

CITY OF LA CRESCENT
AGENDA
REGULAR MEETING
LA CRESCENT CITY HALL
315 MAIN STREET
JUNE 26, 2023
5:30 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 – JUNE 12, 2023
- 1.2 BILLS PAYABLE THROUGH JUNE 23, 2023
- 1.3
- 1.4

2. PUBLIC HEARING/MEETING

5:30 PUBLIC HEARING – VACATION OF A PUBLIC ALLEY

3. ITEMS FOR CONSIDERATION

- 3.1 PLANNING COMMISSION MINUTES – JUNE 6, 2023
- 3.2 TESTIFY EXHIBIT AT LIBRARY
- 3.3 AGENDA REQUEST – SHORT TERM RENTAL ORDINANCE
- 3.4 PERSONNEL COMMITTEE RECOMMENDATIONS
- 3.5 WALNUT STREET PROJECT REVIEW
- 3.6 Mn DEPARTMENT OF HEALTH MONITORING PROJECT
- 3.7 FEE SCHEDULE AMENDMENT
- 3.8 DONATION RESOLUTION
- 3.9 2023 APPLEFEST REQUEST
- 3.10 APPLEFEST 75TH ANNIVERSARY MONUMENT
- 3.11 2023 LICENSE RENEWALS
- 3.12
- 3.13

4. UNFINISHED BUSINESS

- 4.1

CITY OF LA CRESCENT
AGENDA
REGULAR MEETING
LA CRESCENT CITY HALL
315 MAIN STREET
JUNE 26, 2023
5:30 P.M.

5. MAYOR'S COMMENTS

5.1

**6. STAFF CORRESPONDENCE/COMMITTEE
UPDATES**

6.1 EXPLORE LA CROSSE

6.2

6.3

6.4

7. CORRESPONDENCE

7.1

7.2

7.3

8. HOUSTON COUNTY

8.1

9. CHAMBER OF COMMERCE

9.1

10. ITEMS FOR NEXT AGENDA

11. ADJOURNMENT

| . |

MINUTES, REGULAR MEETING
CITY COUNCIL, CITY OF LA CRESCENT, MINNESOTA
JUNE 12, 2023

Pursuant to due call and notice thereof, the first meeting of the City Council of the City of La Crescent for the month of June was called to order by Mayor Mike Poellinger at 5:30 PM in the La Crescent City Hall, La Crescent, Minnesota, on Monday, June 12th, 2023.

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, Community Development Director Larry Kirch, and Deputy Clerk Angie Boettcher.

Also present were La Crescent Fire Department Deputy Marshal Cassie Buehler and Attorney Susan Tindal from the law firm of Iverson Ruevers (via Zoom).

Mayor Poellinger asked if anyone wished to take action to change the agenda as presented. There were no changes requested.

ITEM 1 – CONSENT AGENDA

At this time, the Mayor read the following items to be considered as part of the Consent Agenda for this regular meeting:

- 1.1 MINUTES – MAY 22, 2023
- 1.2 BILLS PAYABLE THROUGH – JUNE 9, 2023
- 1.3

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

Member Hutchinson made a motion, seconded by Member Williams, 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 – CLOSED SESSION

It being 5:31pm, Member Williams made a motion, seconded by Member Jostad, as follows:

A MOTION TO CLOSE THE REGULAR PORTION OF THE CITY COUNCIL MEETING TO ENTER INTO CLOSED SESSION AS PERMITTED BY MINNESOTA STATE STATUTE 13D.05, SUBD. 3(B) FOR PURPOSES OF PRESERVING ATTORNEY/CLIENT PRIVILEGE RELATING TO ACTIVE LITIGATION IN THE MATTER OF THE CITY OF LA CRESCENT V. RYAN QUANRUD AND THE PUBLIC EMPLOYEES' RETIREMENT ASSOCIATION.

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

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

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

Council then convened in closed session for litigation matters pursuant to Minnesota State Statute 13D.05, Subd. 3(B) under the attorney-client privilege exception to the Minnesota Open Meeting Law to discuss litigation strategy.

The following persons were in attendance: Mayor Mike Poellinger, Council Members Ryan Hutchinson, Cherryl Jostad, Teresa O'Donnell-Ebner, Dale Williams, City Administrator Bill Waller, Susan Tindal from the law firm of Iverson Ruevers (via Zoom), and City Attorney Skip Wieser. The closed session adjourned at 5:42 pm.

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

MOTION TO END THE CLOSED SESSION AND RESUME THE OPEN SESSION.

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

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

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

ITEM 3.2 – CONSIDERATION OF PERA SETTLEMENT AGREEMENT

City Attorney Skip Wieser reviewed with City Council for approval the PERA settlement agreement for Ryan Quanrud in the amount of \$42,500. Following discussion, Member O'Donnell-Ebner made a motion, seconded by Member Williams as follows:

MOTION TO APPROVE THE SETTLEMENT OF THE PUBLIC EMPLOYEE'S RETIREMENT ASSOCIATION CONTINUING HEALTHCARE BENEFIT APPEAL OF LA CRESCENT FOR PAYMENT OF \$42,500 TO RYAN QUANRUD THROUGH ATTORNEYS AT MEUSER, YACKLEY, AND ROWLAND, AND DISMISSAL OF THE CITY'S APPEAL IN EXCHANGE FOR MR. QUANRUD'S PERMANENT WAIVER OF HIS RIGHT TO CLAIM CONTINUING HEALTH BENEFITS PAID FOR BY THE CITY OF LA CRESCENT; AND AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE THE SETTLEMENT AGREEMENT AND OUR ATTORNEYS TO EXECUTE ALL DOCUMENTS NECESSARY TO EFFECTUATE SETTLEMENT AND DISMISSAL OF THE APPEAL.

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 – DONATION RESOLUTION

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

RESOLUTION NO. 06-23-20

RESOLUTION ACCEPTING DONATIONS MADE TO THE CITY OF LA CRESCENT WIESER MEMORIAL PARK IMPROVEMENT PROJECT IN MAY 2023

WHEREAS, the City of La Crescent ("La Crescent") is required by Minn. Stat. § 465.03 to accept donations by Resolution;

WHEREAS, the following donations were made to La Crescent in the month of May 2023 to the Wieser Memorial Park Improvement Project to be used for the specific purpose of improvements to the park shelter and bathroom facilities:

1. Nick and Jody Erdmann wish to donate \$300.00
2. An Anonymous donor wishes to donate \$2500.00

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

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

ADOPTED this 12th day of June 2023.

SIGNED:

Mayor

ATTEST:

Deputy Clerk

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

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

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

ITEM 3.4 – FIRE DEPARTMENT WAIVER

Taken out of order to allow for attendance of Deputy Fire Marshal Cassie Buehler.

ITEM 3.5 – AUTHORIZE CAPITAL EXPENDITURE

City Council reviewed a letter from Police Chief Ahlschlager requesting authorization to amend the 2022 Capital Expenditure Budget for the purchase of two outdoor dome cameras for the new Wieser Park Pavilion in the amount of \$5,560.05 and three outdoor dome cameras for the La Crescent Aquatic Center in the amount of \$6,337.83. The installation of state-of-the-art cameras will enhance the city's security and liability needs in these areas that are currently lacking. Five Star Telecom has been identified as the company offering a system that is technologically current and compatible with the city's current overall system. It is anticipated in 2023 the City of La Crescent will be receiving a Public Safety Aid Package with La Crescent's allotment calculated at \$233,374. This funding will offset certain other capital expenditure projects/purchases. Following discussion, Member O'Donnell-Ebner made a motion, seconded by Member Hutchinson as follows:

MOTION TO AUTHORIZE AMENDING THE 2022 CAPITAL EXPENDITURE BUDGET FOR THE PURCHASE OF TWO OUTDOOR DOME CAMERAS FOR THE NEW WIESER PARK PAVILION IN THE AMOUNT OF \$5,560.05 AND THREE OUTDOOR DOME CAMERAS FOR THE LA CRESCENT AQUATIC CENTER IN THE AMOUNT OF \$6,337.83 WITH THE ANTICIPATION THAT IN 2023 THE CITY OF LA CRESCENT WILL RECEIVE A PUBLIC SAFETY AID PACKAGE IN THE AMOUNT OF \$233,374 WHICH WILL OFFSET CERTAIN OTHER CAPITAL EXPENDITURE PROJECTS/PURCHASE. FIVE STAR TELECOM WILL OFFER A SYSTEM THAT IS TECHNOLOGICALLY CURRENT AND COMPATIBLE WITH THE CITY'S CURRENT OVERALL SYSTEM.

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

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

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

ITEM 3.6 – JUNETEENTH HOLIDAY DESIGNATION

City Council reviewed for consideration information from the League of Minnesota Cities regarding the establishment of Juneteenth as a state-recognized holiday. The new law will require that City Hall be closed this year on June 19th in observance of the holiday. The Police Department, a core function of the Public Works Department, Golf Course, and Aquatic Center will continue to function just as any other day of the year. City Council also reviewed memorandums of understanding with the three unions that represent City employees. It was recommended that the City Council approve the three memorandums of understanding and also recognize the holiday for City employees that are not represented by a bargaining unit. Following discussion, Member O'Donnell-Ebner made a motion, seconded by Member Hutchinson as follows:

MOTION TO APPROVE THE JUNETEENTH HOLIDAY REQUIRING THAT CITY HALL BE CLOSED THIS YEAR ON JUNE 19TH WITH THE POLICE DEPARTMENT, CORE FUNCTION OF PUBLIC WORKS DEPARTMENT, GOLF COURSE, AND AQUATIC CENTER TO FUNCTION JUST AS ANY OTHER DAY OF THE YEAR AND APPROVE THE MEMORANDUMS OF UNDERSTANDING FOR THE THREE UNIONS THAT REPRESENT THE CITY EMPLOYEES AS WELL AS ALSO RECOGNIZING THE HOLIDAY FOR CITY EMPLOYEES THAT ARE NOT REPRESENTED BY A BARGAINING UNIT.

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

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

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

ITEM 3.4 – FIRE DEPARTMENT WAIVER

Deputy Fire Marshal Cassie Buehler reviewed with City Council for adoption of a Refusal of Evaluation, Treatment, and/or Transport waiver. Currently, Tri-State Ambulance (TSA) gets paged for any medical call in La Crescent. The call for Tri-State cannot be canceled even if it is known that the patient is going to refuse further care and/or transport. If the La Crescent EMS were to arrive on the scene and the patient refuses care and/or transport to the hospital, EMS can have the patient sign the refusal form. The patient would have to meet specific criteria in order for La Crescent to allow patient refusal. EMS would also need to verbalize word for word the General Refusal Statement. This new process would allow EMS to cancel TSA as outlined in the Pre-Hospital Guidelines (page 112), which would allow TSA to be available for other medical calls that require more emergent action and avoid unnecessary time, costs, and resources. La Crescent personnel would receive additional education and training on the refusal process once adopted into practice. Following discussion, Member Jostad made a motion, seconded by Member Williams as follows:

MOTION TO ADOPT THE REFUSAL OF EVALUATION, TREATMENT, AND/OR TRANSPORT WAIVER IF THE LA CRESCENT EMS ARRIVES ON SCENE AND THE PATIENT IS GOING TO REFUSE FURTHER CARE AND/OR TRANSPORT TO THE HOSPITAL IF THE PATIENT MEETS SPECIFIC CRITERIA AND WITH EMS FIRST VERBALIZING WORD FOR WORD THE GENERAL REFUSAL STATEMENT ALLOWING EMS TO CANCEL TRI-STAE AMBULANCE (TSA) AS OUTLINED IN THE PRE-HOSPITAL GUIDELINES (PAGE 112) WHICH WOULD ALLOW TSA TO BE AVAILABLE FOR OTHER MEDICAL CALLS THAT REQUIRE MORE EMERGENT ACTION AND THAT LA CRESCENT EMS PERSONNEL WILL RECEIVE ADDITIONAL EDUCATION AND TRAINING ON THE REFUSAL PROCESS ONCE ADOPTED INTO PRACTICE.

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

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

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

ITEM 3.7 – CHICKEN ORDINANCE

City Attorney Skip Wieser reviewed with City Council for approval the updated Chicken Ordinance. The update includes an increase in the number of chickens from five (5) to six (6) per residence and a one-time permit fee of \$50.00. Following discussion, Member Hutchinson introduced the following ordinance and moved its passage and adoption:

ORDINANCE NO. 568

AN ORDINANCE OF THE CITY OF LA CRESCENT REGULATING THE LIMITED KEEPING OF CHICKENS IN THE CITY OF LA CRESCENT, MINNESOTA

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

SECTION I – PURPOSE.

The La Crescent City Council finds it necessary to regulate the limited keeping of chickens within the City of La Crescent to protect public health, safety, and welfare.

SECTION II – LIMITED KEEPING OF CHICKENS.

- A. The limited keeping of chickens may be permitted as an accessory use to a legally established single-family residence subject to the following:
1. The property shall be occupied with a single-family home. The owner of the chickens shall live in the dwelling on the property.
 2. No person shall keep more than six (6) total hen chickens.
 3. No person shall keep roosters or adult male chickens.
 4. Chickens shall be kept within a separate enclosed accessory building and fenced outdoor containment area subject to the following:
 - a. The accessory building shall be less than 120 square feet in size and not exceed six feet in height.
 - b. The accessory building shall comply with all standards for accessory buildings, unless otherwise stated herein.

- c. Any outdoor containment areas shall be screened from view from all neighboring properties and rights-of-way. Outdoor containment areas shall not exceed 20 square feet per bird and shall not have a fenced enclosure greater than six (6) feet in height.
 - d. Any accessory building or containment area shall be located in the rear yard only and shall be at least 15 feet from any side or rear property lines.
 - e. Fencing used to contain chickens shall comply with applicable conditions of the City Code.
 - f. Chickens shall not be kept within the dwelling unit or garage.
 - g. The accessory building and/or containment area shall be maintained in good repair, in a clean and sanitary manner, free of vermin, and free of objectionable odors.
 - h. Chickens shall remain in the accessory building and/or containment area at all times and shall not run at large.
 - i. Chickens shall remain in the accessory building from sunset to sunrise each day to prevent nuisance noise and the attraction of vermin and predators.
 - j. Accessory buildings for the purpose of this ordinance shall count towards the number of accessory buildings permitted or the size limitations as stated in Zoning Ordinance Chapter 12.
 - k. The slaughter of chickens on site is prohibited.
 - l. The raising of chickens for breeding purposes is prohibited.
 - m. The sale of eggs or other commercial activity on the premises is prohibited.
 - n. Feces and discarded feed shall be regularly collected and only stored temporarily on site in a leak-proof container with a tight-fitting cover to prevent nuisance odors and the attraction of vermin. Such waste may be composted on site if objectionable odors are not generated and maintained.
 - o. Chicken feed shall be stored in leak-proof containers with a tight-fitting cover to prevent attracting vermin.
- B. The keeping of farm animals other than chickens or in greater numbers than permitted by division A. above shall comply with all other requirements of the City Code.
- C. The limited keeping of chickens is permitted at established schools providing kindergarten through Grade 12 (K – 12) education.

SECTION III – PERMIT REQUIRED. No person shall keep or maintain chickens unless they have been granted a permit. The permit shall be subject to all terms and conditions of this ordinance, and any additional conditions deemed necessary by the City Council to protect the public health, safety, and welfare of the animal. The necessary permit applications are available in the City Clerk's Office. Included with the completed application, must be a scaled diagram that indicates the location of any chicken coop and run, the approximate size and distance from adjoining structures, and property lines.

SECTION IV – VIOLATION. A violation of this Ordinance is a petty misdemeanor subject to penalty not to exceed \$300.00.

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

PASSED AND ENACTED this 12th day of June, 2023.

Mayor

ATTEST:

City Administrator

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

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

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

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

MOTION THAT A PRÉCIS FORMAT OF SAID ORDINANCE 568 BE PUBLISHED IN THE OFFICIAL NEWSPAPER OF THE CITY AND WITH “OFFICIAL COPY” SO MARKED BE KEPT ON FILE IN THE OFFICE OF THE CITY ADMINISTRATOR.

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

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

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

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

MOTION TO APPROVE THE CHICKEN PERMIT APPLICATION WITH A ONE-TIME APPLICATION FEE OF \$50.00.

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

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

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

ITEM 3.8 – PERSONNEL COMMITTEE RECOMMENDATIONS

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

1. On July 5th, 2023, Darin Daveau will have completed his one-year probationary period as a Police Officer for the City of La Crescent. The Personnel Committee is recommending that effective July 5th, 2023, Mr. Daveau's probationary status be removed and that he be classified as a regular City of La Crescent employee. A letter from the Chief of Police regarding the recommendation was included. Following discussion, Member O'Donnell-Ebner made a motion, seconded by Member Jostad as follows:

MOTION TO REMOVE THE PROBATIONARY STATUS OF POLICE OFFICER DARIN DAVEAU AND THAT HE BE CLASSIFIED AS A REGULAR CITY OF LA CRESCENT EMPLOYEE EFFECTIVE JULY 5TH, 2023.

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.

2. Attached for review by City Council is the job description that has been presented in the past for the new Public Works Directors position. The description has been modified slightly with the addition of the Incident Command System Training that is offered through FEMA. The duties of the Public Works Director are currently included in the job description for the City

Administrator. The position will be a department head-level supervisory position, and will not be part of a bargaining unit. The position will have a point value of 350-380 and a 2023 wage schedule from \$38.19 to \$45.85 per hour. This is the same as the point value and wage schedule for the Finance Director and the Chief of Police.

At the June 26th City Council meeting, we are proposing that the City Council take the following action:

- A. Adopt the job description for the Public Works Director position
- B. Establish the point value for the position at 350-380 and adopt a 2023 wage schedule of \$38.19 to \$45.85 per hour for the position.
- C. Promote Tyler Benish from Assistant Utility Maintenance Supervisor to Public Works Director. As proposed, Mr. Benish would serve a six-month probationary period and start at step one in the salary schedule.

This item will be brought back to the June 26th, 2023 City Council meeting. No action required at this time.

ITEM 3.9 – FEE SCHEDULE AMENDMENT

This item will be reviewed at the June 26th, 2023 City Council meeting and will include the permit application fees for both the Short-Term Rental permit and Chicken permit.

ITEM 3.10 – 2024 CAPITAL BUDGET REQUEST

Community Development Coordinator Larry Kirch reviewed with City Council for approval of a Resolution supporting the 2024 Capital Projects request to the State of Minnesota as priorities for the City of La Crescent and authorizing staff to pursue funding for the La Crescent Community Ice Arena and the Walnut Street Placemaking Revitalization Project. Following discussion, Member Williams introduced the following Resolution and moved its passage and adoption as follows:

RESOLUTION NO. 06-23-21

A RESOLUTION SUPPORTING THE 2024 CAPITAL PROJECTS REQUEST TO THE STATE OF MINNESOTA AS PRIORITIES FOR THE CITY OF LA CRESCENT AND AUTHORIZING STAFF TO PURSUE FUNDING FOR THE LA CRESCENT COMMUNITY ICE ARENA AND THE WALNUT STREET PLACEMAKING REVITALIZATION PROJECT

WHEREAS, the city received an Ice System Evaluation Study for the La Crescent Community Ice Arena which reported that the 26-year-old ice system is beyond its useful life; and

WHEREAS, the La Crescent Community Ice Arena operates for 8 ½ months per year and there is a desire to extend the season to 11 months; and

WHEREAS, the ice system improvements to the La Crescent Community Ice Arena will extend the life and function of the ice system for an additional 25 years which will improve its operations, efficiency and environmental stewardship; and

WHEREAS, the project will promote clean energy as the project includes installation of a solar array on the roof of the ice arena; and

WHEREAS, the redevelopment, revitalization and reconstruction of Walnut Street is and has been a high priority for the city and downtown La Crescent since the completion of the Comprehensive Plan, the Downtown Master Plan and the Walnut Street Corridor Planning process; and

WHEREAS, the Walnut Street Placemaking and Revitalization project would enhance the vibrancy of downtown within the public realm to be used by visitors and residents from the region; and

WHEREAS, the Walnut Street Placemaking and Revitalization project would preserve and repair existing infrastructure and incorporate climate preparedness with innovative stormwater treatment within the corridor; and

WHEREAS, investments in South East Minnesota on these projects will result in benefits to the state, the region and residents of the City of La Crescent as well as to non-resident visitors and businesses; and

WHEREAS, the State's process for capital investment projects is underway this spring and will continue into the fall and 2024 legislative session; and

WHEREAS, the city will continue to refine the 2024 bonding priorities along with legislative priority development.

IT IS RESOLVED, by the City Council of the City of La Crescent that the bonding priorities for 2024 are as follows: FIRST: La Crescent Community Ice Arena; SECOND: Walnut Street Placemaking and Revitalization Project.

IT IS FURTHER RESOLVED, that the city submits the projects for consideration by the Governor with estimated project amounts, and that the project amounts will be reconciled during the adoption of the City Council's budget and capital budget process.

IT IS FURTHER RESOLVED that the Mayor and the City Administrator are authorized to proceed with the State's 2024 Capital Budget request process.

ADOPTED this 12th day of June, 2023.

SIGNED:

Mayor

ATTEST:

City Administrator

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

ITEM 3.11 – KEEP COMPANY CO-WORKING INTERN

Community Development Coordinator Larry Kirch reviewed with City Council for approval a Contract for Professional Services between Samuel Furth and the City of La Crescent. The city received a grant from the Arlin Falck Foundation to assist the city, county, and the La Crescent Chamber of Commerce in sustaining the Keep company Co-working space. The grant outlined that an intern would be hired to assist in creating a long-term business plan for the co-working space, assist in hosting six business-to-business networking events, and provide assistance to businesses in the form of modest research and demographic data. The grant is for \$8,400 and the city would pay the intern up to \$7,200 at \$15.00 until December 31st, 2023. Following discussion Member Jostad made a motion, seconded by Member Williams as follows:

MOTION TO APPROVE THE CONTRACT FOR PROFESSIONAL SERVICE BETWEEN SAMUEL FURTH AND THE CITY OF LA CRESCENT.

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

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

Mike Poellinger Yes

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

ITEM 3.12 – 2023 LICENSE APPLICATION

City Council reviewed a Memo from the City's Administrative Assistant, Chris Fortsch regarding a new Gas Installers license application from Heyer Heating and Air Conditioning. The application appears to be in order, and it was recommended that City Council approve the license application for 2023. Following discussion, Member made a motion, seconded by Member as follows:

MOTION TO APPROVE A 2023 GAS INSTALLERS LICENSE FOR HEYER HEATING AND AIR CONDITIONING.

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

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

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

ITEM 3.13 – APPLEFEST LIQUOR LICENSE APPLICATION

City Council reviewed a Memo from the City's Administrative Assistant, Chris Fortsch regarding a temporary liquor license application for La Crescent Apple Festival, Inc. for September 15-17, 2023 at Abnet Field. The application appears to be in order, and it was recommended that City Council approve the application and authorize that it be forwarded to the Minnesota Department of Public Safety. Following discussion, Member made a motion, seconded by Member as follows:

MOTION TO APPROVE THE TEMPORARY LIQUOR LICENSE FOR LA CRESCENT APPLE FESTIVAL, INC. FOR SEPTEMBER 15-17, 2023 AT ABNET FIELD.

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 City Council reviewed the Park & Recreation Commission Minutes from 5/15/2023.

7. CORRESPONDENCE

7.1 City Council reviewed correspondence from the Minnesota State Demographic Center.

9. CHAMBER OF COMMERCE

Chamber of Commerce president Sarah DeLacey was in attendance and gave an update.

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

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

and none voted against the same. The motion was declared duly carried and the meeting duly adjourned at 6:12 PM

APPROVAL DATE: _____

SIGNED:

Mayor

ATTEST:

City Administrator

#1.2



TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator
DATE: June 23, 2023
RE: Bills Payable

Attached for review and consideration by the City Council are the bills payable for the period ending June 23, 2023. We would suggest that the City Council approve the payment of the bills as presented.

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
AIM ELECTORINCS, INC.						
44422	SCOREBOARDS AT ABNET FIELD	05/08/2023	12,176.00	.00		
44535	SCOREBOARD COMMUNICATION	06/20/2023	1,208.29	.00		
Total 10057:			13,384.29	.00		
AMAZON CAPITAL SERVICES						
11YK-DKWN-63	GC - TIRES FOR GOLF CARS	06/08/2023	381.32	.00		
16D6-NTDW-1TT	LIBRARY - OFFICE SUPPLIES	06/08/2023	65.95	.00		
1FKH-6LGL-HCH	PD - OFFICE SUPPLIES	06/11/2023	109.99	.00		
1KT4-DXWN-7M	GC - KITCHEN MATS	06/13/2023	147.56	.00		
1N3X-QXMR-4C	LIBRARY - PROGRAM SUPPLIES	06/08/2023	19.49	.00		
1P3P-C1C9-469	POOL - CLEANING SUPPLIES	06/06/2023	136.12	.00		
1P3P-C1C9-469	POOL - SAFE	06/06/2023	64.99	.00		
1RM1-H9J9-3CN	TENNIS - BALLS	06/06/2023	91.98	.00		
1RTL-DLK6-443J	LIBRARY - BOOKS	06/06/2023	17.99	.00		
1THX-HJR7-43P	LIBRARY - CLEANING SUPPLIES	06/08/2023	129.22	.00		
1TKP-113X-JVV3	PD - OFFICE SUPPLIES	06/19/2023	14.98	.00		
1TKP-113X-JVV3	CITY - OFFICE SUPPLIES	06/19/2023	239.94	.00		
1WJC-PWR7-CP	POOL - OFFICE SUPPLIES	06/09/2023	31.92	.00		
1XXC-4JX6-HFQ	PD - NEIGHBORS NIGHT OUT	06/11/2023	7.89	.00		
Total 9956:			1,459.34	.00		
AQUA LOGIC, INC.						
2278	POOL - CHEMICAL FEED SENSORS	06/09/2023	652.78	.00		
Total 9129:			652.78	.00		
ASSOCIATION FOR RURAL & SMALL LIBRARIES						
68465	LIBRARY - CONFERENCE REG. FOR E. RILEY	06/13/2023	290.00	.00		
Total 9688:			290.00	.00		
B & T TECHNICAL SERVICES, LLC						
1303	COMM BLDG - SOLAR ELECTRICAL SERVICE	05/31/2023	526.69	.00		
Total 9680:			526.69	.00		
BAKER & TAYLOR						
2037501659	LIBRARY - BOOKS GRANT FUNDED	05/02/2023	241.75	.00		
2037508213	LIBRARY - BOOKS GRANT FUNDED	05/03/2023	58.50	.00		
2037514446	LIBRARY - BOOKS GRANT FUNDED	05/06/2023	223.31	.00		
2037522651	LIBRARY - BOOKS GRANT FUNDED	05/10/2023	236.07	.00		
2037544408	LIBRARY - BOOKS GRANT FUNDED	05/19/2023	226.30	.00		
2037555613	LIBRARY - BOOKS GRANT FUNDED	05/25/2023	157.34	.00		
2037559104	LIBRARY - BOOKS GRANT FUNDED	05/25/2023	207.66	.00		
H65079210	LIBRARY - BOOKS GRANT FUNDED	05/24/2023	22.47	.00		
H65079211	LIBRARY - BOOKS GRANT FUNDED	05/24/2023	17.23	.00		
T24184600	LIBRARY - BOOKS GRANT FUNDED	05/12/2023	22.49	.00		
Total 8022:			1,413.12	.00		
BAKKUM, DOUGLAS						
6/15/23	GC - USED BALLS FOR RESALE	06/15/2023	80.00	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 9326:			80.00	.00		
BOB'S SERVICE						
895302	POOL - PLUMBING REPAIRS	06/08/2023	2,414.50	.00		
Total 8841:			2,414.50	.00		
CHRISTEN GARDEN & GOLF						
246773	GC - REPAIR PARTS FOR GOLF CARS	05/31/2023	196.23	.00		
Total 9163:			196.23	.00		
CINTAS CORPORATION						
4154724696	GC - CLEANING	05/08/2023	36.66	.00		
4154724826	CITY HALL - CLEANING	05/08/2023	64.28	.00		
4156127624	GC - CLEANING	05/22/2023	36.66	.00		
4156127699	CITY HALL - CLEANING	05/22/2023	64.28	.00		
Total 9696:			201.88	.00		
CITY TREASURER'S OFFICE						
190263 - MAY	WASTEWATER TO LA CROSSE	05/31/2023	29,540.84	.00		
Total 1086:			29,540.84	.00		
DAVY LABORATORIES						
23F0086	WATER - TESTING	06/09/2023	96.30	.00		
Total 312:			96.30	.00		
E O JOHNSON CO INC - LEASE						
34238491	GC - COPY MACHINE/PRINTER	06/07/2023	73.00	.00		
Total 9397:			73.00	.00		
FLOW-RITE PIPE & SEWER SERVICE						
10896	2023 ANNUAL SEWER CLEANING	06/20/2023	17,232.16	.00		
Total 8507:			17,232.16	.00		
GUNDERSEN HEALTH SYSTEM						
6/6/23	PD - 1ST REPORT INJURY	06/06/2023	220.00	.00		
Total 622:			220.00	.00		
HAWKINS INC.						
6498789	WATER PLANT - CHEMICALS	06/15/2023	30.00	.00		
6503467	POOL - CHEMICALS	06/20/2023	4,368.93	.00		
Total 512:			4,398.93	.00		
HOUSTON CNTY TREASURER						
3241	STREET PAINTING CONTRACT THROUGH COUNTY	06/12/2023	2,787.75	.00		
Total 8019:			2,787.75	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
INSTY-PRINTS OF LA CROSSE INC						
157843	SUMMER REC SIGN UP FORMS	06/16/2023	238.54	.00		
Total 807:			238.54	.00		
LA CRESCENT AREA EVENT CENTER, INC.						
5/23 LODGING T	LODGING TAX - MARKETING & PROMO AGREEMENT	06/13/2023	1,385.40	.00		
Total 9810:			1,385.40	.00		
LA CRESCENT CHAMBER OF COMMERC						
5/23 LODGING T	LODGING TAX - MARKETING & PROMO AGREEMENT	06/13/2023	1,385.40	.00		
Total 1142:			1,385.40	.00		
LA CROSSE AREA CONVENTION AND						
5/23 LODGING T	LODGING TAX - MARKETING & PROMO AGREEMENT	06/13/2023	4,333.84	.00		
Total 9824:			4,333.84	.00		
LAPPIN'S LLC						
18217	CITY HALL - CLEANING MAY	05/31/2023	1,244.00	.00		
Total 9677:			1,244.00	.00		
MAP THE XPERIENCE						
1341	CUSTOM GPS MAPS - LAC PARKS	06/09/2023	2,250.00	.00		
Total 10108:			2,250.00	.00		
MAYO CLINIC AMBULANCE SERVICE						
5/10/23 CPR	CPR CLASS	05/10/2023	108.00	.00		
5/17/23 CPR	CPR CLASS	05/17/2023	27.00	.00		
Total 8150:			135.00	.00		
MENARDS-LA CROSSE						
84624	GC - GAS TREATMENT	06/09/2023	130.88	.00		
84624	GC - ROPE FOR COURSE	06/09/2023	11.97	.00		
84624	GC - BUG SPRAY FOR RESALE	06/09/2023	403.92	.00		
84624	GC - MATS FOR CLUBHOUSE	06/09/2023	75.96	.00		
84625	GC - COURSE REPAIR	06/09/2023	163.84	.00		
84627	GC - TREES FOR COURSE	06/09/2023	149.94	.00		
Total 1352:			936.51	.00		
MIENERGY COOPERATIVE						
5/23 STMT	ELECT UTILITIES-CRESC.HGTS.& WILDWOOD SEC LIGH	05/31/2023	245.81	245.81	06/21/2023	
5/23 STMT	ELECT UTILITIES-GC POP MACH.	05/31/2023	128.82	128.82	06/21/2023	
5/23 STMT	ELECT UTILITIES-GC CLUBHOUSE	05/31/2023	941.88	941.88	06/21/2023	
5/23 STMT	ELECT UTILITIES-GC IRRIGATION & PARKING LOTS LIGH	05/31/2023	1,011.05	1,011.05	06/21/2023	
5/23 STMT	ELECT UTILITIES - HORSETRACK MEADOWS LIFT STATI	05/31/2023	144.40	144.40	06/21/2023	
5/23 STMT	ELECT UTILITIES - WIESER PARK	05/31/2023	85.06	85.06	06/21/2023	
Total 2012:			2,557.02	2,557.02		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
MINNESOTA CHILD SUPPORT PAYMENT CENTER						
6/9/23 P/R00156	MN CHILD SUPPORT	06/12/2023	640.97	640.97	06/12/2023	
Total 9597:			640.97	640.97		
MINNESOTA ENERGY RESOURCES INC						
5/23 STMT	ABNET RESTROOMS - GAS UTILITIES	05/31/2023	45.43	45.43	06/21/2023	
5/23 STMT	MAINT BLDG - GAS UTILITIES	05/31/2023	59.77	59.77	06/21/2023	
5/23 STMT	LIBRARY - GAS UTILITIES	05/31/2023	28.02	28.02	06/21/2023	
5/23 STMT	PUMP HOUSE ORCHARDVIEW	05/31/2023	23.91	23.91	06/21/2023	
5/23 STMT	PUMP HOUSE MCINTOSH	05/31/2023	48.33	48.33	06/21/2023	
5/23 STMT	CONTROL BLDG - GAS UTILITIES	05/31/2023	37.12	37.12	06/21/2023	
5/23 STMT	POOL - GAS UTILITIES	05/31/2023	4,039.80	4,039.80	06/21/2023	
5/23 STMT	COMMUNITY BLDG - GAS UTILITIES	05/31/2023	91.09	91.09	06/21/2023	
5/23 STMT	ICE ARENA - GAS UTILITIES	05/31/2023	724.62	724.62	06/21/2023	
5/23 STMT	ANIMAL SHELTER - GAS UTILITIES	05/31/2023	61.36	61.36	06/21/2023	
5/23 STMT	CITY HALL - GAS UTILITIES	05/31/2023	62.43	62.43	06/21/2023	
Total 8171:			5,221.88	5,221.88		
MINNESOTA PUMP WORKS						
INV021365	GRINDER PUMP CONTROL BOXES	06/16/2023	1,575.00	.00		
Total 9637:			1,575.00	.00		
MN FIRE SERVICE CERT. BOARD						
11466	FD - FFI & FFII CERTIFICATION EXAMS	06/07/2023	756.00	.00		
Total 1270:			756.00	.00		
NORTHERN BEVERAGE DISTRIBUTING						
1137534	GC - BEER FOR RESALE	06/15/2023	617.10	.00		
Total 2311:			617.10	.00		
OLIVER, CHRISTOPHER L.						
22/23 BOOT	BOOT REIMBURSEMENT	06/14/2023	158.24	158.24	06/14/2023	
Total 8568:			158.24	158.24		
P & T ELECTRIC INC						
23934	ELECTRICAL WORK ON SCOREBOARDS AT ABNET FIELD	06/19/2023	9,661.54	.00		
Total 1643:			9,661.54	.00		
PENDELTON TURF SUPPLY INC						
6671	GC - CHEMICALS FOR THE COURSE	06/08/2023	5,214.20	.00		
Total 9169:			5,214.20	.00		
PERFORMANCE FOODSERVICE						
453915	POOL - CONCESSIONS	06/08/2023	1,936.71	.00		
456147	POOL - CONCESSIONS	06/12/2023	779.62	.00		
459488	POOL - CONCESSIONS	06/16/2023	2,530.79	.00		
Total 10087:			5,247.12	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
PROLOGUE PLANNING GROUP						
6/21/23	REIMB - LAPTOP/SOFTWARE INTERN	06/21/2023	369.26	.00		
6/9/23	REIMB - WALNUT ST OUTREACH EVENT PURCHASE	06/09/2023	57.71	.00		
Total 10006:			426.97	.00		
PT WELDING & DRIVESHAFT REPAIR						
53791	I-BEAMS FOR SCOREBOARD - ABNET FIELD	05/02/2023	2,672.11	.00		
Total 1597:			2,672.11	.00		
QUADIENT FINANCE USA, INC						
6/23 STMT	Postage Meter Postage- Sewer	06/14/2023	63.00	.00		
6/23 STMT	Postage Meter Postage- Fire	06/14/2023	12.00	.00		
6/23 STMT	Postage Meter Postage- Golf course	06/14/2023	9.00	.00		
6/23 STMT	Postage Meter Postage- Police	06/14/2023	21.00	.00		
6/23 STMT	Postage Meter Postage- Pool	06/14/2023	6.00	.00		
6/23 STMT	Postage Meter Postage- Public works	06/14/2023	15.00	.00		
6/23 STMT	Postage Meter Postage- Animal rescue	06/14/2023	3.00	.00		
6/23 STMT	Postage Meter Postage- Water	06/14/2023	63.00	.00		
6/23 STMT	Postage Meter Postage- Arena	06/14/2023	3.00	.00		
6/23 STMT	Postage Meter Postage- Library	06/14/2023	9.00	.00		
6/23 STMT	Postage Meter Postage- Lic Bur	06/14/2023	30.00	.00		
6/23 STMT	Postage Meter Postage- B&Z	06/14/2023	21.00	.00		
6/23 STMT	Postage Meter Postage- Clerk	06/14/2023	45.00	.00		
Total 9799:			300.00	.00		
QUANRUD, RYAN						
6/22/23	WAIVER	06/22/2023	42,500.00	.00		
Total 9382:			42,500.00	.00		
RELIABLE PEST MANAGEMENT						
14044	CITY HALL - PEST CONTROL	05/30/2023	45.00	.00		
14045	ICE ARENA - PEST CONTROL	05/30/2023	65.00	.00		
14046	COMMUNITY BLDG - PEST CONTROL	05/26/2023	115.00	.00		
Total 9871:			225.00	.00		
RIVER CITY READY MIX, INC						
3313-1	CONCRETE PAD - PED/BIKE BRIDGE	06/08/2023	405.25	.00		
Total 9998:			405.25	.00		
RONCO ENGINEERING SALES INC						
3325234	GC - MOWER REPAIR	06/07/2023	127.09	.00		
Total 1813:			127.09	.00		
SIGNARAMA						
INV-4271	PD - P21 GRAPHICS	06/07/2023	933.07	.00		
Total 9831:			933.07	.00		
STREICHER'S						
11623506	PD - AMMO FOR TRAINING & DUTY	03/22/2023	962.76	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
11638524	PD - UNIFORMS/EQUIP FOR LCPD RESERVES	06/08/2023	731.88	.00		
11639283	PD - AMMO FOR TRAINING & DUTY	06/13/2023	843.84	.00		
Total 1922:			2,538.48	.00		
SUPERIOR TURF SERVICES						
3917	GC - CHEMICALS	06/07/2023	1,563.84	.00		
Total 9826:			1,563.84	.00		
THE BUYERS EX-PRESS						
3606	GC - ADVERTISING	06/08/2023	150.00	.00		
Total 9513:			150.00	.00		
THE LIFEGUARD STORE						
INV001326200	LIFEGUARD SWIMSUITS	06/09/2023	1,393.20	.00		
Total 9495:			1,393.20	.00		
THORSON GRAPHICS LLC						
8905	REC T-SHIRTS	06/05/2023	1,098.00	.00		
Total 8998:			1,098.00	.00		
UNITED STATES POSTMASTER						
6/23 PAST DUE	POSTAGE WTR/SWR PAST DUE NOTICES	06/22/2023	34.56	34.56	06/22/2023	
6/23 PAST DUE	POSTAGE WTR/SWR PAST DUE NOTICES	06/22/2023	34.56	34.56	06/22/2023	
Total 2102:			69.12	69.12		
VERIZON WIRELESS						
9936258756	SEWER DEPT - WIRELESS	05/31/2023	59.09	.00		
9936258756	WATER DEPT - WIRELESS	05/31/2023	59.09	.00		
Total 8973:			118.18	.00		
WATER SYSTEMS CO.						
548257	LIBRARY - WATER COOLER RENTAL	05/31/2023	6.00	.00		
Total 8605:			6.00	.00		
WHKS & CO.						
48432	WALNUT STREET PRELIMINARY ENGINEERING	05/26/2023	383.50	.00		
48433	MONTHLY STAFF MEETING	05/26/2023	326.00	.00		
48433	STATE AID MEETINGS	05/26/2023	489.00	.00		
48470	4TH & 6TH STREET BUMPOUTS	05/26/2023	7,488.00	.00		
48508	WIESER PARK IMPROVEMENTS DESIGN	05/26/2023	3,248.00	.00		
Total 8290:			11,934.50	.00		
WIESER PRECAST/DORIC VAULTS						
14044	REPAIR CONCRETE MAIN ST LIGHT POLE	06/01/2023	48.09	.00		
Total 2309:			48.09	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
XCEL ENERGY						
5/23 STMT	CITY HALL - 315 MAIN	05/31/2023	429.14	429.14	06/21/2023	
5/23 STMT	LIFT STATION - 110 MIDNIGHT	05/31/2023	.75	.75	06/21/2023	
5/23 STMT	FLAG LIGHT - 202 MAIN	05/31/2023	9.76	9.76	06/21/2023	
5/23 STMT	FLAG LIGHT - 226 MAIN	05/31/2023	17.60	17.60	06/21/2023	
5/23 STMT	SIGN LIGHT - 525 S CHESTNUT	05/31/2023	14.41	14.41	06/21/2023	
5/23 STMT	STREET LIGHTS - PO BOX 142	05/31/2023	6,291.34	6,291.34	06/21/2023	
5/23 STMT	TENNIS COURT LIGHTS - 608 S 7TH	05/31/2023	9.12	9.12	06/21/2023	
5/23 STMT	UNIT STREET LIGHTS - 33 S WALNUT	05/31/2023	51.49	51.49	06/21/2023	
5/23 STMT	RESERVIOR - 1026 CRESCENT HILLS	05/31/2023	14.27	14.27	06/21/2023	
5/23 STMT	WELL HOUSE - 200 STONEY PT RD	05/31/2023	722.56	722.56	06/21/2023	
5/23 STMT	ABNET FIELDS - 1323 SPRUCE DR	05/31/2023	11.08	11.08	06/21/2023	
5/23 STMT	LIFT STATION - 1450 HWY 16	05/31/2023	.92	.92	06/21/2023	
5/23 STMT	SHORE ACRES - GRINDER PUMPS	05/31/2023	307.72	307.72	06/21/2023	
5/23 STMT	NEW LACRESCENT SIGN - 209 S WALNUT	05/31/2023	3.44	3.44	06/21/2023	
5/23 STMT	LIFT STATION - 31 MCINTOSH RD E	05/31/2023	17.16	17.16	06/21/2023	
5/23 STMT	POOL - 608 S 7TH ST	05/31/2023	340.97	340.97	06/21/2023	
5/23 STMT	WELL #3 - LOAD PROFILE 417 WALNUT PL	05/31/2023	1,619.48	1,619.48	06/21/2023	
5/23 STMT	WELL #2 - 400 LARCH AVE	05/31/2023	786.86	786.86	06/21/2023	
5/23 STMT	RADIUM PLANT - 722 N 2ND	05/31/2023	124.71	124.71	06/21/2023	
5/23 STMT	BOOSTER STATION - 193 MCINTOSH E	05/31/2023	12.85	12.85	06/21/2023	
Total 1410:			10,785.63	10,785.63		
Grand Totals:			195,820.10	19,432.86		

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

City Treasurer: _____

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

5:30 Public Hearing



TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator *BW*
DATE: June 22, 2023
RE: Public Hearing

At 5:30 the City Council will hold a public hearing regarding the petition to vacate an alley.

A copy of the public hearing notice and the petition are included.

Representatives from Xcel Energy will be in attendance at the meeting to review the petition and the project.

**CITY OF LA CRESCENT
COUNTY OF HOUSTON
STATE OF MINNESOTA**

**NOTICE OF PUBLIC HEARING ON VACATION OF A PUBLIC ALLEY PURSUANT
TO MINNESOTA STATUTE §412.851**

NOTICE IS HEREBY GIVEN that a hearing will be held before the City Council of City of La Crescent on the 26th day of June, 2023, in the City Hall located at 315 Main Street, La Crescent, Minnesota at 5:30 p.m. to consider a proposed vacation of an alley adjacent to Sycamore Street legally described as:

See Exhibit A and illustrated on Exhibit B.

Dated this 22nd day of May, 2023.

SIGNED BY:


Deputy Clerk

Exhibit A

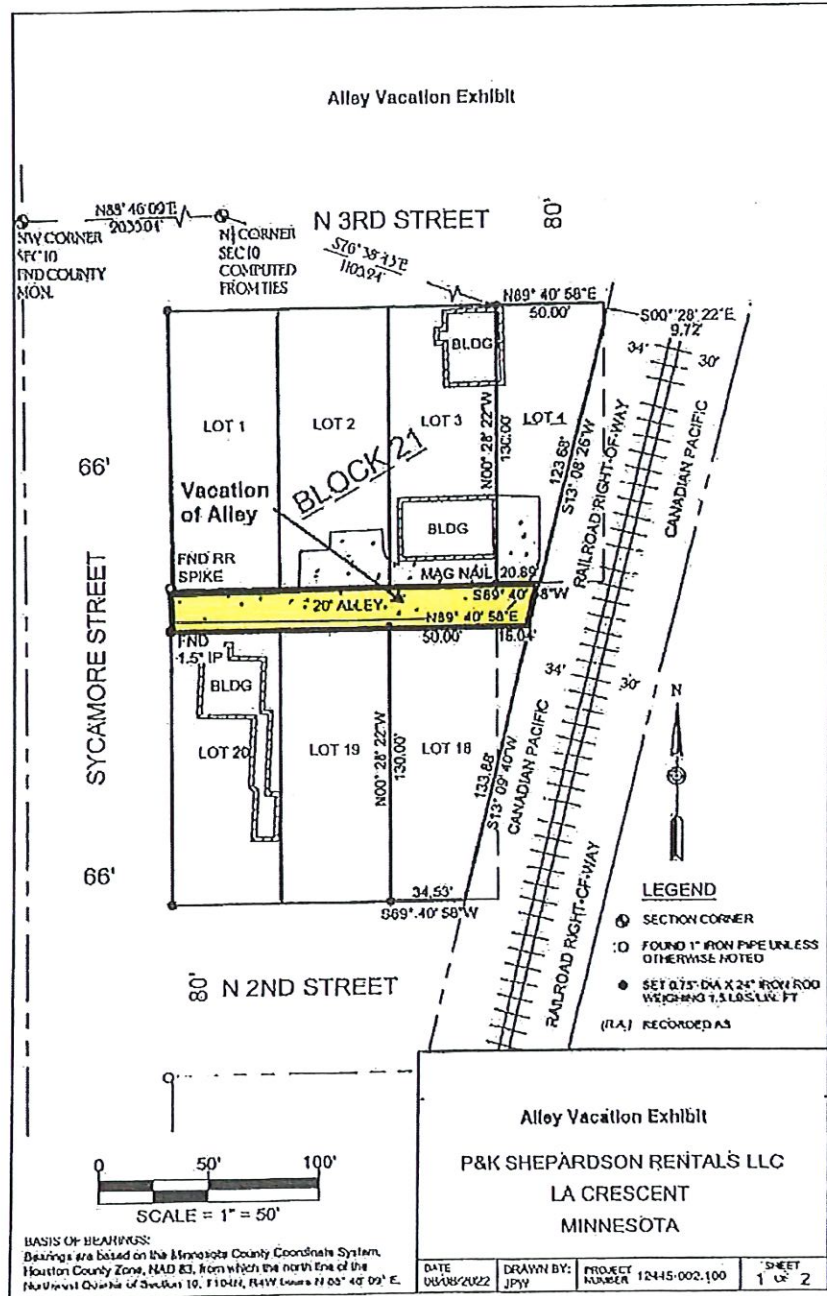
Legal Description of Proposed Alley Vacation

That part of the 20-foot alley, Block 21, La Crescent Plat, according to the recorded plat thereof on file and recorded in the Office of the County Recorder, Houston County, Minnesota, described as follows:

Commencing at the northwest corner of Section 10, Township 104 North, Range 4 West; thence North 88 degrees 46 minutes 06 seconds East along the north line of said Section 10, a distance of 2635.08 feet to the North Quarter corner of said Section 10; thence South 67 degrees 23 minutes 17 seconds East, a distance of 1003.55 feet to the southwest corner of Lot 1, Block 21, of said La Crescent Plat and the point of beginning of the tract to be described; thence North 89 degrees 48 minutes 38 seconds East along the south line of Lots 1, 2, 3, and 4, Block 21, of said La Crescent Plat, a distance of 171.03 feet to the westerly right-of-way of the Canadian Pacific Railroad as defined in Court File No. 28-CV-22-500 and Document A307993, filed in the Houston County Recorder's Office; thence South 13 degrees 04 minutes 25 seconds West along said railroad right-of-way, a distance of 20.55 feet to the north line of Lot 17, Block 21, of said La Crescent Plat; thence South 89 degrees 48 minutes 38 seconds West along the north line of Lots 17, 18, 19, and 20, Block 21, of said La Crescent Plat, a distance of 166.22 feet to the northwest corner of Lot 20, Block 21, of said La Crescent Plat; thence North 00 degrees 28 minutes 10 seconds West, a distance of 20.00 feet to the point of beginning.

Said description contains 3372.53 sq. ft. or 0.08 acres more or less.

Exhibit B





414 Nicollet Mall, 414-06
Minneapolis, MN 55401

1-800-895-4999
xcelenergy.com

April 3, 2023

City of La Crescent
315 Main Street
La Crescent, MN 55947

RE Alley Vacation Request:

Dear Mayor and Council Members.

On behalf of P & K Shepardson please find attached for your consideration our request to vacate the alley located between 2nd and 3rd Streets east of Sycamore Ave. Xcel Energy has entered into an agreement to purchase the adjacent parcels of land for the construction of a new electrical substation.

The existing substation requires upgrades to meet the electrical needs of La Crescent and new security requirements. Updated and additional equipment is needed to maintain reliable electric service for the City of La Crescent. After an analysis of the current substation site, it was determined that it was not a viable site due to environmental and floodplain issues.

We have worked with staff on identifying a suitable parcel of land that is correctly zoned and is relatively close to the existing electric transmission lines that supply electricity to La Crescent and have identified the parcels bounded by 2nd and 3rd Streets and east of Sycamore. The existing alley bisects the parcel and consequently makes the property undevelopable.

Please accept our application to vacate the alley and we look forward to working with the City on as we develop plans for our project.

Regards,

Brian Sullivan
Siting and Land Rights
P: 612.330.5925 | C: 612.366.0234 | F: 612.329.3096
Email: brian.e.sullivan@xcelenergy.com

Cc: Paul Shepardson

VACATION PETITION

To the City of La Crescent, Houston County, Minnesota:

The undersigned owner of land abutting Sycamore Street hereby petitions you to vacate the following described street:

Please refer to the attached Legal Description and map.

and Petition you to Order all of the above vacated streets' right of way attached to the adjoining property owners.

Owners

P & K Shepardson_Rentals LLC

We ask that you proceed with such vacation pursuant to Minn. Stat. §412.851.

Dated this 4th day of April 2023.

Petitioners

P & K Shepardson Rentals LLC



By: Paul Shepardson, Owner of the property with the following Parcel ID
250113000, 250114000, 250115000, 250117000, 250116000.

Property Addresses

71 3RD ST N

67 3RD ST N

206 SYCAMORE ST

172 SYCAMORE ST

#3.1



TO: Honorable Mayor and City Council Members

FROM: Jason Ludwigson, Sustainability Coordinator

DATE: June 22nd 2023

RE: Planning Commission meeting minutes June 6th, 2023

Attached for your review are the minutes from the June 6th, 2023 meeting of the Planning Commission. The planning commission voted to recommend approval of the Conditional Use Permit for the Wagon Wheel Electrical Substation. The minutes include proposed conditions and findings of fact for the Conditional Use Permit.

The Planning Commission voted to approve the Preliminary plat for the Wagon Wheel Electrical Substation with proposed conditions of approval and findings of fact.

Attorney Wieser will be in attendance to review the CUP and preliminary plat. Planning commission chair Greg Husmann will also be in attendance at the meeting.

MINUTES, REGULAR MEETING
PLANNING COMMISSION, CITY OF LA CRESCENT, MINNESOTA
JUNE 6th, 2023

The Planning Commission met at 5:30 p.m., on June 6th, 2023 in the City Council Chambers at City Hall. Upon a roll call taken and tallied by the Sustainability Coordinator, the following members were present: Greg Husmann, Dave Coleman, Dave Hanifil, Chris Langen, and Mike Welch. Jerry Steffes arrived at 5:35. City Sustainability Coordinator, Jason Ludwigson and Community Development Director Larry Kirch were also present. Ryan Stotts was absent. City attorney Skip Wieser and City Council representative Cherryl Jostad was present. City Engineer, Tim Hruska of WHKS was present by Zoom.

Members recited the Pledge of Allegiance.

Item 4. Approval of April 4th 2023 Meeting Minutes

Mike Welch made a motion to accept the minutes from the April 4th meeting. Dave Coleman seconded the motion.

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

Greg Husmann	Yes
Chris Langen	Yes
Jerry Steffes	Yes
Dave Coleman	Yes
Dave Hanifil	Yes
Mike Welch	Yes

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

Item 5. Hearing Preliminary Plat Wagon Wheel Electric Substation

Chair Husmann opened the public meeting at 5:35 for consideration of Preliminary Plat application. Attorney Wieser addressed the option for the applicant to address the Conditional Use Permit, Preliminary Plat, and Variance as one project. Brian Sullivan representing Xcel Energy addressed the Planning Commission about the applications for the Conditional Use Permit, Preliminary Plat, and Variance. Brian gave an overview of the site history and projected future electrical needs for the community. He also

addressed limitations of their current site. Ross Lexvold, Adam Literski, and Dustin Wilson representing Xcel Energy addressed the Planning Commission about the applications for the Conditional Use Permit, Preliminary Plat, and Variance. Public comment was received by Dick Wieser and John Radecki related to the Conditional Use Permit application for the Wagon Wheel Substation. Planning commission members presented questions about the Conditional Use Permit to the applicant. Some Members questioned the location for the substation. Larry Kirch presented an overview of the staff report prepared by the city for the Conditional Use Permit application. Jason Ludwigson presented a staff report regarding the variance application. Tim Hruska, City Engineer with WHKS, attending via Zoom, commented that raising the road at the current Xcel substation site would present various challenges extended. Extended discussion ensued.

The public hearing for the Conditional Use Permit was called by the chairperson at approximately 5:50 p.m. The public hearing for the variance application was called to order at 6:10 p.m. The Chair closed the public hearings at 6:22 p.m. Extended discussion ensued.

At the conclusion of the three (3) public hearings, the Planning Commission elected to consider the applications in the following order:

1. Conditional Use Permit;
2. Preliminary Plat; and
3. Variance.

Consideration of Conditional Use Permit

City Attorney reviewed the eight (8) criteria for granting a conditional use permit from the Zoning Ordinance.

The City Attorney also reviewed 12.24 subd. 4(G) of the Zoning Ordinance and explained that the conditional use permit application is a recommendation only.

Jerry Steffes made a motion to continue the item to a future meeting for the Conditional Use Permit for the Wagon Wheel Electrical Substation to allow for further review. Dave Hanifil seconded the motion. Extended discussion with members of the Planning Commission, City Attorney, and City Engineer ensued. Upon further discussion Jerry Steffes withdrew the motion and Dave Hanifil withdrew his second.

Jerry Steffes made a motion to deny the Conditional Use Permit for the Wagon Wheel Electrical Substation. Dave Hanifil seconded the motion. The following findings were included in the motion.

1. The new substation would be in a residential area.
2. The substation would be higher than the 10-foot fence.

3. The screenings may be hazardous to emergency personnel.

4. Other options may be available.

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

Greg Husmann	No
Chris Langen	No
Jerry Steffes	Yes
Dave Coleman	No
Dave Hanifil	Yes
Mike Welch	No

The motion failed by a vote of 2-4.

Mike Welch made a motion to approve the Conditional Use Permit for the Wagon Wheel Electrical Substation. Chris Langen seconded the motion. The followings findings were included in the motion.

A. That the conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the immediate vicinity.

Finding:

The proposed Electric Substation will not be injurious to the surrounding property owners. The subject property and surrounding properties are zoned for industrial uses and electric substations are a use that is consistent with the zoning district. Surrounding properties include rental mobile homes to the west, shops, and manufacturing to the north, one residential unit to the south, and railroad tracks and floodplain to the east. To mitigate visual impacts Xcel has developed a Screening Plan to secure and screen the property from nearby properties. This plan will include a 10' tall decorative screen fence/wall and landscaping, which will be located along the public facing sides (north, west, and south). Plantings will include evergreen and deciduous material with the intent to produce a vertically layered landscape that enhances the curb appeal of the facility, but also acts as a unifying element that will help to blend the facility into the character of the neighborhood.

B. That the establishment of the conditional use will not impede the normal and orderly

development and improvement of surrounding vacant property for uses predominant in the area.

Finding:

The surrounding properties are developed, and they may be candidates to transition into other industrial uses as outlined in the City's Comprehensive Plan. The proposed substation will allow for increased reliability and capacity to the electrical system of the City of La Crescent. With increased reliability and capacity in the electric grid the City can continue to grow and develop. The Project is being considered an operational upgrade to an existing Xcel substation located on Main Street. The existing substation does not have all season access as Main Street commonly floods during moderate to high precipitation and snow melt events, creating a situation of dramatically slowing response times during outages. The existing substation is also located on an abandoned landfill site and expanding the existing substation increases the risk of exposing contaminants to the environment. The new substation will provide access and additional reliability and safety to the local electrical system. This Project is part of Xcel Energy's continuing effort to maintain system reliability and resilience of the electrical grid.

C. That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided.

Finding:

The proposed substation is an unmanned facility and will not require water or sewer services. Once construction is complete minimal traffic will be generated by the facility. Maintenance crews with two or three vehicles will periodically be on site several times a month. Driveway access to the substation will be from public right of way to the north and south. The site will be designed with drainage facilities that control runoff and prevent the erosion of soil.

D. That adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use.

Finding:

The property is an unmanned facility. Parking for maintenance crews will be within the substation.

E. That adequate measures have been or will be taken to prevent or control offensive odor, fumes,

dust, noise, and vibration, so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result.

The use is consistent with the purposes of the zoning code and the purposes of the zoning district in which the applicant intends to locate the proposed use

Finding:

The substation will not emit odors fumes, dust, noise, or vibrations. The existence of an active railway through the neighborhood has a significantly larger impact. The facility will not have lighted signs and any yard lights will be shielded to prevent offsite glare.

The use is consistent with the Industrial Zone which permits public infrastructure, such as well houses, lift stations, water towers, booster stations, etc.; and permits other industrial uses as a conditional use. The proposed substation is considered an essential service and locating it in the Industrial Zone is a complementary use.

F. The use is not in conflict with the policies of the City of La Crescent.

Finding:

The use is not in conflict with the policies of the City of La Crescent. The proposed use is an essential service needed to protect the health, safety, and welfare of the citizens of La Crescent.

G. The use will not cause traffic hazards or congestion.

Finding:

The facility is unmanned, and traffic will consist of maintenance crews with two or three vehicles being on site several times a month.

H. Existing uses will not be adversely affected because of curtailment of customer trade brought about by intrusion of noise, glare, or general unsightliness.

Finding:

Existing uses will not be adversely affected by the construction of the substation. The proposed

substation will not curtail customer trade brought on by noise, glare, or general unsightliness. The proposed facility will be screened by landscape plantings and a proposed 10' tall decorative wall which will screen the substation from surrounding uses. The walls will be made of a low maintenance material that will not reflect sunlight or create glare. Yard lights will be shielded to prevent light from spreading outside of the property. Noise emitted from the substation is minimal and will be abated by the wall as well.

The Planning Commission also adopted a finding that the CUP was consistent with the Comprehensive Plan.

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

Greg Husmann	Yes
Chris Langen	Yes
Jerry Steffes	No
Dave Coleman	Yes
Dave Hanifil	No
Mike Welch	Yes

The motion carried by a vote of 4-2.

Conditions of Approval were reviewed. The following conditions were suggested for Planning Commission Consideration:

Conditions of approval:

1. The applicant/developer will abide by all representations made by the applicant/developer, or their agents, made during the permitting process, to the extent those representations were not negated by the Planning Commission or City Council and to the extent they are not inconsistent with the spirit or explicit conditions of the conditional use permit.
2. That the applicant/developer complies with all applicable federal, state, and local regulations.
3. Applicant complies with submitted screening, restoration, and fence plan submitted to the City in accordance with submitted plans.
4. The proposed use is consistent with the Industrial Zoning District.

Mike Welch made a motion to approve the Conditions and additional Findings presented. Chris Langen

seconded the motion. Discussion ensued. Upon a roll call vote taken and tallied by the Sustainability Coordinator, the following Members voted in favor thereof, viz;

Greg Husmann	Yes
Chris Langen	Yes
Jerry Steffes	No
Dave Coleman	Yes
Dave Hanifil	No
Mike Welch	Yes

The motion carried by a vote of 4-2.

Item 6. Public Hearing Preliminary Plat Wagon Wheel Electric Substation

Public comment was received by Dick Wieser and John Radecki related to the Preliminary Plat application for the Wagon Wheel Substation. Planning commission members presented questions about the Preliminary Plat application to the applicant.

Mike Welch made a motion to approve the Preliminary Plat for the Wagon Wheel Electrical Substation. Dave Coleman seconded the motion. Discussion ensued. The following suggested Conditions of Approval and Finding were reviewed by the Planning Commission and incorporated into the motion. The followings conditions and findings were included in the motion.

Conditions of Approval:

1. The applicant/developer will abide by all representations made by the applicant/developer, or their agents, made during the permitting process, to the extent those representations were not negated by the Planning Commission or City Council and to the extent they are not inconsistent with the spirit or explicit conditions of the plat application.
2. That the applicant/developer complies with all applicable federal, state, and local regulations.
3. No sitework shall commence until after approval of the final plat.
4. That the alley shown on the preliminary plat is vacated prior to the approval of the final plat.
5. Developer provides additional information requested by WHKS dated May 30, 2023 to satisfaction of City Engineer.

Findings:

1. The property owner proposes to use the property in a reasonable manner permitted by the Zoning Ordinance
2. The request is in harmony with the general purposes and intent of the ordinance and consistent with the comprehensive plan.
3. Developer has demonstrated an increased need for the substation.
4. Developer/applicant has provided sufficient screening for the project by way of their variance application.

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

Greg Husmann	Yes
Chris Langen	Yes
Jerry Steffes	No
Dave Coleman	Yes
Dave Hanifil	No
Mike Welch	Yes

The motion carried by a vote of 4-2.

Item 7. Meeting Variance for Wagon Wheel Electric Substation

Jason Ludwigson presented an overview of the staff report prepared by the city for the Variance application. Public comment was received by Dick Wieser and John Radecki related to the Variance application for the Wagon Wheel Substation. Planning commission members presented questions about the Variance application to the applicant.

Staff report was included in the packet. The City Attorney reviewed the criteria for consideration of a variance. Proposed findings in support of a variance were included in the packet. Proposed conditions and findings were reviewed with the members as presented in the packet. Discussion ensued.

Chris Langen made a motion to approve the Variance for the Wagon Wheel Electrical Substation. Mike Welch seconded the motion. The following conditions and findings were included in the motion.

1. **Is the request in harmony with the general purposes and intent of the ordinance?** The variance is in harmony with the purpose and intent of the zoning ordinance based on the following findings of the Planning Commission because:

The subject property and surrounding properties are zoned for industrial uses and electric substations are a use that is consistent with the types of uses permitted in the zoning district. Xcel Energy is proposing to install a 10' tall fence around the substation to meet new security standards adapted by the company and to provide a buffer between the substation and the surrounding area. The proposed fence will provide an aesthetic value along with security and safety improvements. The variance requested is for a 10 feet high fence that would surround the entire parcel. The fence would be a decorative screen wall made of maintenance free material on the north, west and south sides. The east side would be a chain link fence. Access gates into the substation will be chain link as well.

2. Would granting the variance be consistent with the Comprehensive Plan?

Granting the variance is consistent with the Comprehensive Plan because:
One of the guiding principles of the Comprehensive Plan is to encourage Commercial and Industrial Development. Having a new electric substation with increased reliability and capacity will ensure that reliable electric energy will be available for the community well into the future. The proposed 10' tall wall/fence is a standard adopted by the company to secure the substation and the electric grid.

Practical Difficulties Analysis

3. Does the property owner propose to use the property in a reasonable manner not permitted by the ordinance?

The property owner does propose to use the property in a reasonable manner not permitted by the ordinance, given the purpose of the protections because:
Xcel is proposing a 10-foot-tall fence. Xcel is proposing a 10-foot-tall fence to provide additional security to ensure the safety of the substation and by extension the public.
In response to the obligation to increase security at our facilities, Xcel Energy implemented new fence standards for securing substation properties. The new standards increase the difficulty of gaining unlawful access into the substation. Analysis has shown that increasing the fence height from 6' to 10' and reducing finger and tow holds to less than 1", increases the difficulty of scaling the fence; deterring unauthorized access into the substation.
The additional height will discourage vandalism and intrusion into the facility and will provide screening of the equipment within the substation. Xcel is designing the fence to meet City of La Crescent desire to have an attractive feature and to blend into neighborhood aesthetics.

4. Is the plight of the landowner due to circumstances unique to the property not created by the landowner?

There are circumstances unique to the property that would prevent compliance with the ordinance because:

The property is unique for several reasons: (1) it is zoned industrial and due to the trapezoidal shape of the parcel and lack of depth it is unlikely to be developed for other industrial uses, and (2) The property is the only available parcel large enough for the proposed use in the City that is zoned appropriately, and (3) requires minimal offsite improvements. Properties in the vicinity include residential uses and the proposed 10' height will decrease sightlines into the substation. The substation is considered critical infrastructure that the residents and businesses of La Crescent depend on daily and is an integral part of providing for the health, safety, and welfare of the community. To protect the substation and the interconnected electric grid the 10' tall wall/fence is one of several security enhancements that will be employed.

5. Would granting the variance allow the essential character of the locality to stay the same?

Granting the variance will not alter the essential character of the locality because:

The character of the locality will not be affected by increasing the wall/fence height from 6 foot tall to 10' tall. The additional height will add visual interest and aesthetic value to the neighborhood.

Conditions of Approval:

1. The applicant/developer will abide by all representations made by the applicant/developer, or their agents, made during the permitting process, to the extent those representations were not negated by the Planning Commission or City Council and to the extent they are not inconsistent with the spirit or explicit conditions of the conditional use permit.
2. That the applicant/developer complies with all applicable federal, state, and local regulations.
3. Applicant receives approval to vacate the alley before La Crescent City Council.
4. Applicant receives screening approval from the La Crescent City Council through its Condition Use Permit.

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

Greg Husmann	Yes
Chris Langen	Yes
Jerry Steffes	No
Dave Coleman	Yes
Dave Hanifil	No

Mike Welch

Yes

The motion carried by a vote of 4-2.

Jason Ludwigson read the following statement: Upon approval or denial of a variance request by the Board of Adjustment, an applicant or other aggrieved party may file an appeal in writing to the City Council within (10) days of the decision, otherwise the decision by the Board of Adjustment becomes final.

Item 8. Review Planning and Zoning Deadlines and Notice Requirements

Jason Ludwigson and Larry Kirch reviewed the Planning and Zoning Deadlines and Notice Requirements document with the members.

Item 9: Beekeeping Ordinance

Jason Ludwigson reviewed the draft beekeeping ordinances noting that the draft included changes to the language about swarming and number of hives permitted. Discussion followed. No action was taken by the planning commission.

Item 10: Walnut Street Planning Project

Larry Kirch reviewed the Walnut Street Planning project in connection with the Downtown Plan. The city approached the LAPC for a corridor plan. LAPC approved funds for the corridor plan study. Upcoming public input sessions will be held June 13th at the Farmers Market and a public open house meeting at the Community Building Wednesday June 14th from 6-8 p.m. Upcoming input session will also include property owners and business owners.

Item 11. Updates from the city council by Cheryl Jostad

Cheryl provided an update on city council actions that would be relevant to the planning commission.

Members agreed to the next Planning Commission meeting date of August 8th, 2023 at 5:30 p.m. The meeting duly adjourned at 7:31 PM.

City of La Crescent, MN

City Council Meeting



June 26, 2023

PC-23-01-CUP
Wagon Wheel
Electric Substation

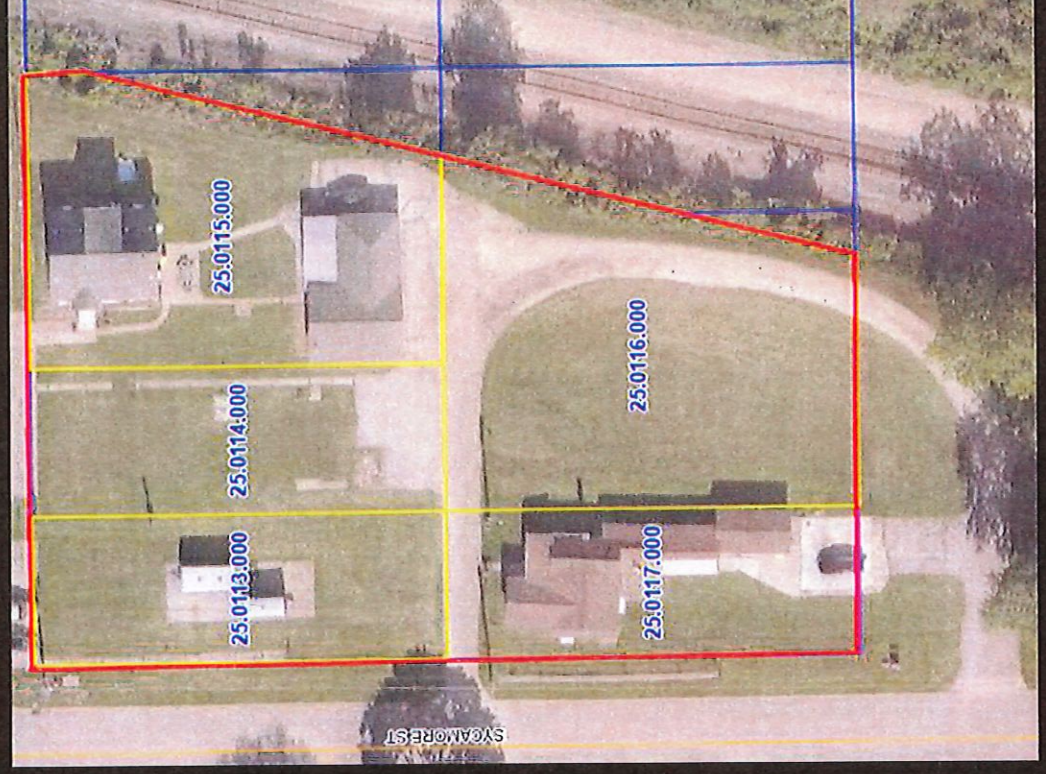
Alley Vacation

Preliminary Plat –
Wagon Wheel
Electric Substation

▸ Background

- Three requests before City Council
 - Conditional Use Permit
 - Alley Vacation
 - Preliminary Plat
- CUP, Fence Height Variance and Pre-Plat approved, with conditions by the Planning Commission.
- 10 day period to file written appeal of the Variance has expired.

Proposed
Electrical
Substation Site –
North Sycamore
Street and
North 3rd Street



► PC-23-01-CUP Wagon Wheel Electric Substation

Applicant Request:

- Staff determined that use is not a Permitted Use in the Industrial District and not listed as a Conditional Use
- Request for a CUP for an Electrical Substation falls under 12.24 Subd. 4 G. "Other industrial uses"

► PC-23-01-CUP Wagon Wheel Electric Substation

Staff Analysis:

- Located in area zoned for industrial, site is suitable for industrial use, good transportation access and will not conflict with other uses.
- The proposal is consistent with the Goals and Objectives in the Community Facilities and Services Element of the Comprehensive Plan.

- ▶ PC-23-01-CUP Wagon Wheel Electric Substation

Staff Recommendation:

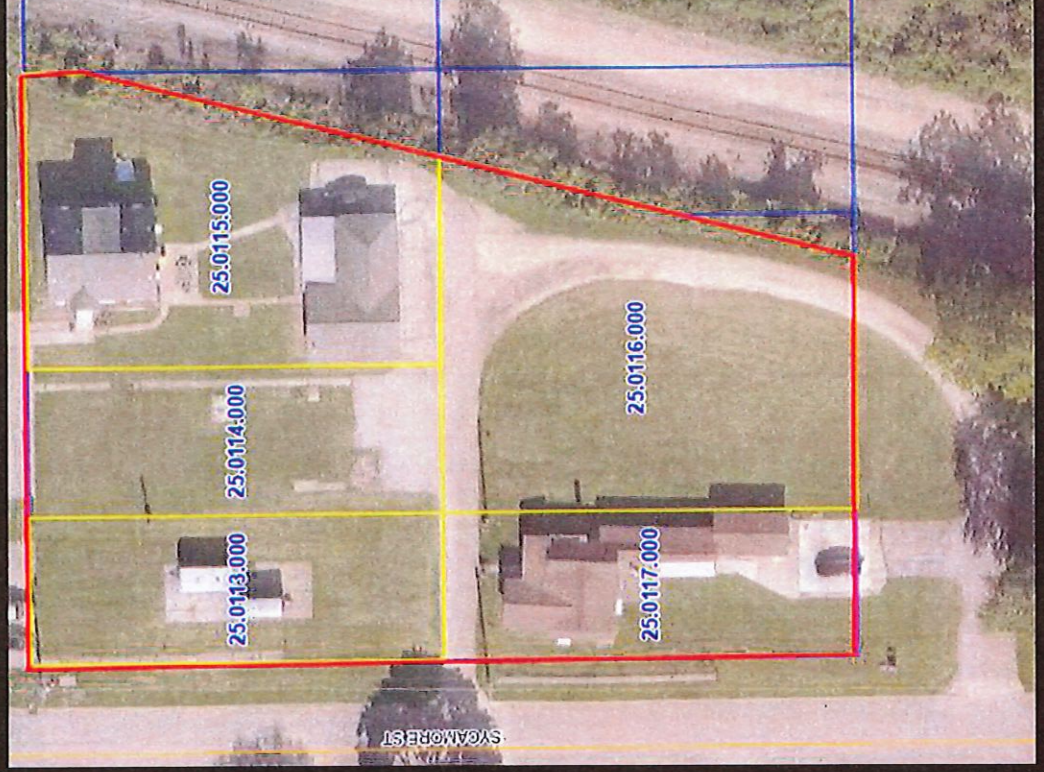
- Proposed use meets CUP criteria in Section 12.06, Subd. 4 of the Zoning Code and recommends approval of the CUP in accordance with the recommended motion of the Planning Commission.
- City Council may have their own findings, recommend changes, or additional conditions which they feel may be applicable to the proposed project.

▸ Alley Vacation / Preliminary Plat

Applicant Request:

- Vacate platted alley within Block 21 of the original La Crescent Plat.
- Related to the Preliminary Plat.
- Preliminary Plat combines the existing lots and adjacent land that was determined to be owned by Shepardson.

- ▶ Preliminary
Plat boundary is
outlined in red.



- ▶ **Alley Vacation / Preliminary Plat**

Staff Recommendation:

- Approve Alley Vacation.
- Approve Preliminary Plat subject to the conditions outlined in the Planning Commission recommendation.

TO: Planning Commission Members

FROM: Jason Ludwigson, Sustainability Coordinator

DATE: June 1st, 2023

RE: Preliminary Plat Wagon Wheel Electric Substation

Attached is correspondence from City Engineer Tim Hruska and Attorney Weiser in regards to the Preliminary Plat for the Wagon Wheel Electric Substation.

**CITY OF LA CRESCENT
NOTICE OF PUBLIC HEARING
PRELIMINARY PLAT APPLICATION WAGON WHEEL SUBSTATION**

Notice is hereby given that the Planning Commission of the City Zoning Authority will hold a public hearing at the La Crescent City Hall, 315 Main Street, in said City on Tuesday, June 6th at 5:50 o'clock P.M. to consider the application for a consider a preliminary plat for parcel numbers 25.0113.000, 25.0114.000, 25.0115.000, and 25.116.000 to construct an electrical substation,

The preliminary plat request concerns premises situate in said City described as follows, to wit: Parcel numbers 25.0113.000, 25.0114.000, 25.0115.000, and 25.116.000, in Houston County. Complete legal description is on file in the Building and Zoning Department for review.

All persons having an interest in the matter will be given the opportunity to be heard with reference thereto.

Dated: May 3rd, 2023

By order of the City Zoning Office

Jason Ludwigson
Sustainability Coordinator
P. O. Box 142
La Crescent, MN 55947



WIESER LAW OFFICE, P.C.

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

KELLY M. IVERSON
AL "SKIP" WIESER, III

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

AL WIESER, JR.
Emeritus

TO: Bill Waller (via email)
Shawn Wetterlin (via email)
Jason Ludwigson (via email)
Larry Kirch (via email)

CC: Tim Hruska (via email)

FROM: Skip Wieser, City Attorney

DATE: May 30, 2023

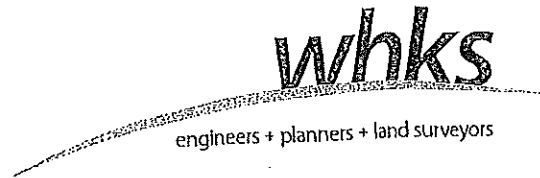
RE: Xcel Energy Plat Approval

I have reviewed the preliminary plat dated March 31, 2023 provided to my office. Below are my preliminary comments regarding the preliminary plat.

1. The preliminary plat should contain a proposed name. 13.09(2)(c)(1)
2. Under the general notes of the preliminary plat, No. 1 references Chicago Title Insurance Company Commitment No. CP71687 and this document should be provided to us for review in advance of next week's meeting.
3. Required information in 13.09 should be provided by WHKS & Company.

If anyone wishes to discuss this application and the other applications in advance of next week, please let me know.

2905 South Broadway
Rochester, MN 55904-5515
Phone: 507.288.3923
Fax: 507.288.2675
Email: rochester@whks.com
Website: www.whks.com



May 30, 2023

Mr. Bill Waller
City Administrator
City of La Crescent
315 Main Street
La Crescent, MN 55947

RE: City of La Crescent
Wagon Wheel
Review of Preliminary Plat

Dear Mr. Waller:

We have reviewed the Preliminary Plat as requested and offer the following comments.

Review Comments

1. Fees will be determined by the City of La Crescent in accordance with the adopted fee schedule.
2. Provide the following information as required by the City of La Crescent Subdivision Ordinance 13.09.2 Preliminary Plat.
 - A. Certificate of Survey
 - 8) Existing buildings structures and improvements within the parcel to be platted and those three hundred fifty (350) feet outside the boundaries of the subject parcel.
 - 9) Location, widths and names of all public streets, rights-of-way or railroad rights-of-way showing type, width and condition of the improvements, if any, which pass through and/or are within three hundred fifty (350) feet.
 - B. Resource Inventory
 - 3) Hydrologic characteristics, including surface water courses, floodplains, delineated wetlands, natural swales, and drainageways. Ordinary high water level (OHWL) and one hundred (100) year storm elevations of adjoining water courses, lakes, wetlands, streams, etc. at the date of the survey and approximate high and low water elevations
 - 4) Tree inventory identifying vegetation of the site, according to general cover type (pasture, woodland, etc.), defining boundaries of significant tree stands and individual significant trees as defined by Section 13.03 and in compliance with Section 13.15 of this Ordinance.

5) Neighborhood Context. General outlines of existing buildings, land use, and natural features such as waterbodies or wooded areas, roads, driveways, and property boundaries within three hundred fifty (350) feet of the tract. This information may be presented on an aerial photograph at a scale of no less than one (1) inch to two hundred (200) feet.

6) Percentage of impervious surface with existing and proposed conditions.

C. Preliminary Plat Information

3) Proof that the person is a qualified applicant pursuant to Section 13.03.

4) Evidence of conformance with the Existing Comprehensive Plan guiding land use designation(s) and zoning designation(s) within or abutting the proposed plat. Any zoning changes needed or reference to any zoning or similar land use actions that are pertinent to the proposed development.

5) Total acreage of the land to be subdivided and total upland area.

8) Existing covenants, liens, or encumbrances.

11) Building pad and minimum building setbacks shown on each lot indicating dimensions of the required front, side and rear setbacks.

12) Location and width of buffer yards where the subdivision adjoins a collector or arterial street.

14) Access, right-of-way widths, driveways, and street classifications shall be consistent with the Comprehensive Plan.

D. Preliminary grading, drainage, flood control and erosion control plan

1) Scale (engineering only) one (1) inch equals one hundred (100) feet or less.

2) North point indication.

3) Location of natural features including, but not limited to, significant trees, tree lines or other ground cover, delineated wetlands, marshes, water courses, ponds, lakes, streams, drainage courses and ditches, areas subject to flood, ordinary high water level (OHWL) and 100 year storm elevations, bluffs, steep slopes, slope in excess of fifteen (15) percent, etc.

4) The delineation of all wetlands in accordance with criteria established by the Wetlands Conservation Act 1991, as may be amended, the Army Corps of Engineers, and/or Minnesota Department of Natural Resources.

- 5) Wetland mitigation plan consistent with the criteria established by the Wetland Conservation Act 1991, as may be amended.
- 6) Existing contours at two (2) foot intervals shown as dashed lines for the subject property and extending one hundred (100) feet beyond the outside boundary of the proposed plat.
- 7) Proposed grade elevations at two (2) foot intervals shown as solid lines.
- 8) Proposed plan for surface water management, ponding, drainage and flood, control consistent with the recommendations and standards of Section 12.185.
- 9) Provision for groundwater management including sub-surface drains, disposals, ponding, and flood controls.
- 10) Location of all existing storm sewer facilities including pipes, manholes, catch basins, ponds, swales and drainage channels within one hundred (100) feet of the subject property. Existing pipe grades, rim and invert elevations and normal and high water elevations must be included.
- 11) If the subject property is within or adjacent to a one hundred (100) year floodplain, flood elevation and locations must be shown. Proposed fill, levees, channel modifications, and other methods to overcome flood or erosion hazard areas and by use of the one hundred (100) year flood profile and other supporting technical data in the Flood Insurance Study.
- 12) Spot elevations at drainage break points and directional arrows indicating site, swale and lot drainage.
- 13) Lot and block numbers, building style, building pad location and elevations at the lowest floor and garage slab for each lot.
- 14) Locations, grades, rim and invert elevations of all proposed storm water facilities, including ponds, proposed to serve the subject property.
- 15) Phasing of grading.
- 16) The location and purpose of all oversize, non-typical easements.
- 17) All soil erosion and sediment control measures to be incorporated during and after construction must be shown. Locations and standard detail plates for each measure shall be in accordance with City standards and included on the plan.
- 18) All re-vegetation measures proposed for the subject property must be included on the plan, including seed and mulch types and application rates.

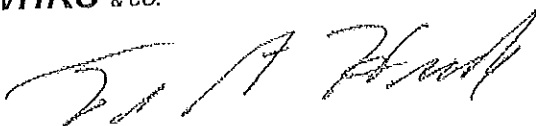
- 19) Drainage plan, including the configuration of drainage areas and calculations for two (2) year, ten (10) year, and one hundred (100) year storm events.
- E. Preliminary Utility Plan. The developer shall submit a preliminary utility plan utilizing a copy of the current certificate of survey as a base for the site in question, prepared by a licensed engineer, depicting the following information:
- 3) Location and size of existing sanitary sewers, storm sewers, water mains, culverts, or other underground facilities within the subject property and to a distance of one hundred (100) feet beyond the outside boundary of the proposed plat. Data such as grades, invert elevations, and location of catch basins, manholes and hydrants shall also be shown. La Crescent Subdivision Regulations 29
- 4) Locations and routing of proposed sanitary sewer lines, stormwater lines, and water mains. Identification of gravity, force main, and alternative service lines.
- 7) The location and finished elevations of hydrants and valves for all proposed water mains.
- 8) All other utilities shall be located and designed in accordance with the requirements of the City Engineer.
- 9) Submit storm sewer design flow calculations with the utility plans.
- F. Environmental Review. After reviewing Minnesota State Rules 4410.4300, it does not appear the project meets the minimum for a Mandatory Environmental Assessment Worksheet (EAW). The EAW has the lowest threshold for requirements, so an Alternative Urban Areawide Review (AUAR) or Environmental Impact Statement (EIS) are not necessary either.

We recommend approval of the preliminary plat conditional upon the above items being addressed during the final plat submittal.

Please contact me if you have any questions.

Sincerely,

WHKS & co.

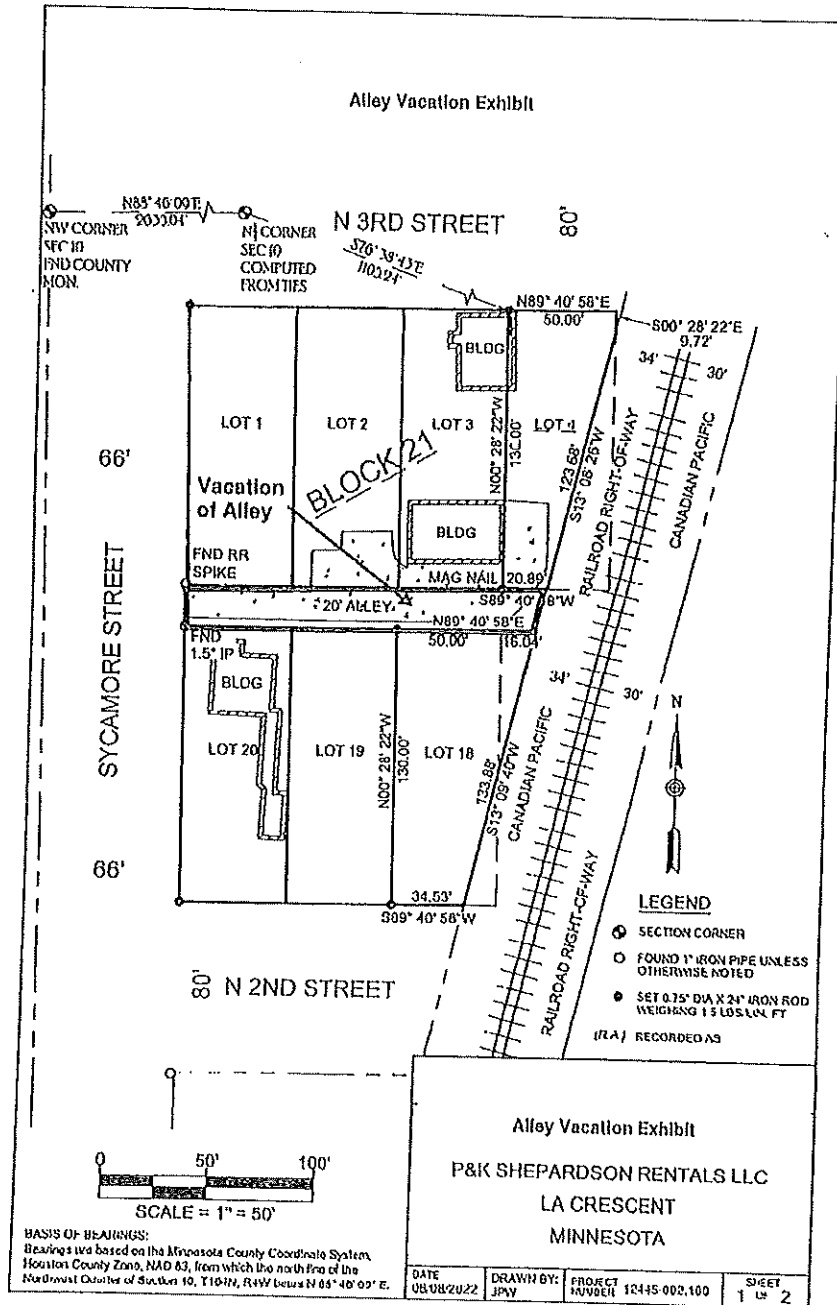


Timothy A. Hruska, P.E., L.S.
City Engineer

RECEIVED

MAY 04 2023

City of La Crescent, MN



DAVY ENGINEERING CO.

115 8th Street S.
La Crosse, WI 54601
(608) 782-3130
www.davyinc.com



June 8, 2022

LEGAL DESCRIPTION LOTS 4, 17, 18, BLOCK 21, CITY OF LA CRESCENT, MINNESOTA

That part of Lot 4, Lot 17 and Lot 18, Block 21, La Crescent Plat of the City (formerly Village) of La Crescent more particularly described as follows:

Legal Description of that part of Lot 4 not within Canadian Pacific Right-of-way

Commencing at the Northwest Corner of Section 10, Township 104, Range 4;
Thence N 88° 46' 09" E 2635.04 feet to the North Quarter Corner of said Section 10;
Thence S 76° 38' 43" E 1105.24 feet to the northwest corner of Lot 4, Block 21, La Crescent Plat of the City (formerly Village) of La Crescent to the point of beginning;
Thence N 89° 40' 58" E 50.00 feet along the north line of said Lot 4 to the northeast corner thereof;
Thence S 00° 28' 22" E 9.72 feet along the east line of said Lot 4 to the westerly right-of-way of the Canadian Pacific Railroad;
Thence S 13° 08' 26" W 123.68 feet along said westerly right-of-way to the south line of said Lot 4;
Thence S 89° 40' 58" W 20.89 feet to the southwest corner of said Lot 4;
Thence N 00° 28' 22" W 130.00 feet along the west line of said Lot 4 to the point of beginning.

Containing 4,749 square feet \pm or 0.11 acres \pm .

Legal Description of that part of Lots 17 and 18 not within Canadian Pacific Right-of-way

Commencing at the Northwest Corner of Section 10, Township 104, Range 4;
Thence N 88° 46' 09" E 2635.04 feet to the North Quarter Corner of said Section 10;
Thence S 76° 38' 43" E 1105.24 feet to the northwest corner of Lot 4, Block 21, La Crescent Plat of the City (formerly Village) of La Crescent;
Thence N 89° 40' 58" E 50.00 feet along the north line of said Lot 4 to the northeast corner thereof;
Thence S 00° 28' 22" E 9.72 feet along the east line of said Lot 4 to the westerly right-of-way of the Canadian Pacific Railroad;
Thence S 13° 08' 34" W 144.24 feet along said westerly right-of-way to the north line of Lot 17 of said Plat of the City of La Crescent and the point of beginning;
Thence continuing S 13° 09' 40" W 133.88 feet along said westerly right-of-way to the south line of Lot 18;
Thence S 89° 40' 58" W 34.53 feet along said south line of Lot 18 to the southwest corner thereof;
Thence N 00° 28' 22" W 130.00 feet along the west line of said Lot 18 to the northwest corner thereof;
Thence N 89° 40' 58" E 50.00 feet along the north line of said Lot 18 to the northwest corner of said Lot 17;
Thence continuing N 89° 40' 58" E 16.04 feet along the north line of said Lot 17 to said westerly right-of-way and the point of beginning.

Containing 6,537 square feet \pm or 0.15 acres \pm .

TO: Planning Commission Members

FROM: Jason Ludwigson, Sustainability Coordinator

DATE: June 1st, 2023

RE: Conditional Use Permit Wagon Wheel Electric Substation

Attached is a staff report for the Conditional Use Permit application for the Wagon Wheel Electric Substation. Additional information will be provided by staff at the meeting.

**CITY OF LA CRESCENT
NOTICE OF PUBLIC MEETING
CONDITIONAL USE PERMIT APPLICATION WAGON WHEEL SUBSTATION**

Notice is hereby given that the Planning Commission of the City Zoning Authority will hold a public meeting at the La Crescent City Hall, 315 Main Street, in said City on Tuesday, June 6th at 5:50 o'clock P.M. to consider the application for a conditional use permit at parcel numbers 25.0113.000, 25.0114.000, 25.0115.000, and 25.116.000 to construct an electrical substation at the property associated with the parcel numbers listed herein.

The request for a conditional use permit concerns certain premises situated in said City described as follows, to wit: more commonly identified as parcel numbers 25.0113.000, 25.0114.000, 25.0115.000, and 25.116.000.

All persons having an interest in the matter will be given the opportunity to be heard with reference thereto.

Dated: May 3rd, 2023.

By order of the City Zoning Office

Jason Ludwigson
Sustainability Coordinator
P. O. Box 142
La Crescent, MN 55947

**PLANNING COMMISSION
CUP PUBLIC HEARING
STAFF REPORT**

MEETING DATE: June 6, 2023

CASE NUMBER: PC-23-01 - CUP "Wagon Wheel Electric Substation"

OWNER: P&K Shepardson, Rentals LLC
10174 Charissglen, Ln
Highlands Ranch, CO 80126

PARCEL IDs: 25.0113.000, 25.0114.000, 25.0115.000, 25.0116.000,
25.0117.000

APPLICANT: Mr. Brian Sullivan, Northern States Power Company (Xcel
Energy)

REQUEST: Proposed Conditional Use Permit ("CUP") to allow an electrical
substation in the Industrial Zoning District

LOCATION: The property is located on the east side of N Sycamore Street
and south of N 3rd Street.

**GENERAL PLAN/
ZONING DESIGNATION:** Shoreland Mixed Use / I – Industrial

SURROUNDING USES: North: Commercial Office, Industrial;

South: Residential, Warehouse;

East: CP Rail (CPKC) right-of-way;

West: Manufactured/Mobile Home Park.

BACKGROUND

The property has historically been used for single family residential purposes and the land is part of the original plat of La Crescent.

PROPOSAL

PC-23-01 - CUP is a request for a Conditional Use Permit to allow for an electrical power substation in the Industrial Zoning District in the 200 block of N Sycamore Street.

PLANNING STAFF ANALYSIS

Relationship to Comprehensive Plan:

The subject site is designated by the City's General Plan as "Shoreland Mixed Use." The Comprehensive Plan states that this land use designation *will continue to function as the primary supply of highway-oriented uses while leading to improvements in the appearance and environmental performance of these areas.* Land Uses include Wholesale and Distributing Facilities, Industrial, Retail Sales and Service, Restaurants and Entertainment, Professional Offices, Civic and Institutional, Park and Recreation, and Multi-family residential. The preferred design strategies note that "Storage and loading areas should be screened from view from the highway." Further that "Generous landscaping, preferably with native species is strongly encouraged."

The Zoning Ordinance does not permit electrical power substations in the I – Industrial district as a permitted use. Electrical power substations are also not listed as a Conditional Use.

Subd. 1. PURPOSE AND INTENT. It is the purpose and intent of the I - Industrial. District to establish areas within the City of La Crescent for primarily industrial and related uses. The primary function of the I - Industrial District is to provide locations that will not conflict with other uses, are suitable for industrial uses and have good transportation access.

Subd 4. CONDITIONAL USES. A. Heavy manufacturing, no emission industries B. Food processing industries C. Manufacturing industries with emissions D. Waste disposal sites and facilities E. Bulk fuel storage facilities F. Mini Storage Buildings. G. Other industrial uses

Site Context:

The .75-acre site consists of five tax parcels, two of which include residential uses and the remainder are vacant. The northern portion of the property abuts 3rd Street North and on the east is railroad right-of-way for the Soo Line Rail Road. The property has been used for residential purposes and the vacant lots have been vacant for some time. Industrial uses are to the north, to the west is a manufactured/mobile home park and to the north is a residential home.

Infrastructure Improvements:

N/A

Public Input:

Several nearby property owners stopped into City Hall with general questions but no formal or written comments have been received regarding this application.

FINDINGS OF FACT FOR CONDITIONAL USE PERMIT

As required by Chapter 12, Zoning Ordinance, the Planning Commission shall advise the council, make recommendations and findings on the effect of the proposed use on the health, safety, morals, and general welfare of occupants of surrounding lands.

The applicant in their CUP application, submitted findings which are attached as Exhibit 1.

CRITERIA FOR GRANTING CONDITIONAL USE PERMITS.

- A. That the conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the immediate vicinity.

Applicant Response:

Response (Findings): See applicant response: The applicant states that they will mitigate impacts through the placement of a 10' decorative fence with a landscape buffer that will screen the fence.

Staff comment: The primary concern for aesthetics is the residential uses to the west and the office/industrial uses to the north. The decorative fence with landscaping will screen the use from adjacent uses.

- B. That the establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area.

Applicant Response:

Response (Findings): See applicant response: The applicant states that the surrounding properties are already developed and the substation will not affect the adjacent properties or have an impact if they are redeveloped.

Staff comment: There are few sites in the city where a new substation can be placed that works in tandem with the existing substation. With a decorative fence and landscaping the site can be assimilated into the existing and surrounding uses. Other than the manufactured/mobile home park, the surrounding uses are commercial and industrial in character.

- C. That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided.

Applicant Response:

Response (Findings): See applicant response: The use will not generate much traffic, only several times per month for services vehicles and no utilities are needed at the site. The current utilities, access roads, drainage, and facilities are sufficient to support the proposed conditional use.

Staff comment: There exists sufficient utilities, access roads, drainage and facilities for the proposed use.

- D. That adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use.

Applicant Response:

Response (Findings): See applicant response: There will be no personnel regularly at the site and off-street parking will be provided at the site.

Staff comment: The applicant is providing sufficient parking within the enclosed substation.

- E. That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration, so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result. The use is consistent with the purposes of the zoning code and the purposes of the zoning district in which the applicant intends to locate the proposed use.

Applicant Response:

Response (Findings): See applicant response: The proposed conditional use will not cause or create a nuisance at the property and will not disturb neighboring properties.

Staff comment: The site will not generate any odors, fumes, dust, noise or vibration and the applicant will control outdoor lighting.

- F. The use is not in conflict with the policies of the City of La Crescent.

Applicant Response:

Response (Findings): See applicant response: The proposed conditional use is an essential service for the community.

Staff comment: The proposed use is not in conflict with the Comprehensive Plan's Goals and Objectives. The section of the Comprehensive Plan that is most applicable to the request is in the Community Facilities and Services goal area.

Community Facilities and Services

Goal Reliable and high quality services, utilities, and facilities will meet the needs of current and future residents and businesses.

Objectives

1. Public/private utilities and facilities will be managed to meet and exceed professional and governmental standards to protect and enhance public health and the natural environment.
 2. Land use planning and development will support the efficiency and fiscal sustainability of energy, sewer, water, and stormwater systems.
 5. Community facilities and utility infrastructure will enhance the aesthetics of the community.
- G. The use will not cause traffic hazards or congestion.

Applicant Response:

Response (Findings): See applicant response: The proposed conditional use will not cause congestion or traffic hazards.

Staff comment: Very little traffic is generated by the use.

- H. Existing uses will not be adversely affected because of curtailment of customer trade brought about by intrusion of noise, glare or general unsightliness.

Applicant Response:

Response (Findings): See applicant response: The proposed conditional use will not affect existing uses in the area of the property.

Staff comment: There is no evidence that the substation will affect customer trade.

STAFF FINDINGS AND RECOMMENDATION

City staff has reviewed the submitted application, the applicant's response to the CUP criteria, reviewed the city zoning district regulations for the I- Industrial zoning district, and the adopted Comprehensive Plan Land Use Element, Goals and Objectives. The proposed use is consistent with the Goal and Objectives of the Community Facilities and Services comprehensive plan element as it provides critical utility infrastructure.

Staff finds that the proposed use for an electrical substation is consistent with the stated intent of the zoning district and the conditional uses found in the I – Industrial district. While an electrical substation is not specifically listed as a conditional use, the listed uses allow for "other industrial uses." Staff supports the proposition that an electrical substation is similar in intensity or even less intense as the industrial uses listed below.

Subd 4. **CONDITIONAL USES.** A. Heavy manufacturing, no emission industries B. Food processing industries C. Manufacturing industries with emissions D. Waste disposal sites and facilities E. Bulk fuel storage facilities F. Mini Storage Buildings. G. Other industrial uses

Subd. 1. **PURPOSE AND INTENT.** It is the purpose and intent of the I - Industrial District to establish areas within the City of La Crescent for primarily industrial and related uses. The primary function of the I - Industrial District is to provide locations that will not conflict with other uses, are suitable for industrial uses and have good transportation access.

The proposed use is in an are zoned for industrial purposes. The proposed substation use is suitable for industrial use, has good transportation access and will not conflict with other uses. The proposal is consistent with the Goals and Objectives in the Community Facilities and Services Element of the Comprehensive Plan.

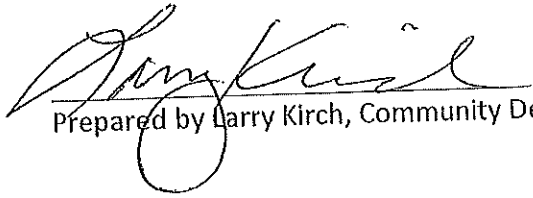
The staff finds that the proposed use does meet the CUP criteria in Section 12.06, Subd. 4 of the Zoning Code and recommends approval of the CUP. The Planning Commission may have their own findings, recommend changes, or additional conditions which they feel may be applicable to the proposed project.

RECOMMENDED MOTION FOR CONDITIONAL USE PERMIT

I move that the Planning Commission recommend to the La Crescent City Council the (APPROVAL/DENIAL) case PC-23-01 - CUP "Wagon Wheel Electric Substation" a request by Mr. Brian Sullivan Xcel Energy to approve a Conditional Use Permit to allow for an electrical substation as a conditional use under G. other industrial uses, as it is similar in nature to the conditional uses listed in the zoning code in the I – Industrial zoning district (located at Parcel Numbers 25.0113.000, 25.0114.000, 25.0115.000, 25.0116.000, 25.0117.000, subject to the following conditions of approval:

- 1) This CUP is conditionally approved pursuant to Chapter 12, ZONING ORDINANCE of the City of La Crescent, Minnesota, Section 12-06, Conditional Use Permits and the use shall be as set forth in accordance with the application and plans attached and associated to this case and all the provisions of the zoning ordinance and city codes applicable to this case.
- 2) Applicant will abide by the representations made by the applicant, or their agents, made during the permitting process, to the extent those representations were not negated by the Planning Commission or City Council and to the extent they are not inconsistent with spirit or letter explicit conditions of the Conditional Use Permit.
- 3) The applicant shall comply with the city's adopted building codes.

- 4) In accordance with Subd. 4 of Section 12.06, the Planning Commission can require berms, screening, landscaping or other facilities to protect adjacent or nearby property and require landscaping, fencing, screening, or other improvements to protect adjacent or nearby property. Fencing, tree plantings, landscaping and vegetative screening improvements shall be planted in accordance with the submitted plans.
- 5) Any security and site lighting shall be "Dark Sky" compliant, wherein all light sources shall be down-lit, full cutoff fixtures and shielded, and the correlated color temperature ("CCT") shall not exceed 2,700 Kelvins.
- 6) Applicant shall comply with all federal, state, and local regulations.



Prepared by Larry Kirch, Community Development Director

Attachments:

- Exhibit #1 – Conditional Use Permit – Applicant Request
- Exhibit #2 – Aerial Map – Parcel Maps
- Exhibit #3 – Zoning Map

Exhibit #1 – Conditional Use Permit – Applicant Request

Exhibit #2 – Aerial Map – Parcel Maps

Exhibit #1

Houston County Beacon Aerial Map – Parcel Map Combined Parcels

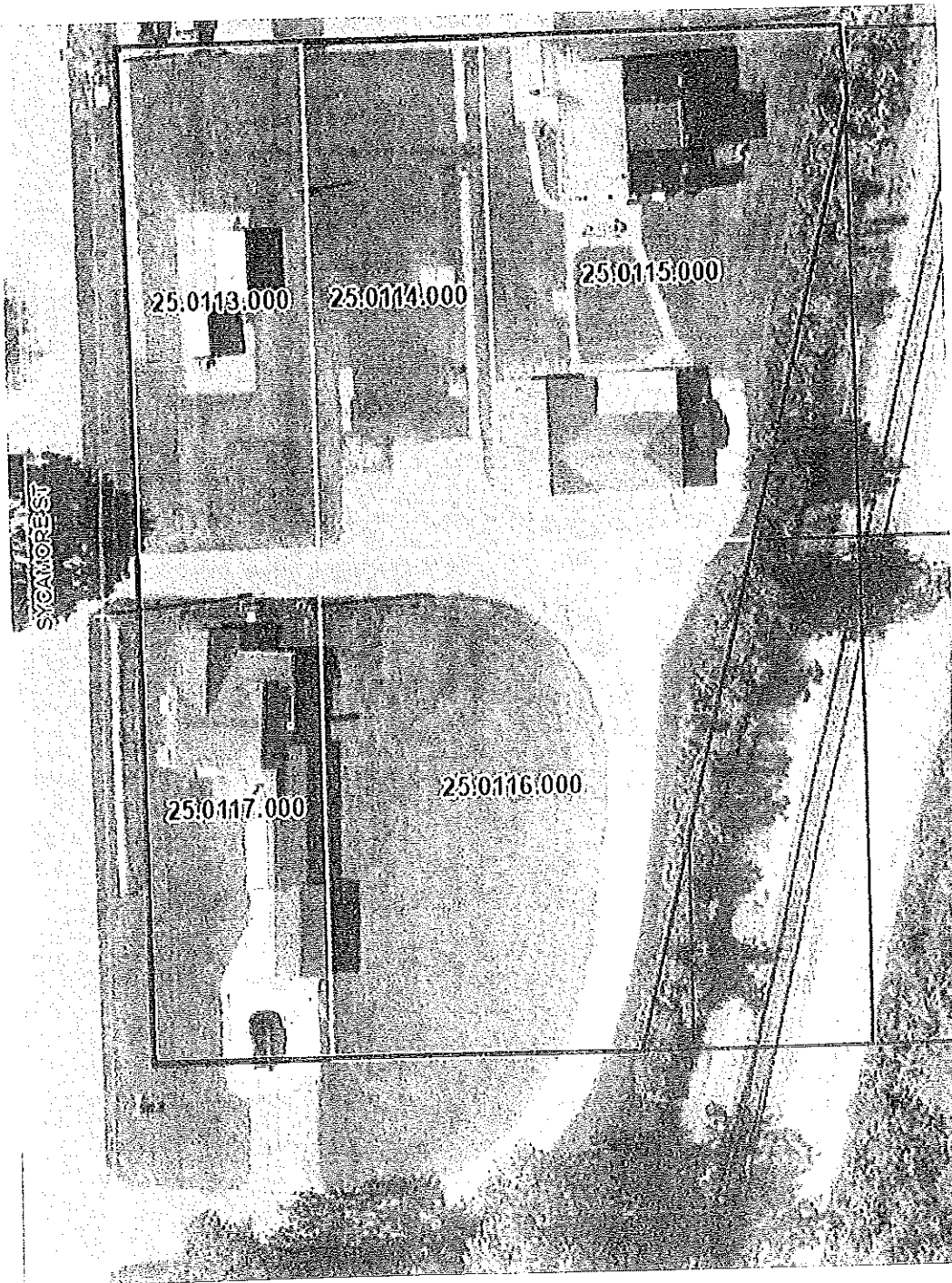
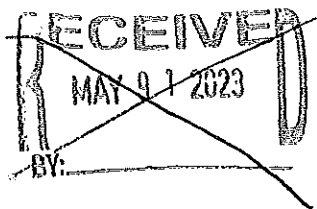


Exhibit #3 – Zoning Map





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1-800-895-4999
xcelenergy.com

Wagon Wheel Substation

Criteria for Granting Conditional Use Permit (CUP)

12.06 CONDITIONAL USE PERMITS

Subd. 1. PERMIT REQUIRED. It shall be unlawful to use any structure or land for any purpose requiring a conditional use permit in the zoning district in which the property is located without first obtaining a conditional use permit from the city. Where applicable, a building permit shall also be obtained from the city.

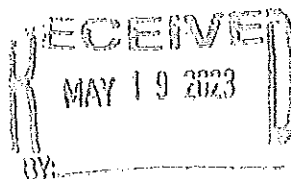
Subd. 2. CHANGES IN PERMITS. Any change involving structural alterations, enlargement, intensification of use, or similar change not specifically permitted by the conditional use permit issued shall require an amended conditional use permit and all procedures shall apply as if a new permit were being issued.

Subd. 3. CRITERIA FOR GRANTING CONDITIONAL USE PERMITS. In granting a conditional use permit, the La Crescent City Council shall consider the advice, recommendations and findings of the Planning Commission and the effect of the proposed use on upon the health, safety, morals, and general welfare of occupants of surrounding lands. The City Council may make the following findings where applicable:

A. That the conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the immediate vicinity.

Response (Findings):

The proposed Electric Substation will not be injurious to the surrounding property owners. The subject property and surrounding properties are zoned for industrial uses and electric substations are a use that is consistent with the zoning district. Surrounding properties include rental mobile homes to the west, shops, and manufacturing to the north, one residential unit to the south, and railroad tracks and floodplain to the east. To mitigate visual impacts Xcel has developed a Screening Plan to secure and screen the property from nearby properties. This plan will include a 10' tall decorative screen fence/wall and landscaping, which will be located along the public facing sides (north, west, and south). Plantings will include evergreen and deciduous material with the intent to produce a vertically layered landscape that enhances the curb appeal of the





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facility, but also acts as a unifying element that will help to blend the facility into the character of the neighborhood.

B. That the establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area.

Response (Findings):

The surrounding properties are developed, and they may be candidates to transition into other industrial uses as outlined in the City's Comprehensive Plan. The proposed substation will allow for increased reliability and capacity to the electrical system of the City of La Crescent. With increased reliability and capacity in the electric grid the City can continue to grow and develop. The Project is being considered an operational upgrade to an existing Xcel substation located on Main Street. The existing substation does not have all season access as Main Street commonly floods during moderate to high precipitation and snow melt events, creating a situation of dramatically slowing response times during outages. The existing substation is also located on an abandoned landfill site and expanding the existing substation increases the risk of exposing contaminants to the environment. The new substation will provide access and additional reliability and safety to the local electrical system. This Project is part of Xcel Energy's continuing effort to maintain system reliability and resilience of the electrical grid.

C. That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided.

Response (Findings):

The proposed substation is an unmanned facility and will not require water or sewer services. Once construction is complete minimal traffic will be generated by the facility. Maintenance crews with two or three vehicles will periodically be on site several times a month. Driveway access to the substation will be from public right of way to the north and south. The site will be designed with drainage facilities that control runoff and prevent the erosion of soil.

D. That adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use.

Response (Findings):

The property is an unmanned facility. Parking for maintenance crews will be within the substation.



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E. That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise, and vibration, so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result.

The use is consistent with the purposes of the zoning code and the purposes of the zoning district in which the applicant intends to locate the proposed use

Response (Findings):

The substation will not emit odors fumes, dust, noise, or vibrations. The existence of an active railway through the neighborhood has a significantly larger impact. The facility will not have lighted signs and any yard lights will be shielded to prevent offsite glare.

The use is consistent with the Industrial Zone which permits public infrastructure, such as well houses, lift stations, water towers, booster stations, etc.; and permits other industrial uses as a conditional use. The proposed substation is considered an essential service and locating it in the Industrial Zone is a complementary use.

F. The use is not in conflict with the policies of the City of La Crescent.

Response (Findings):

The use is not in conflict with the policies of the City of La Crescent. The proposed use is an essential service needed to protect the health, safety, and welfare of the citizens of La Crescent.

G. The use will not cause traffic hazards or congestion.

Response (Findings):

The facility is unmanned, and traffic will consist of maintenance crews with two or three vehicles being on site several times a month.

H. Existing uses will not be adversely affected because of curtailment of customer trade brought about by intrusion of noise, glare, or general unsightliness.

Response (Findings):

Existing uses will not be adversely affected by the construction of the substation. The proposed substation will not curtail customer trade brought on by noise, glare, or general unsightliness. The proposed facility will be screened by landscape plantings and a proposed 10' tall decorative wall which will screen the substation from surrounding uses. The walls will be made of a low maintenance material that will not reflect sunlight or create glare. Yard lights will be shielded to



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prevent light from spreading outside of the property. Noise emitted from the substation is minimal and will be abated by the wall as well.

Subd. 4. ADDITIONAL CONDITIONS. In permitting a new conditional use or the alteration of an existing conditional use, the City Council may impose additional conditions which are

considered necessary to protect the best interest of the surrounding area or the community as a whole. Additional conditions may include but are not limited to the following:

- A. Increasing the required lot size of yard dimensions.
- B. Limiting the height, size, or location of buildings.
- C. Modifying the building architecture or orientation or requiring berms, screening, landscaping, or other facilities to protect adjacent or nearby property.
- D. Controlling the location and number of vehicle access points.
- E. Increasing the street or driveway width to mitigate traffic or safety concerns.
- F. Increasing the number of required off-street parking spaces.
- G. Requiring landscaping, fencing, screening, or other improvements to protect adjacent or nearby property.
- H. Limiting the number, size, location, or lighting of signs.

On behalf of Xcel Energy, I would like to thank you for your time and consideration. The proposed substation is an essential service that is an integral component to the health, safety, and welfare of the City and this proposed substation with increased reliability and capacity will serve the City for many years.

Regards,

Brian Sullivan
Siting and Land Rights
P: 612.216.8083 | C: 612.366.0234
Email: brian.e.sullivan@xcelenergy.com

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Minneapolis, MN 55401

1-800-895-499
xcelenergy.com



April 28, 2023

Planning Commission and City Council

City of La Crescent
315, Main St.
La Crescent, MN 55947

RECEIVED

APR 28 2023

City of La Crescent, MN

RE: Wagon Wheel
Preliminary Plat,
Conditional Use Permit
Vacation of Alley
Variance to Height of Fence

Dear Planning Commission and City Council members,

Please find this letter of intent and application materials for zoning and permit approvals for the Wagon Wheel property. Northern States Power Company (Xcel Energy) is seeking approvals for the construction of the Wagon Wheel Electric Substation that would be located on property owned by P and K Shepardson Rentals, LLC. Xcel Energy has an option to purchase the property. The new Substation provides improved reliability in the electrical distribution system that serves the City of La Crescent. Our request include:

- | | |
|----------------------------|-----------------------|
| • Preliminary Plat; | Application fee \$250 |
| • Conditional Use Permit | Application fee \$250 |
| • Variance to Fence Height | Application fee \$250 |
| • Vacation of Alley | Application fee \$150 |

Please find under separate cover a project description and supporting documents.

Thank you for your consideration of our request for the proposed Electric Substation. The proposed improvements will enhance the reliability and safety of electrical grid in the area.

Regards,

Brian Sullivan
Siting and Land Rights
P: 612.330.5925 | C: 612.366.0234
Email: brian.e.sullivan@xcelenergy.com

Enclosures:

RECEIVED

APR 28 2023

City of La Crescent, MN

**CITY OF LA CRESCENT ZONING AUTHORITY
APPLICATION FOR CONDITIONAL USE PERMIT**

The undersigned being the owner(s) of record (optionee(s) with regard to enforceable exclusion options to purchase) of the hereinafter described premises hereby makes application for a **CONDITIONAL USE PERMIT**.

TO WIT:

Northern States Power Company d/b/a Xcel Energy hereby applies for a Conditional Use Permit for the Construction of an Electrical Substation on the Wagon Wheel property, located along Sycamore Street, City of La Crescent, Houston County MN. Xcel engineers and planners have identified a long term need for a new substation. The existing substation requires upgrades to meet the electrical needs of La Crescent and new security requirements. Updated and additional equipment is required to maintain reliable electric service for the City of La Crescent. Please refer to the attached documents for additional information.

the lands to which this application has reference are described as follows, to wit:

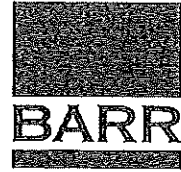
Please refer to the attached legal description

Attached is a sketch of the site plan showing North arrow and other relevant data with reference hereto. I (we) understand that additional data may be requested by the City of La Crescent Planning Commission with regard hereto.

Dated: April 26, 2023

Brian Sullivan Xcel Energy

(Owners (s)) (Optionee(s))



Wagon Wheel Substation

Technical Memorandum

Conditional Use Permit, Preliminary Plat, Variance, and Vacation of Alley.

To: La Crescent City Council and Planning Commission
From: Northern States Power Company (Xcel Energy)
Subject: Proposed New Electrical Substation on the Southeast Corner of 3rd Street North and Sycamore Street, La Crescent, Minnesota
Date: May 4, 2023
CC: Brian Sullivan, Xcel Energy

1 Introduction

Xcel Energy (Xcel) is proposing to purchase real property within the La Crescent city limits with the intention of constructing, operating, and maintaining a new electrical substation (Project). Xcel engineers and planners have identified a long term need for a new substation. The existing substation requires upgrades to meet the electrical needs of La Crescent and new security requirements. Updated and additional equipment is needed to maintain reliable electric service for the City of La Crescent. After an analysis of the current substation site, it was determined that it was not a viable site due to environmental issues and street flooding.

The Project is being considered as an operational upgrade to an existing Xcel substation located on Main Street, east of Sycamore Street in La Crescent. The existing substation does not have all season access as Main Street, east of Sycamore Street, commonly floods during moderate to high precipitation and snow melt events. The existing substation is also located on an abandoned landfill site and expanding the site in place increases the risk of exposing contaminants to the environment. The Project will provide all-season access and additional reliability and safety to the local electrical system. This Project is part of Xcel Energy's continuing effort to maintain system reliability and resilience of the electrical grid.

The Project would be generally located south of 3rd Street North, and north of 2nd Street North, east of Sycamore Street and west of the Illinois & Midland Rail Link (I&M) railroad line (Figures 1 and 2). Specifically, the Project will include Houston County Parcel numbers 25.0113.000, 25.0114.000, 25.0115.000, 25.0116.000, 25.0117.000, and recently acquired adjacent "quiet title" lands in La Crescent, Houston County, Minnesota (Figure 3). Based on Houston County parcel data (<https://beacon.schneidercorp.com/?site=HoustonCountyMN> accessed April 4, 2023) the parcel addresses include:

To: La Crescent City Council and Planning Commission
From: Xcel Energy Corporation – dba Northern States Power Company
Subject: Proposed New Electrical Substation on the Southeast Corner of 3rd Street North and Sycamore Street, La Crescent, Minnesota
Date: May 2023
Page: 2

<u>Parcel Number</u>	<u>Address</u>
25.0113.000	No address provided
25.0114.000	71 3 rd Street North, La Crescent, MN
25.0115.000	67 3 rd Street North, La Crescent, MN
25.0116.000	172 Sycamore Street, La Crescent MN
25.0117.000	206 Sycamore Street, La Crescent, MN

The parcels are currently owned by P&K Shepardson Rentals, LLC and are used for single-family residences. Three buildings are present: a one-story residence, a two-story residence, and a garage. The parcels appear to have been used for residential purposes since at least 1937. Although the parcels appear to have been used for residences since 1937, the current (April 4, 2019), Zoning Map City of La Crescent Minnesota (Zoning Map) identifies the parcels to be located in a defined industrial district. The Zoning Map generally illustrates the properties north of the Project on Sycamore Street to Great River Road and south to Main Street as zoned Industrial. The industrial district extends west from Sycamore Street to Chestnut Street and Moore Road and east to parallel the I&M railroad tracks and Main Street. Land use of properties west of the Project and east of Great River Road are generally residential in nature, consisting of rental, residential mobile homes. Properties north and south of the Project include mechanical and automotive shops, construction offices and yard, storage facilities, a concrete precast burial vault manufacturer, a wood truss manufacturer, and other light industrial uses. East of the Project lies the I&M railroad tracks and undeveloped and inundated lands.

Xcel currently has the property under contract to purchase and is proposing to purchase the parcels, demolish the existing structures and re-develop the site for a utility scale electrical substation. The substation design and construction will include electrical transformers, bus work, electric equipment enclosure, underground cable trays, and a 10-foot-tall security fence with digital key card access gates. Xcel further proposes to landscape the site and incorporate a decorative fence design to allow the proposed substation to better integrate, visually, into the neighborhood.

Brian Sullivan, Siting and Land Rights with Xcel, met with the City of La Crescent in December 2022 to discuss the Project. Shawn Wetterlin, La Crescent Building Official/Zoning Administrator, informed Mr. Sullivan that a conditional use permit and fencing variance, amongst other city reviews and approvals, would be necessary prior to Project construction, see letter dated December 5, 2022 (attached).

2 Zoning CUP Application

The Project will be located on land zoned Industrial per the Zoning Map. The City of La Crescent Zoning Ordinance, Chapter 12, as amended December 9, 2019, lists permitted uses within defined Industrial Districts. Utility substations are not identified as a permitted use; however, Section 12.24 Subd 4 and Subd 6 lists Conditional Uses within Industrial Districts, including "other industrial uses." In consultation with the City of La Crescent, it was determined electrical substations qualify as "other industrial uses," and therefore the Project can be developed in an Industrial District with a conditional use permit (CUP) and

To: La Crescent City Council and Planning Commission
From: Xcel Energy Corporation – dba Northern States Power Company
Subject: Proposed New Electrical Substation on the Southeast Corner of 3rd Street North and Sycamore Street, La Crescent, Minnesota
Date: May 2023
Page: 3

city approval. Xcel has prepared a CUP application for consideration and review by the city. Xcel will continue to coordinate with the city in providing all necessary information for the CUP and additional required permits and approvals.

Xcel is also developing a Plan to secure and screen the property from nearby properties. This plan will include a screen fence/wall and landscaping, which will be located between the proposed fence and Sycamore Street. Plantings will include evergreen and deciduous material with the intent to produce a vertically layered landscaped that creates curb appeal, but also draws the eye away from the substation to blend the facility into the character of the neighborhood. The planting plan includes native and ornamental species such as, viburnum, juniper lilac, serviceberry, and bayberry.

3 Variance to Fence Height

City of La Crescent Zoning Ordinance, Chapter 12, as amended December 9, 2019, Section 12.10 Subd 8.D(1) specifies properties with industrial zoning shall not have a fence greater than six (6) feet in height. Xcel is proposing a 10-foot-tall fence, requiring a variance from the City of La Crescent Xcel is proposing a 10-foot-tall fence to provide additional security to ensure the safety of the substation and public.

In response to the obligation to increase security at our facilities, Xcel Energy implemented new fence standards for securing substation properties. The new standards increase the difficulty of gaining unlawful access into the substation. Analysis has shown that increasing the fence height from 6' to 10' increases the difficulty of scaling the fence; deterring unauthorized access into the substation.

The additional height will discourage vandalism and intrusion into the facility and will provide screening of the equipment within the substation. Xcel is designing the fence to meet City of La Crescent standards and to blend into neighborhood aesthetics. Please refer to the attached Variance Request for additional detail.

4 Preliminary Plat

Xcel is proposing to combine the existing parcels owned by Shepardson Rentals LLC. The proposed preliminary plat will combine several parcels into a unified property. An application and preliminary plat plan are attached for your review and approval

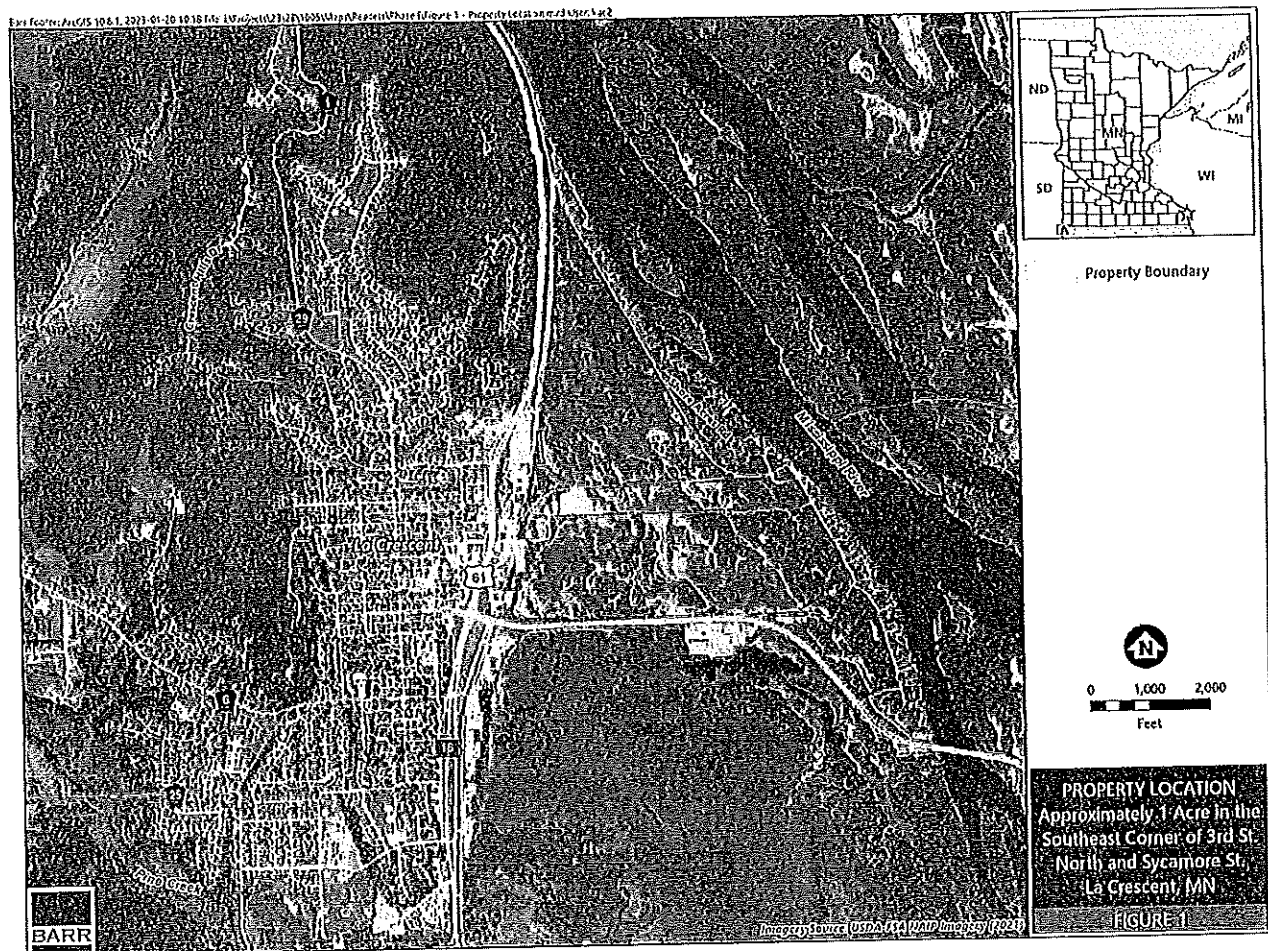
5 Vacation of Alley

Included as part of the Project is an application to vacate the alley that bisect the Wagon Wheel property. The vacation will remove an alleyway that is no longer needed or required for the proposed project.

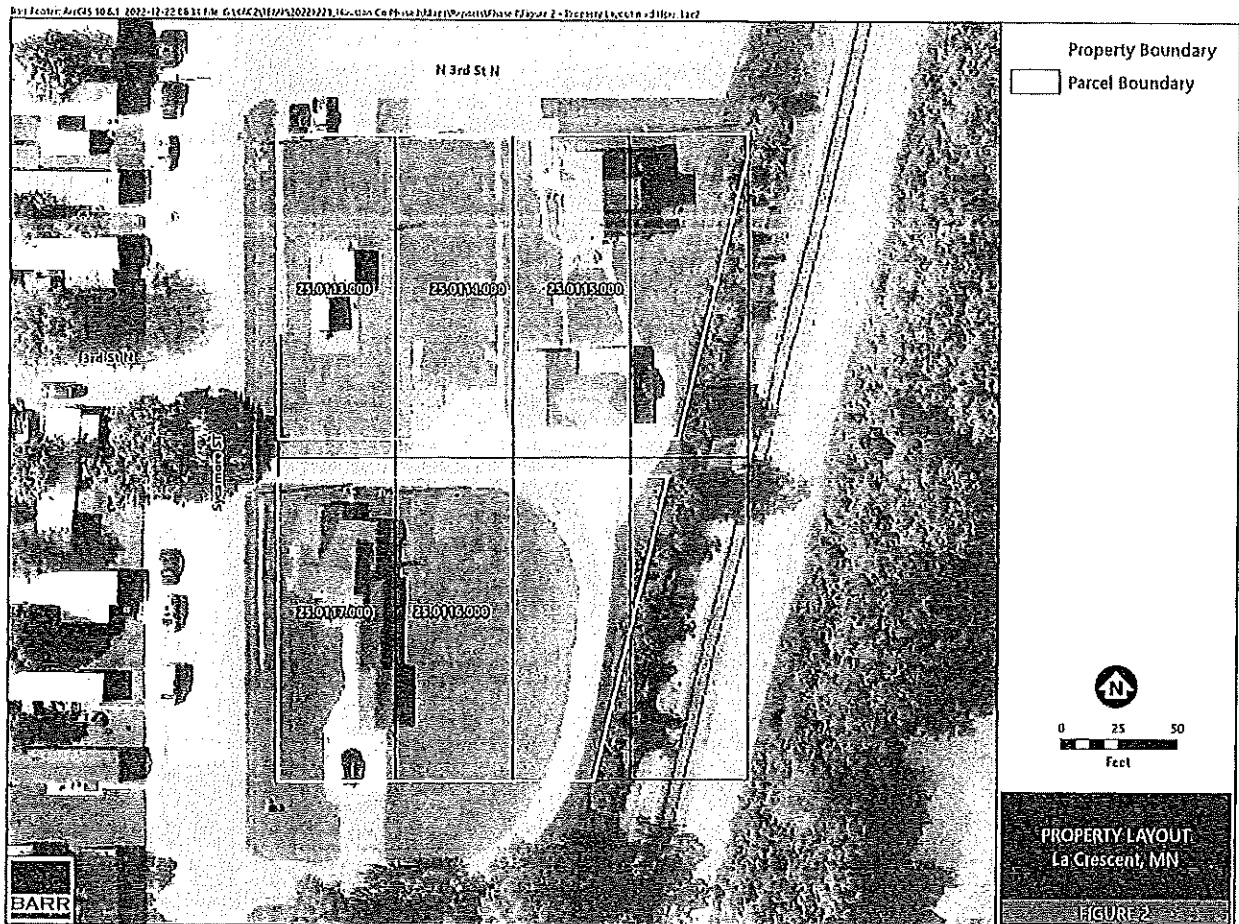
6 Final Plat

Upon Approval of the CUP, Variance Application and Preliminary Plat, Xcel will submit a Final Plat and building permits for the construction of the fence

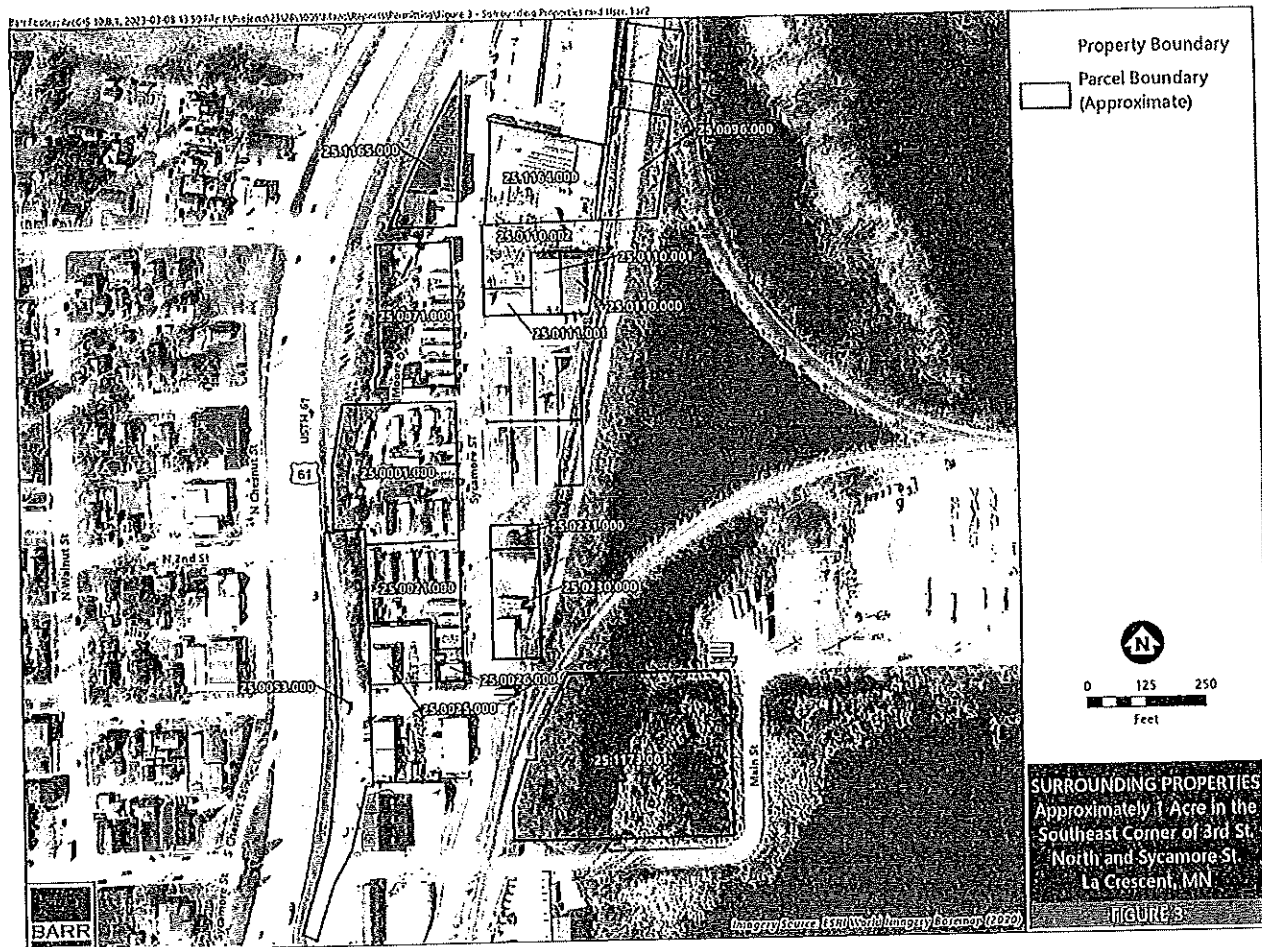
To: La Crescent City Council and Planning Commission
From: Xcel Energy Corporation – dba Northern States Power Company
Subject: Proposed New Electrical Substation on the Southeast Corner of 3rd Street North and Sycamore Street, La Crescent, Minnesota
Date: May 2023
Page: 4



To: La Crescent City Council and Planning Commission
From: Xcel Energy Corporation – dba Northern States Power Company
Subject: Proposed New Electrical Substation on the Southeast Corner of 3rd Street North and Sycamore Street, La Crescent, Minnesota
Date: May 2023
Page: 5



To: La Crescent City Council and Planning Commission
From: Xcel Energy Corporation - dba Northern States Power Company
Subject: Proposed New Electrical Substation on the Southeast Corner of 3rd Street North and Sycamore Street, La Crescent, Minnesota
Date: May 2023
Page: 6



Condition Use Permit Application Requirements City of La Crescent LA CRESCENT, MINNESOTA

The following information must be submitted to the building/zoning department before a conditional use application can be processed and approved, more detailed information is listed below

Conditional Use Application Form

After a preliminary review, additional information may be required.

Conditional Use Application Form: Application forms are available at the building/zoning department. Complete the form and return it to the building/zoning official with the required fee.

General Information

When is a Conditional Use Permit Required? A conditional use permit is required for a change to the use of an existing property that exceeds the La Crescent Zoning Ordinance limitations for the district where the property is located.

What is the typical subject matter for consideration in connection with deliberations for passage of a conditional use permit?

- That the conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purpose already permitted, not substantially diminish and impair property values within the immediate vicinity.
- That the establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding vacant property for used predominant in the area.
- That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided.
- That adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use.
- That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration, so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result.

- The use, in the opinion of the City Council, is reasonable related to the overall needs of the City and to the existing land use.
- The use is consistent with the purposes of the zoning code and the purposes of the zoning district in which the applicant intends to locate the proposed use.
- The land is not in conflict with the policies of the City of La Crescent.
- The use will not cause traffic hazards or congestion.
- Existing uses will not be adversely affected because of curtailment of customer trade brought about by intrusion of noise, glare or general unsightliness.

Could the City Council impose additional conditions that may be considered necessary to protect the best interests of the surrounding area or the community as a whole? Yes, and these additional conditions may include but are not limited to the following:

- Increasing the required lot size of yard dimensions.
- Limiting the height, size or location of buildings.
- Controlling the location and number of vehicle access points.
- Increasing the street width.
- Increasing the number of required off-street parking spaces.
- Requiring landscaping, fencing, screening, berming or other improvements to protect adjacent or nearby property.

How do I apply for a conditional use permit?

- Fill out the attached conditional use permit application form, sign and date the same.
- Make a plot plan or map of the property which shows, at a minimum, all lot lines, existing and proposed structures, driveways and parking areas, significant topographical features, mature trees and existing and proposed signage.
- Show evidence of ownership or an interest in the property.
- Include the address of the property and the legal description.
- List the addresses and owners name of all properties owners within 350' that abut the property.
- Include the required fee amount of \$200.00.
- Turn all information into the building/zoning official before three weeks prior to a scheduled meeting date, (Planning Commission meets the 1st Tuesday of each month.)
- Turn in any other information as required by the City of La Crescent.

When will I have my hearing? You will receive a notice of conditional use permit request by mail stating the date, time and place of your conditional use permit hearing. (Planning Commission meets the 1st Tuesday of each month.)

Why do I need to list my neighbors? All property owners within 350' shall be advised of the conditional use permit request to have a chance to appear at the hearing with comments or objections.

Why do I need to pay a fee? The fee is for the cost of the mailings to all property owners within 350', the cost of the public hearing notice that is published in the official newspaper, the cost to record the outcome with the Houston County Recorder and the cost of the meeting.

Why do I need to turn all information into the building/zoning official before three weeks prior to a scheduled meeting date? We need time to check the information, schedule the hearing, prepare all mailings to adjoining properties and publish the notice in the official newspaper (deadline for publication is Monday, 12:00 noon, three weeks prior to the meeting date.)

If there are any questions as to property line, please call the Public Works Department. (In all cases, the City of La Crescent shall not be liable for the established or definition of property lines.)

Questions: If you have any questions, please contact the Building/Zoning Department, Monday through Friday, 8 a.m. to 5:00 p.m. at 507-895-4409, or write to, Shawn Wetterlin-Building Official, 315 Main Street, City of La Crescent, Minnesota, 55947.

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MAY 04 2023

City of La Crescent, MN

CITY OF LA CRESCENT ZONING AUTHORITY
APPLICATION FOR CONDITIONAL USE PERMIT

The undersigned being the owner(s) of record (optionee(s) with regard to enforceable exclusion options to purchase) of the hereinafter described premises hereby makes application for a **CONDITIONAL USE PERMIT**.

TO WIT:

Northern States Power Company d/b/a Xcel Energy hereby applies for a Conditional Use Permit for the Construction of an Electrical Substation on the Wagon Wheel property, located along Sycamore Street, City of La Crescent, Houston County MN. Xcel engineers and planners have identified a long term need for a new substation. The existing substation requires upgrades to meet the electrical needs of La Crescent and new security requirements. Updated and additional equipment is required to maintain reliable electric service for the City of La Crescent. Please refer to the attached documents for additional information.

the lands to which this application has reference are described as follows, to wit:

Please refer to the attached legal description

Attached is a sketch of the site plan showing North arrow and other relevant data with reference hereto. I (we) understand that additional data may be requested by the City of La Crescent Planning Commission with regard hereto.

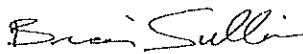
Dated: April 26, 2023

Brian Sullin Xcel Energy

(Owners (s)) (Optionee(s))

VARIANCE APPLICATION

SUBJECT PROPERTY INFORMATION	
PROJECT NAME: Wagon Wheel Substation	
PROPERTY ADDRESS: X	ASSESSOR'S PARCEL ID. 25.0113.000, 25.0114.00071, 25.0115.00067, 25.0116.000172, 25.0117.000
GROSS ACREAGE: ~1.2 acres	CURRENT ZONING DISTRICT: Industrial District
PROPERTY OWNER	
NAME: Northern States Power Company (Xcel Energy) (Property under contract to purchase)	
MAILING ADDRESS: brian.e.sullivan@xcelenergy.com	
EMAIL: 414 Nicollet Ave, Minneapolis, MN 55105	TELEPHONE: 612-216-8083
APPLICANT	
NAME: Xcel Energy, Minnesota	
MAILING ADDRESS: 414 Nicollet Ave, Minneapolis, MN 55105	
EMAIL: Brian.e.sullivan@xcelenergy.com	TELEPHONE: 612-216-8083 612-366-0234
OWNER AUTHORIZATION	
<p>My signature below signifies that:</p> <p>I hereby declare that I am the owner, or authorized agent of the owner, of the above-described property and I agree to construct the building or use herein described in accordance with the regulations and ordinances that govern said improvement within the City of La Crescent and that the foregoing information contained on this application is a true and correct statement of my intentions. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a variance does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. I understand that any utility that must be moved as a result of additions or alterations to the property will be at my expense and I will be responsible for the cost of the plan check of this application even though I do not continue the project. I have also read and understand the instructions and information contained in the application materials.</p> <ul style="list-style-type: none"> • I have read the application form and background information and have provided the required information. • I have reviewed the legal description on my property deed and indicated all recorded easements and deed restrictions on the submitted site plan. <i>(Please provide a description here of the easements and restrictions shown on your property deed. There are no easements associated with the property. Quiet Title obtained)</i> • I believe the information provided in this application is accurate to the best of my knowledge. • I am aware that City staff and/or Planning Commission members may view my property and proposed construction. <i>(Please note any special instructions regarding access to your property such as dogs, gates, alarms, etc.)</i> • I understand that if this application is approved, a building permit is required for construction and that no construction may commence prior to issuance of the permit. No changes may be made without City approval, and changes may require a new application. 	

 _____ Property Owner Signature	4/28/23 _____ Date
_____ Applicant Signature	_____ Date
REVIEW TIMEFRAME	
ADMINISTRATIVE COMPLETENESS REVIEW: 5 DAYS REVIEW OF SUBMITTAL: 3 WEEKS	

VARIANCE SUBMITTAL CHECKLIST

PLEASE RETURN THIS COMPLETED APPLICATION FORM WITH YOUR SUBMITTAL. SUBMITTALS WITHOUT THE INFORMATION BELOW WILL BE CONSIDERED INCOMPLETE AND WILL BE REJECTED. ALL SUBMITTAL MATERIALS MUST BE DELIVERED TO CITY HALL OR SUBMITTED VIA EMAIL IN PDF FORMAT.

PLEASE NOTE: IT IS HIGHLY RECOMMENDED THAT A PRE-APPLICATION MEETING BE HELD PRIOR TO A FORMAL SUBMITTAL.

- ☒ Project Narrative of Proposed Request (See Page 8 for further details)
- ☒ Site Plan
- ☐ Elevations and Floor Plans (if applicable)
- ☒ Copy of deed establishing ownership
- ☒ Mailing Label Certification
- ☒ Mailing Labels (with Houston/Winona County parcel maps)
- ☒ Application Fees (\$150.00)
- ☐ All requested items have been included

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MAY 04 2023

City of La Crescent, MN

Wagon Wheel Substation Variance Application Description 10' Height Screen and Security Fence

- **Please provide a brief description of the project.**

Xcel Energy is proposing to build a new electric substation (**Wagon Wheel Substation**) in La Crescent. Xcel engineers and planners have identified a long term need for a new substation. The existing substation requires upgrades to meet the electrical needs of La Crescent and also meet new security requirements. Updated and additional equipment is needed to maintain reliable electric service for the City of La Crescent. Xcel Energy is proposing to install a 10' tall fence around the substation to meet new security standards adapted by the company and to provide a buffer between the substation and the surrounding area. The proposed fence will provide for aesthetic value along with security and safety improvements. The variance requested is for a 10 feet high fence that would surround the entire parcel. The fence would be a decorative screen wall made of maintenance free material on the north, west and south sides. The east side would be a chain link fence. Access gates into the substation will be chain link as well.

- **What specific variance to the Zoning Code are you requesting? What is the reason for your request?**

Subd. 8 FENCES.

We are requesting a variance to the fence heights to allow a 10' tall fence to be constructed around the perimeter of the property. This fence will be built for security, safety and aesthetic purposes of securing and buffering the substation.

- **Describe specific, unique problems with the property, such as location, surroundings, mature trees, natural obstacles or formations and explain why the improvements you are requesting cannot be made in conformity with Zoning Code requirements. (Issues of personal hardship such as family size, finances, medical condition should not be considered.)**

The property is located along Sycamore Street and is surrounded a mix of commercial and residential uses. The proposed substation is a use that is consistent with Industrial zoned land, but due to unique security standards that the company has adopted the fence needs to be 10' tall. The fence will also visually buffer neighboring properties.

- **Explain why, without the variance, you cannot use your property in the same manner as others in the same zone. Also, explain how the variance will not give you an advantage over others in the same zone.**

Ensuring the energy grid is secure from cyber and physical threats is a top priority for Xcel Energy and our partners across the electric industry. As Advanced Grid technology is deployed, this responsibility grows. The Advanced Grid uses several devices that are interconnected on the energy grid, and it is critical that we not only keep the devices secured, but also safeguard the connection and all the information being transmitted. Various security measures have been developed and are in place to help Xcel Energy deliver on our commitment to operational excellence.

Certain principles of substation operation are also necessary to help ensure protection of employees, contractors, the general public, and company property and equipment. The National Electric Safety Code in Part I Section II, states in part that rooms and spaces in which electrical supply conductors or equipment are installed will be so arranged with fences, screens, partitions or walls to minimize the entrance of unauthorized persons or interference by them with equipment inside. Electrical substations are an integral part to the delivery of electricity to our customers. The risk of interrupted service and injury is high for unauthorized access into the substation. Only specially trained and equipped personnel may enter a substation.

Due to the specific nature of the electrical substation, it would not meet safety standards without the fencing around the parcel. This will not give us an advantage over others in the same zone, as it is specific to electrical substations and not other industrial properties.

In response to the obligation to increase security at our facilities, Xcel Energy implemented new fence standards for securing substation properties. The new standards increase the difficulty of gaining unlawful access into the substation. The proposed fence will be a solid wall on the north, west and south sides of the substation. The east side along with the access gates will be wire chain link fence. Analysis has shown that increasing the fence height from 8' to 10' and limiting the mesh size of the chain link to openings that are less than 1" increases the difficulty of scaling the fence; deterring unauthorized access into the substation.

- **Location/Address/Tax Parcel ID of request**

The Project is located south of 3rd Street North, and north of 2nd Street North, east of Sycamore Street and west of the Illinois & Midland Rail Link (I&M) railroad line. The property to be platted as Wagon Wheel, City of La Crescent, Houston County, MN

<u>Parcel Number</u>	<u>Address</u>
25.0113.000	No address provided
25.0114.000	71 3 rd Street North, La Crescent, MN
25.0115.000	67 3 rd Street North, La Crescent, MN
25.0116.000	172 Sycamore Street, La Crescent MN
25.0117.000	206 Sycamore Street, La Crescent, MN

- **Vicinity information**

Ability Building Center Inc. owns the parcels to the North of the property, with a parking and retail facilities. To the East, the property is owned by the railway along with wetland systems and river. To the West, numerous properties are owned by Tippetts Rentals LLC. To the South is a residential and the railway property.

- **Current site conditions- A survey or sketch drawn to scale must be attached showing:**

Attached for your use is a site plan showing the location of the proposed fence along with details

- **Legal Description**

LEGAL DESCRIPTION

Lots 1, 2, 3, 19 and 20, Block 21, La Crescent Plat of the City, formerly Village, of La Crescent

And

That part of Lot 4, Block 21, La Crescent Plat of the City (formerly Village) of La Crescent more particularly described as follows:

*Commencing at the Northwest Corner of Section 10, Township 104, Range 4;
Thence N 88° 46' 09" E 2635.04 feet to the North Quarter Corner of said Section 10;
Thence S 76° 38' 43" E 1105.24 feet to the northwest corner of Lot 4, Block 21, La Crescent Plat of the City (formerly Village) of La Crescent to the point of beginning;
Thence N 89° 40' 58" E 50.00 feet along the north line of said Lot 4 to the northeast corner thereof;
Thence S 00° 28' 22" E 9.72 feet along the east line of said Lot 4 to the westerly right-of-way of the Canadian Pacific Railroad;
Thence S 13° 08' 26" W 123.68 feet along said westerly right-of-way to the south line of said Lot 4;
Thence S 89° 40' 58" W 20.89 feet to the southwest corner of said Lot 4;
Thence N 00° 28' 22" E 130.00 feet along the west line of said Lot 4 to the point of beginning.
Containing 4,749 square feet ± or 0.11 acres ±.*

And that part of Lot 17 and Lot 18, Block 21, La Crescent Plat of the City (formerly Village) of La Crescent more particularly described as follows:

*Commencing at the Northwest Corner of Section 10, Township 104, Range 4;
Thence N 88° 46' 09" E 2635.04 feet to the North Quarter Corner of said Section 10;
Thence S 76° 38' 43" E 1105.24 feet to the northwest corner of Lot 4, Block 21, La Crescent Plat of the City (formerly Village) of La Crescent;
Thence N 89° 40' 58" E 50.00 feet along the north line of said Lot 4 to the northeast corner thereof;
Thence S 00° 28' 22" E 9.72 feet along the east line of said Lot 4 to the westerly right-of-way of the Canadian Pacific Railroad;
Thence S 13° 08' 34" W 144.24 feet along said westerly right-of-way to the north line of Lot 17 of said Plat of the City of La Crescent and the point of beginning;
Thence continuing S 13° 09' 40" W 133.88 feet along said westerly right-of-way to the south line of Lot 18;
Thence S 89° 40' 58" W 34.53 feet along said south line of Lot 18 to the southwest corner thereof;
Thence N 00° 28' 22" W 130.00 feet along the west line of said Lot 18 to the northwest corner thereof;
Thence N 89° 40' 58" E 50.00 feet along the north line of said Lot 18 to the northwest corner of said Lot 17;
Thence continuing N 89° 40' 58" E 16.04 feet along the north line of said Lot 17 to said westerly right-of-way and the point of beginning.*

Containing 6,537 square feet ± or 0.15 acres ±.

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Mailing Label Certification

City of La Crescent

I/We, Brian Sullivan, Sr. Siting and Land Rights Agent for Xcel Energy

hereby certify that this is a complete list of property owners abutting and those property owners that would be abutting except for the existence of a right of way of the property proposed for a variance as obtained from the Houston or Winona County Assessor's Office on: (date obtained) May 3rd, 2023

I/We further certify that this list is not older than thirty (30) days at the time of filing of said application.

PLEASE PRINT

Brian Sullivan, Xcel Energy

Brian Sullivan

Property Owner Name

Signature

25.0113.000 No address provided: 25.0114.00071 3rd Street North, La Crescent, MN
25.0115.00067 3rd Street North, La Crescent, MN: 25.0116.000172 Sycamore Street, La Crescent MN:
25.0117.000206 Sycamore Street, La Crescent, MN

Street Address

414 Nicollet Mall, 6th Floor

612-366-0234

City, State, Zip

Telephone

Minneapolis, MN 55401

Property Owner Name

Signature

Street Address

City, State, Zip

Telephone

Agent Name

Signature

Street Address

City, State, Zip

Telephone

Variance Application
Updated 11/2022



414 Nicollet Mall, 414-06
Minneapolis, MN 55401

1-800-895-4999
xcelenergy.com

April 3, 2023

City of La Crescent
315 Main Street
La Crescent, MN 55947

RE Alley Vacation Request:

Dear Mayor and Council Members.

On behalf of P & K Shepardon please find attached for your consideration our request to vacate the alley located between 2nd and 3rd Streets east of Sycamore Ave. Xcel Energy has entered into an agreement to purchase the adjacent parcels of land for the construction of a new electrical substation.

The existing substation requires upgrades to meet the electrical needs of La Crescent and new security requirements. Updated and additional equipment is needed to maintain reliable electric service for the City of La Crescent. After an analysis of the current substation site, it was determined that it was not a viable site due to environmental and floodplain issues.

We have worked with staff on identifying a suitable parcel of land that is correctly zoned and is relatively close to the existing electric transmission lines that supply electricity to La Crescent and have identified the parcels bounded by 2nd and 3rd Streets and east of Sycamore. The existing alley bisects the parcel and consequently makes the property undevelopable.

Please accept our application to vacate the alley and we look forward to working with the City on as we develop plans for our project.

Regards,

Brian Sullivan
Siting and Land Rights
P: 612.330.5925 | C: 612.366.0234 | F: 612.329.3096
Email: brian.e.sullivan@xcelenergy.com

Cc: Paul Shepardon

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MAY 04 2023
City of La Crescent, MN

RECEIVED

MAY 04 2023

CITY OF LA CRESCENT ZONING AUTHORITY
APPLICATION FOR PRELIMINARY PLAT

City of La Crescent, MN

The undersigned being the owner(s) of record (optionee(s) with regard to enforceable exclusion options to purchase) of the hereinafter described premises hereby makes application for a:
PRELIMINARY PLAT

TO WIT:

Northern States Power Company d/b/a Xcel Energy hereby applies for a preliminary plat of Wagon Wheel, property located in the City of La Crescent, Houston County MN. The proposed preliminary plat will combine several previously plated lots, an alley to be vacated, and property acquired through quiet title adjacent to the RR tracks. The proposed use of the property is for an electrical substation that will provide service to the City of La Crescent
Xcel Energy has the property under contract with the underlying property owner. P and K Shepardson Rentals, LLC

the lands to which this application has reference are described as follows, to wit:

Please refer to the attached legal description and preliminary plat drawing depicting the property

Attached is a sketch of the site plan showing North arrow and other relevant data with reference hereto. I (we) understand that additional data may be requested by the City of La Crescent Planning Commission with regard hereto.

Dated: April 26, 2023

Brian Sullivan Xcel Energy
Paul J. Shepardson
(Owners (s)) (Optionee(s))

LEGAL DESCRIPTION

Lots 1, 2, 3, 19 and 20, Block 21, La Crescent Plat of the City, formerly Village, of La Crescent

And

That part of Lot 4, Block 21, La Crescent Plat of the City (formerly Village) of La Crescent more particularly described as follows:

Commencing at the Northwest Corner of Section 10, Township 104, Range 4;
Thence N 88° 46' 09" E 2635.04 feet to the North Quarter Corner of said Section 10;
Thence S 76° 38' 43" E 1105.24 feet to the northwest corner of Lot 4, Block 21, La Crescent Plat of the City (formerly Village) of La Crescent to the point of beginning;
Thence N 89° 40' 58" E 50.00 feet along the north line of said Lot 4 to the northeast corner thereof;
Thence S 00° 28' 22" E 9.72 feet along the east line of said Lot 4 to the westerly right-of-way of the Canadian Pacific Railroad;
Thence S 13° 08' 26" W 123.68 feet along said westerly right-of-way to the south line of said Lot 4;
Thence S 89° 40' 58" W 20.89 feet to the southwest corner of said Lot 4;
Thence N 00° 28' 22" W 130.00 feet along the west line of said Lot 4 to the point of beginning.
Containing 4,749 square feet ± or 0.11 acres ±.

And that part of Lot 17 and Lot 18, Block 21, La Crescent Plat of the City (formerly Village) of La Crescent more particularly described as follows:

Commencing at the Northwest Corner of Section 10, Township 104, Range 4;
Thence N 88° 46' 09" E 2635.04 feet to the North Quarter Corner of said Section 10;
Thence S 76° 38' 43" E 1105.24 feet to the northwest corner of Lot 4, Block 21, La Crescent Plat of the City (formerly Village) of La Crescent;
Thence N 89° 40' 58" E 50.00 feet along the north line of said Lot 4 to the northeast corner thereof;
Thence S 00° 28' 22" E 9.72 feet along the east line of said Lot 4 to the westerly right-of-way of the Canadian Pacific Railroad;
Thence S 13° 08' 34" W 144.24 feet along said westerly right-of-way to the north line of Lot 17 of said Plat of the City of La Crescent and the point of beginning;
Thence continuing S 13° 09' 40" W 133.88 feet along said westerly right-of-way to the south line of Lot 18;
Thence S 89° 40' 58" W 34.53 feet along said south line of Lot 18 to the southwest corner thereof;
Thence N 00° 28' 22" W 130.00 feet along the west line of said Lot 18 to the northwest corner thereof;
Thence N 89° 40' 58" E 50.00 feet along the north line of said Lot 18 to the northwest corner of said Lot 17;
Thence continuing N 89° 40' 58" E 16.04 feet along the north line of said Lot 17 to said westerly right-of-way and the point of beginning.

Containing 6,537 square feet ± or 0.15 acres ±.



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Wagon Wheel Substation

Criteria for Granting Conditional Use Permit (CUP)

12.06 CONDITIONAL USE PERMITS

Subd. 1. **PERMIT REQUIRED.** It shall be unlawful to use any structure or land for any purpose requiring a conditional use permit in the zoning district in which the property is located without first obtaining a conditional use permit from the city. Where applicable, a building permit shall also be obtained from the city.

Subd. 2. **CHANGES IN PERMITS.** Any change involving structural alterations, enlargement, intensification of use, or similar change not specifically permitted by the conditional use permit issued shall require an amended conditional use permit and all procedures shall apply as if a new permit were being issued.

Subd. 3. **CRITERIA FOR GRANTING CONDITIONAL USE PERMITS.** In granting a conditional use permit, the La Crescent City Council shall consider the advice, recommendations and findings of the Planning Commission and the effect of the proposed use on upon the health, safety, morals, and general welfare of occupants of surrounding lands. The City Council may make the following findings where applicable:

A. That the conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the immediate vicinity.

Response (Findings):

The proposed Electric Substation will not be injurious to the surrounding property owners. The subject property and surrounding properties are zoned for industrial uses and electric substations are a use that is consistent with the zoning district. Surrounding properties include rental mobile homes to the west, shops, and manufacturing to the north, one residential unit to the south, and railroad tracks and floodplain to the east. To mitigate visual impacts Xcel has developed a Screening Plan to secure and screen the property from nearby properties. This plan will include a 10' tall decorative screen fence/wall and landscaping, which will be located along the public facing sides (north, west, and south). Plantings will include evergreen and deciduous material with the intent to produce a vertically layered landscape that enhances the curb appeal of the



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facility, but also acts as a unifying element that will help to blend the facility into the character of the neighborhood.

B. That the establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area.

Response (Findings):

The surrounding properties are developed, and they may be candidates to transition into other industrial uses as outlined in the City's Comprehensive Plan. The proposed substation will allow for increased reliability and capacity to the electrical system of the City of La Crescent. With increased reliability and capacity in the electric grid the City can continue to grow and develop. The Project is being considered an operational upgrade to an existing Xcel substation located on Main Street. The existing substation does not have all season access as Main Street commonly floods during moderate to high precipitation and snow melt events, creating a situation of dramatically slowing response times during outages. The existing substation is also located on an abandoned landfill site and expanding the existing substation increases the risk of exposing contaminants to the environment. The new substation will provide access and additional reliability and safety to the local electrical system. This Project is part of Xcel Energy's continuing effort to maintain system reliability and resilience of the electrical grid.

C. That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided.

Response (Findings):

The proposed substation is an unmanned facility and will not require water or sewer services. Once construction is complete minimal traffic will be generated by the facility. Maintenance crews with two or three vehicles will periodically be on site several times a month. Driveway access to the substation will be from public right of way to the north and south. The site will be designed with drainage facilities that control runoff and prevent the erosion of soil.

D. That adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use.

Response (Findings):

The property is an unmanned facility. Parking for maintenance crews will be within the substation.



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E. That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise, and vibration, so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result.

The use is consistent with the purposes of the zoning code and the purposes of the zoning district in which the applicant intends to locate the proposed use

Response (Findings):

The substation will not emit odors fumes, dust, noise, or vibrations. The existence of an active railway through the neighborhood has a significantly larger impact. The facility will not have lighted signs and any yard lights will be shielded to prevent offsite glare.

The use is consistent with the Industrial Zone which permits public infrastructure, such as well houses, lift stations, water towers, booster stations, etc.; and permits other industrial uses as a conditional use. The proposed substation is considered an essential service and locating it in the Industrial Zone is a complementary use.

F. The use is not in conflict with the policies of the City of La Crescent.

Response (Findings):

The use is not in conflict with the policies of the City of La Crescent. The proposed use is an essential service needed to protect the health, safety, and welfare of the citizens of La Crescent.

G. The use will not cause traffic hazards or congestion.

Response (Findings):

The facility is unmanned, and traffic will consist of maintenance crews with two or three vehicles being on site several times a month.

H. Existing uses will not be adversely affected because of curtailment of customer trade brought about by intrusion of noise, glare, or general unsightliness.

Response (Findings):

Existing uses will not be adversely affected by the construction of the substation. The proposed substation will not curtail customer trade brought on by noise, glare, or general unsightliness. The proposed facility will be screened by landscape plantings and a proposed 10' tall decorative wall which will screen the substation from surrounding uses. The walls will be made of a low maintenance material that will not reflect sunlight or create glare. Yard lights will be shielded to



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prevent light from spreading outside of the property. Noise emitted from the substation is minimal and will be abated by the wall as well.

Subd. 4. ADDITIONAL CONDITIONS. In permitting a new conditional use or the alteration of an existing conditional use, the City Council may impose additional conditions which are

considered necessary to protect the best interest of the surrounding area or the community as a whole. Additional conditions may include but are not limited to the following:

- A. Increasing the required lot size of yard dimensions.
- B. Limiting the height, size, or location of buildings.
- C. Modifying the building architecture or orientation or requiring berms, screening, landscaping, or other facilities to protect adjacent or nearby property.
- D. Controlling the location and number of vehicle access points.
- E. Increasing the street or driveway width to mitigate traffic or safety concerns.
- F. Increasing the number of required off-street parking spaces.
- G. Requiring landscaping, fencing, screening, or other improvements to protect adjacent or nearby property.
- H. Limiting the number, size, location, or lighting of signs.

On behalf of Xcel Energy, I would like to thank you for your time and consideration. The proposed substation is an essential service that is an integral component to the health, safety, and welfare of the City and this proposed substation with increased reliability and capacity will serve the City for many years.

Regards,

Brian Sullivan
Siting and Land Rights
P: 612.216.8083 | C: 612.366.0234
Email: brian.e.sullivan@xcelenergy.com

TO: Planning Commission Members

FROM: Jason Ludwigson, Sustainability Coordinator

DATE: June 1st, 2023

RE: Variance Wagon Wheel Electric Substation

Attached is a staff report for the Variance application for the Wagon Wheel Electric Substation. Additional information will be provided by staff at the meeting.

**CITY OF LA CRESCENT
NOTICE OF PUBLIC MEETING
VARIANCE APPLICATION WAGON WHEEL SUBSTATION**

Notice is hereby given that the Planning Commission of the City Zoning Authority will hold a public meeting at the La Crescent City Hall, 315 Main Street, in said City on Tuesday, June 6th at 6:10 o'clock P.M. to consider the application for a variance at parcel numbers 25.0113.000, 25.0114.000, 25.0115.000, 25.116.000, and 25.117.000 to consider the application for a variance at 67 3rd Street North to allow for a 10-foot-tall fence.

The variance request concerns certain premises situated in said City described as follows, to wit: more commonly identified as parcel numbers 25.0113.000, 25.0114.000, 25.0115.000, 25.116.000, and 25.117.000.

All persons having an interest in the matter will be given the opportunity to be heard with reference thereto.

Dated: May 10th, 2023

By order of the City Zoning Office

Jason Ludwigson
Sustainability Coordinator
P. O. Box 142
La Crescent, MN 55947

PLANNING COMMISSION – BOARD OF ADJUSTMENT PUBLIC MEETING
VARIANCE REQUEST – WAGON WHEEL ELECTRIC SUBSTATION
STAFF REPORT

MEETING DATE: June 6, 2023

CASE NUMBER: PC-23-02 - Variance "Wagon Wheel Electric Substation"

OWNER: P&K Shepardson, Rentals LLC
10174 Charissglen, Ln
Highlands Ranch, CO 80126

PARCEL ID: 25.0113.000, 25.0114.000, 25.0115.000, 25.0116.000, 25.0117.000,

APPLICANT: Mr. Brian Sullivan, Northern States Power Company (Xcel Energy)

REQUEST: 1) Proposed fence height variance of two (2) feet (maximum fence height in the industrial zone is eight (8) feet in height from adjoining natural ground surface).

LOCATION: The property is located on the east side of N Sycamore Street and south of N 3rd Street.

**GENERAL PLAN/
ZONING DESIGNATION:** Shoreland Mixed-Use / I - Industrial District

SURROUNDING USES: North: Commercial Office, Industrial;
South: Residential, Warehouse;
East: CP Rail (CPKC) right-of-way;
West: Manufactured/Mobile Home Park.

BACKGROUND

The property has historically been used for single family residential purposes.

PUBLIC INPUT

Staff has not received any public input regarding this application.

PROPOSAL

PC-23-02 -VAR is a proposed variance request from the zoning code provisions found in Chapter 12, Zoning Ordinance, Section 12.10, General Provisions, Subd. 8 Fences, D. Agriculture, Commercial, Central Business and Industrial Fences, 1. Fences in the Agricultural and Industrial Districts shall not exceed eight (8) feet in height. The applicant is requesting to install a 10-foot-tall fence to provide additional security to ensure the safety of the substation and the public. The applicant also proposes plantings to include evergreen and deciduous material with the intent to produce a vertically layered landscaped that creates curb appeal, but also draws the eye away from the substation to blend the facility into the character of the neighborhood. The planting plan includes native and ornamental species such as, viburnum, juniper lilac, serviceberry, and bayberry.

BUILDING AND ZONING STAFF ANALYSIS

Relationship to Comprehensive Plan:

Relationship to Comprehensive Plan:

The subject site is designated by the City's General Plan as "Shoreland Mixed Use." The Comprehensive Plan states that this land use designation *will continue to function as the primary supply of highway-oriented uses while leading to improvements in the appearance and environmental performance of these areas.* Land Uses include Wholesale and Distributing Facilities, Industrial, Retail Sales and Service, Restaurants and Entertainment, Professional Offices, Civic and Institutional, Park and Recreation, and Multi-family residential. The preferred design strategies note that "Storage and loading areas should be screened from view from the highway." Further that "Generous landscaping, preferably with native species is strongly encouraged."

Land Use & Community Design

Goal 3 Properties along the State and Federal highway corridors will be improved and redeveloped.

Objectives:

- 3.1. Buildings will be improved or replaced with higher-quality materials and design.
- 3.2. Outdoor storage uses on these prominent sites will relocate and/or have improved screening.

Future Land Use Categories: I - Industrial District

Any new or expanded industrial use should have the following features to ensure compatibility with surrounding land uses and the City's environmental stewardship principles: fencing and landscaping to reduce or eliminate the visibility of any outdoor storage or loading areas

City zoning and land use regulations: The City Zoning Code contains fence regulations in Section 12.10 and specifies that no fence in the city may be taller than eight feet in height.

Site Context:

The .75-acre site consists of five tax parcels, two of which include residential uses and the remainder are vacant. The northern portion of the property abuts 3rd Street North and on the east is railroad right-of-way for the Soo Line Rail Road. The property has been used for residential purposes and the vacant lots have been vacant for some time. Industrial uses are to the north, to the west is a manufactured/mobile home park and to the north is a residential home.

Infrastructure Improvements:

N/A

PUBLIC INPUT

Staff has not received any public input regarding this application.

FINDINGS OF FACT FOR VARIANCE REQUEST

12.07 VARIANCES Subd. 1. Pursuant to Minn. Stat. Sec. 462.357, Subd. 6, as it may be amended from time to time, the Planning Commission, acting as a Board of Adjustment, may issue variances from the provisions of this zoning code. A variance is a modification or variation of the provisions of this zoning code as applied to a specific piece of property.

CRITERIA FOR GRANTING VARIANCE

The City Zoning Ordinance states the following:

A variance is a modification or variation of the provision of this zoning code as applied to a specific piece of property.

Subd. 2.

A. Variances shall only be permitted

1. when they are in harmony with the general purposes and intent of the ordinance, and
2. when the variances are consistent with the comprehensive plan.

- B. Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the zoning ordinance.

Subd. 3. "Practical difficulties," as used in connection with the granting of a variance, means that

1. The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance;
2. The plight of the landowner is due to circumstances unique to the property not created by the landowner; and
3. The variance, if granted, will not alter the essential character of the locality.

Economic considerations alone do not constitute practical difficulties. Practical difficulties include, but are not limited to, inadequate access to direct sunlight for solar energy systems. The board may impose conditions in the granting of variances. A condition must be directly related to and must bear a rough proportionality to the impact created by the variance. DECISIONS. Following the public meeting or any continuance which is not appealed by the applicant, the Board of Adjustment shall grant or deny the variance upon a decision by a majority of members present. The Board of Adjustment may grant variances from the literal provisions of this Ordinance when the applicant for the variance establishes that there are practical difficulties as defined herein, and when they are in harmony with the general purposes and intent of the Ordinance and when the variances are consistent with the comprehensive plan. The Board of Adjustment may impose any reasonable condition in granting of such variances in order to ensure compliance with this Ordinance or to protect adjacent property. The Board of Adjustment may consider functional and aesthetic issues in order to protect the essential character of the neighborhood. The Board of Adjustment shall accompany its decision to grant or deny a variance with a statement of its findings.

STAFF FINDINGS AND RECOMMENDATION

City staff has reviewed the submitted application, the applicant's response (a - k) of the application, reviewed the adopted comprehensive plan, and the city's zoning code. The requested variance is to allow a fence to be an additional two feet in height contrary to the zoning code. The comprehensive plan provides general guidance that emphasizes improved screening of outdoor storage as follows:

3.2. Outdoor storage uses on these prominent sites will relocate and/or have improved screening.

Industrial: Any new or expanded industrial use should have the following features to ensure compatibility with surrounding land uses and the City's environmental

stewardship principles: • fencing and landscaping to reduce or eliminate the visibility of any outdoor storage or loading areas

Variances shall not be permitted when they are not in harmony with the general purposes and intent of the ordinance and when the variances are not consistent with the comprehensive plan. While there is no specific reference in the comprehensive plan to ten-foot fences versus eight-foot-tall fences, the Comprehensive Plan does call for improved screening and landscaping of industrial uses to reduce or eliminate the visibility of any outdoor storage or loading areas.

The variance request is in harmony with the general purposes and intent of the zoning ordinance, which is to carry out the intent of the City of La Crescent, Minnesota's plans and policies and to promote the public health, safety and general welfare.

Subd. 8. FENCES. Fences shall be permitted in all zones subject to the issuance of a zoning permit and the following conditions.

D. Agriculture, Commercial, Central Business and Industrial District Fences 1. Fences in the Agriculture and Industrial Districts shall not exceed eight (8) feet in height.

If the variance request does meet these two criteria (harmony and purpose of the ordinance and consistency with the comprehensive plan), then there is no need to evaluate the request to determine if there are "Practical difficulties."

Staff finds that the comprehensive plan is specific enough with regard to this request. Staff finds that the request is in harmony and purpose of the ordinance. The city fence code is very explicit regarding height regulations in all zoning districts. The rationale for the variance is that the applicant wants a ten-foot-tall fence not because the parcel has any limiting or unique factors. The parcel has unique factors as it's a part of crucial infrastructure. The proposed electrical substation protects the safety and improves the general welfare of the public by improving the reliability of electricity delivery.

If the Planning Commission approves the variance request, staff suggests the following conditions:

- 1) The fence complies with applicable setback distances for the Shoreland Mixed-Use / I - Industrial District.
- 2) The applicant plants trees and shrubs as screening that are native to Minnesota. The area outside the fence shall be planted with low growing fescue grass or a short native prairie mix.
- 3) The fence be an industrial fence that has a decorative component. The fence uses materials that are durable and is made from recyclable materials or materials that are easily recycled at their end of life.

RECOMMENDED MOTION FOR VARIANCE

I move that the Planning Commission serving as the Board of Adjustment (APPROVE/DENY) case PC-23-02-VAR – Variance “Wagon Wheel Electric Substation”, a request by Mr. Brian Sullivan, Northern States Power Company (Xcel Energy) to allow for a two (2) foot fence height variance for the construction of a fence, 10 (10) feet in height.

Statement of Findings (Refer to Exhibit 2):

1)

Conditions:

Jason Ludwigson

Prepared by Jason Ludwigson,
Sustainability Coordinator

Attachments:

Exhibit #1 – Houston County Beacon Aerial Map – Parcel Map Combined Parcels

Exhibit #2 – Variance Findings Form

Exhibit #3 – Industrial Composite Fence Examples

Exhibit #1
Houston County Beacon Aerial Map – Parcel Map Combined Parcels

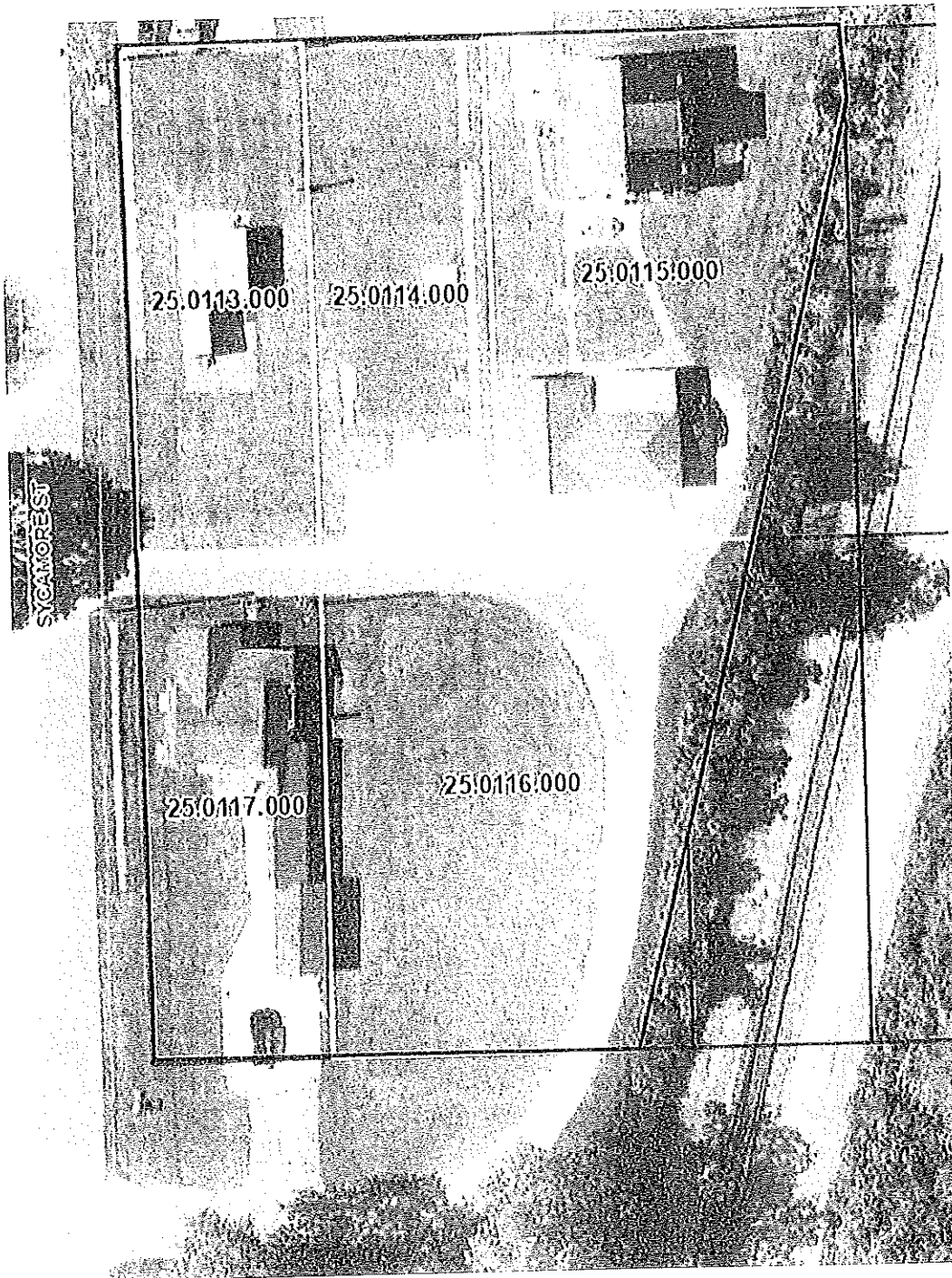
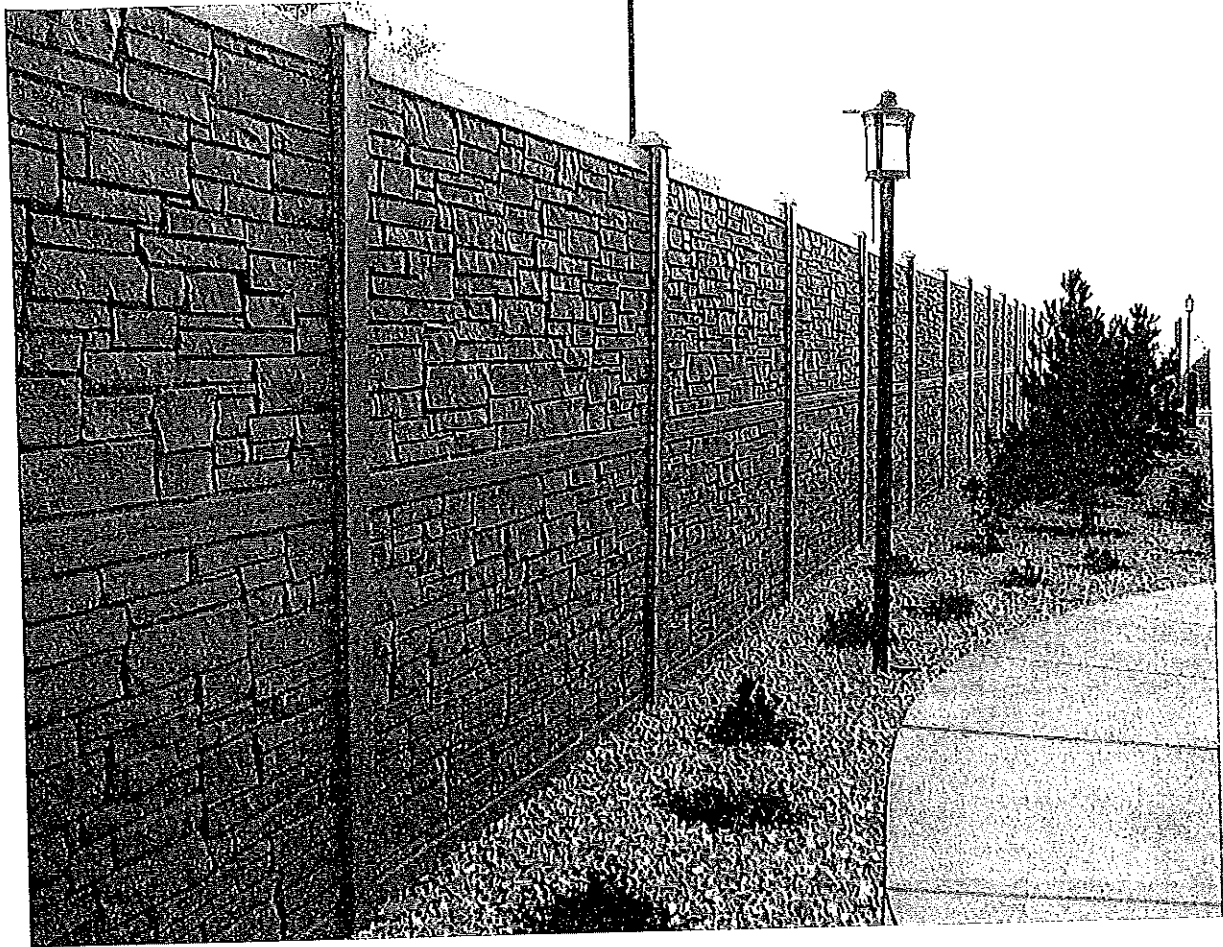
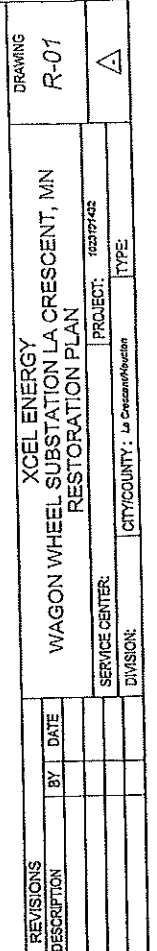
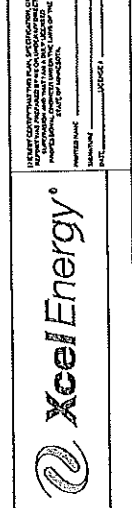


Exhibit #3
Industrial Fence Examples







REVISIONS DESCRIPTION	BY	DATE	XCEL ENERGY WAGON WHEEL SUBSTATION LA CRESCENT, MN RESTORATION PLAN	DRAWING R-01
			PROJECT: 102197452	
			SERVICE CENTER:	
			DIVISION:	
			CITY/COUNTY: La Crescent/Minnesota	
			TYPE:	△



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Wagon Wheel Substation

CRITERIA FOR GRANTING VARIANCE

Zoning Ordinance states the following:

A variance is a modification or variation of the provision of this zoning code as applied to a specific piece of property.

Subd. 2.

A. Variances shall only be permitted

1. when they are in harmony with the general purposes and intent of the ordinance, and
2. when the variances are consistent with the comprehensive plan.

B. Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the zoning ordinance.

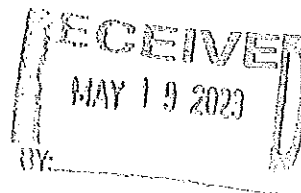
Subd. 3. "Practical difficulties," as used in connection with the granting of a variance, means that

1. The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance;
2. The plight of the landowner is due to circumstances unique to the property not created by the landowner; and
3. The variance, if granted, will not alter the essential character of the locality.

1. Is the request in harmony with the general purposes and intent of the ordinance?

The variance is in harmony with the purpose and intent of the zoning ordinance based on the following findings of the Planning Commission because:

The subject property and surrounding properties are zoned for industrial uses and electric substations are a use that is consistent with the types of uses permitted in the zoning district. Xcel Energy is proposing to install a 10' tall fence around the substation to meet new security standards adapted by the company and to provide a buffer between the substation and the surrounding area. The proposed fence will provide an aesthetic value along with security and safety improvements. The variance requested is for a 10 feet high fence that would surround the entire parcel. The fence would be a decorative screen wall made of maintenance free material on the north, west and south sides. The east side would be a chain link fence. Access gates into the substation will be chain link as well.





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2. Would granting the variance be consistent with the Comprehensive Plan?

Granting the variance is consistent with the Comprehensive Plan because:

One of the guiding principles of the Comprehensive Plan is to encourage Commercial and Industrial Development. Having a new electric substation with increased reliability and capacity will ensure that reliable electric energy will be available for the community well into the future. The proposed 10' tall wall/fence is a standard adopted by the company to secure the substation and the electric grid.

Practical Difficulties Analysis

3. Does the property owner propose to use the property in a reasonable manner not permitted by the ordinance?

The property owner does propose to use the property in a reasonable manner not permitted by the ordinance, given the purpose of the protections because:

Xcel is proposing a 10-foot-tall fence. The ordinance permits fences of up to 6 foot tall. Xcel is proposing a 10-foot-tall fence to provide additional security to ensure the safety of the substation and by extension the public.

In response to the obligation to increase security at our facilities, Xcel Energy implemented new fence standards for securing substation properties. The new standards increase the difficulty of gaining unlawful access into the substation. Analysis has shown that increasing the fence height from 6' to 10' and reducing finger and tow holds to less than 1", increases the difficulty of scaling the fence; deterring unauthorized access into the substation.

The additional height will discourage vandalism and intrusion into the facility and will provide screening of the equipment within the substation. Xcel is designing the fence to meet City of La Crescent desire to have an attractive feature and to blend into neighborhood aesthetics.

4. Is the plight of the landowner due to circumstances unique to the property not created by the landowner?

There are circumstances unique to the property that would prevent compliance with the ordinance because:

The property is unique for several reasons: (1) it is zoned industrial and due to the trapezoidal shape of the parcel and lack of depth it is unlikely to be developed for other industrial uses, and (2) The property is the only available parcel large enough for the proposed use in the City that is zoned appropriately, and (3) requires minimal offsite improvements. Properties in the vicinity include residential uses and the proposed 10' height will decrease sightlines into the substation. The substation is considered critical infrastructure that the residents and businesses of La



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Crescent depend on daily and is an integral part of providing for the health, safety, and welfare of the community. To protect the substation and the interconnected electric grid the 10' tall wall/fence is one of several security enhancements that will be employed.

5. Would granting the variance allow the essential character of the locality to stay the same?

Granting the variance will not alter the essential character of the locality because:
The character of the locality will not be affected by increasing the wall/fence height from 6 foot tall to 10' tall. The additional height will add visual interest and aesthetic value to the neighborhood.

On behalf of Xcel Energy, I would like to thank you for your time and consideration. The requested variance to fence height for the substation is an important component to secure the facility and to provide an aesthetic element and curb appeal for an essential service that is an integral component to the health, safety, and welfare of the City.

Regards,

Brian Sullivan
Siting and Land Rights
P: 612.330.5925 | C: 612.366.0234 | F: 612.329.3096
Email: brian.e.sullivan@xcelenergy.com

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in partnership with SELCO, presents:

#3.2

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SLAVERY TO TODAY
THE DIANE & ALAN PAGE COLLECTION

PHOTO
GALLERY
EXHIBIT



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Banner c. 1864

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321 Main St #1158
La Crescent, MN 55947

June 20 to July 20
Mon - Fri: 10am to 6pm
Sat: 10am to 2pm

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**CLEAN
WATER
LAND &
LEGACY
AMENDMENT**

#3.3
CITY OF LA CRESCENT, MINNESOTA

Agenda Request Form

DATE SUBMITTED: 06/21/2023

SUBMITTED BY: Bill Farrell

ISSUE: Short term rental ordinance

ATTACHMENTS: See attached

JUSTIFICATION: See attached

ACTION REQUESTED: See attached

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

RECOMMENDATION:

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

Justification

Limiting short term rebrand is misaligned with the city's goals to attract visitors to the city. The recent ordinance disenfranchises the 200m VRBO and airbnb users from coming. To the city of La Crescent. There are 5 properties in the city listed on Vrbo or airbnb. There have been zero citations given out to renters or owners for breaking any of our current city ordinances. The city is doing nothing but stifling the cities economic stability and growth. BSs fishing tournament participants, sports families from out of town, wedding parties and other events from the event center need an alternative to a best western and will choose other places because of this ordinance.

The ordinance as published prior to the meeting differed from the ordinance that was instituted. The original had no duration of stay restrictions. There should have been a period where the city published the new proposed ordinance before being voted in. This was disingenuous.

The city had identified the small number of residents with properties listed for rental, as evidenced by the certified letters sent after the fact, as opposed to prior to the new ordinance being voted on. This is also disingenuous.

Residence owners in the downtown area were excluded from the ordinance giving residents of the entire community unequal rights for no apparent justification to use their property as they see fit. The purpose of the ordinance per Mr. Waller was to avoid neighbor complaints, which is an equal issue downtown as anywhere else in the city.

Action Required

Reverse the ordinance back to the original published proposal. Forcing residents to obtain a permit for short term rental with no stay restrictions accomplishes the city's goals if the ordinance creates a reasonable and just pathway for the city to revoke permits from owners or tenants who are cited for violating city ordinances.

#3.4



TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator *BW*
DATE: June 22, 2023
RE: Personnel Committee Recommendations

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

1. Attached for review by the City Council is the job description that has been presented in the past for the new Public Works Directors position. The duties of the Public Works Director are currently included in the job description for the City Administrator. The position will be a department head level supervisory position, and will not be part of a bargaining unit. The position will have a point value of 350-380 and a 2023 wage schedule from \$38.19 to \$45.85 per hour. This is the same as the point value and wage schedule for the Finance Director and the Chief of Police.

The following items are proposed for adoption at this meeting:

- A. Adopt the job description for the Public Works Directors position.
 - B. Establish the point value for the position at 350-380, and adopt a 2023 wage schedule of \$38.19 to \$45.85 per hour for the position. A copy of the wage schedule is included.
 - C. Effective July 1, 2023, promote Tyler Benish from Assistant Utility Maintenance Supervisor to Public Works Director. As proposed, Mr. Benish will serve a six-month probationary period and start at step one in the salary schedule.
 - D. Amend the 2023 general fund budget by approximately \$1,340 to reflect the additional cost of this new position and promotion.
2. At the work/planning sessions we had discussed the addition of a second Bookkeeper position that would be filled around the start of 2024. After further review and discussion, the following is proposed:
 - A. Instead of hiring a second Bookkeeper, hire an Accountant that would be responsible for accounts payable as originally proposed, but would also be able to provide general accounting assistance to the Finance Director. A copy of the Accountant job description is included. The Accountant position is already included in the AFSME contract.
 - B. It is proposed that the City Council would authorize to advertise the Accountant position at this meeting, with a hiring recommendation to be presented at a future City Council meeting.
 - C. The schedule for filling the position has been moved forward by a few months with the intention that if there is no initial interest in the position, it will allow time to seek qualified candidates.
 - D. The addition of this position will require that there be changes made in City Hall with regard to office locations. The Accountant would most likely work in the office that is currently used by the Development Director and Sustainability Coordinator. The City Council Chambers at City Hall would be converted to office space for these two positions, and City Council meetings would need to be held in the Community Building.



Job Description

JOB TITLE: Public Works Director		Department: Public Works
REPORTS TO: City Administrator	SUPERVISES: Public Works personnel	FLSA STATUS: Exempt
BARGAINING UNIT: N/A		EFFECTIVE DATE: 05-16-2023

DESCRIPTION OF WORK

Under the general supervision of the City Administrator, the Public Works Director is a leadership position responsible for directing, planning, performing, and coordinating the operation and maintenance of the Public Works Department including streets, water, wastewater, parks, trails, and stormwater infrastructure consistent with city policy, objectives developed and/or approved by the City Council, and federal and state regulations; and other functions as may be apparent or assigned.

ESSENTIAL JOB DUTIES PERFORMED

Duties may vary somewhat from position to position within a class.

- Make recommendations to the City Administrator and City Council relating to maintenance or replacement of city infrastructure.
- Responsible for implementing City Council direction.
- Prepare City Council agenda items and attend City Council and other meetings as needed.
- Prepare the annual budget for the Public Works Department.
- Function as a liaison and advisor with the City's consulting engineer, government agencies, and others to assure coordination of improvements and growth within the city.
- Oversee the planning, design, construction, and maintenance of the City of La Crescent's infrastructure.
- Plan and direct safety and training programs for Public Works personnel.
- Develop long term capital improvement plans and programs.
- Participate in short and long-term planning for the growth and development of the City of La Crescent.
- Maintain compliance and reporting with regulating agencies.
- Prepare a Public Works fleet replacement program.
- Supervise maintenance on the City of La Crescent's public works equipment fleet.
- Evaluate Public Works procedures, policies, and practices and make necessary modifications based upon new innovations in Public Works operations/maintenance field.
- Responsible for implementing functions of emergency management, in conjunction with the Chief of Police, during natural disaster situations that includes documenting and recovering Federal and State reimbursements for city costs incurred due to incident.
- Keep the City Administrator informed of important department developments in a timely fashion.
- Perform all other necessary duties as apparent or assigned.

RESPONSIBILITY

Supervision

Works under the general supervision of the City Administrator.

Supervisory duties as follows,

A. Has the authority to:

1. Assign work to Public Works Personnel;
2. Direct the work of Public Works Personnel;
3. Discipline Public Works personnel for just cause (oral and written reprimands);
4. Reward Public Works personnel (Letter of commendation); and

B. Has the authority to effectively recommend:

1. Hiring of Public Works personnel
2. Discharge of Public Works personnel for just cause;
3. Suspension of Public Works personnel;
4. Transfer of Public Works personnel;
5. Promotion of Public Works personnel.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to represent the City of La Crescent in a courteous and professional manner in person, over the phone, or in written correspondence.
- Knowledge of management principles and practices, and ability to engage, evaluate and develop staff.
- Ability to initiate and accomplish tasks that need involvement from others.
- Ability to communicate effectively and professionally with co-workers and members of the public.
- Basic knowledge of office machines and equipment.

MINIMUM QUALIFICATIONS

- 10 years of responsible experience in a Public Works environment, including the operation of a wastewater collection facility and a water distribution system.
- 5 years supervisory experience.
- Thorough knowledge for principles and practices of all aspects of Public Works Maintenance, including sanitary sewer collection, water distribution and treatment, street maintenance, stormwater maintenance, and park maintenance.

Trainings, Certificates, and Licenses

- Class B Minnesota Collection System Operator Certificate.
- Class B Minnesota Water Operator Certificate.
- Minnesota Class B Drivers License/Air Brake Endorsement.
- General Purpose Pesticide Applicators License.
- Certified Pool Operator Certificate.
- Certified Playground Safety Inspector Certificate.
- Incident Command System Training through FEMA - including IS-700, ICS-100, ICS-200, IS-800.

COMPLEXITY

The overall complexity of this position is high. While performing the normal duties of this job, processes, procedures, or software vary from one assignment to the next. Assignments are still related in function and objective.

Impact

- While performing the normal duties of this job, this positions work product or services affect the accuracy, reliability, or acceptability of further processes or services.

REQUIRED PHYSICAL ABILITIES AND WORK CONDITIONS

The physical demands and work conditions described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hazards

While performing the duties of this job, this position:

- May occasionally climb 20-100 steps, bend/stoop, kneel, crouch, squat, crawl, reach above shoulder level, push/pull 5-50 lbs., lift 50-100 lbs., carry 50-100 lbs., finger/enter data/keystroke, feel, hear, smell, and repetitive motions; frequently balance, sit, stand, walk, talk, and drive.
- Will use close vision, far vision, depth perception, visual accommodation, color vision, and peripheral vision.
- Will use their right hand and left hand for simple handling or grasping, firm handling or grasping, and fine handling or manipulation; will use their right and left foot.

Surroundings

While performing the duties of this job, this position will experience exposure to inside environmental conditions, exposure to outside environmental conditions, exposure to noise, dust, fumes, gases, chemicals, or oils requiring special mitigating precautions or protective gear, working in narrow aisles or passageways, work around moving mechanical parts, and working in close quarters.

The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list of all duties and qualifications required of personnel in this job. The employer may and reserves its right to change the job description and establish, modify or eliminate job duties and responsibilities and jobs at its discretion with or without notice.

**DEPARTMENT HEAD SALARY SCHEDULE
1/1/2023**

PUBLIC WORKS DIRECTOR

POINT VALUES 350-380

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
\$ 79,439.41	\$ 81,894.95	\$ 84,428.07	\$ 87,038.75	\$ 89,731.04	\$ 92,506.15	\$ 95,368.07

EQUATED TO HOURLY RATE

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
38.1920	39.3726	40.5904	41.8456	43.1399	44.4741	45.8500

Insurance Effective 1/1/2023: City Contribution for Family = \$1,851 and Single = \$1004

Approved at the 11/28/2022 Council Meeting 4%



Job Description

JOB TITLE: Accountant		Department: Finance	
REPORTS TO: Finance Director	SUPERVISES: None		FLSA STATUS: Non-Exempt
BARGAINING UNIT: American Federation of State, County and Municipal Employees (AFSCME)			EFFECTIVE DATE: 06-2-2023

Performance Summary

Performs accounting work involving evaluation in maintaining a set of accounts. Prepares financial reports. Performs functions related to accounts payable, accounts receivable, and payroll. Performs duties associated with utilities billing and collections of utility statements.

JOB DUTIES OR ESSENTIAL FUNCTIONS

The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.

- Performs account payable functions including, but not limited to; assisting with general ledger account coding of invoices, data entry, preparing payments for signatures, preparing reports for Council approval, and preparation of 1099's.
- Maintains an up-to-date listing of all vendors and requests and maintains W-9s as required by the Internal Revenue Service.
- Track monthly Youth Hockey billings for telephone, electric, and gas service related to the La Crescent Community Ice Arena.
- Assists with payroll as to maintain a working knowledge of the payroll system and processes.
- Performs accounting work involving evaluation in maintaining a set of accounts in conformance with generally accepted accounting principles and standards.
- Prepares financial reports as required by the Finance Director or City Council.
- Assists Finance Director with preparing for the annual year-end audit. Compiling all supporting documents necessary for the outside audit firm.
- Assists with the preparation of monthly journal entries to the general ledger.
- Assists with the preparation of State and Federal reports required by law.
- Assists with other special assignments as directed.
- Maintains, updates, and creates Xcel spreadsheets as needed.
- Assists with daily cash receipts and month-end reconciliation to bank statements.
- Assist with maintaining records and follow up on all NSF and other bad checks received as payments.
- Assists the Bookkeeper with water/sewer/refuse billing functions including but not limited to monthly billing, past due notices, final billing, and meter maintenance scheduling. Updates utility billing payments daily to the UB module and maintains those journals. Update Cycle Maps (Acct #'s/Read Seq.), Tax Certification, and track commercial sales tax exemption.

- Tracking of unmetered water usage or water write-offs (Fire Dept. water usage, leaks, etc.) on a yearly basis.
- DNR Water Supply Plan.
- Annual Water Conservation Report & Water Use Report for permit.
- Keeps yearly recording of annexations added to the Utility Billing.
- Assists with the City's recycling program.
- Recycling and Refuse Reporting (demolitions/additions) to Houston County Environmental Services and Contracted Hauler.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of municipal accounting methods.
- Knowledge of billing practices and records maintenance.
- Thorough knowledge of accounting/bookkeeping policies, standards, practices, and procedures.
- Knowledge of utility billing procedures.
- Knowledge of payroll policies and procedures.
- Skill in the operation of computer and computer software packages applicable to finance and utility billing including but not limited to Casselle, Excel, and Word.
- Considerable ability to perform mathematical calculations and maintain accurate records.
- Ability to maintain accurate records and prepare financial reports.

MINIMUM QUALIFICATIONS

A two-year Associates Degree in Accounting, Finance, or Business Administration and a minimum of one year of finance/accounting experience or five years of employment involving considerable finance/accounting experience.

DESIRABLE QUALIFICATIONS


Knowledge of Governmental Fund Accounting.

#35



MEMORANDUM

TO: Mayor, City Council

FROM: Larry Kirch, Community Development Director 

DATE: June 26, 2023

SUBJECT: Walnut Street Corridor Plan – Project Status/Schedule

The city and MSA staff held public outreach efforts on June 13th and 14th.

Tuesday Farmers Market: We spoke with approximately 25 individuals about the project including some residents on Walnut Street and Walnut Place. Planning Commissioner Mike Welch was present for 2 ½ hours and one other Planning Commissioner stopped by for a few minutes.

Wednesday Focus Groups:

Residential: We had 8 homeowners and property owners come to the lunch time focus group as well as city staff.

Businesses: We had 9 different businesses attend the meeting along with Chamber of Commerce and Tourism representatives as well as city staff.

Wednesday Evening Public Information Meeting:

We had approximately 12 individuals attend the evening meeting. The city and MSA staff gave a brief introduction and background of the project, the purpose of the project and timing of the project. MSA gave a short slide show at the outset of the meetings. Attendees were encouraged to give their input. Much input was collected and numerous pages of notes were collected that will be collated and distilled down to common themes and concerns.

The consultant and city staff will again have public input on August 8th and 9th to present preliminary ideas and recommendations for the corridor. We will again be at the Farmers Market on August 8th and conduct two more focus groups and a evening Public Information Meeting on August 9th.

The City EDC and city staff continue to work with MSA on project management for the planning study. A web-page on the city's Economic Development Commission webpage is under development and will contain project slideshows, comment forms and schedule of events.

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

#3.6



memo

DATE: 6/12/23
TO: LaCrescent
FROM: Steve Robertson
Supervisor, Source Water Protection Unit
SUBJECT: Statewide Perfluoroalkyl Substances (PFAS) Monitoring Project

Below please find your system's sampling results for the Statewide PFAS Monitoring Project. Sampling was conducted on 7/19/22.

Sampling results

There were no PFAS compounds detected in the samples. No additional action is needed at this time.

About the project

The Minnesota Department of Health (MDH) has been studying the potential health impacts of PFAS in groundwater in Minnesota since 2002. This project is part of a larger effort at MDH to sample all community water systems (CWSs) for PFAS. MDH aims to cover 90% of CWS customers under its PFAS monitoring program by 2025. The project has been made possible through funding from the Clean Water Fund and U.S. Environmental Protection Agency. Sampling results from all systems that participated in the study will be included in an interactive mapping application on the MDH website.

- For more information about the PFAS monitoring in Minnesota, please visit [PFAS Testing of Public Water Systems](https://www.health.state.mn.us/communities/environment/water/pfas.html) (<https://www.health.state.mn.us/communities/environment/water/pfas.html>).
- For more information about Phase I of this project, see the infosheet [Statewide PFAS Monitoring Project \(PDF\)](https://www.health.state.mn.us/communities/environment/water/docs/statewidepfas.pdf) (<https://www.health.state.mn.us/communities/environment/water/docs/statewidepfas.pdf>).

If you have any questions about the results, please contact Jane de Lambert, the Project Manager, at (651)201-4692.

cc: Kate Novy, MDH District Engineer
Attachment

Minnesota Department of Health
PO Box 64975

Perfluoroalkyl Substances

STATEWIDE PFAS MONITORING PROJECT

About perfluoroalkyl substances (PFAS)

PFAS are a family of manmade chemicals that have been widely used for decades. PFAS are extremely stable and do not breakdown in the environment. Common uses of PFAS include:

- Nonstick cookware, stain-resistant carpets and fabrics,
- Coatings on some food packaging (especially microwave popcorn bags and fast food wrappers),
- Components of fire-fighting foam
- Many industrial applications
- Consumer products – for example, products that are stain and/or water resistant, cosmetics, and some cleaning products

PFAS have been found in the groundwater and surface water in Minnesota. PFAS are emerging contaminants. Emerging contaminants are contaminants about which we have a new awareness or understanding about how they move in the environment or affect public health. PFAS, like other emerging contaminants, are the focus of active research and study, which means that new information is released frequently.

For more information, see Perfluoroalkyl Substances (PFAS) and Health (<https://www.health.state.mn.us/communities/environment/hazardous/docs/pfashealth.pdf>).

Health-based guidance for PFAS

Minnesota Department of Health (MDH) has developed health-based guidance values to represent levels for several PFAS in drinking water. The guidance values are levels that MDH considers safe for all people to consume, including sensitive populations. The guidance values apply to short time periods as well as a lifetime of exposure. The table below shows the health-based guidance values (in parts per billion, or ppb) MDH uses to evaluate sample results.

Table of Health-based Values for PFAS

PFAS Detected in Minnesota	PFAS Specific Information Sheet Available	Drinking Water Guidance Value (ppb)
Perfluorobutane sulfonate (PFBS)	PFBS and Drinking Water	0.1
Perfluorohexane sulfonate (PFHxS)	PFHxS and Groundwater	0.047
Perfluorooctane sulfonate (PFOS)	PFOS and Drinking Water	0.015
Perfluorobutanoic acid (PFBA)	PFBA and Drinking Water	7
Perfluorohexanoic acid (PFHxA)		0.2
Perfluorooctanoic acid (PFOA)	PFOA and Drinking Water	0.035

How health risk is assessed when more than one chemical is present in drinking water

In some cases, water may contain multiple contaminants. Exposure to multiple contaminants may cause health effects that would not be predicted based on separate exposures to the individual concentrations of each contaminant present. When more than one PFAS is present in drinking water, MDH evaluates the “additive” risk that is created by the presence of multiple contaminants.

A Health Risk Index (HRI) calculation is used to evaluate the combined risk from chemicals that have similar health effects. For each chemical a ratio is calculated by comparing the groundwater concentration of the chemical to the exposure duration-specific health-based guidance for that chemical. Chemicals are grouped by health effect and a HRI is calculated for each chemical. These HRI values are added together. If a total HRI calculation results in a value greater than 1, that exceeds the allowable risk level and preventative action is recommended.

See Evaluating Concurrent Exposures to Multiple Chemicals

(<https://www.health.state.mn.us/communities/environment/risk/guidance/gw/additivity.html>) for more information about how the HRI is calculated.

#3.7



TO: Honorable Mayor and City Council Members

FROM: Angie Boettcher, Deputy Clerk

DATE: 6/14/2023

SUBJECT: **REQUEST TO MAKE A CHANGE TO THE FEE SCHEDULE**

The Short-Term Rental permit fee of \$100.00 needs to be added to the Building and Zoning fee schedule. The Chicken Permit Application fee of \$50.00 needs to be added to the Police Department fee schedule. Attached for your approval is Ordinance #569 amending the 2023 fee schedule for that addition. Also attached is the Summary of Ordinance.

ORDINANCE NO. 569

AN ORDINANCE OF THE CITY OF LA CRESCENT AMENDING THE MASTER FEE SCHEDULE FOR THE CITY OF LA CRESCENT AS SET FORTH IN ORDINANCES NO. 404, NO. 483, NO. 492, NO. 500, NO. 540, NO. 542, NO. 544, NO. 545, NO. 548, NO. 552, 564, NO. 565

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

1. The La Crescent City Code established on March 8, 2004, stated that certain fees may be set from time to time by the City Council.
2. The La Crescent City Code was amended on January 13, 2014, February 9, 2015, February 8, 2016, February 24, 2020, April 13, 2020, April 27, 2020, May 18, 2020, December 14, 2020, April 20, 2021, and December 13, 2021, December 19, 2022, February 13, 2023, April 24, 2023 by Ordinance to amend certain fees.
3. The Fee Schedule has been reviewed by City Staff and amended each year from 2016 to 2023 by Motions passed by City Council. These amendments passed by City Council shall remain in effect.
4. The City staff has reviewed the fees which the City currently charges and is recommending that the fee schedule be amended as follows:

BUILDING INSPECTIONS AND PERMITTING

BUILDING INSPECTIONS AND PERMITTING	2023
Short-term Rental Permit	\$100.00
<u>Demolition permits –</u> Main structure on the property OR all structures on a property (if a building permit for a new structure is obtained at the same time, this fee is waived) Garage, shed or outbuilding on a property (if a building permit for a new structure is obtained at the same time this fee is waived)	\$100.00 plus \$1.00 state surcharge \$35.00 plus \$1.00 state surcharge

Foundation only permit This permit fee would be in addition to any regular building permit fee. This fee is only for the excavation, footing and foundation for a new structure. <i>This fee is an optional fee to be paid if the builder is unwilling to wait the requested 7-10 working days</i> for the plan review process of a completed building permit application. This fee would be waived if the plan review takes longer than 10 working days	\$100.00 plus \$1.00 state surcharge
Mobile Home – all new that are moved into town	\$100.00 plus \$1.00 state surcharge
<u>Roofing permits</u> Main structure and/or attached/detached garage Garage or accessory bldg. only	\$50.00 plus \$1.00 state surcharge \$25.00 plus \$1.00 state surcharge
Siding/Windows/Doors/Radon Control System/Retaining Walls/Drain tile	\$50.00 plus \$1.00 State surcharge
Solar Array Panels	\$35.00 plus \$1.00 State Surcharge

POLICE

ADMINISTRATIVE FINE FEE SCHEDULE	
General Parking Violation	\$20.00
Handicapped Parking	\$25.00
Miscellaneous	
Accident Reports – State Form	\$2.00
Background Check	\$50.00
Chicken Permit Application	\$50.00
Copy of Incident Reports – per page/100 pages or less \$.25/page. 100 or more assessed to actual cost of materials and staff time.	Refer to description at left
Print-out of driving record/registration check – per request	\$5.00

Police Reserves – School District #300 events – per hour/per person	\$12.00
Fingerprinting	\$55.00
Vehicle Towing Fee	\$225.00
Vehicle Impoundment Fee – per day	\$15.00
Yearly Permit to Acquire Firearms/Permit to Carry – per year	No Charge
NSF/Account Closed Checks – service fee	\$30.00
DVD Only	\$10.00
Transcription Fee	\$42.00
BWC - \$19.00 per video/\$1.00 per minute + actual cost of staff time	

ADOPTED this 26th day of June 2023.

SIGNED:

Mayor

ATTEST:

City Administrator

SUMMARY OF ORDINANCE NO. 569

AN ORDINANCE OF THE CITY OF LA CRESCENT AMENDING THE MASTER FEE SCHEDULE FOR THE CITY OF LA CRESCENT AS SET FORTH IN ORDINANCES NO. 404, NO. 483, NO. 492, NO. 500, NO. 540, NO. 542, NO. 544, NO. 545, NO. 548, NO. 552, NO. 554, NO 557, 564, 565, AND NO. 566

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

The full text of Ordinance No. 569 marked "OFFICIAL COPY" is on file in the Office of the City Administrator, City Hall, La Crescent, Minnesota 55947, along with a reference draft available and open for inspection to enable a convenient means to ascertain where in the voluminous enactments and in the voluminous regulations enacted/amended hereby are found.

Passed and enacted this 26th day of June 2023.

APPROVED:
Mikel Poellinger, Mayor

ATTEST:
Bill Waller, City Administrator

#3.8

RESOLUTION NO. 06-23-22

**RESOLUTION ACCEPTING DONATIONS MADE TO THE
CITY OF LA CRESCENT WIESER MEMORIAL PARK IMPROVEMENT PROJECT
IN JUNE 2023**

WHEREAS, the City of La Crescent ("La Crescent") is required by Minn. Stat. § 465.03 to accept donations by Resolution;

WHEREAS, the following donations were made to La Crescent in the month of June 2023 to the Wieser Memorial Park Improvement Project to be used for the specific purpose of construction of Pickleball courts:

1. An Anonymous donor wishes to construct and then donate three (3) Pickleball courts at Wieser Memorial Park. The estimated value of the donation is \$60,000.

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

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

ADOPTED this 26th day of June 2023.

SIGNED:

Mayor

ATTEST:

Deputy Clerk

#3.9



CITY OF LA CRESCENT

Department of Police

Chief Luke M. Ahlschlager



June 22, 2023

Honorable Mayor and City Council Members

City Administrator Bill Waller

RE: 2023 Applefest King Apple Parade & Applefest Kiddie Parade
September 16th & 17, 2023

Applefest Parade Chair Committee members have requested permission for the annual Applefest Kiddie Parade to be permitted for Saturday September 16th, starting at 11 am and the King Apple Parade to be permitted for Sunday September 17th, starting at approximately 1 pm.

The events are being held on the same route as years previous.

I would respectfully request the La Crescent City Council grant permission for the events to be held.

Thank you for your consideration.

Sincerely,

Luke Ahlschlager

Chief of Police

CITY OF LA CRESCENT

Department of Police

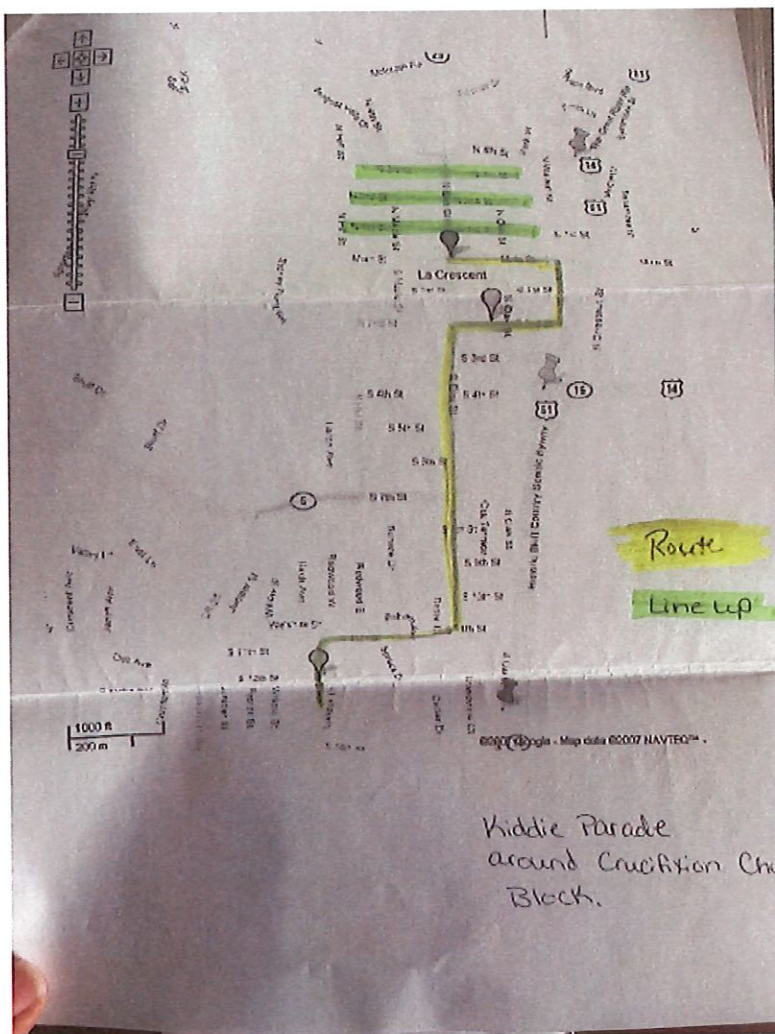
Chief Luke M. Ahlschlager

To: Mayor and council members

Applefest is requesting permission for our annual kiddie parade on Sept 16th 2023 at 11am, in regards to this we are asking for police escort and barricades which just circles around crucifixion school.

We are also requesting permission for our annual King Apple parade on September 17 2023 starting at 1pm.

Asking for barricades, police escort, no parking signs.



Thank you

Verissa Jonsgaard

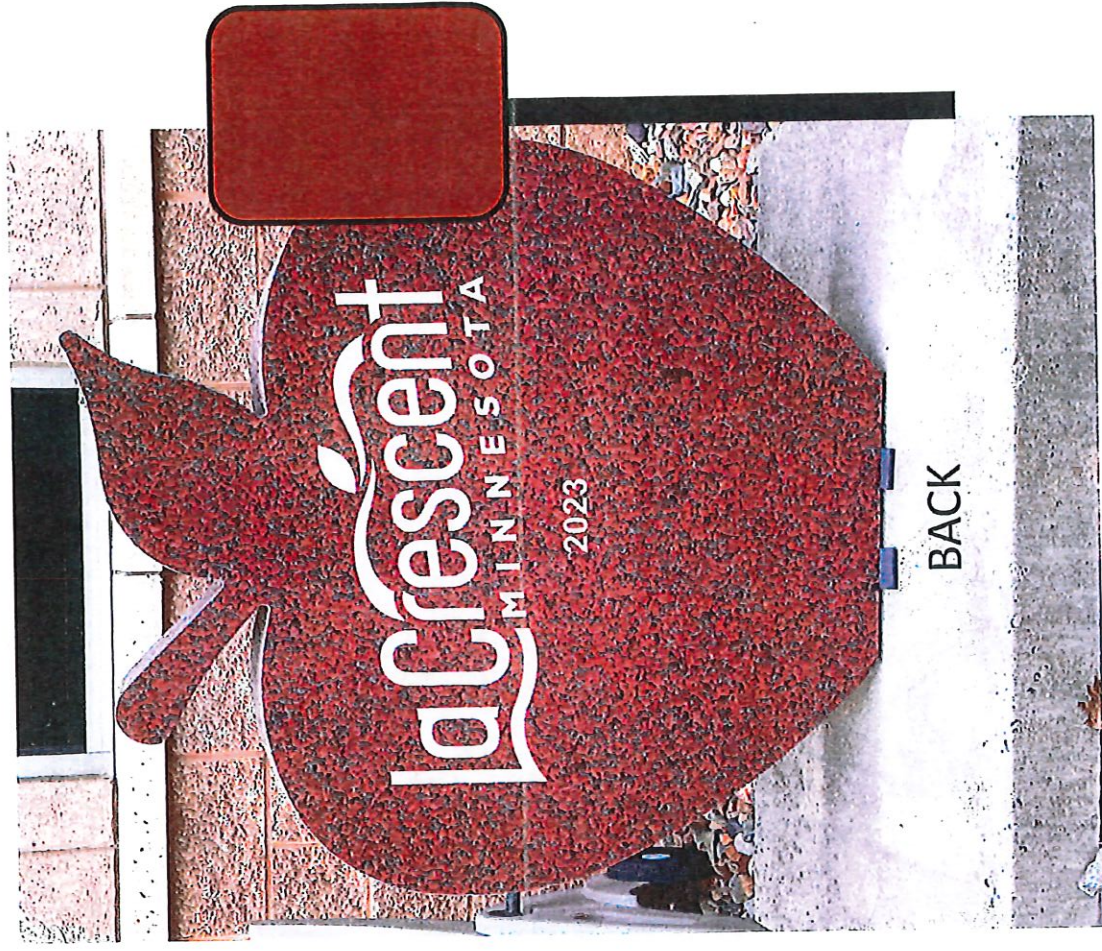
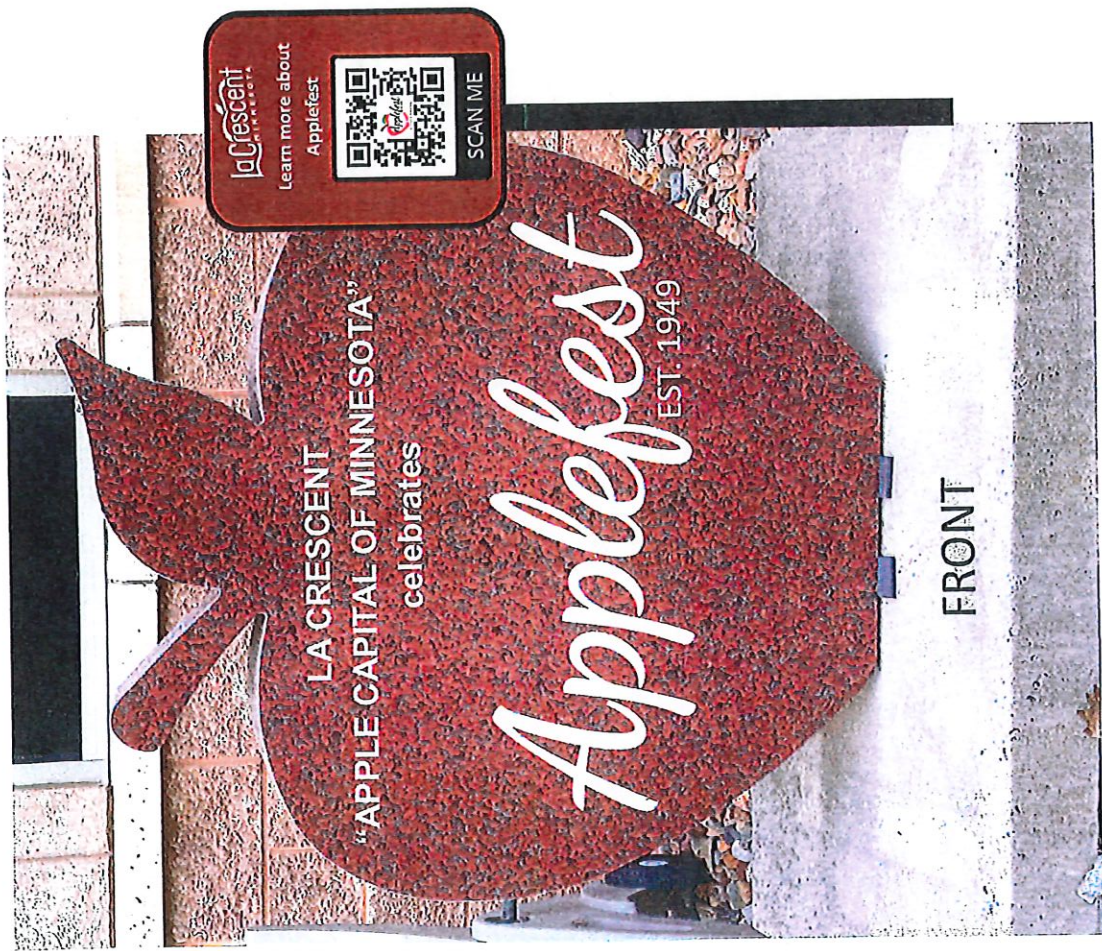
3.10



TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator *Bill*
DATE: June 22, 2023
RE: Applefest Monument

In December of 2022 the City Council approved the installation of an Applefest monument to recognize the 75th anniversary of Applefest. Mayor Poellinger is working with Applefest Alumni Members to locate a monument on the City owned property on the southeast side of Walnut Street to recognize this milestone.

A copy of the proposed monument is included for review by the City Council.



#3.11



TO: Honorable Mayor and City Council Members
FROM: Chris Fortsch, Administrative Assistant *CF*
DATE: June 16, 2023
RE: 2023 Gas Installer License Applications

The City has received two Gas Installer license applications:

1. Canton Heating & Cooling LLC
2. Horman's HVAC LLC

The applications appear to be in order, and I would suggest that the City Council approve the license applications for 2023.

#6.1



**La Crosse County Convention & Visitors Bureau
In-Person Board Meeting
Explore La Crosse Office
123 7th Street South
Tuesday, June 20th, 2023
8:00 a.m.**

Board of Directors: Dave Ring, President; Jen Burch, Vice President; Chris Roderique, Treasurer; Stephen Cohen, Secretary; Pete Boese, Pat Stephens, Ryan Johnson, Nathan Franklin, Patrick Barlow, Dan Stevens, Barb Janssen, Cherryl Jostad, Dan Wick, Kalynn Kruger, Jay Patel, Ashley Santolin, Dan Kapanke, Val Erickson, Vicki Markussen, Pamela Maas & Lynn Zielke
Ad Hoc: Mary Larson (DMI), Beth Franklin (La Crosse Chamber), Jay Odegard (City of La Crosse Parks and Rec), Elizabeth Poh (La Crosse Center), Brian Meeter (La Crescent Chamber)
Executive Director: A.J. Frels

AGENDA

- 1. Call to Order**
- 2. Introductions**
 - a. Dan Kapanke
- 3. Presentation**
 - a. Chuck Hanson - The Discover Campus
- 4. Community Partners Update**
 - a. DMI
 - b. La Crosse Chamber
 - c. La Crescent Chamber
- 5. Event Center Updates**
 - a. La Crescent Area Event Center
 - b. La Crosse Center
 - c. Omni Center
- 6. Consent Items**
 - a. **Board Minutes**
May 2023
 - b. **Financial Committee**
Minutes – June 2023
Statements – May 2023

7. Executive Director's Report – A.J. Frels

8. Committees

- a. Membership - Pat Stephens
- b. Grants - Pat Stephens
- c. Convention/Sales - Dan Wick
- d. Marketing/Media - Jay Patel

9. Old Business

- a. Mississippi River Sign Update
- b. 2022 Audit
- c. Belonging and Mattering Committee
- d. WIAA Recap & Sponsorships

10. New Business

- a. Twin Cities-Milwaukee-Chicago Intercity Passenger Rail Committee
- b. 360 LCCVB Evaluation
- c. 2022 Tourism County-by-County Impact Numbers
- d. Kwik Trip/Explore La Crosse Videos
- e. Annual Meeting Date
- f. Proposed New Advisory Board Member – Brody Meier, Owner of Great River Harley Davidson

11. Presentation

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

12. Community Updates

- a. Town of Campbell
- b. Village of Holmen
- c. City of La Crescent
- d. City of La Crosse
- e. City of Onalaska
- f. Village of West Salem

13. Adjournment

Next board meeting – Tuesday, July 18th, 2023 at 8:00 a.m. at the LCCVB Office at 123 7th Street South, La Crosse.



LA CROSSE COUNTY CONVENTION & VISITORS BUREAU
BOARD MEETING
May 16, 2023– 8:00 a.m.

Board Members:

Present: Dan Wick, Chris Roderique, Ryan Johnson, Kalynn Kruger, Pat Stephens, Valerie Erickson, Cassandra Hanan, Dan Stevens, Jen Burch, Mary Larson, Beth Franklin, Nathan Franklin, Jay Patel, Stephen Cohen, Cherryl Jostad,

Pete Boese, Patrick Barlow, Vicki Markussen, Elizabeth Poh, Jay Odegaard, Brian Meeter, Barb Janssen,

Excused: Ashley Santolin, Lynn Zielke, Dave Ring, Neal Zygarlicke

Absent: Pamela Maas

Others present:

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

PROCEEDINGS:

J. Burch brought the meeting to order at 8:01 a.m.

Introductions

-Welcome Barb Janssen, City of La Crosse

Community Partners Update

-DMI: Classic Car Show to be held in June, and Summer Days will be held in July.

-La Crosse Chamber of Commerce: recently held the Better Business Summit, and was a great success. New employee, Michelle Skemp, was recently hired as the Community Concierge/Talent Coordinator.

-La Crescent Chamber-Music in the Park will begin on May 30th. The 2023 Visitors Guide was recently printed and ready for distribution.

MOTION: To approve the April 2023 Board minutes. (P. Stephens, J. Patel) Carried.

FINANCE COMMITTEE:

MOTION: To approve May 2023 minutes. (P. Stephens, P. Boese) Carried.

MOTION: To approve the April 2023 statements, (P. Boese, R. Johnson) Carried.

EXECUTIVE DIRECTOR REPORT:

- Banners are ordered for The Main and on a window front on Main Street by The Crow. Thank you to Ryan Johnson for letting us put them up in his establishments.

-The LCCVB team was able to meet with Mary Larson, the new Executive Director for DMI. We look forward to working with her in the future.

-First Pitch was a big success, the attendance was up over last year, and ticket sales for Explore La Crosse Day on June 21st event also increased over last years sales.

-AJ served on a committee that was interviewed for the Community Foundation. They were asked several questions that pertained to the image and performance of the Community Foundation.

-Haleigh applied for and received a marketing grant from Travel Wisconsin for \$29,622.00

-Carey opened the visitor center at the Great River Landing on May 1st.

-Dave Ring and AJ met with Kathleen Stewart & Sam Bachmeier with the La Crosse County and discussed why the LCCVB could work with the County's Economic Development Department.

-Jeremiah and AJ met with Melissa from WIAA. They discussed the operations of the event. AJ has also been in contact with Todd Clark as they work through the sponsorships for this year.

-2022 Audit-Hawkin's Ash CPA's has the information they need from the LCCVB in order to complete the audit,

however, they are currently waiting on items from the La Crosse Center as it pertains to the documents they need for the audit of the liquor license.

COMMITTEE REPORTS:

Membership- Reports were distributed. Revenue for the month of April 2023 was at \$8,260 budgeted for \$6,800.

Grants- Reports were distributed. \$43,000 was awarded from the second quarter applications reviewed. \$22,000 remains to be awarded in 2023. The next meeting is scheduled for June 22nd.

Convention/Sales-Meeting is scheduled for today. The sales training with John Leinen also begins today.

Marketing/Media-The media & marketing intern, Taylor Head, begins today to work with the marketing department. The map tear sheet is being created, and will be released in the near future.

Tourism Department Presentation: Carey Hegge, Director of Tourism Services

OLD BUSINESS:

- Beer Wine and Cheese Recap: Jeremiah Burish and Carey Hegge gave an update of the event. We had 3247 people in attendance at the event. Although there were some challenges, the event turned out successful.

-Community Sales Training Program: The program will start today with John Leinen, and is incorporated in with the Impact Meetings.

-Discover Wisconsin Premier-We had a nice turnout for the premier with 76 people signed up to attend. The show aired on May 14th at 5:00pm on WXOW.

-Mississippi River Sign in Riverside Park-The sign is scheduled to go in front of the Park Board on May 18th for discussion.

NEW BUSINESS:

- BAM Recap-Thank you to those that attended the sessions. The recap of the classes were included in the board packet. From discussions at the recent board retreat, we would like to discuss forming a Belonging and Mattering Committee.

-TCMC-AJ attended the TCMC meeting with the County. It was a joint meeting with Winona to gather information regarding the second rail for Amtrak. AJ will keep the board updated as things develop.

-Airport-Erik attended the Airport Service meeting to discuss future service for the La Crosse Airport. Delta will be discontinuing service in June. AJ will keep the board updated as more information becomes available.

-Annual Meeting Date-has been scheduled for July 10th, and the location to be announced soon.

Event Center Updates:

-La Crescent Area Event Center: A busy time of year with holding weddings and graduation parties. Weekdays have been filled with corporate events.

-La Crosse Center: Several events recently held including; WAMO, Graduations, League of Women Voters, Midwest Stamp Dealers. The new Business Manager will start on Monday.

Community Updates:

-Town of Campbell-Continue work on the flood clean-up in the area, and working with police canine fundraising events.

-Village of Holmen: the Village is working with a new vendor to work on website updates. New ownership at the HD Drive-in, and they will have a June 2nd opening date.

-City of La Crosse-Work has started on the new housing in the River Point District. They are working with the County regarding the homeless population and engaging with the public to get input on next steps.

- City of Onalaska: Working on new branding for the City. The fire chief recently retired, and the new city administrator will be announced soon. Pop-up Art will start next month, and Great River Sound will be held the 1st Tuesday in June.
- West Salem: June Dairy Days will be held June 2-4, with a parade on Saturday, and other events throughout the Village.
- City of La Crescent-Applefest will be holding the 75th Anniversary this year. Farmers Market starts today from 4-7pm, by the La Crescent Event Center.

MOTION: Moved to Adjourn at 9:30 am (P. Stephens, J. Patel) Carried.

Respectfully submitted, Michelle Hoch