - c. **Community Updates**
- 3. Community Partners Update**
 - a. DMI
 - b. La Crescent Chamber
 - c. La Crosse Chamber
- 4. Event Center Updates**
 - a. La Crescent Area Event Center
 - b. La Crosse Center
 - c. Omni Center
- 5. Presentation:** Erik Sjolander, Director of Convention Sales
- 6. Executive Director's Report – A.J. Frels**

7. Committees

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

8. Old Business

- a. Employee Handbook Review & Job Descriptions Update
- b. Board Retreat Feedback
- c. Train Experience
- d. Destinations Wisconsin Day at the Capital

9. New Business

- a. LCC Board Seat
- b. Wagon Wheel Trail Letter of Support
- c. AirDNA STR Packet
- d. WIGCOT Conference

10. Adjournment

Next Scheduled board meeting – Tuesday, March 19, 2024, at 8:00 a.m. at the LCCVB Office at 123 7th Street South, La Crosse.

**LA CROSSE COUNTY CONVENTION & VISITORS BUREAU****BOARD MEETING****January 16, 2024– 8:00 a.m.**

Board Members:

Present: Dave Ring, Jen Burch, Chris Roderique, Pete Boese, Mary Larson, Ryan Johnson, Patrick Barlow, Dan Stevens, Barb Janssen, Cherryl Jostad, Kalynn Krueger, Jay Patel, Ashley Santolin, Dan Kapanke, Val Erickson, Vicki Markussen, Brody Meier, Austin Wells, John Anderson, Elizabeth Poh

Excused: Pat Stephens, Beth Franklin, Nathan Franklin, Brian Meeter, Debbie Hosch, Jay Odegaard, Leo Silva, Dan Wick

Absent:**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.

Welcome-Austin Wells, La Crosse Fairgrounds Speedway

Consent Items:

Board minutes-November 2023; Financial Committee Minutes: December 2023, January 2024;

Statements: November 2023 and December 2023. Community Updates.

MOTION: To approve the Board minutes- November 2023; Financial Committee Minutes: December 2023, January 2024; Statements: November 2023 and December 2023, and Community Updates. (B. Meier, D. Kapanke) Carried.

COMMUNITY PARTNER & EVENT CENTER UPDATES:

DMI-Several items in the works including; updating their gift card program, surveying downtown members, ARPA funding for local shopping.

La Crescent-Chili Cook-Off and Craft Beer Tasting on January 20th. La Crescent Chamber Member Annual Dinner and Live Auction at Pettibone Resort on February 24th.

La Crosse Center-Events including: Bi-State, MN Wrestling Duals, Badgerland Nationals, Wedding Expo, State Pom & Dance Tournament.

EXECUTIVE DIRECTOR REPORT:

- Holiday Train Recap: The train stop was a success with this year's collection of monetary donations being the largest to date. A big thank you to the many sponsors that contributed the cookies, hot cocoa and coffee for the spectators to enjoy.

-Thank you to all that were able to attend the Holiday Gathering at Drugan's in December.

-The Rotary Lights Sweepstake was a huge success, and was one of the most popular sweepstakes bringing in 8,020 entries.

-AJ attended the La Crosse County meeting on January 8th to discuss the 5-year plan to end homelessness in La Crosse.

- Drew with the Wisconsin Department of Tourism has asked AJ to sit on a panel for the Governor's Conference on Tourism this March.

- Secretary Sayers and the Wisconsin Department of Tourism decided to consolidate their convention committee, and their Sports Commission. AJ was asked to transition from chairing the convention committee to chairing the newly formed committee. He happily accepted that position.
- Erik has ordered the gifts for the Marbleseed Board of Directors. They have arrived and will be distributed to those directors when they are here in February.
- Haleigh will return from maternity leave on February 1, 2024.
- Carey, Deb, Jeremiah, and AJ met with Kathy Freudland of the Westby Ski Jump to discuss how Explore La Crosse can partner and participate in the event and build relations.
- The agreement with RIPE has been finalized. This software will allow us to link to events and festivals as a booking engine.
- Our Holiday Greetings card was sent out from the LCCVB to our tourism partners. This year we had the Red Bridge in La Crescent as our backdrop.
- Thank you again to Brody for his generosity in allowing us to store our 2024 visitor guides in his warehouse and not charging for the space.

COMMITTEE REPORTS:

Membership - Reports were distributed. Revenue for the month of December is \$8,905.50 budgeted for \$4,800. The next meeting will be held January 18, 2024.

Grants- Reports were distributed. \$66,300 was awarded in grants in 2023. The next meeting will be held January 18, 2024.

Convention/Sales- No meeting was held this month.

Marketing/Media- Meetings will resume when Haleigh is back from her maternity leave. The most recent Sweepstakes have been successful for Rotary Lights and Valentine's Day.

Belonging and Mattering Committee-No meeting was held this month.

OLD BUSINESS:

- Parking District Update-Mary Larson will be meeting with the Mayor today, no further updates at this time.
- Frothbite Recap- The event was a success with nearly 1200 people in attendance, and only a few short from the record-setting year in 2021. The team is working on finalizing the final reports. A preliminary report was included in the board packet.
- Letters for Board Reappointment-all of the letters have been turned in for the year.
- Updated Board Contact List-the document has been updated, however, please let AJ know if there are any changes.
- Visitor Guide Update-2024 Visitor Guides-The guides were delivered on January 8th, and are available for distribution at area businesses and for visitor requests.
- Golf Cart Update-The golf cart was purchased from Davey's and paid for in 2023. Delivery will be in April of 2024. Davey's will hold the cart until delivery and keep the battery charged.
- CD Update-We rolled over one of the CD's that matured in December. While we had the opportunity, we took the additional revenue from the money market and added it to the CD. This CD will mature on 6/6/2025 and is at a rate of 4.95%.

NEW BUSINESS:

- Employee Handbook Review & Job Descriptions-We are in the process of reviewing our employee handbook and making adjustments. We will be looking at a few policies and procedures such as PTO practices, a remote working

policy as well as Belonging and Mattering as it pertains to the layout and phrasing of the content in the handbook. As we did in 2017, we will engage with Wipfli moving forward, we have scheduled and will budget for the handbook to be reviewed and updated professionally every two years. The job descriptions are also currently being reviewed.

-Madden Media AI Session-at this time there are 37 people signed up to attend the virtual session lead by Matt Clement, Managing Partner with Madden Media. In this session Matt will review AI and how affects tourism and the workplace.

-Board Retreat-is scheduled for February 15, both the Board and Staff retreats will be held that day, at the Courtyard Marriott. Lunch will be at noon, at Piggy's.

Meeting adjourned at 8:43am

Next Board Meeting Tuesday, February 20, 2024 at 8:00am

Respectfully submitted, Michelle Hoch