

CITY OF LA CRESCENT
AGENDA
REGULAR MEETING
LA CRESCENT COMMUNITY BUILDING
SEPTEMBER 22, 2025
5:00 P.M.



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

1. CONSENT AGENDA

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

- 1.1 MINUTES – SEPTEMBER 8, 2025
- 1.2 BILLS PAYABLE THROUGH SEPTEMBER 19, 2025
- 1.3

2. PUBLIC HEARING/MEETING

5:00 – STREET VACATION PUBLIC HEARING – UNION STREET

3. ITEMS FOR CONSIDERATION

- 3.1 PROCLAMATION- NATIONAL FRIENDS OF THE LIBRARY WEEK
- 3.2 2025 HOMECOMING PARADE REQUEST
- 3.3 AUTHORIZE EXPENDITURES – WIESER PARK
- 3.4 PROCLAMATION – ENERGY EFFICIENCY DAY
- 3.5 REVIEW PROPOSED 2026 GENERAL FUND BUDGET
- 3.6 2026 PRELIMINARY LEVY RESOLUTION
- 3.7 SET 2026 PUBLIC MEETING FOR BUDGET/LEVY RESOLUTION
- 3.8 PERSONNEL COMMITTEE RECOMMENDATIONS/REVIEW
- 3.9 DONATION RESOLUTION
- 3.10 SERVICE CONTRACT RENEWAL
- 3.11 AMEND OPTION AGREEMENT WITH VSC
- 3.12 2025 LICENSE APPLICATION
- 3.13

4. UNFINISHED BUSINESS

- 4.1

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SEPTEMBER 22, 2025
5:00 P.M.



5. MAYOR'S COMMENTS

- 5.1
- 5.2

6. STAFF CORRESPONDENCE/COMMITTEE UPDATES

- 6.1 EXPLORE LA CROSSE
- 6.2 2025 FALL NEWSLETTER
- 6.3

7. CORRESPONDENCE

- 7.1
- 7.2

8. CHAMBER OF COMMERCE

- 8.1

9. HOUSTON COUNTY

10. ITEMS FOR NEXT AGENDA

11. ADJOURNMENT

#1.1

MINUTES, REGULAR MEETING
CITY COUNCIL, CITY OF LA CRESCENT, MINNESOTA
SEPTEMBER 8, 2025

Pursuant to due call and notice thereof, the first meeting of the City Council of the City of La Crescent for the month of September was called to order by Mayor Mike Poellinger at 5:00 PM in the La Crescent Community Building, La Crescent, Minnesota, on Monday, September 8, 2025.

Upon a roll call taken and tallied by the City Clerk, the following members were present: Members Cherryl Jostad, Chris Langen, Teresa O'Donnell-Ebner, Dale Williams, and Mayor Mike Poellinger. Members absent: None. Also present were, City Administrator Bill Waller, Public Works Director Tyler Benish, Finance Director Kara Tarrence, City Attorney Skip Wieser, and City Clerk Angie Boettcher.

ITEM 1 – CONSENT AGENDA

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

- 1.1 MINUTES – AUGUST 25, 2025
- 1.2 BILLS PAYABLE THROUGH – SEPTEMBER 5, 2025

At the conclusion of the reading of the Consent Agenda, Mayor Poellinger asked if the Council wished to have any of the items removed from the Consent Agenda for further discussion. Prior to the meeting a request was made to City Clerk Angie Boettcher to make a change to the August 25, 2025, minutes to include the name and address of the cannabis application denial on the consent agenda – Flor Oscura, LLC, 100 Twilite Street, La Crescent.

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

A MOTION TO APPROVE THE CONSENT AGENDA WITH THE REQUESTED CHANGE TO ADD THE NAME AND ADDRESS OF THE CANNABIS APPLICATION DENIAL – FLOR OSCURA, LLC, 100 TWILITE STREET, LA CRESCENT.

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

Cherryl Jostad	Yes
Chris Langen	Yes
Teresa O'Donnell-Ebner	Yes
Dale Williams	Yes

Mayor Poellinger

Yes

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

ITEM 3.1 – FEE SCHEDULE AMENDMENT – PET LICENSING

City Council reviewed an Ordinance Amending the Master Fee Schedule. It was recommended that City Council approve the ordinance. Following discussion, Member Jostad introduced the following ordinance and moved its passage and adoption:

ORDINANCE NO. 594

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. 438, NO. 448, NO. 459, NO. 483, NO. 492, NO. 500, NO. 540, NO. 542, NO. 544, NO. 545, NO. 548, NO. 552, NO. 554, NO. 557, NO. 564, NO. 565, NO. 566, NO. 569, 571, 579, 583, and NO. 589, 590

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 28, 2008, January 12, 2009, January 11, 2010, 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, June 26, 2023, July 24, 2023, December 11, 2023, December 16, 2024 by Ordinance to amend certain fees.
3. The Fee Schedule has been reviewed by City Staff and amended each year from 2016 to 2024 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:

Fee Schedules – Animals	
License – yearly 1/1 – 12/31 add -Per Dog/Cat	\$12.00 ~~\$15.00~~
~~Spayed/Neutered~~	~~\$10.00~~
Replacement Tag	\$1.00

Late Fee after January 15 th in addition to regular license fee	\$15.00
Multi Pet Permit – Yearly Fee (Plus individual license fees as stated above)	\$25.00

ADOPTED _____

SIGNED:

Mayor

ATTEST:

City Administrator

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

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

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

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

MOTION THAT A PRÉCIS FORMAT OF SAID ORDINANCE 594 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 Clerk, the following Members present voted in favor thereof, viz;

Cherryl Jostad	Yes
Chris Langen	Yes

Teresa O'Donnell-Ebner	Yes
Dale Williams	Yes
Mike Poellinger	Yes

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

ITEM 3.2 – DNR OUTDOOR RECREATON GRANT AGREEMENT

Public Works Director Tyler Benish reviewed with City Council an agreement with the Minnesota Department of Natural Resources and the City of La Crescent for the FY26 Outdoor Recreation Grant. The grant funds fifty percent (50%) of the cost for the new playground, expanded pickleball courts, walking path, and additional bike parking at Wieser Park. It was recommended that City Council approve the agreement. Following discussion, Member Langen made a motion, seconded by Member O'Donnell-Ebner as follows:

MOTION TO APPROVE THE FY26 OUTDOOR RECREATION GRANT AGREEMENT BETWEEN THE CITY OF LA CRESCENT AND THE MINNESOTA DEPARTMENT OF NATURAL RESOURCES FOR THE WIESER PARK IMPROVEMENT PROJECT.

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

Cherryl Jostad	Yes
Chris Langen	Yes
Teresa O'Donnell-Ebner	Yes
Dale Williams	Yes
Mike Poellinger	Yes

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

ITEM 3.3 – CANNABIS DEVELOPMENT AGREEMENT – 350 STRUPP AVE.

City Attorney Wieser reviewed with City Council a request from Justin Dunaskiss regarding the property owned by ABJKM Holdings LLC and Twin Pines Ventures LLC at 350 Strupp Avenue to amend their development agreement in the same manner as the development agreement approved by City Council at the August 25, 2025, City Council meeting for the property owned by MNRE 270 Strupp Avenue LLC and High Hopes Ventures LLC located at 270 Strupp Avenue regarding the time frames and benchmarks. The changes were made to Article 3 as follows:

- Date changed from October 1st, 2025, to November 15th, 2025, for the Developer to satisfy the following obligations:

- A. MnDOT review and approval
- B. Drainage Plan and Grading Plan
- C. Development Plan or Development Improvements
- Certificate of Occupancy date changed from the end of the first quarter of 2026 to no later than July 31, 2026.
- Street obligation completed by the end of August 2026 with the letter of credit term ending October 31, 2026, unless otherwise agreed to.

It was recommended that City Council approve the amended development agreement with ABJKM Holdings LLC and Twin Pines Ventures LLC located at 350 Strupp Avenue. Following discussion, Member O'Donnell-Ebner made a motion, seconded by Member Williams as follows:

MOTION TO APPROVE THE AMENDED DEVELOPMENT AGREEMENT WITH ABJKM HOLDINGS LLC AND TWIN PINES VENTURES LLC LOCATED AT 350 STRUPP AVENUE AS STATED.

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

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

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

ITEM 3.4 – 2025 STREET PROJECT CHANGE ORDER

Public Works Director Tyler Benish reviewed with City Council a 2025 street project change order. At the May 12th, 2025, City Council meeting, the City Council was presented with a street construction project that included the 400 and 600 block alleys between South 1st Street and Main Street and a section of Shore Acres Road under the train bridge and continuing north to approximately the bypass road. At the May meeting the City Council rejected the quote from BKC Construction. WHKS and City Staff engaged Griffin construction, the contractor that is currently working on North Oak Street and South 6th Street, to provide a quote for the section of Shore Acres Road. Griffin Construction provided a quote of \$48,682.50. A memo from the City Engineer Tim Hruska was included that describes the work to be completed. It was recommended that City Council approve the change order with Griffin Construction to reconstruct a section of Shore Acre Road. The project is included in the City's 2025-2029 Street Reconstruction Plan, and the costs will be included in the 2026 bond issue. It was recommended that City Council approve the change order. Following discussion, Member Williams made a motion, seconded by Member O'Donnell-Ebner as follows:

MOTION TO APPROVE THE 2025 STREET PROJECT CHANGE ORDER AND ACCEPT THE QUOTE OF \$48,682.50 FROM GRIFFIN CONSTRUCTION TO REPAVE THE SECTION OF SHORE ACRES ROAD UNDER THE TRAIN BRIDGE AND CONTINUING NORTH TO THE BYPASS ROAD.

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

Cherryl Jostad	Yes
Chris Langen	Yes
Teresa O'Donnell-Ebner	Yes
Dale Williams	Yes
Mike Poellinger	Yes

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

ITEM 3.5 – PERSONNEL COMMITTEE RECOMMENDATIONS

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

1. The Personnel Committee is recommending that the City Council accept City Administrator Bill Waller’s notice of retirement. A copy of Mr. Waller’s retirement letter was included. Following discussion, Member Williams made a motion, seconded by Member O'Donnell-Ebner as follows:

MOTION TO ACCEPT CITY ADMINISTRATOR BILL WALLER’S NOTICE OF RETIREMENT EFFECTIVE JANUARY 31, 2026.

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

Cherryl Jostad	Yes
Chris Langen	Yes
Teresa O'Donnell-Ebner	Yes
Dale Williams	Yes
Mike Poellinger	Yes

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

2. The Personnel Committee is recommending that the City Council designate Kara Tarrence, Tyler Benish, Luke Ahlschlager, and Skip Wieser with the following: prepare and present the 2026 general fund budget and resolution, prepare and present enterprise fund budgets, and negotiate union contract agreements with each of the three City unions that will expire at the end of 2025. Following discussion, Member Langen made a motion, seconded by Member O'Donnell-Ebner as follows:

MOTION TO DESIGNATE FINANCE DIRECTOR KARA TARRENCE, PUBLIC WORKS DIRECTOR TYLER BENISH, POLICE CHIEF LUKE AHLSCHLAGER, AND CITY ATTORNEY SKIP WIESER TO PREPARE AND PRESENT THE 2026 GENERAL FUND BUDGET AND RESOLUTION, PREPARE AND PRESENT ENTERPRISE FUND BUDGETS, AND NEGOTIATE UNION CONTRACT AGREEMENTS WITH LELS, AFSCME, AND IOUE WHICH EXPIRE AT THE END OF 2025.

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

Cherryl Jostad	Yes
Chris Langen	Yes
Teresa O'Donnell-Ebner	Yes
Dale Williams	Yes
Mike Poellinger	Yes

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

7. CORRESPONDENCE

7.1 XCEL ENERGY – RATE INCREASE NOTICE

City Council reviewed a notice of public and evidentiary hearings from Xcel Energy regarding an application for authority to increase electric rates.

7.2

11. ADJOURNMENT

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

Cherryl Jostad	Yes
Chris Langen	Yes

Teresa O'Donnell-Ebner	Yes
Dale Williams	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried and the meeting duly adjourned at 5:30 P.M.

APPROVAL DATE: _____

SIGNED:

Mayor

ATTEST:

City Administrator

#1.2



TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator *Bill*
DATE: September 19, 2025
RE: Bills Payable

Attached for review and consideration by the City Council are the bills payable for the period ending September 19, 2025. We would suggest that the City Council approve the payment of the bills payable as presented.

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
A1 PRECISION PUMPING INC						
13821	GC- OUT HOUSES ON COURSE PUMP	08/27/2025	450.00	.00		
Total 9080:			450.00	.00		
ABILITY BUILDING CENTER INC						
27183	CITY HALL - SHREDDING	08/31/2025	36.39	.00		
27183	CITY HALL - CLEANING	08/31/2025	69.00	.00		
27184-2	FD - CLEANING COMM RM	08/31/2025	348.40	.00		
27184-2	FD - CLEANING STATION	08/31/2025	202.80	.00		
Total 8085:			656.59	.00		
ACTION TRAINING SYSTEMS, INC.						
23204	FD- USER LICENSES FOR TRAINING	09/08/2025	170.00	.00		
Total 10298:			170.00	.00		
AMAZON CAPITAL SERVICES						
134G-TKY1-3NK	CITY HALL - OFFICE SUPPLIES	09/08/2025	10.02	.00		
134G-TKY1-3NK	CITY HALL - OFFICE SUPPLIES	09/08/2025	72.99	.00		
134G-TKY1-3NK	FD - UNIFORM SUPPLIES	09/08/2025	12.95	.00		
134G-TKY1-3NK	FD - UNIFORM SUPPLIES	09/08/2025	25.90	.00		
14QY-T7WN-C1P	LIBRARY - BOOKS	09/12/2025	39.79	.00		
14TQ-1NQJ-9MH	LIBRARY - BOOKS	09/05/2025	10.17	.00		
14YW-WKK4-6LY	LIBRARY - BOOKS	09/17/2025	233.08	.00		
161V-QPM7-6PL	LIBRARY- OFFICE SUPPLIES	09/11/2025	15.19	.00		
16JQ-YGPD-PTR	CITY HALL - OFFICE SUPPLIES	09/07/2025	14.94	.00		
16JQ-YGPD-PTR	CITY HALL - OFFICE SUPPLIES	09/07/2025	6.87	.00		
16JQ-YGPD-PTR	FD COMMUNITY BUILDING- OFFICE SUPPLIES	09/07/2025	13.74	.00		
16JQ-YGPD-PTR	CITY HALL - OFFICE SUPPLIES	09/07/2025	28.49	.00		
1767-9MDP-1PM	CITY HALL - OFFICE SUPPLIES	09/08/2025	22.98	.00		
1DDJ-RXJD-1X1	FD- NON FF CPR TRAINING SUPPLIES	09/08/2025	44.95	.00		
1FT6-CFWT-347	EMERGENCY SERVICES- LAPTOP FOR PROGRAMMING	09/15/2025	168.80	.00		
1HK1-XR7Y-6L3	WATER DEPT SUPPLIES	09/16/2025	180.35	.00		
1HN4-63Q9-61X	WIESER PARK WALL CLOCK	09/16/2025	39.59	.00		
1HRK-LYXX-XNY	LIBRARY - BOOKS	09/10/2025	13.17	.00		
1JF7-1XGY-9YG	PARKS- 20 CHEVY PICK UP TAILGATE REPAIR	09/12/2025	13.89	.00		
1K34-WXXT-6HP	SHOP- ELECTRICAL CORDS	09/17/2025	153.91	.00		
1KY1-YPWC-6W	GC- BAGS FOR USED GOLF BALLS	09/04/2025	194.80	.00		
1LRW-PT3D-4R	LIBRARY- OFFICE SUPPLIES	09/15/2025	145.25	.00		
1R6P-HNGV-63Q	GC- GOLF CART PARTS	09/15/2025	471.35	.00		
1RQQ-HJ7W-9Y	LIBRARY - BOOKS	09/05/2025	8.18	.00		
Total 9956:			1,941.35	.00		
BAKER & TAYLOR						
2039219761	LIBRARY - BOOKS	08/05/2025	303.17	.00		
20392404930	LIBRARY - BOOKS	08/18/2025	151.25	.00		
20392404930	LIBRARY - BOOKS GRANT FUNDED	08/18/2025	100.77	.00		
2039247597	LIBRARY - BOOKS	08/20/2025	196.96	.00		
2039247597	LIBRARY - BOOKS GRANT FUNDED	08/20/2025	59.08	.00		
2039253399	LIBRARY - BOOKS	08/25/2025	174.89	.00		
2039253399	LIBRARY - BOOKS GRANT FUNDED	08/25/2025	102.35	.00		
Total 8022:			1,088.47	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
BAUER'S MARKET & NURSERY, INC.						
60625	WIESER PARK- FLOWERS- AL	09/15/2025	231.97	.00		
Total 133:			231.97	.00		
BERNIE BUCHNER INC						
891314	REPAIR BROKEN WATERLINE TO RAIN TREE	09/04/2025	979.86	.00		
891393	YEARLY INSPECTION- BACKFLOW PREVENTER	09/10/2025	120.00	.00		
891393	YEARLY INSPECTION- BACKFLOW PREVENTER	09/10/2025	360.00	.00		
Total 129:			1,459.86	.00		
BOBCAT OF THE COULEE REGION						
01-92835	GC - BOBCAT SERVICE AND REPAIR	09/04/2025	1,364.68	.00		
Total 216:			1,364.68	.00		
BREYER'S SALES AND SERVICE INC						
85182	PARKS- WEED EATER PARTS	09/02/2025	103.46	.00		
K7834089	PARKS - CHAIN SAW REPAIR	08/22/2025	30.00	.00		
Total 131:			133.46	.00		
CALLAWAY GOLF COMPANY						
941072350	GC - GOLF BALLS FOR RESALE	08/22/2025	394.92	.00		
941072350	GC - CREDIT	08/22/2025	82.50	.00		
Total 8637:			312.42	.00		
CINTAS CORPORATION						
4239607009	CITY HALL - MATS, CLEANING RAGS & TOWELS	08/11/2025	86.41	.00		
4239607079	GC- CLEANING RAGS FOR CLUBHOUSE AND SHOP	08/11/1955	46.70	.00		
4241073529	CITY HALL - MATS, CLEANING RAGS & TOWELS	08/25/2025	86.41	.00		
4241073656	GC- CLEANING RAGS FOR CLUBHOUSE AND SHOP	08/25/2025	49.59	.00		
Total 9696:			269.11	.00		
CLEARWAY COMMUNITY SOLAR LLC						
7/25 STMT	400 LARCH AVE- WELL 2	07/31/2025	785.04	.00		
7/25 STMT	608 S 7TH ST- TENNIS COURT LIGHTS	07/31/2025	11.97	.00		
7/25 STMT	193 MCINTOSH RD- BOOSTER STATION	07/31/2025	219.37	.00		
7/25 STMT	1450 HWY 16- LIFT STATION	07/31/2025	35.67	.00		
7/25 STMT	1200 JONATHAN LN- PARK SHELTER	07/31/2025	51.20	.00		
7/25 STMT	407 ORCHARDVIEW- BOOSTER STATION	07/31/2025	362.90	.00		
7/25 STMT	523 S. CHESTNUT- ANIMAL SHELTER	07/31/2025	48.12	.00		
7/25 STMT	200 STONEY POINT- WELL HOUSE	07/31/2025	950.23	.00		
7/25 STMT	608 S 7TH ST - POOL	07/31/2025	618.47	.00		
7/25 STMT	722 N 2ND ST - RADIUM PLANT	07/31/2025	2,379.34	.00		
7/25 STMT	202 MAIN ST - FLAG LIGHT	07/31/2025	3.80	.00		
7/25 STMT	1323 SPRUCE DR - ABNET FIELDS	07/31/2025	37.60	.00		
7/25 STMT	209 S. WALNUT ST- LAC SIGN	07/31/2025	16.82	.00		
7/25 STMT	110 MIDNIGHT ST - LIFT STATION	07/31/2025	62.21	.00		
7/25 STMT	219 CHESTNUT ST-BRIDGE LIGHT	07/31/2025	67.08	.00		
7/25 STMT	219 MAIN ST - UNIT LIGHTS	07/31/2025	93.59	.00		
7/25 STMT	31 MCINTOSH RD - LIFT STATION	07/31/2025	13.52	.00		
7/25 STMT	321 MAIN ST- LIBRARY	07/31/2025	195.80	.00		
7/25 STMT	336 S 1ST ST - COMMUNITY BLDG	07/31/2025	184.34	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
7/25 STMT	520 S 14TH ST - ICE ARENA	07/31/2025	3,063.99	.00		
Total 9854:			9,201.06	.00		
COTTAGE GROVE NURSERY & GIFT SHOP						
9/9/25	GC - TREES FOR COURSE	09/09/2025	565.20	.00		
Total 9747:			565.20	.00		
CUSTOM ALARM						
615986	GC- ALARM MONITORING	08/08/2025	728.15	.00		
Total 290:			728.15	.00		
DAVY LABORATORIES						
2510246	WATER - SAMPLES	09/09/2025	114.00	.00		
Total 312:			114.00	.00		
DEPT OF NATURAL RESOURCES						
8/26/25-9/2/25	WEEKLY RECREATIONAL VEH. REGIST.	09/02/2025	668.00	668.00	09/08/2025	
Total 318:			668.00	668.00		
DRIFTLESS AREA NATIVES						
000140	NEW PARK SIGNS PLANTINGS	09/12/2025	243.18	.00		
000141	6TH STREET RAIN GARDEN PLANTING	09/12/2025	783.25	.00		
000142	NEW PARK SIGNS PLANTINGS	09/12/2025	57.96	.00		
Total 9895:			1,084.39	.00		
EARL F ANDERSEN INC						
0140749-IN	STREET - SIGN MAINT MATERIALS	09/09/2025	381.15	.00		
Total 404:			381.15	.00		
EFTPS - ELECTRONIC FEDERAL TAX						
9/12/25 P/R	FED/FICA/MEDICARE	09/16/2025	23,429.31	23,429.31	09/16/2025	
Total 1127:			23,429.31	23,429.31		
EMBEDDED DATA SYSTEMS, LLC						
W-34465	EMERGENCY SERVICES- RADIO PROGRAMMING EQUIP	09/11/2025	69.46	.00		
Total 10314:			69.46	.00		
ERNSTER, MICHAEL						
2025 GUN ALLO	FIREARM REIMBURSEMENT	08/27/2025	425.00	.00		
9/8-9/11 REIMBU	MEAL REIMB	09/11/2025	32.00	.00		
9/8-9/11 REIMBU	MEAL REIMB	09/11/2025	23.49	.00		
Total 431:			480.49	.00		
EXPRESS PRINTING LLC						
6562	FD - FIRE PREVENTION POSTERS	09/04/2025	204.00	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 434:			204.00	.00		
GRAF ELECTRIC, INC.						
24546	LIBRARY- NEW AC UNIT	09/11/2025	467.67	.00		
24550	GRINDER PUMP REPAIR - 802 SHORE ACRES	09/11/2025	7,155.81	.00		
Total 619:			7,623.48	.00		
GREAT PLAINS FIRE, INC.						
9123	FD- NEW NOZZLE FOR 1830- FIRE EQUIPMENT	09/15/2025	1,835.00	.00		
Total 10058:			1,835.00	.00		
HANCOCK & ROBINSON CPAS						
42652	ASSISTANCE WITH YEAR END FINANCIAL STATEMENTS	09/12/2025	7,500.00	.00		
Total 10294:			7,500.00	.00		
HAPPY DANCING TURTLE						
1083	LIBRARY- 3 PROGRAMS @ \$55 EACH	09/08/2025	165.00	.00		
Total 10219:			165.00	.00		
HARTLAND LUBRICANT & CHEMICALS						
1010940-00	WINTERIZED POOL	09/17/2025	448.80	.00		
Total 174:			448.80	.00		
HAWKINS INC.						
7195991	WATER PLANT - CHEMICALS	09/11/2025	8,013.49	.00		
7196951	WATER PLANT - CHEMICALS	09/15/2025	30.00	.00		
Total 512:			8,043.49	.00		
HEIMAN FIRE EQUIPMENT INC						
0946388-IN	WATER- GATE VALVE EQUIPMENT	09/09/2025	45.82	.00		
Total 764:			45.82	.00		
HOUSTON CNTY TREASURER						
1175	PD- VIDEO REDACTION	09/02/2025	25.00	.00		
Total 751:			25.00	.00		
JOHNSON LIVINGS LLC						
1120	MAINTENANCE- SAFETY PANTS AND SHIRTS WITH CITY	08/27/2025	1,363.16	.00		
1123	FD- SHIRTS	09/04/2025	1,725.20	.00		
Total 10147:			3,088.36	.00		
LA CRESCENT ACE HARDWARE						
8/25 STMT	B&Z- KEY FOB BATTERIES	08/31/2025	12.99	.00		
8/25 STMT	CITY HALL- PAINT FOR APPLE ON MAIN	08/31/2025	56.63	.00		
8/25 STMT	GC- BIRDSEED FOR CLUBHOUSE	08/31/2025	23.99	.00		
8/25 STMT	WATER- SHIPPING WATER SAMPLES	08/31/2025	39.22	.00		
8/25 STMT	POOL- CLEANING SUPPLIES	08/31/2025	34.95	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
8/25 STMT	POOL- CLEANING SUPPLIES	08/31/2025	6.99	.00		
8/25 STMT	POOL- CLEANING SUPPLIES	08/31/2025	27.96	.00		
8/25 STMT	POOL- CLEANING SUPPLIES	08/31/2025	10.98	.00		
8/25 STMT	POOL- CLEANING SUPPLIES	08/31/2025	47.95	.00		
8/25 STMT	POOL- REPAIR WATER LINE	08/31/2025	21.13	.00		
8/25 STMT	FIRE DEPT- SUPPLIES	08/31/2025	14.99	.00		
8/25 STMT	PARKS- SIGNS	08/31/2025	42.99	.00		
8/25 STMT	SHOP- HEADPHONES/EAR PLUGS	08/31/2025	47.98	.00		
8/25 STMT	PARKS- CLEANING SUPPLIES	08/31/2025	128.97	.00		
8/25 STMT	PD- NATIONAL NIGHT OUT SUPPLIES	08/31/2025	7.98	.00		
8/25 STMT	PD- ANT KILLER	08/31/2025	4.99	.00		
8/25 STMT	GC- FASTENERS	08/31/2025	29.92	.00		
8/25 STMT	POOL- HOSE	08/31/2025	79.99	.00		
8/25 STMT	SHOP- CLEANER	08/31/2025	15.78	.00		
8/25 STMT	SHOP- SUPPLIES	08/31/2025	23.17	.00		
8/25 STMT	SHOP- KEYS AND SPRAY PAINT	08/31/2025	57.89	.00		
8/25 STMT	SHOP- LIGHT BULB FOR MAZDA	08/31/2025	6.99	.00		
Total 717:			744.43	.00		
LA CRESCENT AUTO REPAIR, INC						
34780	PD- P19 VEHICLE MAINTENANCE	09/12/2025	154.90	.00		
34781	PD - PD20 VEHICLE MAINTENANCE	09/12/2025	21.60	.00		
Total 8168:			176.50	.00		
LEAGUE OF MN CITIES INS TRUST						
2024/2025 WC A	WC INS PREMIUMS - GENERAL FUND	09/17/2025	4,580.00	4,580.00	09/17/2025	
2024/2025 WC A	WC INS PREMIUMS - LIBRARY	09/17/2025	72.00	72.00	09/17/2025	
2024/2025 WC A	WC INS PREMIUMS - FIRE DEPT	09/17/2025	422.00	422.00	09/17/2025	
2024/2025 WC A	WC INS PREMIUMS - WATER	09/17/2025	635.00	635.00	09/17/2025	
2024/2025 WC A	WC INS PREMIUMS - SEWER	09/17/2025	1,590.00	1,590.00	09/17/2025	
2024/2025 WC A	WC INS PREMIUMS - LICENSE BUREAU	09/17/2025	49.00	49.00	09/17/2025	
2024/2025 WC A	WC INS PREMIUMS - GOLF COURSE	09/17/2025	365.00	365.00	09/17/2025	
Total 1115:			6,443.00	6,443.00		
MAYO CLINIC						
9/13/25 CPR/1ST	FIRE DEPT- CPR/1ST AID	09/16/2025	90.00	.00		
Total 9110:			90.00	.00		
MES I ACQUISITION INC						
IN2331875	FD- HELMET FRONT FOR CAPTAIN PPE	09/03/2025	86.23	.00		
IN2332827	FD- TOOLS AND EQUIPMENT	09/04/2025	289.06	.00		
Total 10276:			375.29	.00		
MIDWEST TAPE						
507664248	LIBRARY- MOVIES	08/29/2025	104.96	.00		
507696441	LIBRARY- BOOKS	09/04/2025	26.24	.00		
Total 9851:			131.20	.00		
MIENERGY COOPERATIVE						
8/25 STMT	ELECT UTILITIES-CRESC.HGTS.& WILDWOOD SEC LIGH	08/31/2025	253.00	.00		
8/25 STMT	ELECT UTILITIES-GC CLUBHOUSE	08/31/2025	1,621.61	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
8/25 STMT	ELECT UTILITIES-GC IRRIGATION & PARKING LOTS LIGH	08/31/2025	1,116.91	.00		
8/25 STMT	ELECT UTILITIES-GC POP MACH.	08/31/2025	174.81	.00		
8/25 STMT	WIESER PARK- PEDESTAL FOR EV CHARGER	08/31/2025	464.42	.00		
8/25 STMT	ELECT UTILITIES - HORSETRACK MEADOWS LIFT STATI	08/31/2025	176.31	.00		
Total 2012:			3,807.06	.00		
MINNESOTA CHILD SUPPORT PAYMENT CENTER						
9/12/25P/R00156	MN CHILD SUPPORT	09/16/2025	497.46	497.46	09/16/2025	
Total 9597:			497.46	497.46		
MINNESOTA DEPT OF REVENUE						
9/12/25 P/R	MN STATE WHT	09/17/2025	4,530.00	4,530.00	09/17/2025	
Total 227:			4,530.00	4,530.00		
MINNESOTA ENERGY RESOURCES INC						
8/25 STMT	CITY HALL - GAS UTILITIES	08/31/2025	45.72	.00		
8/25 STMT	COMMUNITY BLDG- GAS UTILITIES	08/31/2025	47.10	.00		
8/25 STMT	CONTROL BLDG - GAS UTILITIES	08/31/2025	35.51	.00		
8/25 STMT	ICE ARENA - GAS UTILITIES	08/31/2025	588.44	.00		
8/25 STMT	ANIMAL SHELTER- GAS UTILITIES	08/31/2025	113.83	.00		
8/25 STMT	LIBRARY - GAS UTILITIES	08/31/2025	20.36	.00		
8/25 STMT	MAINT BLDG - GAS UTILITIES	08/31/2025	45.00	.00		
8/25 STMT	POOL - GAS UTILITIES	08/31/2025	658.08	.00		
8/25 STMT	PUMP HOUSE MCINTOSH	08/31/2025	31.47	.00		
8/25 STMT	PUMP HOUSE ORCHARDVIEW	08/31/2025	33.02	.00		
8/25 STMT	ABNET RESTROOMS- GAS UTILITIES	08/31/2025	20.34	.00		
Total 8171:			1,638.87	.00		
MISSISSIPPI WELDERS SUPPLY CO						
4653773	GC- WELDING RODS	09/05/2025	41.20	.00		
Total 1322:			41.20	.00		
MN DEPT OF LABOR AND INDUSTRY						
ABR0355880X	ANNUAL AIR COMPRESSOR INSPECTIONS	08/30/2025	75.00	.00		
ABR0357439X	ANNUAL AIR COMPRESSOR INSPECTIONS	08/30/2025	25.00	.00		
Total 1320:			100.00	.00		
NELSON FLAG & DISPLAY, INC.						
49047	PARK FLAGS	08/29/2025	61.00	.00		
Total 1413:			61.00	.00		
NESS PUMPING SERVICE						
11810	GC- OUTHOUSES FOR CROSS COUNTY OUTING	09/05/2025	250.00	.00		
Total 10061:			250.00	.00		
NORTHERN BEVERAGE DISTRIBUTING						
1548503	GC - BEER FOR RESALE	09/11/2025	307.85	.00		
1552086	GC - BEER FOR RESALE	09/18/2025	261.00	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 2311:			568.85	.00		
P & T ELECTRIC INC						
27613	CITY HALL- EHAUSE FAN WOMEN'S BATHROOM	09/04/2025	458.41	.00		
27613	POOL- HAND DRYER MEN'S BATHROOM	09/04/2025	458.41	.00		
27621	GC- POWER OUTAGE IN PUMP HOUSE FROM STORM	08/15/2025	235.00	.00		
Total 1643:			1,151.82	.00		
P & W GOLF SUPPLY, LLC						
INV153850	GC- REPLACEMENT TEE MARKERS FOR COURSE	09/11/2025	3,306.47	.00		
Total 9926:			3,306.47	.00		
PENDELTON TURF SUPPLY INC						
12611	GC - FERTILIZER FOR THE COURSE	09/06/2025	1,691.00	.00		
12614	GC - CHEMICALS FOR THE COURSE	09/09/2025	4,569.60	.00		
Total 9169:			6,260.60	.00		
PETRUS, JUNAUDA						
AUTHOR TALK-	LIBRARY- COMMUNITY READ GRANT	09/10/2025	650.00	.00		
Total 10313:			650.00	.00		
POINT C						
8/25 STMT PCH1	ADMIN FEE	09/16/2025	75.00	75.00	09/16/2025	
Total 10202:			75.00	75.00		
PROLOGUE PLANNING GROUP						
LUXEMBOURG	REIMB- EXPENSES FOR LUXEMBOURG HS STUDENT VIS	09/15/2025	327.69	.00		
Total 10006:			327.69	.00		
PUBLIC EMPLOYEES RETIREMENT						
9/12/25 P/R	RETIREMENT DEDUCTIONS/CONTRIB.-DCP	09/17/2025	220.00	220.00	09/17/2025	
9/12/25 P/R	RETIREMENT DEDUCTIONS/CONTRIB.-CORD & PF	09/17/2025	18,206.82	18,206.82	09/17/2025	
Total 1612:			18,426.82	18,426.82		
RONCO ENGINEERING SALES INC						
3407636	BOBCAT REPAIR	09/11/2025	21.78	.00		
Total 1813:			21.78	.00		
SCHOTT DISTRIBUTING CO., INC.						
352853	GC - CREDIT	06/26/2025	1.95-	.00		
352876	GC - BEER FOR RESALE	08/21/2025	508.75	.00		
683942	GC - POP FOR RESALE	08/07/2025	62.25	.00		
683942	GC BEER FOR RESALE	08/07/2025	345.95	.00		
Total 1931:			915.00	.00		
SHERWIN-WILLIAMS						
3041-6	PAINT FOR APPLE IN INTERSECTION	09/17/2025	118.53	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
3446-1	STREET - PAINT	09/08/2025	50.64	.00		
Total 1906:			169.17	.00		
SPLISH SPLASH AUTO BATH						
9/9/25	20 CAR WASH TOKENS	09/09/2025	162.00	.00		
Total 8567:			162.00	.00		
TACTICAL SOLUTIONS						
11068	PD- NEW RADAR UNIT FOR P-17 SQUAD	09/07/2025	1,788.42	.00		
Total 9345:			1,788.42	.00		
THE BUYERS EX-PRESS						
4717	GC - ADVERTISING	09/30/2025	150.00	.00		
Total 9513:			150.00	.00		
TOTAL LAND CARE, LLC						
1864	MOWING 817 REDWOOD EAST	08/31/2025	69.47	.00		
1865	MOWING 432 SOUTH 11TH ST	08/31/2025	106.88	.00		
Total 10284:			176.35	.00		
VAN-WALL EQUIPMENT, INC.						
6682851	GC - EQUIPMENT REPAIR	09/10/2025	895.91	.00		
Total 10301:			895.91	.00		
VOYA INSTITUTIONAL TRUST COMPANY						
9/12/25 P/R	DEFERRED COMP. DEDUCTIONS/CONTRIBUTIONS	09/17/2025	4,347.50	4,347.50	09/17/2025	
Total 10290:			4,347.50	4,347.50		
WATER SYSTEMS CO.						
942701	LIBRARY - COOLER RENTAL	08/31/2025	8.00	.00		
Total 8605:			8.00	.00		
WIESER, AL JR.						
9/25 WIESER PK	WIESER PAVILLION FLOWERS- REIMB HOME DEPOT	08/30/2025	31.58	.00		
9/25 WIESER PK	WIESER PAVILLION FLOWERS- REIMB BAUER'S MARKET	08/30/2025	108.93	.00		
Total 10132:			140.51	.00		
WIESER, MATTHEW						
2025 SHOE	SHOE REIMBURSEMENT	09/05/2025	195.12	.00		
Total 9920:			195.12	.00		
ZEF ENERGY INC.						
S-ORD102383	SITE PAYMENT- MPCA CHARGING HUB	09/11/2025	5,500.00	.00		
Total 10312:			5,500.00	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
ZIEBELL'S HIAWATHA FOODS INC						
433622	GC - CHIPS, SNACKS, NUTS	08/01/2025	25.80	.00		
433622	GC - FOOD FOR RESALE	08/01/2025	646.42	.00		
433622	GC - CLEANING SUPPLIES	08/01/2025	122.29	.00		
434176	GC - KITCHEN SUPPLIES	08/08/2025	13.55	.00		
434176	GC - CLEANING SUPPLIES	08/08/2025	268.45	.00		
434176	GC - CHIPS, SNACKS, NUTS	08/08/2025	170.79	.00		
434176	GC - FOOD FOR RESALE	08/08/2025	428.84	.00		
434685	GC - CLEANING SUPPLIES	08/14/2025	126.99	.00		
434685	GC - KITCHEN PRODUCTS	08/14/2025	35.54	.00		
434685	GC - FOOD FOR RESALE	08/14/2025	140.95	.00		
434686	GC - CLEANING SUPPLIES	08/22/2025	64.33	.00		
435217	GC - FOOD FOR RESALE	08/22/2025	208.66	.00		
435217	GC - CHIPS, SNACKS, NUTS	08/22/2025	54.27	.00		
435217	GC - KITCHEN PRODUCTS	08/22/2025	24.66	.00		
435217	GC - CLEANING SUPPLIES	08/22/2025	328.72	.00		
435283	GC - KITCHEN SUPPLIES CREDIT MEMO	08/29/2025	91.63-	.00		
435724	GC - KITCHEN SUPPLIES	08/29/2025	108.67	.00		
435724	GC - CHIPS, SNACKS, NUTS	08/29/2025	25.80	.00		
435724	GC - CLEANING SUPPLIES	08/29/2025	86.12	.00		
435724	GC - FOOD FOR RESALE	08/29/2025	286.15	.00		
Total 2417:			3,075.37	.00		
Grand Totals:			140,976.46	58,417.09		

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

City Treasurer: _____

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

5:00 Public Hearing



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
KAYLA C. SCHMITZ

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

TO: Honorable Mayor and City Council Members
CC: Bill Waller, City Administrator
FROM: Skip Wieser, City Attorney
DATE: September 17, 2025
RE: Hills Mobile Home Park – Union Street Vacation

City Attorney
9/17/25

At the August 11, 2025 City Council meeting the City Council called for the public hearing relating to the attached request to vacate Union Street. The undersigned will be available to answer any questions from the City Council at the hearing. The property owner's petition is attached.

The standard for vacation of platted street is making a finding that the vacation is in the interest of the public. Attached is a proposed resolution for City Council consideration. Note, the resolution does reserve the ability to maintain any existing municipal or utility easements.

RESOLUTION NO. _____

A RESOLUTION VACATING PORTION OF UNION STREET UPON PETITION OF A MAJORITY OF ABUTTING LANDOWNERS.

WHEREAS, a petition signed by the majority of property owners abutting Union Street in the City of La Crescent was received by the City Clerk; and

WHEREAS, the petition requested that the City Council pursuant to Minnesota Statute § 412.851 vacate Union Street illustrated and described on the attached Exhibit A.

WHEREAS, the City Clerk reviewed and examined the signatures on said petition and determined that such signatures constituted a majority of the landowners abutting a portion of North Decorah Street to be vacated; and

WHEREAS, a public hearing to consider the vacation of such street was held on the 22nd day of September, 2025, before the City Council in the City Hall located at 315 Main Street, La Crescent, Minnesota at 5:00 p.m. after due published and posted notice had been given, as well as personal mailed notice to all affected property owners by the City Clerk on the _____ day of _____, 2025 and all interested and affected persons were given an opportunity to voice their concerns and be heard; and

WHEREAS, any person, corporation or public body owning or controlling easements contained upon the property vacated, reserves the right to continue maintaining the same or to enter upon such way or portion thereof vacated to maintain, repair, replace or otherwise attend thereto; and

WHEREAS, the Council in its discretion has determined that the vacation will benefit the public.

BE IT FURTHER RESOLVED, that the Mayor and City Clerk are hereby authorized to sign all documents necessary to effectuate the intent of this resolution and file notice of the vacation as required by law.

Passed by the City Council of La Crescent, Minnesota this _____ day of _____, 2025.

Mikel Poellinger, Mayor

Attested:

Bill Waller, City Administrator

3.11



TO: Honorable Mayor and City Council Members
FROM: Tyler Benish, Public Works Director 
DATE: August 8, 2025
RE: Petition to vacate street

Attached for review and consideration by the City Council is a request from the owner of Hills Mobile Home Park to vacate the street that is the northern border of the property. A copy of the request and a map from the owner of Hills Mobile Home Park are included. Additional included items are a resolution declaring sufficiency of petition and setting a public hearing as well as a copy of the applicable state statute regarding the vacation of public right of way.

In order to proceed, we would suggest the City Council pass a resolution declaring sufficiency of petition and setting of a public hearing. The required public hearing would be held at 5:00pm, on Monday, September 22nd, 2025.

Hills MHP

181 Sand Lake Rd

Onalaska WI 54650

8/03/2025

City of La Crescent

Attn: City Council Members

315 Main St

La Crescent MN 55947

Re: Vacation Petition

Hills MHP- "Union Street"

333 Sycamore St, La Crescent MN 55947

To La Crescent City Council Members:

Tippetts Rentals is submitting a vacation request for "Union St from Sycamore Street to HWY 14/61.

I would like to bring to your attention the following points:

1. Union Steet is located entirely within the Hills MHP. Union St was originally platted as 33' and bordered the north line of Section 10. The original owner to the north never had any ownership in section 10 so any revision rights should go back to the owner in section 10.
2. The shop at 333 Sycamore Steet and one mobile home are encroaching onto the easement. Vacation of "Union Street" would ease these two issues.

If you have any questions, please reach to me.

Sincerely,

Ben Tippetts,

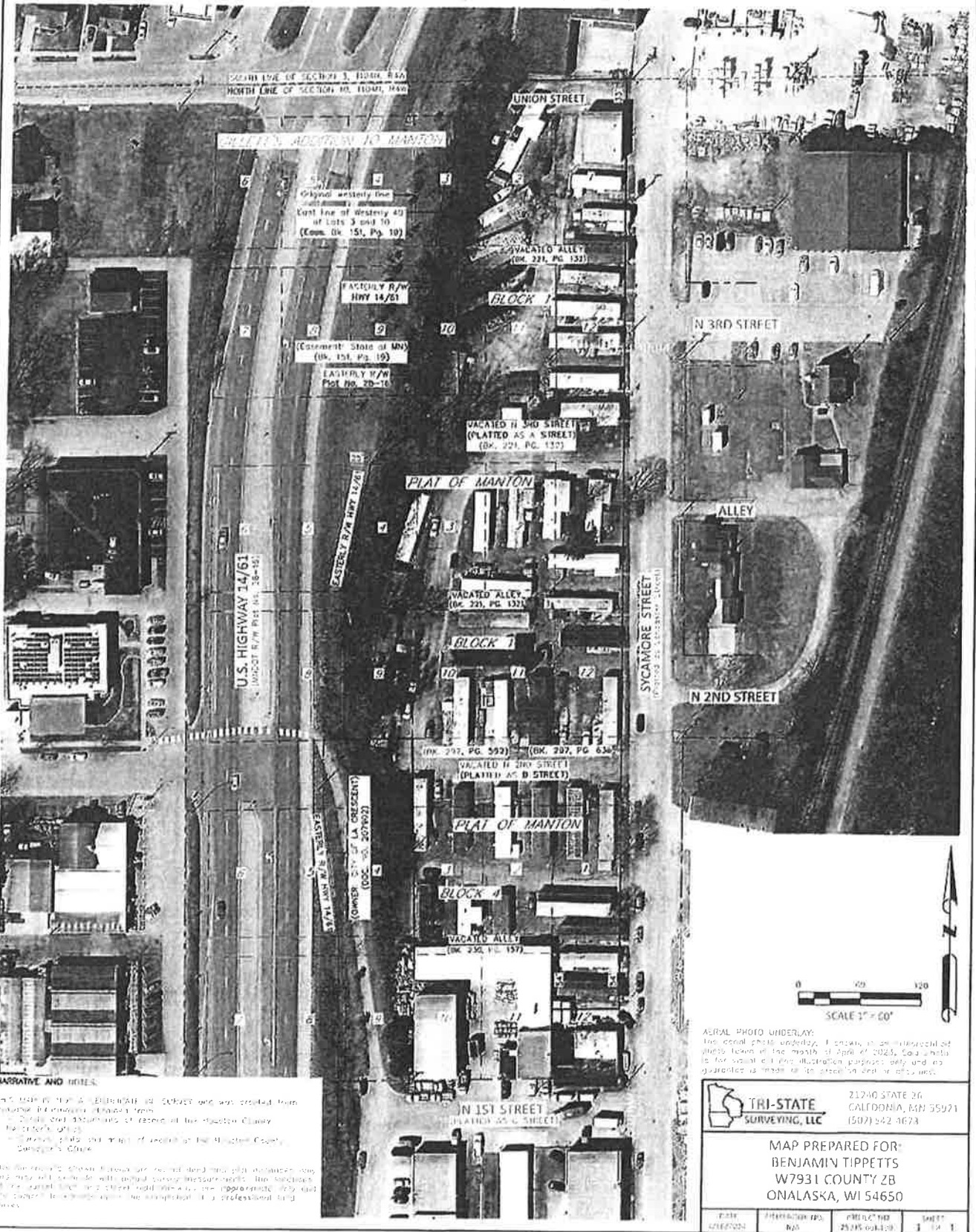
Hills MHP

608-738-8612

Btippetts2000@yahoo.com

EXHIBIT MAP

CITY OF LA CRESCENT, HOUSTON COUNTY, MINNESOTA.



RESOLUTION NO. 08-25-26

A RESOLUTION DECLARING SUFFICIENCY OF PETITION AND SETTING A PUBLIC HEARING ON THE PROPOSED VACATION OF UNION STREET

WHEREAS, a petition signed by the majority of property owners abutting Union street in La Crescent city was received by the City Clerk on the 3rd day of August, 2025; and

WHEREAS, the petition requested that the City Council pursuant to Minnesota Statute §412.851 vacate Union street, adjacent to Sycamore street, legally described as:

Union Street as Platted in Gillett's Addition to Manton Plat, City of La Crescent, Minnesota.

WHEREAS, the City Clerk has reviewed and examined the signatures on said petition and determined that such signatures constitute a majority of the landowners abutting upon the street to be vacated; and

WHEREAS, a copy of said petition is attached hereto.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LA CRESCENT, MINNESOTA AS FOLLOWS:

The City Council will consider the vacation of such street and a public hearing shall be held on such proposed vacation on the 22nd day of September, 2025, in the La Crescent Community Building located at 336 S 1st Street, La Crescent, MN 55947 at 5:00 p.m. and

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to give published, posted and mailed notice of such hearing as required by law.

Passed by the City Council of La Crescent, Minnesota this 11th day of August, 2025.

Mayor

Attested:

City Clerk

412.851 VACATION OF STREETS.

The council may by resolution vacate any street, alley, public grounds, public way, or any part thereof, on its own motion or on petition of a majority of the owners of land abutting on the street, alley, public grounds, public way, or part thereof to be vacated. When there has been no petition, the resolution may be adopted only by a vote of four-fifths of all members of the council. No vacation shall be made unless it appears in the interest of the public to do so after a hearing preceded by two weeks' published and posted notice. The council shall cause written notice of the hearing to be mailed to each property owner affected by the proposed vacation at least ten days before the hearing. The notice must contain, at minimum, a copy of the petition or proposed resolution as well as the time, place, and date of the hearing. In addition, if the street, alley, public grounds, public way, or any part thereof terminates at, abuts upon, or is adjacent to any public water, written notice of the petition or proposed resolution must be served by certified mail upon the commissioner of natural resources at least 60 days before the hearing on the matter. The notice to the commissioner of natural resources does not create a right of intervention by the commissioner. At least 15 days prior to convening the hearing required under this section, the council or its designee must consult with the commissioner of natural resources to review the proposed vacation. The commissioner must evaluate:

- (1) the proposed vacation and the public benefits to do so;
- (2) the present and potential use of the land for access to public waters; and
- (3) how the vacation would impact conservation of natural resources.

The commissioner must advise the city council or its designee accordingly upon the evaluation. After a resolution of vacation is adopted, the clerk shall prepare a notice of completion of the proceedings which shall contain the name of the city, an identification of the vacation, a statement of the time of completion thereof, and a description of the real estate and lands affected thereby. The notice shall be presented to the county auditor who shall enter the same in the transfer records and note upon the instrument, over official signature, the words "entered in the transfer record." The notice shall then be recorded with the county recorder. Any failure to file the notice shall not invalidate any vacation proceedings.

History: 1949 c 119 s 102; 1953 c 735 s 12; 1957 c 383 s 1; 1967 c 289 s 15; 1969 c 9 s 85; 1973 c 123 art 2 s 1 subd 2; 1973 c 494 s 11; 1976 c 181 s 2; 1986 c 444; 1989 c 183 s 4; 1990 c 433 s 2; 2005 c 4 s 105; 2005 c 117 s 2

National Friends of Libraries Week
Proclamation

Whereas, Friends of the La Crescent Library raise money that enables our library to move from good to great -- providing the resources for additional programming, much needed equipment, support for children's summer reading, and special events throughout the year;

Whereas, the work of the Friends highlights, on an on-going basis, the fact that our library is the cornerstone of the community, providing opportunities for all to engage in the joy of life-long learning and connect with the thoughts and ideas of others from ages past to present;

Whereas, the Friends understand the critical importance of well-funded libraries and advocate to ensure that our library gets the resources it needs to provide a wide variety of services to all ages including access to print and electronic materials, along with expert assistance in research, readers' advisory, and children's services;

Whereas, the Friends' gift of their time and commitment to the library sets an example for all in how volunteerism leads to positive civic engagement and the betterment of our community;

Now, therefore, be it resolved that Mike Poellinger, Mayor of La Crescent proclaims October 19-25, 2025, as Friends of Libraries week in La Crescent, Minnesota, and urges everyone to join the Friends of the Library and thank them for all they do to make our library and community so much better.

Dated this 22nd day of September 2025.

Mayor _____



#3.2

CITY OF LA CRESCENT

Department of Police

Chief Luke M. Ahlschlager



Apple Capital of Minnesota



September 12, 2025

Honorable Mayor and City Council Members

City Administrator Bill Waller

**Re: Parade request - La Crescent-Hokah School Homecoming - 2025
Friday, October 3rd, 2025 1:45 PM**

The La Crescent-Hokah School District is excited to announce its 2025 Homecoming, scheduled for Friday, October 3. As part of the festivities, the student body, with staff support, is requesting approval to hold a formal parade during school hours.

The parade will begin at approximately 1:45 PM in the La Crescent Middle School parking lot. The procession will travel north on Lancer Boulevard, turn onto South 11th Street, proceed north on South Elm Street, and circle around the La Crescent Elementary School before returning to the High School via the same route.

Parade permit application was completed and reviewed by myself. Requirements were met.

On behalf of the School District, its students, and staff, I respectfully request permission to temporarily use public streets for this event. Given the time of day and the manageable size of the parade, we believe this can be conducted safely and with minimal disruption to local traffic. The La Crescent Police Department will escort the parade, providing front and rear coverage with emergency lighting. Additionally, the La Crescent Fire Department has been invited to participate in the procession.

Thank you for your time and consideration. Your support of this event would be a meaningful show of community spirit, and we look forward to your approval.

Respectfully,

A handwritten signature in black ink, appearing to read 'Luke Ahlschlager'.

Luke Ahlschlager, Chief of Police



CITY OF LA CRESCENT PARADE APPLICATION AND PERMIT

Instructions: Complete this form and submit it to the City of La Crescent at least 30 days prior to the proposed parade date. All applications must include a safety plan as outlined in the City's Parade Ordinance. Incomplete applications will not be considered. Approval of the permit is required before the event can proceed.

SECTION 1: APPLICANT INFORMATION

Name of Applicant/Organization: La Crescent-Hokah High School
Contact Person: Jacob Feldman Cell: 507.895.4484 ext 5100
Email Address: jacob.feldman@isd300.k12.mn.us
Mailing Address: 1301 Lancer Blvd, La Crescent, MN

SECTION 2: EVENT INFORMATION

Name of Parade/Event: Homecoming Parade
Date of Parade: 10/3/25 Start Time: 1:45pm End Time: 2:30pm

☒ **Map of Proposed Parade Route Attached.** (Required)

Estimated: Number of Participants: 175-225 Number of Vehicles / Floats: 8-12

Type of Noise-Making Devices (e.g., sirens, music, bells): None

SECTION 3: SAFETY PLAN ☒ **Safety Plan Attached.** (Required)

Attach a Safety Plan that includes:

☒ Traffic control measures. ☐ Security provisions. ☒ Emergency vehicle access.

SECTION 4: NOISE LEVEL CONTROL

The City of La Crescent prohibits use of sirens, horns, and other high decibel noise-making devices. Does your participation in the parade include added noise? ☐ Yes ☒ No

If Yes, describe your compliance with this policy:



SECTION 5: CANDY DISTRIBUTION POLICY

The city prohibits throwing candy or objects from moving vehicles.

Candy may only be distributed by walking participants handing items directly to spectators.

Will candy or items be distributed? ☒ Yes ☐ No

If Yes, describe your compliance with this policy:

students walking + passing out at the schools

SECTION 6: INSURANCE

Per City of La Crescent Ordinance _____, the City of La Crescent requires permittees to furnish evidence of a liability insurance policy in amounts of not less than \$500,000 per occurrence and \$1,000,000 annual aggregate, naming the City of La Crescent as additional insured for said usage.

Is a certificate of insurance attached? ☒ Yes ☐ No

SECTION 7: SIGNATURE AND AGREEMENT

By signing this application, I certify that I have read and understand the City of La Crescent's Parade Ordinance. I agree to comply with all regulations and requirements outlined in the ordinance and this application. I understand that failure to comply may result in suspension or termination of the parade permit, fines and the revocation of the permit or denial of future permits.

Applicant Signature:

Jacob Feldman

Date:

9/10/25

FOR CITY USE ONLY

Date Application Received:

9/10/25

Application Reviewed By:

La #301

Required Documents Attached:

☒

Map of Proposed Parade

☒

Safety Plan

☐

Insurance

Permit Status:

☒

Approved

☐

Denied

Conditions of Approval (if any):

Authorized Signature (City Official):

[Signature]

#301

Title:

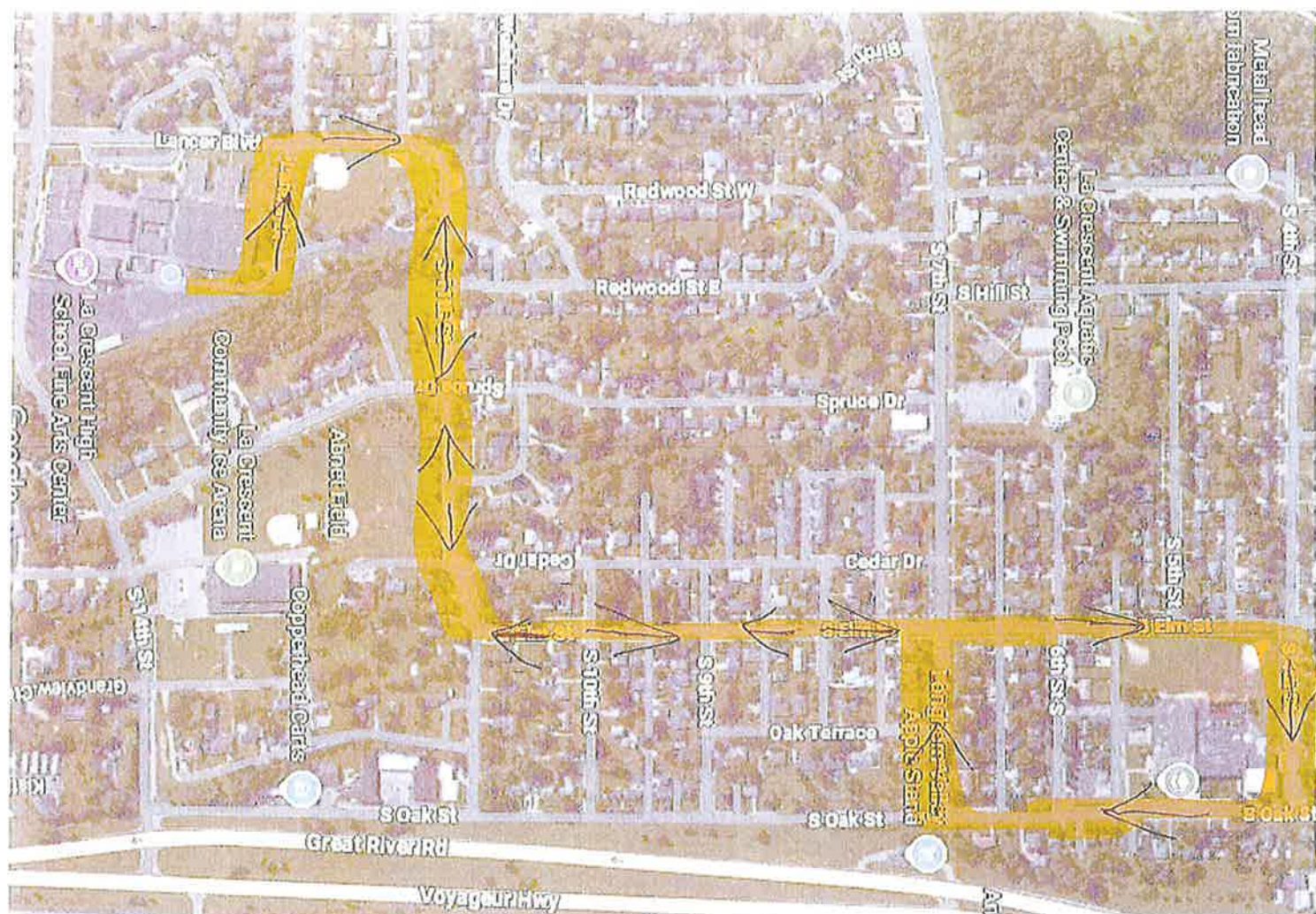
Chief of Police

Date:

9/12/25

PERMIT NUMBER:

25001



Parade Event Safety Plan

1. Event Overview

Event Name: La Crescent Hokah School Homecoming Parade

Date & Time: 10/03/2025 1:45 PM – 2:30 PM

Location/Route: up 11th, down Elm, loop around the Elem, turn on 7th, and back the way we came

Estimated Attendance: Middle School staff & students, Elementary Staff & students, roughly 100-200 community and parents

Event Organizer: Jacob Feldman – 507.895.4484 ext 5100 or
Terry Donovan – 507.895.4484 ext 5102

2. Emergency Contacts

Role	Name	Lead Name
Event Coordinator	LCHS	Jacob Feldman
Security Lead	LCPD providing escort & traffic control	Chief Ahlschlager
Medical Lead	LCFD/LCPD	Chief Tarrence
Local Police	LCPD	Chief Ahlschlager
Fire Department	LCFD assisting with parade	Chief Tarrence
Emergency Services (911)	N/A	N/A

3. Risk Assessment

Hazard	Risk Level	Mitigation Measures
Crowd congestion	Low	LCPD providing traffic control and escort
Heat exhaustion	Low	Water stations, shaded areas
Lost children	Low	Designated reunification point
Vehicle incidents	Medium	LCPD providing traffic control and escort

4. First Aid & Medical

- First Aid Stations: La Crescent Secondary & La Crescent Elementary
- Medical Personnel On-Site: LCPD & LCFD
- Ambulance Access Points: Open

5. Security & Crowd Control

- Security Provider: LCPD providing escort & traffic control

Number of Personnel: Multiple

Checkpoints/Entrances: LCPD addressing

6. Communication Plan

Radios/Walkie-Talkies: LCHS, LCPD & LCFD

Communication Channels: LCPD & LCFD

Public Announcements: N/A

8. Weather Contingency

Weather Monitoring: LCHS

Shelter Locations: Secondary and Elementary Schools

Cancellation Policy: Event will be cancelled if there is any lightning in the area or if there is anything more than a very light rain



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/10/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Marsh & McLennan Agency LLC
6160 Golden Hills Drive
Minneapolis MN 55416

CONTACT NAME: Jodi Kelly

PHONE (A/C No. Ext): 763-548-8817

FAX (A/C No.):

E-MAIL ADDRESS: jodi.kelly@marshmma.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: SFM

11347

INSURER B: CM Regent Insurance Company

12356

INSURER C: Church Mutual Insurance Company

18767

INSURER D:

INSURER E:

INSURER F:

INSURED
LaCrescent-Hokah Public Schools ISD300
703 South 11th Street
La Crescent MN 55947

LACREHOKAH

COVERAGES

CERTIFICATE NUMBER: 147803681

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	TYPE OF INSURANCE	ADDL	SUBR	POLICY NUMBER	POLICY EFF	POLICY EXP	LIMITS
LIR		INSD	WVD		(MM/DD/YYYY)	(MM/DD/YYYY)	
B	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GENT. AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:			CMRPC220000900	7/1/2024	7/1/2025	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 100,000 PERSONAL & ADV INJURY \$ 5,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
C	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY			044276209775365	7/1/2024	7/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	☒ UMBRELLA LIAB ☐ EXCESS LIAB ☐ OCCUR ☐ CLAIMS-MADE ☐ RETENTION \$ 0			CMREX220001000	7/1/2024	7/1/2025	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			40917215	7/1/2024	7/1/2025	PER STATUTE E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
B	Property			CMRPC220000900	7/1/2024	7/1/2025	Contents Deductible \$10,312,528 \$25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Evidence of Insurance

CERTIFICATE HOLDER

CANCELLATION

Evidence of Insurance

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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#3.3



TO: Honorable Mayor and City Council Members

FROM: Tyler Benish, Public Works Director *Tyler Benish*

DATE: February 20th, 2025

RE: Authorize capital expenditure- Wieser Park

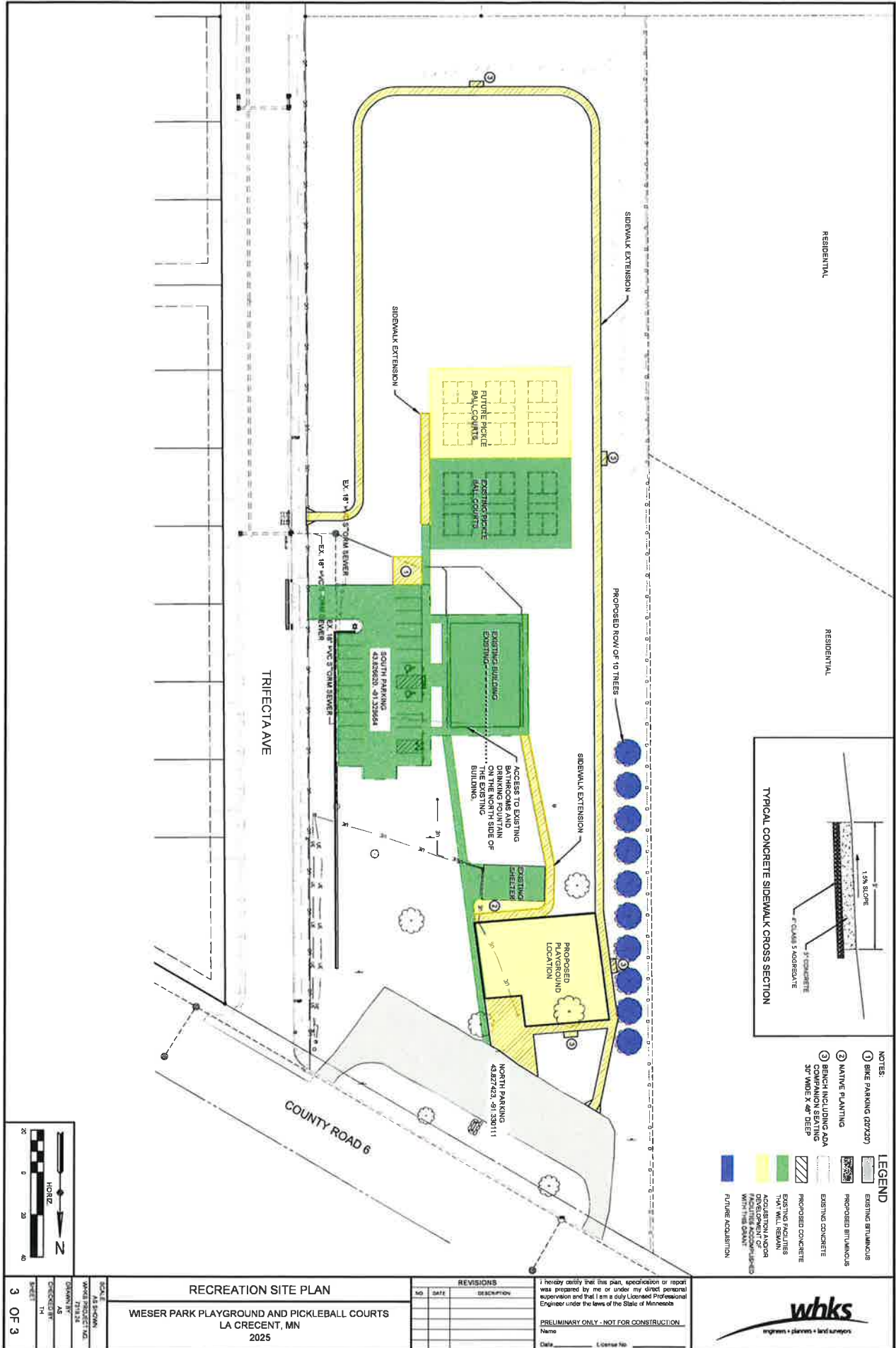
The City of La Crescent has been awarded an outdoor recreation grant through the MNDNR in the amount of \$277,314 for 50% of the Wieser park improvement project. The project will include new playground equipment, poured in place surfacing, benches, walking path, bike parking and the addition of 3 pickleball courts.

The city has received a proposal from Landscape structures for the playground equipment in the amount of \$157,632.36 The equipment is purchased from the state contract.

The city has received a proposal from Flagship recreation for the installation of the playground equipment and poured in place surfacing in the amount of \$183,781.64. The pricing is from the state contract.

The city has received donations totaling \$102,170.74 prior to the meeting and included in the meeting packet is an additional donation in the amount of \$10,000. The city match will come from the donations, 2022 capital equipment certificate, \$157,632.26 and the 2026 general fund budget, \$7,512. Included in the packet is a map of the proposed improvements as well as renderings of the playground equipment and surfacing.

We suggest the city approve the expenditures with Landscape structure and Flagship recreation, and authorize city staff to sign the contracts upon receiving the fully executed grant agreement with MNDNR.





landscape
structures

Wieser Memorial Park

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**landscape
structures**

Wieser Memorial Park

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SL landscape
structures

Wieser Memorial Park

LaCrescent, Wieser 09/05/25 • 9.5.2025



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#3.4

MEMORANDUM

TO: Honorable Mayor and City Council Members

FROM: Jason Ludwigson, Sustainability Coordinator

DATE: September 15th, 2025

SUBJECT: Energy Efficiency Day Proclamation

Included in the packet for consideration is a proclamation for Energy Efficiency Day. Energy Efficiency Day is a collaborative effort of dozens of energy efficiency advocacy groups around the United States. This annual awareness event is supported by hundreds of prominent organizations, companies, government agencies and others. Energy Efficiency is all about using less energy to get the same job done. A prime example of energy efficiency is efficiency standards for appliances and equipment. These standards save the average U.S. household \$500 each year.

ENERGY EFFICIENCY DAY

WHEREAS, energy efficiency is the cheapest, quickest, and cleanest way to meet La Crescent's energy needs, avoid dangerous pollution, and reduce utility bills for residents and businesses in our community; and

WHEREAS, implementing energy efficiency and other clean energy policies and programs can help boost economic opportunities and job creation while continuing to move La Crescent toward a sustainable future; and

WHEREAS, smarter energy use reduces the amount of electricity needed to power our lives, which helps avoid emissions from energy generation that can harm our health, pollute our air, and warm our climate; and

WHEREAS, for cities and states like ours that are trying to tackle harmful pollution, energy efficiency can get us about halfway toward our emissions reduction goals; and

WHEREAS, energy efficiency makes our homes and workspaces healthier, safer, and more comfortable; and

WHEREAS, cutting energy waste saves U.S. households billions of dollars on their utility bills every year, up to \$500 per household from appliance efficiency standards alone; and

WHEREAS, the residents of La Crescent can continue to contribute to our energy efficiency efforts by learning about and participating in energy efficiency programs from Xcel, MiEnergy and MN Energy Resources,

WHEREAS, a nationwide network of energy efficiency groups and partners has designated the first Wednesday in October as national annual Energy Efficiency Day; and

WHEREAS, together we can continue to contribute to our sustainability efforts by learning more about energy efficiency and practicing smarter energy use in our daily lives;

NOW, THEREFORE I, **Mike Poellinger** do hereby proclaim *the first Wednesday in October* as

“ENERGY EFFICIENCY DAY”

in La Crescent and urge citizens to join us in supporting our clean energy goals and moving toward more energy efficiency now and in the future.

Mayor Mike Poellinger, City of La Crescent

Date

#3.5



TO: Honorable Mayor and City Council Members
FROM: Tyler Benish, Public Works Director *Tyler Benish*
DATE: September 18, 2025
RE: Proposed 2026 General Fund Budget and Levy

Attached for review and consideration by the City Council is the proposed 2026 general fund budget.

A couple of notes for the City Council to remember as part of the budget review and adoption process:

1. The City Council cannot adopt the 2026 general fund budget until after the public meeting in December.
2. Once the preliminary levy is set, the City Council has the discretion to lower the levy but the City Council cannot increase the preliminary levy.

The 2026 preliminary levy resolution reflects a 5.0% increase. The final total City levy in 2025 was \$3,886,178, and the proposed 2026 levy is \$4,082,068.

Pages 1-9 are the revenue portion of the budget. The expenditure portion of the budget starts on page 9 with the Council portion of the budget.

The following is a summary of the proposed 2026 general fund budget:

Revenue: Pages 1-9

1. This is the Ad Valorem tax.
2. This is Federal funds from DEED for streetscaping on the Walnut Street reconstruction.
3. This is Federal funds from FRA for the Railroad Crossing Elimination grant.
4. This is the City's local government aid for 2024, which is an increase of \$1,273 from 2025 to 2026.
5. This is the Municipal State Aid funds for the reconstruction of Walnut Street.
6. This is state transit funding from MNDOT; funding has been reduced from 15% in 2025 to 5% in 2026 for the overall cost to operate the bus.
7. These are MnDOT grants for the Redwood Street Safe Routes to School project, LRIP funding for Walnut Street, Maple Street Active Transportation grant.
8. This is a MPCA grant for the Redwood Street stormwater improvement project.
9. These are the MnDNR grants for the Stoney Point CPL project, CPL Bluff land project, and the Wieser Park improvement project.
10. These are donations received in 2024 and 2025 for the Wieser Park improvement project.
11. These are the bond proceeds for the Walnut Street, Maple Street and Redwood Street projects issued under the City's street reconstruction bonding authority.

Expenses: Pages 9-29

12. This expense is Minnesota paid leave law; a new law that will take effect January 1, 2026. This will be a new payroll line item in all departments.
13. The proposed budget includes additional professional services that will be reimbursed by grants.
14. The proposed budget includes funds for an election.
15. The proposed budget includes funds for an outstanding legal dispute in reference to the easement on Crescent Hills Drive.
16. The proposed budget includes expenses that are corresponding to items 9 and 10. (Wieser Park improvement)
17. The proposed budget includes funds for a 9th full time officer.
18. The proposed budget includes funds for updating zoning, shoreland and floodplain ordinances.
19. The proposed budget includes funds for community development software.
20. The proposed budget includes a severance payment for retiring staff.
21. The proposed budget includes engineering expenses that are corresponding to items 3,4,5,7 and 8. Additional the budget includes design engineering for two Safe Routes to School projects in 2027.
22. The proposed budget includes construction expenses that are corresponding to items 3,4,5,7 and 8.
23. The proposed budget includes funds for a transfer to the ice arena fund, along with a set a side of funds for ongoing building maintenance at the ice arena.
24. The proposed budget includes expenses that are corresponding to item 9. (CPL projects)

25. A copy of the proposed library budget is attached.

26. The proposed budget includes additional funds for transit; corresponding to item 6.

As in the past, we will continue to review the proposed budget and evaluate changes or modifications. We intend to add the proposed budget to the agenda for future City Council meetings for purposes of review and discussion prior to the public meeting in December when the budget and levy will be considered.

Account Number	Account Title	2023 Pri Year 2 Actual	2024 Pri Year Actual	2025 Cur YTD Actual	2025 Current year Budget	2025 Current YTD Remaining	2026 Proposed Budget
GENERAL FUND							
TAXES							
101-31010	CURRENT AD VALOREM TAXES	2,259,443	2,417,141	.00	2,608,988	2,608,988	2,805,527
101-31011	REFUND TAX-ANNEXED-TWNSHP	.00	.00	.00	.00	.00	.00
101-31050	TAX ABATEMENT	.00	.00	.00	.00	.00	.00
101-31051	EXCESS TIF REVENUE REFUND	.00	65,343	.00	.00	.00	.00
101-31410	LODGING TAX - HOTEL/MOTEL	8,776	698-	2,444	5,000	2,556	5,000
101-31810	FRANCHISE FEES-CABLE TV	49,784	60,911	56,682	60,000	3,318	58,000
101-31900	INT. ON DELINQUENT TAXES	1,410	149	.00	300	300	.00
Total TAXES:		2,319,413	2,542,846	59,125	2,674,288	2,615,163	2,868,527
LICENSES & PERMITS							
101-32110	LIQUOR/WINE - ON SALE	4,505	4,375	75	4,600	4,525	4,600
101-32111	LIQUOR OFF SALE	750	750	.00	1,350	1,350	750
101-32112	BEER ON SALE	560	560	.00	300	300	560
101-32113	BEER OFF SALE	300	300	.00	.00	.00	300
101-32115	SOFT DRINK LICENSE	.00	.00	.00	.00	.00	.00
101-32116	CIGARETTE LICENSE	180	180	90	200	110	200
101-32117	CANNABIS - INITIAL REG FEE	.00	.00	1,500	1,500	.00	.00
Budget notes: ~2025 3 @ \$500							
101-32118	CANNABIS - ANNUAL RENEWAL FE	.00	.00	3,000	.00	3,000-	3,000
Budget notes: 2026 - 3 @ \$1000							
101-32119	GARBAGE PICKUP PERMIT	2,000	2,000	.00	2,000	2,000	2,000
101-32160	MASSAGE LICENSE	500	700	.00	400	400	500
101-32162	ICE CREAM VENDER LICENSE	.00	.00	.00	.00	.00	.00
101-32210	BUILDING PERMITS (EXC SUR	61,388	49,284	34,034	45,000	10,966	40,000
101-32211	EXCAVATION PERMITS	316	1,107	278	300	22	300
101-32212	PLUMBING PERMITS	3,985	3,640	2,445	3,000	555	3,000
101-32213	FENCE PERMITS	700	350	425	400	25-	400

Account Number	Account Title	2023 Pri Year 2 Actual	2024 Pri Year Actual	2025 Cur YTD Actual	2025 Current year Budget	2025 Current YTD Remaining	2026 Proposed Budget
101-32214	DEMOLITION PERMITS	.00	.00	.00	.00	.00	.00
101-32215	SIGN PERMIT	185	200	200	100	100-	100
101-32216	FILL PERMITS	.00	.00	.00	.00	.00	.00
101-32217	CONDITIONAL USE PERMIT	250	250	.00	300	300	.00
101-32218	VARIANCE FEE	400	250	.00	400	400	400
101-32219	MECHANICAL PERMIT	3,360	3,220	1,365	3,000	1,635	3,000
101-32220	GAS INSTALLERS LICENSE	1,485	1,125	135	1,200	1,065	1,200
101-32221	SHORT-TERM RENTAL PERMIT FEE	400	100	.00	.00	.00	.00
101-32240	DOG\MULTIPLE PET LICENSES	475	425	475	400	75-	425
101-32241	DOG LICENSES	7,291	6,390	3,730	6,000	2,270	6,000
101-32242	CAT LICENSES	1,600	1,670	875	1,500	625	1,500
101-32243	CAT\MULTIPLE PET LICENSES	300	375	200	200	.00	200
101-32244	CHICKEN PERMIT APPLICATION FE	50	.00	50	.00	50-	.00
101-32245	BEEKEEPING PERMIT	.00	50	.00	.00	.00	.00
101-32260	PEDDLERS PERMIT	.00	145	50	.00	50-	.00
101-32261	FILING FEES	.00	6	.00	.00	.00	.00
101-32262	HAND GUN PERMITS	.00	.00	.00	.00	.00	.00
Total LICENSES & PERMITS:		90,980	77,452	48,927	72,150	23,223	68,435
INTERGOVERNMENTAL AID							
101-33124	FEDERAL FLOOD RELIEF AID	.00	30,124	33,380	.00	33,380-	.00
101-33125	FEDERAL GRANT-TRANSIT	77,600	77,600	.00	.00	.00	.00
101-33126	FEDERAL OJP VEST AID	.00	.00	1,909	.00	1,909-	.00
101-33127	FEDERAL AID - ARPA	184,891	.00	.00	.00	.00	.00
101-33159	FEDERAL OJP BODY-WORN CAME	.00	.00	.00	.00	.00	.00
101-33160	FEDERAL COPS GRANT FUNDS	.00	.00	.00	.00	.00	.00
101-33161	FEDERAL CARES ACT FUNDS	.00	.00	.00	.00	.00	.00
101-33165	FEDERAL AID-WAGON WHEEL PRO	.00	.00	.00	.00	.00	.00
101-33166	FEDERAL AID - WALNUT STREET	.00	.00	.00	.00	.00	600,000

Account Number	Account Title	2023 Pri Year 2 Actual	2024 Pri Year Actual	2025 Cur YTD Actual	2025 Current year Budget	2025 Current YTD Remaining	2026 Proposed Budget	
101-33167	FEDERAL GRANT - RAILROAD	.00	.00	.00	.00	.00	229,600	③
Budget notes:								
2026 - Railroad Crossing Elimination Grant								
101-33401	LOCAL GOVERNMENT AID	684,957	796,400	398,493	796,985	398,493	798,258	④
101-33402	MARKET VALUE HOMESTEAD CRE	.00	.00	.00	.00	.00	.00	
101-33403	STATE MV CREDIT - AGRICULTURA	.00	.00	.00	.00	.00	.00	
101-33404	STATE AID-MN DOT	57,680	66,868	13,279	229,000	215,721	16,000	
Budget notes:								
~2024 \$12,000 Tesla Grant								
~2025 \$12,000 Tesla								
\$16,000 Carbon Reduction Funds (2 new vehicles)								
\$201,000 S 6th Street								
~2026 \$16,000 Equinox CRP Funds								
101-33405	STATE AID-DISASTER CREDIT	.00	.00	.00	.00	.00	.00	
101-33416	STATE AID-POLICE TRNG REIMB.	8,082	7,096	7,955	8,000	45	8,000	
101-33418	STATE AID FOR STREET MAINT.	64,063	69,889	76,317	70,000	6,317-	80,000	
Budget notes:								
25% of allotted MSA Funding								
101-33419	STATE AID FOR STREET CONST.	.00	.00	.00	412,000	412,000	900,000	⑤
Budget notes:								
~2025 Oak Street Project								
~2026 Walnut Street								
101-33420	STATE FIRE DEPT AID	49,263	54,319	.00	35,000	35,000	40,000	
Budget notes:								
Pass-thru to Firefighters Relief Assoc.(comes in Oct)								
101-33424	STATE FLOOD RELIEF AID	.00	9,037	14,372	.00	14,372-	.00	
101-33425	STATE PERA AID	.00	.00	.00	.00	.00	.00	
101-33427	STATE - MPO - WAGON WHEEL	.00	.00	.00	.00	.00	.00	
101-33428	STATE POLICE AID & GRANTS	307,785	85,130	5,597	75,000	69,403	85,000	
Budget notes:								
Funding comes in October								
101-33429	STATE OF MN-ELECTION FUNDING	.00	4,045	.00	.00	.00	4,000	
101-33430	STATE TRANSIT FUNDING	207,160	279,112	212,996	283,994	70,999	213,178	⑥
Budget notes:								
Pass-thru to City of La Crosse - MTU								
101-33432	STATE AID - WAGON WHEEL PROJ.	113,921	.00	374,850	.00	374,850-	.00	
101-33433	STATE-MNDOT LANDSCAPE PARTN	6,235	.00	.00	8,000	8,000	8,000	

Account Number	Account Title	2023 Pri Year 2 Actual	2024 Pri Year Actual	2025 Cur YTD Actual	2025 Current year Budget	2025 Current YTD Remaining	2026 Proposed Budget	
101-33434	STATE GRANT-MN DOT PROJECT	48,253	.00	.00	348,011	348,011	2,303,950	7
Budget notes:								
~2023 MN DOT BOOST GRANT SRTS Funding up to \$33,061.00, no city match								
~2025 Safe Routes to School Grant								
~2026 Walnut LRIP \$1,500,000								
Redwood SRTS \$410,000								
Maple St Active Transportation \$363,366								
MNDOT IIA Railroad \$30,650								
101-33435	STATE AID-LOCAL PERFORMANCE	.00	.00	.00	.00	.00	.00	
101-33436	STATE AID - MN DNR	.00	9,209	.00	549,700	549,700	.00	
Budget notes:								
~2025 \$40,700 CPL Grant Stoney Pt								
\$500,000 CPL Grant Pine Creek								
\$9,000 Releaf Grant								
101-33437	STATE GRANT - MPCA	.00	85,356	1,352	.00	1,352-	1,052,430	8
Budget notes:								
~2026 Redwood Stormwater Improvement								
101-33438	STATE GRANT-COMM. OF COMMER	.00	.00	.00	.00	.00	.00	
101-33439	STATE GRANT - MN DEPT LABOR	.00	25,189	31,498	20,000	11,498-	.00	
Budget notes:								
~2024 BOT GRANT								
~2025 BOT GRANT								
101-33440	STATE GRANT - MN DEPT HEALTH	.00	7,000	.00	.00	.00	.00	
Budget notes:								
2024: Source Water Protection Implementation Grant - Stormwater Murals								
~2024 2024: Source Water Protection Implementation Grant - Stormwater Murals								
101-33441	STATE GRANT - MN DNR	.00	.00	35,568	.00	35,568-	392,189	9
Budget notes:								
~2026 Wieser Park Outdoor Rec Grant \$277,314								
CPL PH II - Stoney Pt \$49,875								
CPL Forest Restoration Blufflands \$50,000								
Releaf Grant \$10,000								
CPL Ph I - Stoney Pt \$5,000								
101-33624	HO. CO. PD ASSISTANCE AID-TZD	2,464	.00	.00	1,500	1,500	1,500	
101-33625	HO. CO. - SHIP GRANT FUNDING	3,303	.00	.00	5,000	5,000	5,000	
101-33626	HO. CO.-CONSTRUCTION PROJ AID	.00	.00	.00	50,000	50,000	.00	
Budget notes:								
~2025 \$50,000 S 6th Street								
101-33627	HO CO VOTER/ELECTION FUNDS	.00	1,740	1,167	.00	1,167-	.00	
101-33628	HO CO - ROOT RIVER SWCD	.00	.00	67,948	.00	67,948-	.00	
101-33630	WINONA CO-CONSTRUCTION PRO	.00	.00	.00	35,000	35,000	.00	
Budget notes:								
~2025 WinLac - CPL Pine Creek								

Account Number	Account Title	2023 Pri Year 2 Actual	2024 Pri Year Actual	2025 Cur YTD Actual	2025 Current year Budget	2025 Current YTD Remaining	2026 Proposed Budget
101-33640	ISD #300 AID - PEDESTRIAN XING	.00	.00	.00	.00	.00	.00
101-33641	GRANT-SO MN INITIATIVE FOUNDA	.00	.00	.00	.00	.00	.00
Total INTERGOVERNMENTAL AID:		1,815,657	1,608,113	1,276,682	2,927,190	1,650,508	6,737,105
PUBLIC CHARGES FOR SERVICE							
101-34102	RECORDING OF LEGAL INSTRU	.00	.00	.00	.00	.00	.00
101-34103	ZONING & SUBDIVISION FEES	650	.00	250	200	50-	200
101-34105	SALE OF MAPS & PUBLICATIONS	.00	.00	.00	.00	.00	.00
101-34110	PLAN CHECK FEES	21,284	15,370	11,211	17,500	6,289	15,000
101-34112	COPY & FAX CHARGES	54	28	2	.00	2-	.00
101-34113	SITE PLANNING FEE	.00	.00	.00	.00	.00	.00
101-34114	ANNEXATION FILING FEE	.00	.00	.00	.00	.00	.00
101-34115	INVESTIGATION FEE-BLDG/ZNG	50	.00	.00	.00	.00	.00
101-34201	SPECIAL POLICE SERVICES	1,077	184	.00	750	750	750
101-34202	ISD#300 POLICE LIASON FUNDING	.00	.00	.00	.00	.00	.00
101-34203	ACCIDENT/DRIVING RECORDS/CD'	16	.00	.00	.00	.00	.00
101-34204	FINGERPRINTING/BACKGRND FEE	3,325	3,465	1,760	3,200	1,440	3,200
101-34205	TRANSCRIPTION SERVICES	.00	.00	.00	.00	.00	.00
101-34206	POLICE NSF COLLECTION SERVIC	.00	.00	.00	.00	.00	.00
101-34302	STREET & STREET SIGN REPAIRS	.00	.00	.00	.00	.00	.00
101-34303	STREET SWEEPING	.00	5,000	.00	2,000	2,000	2,000
101-34304	SNOW REMOVAL	150	.00	.00	.00	.00	.00
101-34305	VEHICLE IMPOUND	200	.00	.00	.00	.00	.00
101-34306	TRANSPORTATION PLAN REVENUE	.00	.00	.00	.00	.00	.00
101-34405	WEED CUTTING,CONTROL, MOW	550	713	.00	500	500	500
101-34409	BRUSH SITE USAGE FEE-TOWNHSI	.00	.00	.00	2,000	2,000	2,000
101-34718	POOL SOFT DRINK REBATE	.00	.00	.00	.00	.00	.00
101-34719	SWIMMING POOL ADMISSIONS	57,660	60,228	46,213	55,000	8,787	55,000
101-34720	POOL MEMBERSHIPS-FAMILY-CITY	26,864	26,667	24,258	25,000	742	25,000

Account Number	Account Title	2023 Pri Year 2 Actual	2024 Pri Year Actual	2025 Cur YTD Actual	2025 Current year Budget	2025 Current YTD Remaining	2026 Proposed Budget
101-34721	POOL MEMBERSHIPS-SINGLE-CITY	3,322	3,378	3,794	3,500	294-	3,500
101-34722	CONCESSIONS - POOL	29,200	29,024	28,371	27,500	871-	29,000
101-34723	SWIM POOL ID PICTURES	.00	.00	.00	.00	.00	.00
101-34724	BASEBALL PROGRAM - CITY	2,096	2,419	.00	.00	.00	.00
101-34725	SOFTBALL PROGRAM - CITY	1,170	1,305	.00	.00	.00	.00
101-34726	GYMNASTICS LESSONS - CITY	.00	.00	.00	.00	.00	.00
101-34727	SWIMMING LESSONS - CITY	15,130	15,095	15,040	15,000	40-	16,000
101-34728	TENNIS LESSONS - CITY	2,920	2,790	.00	.00	.00	.00
101-34729	TOWNSHIP FEES	24,057	28,196	.00	10,000	10,000	15,000
101-34731	GOLF LESSONS - CITY	2,030	1,225	.00	.00	.00	.00
101-34732	BASKETBALL LESSONS - CITY	1,510	2,720	.00	.00	.00	.00
101-34733	VOLLEYBALL LESSONS - CITY	1,220	855	.00	.00	.00	.00
101-34734	YOUTH TRIATHLON ENTRY FEE	.00	.00	.00	.00	.00	.00
101-34736	BASEBALL PROGRAM - TOWNSHIP	487	632	.00	.00	.00	.00
101-34737	SOFTBALL PROGRAM - TOWNSHIP	112	253	.00	.00	.00	.00
101-34738	GOLF LESSONS - TOWNSHIP	450	705	.00	.00	.00	.00
101-34739	VOLLEYBALL LESSONS - TOWNSHI	240	405	.00	.00	.00	.00
101-34740	BASKETBALL LESSONS - TOWNSHI	450	460	.00	.00	.00	.00
101-34741	SWIMMING LESSONS - TOWNSHIP	6,135	5,690	6,360	5,500	860-	6,000
101-34742	POOL MEMB. - FAMILY - TOWNSHIP	6,124	5,684	5,769	5,500	269-	5,500
101-34743	POOL MEMB. - SINGLE - TOWNSHIP	646	711	1,011	700	311-	800
101-34744	TENNIS LESSONS - TOWNSHIP	680	540	.00	.00	.00	.00
101-34745	BASEBALL PROGRAM - OTHER	725	720	.00	.00	.00	.00
101-34746	SOFTBALL PROGRAM - OTHER	220	318	.00	.00	.00	.00
101-34747	GOLF LESSONS - OTHER	870	1,060	.00	.00	.00	.00
101-34748	VOLLEYBALL LESSONS-OTHER	85	385	.00	.00	.00	.00
101-34749	BASKETBALL LESSONS - OTHER	235	495	.00	.00	.00	.00
101-34750	SWIMMING LESSONS - OTHER	5,715	6,710	6,325	6,500	175	6,500

Account Number	Account Title	2023 Pri Year 2 Actual	2024 Pri Year Actual	2025 Cur YTD Actual	2025 Current year Budget	2025 Current YTD Remaining	2026 Proposed Budget
101-34751	POOL MEMB. - FAMILY - OTHER	5,408	7,612	5,109	7,000	1,891	6,000
101-34752	POOL MEMB. - SINGLE - OTHER	1,642	1,142	1,754	1,200	554-	1,500
101-34753	TENNIS LESSONS - OTHER	360	605	.00	.00	.00	.00
101-34754	LOG ROLLING LESSONS - CITY	480	315	90	500	410	100
101-34755	LOG ROLLING LESSONS - TOWNSH	200	225	495	200	295-	500
101-34756	LOG ROLLING LESSONS - OTHER	225	55	.00	100	100	100
101-34757	SWIM TEAM - CITY	823	926	1,053	850	203-	1,000
101-34758	SWIM TEAM - TOWNSHIP	430	304	379	300	79-	350
101-34759	SWIM TEAM - OTHER	337	268	206	250	44	250
101-34780	PARK USE FEES	10,064	12,202	17,786	16,000	1,786-	22,000
101-34781	DONATIONS	.00	.00	.00	.00	.00	.00
101-34950	SEMINAR REGIST FEES-BLDG/ZNG	.00	.00	.00	.00	.00	.00
Total PUBLIC CHARGES FOR SERVICE:		237,679	247,083	177,235	206,750	29,515	217,750
FINES & FORFEITURES							
101-35101	COURT FINES	19,566	17,428	10,324	13,000	2,676	13,000
101-35102	PARKING FINES	180	40	.00	.00	.00	.00
101-35103	ADMINISTRATIVE COMPLAINT	.00	.00	.00	.00	.00	.00
101-35104	ANIMAL CONTROL PICKUP FEE	.00	.00	.00	.00	.00	.00
101-35105	ANIMAL CONTROL KENNEL BOA	.00	.00	.00	.00	.00	.00
101-35107	RESTITUTION-COURT ORDERED	.00	.00	.00	.00	.00	.00
101-35108	PROSECUTION FEES	.00	.00	.00	.00	.00	.00
101-35200	FORFEITURES-POLICE DEPT	.00	.00	.00	.00	.00	.00
Budget notes:							
MN Surplus Auction							
Total FINES & FORFEITURES:		19,746	17,468	10,324	13,000	2,676	13,000
SPECIAL ASSESSMENTS							
101-36101	SPECIAL ASSESSMENTS-ALLEYS&	.00	.00	2,406	.00	2,406-	.00
101-36102	SPECIAL ASSMTS - INTEREST	103	140	.00	.00	.00	.00
101-36103	SPECIAL ASSMTS-STORM WATER	.00	.00	.00	.00	.00	.00

Account Number	Account Title	2023 Pri Year 2 Actual	2024 Pri Year Actual	2025 Cur YTD Actual	2025 Current year Budget	2025 Current YTD Remaining	2026 Proposed Budget
101-36104	PAYMENT IN LIEU OF SPEC ASSMT	.00	.00	.00	.00	.00	.00
101-36200	MISCELLANEOUS REVENUE	41,475	247,398	2,192,051	.00	2,192,051-	.00
101-36201	UNCLAIMED PROPERTY	.00	308	.00	.00	.00	.00
101-36202	BAD CHECK CHARGE	70	10	20	.00	20-	.00
101-36210	INTEREST ON INVESTMENTS	22,520	30,776	1,763	10,000	8,237	20,000
101-36211	MARKET VALUE ADJUSTMENT	.00	.00	.00	.00	.00	.00
101-36220	LAND LEASE PAYMENTS	4,186	.00	8,752	22,000	13,248	4,573
Budget notes:							
Truss Specialists							
101-36221	RENTAL PROPERTY - HOUSE	.00	10	.00	.00	.00	.00
101-36222	SOLAR RENT-MAINT/ANIMAL/RADI	350	250	.00	150	150	250
Budget notes:							
Annual Solar Equipment & Roof Rental							
101-36230	CONTRIB./DONATIONS-PRIVATE	15,132	23,380	3,750	.00	3,750-	.00
101-36232	WELLNESS INCENTIVE PROG-SSC	.00	.00	.00	.00	.00	.00
Budget notes:							
Pass-thru funding from Southeast Service Cooperative (see Expense Acct. 101-41400-210)							
101-36233	CONTRIBUTIONS EDA PROJECTS	.00	.00	.00	.00	.00	.00
101-36234	GRANTS/REBATES-GREEN STEPS	.00	.00	.00	.00	.00	.00
101-36235	GRANT FUNDS-USTA	.00	.00	.00	.00	.00	.00
101-36236	NEIGHBORS NIGHT OUT DONATIO	4,226	1,535	5,025	2,000	3,025-	3,500
101-36240	INSURANCE REBATE, DIVIDEN	4,438	11,373	.00	5,000	5,000	5,000
101-36241	INSURANCE REIMBURSEMENT	36	37	54,501	.00	54,501-	.00
101-36242	FEDERAL EXCISE TAX REFUND	313	551	.00	300	300	300
101-36243	CAPITAL CR.-ACE TELEPHONE	1,676	.00	.00	1,500	1,500	1,500
Budget notes:							
Est. - Board meets last Wed. in October (pymt usually comes Nov)							
101-36244	SESQUECENTENIAL REVENUES	.00	.00	.00	.00	.00	.00
101-36330	GRANTS - PRIVATE - OTHER	.00	25,000	.00	.00	.00	.00
Total SPECIAL ASSESSMENTS:		94,524	340,768	2,268,267	40,950	2,227,317-	35,123

MISCELLANEOUS REVENUE

Account Number	Account Title	2023 Pri Year 2 Actual	2024 Pri Year Actual	2025 Cur YTD Actual	2025 Current year Budget	2025 Current YTD Remaining	2026 Proposed Budget
101-37160	PENALTIES	205	30	.00	.00	.00	.00
101-37325	DISPOSAL USAGE FEE-TWNSHP	.00	.00	.00	.00	.00	.00
101-37920	VENDING MACHINE REVENUE	236	228	.00	.00	.00	.00
Total MISCELLANEOUS REVENUE:		441	258	.00	.00	.00	.00
SOURCE: 38							
101-38081	BUILDING LEASE - ANIMAL RESCU	.00	1,624	.00	6,600	6,600	6,800
Total SOURCE: 38:		.00	1,624	.00	6,600	6,600	6,800
OTHER FINANCING SOURCES							
101-39101	SALE OF GENERAL FIXED ASS	11,667	110,964	.00	.00	.00	.00
101-39200	INTERFUND OPER. TRANSFERS	.00	.00	.00	.00	.00	.00
101-39201	TRANSFER FROM CAPITAL PROJ.	65,807	.00	.00	.00	.00	112,170
Budget notes:							
~2026 Total 2024 & 2025 Donations to Wieser Park Ph II Improvements							
101-39202	CONTRIBUTION FROM ENTERPR	.00	.00	.00	.00	.00	.00
101-39203	TRANSFER FROM SPEC REV FUND	.00	.00	.00	60,000	60,000	.00
Budget notes:							
~2025 Gundersen TIF - So. 2nd St. Reconst. - \$60,000							
101-39204	TRANSFER FROM DEBT SERV.	.00	.00	.00	.00	.00	.00
101-39300	BOND PROCEEDS	.00	.00	.00	412,000	412,000	3,293,000
Budget notes:							
~2025 \$412,000 S 6th Street							
~2026 Street Imp Projects							
Walnut St \$1,640,000							
Maple St \$822,000							
Redwood St \$831,000							
101-39301	NOTE PROCEEDS	.00	.00	.00	.00	.00	.00
101-39330	INCEPTION - CAPITAL LEASE	49,320	.00	.00	.00	.00	.00
Total OTHER FINANCING SOURCES:		126,794	110,964	.00	472,000	472,000	3,405,170
COUNCIL							
COUNCIL							
101-41100-101	WAGES & SALARIES-REGULAR	32,700	32,700	19,075	32,700	13,625	32,700
Budget notes:							
\$625/Month Mayor							
\$525/Month Council							
101-41100-119	TECHNOLOGY ALLOWANCE	750	750	625	750	125	750

Account Number	Account Title	2023 Pri Year 2 Actual	2024 Pri Year Actual	2025 Cur YTD Actual	2025 Current year Budget	2025 Current YTD Remaining	2026 Proposed Budget
101-41100-121	FICA CONTRIBUTIONS	2,511	2,559	1,715	2,510	795	2,560
	Budget notes: 7.65%						
101-41100-122	PERA CONTRIBUTIONS	1,295	1,320	880	1,635	755	1,500
	Budget notes: 5%						
101-41100-123	MN PAID LEAVE CONTRIBUTIONS	.00	.00	.00	.00	.00	144
	Budget notes: 2026 - 0.44% Employer Contribution						
101-41100-210	OPERATING SUPPLIES	207	301	420	500	80	500
101-41100-220	CITY BRANDING EXPENSES	.00	.00	.00	.00	.00	.00
101-41100-300	PROFESSIONAL SERVICES	108,502	101,885	92,904	93,500	596	110,000
	Budget notes: ~2023 \$3,500 Houston County Victim Services \$34,000 Community Development Services \$47,000 Sustainability Coord Services ~2024 \$3,500 Houston County Victim Services \$36,000 Community Development Services \$50,000 Sustainability Coord Services ~2025 \$3,500 Houston County Victim Services \$38,000 Community Development Services \$52,000 Sustainability Coord Services ~2026 \$3,500 Houston County Victim Services \$50,900 Community Development Services \$68,000 Sustainability Coordinator						
101-41100-310	OTHER CONTRACTED SERVICES	2,326	10,998	1,036	5,000	3,964	5,000
101-41100-331	TRAVEL EXPENSE	3,017	2,309	3,177	1,500	1,677	2,500
101-41100-350	PRINTING & PUBLISHING	242	280	402	100	302	400
101-41100-360	INSURANCE	.00	.00	.00	.00	.00	.00
	Budget notes: Workers' Comp						
101-41100-430	MISCELLANEOUS	170	.00	.00	.00	.00	.00
101-41100-432	UNCOLLECTIBLE ACCOUNTS	31	.00	.00	.00	.00	.00
101-41100-433	DUES AND SUBSCRIPTIONS	9,838	24,357	26,095	38,634	12,539	33,000
	Budget notes: ~2023 \$350 Metro Watershed \$6,400 - LMC \$2,066 - LAPC - La Crosse County Treasurer \$9,572 - GCMC - Dues Assmts \$40 - SEMLM \$30 - LMC Mayors Assoc. Dues \$4,600 - Discretionary ~2024 \$350 Metro Watershed \$6,720 LCM						

Account Number	Account Title	2023 Pri Year 2 Actual	2024 Pri Year Actual	2025 Cur YTD Actual	2025 Current year Budget	2025 Current YTD Remaining	2026 Proposed Budget
	\$2,150 LAPC						
	\$9,926 GCMC						
	\$40 SEMLM						
	\$30 LMC Mayor						
	\$19,417.84 Discretionary						
	~2025 \$350 Metro Watershed						
	\$6,720 LCM						
	\$2,150 LAPC						
	\$9,926 GCMC						
	\$40 SEMLM						
	\$30 LMC Mayor						
	\$19,417.84 Discretionary						
	~2026 \$350 Metro Watershed						
	\$7,066 LCM - League of MN Cities						
	\$4,300 LAPC - La Crosse Area Planning Commission						
	\$10,700 CGMC - Coalition of Greater MN Cities						
	\$50 SEMLM						
	\$30 LMC Mayor						
	\$770 MS4						
	\$9,734 Discretionary						
101-41100-490	DONATIONS TO OTHER PROG.	.00	.00	.00	.00	.00	.00
	Budget notes:						
	Pass-Thru						
	American Legion Donations						
101-41100-491	2% FIRE RELIEF ASSOC PYMT	49,263	54,319	.00	35,000	35,000	40,000
	Budget notes:						
	Pass-Thru from State to Relief Association						
	(see 101-33420)						
101-41100-492	TAX ABATEMENT PAYMENTS	.00	.00	.00	.00	.00	.00
	Budget notes:						
	Walnut Street Properties						
101-41100-720	OPERATING TRANSFER	.00	.00	.00	.00	.00	.00
Total COUNCIL:		210,852	231,778	146,329	211,829	65,500	229,054
CITY CLERK							
101-41400-101	WAGES & SALARIES-REGULAR	140,103	165,034	113,377	171,600	58,223	178,464
101-41400-102	WAGES & SALARIES-OT	1,860	1,897	930	2,200	1,270	2,310
101-41400-111	SEVERANCE PAY-CLERK	.00	.00	.00	.00	.00	.00
101-41400-121	FICA CONTRIBUTIONS	10,576	12,288	8,878	13,200	4,322	13,730
	Budget notes:						
	7.65%						
101-41400-122	PERA CONTRIBUTIONS	9,300	11,180	8,269	12,900	4,631	13,420
	Budget notes:						
	7.5%						
101-41400-123	MN PAID LEAVE CONTRIBUTIONS	.00	.00	.00	.00	.00	795
	Budget notes:						

Account Number	Account Title	2023 Pri Year 2 Actual	2024 Pri Year Actual	2025 Cur YTD Actual	2025 Current year Budget	2025 Current YTD Remaining	2026 Proposed Budget
2026 - 0.44% Employer							
101-41400-131	EMPLOYER PAID HEALTH INS.	16,215	17,385	12,449	25,000	12,551	28,000
101-41400-152	WC BENEFITS	.00	.00	.00	1,000	1,000	1,000
101-41400-200	OFFICE SUPPLIES	12,004	8,455	5,751	8,000	2,249	8,000
101-41400-210	WELLNESS INCENTIVE PROG-SSC	.00	.00	.00	.00	.00	.00
Budget notes:							
Pass-thru funding from Southeast Service Cooperative (see Revenue Acct. 101-36232)							
101-41400-300	PROFESSIONAL SERVICES	8,028	11,922	5,041	10,000	4,959	9,000
101-41400-301	ACCTG & AUDITING SERVICES	19,796	21,895	28,321	40,000	11,679	50,000
Budget notes:							
Winona County Assmt. Fees Annual City Audit Fees							
101-41400-310	OTHER CONTRACTED SERVICES	21,676	15,850	5,940	25,000	19,060	30,000
Budget notes:							
~2023 \$12,300 Document Management Services ~2024 \$14,000 Document Management Services ~2026 CivicPlus - Social Media Archive \$4,000 Tri-State - Copy Machine Maint \$1,700 Morris - IT Support \$10,000 CivicPlus - Website & Agenda Management \$14,000							
101-41400-321	TELEPHONE	5,075	5,506	3,660	5,200	1,540	5,500
101-41400-322	POSTAGE	2,193	2,415	1,322	2,000	678	2,000
101-41400-325	NEWSLETTER	190	1,458	1,859	500	1,359	3,800
101-41400-331	TRAVEL EXPENSE	2,405	196	20	2,500	2,480	1,000
101-41400-350	PRINTING & PUBLISHING	722	104	114	700	586	500
101-41400-360	INSURANCE	148,223	151,630	.00	140,000	140,000	140,000
101-41400-365	ACA TRP FEE	.00	.00	.00	.00	.00	.00
101-41400-404	REPAIR/MAINT-EQUIPMENT	.00	595	.00	.00	.00	.00
101-41400-406	REPAIR/MAINT-COMPUTERS	.00	.00	.00	500	500	500
101-41400-430	MISCELLANEOUS	2,169	136	.00	.00	.00	.00
101-41400-431	CASH OVER/SHORT	.00	2	101	.00	101	.00
101-41400-433	DUES AND SUBSCRIPTIONS	2,818	2,637	1,362	2,500	1,138	2,500
101-41400-437	PROPERTY TAX EXPENSE	.00	.00	.00	.00	.00	.00
101-41400-490	DONATIONS TO OTHER PROG.	.00	.00	.00	.00	.00	.00

Budget notes:

Account Number	Account Title	2023 Pri Year 2 Actual	2024 Pri Year Actual	2025 Cur YTD Actual	2025 Current year Budget	2025 Current YTD Remaining	2026 Proposed Budget
Pass-Thru							
Total CITY CLERK:		403,352	430,584	197,394	462,800	265,406	490,519
ELECTIONS							
101-41410-101	WAGES & SALARIES-REGULAR	.00	15,145	.00	.00	.00	16,000 (14)
101-41410-123	MN PAID LEAVE CONTRIBUTIONS	.00	.00	.00	.00	.00	75
Budget notes:							
2026 - 0.44% Employer							
101-41410-218	SAFETY EQUIPMENT & STRUCTUR	.00	.00	.00	.00	.00	.00
101-41410-331	TRAVEL & TRAINING EXPENSE	.00	2,916	.00	.00	.00	3,000
Budget notes:							
Mileage & Meals							
101-41410-350	PRINTING & PUBLISHING	.00	12	.00	.00	.00	.00
Budget notes:							
Ballots & Notices in Paper							
101-41410-430	MISCELLANEOUS	.00	86	.00	.00	.00	.00
Budget notes:							
Meals							
Total ELECTIONS:		.00	18,159	.00	.00	.00	19,075
LEGAL SERVICES							
101-41600-304	LEGAL SERVICES-CITY CLERK	22,629	14,085	12,816	22,000	9,184	23,500
101-41600-305	LEGAL SERVICES-POLICE DEPT.	53,167	53,310	27,243	42,000	14,757	45,000
101-41600-306	LEGAL SERVICES-BLDG & ZONING	22,629	14,085	12,816	22,000	9,184	23,500
101-41600-308	LEGAL SERVICES-COUNCIL	22,629	14,085	12,816	22,000	9,184	28,500 (15)
Total LEGAL SERVICES:		121,056	95,565	65,690	108,000	42,310	120,500
CAPITAL OUTLAY							
101-41700-510	C.O.-LAND & LAND IMPROVEMENT	.00	.00	.00	.00	.00	397,028 (16)
Budget notes:							
~2026 Wieser Park Ph II Improvements							
101-41700-520	C.O.-BLDGs & STRUCTURES	11,644	.00	51,000	.00	51,000-	.00
101-41700-521	C.O.-SWIMMING POOL	.00	.00	.00	.00	.00	.00
101-41700-540	C.O.-HEAVY MACHINERY	.00	.00	.00	.00	.00	.00
101-41700-550	C.O.-MOTOR VEHICLES	200,374	59,011	.00	.00	.00	.00
101-41700-570	C.O.-OFFICE EQUIP & FURNISHING	10,767	.00	.00	.00	.00	.00

Account Number	Account Title	2023 Pri Year 2 Actual	2024 Pri Year Actual	2025 Cur YTD Actual	2025 Current year Budget	2025 Current YTD Remaining	2026 Proposed Budget
101-41700-575	C.O.-COMPUTER EQUIPMENT	10,638	17,910	5,993	15,000	9,007	15,000
101-41700-576	C.O.-COMPUTER SOFTWARE	942	12,592	.00	25,000	25,000	.00
Budget notes:							
~2024 \$15,000 Park & Rec Signup							
\$20,000 Electronic Records Management							
~2025 \$20,000 Electronic Records Management							
101-41700-579	C.O.-RADIO/COMMUNICATION	.00	37,043	40,000	.00	40,000-	.00
101-41700-580	C.O.-OTHER EQUIPMENT	49,681	105,363	.00	.00	.00	.00
101-41700-602	CAPITAL LEASE PRINCIPAL	88,408	9,827	15,670	24,000	8,330	24,650
Budget notes:							
~2024 PD Lease - Tesla City Share							
~2025 PD Lease - Tesla City Share							
2 additional vehicles							
~2026 Police Dept Tesla Lease							
Pub Works Equinox Lease							
101-41700-612	LONG TERM OBLIGATION INT.	2,555	5,479	5,574	6,000	426	5,325
Budget notes:							
~2024 PD Lease - Tesla City Share							
~2026 Police Dept Tesla Lease							
Pub Works Equinox Lease							
101-41700-720	OPERATING TRANSFER	307,498	.00	.00	.00	.00	.00
Total CAPITAL OUTLAY:		682,508	247,224	118,236	70,000	48,236-	442,003
CITY HALL							
101-41900-103	WAGES & SALARIES-PT	.00	.00	.00	.00	.00	.00
101-41900-121	FICA CONTRIBUTIONS	.00	.00	.00	.00	.00	.00
Budget notes:							
7.65%							
101-41900-122	PERA CONTRIBUTIONS	.00	.00	.00	.00	.00	.00
101-41900-131	EMPLOYER PAID HEALTH INS.	.00	.00	.00	.00	.00	.00
101-41900-211	CLEANING SUPPLIES	3,966	3,322	2,512	3,000	488	3,500
101-41900-218	SAFETY EQUIPMENT AND SUPPLIE	.00	120	47	50	3	50
101-41900-240	SMALL TOOLS & MINOR EQUIP.	35	.00	.00	50	50	.00
101-41900-310	CONTRACTED SERVICES	17,470	17,772	11,444	15,000	3,556	18,000
Budget notes:							
City Hall Cleaning & Pest Control Services							
101-41900-350	PRINTING & PUBLISHING	.00	.00	.00	.00	.00	.00
101-41900-381	UTILITIES-ELECTRIC	6,676	7,050	5,038	7,000	1,962	8,000

Account Number	Account Title	2023 Pri Year 2 Actual	2024 Pri Year Actual	2025 Cur YTD Actual	2025 Current year Budget	2025 Current YTD Remaining	2026 Proposed Budget
101-41900-383	UTILITIES-GAS	2,397	1,611	1,156	3,000	1,844	3,000
101-41900-401	REPAIR/MAINT-BUILDINGS	11,081	2,864	715	7,500	6,785	5,000
101-41900-404	REPAIR/MAINT-EQUIPMENT	337	825	428	750	322	750
101-41900-415	RENTALS-OTHER EQUIPMENT	479	480	360	600	240	600
Budget notes:							
Water Cooler							
101-41900-430	MISCELLANEOUS	181	508	.00	200	200	200
Total CITY HALL:		42,624	34,552	21,699	37,150	15,451	39,100

POLICE DEPARTMENT
POLICE DEPARTMENT

101-42100-101	WAGES & SALARIES-OFFICERS	645,018	711,893	435,223	728,000	292,777	787,920
101-42100-102	WAGES & SALARIES-OT	41,621	36,418	15,660	30,000	14,340	24,440
101-42100-103	WAGES & SALARIES-PT	7,703	4,081	40,881	20,000	20,881	10,000
101-42100-104	WAGES-POLICE RESERVES	10,804	15,015	15,031	10,500	4,531	12,000
101-42100-105	WAGES & SALARIES-CLERICAL	51,293	52,878	34,901	65,000	30,099	59,000
101-42100-106	HOLIDAY PAY	20,092	21,948	.00	24,000	24,000	28,000
101-42100-111	SEVERANCE PAY-PD	9,267	3,806	.00	.00	.00	.00
101-42100-112	AMMUNITION ALLOWANCE	3,788	52	.00	4,500	4,500	2,000
101-42100-113	UNIFORM ALLOWANCE	6,398	15,658	6,200	7,000	800	8,100

Budget notes:

~2023 - 8 Officers @ \$775 each

~2024 9 Officers @\$775 Each

~2025 9 Officers @\$775 Each

~2026 9 officers @\$900 each

101-42100-115	GUN ALLOWANCE	1,700	.00	.00	850	850	850
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Budget notes:

~2023 - 2 Guns @ \$425

~2024 2 Guns @\$425

~2025 2 Guns @\$425

~2026 2 Guns @\$425

101-42100-121	FICA CONTRIBUTIONS	15,717	16,753	12,817	18,200	5,383	22,500
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Budget notes:

1.45% - Chief and Officers

7.65% - Secretary & Reserves

101-42100-122	PERA CONTRIBUTIONS	120,035	130,124	89,072	145,310	56,238	140,000
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Budget notes:

17.7% Chief & Police Officers

7.5% Clerical

(17)

Account Number	Account Title	2023 Pri Year 2 Actual	2024 Pri Year Actual	2025 Cur YTD Actual	2025 Current year Budget	2025 Current YTD Remaining	2026 Proposed Budget
101-42100-123	MN PAID LEAVE CONTRIBUTIONS	.00	.00	.00	.00	.00	4,149
Budget notes:							
2026 - 0.44% Employer							
101-42100-131	EMPLOYER PAID HEALTH INS.	102,947	63,293	42,787	60,000	17,213	72,800
101-42100-132	EMPLOYER PD PERA DISAB INS	.00	.00	.00	.00	.00	.00
101-42100-142	UNEMPLOY COMP BENEFITS	81	218	.00	.00	.00	.00
101-42100-152	WORKERS COMP BENEFITS	1,205	1,039	2,271	1,000	1,271	1,000
101-42100-200	OFFICE SUPPLIES	4,039	3,741	2,062	3,000	938	3,000
101-42100-207	NEIGHBORS NIGHT OUT EXPENSE	5,728	5,236	2,977	4,000	1,023	4,000
101-42100-210	OPERATING SUPPLIES	1,588	1,183	80	2,000	1,920	1,000
101-42100-212	MOTOR FUELS/LUBRICANTS	20,537	13,836	8,864	20,000	11,136	15,000
101-42100-217	UNIFORMS - POLICE/ RESERVES	5,221	2,925	1,152	2,000	848	2,000
101-42100-218	SAFETY EQUIPMENT	337	743	780	1,000	220	1,000
101-42100-240	SMALL TOOLS & MINOR EQUIPMEN	406	1,362	.00	750	750	500
101-42100-300	PROFESSIONAL SERVICES	10,361	2,885	519	2,000	1,481	2,000
101-42100-310	CONTRACTED SERVICES	9,290	10,955	8,024	20,000	11,976	12,000
Budget notes:							
~2026 Morris IT Support							
Tri-State Copy Machine Maint							
101-42100-321	TELEPHONE	10,569	10,300	6,241	12,000	5,759	10,000
101-42100-322	POSTAGE	294	409	267	300	33	400
101-42100-331	TRAVEL EXPENSE	18,375	14,356	9,089	12,000	2,911	12,000
101-42100-350	PRINTING & PUBLISHING	477	.00	.00	200	200	200
101-42100-404	REPAIR/MAINT-EQUIPMENT	1,646	1,236	982	3,000	2,018	2,000
101-42100-405	REPAIR/MAINT-VEHICLES	10,375	11,776	5,354	11,000	5,646	11,000
101-42100-406	REPAIRS/MAINT-COMPUTERS	32	56	.00	100	100	100
101-42100-415	RENTALS-OTHER EQUIPMENT	479	480	360	500	140	500
101-42100-430	MISCELLANEOUS	.00	663	.00	.00	.00	.00
101-42100-433	DUES AND SUBSCRIPTIONS	7,385	8,158	2,877	8,000	5,123	8,000
101-42100-580	POLICE - CAPITAL EQUIP.	.00	.00	.00	.00	.00	.00

Account Number	Account Title	2023 Pri Year 2 Actual	2024 Pri Year Actual	2025 Cur YTD Actual	2025 Current year Budget	2025 Current YTD Remaining	2026 Proposed Budget
Total POLICE DEPARTMENT:		1,144,812	1,163,369	744,469	1,216,210	471,741	1,257,459
FIRE DEPARTMENT							
101-42200-720	OPERATING TRANSFER	259,234	271,648	.00	230,000	230,000	240,000
Budget notes: City Share of Fire Dept. Budget							
Total FIRE DEPARTMENT:		259,234	271,648	.00	230,000	230,000	240,000
BUILDING/ZONING							
101-42400-101	WAGES & SALARIES-REGULAR	46,248	66,558	45,756	69,000	23,244	71,760
101-42400-102	WAGES & SALARIES-OT	10	70	.00	500	500	100
101-42400-103	WAGES & SALARIES-PT	2,050	500	.00	2,500	2,500	2,500
Budget notes: - Planning Commission Members \$50/meeting							
101-42400-111	SEVERANCE PAY-BLDG/ZONING	.00	.00	.00	.00	.00	.00
101-42400-119	TECHNOLOGY ALLOWANCE	1,000	1,000	.00	1,000	1,000	1,000
101-42400-121	FICA CONTRIBUTIONS	3,695	5,137	3,705	5,300	1,595	5,800
Budget notes: 7.65%							
101-42400-122	PERA CONTRIBUTIONS	2,935	4,255	3,150	5,200	2,050	5,400
Budget notes: 7.5%							
101-42400-123	MN PAID LEAVE CONTRIBUTIONS	.00	.00	.00	.00	.00	327
Budget notes: 2026 - 0.44%							
101-42400-131	EMPLOYER PAID HEALTH INS.	.00	.00	.00	.00	.00	.00
101-42400-152	WORKERS COMP BENEFITS	.00	.00	.00	1,000	1,000	1,000
101-42400-200	OFFICE SUPPLIES	2,185	3,226	211	3,000	2,789	3,500
101-42400-207	TRAINING & INSTRUCTIONAL COST	.00	.00	.00	.00	.00	.00
101-42400-212	MOTOR FUELS/LUBRICANTS	1,237	1,489	449	2,000	1,551	1,500
101-42400-217	UNIFORMS	346	.00	100	150	50	150
101-42400-220	GENERAL DEPARTMENT SUPPLIES	.00	12	.00	.00	.00	.00
101-42400-240	SMALL TOOLS & MINOR EQUIP.	188	127	589	150	439-	600
101-42400-300	PROFESSIONAL SERVICES	199	50	.00	250	250	12,200

Budget notes:

~2026 Zoning Shoreland Floodplain Ord \$12,000

(18)

Account Number	Account Title	2023 Pri Year 2 Actual	2024 Pri Year Actual	2025 Cur YTD Actual	2025 Current year Budget	2025 Current YTD Remaining	2026 Proposed Budget
101-42400-303	ENGINEERING FEES	2,038	870	.00	1,000	1,000	1,000
101-42400-310	CONTRACTED SERVICES	13,503	8,804	6,749	8,000	1,251	30,000
Budget notes: ~2023 \$3,100 Permit Software Annual Fee \$2,400 Computer Support & Duo Authentication \$1,400 Managed Print Service ~2024 \$3,400 Permit Software Annual Fee Computer Support Misc Services ~2025 \$3,400 Permit Software Annual Fee Computer Support Misc Services ~2026 Schneider Geo Permits Software \$3,500 Morris IT Support \$3,000 Tri-State Copy Machine Maint \$600 CivicPlus - Community Dev Program \$22,000							
101-42400-311	PLANNING COMM. MTGS	.00	.00	.00	.00	.00	.00
101-42400-321	TELEPHONE	2,483	2,902	1,896	3,000	1,104	3,000
101-42400-322	POSTAGE	168	273	192	300	108	300
101-42400-331	TRAVEL EXPENSE	1,284	2,880	1,187	2,000	813	2,000
101-42400-350	PRINTING & PUBLISHING	734	294	11	750	739	500
101-42400-404	REPAIR/MAINT-EQUIPMENT	40	106	.00	.00	.00	.00
101-42400-405	REPAIR/MAINT-VEHICLES	1,032	414	99	2,000	1,901	1,500
101-42400-406	REPAIR/MAINT-COMPUTERS	.00	30	.00	.00	.00	.00
101-42400-409	SCDP - DEED GRANT EXPENSES	.00	.00	.00	.00	.00	.00
101-42400-433	DUES AND SUBSCRIPTIONS	551	635	170	1,000	830	1,000
Total BUILDING/ZONING:		81,928	99,632	64,264	108,100	43,836	145,137
EMERGENCY SERVICES							
101-42500-200	OFFICE SUPPLIES	.00	.00	.00	1,000	1,000	.00
Budget notes: ~2024 Heart Safe Promo Products ~2025 Heart Safe Promo Products							
101-42500-321	TELEPHONE	.00	.00	.00	.00	.00	.00
101-42500-322	POSTAGE	.00	.00	.00	.00	.00	.00
101-42500-331	TRAVEL & TRAINING EXPENSE	.00	.00	.00	.00	.00	.00
101-42500-403	2007 FLOOD EXPENSES	.00	.00	.00	.00	.00	.00

Account Number	Account Title	2023 Pri Year 2 Actual	2024 Pri Year Actual	2025 Cur YTD Actual	2025 Current year Budget	2025 Current YTD Remaining	2026 Proposed Budget
101-42500-404	REPAIR/MAINT-EQUIPMENT	4,105	2,024	2,130	2,200	70	2,200
Budget notes:							
Sirens, Boat & UTV Repairs							
101-42500-430	MISCELLANEOUS	.00	.00	.00	.00	.00	.00
Total EMERGENCY SERVICES:		4,105	2,024	2,130	3,200	1,070	2,200
ANIMAL CONTROL							
101-42700-210	OPERATING SUPPLIES	280	171	.00	200	200	200
101-42700-310	CONTRACTED SERVICES	5,100	7,500	7,500	7,500	.00	7,500
101-42700-322	POSTAGE	63	42	27	100	73	100
Budget notes:							
Animal Licensing Notices							
101-42700-381	UTILITIES-ELECTRIC-ANIMAL	2,406	2,481	1,546	3,000	1,454	3,200
101-42700-382	UTILITIES-WATER/SEWER-ANIMAL	1,133	1,253	951	1,000	49	1,000
101-42700-383	GAS UTILITIES - ANIMAL SHELTER	1,250	915	737	1,500	763	1,500
101-42700-384	REFUSE DISPOSAL-ANIMAL SHELTER	890	917	611	1,100	489	1,100
101-42700-401	REPAIR/MAINT-BUILDINGS	429	.00	465	3,000	2,535	1,000
101-42700-404	REPAIR/MAINT-EQUIPMENT	.00	.00	.00	.00	.00	.00
101-42700-520	C.O.-BLDGS & STRUCTURES-ANIM	.00	.00	.00	.00	.00	.00
Total ANIMAL CONTROL:		11,550	13,279	11,837	17,400	5,563	15,600
PUBLIC WORKS							
PUBLIC WORKS							
101-43050-101	WAGES & SALARIES-REGULAR	106,556	111,597	74,748	118,000	43,252	122,720
101-43050-102	WAGES & SALARIES-OT	.00	.00	.00	.00	.00	.00
101-43050-103	WAGES & SALARIES-PT-INTERNSHI	.00	.00	.00	.00	.00	.00
101-43050-111	SEVERANCE PAY-PUBLIC WORKS	.00	.00	.00	.00	.00	5,000
101-43050-121	FICA CONTRIBUTIONS	8,131	8,456	6,070	9,000	2,930	9,500
Budget notes:							
7.65%							
101-43050-122	PERA CONTRIBUTIONS	7,314	7,606	5,471	8,900	3,429	9,200
Budget notes:							
7.5%							
101-43050-123	MN PAID LEAVE CONTRIBUTIONS	.00	.00	.00	.00	.00	540
Budget notes:							
2026 - 0.44%							

(20)

Account Number	Account Title	2023 Pri Year 2 Actual	2024 Pri Year Actual	2025 Cur YTD Actual	2025 Current year Budget	2025 Current YTD Remaining	2026 Proposed Budget
101-43050-131	EMPLOYER PAID HEALTH INS.	.00	.00	.00	.00	.00	.00
101-43050-200	OFFICE SUPPLIES	714	113	63	200	137	200
101-43050-212	MOTOR FUELS/LUBRICANTS	354	250	149	500	351	250
101-43050-300	PROFESSIONAL SERVICES	.00	128	564	.00	564-	.00
101-43050-310	CONTRACTED SERVICES	3,546	4,449	3,597	4,000	403	4,500
101-43050-321	TELEPHONE	1,329	1,690	1,086	1,400	314	1,400
101-43050-322	POSTAGE	316	231	137	250	113	250
101-43050-331	TRAVEL EXPENSE	1,658	1,780	2,006	1,500	506-	2,000
101-43050-350	PRINTING & PUBLISHING	986	65	.00	200	200	100
101-43050-405	REPAIR/MAINT-VEHICLES	171	21	73	500	427	250
101-43050-433	DUES AND SUBSCRIPTIONS	35	35	35	100	65	50
Total PUBLIC WORKS:		131,109	136,420	93,999	144,550	50,551	155,960
STREETS & ALLEYS							
101-43100-101	WAGES & SALARIES-REGULAR	178,736	193,052	131,099	192,400	61,301	204,500
101-43100-102	WAGES & SALARIES-OT	11,226	9,160	7,522	13,000	5,478	13,500
101-43100-103	WAGES & SALARIES-PT	12,866	13,156	5,149	18,400	13,251	15,000
101-43100-111	SEVERANCE PAY	.00	.00	.00	.00	.00	.00
101-43100-121	FICA CONTRIBUTIONS	15,421	16,006	11,463	17,000	5,537	18,000
Budget notes: 7.65%							
101-43100-122	PERA CONTRIBUTIONS	13,550	14,144	10,493	14,600	4,107	16,300
Budget notes: 7.5%							
101-43100-123	MN PAID LEAVE CONTRIBUTIONS	.00	.00	.00	.00	.00	1,025
Budget notes: 2026 - 0.44% Employer							
101-43100-131	EMPLOYER PAID HEALTH INS	26,291	26,108	15,160	26,000	10,840	20,000
101-43100-142	UNEMPLOY COMP BENEFITS	804	.00	973	.00	973-	1,000
101-43100-152	WORKERS COMP BENEFITS	.00	.00	.00	1,000	1,000	1,000
101-43100-200	OFFICE SUPPLIES	2,274	171	215	1,000	785	500
101-43100-211	CLEANING SUPPLIES	526	163	213	750	537	500

Account Number	Account Title	2023 Pri Year 2 Actual	2024 Pri Year Actual	2025 Cur YTD Actual	2025 Current year Budget	2025 Current YTD Remaining	2026 Proposed Budget
101-43100-212	MOTOR FUELS/LUBRICANTS	16,247	13,648	7,937	16,000	8,063	16,000
101-43100-217	UNIFORMS	2,082	2,498	865	1,500	635	2,000
101-43100-218	SAFETY EQUIPMENT	2,634	2,913	1,181	1,500	319	2,000
101-43100-220	SUPL, CR. ROCK,SALT,SAND,	18,071	30,431	.00	24,000	24,000	40,000
101-43100-221	TREES	.00	.00	.00	.00	.00	.00
101-43100-224	STREET MAINTENACE MAT'LS	15,570	12,327	6,957	15,000	8,043	12,000
101-43100-225	LANDSCAPING MATERIALS	8,054	13,469	16,431	11,000	5,431-	13,000
Budget notes:							
~2023 - \$8,000 MNDOT Landscaping Partnership							
- \$3,000 Landscaping Flower Beds & Trees							
~2024 \$8,000 MN DOT Landscape Partnership							
~2025 \$8,000 MN DOT Landscape Partnership							
~2026 \$8,000 MN DOT Landscape Partnership							
101-43100-227	STORM DRAIN MAINTENANCE	6,773	20,180	4,870	15,000	10,130	10,000
101-43100-240	SMALL TOOLS & MINOR EQUIPMEN	5,424	5,204	2,828	4,000	1,172	4,000
101-43100-300	PROFESSIONAL SERVICES	27,796	7,003	13	1,000	988	1,000
101-43100-302	ENGINEERING FEES-ST AID STREE	.00	.00	.00	62,000	62,000	.00
Budget notes:							
~2025 \$62,000 Oak Street Engineering WHKS							
101-43100-303	ENIGINEERING FEES	193,321	171,502	187,277	226,000	38,723	1,559,000
Budget notes:							
~2025 \$71,000 Safe Routes To School							
\$60,000 CPL Pine Creek Restoration							
\$95,000 S 6th Street							
~2026 Walnut St \$720,000							
Maple St \$172,000							
Redwood St \$280,000							
SRTS \$100,000							
Railroad Crossing Elimination \$287,000							
101-43100-310	CONTRACTED SERVICES	2,135	7,324	4,262	4,000	262-	4,500
101-43100-321	TELEPHONE	2,084	2,943	1,753	2,300	547	2,600
101-43100-322	POSTAGE	27	.00	.00	.00	.00	.00
101-43100-331	TRAVEL EXPENSE	1,532	582	697	1,000	303	1,000
101-43100-350	PRINTING & PUBLISHING	88	9	79	500	421	100
101-43100-365	INSURANCE DEDUCTIBLE	1,000	.00	.00	1,000	1,000	1,000
101-43100-381	UTILITIES-ELECTRIC	87,818	81,014	56,233	80,000	23,767	85,000

(21)

Account Number	Account Title	2023 Pri Year 2 Actual	2024 Pri Year Actual	2025 Cur YTD Actual	2025 Current year Budget	2025 Current YTD Remaining	2026 Proposed Budget
101-43100-383	UTILITIES GAS	4,767	3,259	2,354	5,500	3,146	5,000
101-43100-384	REFUSE DISPOSAL	4,396	4,984	2,450	4,000	1,550	4,000
101-43100-401	REPAIR/MAINT-BUILDINGS	3,952	6,059	779	12,000	11,221	6,000
Budget notes:							
~2025 \$10,000 Maintenance Shop Heater							
101-43100-402	REPAIR/MAINT-STRUCTURES	18,594	3,163	2,448	5,000	2,552	3,500
Budget notes:							
Street Lights							
101-43100-403	REPAIR/MAINT-STRTS/ALLEYS	221,904	120,881	571,706	1,876,700	1,304,994	6,901,366
Budget notes:							
~2024 Sidewalks							
OHP Parking Lot							
~2025 \$60,000 Sealcoating							
\$10,000 Sidewalk							
\$40,700 CPL Stoney Pt Project							
\$348,011 Safe Routes to School							
\$500,000 CPL Pine Creek							
\$918,000 (\$350,000 Oak St + \$670,000 S 6th St - \$102,000 ARPA)							
~2026 Walnut St \$3,815,000							
Maple St \$1,013,366							
Redwood St \$2,013,000							
Sidewalk \$10,000							
Sealcoating \$50,000							
101-43100-404	REPAIR/MAINT-EQUIPMENT	18,088	10,127	2,012	10,000	7,988	10,000
101-43100-405	REPAIR/MAINT-VEHICLES	27,845	25,016	14,486	15,000	514	18,000
101-43100-415	RENTALS-OTHER EQUIPMENT	3,783	3,690	938	3,000	2,062	3,000
101-43100-430	MISCELLANEOUS	.00	.00	.00	.00	.00	.00
101-43100-432	UNCOLLECTIBLE ACCOUNTS	.00	.00	.00	.00	.00	.00
101-43100-433	DUES AND SUBSCRIPTIONS	100	114	870	150	720	1,000
101-43100-603	NOTE PAYABLE-PRINCIPAL-ST MN	.00	.00	.00	.00	.00	.00
Total STREETS & ALLEYS:		955,779	820,300	1,071,710	2,681,300	1,609,590	8,996,391
BRUSH SITE							
101-43200-102	WAGES & SALARIES-OT	172	80	.00	400	400	.00
101-43200-103	WAGES & SALARIES-PT	5,388	1,282	.00	6,000	6,000	.00
101-43200-121	FICA CONTRIBUTIONS	428	98	.00	600	600	.00
Budget notes:							
7.65%							
101-43200-122	PERA CONTRIBUTIONS	420	96	.00	580	580	.00

Budget notes:

22

Account Number	Account Title	2023 Pri Year 2 Actual	2024 Pri Year Actual	2025 Cur YTD Actual	2025 Current year Budget	2025 Current YTD Remaining	2026 Proposed Budget
7.5%							
101-43200-312	CONTRACTED GRNDR/HAUL SERV.	4,465	.00	.00	2,000	2,000	.00
101-43200-321	TELEPHONE	284	.00	.00	.00	.00	.00
101-43200-322	POSTAGE	.00	.00	.00	.00	.00	.00
101-43200-350	PRINTING & PUBLISHING	.00	.00	.00	.00	.00	.00
101-43200-360	INSURANCE	.00	.00	.00	.00	.00	.00
101-43200-383	GAS UTILITIES	.00	.00	.00	.00	.00	.00
101-43200-401	REPAIR/MAINT-BUILDINGS	198	.00	.00	100	100	100
Budget notes:							
~2023 New A/C Unit							
101-43200-403	REPAIR & MAINT.-OTHER	.00	.00	5	100	95	100
101-43200-404	REPAIR/MAINT-EQUIPMENT	.00	.00	.00	.00	.00	.00
101-43200-415	RENTAL - EQUIPMENT	.00	.00	.00	.00	.00	.00
101-43200-430	MISCELLANEOUS	.00	.00	.00	.00	.00	.00
Total BRUSH SITE:		11,354	1,396	5	9,780	9,775	200
RECREATION							
RECREATION							
101-45100-101	WAGES & SALARIES-REGULAR	38,310	38,156	13,710	18,000	4,290	18,700
101-45100-102	WAGES & SALARIES-OT	.00	33	.00	.00	.00	.00
101-45100-103	WAGES & SALARIES-PT-REC	22	.00	.00	.00	.00	.00
101-45100-111	SEVERANCE PAY-RECREATION	.00	.00	.00	.00	.00	.00
101-45100-121	FICA CONTRIBUTIONS	2,915	2,884	1,096	1,300	204	1,700
Budget notes:							
7.65%							
101-45100-122	PERA CONTRIBUTIONS	1,300	1,397	1,019	1,350	331	1,560
Budget notes:							
7.5%							
101-45100-123	MN PAID LEAVE CONTRIBUTIONS	.00	.00	.00	.00	.00	82
Budget notes:							
2026 - 0.44% Employer							
101-45100-131	EMPLOYER PAID HEALTH INS	2,519	2,514	1,412	2,000	588	2,370
101-45100-141	UNEMPL. COMP INSURANCE	.00	.00	.00	.00	.00	.00
101-45100-152	WORKER'S COMP. BENEFITS	.00	.00	.00	.00	.00	.00

Account Number	Account Title	2023 Pri Year 2 Actual	2024 Pri Year Actual	2025 Cur YTD Actual	2025 Current year Budget	2025 Current YTD Remaining	2026 Proposed Budget
101-45100-200	OFFICE SUPPLIES	625	237	.00	.00	.00	.00
101-45100-207	INSTRUCTIONAL MATLS & SUP	356	473	.00	.00	.00	.00
101-45100-211	CLEANING SUPPLIES	.00	20	.00	.00	.00	.00
101-45100-217	UNIFORMS - T-SHIRTS	3,083	3,589	.00	.00	.00	.00
101-45100-240	SMALL TOOLS/SAFETY EQUIP	.00	.00	.00	.00	.00	.00
101-45100-300	PROFESSIONAL SERVICES	.00	.00	.00	.00	.00	.00
Budget notes:							
CPR & Bloodbourne Pathogen Training							
101-45100-310	CONTRACTED SERVICES	.00	75	.00	.00	.00	.00
101-45100-321	TELEPHONE	.00	.00	.00	.00	.00	.00
101-45100-322	POSTAGE	.00	.00	.00	.00	.00	.00
101-45100-331	TRAVEL EXPENSE	2,516	1,695	927	.00	927-	.00
Budget notes:							
~2023 CPO Training/Recertification \$350/each							
101-45100-350	PRINTING AND PUBLISHING	498	540	116	.00	116-	.00
101-45100-381	UTILITIES-ELECTRIC	1,018	791	259	750	491	900
Budget notes:							
Abnet Field Restrooms							
101-45100-383	UTILITIES- GAS	1,346	1,105	885	2,000	1,115	1,500
Budget notes:							
Abnet Field Restrooms							
101-45100-402	REPAIR/MAINT-STRUCTURES	67	.00	.00	.00	.00	.00
101-45100-404	REPAIR/MAINT-EQUIPMENT	467	.00	42	.00	42-	.00
101-45100-415	RENTALS-OTHER EQUIPMENT	.00	.00	.00	.00	.00	.00
101-45100-430	MISCELLANEOUS	.00	.00	.00	.00	.00	.00
101-45100-431	CASH OVER/SHORT	.00	.00	.00	.00	.00	.00
101-45100-433	DUES AND SUBSCRIPTIONS	.00	.00	670	.00	670-	.00
101-45100-720	OPERATING TRANSFER	40,000	40,000	.00	40,000	40,000	40,000

Budget notes:

~2023 - Transfer to Arena \$25,000
 - Transfer Set Aside Funds to Arena \$15,000
 ~2024 Transfer to Arena \$25,000
 Transfer set Aside Funds to Arena \$15,000
 ~2025 Transfer to Arena \$25,000
 Transfer set Aside Funds to Arena \$15,000
 ~2026 Transfer to Arena \$25,000
 Transfer set Aside Funds to Arena \$15,000

(23)

Account Number	Account Title	2023 Pri Year 2 Actual	2024 Pri Year Actual	2025 Cur YTD Actual	2025 Current year Budget	2025 Current YTD Remaining	2026 Proposed Budget
Total RECREATION:		95,041	93,509	20,136	65,400	45,264	66,812
AQUATIC CENTER							
101-45110-101	WAGES & SALARIES-REGULAR	868	42	2,809	.00	2,809-	3,000
Budget notes:							
ESST							
101-45110-102	WAGES & SALARIES-OT	11,121	11,312	8,973	12,000	3,027	9,300
101-45110-103	WAGES & SALARIES-PT	150,908	178,082	184,557	185,000	443	192,400
101-45110-113	UNIFORMS - SWIM SUITS	.00	1,845	1,760	2,000	240	2,000
101-45110-121	FICA CONTRIBUTIONS	12,462	14,492	15,020	15,000	20-	15,620
101-45110-122	PERA CONTRIBUTIONS	.00	.00	.00	.00	.00	.00
101-45110-123	MN PAID LEAVE CONTRIBUTIONS	.00	.00	.00	.00	.00	901
Budget notes:							
2026 - 0.44% Employer							
101-45110-142	UNEMPLOYMENT BENEFITS	.00	.00	.00	.00	.00	.00
101-45110-152	WORKER'S COMP. BENEFITS	1,955	.00	1,000	1,000	.00	1,000
101-45110-200	OFFICE SUPPLIES	676	7-	2,059	200	1,859-	500
101-45110-207	INSTRUCTIONAL MATLS & SUPPLIE	48	507	276	600	324	300
101-45110-211	CLEANING SUPPLIES	887	1,280	1,412	1,200	212-	1,300
101-45110-214	KITCHEN SUPPLIES/PAPER PRODU	.00	.00	362	250	112-	300
101-45110-216	CHEMICALS	21,151	21,657	21,475	23,000	1,525	23,000
101-45110-217	UNIFORMS	2,076	18	1,304	2,500	1,196	1,500
101-45110-218	SAFETY SUPPLIES	99	162	1,175	100	1,075-	500
101-45110-240	SMALL TOOLS & MINOR EQUIPMEN	376	245	2,417	200	2,217-	3,000
Budget notes:							
~2026 Stand-up Freezer							
101-45110-259	CONCESSION FOOD PURCHASES	22,593	24,684	12,685	25,000	12,315	14,000
101-45110-300	PROFESSIONAL SERVICES-POOL	.00	250	400	.00	400-	400
101-45110-310	CONTRACTED SERVICES	.00	.00	.00	.00	.00	2,000
Budget notes:							
CivicPlus - Online swim lesson registration							
101-45110-321	TELEPHONE	1,538	1,361	921	1,100	179	1,200
101-45110-322	POSTAGE	84	84	55	100	45	100

		2023	2024	2025	2025	2025	2026
Account Number	Account Title	Pri Year 2 Actual	Pri Year Actual	Cur YTD Actual	Current year Budget	Current YTD Remaining	Proposed Budget
101-45110-331	TRAVEL & TRAINING EXPENSE	.00	5,355	6,112	5,000	1,112-	6,500
Budget notes: Lifeguard CPR Training & WSI Class							
101-45110-350	PRINTING & PUBLISHING	.00	69	1,642	500	1,142-	1,500
101-45110-381	UTILITIES-ELECTRIC	10,798	7,423	4,209	7,500	3,291	7,500
101-45110-382	UTILITIES-WATER-POOL	388	458	.00	400	400	500
101-45110-383	UTILITIES-GAS	10,870	6,021	5,315	1,200	4,115-	6,000
101-45110-401	REPAIR/MAINT-BUILDINGS	8,340	5,297	11,316	2,500	8,816-	2,500
101-45110-402	REPAIR/MAINT-STRUCTURES	9,768	18,489	5,892	12,000	6,108	10,000
Budget notes: ~2023 Suction Grates - 6 sets of 2@ \$630 ~2024 \$3,000 Resurface Slide \$6,000 Parking lot Resurfacing							
101-45110-404	REPAIR/MAINT-EQUIPMENT	2,908	3,539	672	8,000	7,328	8,000
Budget notes: ~2024 \$6,000 Feature Pump Drive ~2025 \$3,500 Chlorine Pump							
101-45110-415	RENTALS-OTHER EQUIPMENT	.00	.00	.00	400	400	.00
101-45110-431	CASH OVER/SHORT	94	116	26	.00	26-	.00
101-45110-432	UNCOLLECTIBLE ACCOUNTS	.00	.00	.00	.00	.00	.00
101-45110-433	DUES AND SUBSCRIPTIONS	905	770	1,151	1,000	151-	1,200
Budget notes: MN Dept of Health - Concession Licensing MN Dept of Public Safety - Hazardous Chemical Fee							
Total AQUATIC CENTER:		270,912	303,552	294,992	307,750	12,758	316,021
PARKS							
101-45200-101	WAGES & SALARIES-REGULAR	57,422	62,127	42,448	60,000	17,552	66,200
101-45200-102	WAGES & SALARIES-OT	1,425	774	2,436	1,600	836-	3,800
101-45200-103	WAGES & SALARIES-PT	23,862	25,656	18,702	25,000	6,298	26,000
101-45200-111	SEVERANCE PAY	.00	.00	.00	.00	.00	.00
101-45200-121	FICA CONTRIBUTIONS	6,285	6,755	5,040	7,000	1,960	7,860
Budget notes: 7.65%							
101-45200-122	PERA CONTRIBUTIONS	4,227	4,488	3,438	6,000	2,562	6,240
Budget notes: 7.5%							

Account Number	Account Title	2023 Pri Year 2 Actual	2024 Pri Year Actual	2025 Cur YTD Actual	2025 Current year Budget	2025 Current YTD Remaining	2026 Proposed Budget
101-45200-123	MN PAID LEAVE CONTRIBUTIONS	.00	.00	.00	.00	.00	422
Budget notes: 2026 - 0.44%							
101-45200-131	EMPLOYER PAID HEALTH INS	7,736	7,804	5,039	8,000	2,961	8,960
101-45200-142	UNEMPLOY COMP BENEFITS	804	.00	2,649	.00	2,649-	3,000
101-45200-152	WORKERS COMP BENEFITS	.00	.00	.00	1,000	1,000	1,000
101-45200-211	CLEANING & SANITARY SUPPLIES	6,371	6,208	3,448	6,000	2,552	6,000
101-45200-212	MOTOR FUELS/LUBRICANTS	8,694	8,904	5,672	8,500	2,828	8,500
101-45200-216	CHEMICALS	976	529	807	1,000	193	1,000
101-45200-217	UNIFORMS - PARKS	85	321	85	500	415	500
101-45200-218	SAFETY EQUIPMENT	531	45	416	500	84	500
101-45200-220	REPAIR & MAINT. SUPPLIES	405	.00	151	500	349	500
101-45200-225	LANDSCAPING MATERIALS	24,373	44,139	22,621	22,000	621-	22,000

Budget notes:

~2023 \$10,000 Tree Planting
 \$3,000 Park Wildflowers
 \$5,000 Vets Park Playground Bark
 \$1,500 General Maintenance
 ~2024 \$12,500 Tree Planting
 \$3,000 Park Wildflowers
 \$5,000 Playground Bark
 \$1,500 General Maintenance
 ~2025 \$10,000 Tree Planting
 \$3,000 Park Wildflowers
 \$5,000 Playground Bark
 \$4,000 General Maintenance
 ~2026 \$10,000 Tree Planting - (Releaf Grant)
 \$3,000 Park Wildflowers
 \$5,500 Playground Bark
 \$3,500 General Maintenance

101-45200-240	SMALL TOOLS & MINOR EQUIPMEN	3,826	2,128	4,983	2,500	2,483-	2,500
101-45200-300	PROFESSIONAL SERVICES	24,642	20,933	.00	.00	.00	.00

Budget notes:

~2023 2023 ADA Transition Plan

101-45200-303	ENIGINEERING FEES	33,398	24,833	47,166	5,000	42,166-	5,000
101-45200-310	CONTRACTED SERVICES	5,557	2,581	47,141	10,000	37,141-	113,375

Budget notes:

~2026 CivicPlus Online Park Rental Reservation \$5,000
 CPL Ph I Stoney Pt \$5,000
 CPL Forest Restoration Blufflands \$50,000
 CPL Ph II Stoney Pt \$49,875
 General \$10,000

(24)

Account Number	Account Title	2023 Pri Year 2 Actual	2024 Pri Year Actual	2025 Cur YTD Actual	2025 Current year Budget	2025 Current YTD Remaining	2026 Proposed Budget
101-45200-321	PARKS - PHONE/INTERNET ACCES	1,322	1,979	1,319	1,700	381	2,000
101-45200-331	TRAINING & TRAVEL EXPENSE	626	348	245	2,500	2,255	2,000
Budget notes:							
~2025 2 Certified Playground Inspectors @ \$750							
~2026 2 Certified Playground Inspectors @ \$750							
101-45200-350	PRINTING & PUBLISHING	1,735	.00	142	.00	142-	.00
101-45200-381	UTILITIES-ELECTRIC	7,255	7,770	5,781	6,000	219	7,500
101-45200-382	UTILITIES-WATER/SEWER	709	886	812	1,000	188	1,000
101-45200-383	UTILITIES-GAS	.00	.00	.00	.00	.00	.00
101-45200-384	REFUSE DISPOSAL	5,011	2,548	2,730	1,750	980-	3,000
101-45200-401	REPAIR/MAINT-BUILDINGS	3,853	2,751	1,183	3,000	1,817	2,500
101-45200-402	REPAIR/MAINT-STRUCTURES	28,557	17,300	14,002	15,000	998	12,000

Budget notes:

~2023 \$10,000 Frank Kistler Park
~2024 \$10,000 Frank Kistler Park
\$10,000 Misc Park Repair
~2025 \$7,500 Frank Kistler Park
\$7,500 Misc Park Repair
~2026 \$5,000 Frank Kistler Park
\$7,000 Misc Park Repair

101-45200-404	REPAIR/MAINT-EQUIPMENT	7,854	16,793	9,801	8,000	1,801-	9,000
101-45200-405	REPAIR/MAINT-VEHICLES	521	692	461	750	289	750
101-45200-415	RENTALS OTHER EQUIPMENT	9,487	9,672	2,775	2,500	275-	3,000

Budget notes:

Portable Toilets

101-45200-437	PROPERTY TAX EXPENSE	.00	.00	72	.00	72-	.00
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Total PARKS:

277,546	278,963	251,563	207,300	44,263-	326,107
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LIBRARY LEVY

101-45500-720	OPERATING TRANSFER	.00	.00	.00	196,290	196,290	204,141
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Budget notes:

City Levy for Library

Total LIBRARY LEVY:

.00	.00	.00	196,290	196,290	204,141
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URBAN REDEVELOPMENT & HOUSING

URBAN REDEVELOPMENT & HOUSING

101-46300-401	BUILDING DEMOLITION	19,940	.00	.00	.00	.00	.00
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Budget notes:

~2023 Demo 332 S 1st Street

(25)

Account Number	Account Title	2023 Pri Year 2 Actual	2024 Pri Year Actual	2025 Cur YTD Actual	2025 Current year Budget	2025 Current YTD Remaining	2026 Proposed Budget
Total URBAN REDEVELOPMENT & HOUSING:		19,940	.00	.00	.00	.00	.00
SPECIAL ASSESSMENTS							
SPECIAL ASSESSMENTS							
101-47000-602	SPECIAL ASSESSMENT - PRINCIPA	5,170	5,428	2,850	5,200	2,350	5,700
101-47000-612	SPECIAL ASSESSMENT INTEREST	9,233	8,975	4,352	9,500	5,148	9,000
Total SPECIAL ASSESSMENTS:		14,403	14,403	7,202	14,700	7,498	14,700
OTHER FINANCING USES							
OTHER FINANCING USES							
101-49300-432	UNCOLLECTIBLE ACCOUNTS	.00	.00	.00	.00	.00	.00
101-49300-610	MARKET VALUE ADJUSTMENT	.00	.00	.00	.00	.00	.00
101-49300-720	OPERATING TRANSFER	184,891	446,919-	.00	.00	.00	.00
Total OTHER FINANCING USES:		184,891	446,919-	.00	.00	.00	.00
TRANSIT SERVICES							
101-49800-310	CONTRACTED TRANSIT SERV.	55,001	15,490	3,121	19,575	16,455	48,560
101-49800-311	MTU STATE TRANSIT FUNDS	207,160	279,112	216,116	283,994	67,878	213,178
Budget notes:							
Pass - thru to La Crosse MTU							
101-49800-350	PRINTING & PUBLISHING	.00	.00	.00	.00	.00	.00
101-49800-402	REPAIR/MAINT-BUS SHELTERS	.00	.00	.00	400	400	400
101-49800-405	REPAIR/MAINT-VEHICLES	.00	43	.00	.00	.00	.00
Budget notes:							
Reserve							
101-49800-810	REFUND MN DOT PER AUDIT	1,175	.00	13,697	.00	13,697-	.00
Total TRANSIT SERVICES:		263,336	294,645	232,934	303,969	71,035	262,138
GENERAL FUND Revenue Total:		4,705,234	4,946,577	3,840,560	6,412,928	2,572,368	13,351,910
GENERAL FUND Expenditure Total:		5,186,330	4,104,084	3,344,591	6,395,728	3,051,137	13,343,118
Net Total GENERAL FUND:		481,097-	842,493	495,969	17,200	478,769-	8,792
Net Grand Totals:		481,097-	842,493	495,969	17,200	478,769-	8,792

(26)

#3.6



TO: Honorable Mayor and City Council Members
FROM: Tyler Benish, Public Works Director 
DATE: September 19, 2025
RE: 2026 Preliminary levy resolution

Attached for review and consideration is the 2026 preliminary levy resolution.

The 2026 preliminary levy resolution reflects a 5.0% increase. The final total city levy in 2025 was \$3,886,178, and the proposed 2026 levy is \$4,082,068.

The levy cannot be increased but once the resolution is pass, but it can be lowered. City staff will continue to review the budget and we will have the budget on future City Council meetings for further discussions.

RESOLUTION 09-25-29

**RESOLUTION MAKING PRELIMINARY GENERAL LEVIES FOR
COLLECTION WITH REAL ESTATE TAXES PAYABLE IN THE
CALENDAR YEAR 2026**

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

1. It is hereby determined and declared that there shall be and there is hereby levied upon all taxable property within the City for the general purposes of the City, as provided by law, to be collected in the year 2026 as part of the general taxes due and payable in the year 2026 a direct ad valorem tax in the amount of \$2,805,527.00 as provided by State law to be levied and collected in the manner provided by law.
2. Be it also hereby determined and declared that there shall be and there is hereby levied upon taxable property within the City of La Crescent for public library service, a tax in the amount of \$204,141.00 to be collected in the year 2026, as authorized by Minnesota Statutes, Section 134.33 and 134.34.
3. It is hereby found, determined, and declared that the amounts set forth in a column at the right to be levied with taxes to be collected in the calendar year 2026, in conjunction with the various bonds issued and sinking funds described below:

FUND #	YEAR	DESCRIPTION	TO BE LEVIED FOR COLLECTION IN CALENDAR YEAR 2026
325	2016A	G.O. Refunding Rec. Fac. Bonds - Aquatic Center	\$195,300.00
327	2016A	G.O. Improvement Bonds - Oak St. Recon.	\$115,500.00
328	2017A	G.O. Equipment Certificates	\$119,800.00
329	2018A	G.O. Improvement Bonds - Streets/Veterans Park	\$148,000.00
330	2019A	G.O. Equipment Certificates - Fire Truck	\$46,100.00
331	2019B	G.O. Improvement Bonds - Street Recon.	\$32,900.00
332	2020A	G.O. Improvement Bonds - HTM	\$172,900.00
333	2020A	G.O. Bonds - Tax Abatement - Ice Arena	\$12,200.00
334	2022A	G.O. Imp. Bonds/Equip. Cert. & CIP Bonds	\$229,700.00
		TOTAL DEBT SERVICE LEVY	\$1,072,400.00

4. Total levy for the City of La Crescent for collection in 2026 is \$4,082,068.00

ADOPTED this 22nd day of September, 2025.

SIGNED:

Mayor

ATTEST:

City Administrator

#3.7



TO: Honorable Mayor and City Council Members
FROM: Tyler Benish, Public Works Director *Tyler*
DATE: September 18, 2024
RE: Set 2026 public meeting for budget and levy resolution

The city is required to hold a public meeting before the final adoption of the 2026 budget and levy. A letter from Houston County is included that outlines the required time period, and time of day the meeting has to be held.

We would suggest the City Council set the public meeting for December 15th, 2025 at 6pm at the La Crescent Community Building 336 S 1st Street.

POLLY HEBERLEIN
HOUSTON COUNTY AUDITOR/TREASURER

304 South Marshall Street
Caledonia, Minnesota 55921

(507) 725-5815
FAX (507) 725-2647

September 10, 2025

TO: School Superintendents & City Clerk/Administrators

RE: 2026 Budget/Levy & TNT Public Meetings

Dear Sir or Madam:

Truth-in-taxation instructions for payable 2026 have been posted on the Minnesota Department of Revenue's website:

<https://www.revenue.state.mn.us/truth-taxation>

Cities and School Districts must have their proposed levy certified to my office on or before September 30, 2025. All final levies must be certified to my office no later than December 29, 2025.

Counties are required to mail out a parcel specific notice of proposed property taxes which must state the date, time and place of a public meeting at which your budget and levy will be discussed. This public meeting must be held after November 24, 2025 and no later than December 29, 2025. Your meeting must be held at 6:00 pm or later, and the public must be allowed to speak. Cities under 500 in population are not required to hold a TNT meeting.

To ensure the required information is included on the parcel specific notices, please fill out the attached form and return it to me at your earliest convenience.

Thank you for your cooperation and assistance in this regard. Please feel free to contact me if you have any questions.

Sincerely,

Polly

Polly Heberlein
Houston County Interim Auditor-Treasurer
Enclosure

HOUSTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

**INFORMATION REQUEST
NOTICE OF PUBLIC MEETING
ON 2026 BUDGET & LEVY**

Taxing District: City of La Crescent

Meeting Date: December 15, 2025

Meeting Time: 6:00 pm

**Meeting Place: La Crescent Community Building
336 S 1st street
La Crescent, MN 55947**

Where to send comments and/or review a copy of the proposed budget/levy:

**La Crescent City Hall
315 Main St.
La Crescent, MN 55947**

#3.8



TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator *Bill*
DATE: September 18, 2025
RE: Personnel Committee Recommendations

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

1. The Personnel Committee is recommending that the City Council promote current part-time Police Officer Bryce Helke to full-time status. The 2025 general fund budget includes funds for the addition of a 9th Police Officer position in the second-half of 2025. A letter from the Police Chief regarding the recommendation is included.
2. The Personnel Committee is recommending that the City Council accept Maseray Bangura's resignation from the Park & Recreation Commission and Gina Schneider's resignation from the Planning Commission. Copies of their letters are included. There are no current applications for appointment to any City commission.
3. Attached for review and discussion by the City Council are the current job descriptions for supervisory positions in the City, along with information from the League of Minnesota Cities regarding the position of City Administrator. This will be reviewed with the City Council at the meeting.

#1



CITY OF LA CRESCENT

Department of Police

Chief Luke M. Ahlschlager



September 15, 2025

Honorable Mayor and City Council Members

City Administrator Bill Waller

Subject: Request to Promote Officer Bryce Helke Badge #309 to Full-Time

I respectfully request approval to promote Officer Bryce Helke from part-time to full-time status with the La Crescent Police Department. This would bring our total number of full-time officers to nine, including myself. The goal is to maintain a consistent force of eight full-time officers, especially considering upcoming staffing changes.

In August, Officer Tanner Weinfurter Badge #304 notified us of his intention to leave the department in January 2026 to pursue another law enforcement opportunity. Promoting Officer Helke now will help ensure a smooth transition and continued coverage.

Background on Officer Bryce Helke:

- Graduated from La Crescent High School in 2023
- Served over two years with the La Crescent Police Reserve Unit
- Earned an A.A.S. degree in Law Enforcement from Alexandria Technical College
- Became P.O.S.T. licensed on May 27, 2025
- Successfully completed all P.O.S.T. requirements, including an interview, background investigation, psychological evaluation, and physical/medical screening
- Hired as a part-time officer in late June 2025
- Currently enrolled in the department's Field Training Program (FTO) and performing well

I recommend promoting Officer Helke to full-time status effective **September 22, 2025**.

Budget and Contract Details:

- Funding for this position has been allocated in the FY 2025 budget.
- The promotion will follow the LELS Union contract, starting at Step 1 with a 12-month probationary period. Upon successful completion, Officer Helke would advance to Step 2.

Thank you for your consideration.

Respectfully,

#2

Gina Schneider
101 Dell Ave.
La Crescent, MN 55947
608-317-2776

RECEIVED

AUG 26 2025

CITY OF LA CRESCENT

08.25.2025

Dear Josh,

I am writing to formally resign from my position as Planning Commission member effective Friday, September 19, 2025.

This was not an easy decision, as my husband and I had every intention of building our future and growing our family here in La Crescent. However, my husband was recently recruited by a funeral home in Hastings, MN, and after much thought and discussion, we decided this was an opportunity we could not pass up.

Serving on the Planning Commission has been both an honor and a privilege. I have learned so much through this role and deeply value the chance I've had to contribute to the growth and vision of our community. I am grateful for the collaboration, dedication, and thoughtful conversations I've shared with my fellow commissioners and city staff.

While I may be stepping away from this role, I carry with me immense appreciation for the experience, and I hope our paths will cross again down the road.

With gratitude and warm regards,
Gina Schneider

Bill Waller

From: Maseray Bangura <banguram5@hotmail.com>
Sent: Monday, August 4, 2025 12:08 PM
To: Bill Waller
Subject: Parks and rec

Hi Bill,

After some thought and consideration, especially now that I've taken a new job. I think I am going to have to step back from being on the parks and rec committee. I'm trying to scale back how many things I'm involved in and unfortunately, I just don't think I can commit to the committee any longer.

-Maseray Bangura
Please excuse the spelling, this was sent from my iPhone

#3

Adopted 2/6/95

City Administrator/Public Works Director
City of La Crescent

TITLE OF CLASS: City Administrator/Public Works Director

DESCRIPTION OF WORK

General Statement of Duties: Performs responsible administrative and supervisory work coordinating and directing City government operations; and performs related duties as required.

Supervision Received: Works under the administrative oversight of the City Council.

Supervision Exercised: Exercises general and administrative supervision over all City employees either directly or through supervisory staff.

TYPICAL DUTIES PERFORMED

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.

Plans, organizes and administers the City to ensure a coordinated and efficient effort to meet goals and objectives established by the City Council.

Oversees and coordinates the operation of all departments in City government including personnel, equipment, programs, and facilities to ensure citizens promptly receive high quality products and services.

Supervises all City staff directly or indirectly through department supervisors; acts as final authority on all personnel actions subject to approval of the City Council on hiring, severe disciplinary action, and dismissal.

Administration, supervision and coordination of Public Works Department which includes streets, water and sewer utilities, solid waste, public golf course, parks and recreation.

Administration of municipal improvement projects. Supervise the performance of all contracts for work to be done for the City.

Advise the Council on the engagement of consultants for complex engineering projects when needed.

Develops and issues administrative rules, policies and procedures necessary to ensure proper functioning of all departments.

Drafts City ordinances, resolutions, and policies, for City Council approval; utilizing the City Attorney and others as needed.

City Administrator/Public Works Director
City of La Crescent

- Interprets and enforces laws, ordinances, policies, and rules; implements Council directives.
- Oversees all personnel policies and actions, oversees and/or participates in selection of employees; evaluates employees and recommends salary adjustment, determines staffing and structure needs, and negotiates bargaining unit contracts.
- Responsible for preparation of the five year capital improvement program.
- Prepares and submits grant applications, as directed by City Council.
- Prepares, presents and administers the annual budget to the City Council; keeps the Council informed of the financial condition of the City; coordinates capital improvement plans with department heads and presents to Council for approval.
- Oversees establishment of procedures and determines priorities for community development programs including tax increment financing, revolving loan fund, etc.
- May participate in development negotiations and/or approving development requests, on occasion.
- Oversees the work of the City Attorney; may negotiate settlement of cases on behalf of the City prior to trial.
- Attends and participates in all Council meetings and other official meetings as needed; oversees and directs agenda preparation.
- Establishes programs, goals and objectives to accomplish work.
- Prepares and analyzes quotes and bids for products and services; recommends selection of firms or individuals to provide products and services; executes or recommends execution of contracts to Council for approval.
- Represents the City with other governmental agencies and officials; monitors activities related to municipal government and assists in lobbying as needed.
- Monitors operations to ensure compliance with applicable laws, regulations, rules, policies, and ordinances.
- Evaluates potential projects, programs, and services to determine feasibility and community impact and makes recommendations to the Council.
- Researches issues, prepares periodic reports, and makes presentations before the City Council, Park Board, Economic Development Authority, and other boards as necessary; oversees communication to the public.
- Responds to concerns, issues, complaints, and questions from the public and employees; mediates disputes, and resolves issues as appropriate.
- Prepares all media news releases
- Identifies risks to the City and implements insurance programs and policies to adequately cover all assets of the City

City Administrator/Public Works Director
City of La Crescent

to protect against loss.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of laws, rules and regulations applicable to City government.

Considerable knowledge of budgeting, accounting and government financing.

Considerable knowledge of government processes, services, economic development and planning.

Considerable knowledge of management principles and practices as they apply to public sector management including personnel management and organizational development.

Thorough ability to prepare, present and administer budgets.

Thorough ability to communicate effectively and establish effective working relationships with elected officials, staff, other public officials, and the public including making formal presentations.

Considerable ability to supervise staff and delegate work.

Considerable ability to plan and analyze City operations; develop alternatives; and determine the costs, advantages, and disadvantages of various alternatives.

Considerable ability to research and prepare accurate and thorough reports.

Considerable ability to perform mathematical calculations and to analyze data.

Considerable ability to prioritize City needs, to coordinate City departmental operations and services, and to allocate resources effectively.

MINIMUM QUALIFICATIONS

Bachelor's degree in public administration, business, finance or a related field, and five years of public sector administrative experience. A Master's degree in one of the above fields may substitute for two years of the required experience.

personne\jobdesc.ca

4-24-95

TITLE OF CLASS: Finance Director

DESCRIPTION OF WORK

General Statement of Duties: Performs supervisory and professional work managing the finances and investments of the City; prepares financial reports and statements; and performs related duties as required. Performs skilled bookkeeping, payroll and record-keeping work for the City; performs related duties as required.

Supervision Received: Works under the general and technical supervision of the City Administrator.

Supervision Exercised: Exercises general and technical direction over finance department bookkeeper, office assistant and oversees license bureau staff as County appointed deputy registrar.

TYPICAL DUTIES PERFORMED

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.

Supervisory duties as follows:

- A. Has the authority to:**
 - 1. Assign work to subordinates;
 - 2. Direct the work of subordinates;
 - 3. Discipline subordinates for just cause (oral and written reprimands);
 - 4. Reward subordinates (letter of commendation); and
- B. Has the authority to effectively recommend:**
 - 1. Hiring of subordinates;
 - 2. Discharge of subordinates for just cause;
 - 3. Suspension of subordinates for just cause;
 - 4. Transfer of subordinates; and
 - 5. Promotion of subordinates.

Performs accounting work involving maintenance of a set of accounts in conformance with generally accepted accounting principals and standards.

Coordinates with the outside auditing firm the year-end audit.

Prepares year end adjusting and closing entries which include accounts payable, accounts receivable, interest receivable, depreciation schedules, taxes and

special assessments due from County.

Prepares monthly financial reports for City Council.

Prepares monthly journal entries to general ledger.

Prepares State and Federal reports required by law, which includes monthly sales tax reports.

Responsible for general administration of Federal and State grants, including but not limited to payment requests, quarterly progress reports and year end reports.

Responsible for verifying and recording wage determination records in accordance with State and Federal grant requirements.

Responsible for general administration of tax increment financing projects, including verification of local commitment and reporting requirements required by State Auditor.

Responsible for preparing and maintaining a general fixed asset inventory and depreciation schedule.

Maintains records and follow up all NSF and other bad checks received as payments.

Assists with maintaining and updating employee records relative to pay, benefits and deductions.

Assists with maintaining vacation and sick leave schedules for all employees.

Maintains record keeping for City bonded projects.

Plans, organizes, and oversees Finance Department operations and procedures to ensure goals are met.

Reviews departmental operations and develops short and long-term goals.

Responsible for City financial records in conformance with generally accepted accounting principals and standards.

Provides financial data for City Administrator's annual report.

Establishes procedures and formats used for various monthly reports showing the

financial condition of the City and budgetary balances.

Oversees and assists with preparation of interim financial reports and statements as necessary or as directed by the City Council or City Administrator.

Assists City administrator in the preparation of the annual City budget including preparing draft with department head assistance, presenting to City Council and adjusting as directed by the Council.

Prepares and files required certifications on budget with the State Auditor's office and ensures records are published in accordance with legal requirements.

Establishes internal control procedures to ensure transactions are authorized and accurately recorded.

Establishes and maintains procedures for processing accounts payable, accounts receivable, cash management and personnel records as necessary to meet department requirements and state and federal standards and laws.

Oversees accounting work to ensure compliance with legal requirements, policies and procedures.

Monitors the budget and confers as necessary with Department Heads to assure adequate balances and recommends adjustments to the City Administrator.

Assures that legal requirements are met to maximize the ability of the City to levy and collect taxes.

Oversees and monitors reconciliation of City checking account by fund, each month, calculation of monthly interest earned; maintenance of record of City Council approved fund transfers, ensures funds are organized efficiently.

Oversees and assists with preparation of accounts payable and receivable transactions and posted information to journals; verifying account information; coding and entering data into computer which generates and reports; and reviews all information and reports for accuracy as necessary.

Maintains updated information in all accounts; ensures all accounts are balanced; maintains bonds payable records.

Develops cash flow projections to allow for maximum return on investments.

Invests funds in accordance with state and city requirements and applicable

laws.

Oversees preparation of bi-weekly payroll, assists as necessary.

Oversees monthly utility billing process, assists as necessary.

Monitors the collection of taxes and assessments to assure the accuracy of receipts from the County; reconciles unpaid taxes and assessments and verifies with County records.

Prepares county, state and federal reports as required.

Oversees and assists with preparation of annual report of statement of tax collections and statement of outstanding bonds and orders.

Coordinates the employee group insurance program.

Oversees and assists with health and accident insurance problems and acts as a liaison between employees and insurance carrier.

Coordinates Employee Assistance plan through an agreement with Lutheran Hospital.

Acts as agent for City's worker's compensation coverage through the League of Minnesota Cities.

Assists City Administrator with coordination of City's liability insurance coverage.

Responsible for compiling information from other departments into the Fire Contracts on an annual basis.

Responsible for filing State mandated yearly reports for: DNR Water Pumpage Report; PMCA Annual Evaluation and Planning systems: Uniform Settlement-Jurisdiction Data Form.

Responsible for filing State Mandate Pay Equity Implementation Report every three years.

Organizes the yearly Truth-In-Taxation hearing in accordance with State statute.

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.

Thorough knowledge of City operations, ordinances, and practices related to finance, budgeting, and accounting.

Thorough knowledge of accounting/bookkeeping policies, standards, practices and procedures.

Considerable knowledge of billing practices and records maintenance.

Considerable knowledge of budget preparation and administration.

Considerable knowledge of state and federal laws, City ordinances, and policies and regulations applicable to City government finances, and general governmental operation.

Considerable skill in the operation of computer and computer software packages applicable to finance.

Thorough ability to communicate effectively, both orally and in writing, with City staff, auditors, elected officials, state and county officials, and the general public.

Considerable ability to perform mathematical calculations and maintain accurate records.

Considerable ability to research and analyze data, determine alternatives, makes recommendations, and prepare financial reports.

Considerable ability to supervise staff and delegate work and resources.

Thorough knowledge of investment procedures

MINIMUM QUALIFICATIONS

Two-year Associate's Degree in accounting, finance and business administration and a minimum of two years finance/accounting experience.

**Personnel/Jobdescription/finance director 2001
7/11/01 9:19:39 AM**

Adopted 6/17/96

POLICE CHIEF/EMERGENCY GOVERNMENT DIRECTOR
CITY OF LA CRESCENT

LEVEL OF CLASS: Police Chief/Emergency Government Director

DESCRIPTION OF WORK

General Statement of Duties:

Performs supervisory and professional work to insure efficient operation of the Police Department and the Emergency Government Department through the development and execution of policies and programs necessary for the prevention of crime, and protection of lives and property.

Supervision Received: Works under the general supervision of the City Administrator.

Supervision Exercised: The Police Chief/Emergency Government Director is responsible for the supervision, assignment, training and discipline of all department personnel. This position requires maintaining administrative communications for the Police Department and the Emergency Government Department.

TYPICAL DUTIES PERFORMED

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

Plans, organizes, directs, and coordinates the operation of the Police Department to ensure a coordinated and efficient effort to meet the goals and objectives of the City of LaCrescent.

Supervisory duties as follows:

- A. Has the authority to:
 - 1. Assign work to subordinates;
 - 2. Direct the work of subordinates;
 - 3. Discipline subordinates for just cause (oral and written reprimands);
 - 4. Reward subordinates (letter of commendation); and
- B. Has the authority to effectively recommend:
 - 1. Hiring of subordinates;
 - 2. Discharge of subordinates for just cause;
 - 3. Suspension of subordinates for just cause;
 - 4. Transfer of subordinates; and
 - 5. Promotion of subordinates.

Formulates police policy and objectives in consultation with the City Council and the City Administrator. Determines methods and procedures to accomplish objectives and develops standards and regulations for all departmental field and office work.

Directs all activities of the Police Department including criminal investigations and cooperating with local, state and federal law enforcement agencies in the apprehension and detention of wanted persons. Supervises and assists all administrative subordinates to ensure efficient and effective operations in all areas of police responsibility. Reviews the actions and reports of all subordinates, inspects police patrol routes, conducts the investigation of any complaints concerning departmental activities and follows up as appropriate.

POLICE CHIEF/EMERGENCY GOVERNMENT DIRECTOR
CITY OF LA CRESCENT

Develops and maintains organization effectiveness. Maintains a thorough understanding of the collective bargaining agreement negotiated with department employees, and administers department in accordance with it. Is responsible for promotion recommendations, department morale and disciplinary actions.

Maintains effective community relations. Includes speaking to and working with various civic and community groups, working with safety programs such as bicycle safety and other school programs, directing Operation I.D. and following up on complaints and suggestions.

Prepares budget requests and controls department expenditures. Includes equipment and general operating budgets, development of equipment specifications, approval of department purchases and searching and submitting applications for grant monies or programs that may be beneficial to city police functions.

Analyzes crime patterns and develops preventive programs. Works with surrounding police departments and other law enforcement agencies to keep abreast of problems and develop ideas. Attends conferences, etc., as appropriate to keep abreast of modern police methods.

Acts as the Emergency Government Director. In this capacity serves in a staff capacity to the Mayor, is responsible for carrying out policies and directives, and coordinating emergency operations in accordance with the Emergency Operations Plan.

Develops long-term operational plans for the police department and assigns and adjusts priorities to meet long-term plans and emergencies.

Directs record keeping, reporting functions and communication procedures. Ensures proper recording and retention of information concerning department activities and personnel, prepares required correspondence as needed and regular month end and special reports as required. Sees that employee records are current and reflect the status of each officer's certification and documented special skills and training. Balances individual's right to privacy with informative communication with the City Administrator and the City Council.

Develops and administers operational policies, procedures, and practices to ensure safety and efficiency in the workplace.

As Emergency Government Director, prepares, recommends and modifies emergency plans which can be implemented in the event of natural and man-made community disasters.

Communicates, confers and works with official representatives of other criminal justice agencies throughout the State and Nation for the purpose of accomplishing certain phases of the police and Emergency Government mission.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of modern police methods, management and administration, and demonstrated ability to apply same.

Thorough knowledge of types of uses of firearms, communications and automotive equipment used in modern police work.

Ability to plan, evaluate and direct the work of subordinates, performing varied operations

POLICE CHIEF/EMERGENCY GOVERNMENT DIRECTOR
CITY OF LA CRESCENT

connected with police activities.

Ability to establish and maintain cooperative working relationships with other City Officials, County Officials, State and Federal authorities, and the public..

Ability to react calmly and quickly in case of emergency and to make correct decisions in such cases.

Ability to prepare and present effective oral and written reports relating to the activities of the police department.

Thorough knowledge of scientific methods of crime detection and criminal identification.

Thorough knowledge of Federal, State and local laws and ordinances which are enforced by the Police Department.

Knowledge of the functions of Federal, State and local jurisdictions and authorities as they relate to police work.

Ability to plan, initiate and carry out long-range programs and department administration, employee training, law enforcement and crime prevention.

MINIMUM QUALIFICATIONS

Currently is licensed by the Minnesota Board of Peace Officers Standards and Training.

Must have and maintain a Minnesota driver's license.

Bachelor's degree in criminal justice, sociology, or other relevant field, or equivalent of 15 years of experience in a law enforcement position.



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.



Job Description

JOB TITLE: City Clerk		DEPARTMENT: Administration
REPORTS TO: City Administrator	SUPERVISES: Administrative Assistant and DMV staff	FLSA STATUS: Exempt

DESCRIPTION OF WORK:

General Statement of Duties: Performs professional work. Conducts City elections; performs related duties as required. Assists City Administrator/Public Works Director and Finance Director.

Supervision Received: Works under the general and technical supervision of the City Administrator.

Supervision Exercised: Exercises general and technical supervision over Administrative Assistant and the DMV staff.

TYPICAL DUTIES PERFORMED:

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.

Council

- Prepares Council agendas, and attaches supporting documentation.
- Attends meetings of the City Council; arranges and publishes notices of meetings and ordinances as required by law; records minutes of all proceedings and maintains accurate and complete records of all actions.
- Administer oaths and affirmations, and takes and certify acknowledgments as required.
- Makes sure technological needs are in place for all Council and Commission meetings as needed.
- Organizes the yearly Board of Review meeting in accordance with State statute.
- Attests the Mayor's signature on all official documents wherever required or sanctioned by law.

Administration

Assists the City Administrator with:

- Attending outside meetings and training as directed and needed.
- Scheduling meetings.
- Research and determine possible solutions to problems and present alternatives for review by the Council.
- Development and implementation of City policies.

- Drafting City ordinances, resolutions, and policies for Council consideration.
- Process and preparation of the City's annual budget.
- Other duties as assigned or apparent.

Assists the Finance Director with:

- Year-end reporting to the State and County including the Lobbyist Expenditure report, PERA Annual Leave report, and OSHA 300 Summary report.
- PERA Fire Department/Police Department Certification report.
- Workers' Compensation Insurance renewal.
- Golf Course liquor licensing renewal.
- Golf Course Computer and Credit Card Software.
- Annual Consumer Confidence Report.
- Annual audit.
- Filing the Certificate of Compliance to the Minnesota Department of Revenue.
- Compiling information for Quarterly Billing of the Police Reserves.
- Monitoring and checking the Police Department EMR certification expirations.
- Sewer connection fees.
- Tracking and reporting health emergency data.
- Tracking and updating of the City's fixed assets
- Maintaining records for reporting on the Tax Increment Financing Districts.

Other duties:

- Maintains official copies of City Resolutions.
- Maintains and monitors Certificates of Insurance for contractors performing City projects.
- Assemble and send out 'Welcome' packets for new residents.
- Provides Notary Public services for City legal requirements, residents, staff, and the general public.
- Receives requests, complaints, and information from the public and transmits to the City Administrator and/or Council.
- Provides certified copies of proceedings and records of the City upon request.
- Assures that all meeting notices are posted in accordance with state and city requirements and applicable laws.
- Maintains and monitors ordinance books and resolution files.
- Responsible for annual updates to the City Code.
- Responsible for City corporate seal.
- Responsible authority to administer the requirements for collection, storage, use, and dissemination of data on individuals within the City.
- Assists the public by answering questions regarding various City related matters.
- Reviews and monitors City leases and agreements to ensure compliance.
- Coordinates mailing and postings of public hearings and meeting notices including determining appropriate parties to notify, typing, sending notices, and preparing affidavits as necessary.
- Primary responsibility for the preparation of the Assessment petitions.
- Prepare and file annexation petitions.
- Creates and distributes the bi-annual City Newsletter
- Responsible for coordination of information between the City and the U.S. Census Bureau.
- Prepares and files official paperwork with County Recorder for all property changes approved by the City Council (i.e. - conditional use permits, street vacations, and variances to the City Zoning Ordinance).
- Establishes and maintains a complex filing system for City records including active and inactive

files.

- Responsible for making sure the Marketing and Promotional Agreements are renewed annually. Monitors compliance on a quarterly basis and provides updates to the City Council.
- Develops, maintains, and oversees a City-wide records retention/management system including policies, procedures, and schedules in accordance with state laws and guidelines; and prepares related reports to the State.
- Researches and recommends the purchase of new equipment used in the daily operation at City Hall, prepares written reports, and presents to Council as appropriate.
- Responsible for maintenance of the City's website, and automation of the City Council packet that is distributed for each City council meeting.
- Maintains and coordinates with City's insurance carrier claims filed for sanitary sewer backups.
- Responsible for developing and maintaining City promotional materials.
- Assists as needed to allow for continuity of operation at City Hall.
- Assists with coding invoices.
- Assists with Golf Course reports and end-of-year inventory.
- Establishes and oversees policies, procedures, and practices for efficient office operation.
- Oversees the NEOGOV Safety training for employees.
- Attends City Safety meetings and handles Agendas, records meeting minutes, and maintains and updates safety policies/manual.
- Drafts routine correspondence and prepares or oversees the preparation of a variety of documents for departments, and schedules meetings.
- Creates reports and forms for office use; establishes and maintains a City-wide forms control program.
- Creates spreadsheets as needed.
- Responsible for annual certification requirements to maintain Tree City USA, Bird City, and Heart Safe Community designations.
- Responsible for updating energy data into B3 Benchmark.

Deputy Registrar Appointee

- Serves the public interest of the people of Minnesota and subscribes by oath to faithfully discharge the duties of the appointment and to uphold the laws of the state.
- Faithfully discharges the duties of a Deputy Registrar to the people of MN. Requires each Deputy Registrar to extend prompt and courteous treatment to all customers regardless of race, color, creed, religion, national origin, sex, marital status, familial status, disability, public assistance status, age, sexual orientation, and local human rights commission activity in accordance with the Minnesota Human Rights Act.
- Required to train all employees on the administration of laws and rules of the State of Minnesota regarding motor vehicle registration and title transfer imposed under Minn. Stat. § 168 and 168A.
- Reports to the Commissioner of Public Safety (Registrar) each employee's proficiency in performing and carrying out their duties on an annual basis.
- Develop, publish, and train DMV staff on policies that are comparable with State of Minnesota Management and Budget policies on Respectful Workplace, Harassment and Discrimination Prohibited, Sexual Harassment Prohibited, and Code of Ethics.
- Report all complaints, findings, or determinations of administrative or legal claims related to protected-class harassment and/or discrimination to the Commissioner of Public Safety (Registrar) in a timely manner.

- Cooperate with the Commissioner of Public Safety (Registrar) to resolve complaints received by the Registrar, including cooperating with any administrative investigation into allegations of discrimination, harassment, or other misconduct by the Deputy Registrar.
- Responsible for the acts of the contact person (Mary Loeffler) and must establish and document an internal control process of communication or reporting for oversight of the contact person.
- Make available for audit all motor vehicle fee and tax records for all transactions occurring during the state's biennial fiscal cycle.
- Comply with Minnesota Government Data Practices Act as it applies to all data provided by the State, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the DMV.
- Consult with the State's Authorized Representative as to how the Deputy Registrar should respond to a release of data request.
- Train all employees in data privacy compliance and annually certify each staff member's proficiency to the Registrar.

Human Resources

- Assists with the distribution, review, and data entry of employee packets for newly hired staff.
- Assists with pay equity, classification system, including job analysis and compensation.
- Assists the Finance Director with bi-weekly payroll withholding tax reporting and Minnesota Deferred Compensation reporting.
- Performs bi-weekly payroll duties including, but not limited to reviewing time sheets for accuracy and in accordance with City employee policies and union contracts, entering data necessary to generate payroll amounts, and uploading files to bank for direct deposit to employee bank accounts.
- Assists with maintaining and updating employee records relative to pay, benefits, and deductions.
- Assists with maintaining vacation and sick leave schedules for all employees.
- Assists with quarterly and year-end reports and W-2s.
- Coordinates training of staff on the use of the computer; keeps fully informed and determines new procedures for changes; recommends software and equipment purchases.

Elections

- Attends educational sessions related to changes in election laws, including ranked-choice voting.
- Hire election judges and assign them to precincts.
- Administer health care facility absentee voting.
- Handles election budget.
- Works closely with Houston County Auditors Office during election proceedings.
- Conducts City elections in accordance with state and county requirements and applicable laws.
- Acts as the local authority for municipal elections.
- Responsible to notify the State of changes to regular City elections and precinct boundaries.
- Responsible for polling places, election judges, required judges training, campaign finance reports, and all posting and publications required.
- Responsible for ensuring ballots and voting equipment are returned to the County at the end of election day.

Supervisory Duties:

- Supervises the Administrative Assistant and DMV staff to effectively meet the fluctuating volume of work and ensure work is done in accordance with city procedures and meets the standards of

the office.

- Develop new or revised office procedures for handling office functions.
- Provide on-the-job training as needed.
- Answer questions and provide assistance on complex matters.
- Approves any updated changes to City forms.
- Ensures all city licenses are processed accurately and according to State laws.
- Supervises election judges and other election personnel.

Has the authority to:

1. Assign work to subordinates;
2. Direct the work of subordinates;
3. Discipline subordinates for just cause (oral and written reprimands);
4. Reward subordinates (letter of commendation); and

Has the authority to effectively recommend:

1. Hiring of subordinates;
2. Discharge of subordinates for just cause;
3. Suspension of subordinates for just cause;
4. Transfer of subordinates; and
5. Promotion of subordinates.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of City operations.
- Considerable knowledge of state and federal laws, City ordinances, and policies and regulations applicable to City government, and general governmental operation.
- Considerable knowledge of election procedures.
- Considerable knowledge of the classification of public and private data.
- Thorough ability to communicate effectively, both orally and in writing, with City staff, elected local officials, state and county officials, and the general public.
- Considerable ability to work effectively with City staff and coordinate work to be performed.
- Considerable knowledge of computer hardware, operating systems, computer software, and website management.
- Considerable ability to organize work, complete multiple tasks at the same time, and develop goals, policies, and plans.

MINIMUM QUALIFICATIONS:

- Two-year Associate Degree in business or related field, with an emphasis on computer science, with 2 years minimum experience in business or municipal government.
- Municipal Clerks certification or ability to obtain within four years of appointment.
- Two years experience supervising staff.

Adopted 3/25/96

Golf Course Superintendent
City of La Crescent

TITLE OF CLASS: Golf Course Superintendent

DESCRIPTION OF WORK

General Statement of Duties: Performs supervisory work coordinating and directing the operation of the Pine Creek Golf Course; and performs related duties as required.

Supervision Received: Works under the administrative direction of the City Administrator

Supervision Exercised: Exercises general and technical supervision over all Golf Course employees either directly or through supervisory staff.

ESSENTIAL DUTIES PERFORMED

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

* Plans, organizes, directs, and coordinates the operation of the Golf Course to ensure a coordinated and efficient effort to meet the goals and objectives of the City of La Crescent.

* Supervisory duties as follows:

A. Has the authority to:

1. Assign work to subordinates;
2. Direct the work of subordinates;
3. Discipline subordinates for just cause (oral and written reprimands);
4. Reward subordinates (letter of commendation); and
5. Adjust grievances of subordinates.

B. Has the authority to effectively recommend:

1. Hiring of subordinates;
2. Discharge of subordinates for just cause;
3. Suspension of subordinates for just cause;
4. Transfer of subordinates; and
5. Promotion of subordinates.

* Develops long-term operational plans for the golf course, and assigns and adjusts priorities to meet long-term plans and emergencies.

* Compiles and maintains an updated list of all hazardous chemicals used by employees, in accordance with the City of La Crescent's Hazard Communication/Right-to-Know Program.

- * Responds to concerns, issues, and complaints from the public, elected officials, and regulatory agencies; resolves as appropriate.
- * Develops and administers the annual golf course budget in conjunction with the City Administrator.
- * Develops and recommends major capital expenditure proposals as determined appropriate based on needs of the golf course.
- * Monitors expenditures, and oversees the use of materials and supplies.
- * Monitors operations to ensure compliance with applicable laws, regulations, rules, policies, and ordinances.
- * Develops and oversees policies, procedures, and practices to ensure safety and efficiency in the work environment.
- * Monitors and directs the work of contracted services.
- * Keeps necessary records and makes necessary reports.
- * Ensures proper care and safe operation of equipment and vehicles; operates equipment and trains others in proper use.
- * Coordinates projects with other City departments.
- * Determines possible solutions to operational and maintenance problems, and presents alternatives for review by the City Administrator.
- * Develops and issues operational rules, policies, and procedures necessary to ensure proper functioning of the golf course.
- * Attends meetings of the Golf Course Commission; prepares agenda items and presents background information when requested; responds to questions from golf course commission members and the public. Maintains all necessary records for day-to-day activity and permanent files.
- * Purchases equipment, parts, supplies, and materials in accordance with approved budget and cost effectiveness.
- * Reviews bi-weekly employee time sheets.

- * Maintain the condition of the golf course facility in accordance with applicable golf course standards and procedures.
- * Assists other City departments as needed, particularly the public works department, primarily during the months of December, January, and February.
- * Assists with the development of a winter recreation program, including developing and maintaining cross country ski trails.
- * Maintains the outdoor skating facilities, and supervises winter recreation employees.
- * Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- * Considerable knowledge of golf course operations and maintenance.
- * Considerable knowledge of equipment, maintenance, and repair, including procedures, methods, and tools.
- * Considerable skill in the operation of golf course and public works equipment.
- * Considerable ability to communicate effectively, both orally and in writing, with state regulatory agencies, elected officials, city staff, golf course employees, and the general public.
- * Considerable ability to prioritize work projects.
- * Considerable ability to supervise staff and ensure safety in the work place.
- * Considerable ability to plan and analyze operations, develop alternatives, and determine costs.
- * Considerable ability to lift, carry, and move heavy objects weighing up to 80 pounds, sometimes under adverse weather conditions.
- * Considerable knowledge of fertilizer and pesticide application procedures.
- * Considerable knowledge of turf management, including seeding, sodding, mowing, and watering.
- * Working knowledge of laws, rules, and regulations applicable to the golf course operation.

* Working knowledge of the operation of a golf course club house operation.

* Ability to schedule employees in a cost effective manner.

* Knowledge of snow plowing operations, and ice making techniques.

MINIMUM QUALIFICATIONS

Minnesota Class B driver's license, general purpose pesticide applicator's license, and five years golf course experience. A degree in turf management may substitute for two years of the required experience.

City Manager or Administrator Training and Experience, LMC Model Rating Sheet Form

League staff thoughtfully develops models for your city's consideration. Models should be customized as appropriate for an individual city's circumstances in consultation with the city's attorney. Helpful background information on this model may be found in the Information Memo "[Hiring a City Manager or Administrator Toolkit](#)." An Excel version of this Form (for in-form calculating) is available on request from LMC Human Resources at HRbenefits@lmc.org.

City of _____ City Administrator (Manager) Training and Experience Rating Sheet

Applicant Name: _____

Hiring

Minimum Requirements

1. Bachelor's degree in related field
2. Five years paid management experience

Score Earned	Score Possible
-----------------	-------------------

	Yes/No
	Yes/No
Qualified / Not Qualified	

Category 1 Results

If "no" to any in Category 1, the applicant is not qualified and the rating is complete.

If "yes" to both, the applicant is qualified and the rating should continue.

Category 2

Desirable Qualifications

1. **Education** (choose 1; up to 15 pts)
Master's degree in Urban and Regional Studies, Political Science, or related degree
Master's degree in unrelated degree
2. **Municipal management experience** (choose 1; up to 30 pts)
Managing municipal or county teams (less than 2 yrs experience = 15 pts)
Managing municipal or county teams (2+ yrs = 30 points)

Points Earned	Points Possible
------------------	--------------------

	15
0	15
0	10
	30
0	15
0	30

Managing non-public sector teams (2 pts for each yr of private mgmt experience; max 5 yrs)	0	10
3. Experience in/knowledge of:		25
Community and Economic Development	0	5
Municipal Finance	0	5
Public Works	0	5
City Clerk and Election	0	5
Police and Fire	0	5
4. Labor relations experience	0	10
5. Computer software program experience (1 pt each; up to 5 pts)	0	5
Category 2 Total	0	85

Category 3	Points Earned	Points Possible
<u>Veteran's Preference</u>		
Veteran	Yes=10 pts	No=0 pts
OR		
Disabled Veteran	Yes=15 pts	No=0 pts
OR		
Spouse of Deceased Veteran	Yes=10 pts	No=0 pts
OR		
Spouse of Disabled Veteran	Yes=15 pts	No=0 pts
(Max of 15) Category 3 Total	0	15
TOTAL POINTS	0	100

Employment Application, LMC Model Form

Helpful background information on this model may be found in the Hiring Chapter of the Human Resources Reference Manual.



This icon marks places where the city must customize the model. They offer additional provisions, optional language, or comments for your consideration. The icon, and language you do not wish to include, should be deleted from this model before use. Make other changes, as needed, to customize the model for your city.

Application for Employment

We welcome you as an applicant for employment with the city of _____. It is the city of _____'s policy to provide equal opportunity in employment. The City of _____ will not discriminate on the basis of race (including traits associated with race, including, but not limited to, hair texture and hair styles such as braids, locs and twists) color, creed, age, religion, national origin, marital status, disability, sex, sexual orientation, familial status, status with regard to public assistance, local human rights commission activity or any other basis protected by law.

Please furnish complete information, so we may accurately and completely assess your qualifications. You may attach any other information which provides additional detail about your qualifications for employment in the position you seek. Please refer to the Applicant Data Practices Advisory for guidance regarding how your application information will be used, the consequences of providing or not providing your information, and more.

The city of _____ accommodates qualified persons with disabilities in all aspects of employment, including the application process. If you believe you need a reasonable accommodation to complete the application process, please contact _____ at _____.

Personal Information

Name:	(Last)	(First)	(MI)
Street Address			
City, State, Zip			
Phone Number		Alternate Phone	
Email			

Please print in INK or type when completing this application

Title of position applying for:	
Are you legally eligible to work in the United States in the position for which you are applying? <i>Proof of citizenship or work eligibility will be required as a condition of employment.</i>	☐ Yes ☐ No
Will your continued employment require employer sponsorship?"	☐ Yes ☐ No
Are you at least 18 years old?* [*Cities will want to ensure they are only asking this question if the law requires that the job be performed by an individual [or employee] who is 18 years of age or older].	☐ Yes ☐ No

Educational Information

Circle the highest grade completed			
1 2 3 4 5 6 7 8 Grade School	9 10 11 12 GED High School	13 14 15 16 College/Technical	MA MS PHD JD Graduate
Did you graduate: (Please check)	☐ Yes ☐ No <i>High School</i>	☐ Yes ☐ No <i>College/Technical</i>	☐ Yes ☐ No <i>Graduate JD</i>

School Name	Address	Course of study	Degree
High School:			
College:			
Graduate School:			
Technical/Vocational:			
Other:			

Other:			
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List any other courses, seminars, workshops, or training you have that may provide you with skills related to this position:

List any current licenses, registrations, or certificates you possess which may be related to this position:

Employment Experience

List present or most recent employer first. Please note "see resume" is not an acceptable response for any entries on this application. Resumes will only be considered in addition to, but not in lieu of, this application.



***NOTE:** Cities should decide on a finite period of time to ask for in terms of work history, something on the order of 5-10 years of relevant experience is recommended. Cities should consult with legal counsel on the duration of work experience requested.*

Company	Name of last supervisor	Hrs./Week
Address	Start Date	
City, State, Zip	End Date	
Phone Number	Last job title	
Reason for leaving (be specific):		
Describe your work in this job:		
May we contact this employer? ☐ Yes ☐ No		

Company	Name of last supervisor	Hrs./Week
Address	Start Date	
City, State, Zip	End Date	
Phone Number	Last job title	
Reason for leaving (be specific):		
Describe your work in this job:		
May we contact this employer? ☐ Yes ☐ No		

Company	Name of last supervisor	Hrs./Week
Address	Start Date	
City, State, Zip	End Date	
Phone Number	Last job title	
Reason for leaving (be specific):		
Describe your work in this job:		
May we contact this employer? ☐ Yes ☐ No		

Company	Name of last supervisor	Hrs./Week
Address	Start Date	
City, State, Zip	End Date	
Phone Number	Last job title	
Reason for leaving (be specific):		
Describe your work in this job:		
May we contact this employer? ☐ Yes ☐ No		

Unpaid Experience

Describe any unpaid or volunteer experience relevant to the position for which you are applying (you may exclude, if you wish, information which would reveal race, sex, religion, age, disability, or other protected status).

Military Experience

Did you serve in the U.S. Armed Forces? ☐ Yes ☐ No

Describe your duties:

Do you wish to apply for Veterans' Preference points: ☐ Yes ☐ No

If you answered "yes," you must complete the enclosed application for Veterans' Preference points, and submit the application and required documentation to the city of _____ by the application deadline of the position for which you are applying.

Authorization

I certify that all information I have provided in this application for employment is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews, can be justification for refusal of employment, or if employed, will be grounds for dismissal, regardless of length of employment or when the misrepresentation or omission is discovered.

I acknowledge that I have received a copy of the job description summary for the position/s for which I am applying. I further acknowledge my understanding that employment with the city of _____ is "at will," and that employment may be terminated by either the City of _____ or me at any time, with or without notice.

With my signature below, I am providing the city of _____ authorization to verify all information I provided within this application packet, including contacting current or previous employers. However, I understand that if, in the Employment Experience section I have answered "No" to the question, "May we contact your current employer?", contact with my current employer will not be made without my specific authorization.

I have read the included Applicant Data Practices Advisory, and I further understand that criminal history checks may be conducted (after I have been selected for an interview, in the case of non-public safety positions) and that a conviction of a crime related to this position may result in my being rejected for this job opening. I also understand it is my responsibility to notify the city of _____ in writing of any changes to information reported in this application for employment.

Signature

Date

Veterans' Preference

COMPLETE THIS FORM ONLY IF YOU ARE CLAIMING VETERANS' PREFERENCE

NOTE: VETERANS' PREFERENCE POINTS CANNOT BE CONSIDERED WITHOUT SUPPORTING DOCUMENTATION. ATTACH COPY OF "VETERAN'S DD214 COPY 2, 4 or 6), OR OTHER DOCUMENTATION VERIFYING MILITARY SERVICE. DOCUMENTATION MUST BE RECEIVED BY THE APPLICATION DEADLINE OF THE POSTING IN ORDER TO BE CONSIDERED. (VETERAN IS DEFINED BY MINN. STAT. § 197.447)



A city can probably impose a deadline for the veteran to supply the required documentation, as long as it is reasonable, such as seven days after the application deadline. Thus, some cities will instead use language such as: If the documentation is not attached, it must be received in the Human Resources Office no later than seven calendar days after the deadline date for the position.

You must submit a PHOTOCOPY of your DD214 (Copy 2, 4, or 6) or other documentation verifying military service to substantiate the services information requested on the form. Claims not accompanied by proper documentation will not be processed. For assistance in obtaining a copy of your DD214, or other documentation verifying military service, contact your County Veterans' Service Office.

The city of _____ operates under a point preference system, which awards points to qualified veterans to supplement their application. After receiving a passing score, ten (10) points are granted to non-disabled veterans on open competitive examinations; Fifteen (15) points are awarded if the veteran has a service-connected compensable disability as certified by the U.S. Department of Veterans Affairs (USDVA).

To qualify for preference for a **competitive exam**, you must have earned a passing score and been separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days, or by reason of disability incurred while serving on active duty, or after having served

the full period called or ordered for federal, active duty and be a United States citizen or resident alien. Veteran's preference may be used by the surviving spouse of a deceased veteran, and by the spouse of a disabled veteran who is unable to qualify because of the disability.

To qualify for preference on a **promotional exam**, a veteran must have earned a passing exam score and received a USDVA active-duty service-connected disability rating of 50% or more. For a promotional exam, a qualified disabled veteran is entitled to be granted five (5) points. Disabled veterans eligible for such preference may use the five points preference only once when applying for the first promotion after securing public employment.

Claims must be made on the form below and submitted with your application by the application deadline of the position for which you are applying. If the DD214 Copy 2, 4 or 6), or other documentation verifying military service, is submitted to our office separate from this sheet, please attach a note with it indicating the position for which you are applying and your present address.

Name (Last) (First) (MI)	Position For Which You Applied	
Address (Street) (City) (State) (Zip)	Closing Date:	
	Phone Number	Are you a US Citizen or Resident Alien? ☐ YES ☐ NO

VETERAN (10 points):

(DD214 or DD215, Copy 2, 4, or 6, or other documentation verifying military service, must be submitted to receive points)

Honorably discharged veteran: ☐ Yes ☐ No

DISABLED VETERAN (15 points):

(DD214, Copy 2, 4 or 6, or other documentation verifying military service, and USDVA Summary of Benefits Letter showing a compensable service connected disability rating decision, usually 10% or more must be submitted to receive points)

Percent of Disability: _____%

Have you ever applied for promotion in public employment? ☐ Yes ☐ No

SPOUSE OF DECEASED VETERAN (10 points or 15 if the veteran was disabled at time of death):

(Veteran's DD214 or DD215, or other documentation verifying military service, photocopy of marriage certificate, spouse's death certificate and proof veteran is deceased must be submitted to receive points. You are ineligible to receive points if you have remarried or were divorced from the veteran).

Date of Death: _____

Have you remarried?

☐ Yes

☐ No

SPOUSE OF DISABLED VETERAN (15 points):

(Veteran's DD214 or DD215, Copy 2, 4, or 6, or other documentation verifying military service, photocopy of marriage certificate, and USD VA Rating Decision showing a compensable service connected disability rating decision, usually of 10% or more, and which shows the nature of the disability, must be submitted to receive points.

How does veteran's disability prevent performance of a stated job "requirement?" Due to the veteran's service-connected disability the veteran is unable to qualify for this position because (be specific):

AFFIDAVIT: I hereby claim Veterans' Preference points for this examination and swear/affirm that the information given is true, complete and correct to the best of my knowledge. I hereby acknowledge that I am responsible to obtain the required Veterans' Preference verification documents and submit them to the city of _____ by the required application deadline.

Signature _____

Date _____

Information Regarding Claiming Veterans' Preference

Preference points are awarded to qualified veterans as defined by Minn. Stat. § 197.447, and to certain spouses of deceased or disabled veterans subject to the provision of Minn. Stat. §§ 197.447 and 197.455.

The veteran must:

- a) be a U.S. citizen or resident alien;
- b) have received a discharge under honorable conditions from any branch of the U.S. Armed Forces; AND have either:
 - i. served on active duty for at least 181 consecutive days, or
 - ii. have been discharged by reason of disability incurred while serving on active duty, or
 - iii. have completed the minimum active duty requirement of federal law, as defined by Code of Federal Regulations title 38, section 3.12a, i.e., having fulfilled the full period for which a person was called or ordered to active duty under Title 10 of the United States Code, or
 - iv. certified service and verification of "veteran status" granted under U.S. PL 95-202.

The information provided will be used to determine your eligibility for veterans' preference points. You are required to supply the following information:

- 1) Attach a copy of your DD214 or DD215, Copy 2, 4, or 6, or other documentation verifying military service. This copy must state the character of discharge; i.e., honorable, general, medical, under honorable conditions.
- 2) Disabled veterans must also supply a Military/United States Department of Veterans' Affairs Rating Decision or Summary of Benefits Letter that supports/verifies the fact that the veteran has a compensable Service connected disability.
- 3) A spouse of a deceased veteran, applying for preference points must supply their marriage certificate, the veteran's DD214 or DD215 Copy 2, 4, or 6, or other documentation verifying military service, a death certificate, verification of their marriage at the time of veteran's death, and that the spouse has not remarried.

Thank you for your military service and for your interest in employment with the city of _____. Please contact our office at _____ [Insert city's Phone Number] or your local County Veterans' Service Office, if you have any questions regarding veterans' preference.

Equal Employment Opportunity Information

The information asked of you will be used to evaluate our overall efforts in reaching all segments of the population. The following information is VOLUNTARY and CONFIDENTIAL. This information is NOT A PART of the application file and is REMOVED from the application when received by our office. The city of _____ appreciates your cooperation in our efforts to ensure affirmative action and equal opportunity.

Position(s) for which you are applying:

Gender: ☐ Male ☐ Female

With which racial/ethnic group do you identify?

- ☐ Black or African American
- ☐ Hispanic or Latino
- ☐ American Indian or Alaskan Native through Tribal affiliation or community recognition
- ☐ Caucasian/White
- ☐ Asian
- ☐ Native Hawaiian or other Pacific Islander
- ☐ Two or more races

Disability status, defined as:

- 1) Has a physical or mental condition that substantially or materially limits a major life activity (such as walking, talking, seeing, hearing or learning);
- 2) Has a history of a disability (such as cancer that is in remission);
- 3) Is regarded as having such an impairment.

Do you claim disability status? ☐ Yes ☐ No

Applicant Data Practices Advisory

According to Minn. Stat. § 13.04, the city must advise you of the following.
Purpose and intended use of the data:

The city collects this information for purposes of selecting a candidate for hire. Your data will be used to _____ [*whatever the city's process*]. For public safety positions or in the event you are selected for hire, your data will be used to perform a criminal background check, including using the BCA's website. Consultant, city staff and elected officials involved in the hiring process will have access to the data provided. Data may be shared upon court order or provided to the state or legislative auditor, upon request.

Whether you may refuse or are legally required to supply this data: Application for employment as well as supplying any data in application for employment is voluntary.

Consequences arising from supplying or refusing to supply this data:

We take pride in hiring the best candidates, but we can't do this without a complete application. Filling out the application is voluntary, and the more complete the application, the better your chances of conveying to the city you are the best candidate for the job. Except for explicitly optional requested information, refusal to provide a complete application may result in immediate disqualification from consideration for a position.

Minors submitting this application have the right to request that parental access to private data be denied. If you wish to make this request, please submit the request in writing to _____.



*The following section is **optional** to include with a city's employment application materials. The benefit to including the information is that it can provide greater detail to applicants about how the MN Government Data Practices Act may impact them.*

GENERAL INFORMATION ON THE MINNESOTA GOVERNMENT DATA PRACTICES ACT FOR APPLICANTS, EMPLOYEES, AND VOLUNTEERS.

The Minnesota Government Data Practices Act (Minn. Stat. §§ 13.01 – 13.90) includes two sections affecting applicants seeking employment with the city of _____. First, under "Rights of Subjects of Data" (Minn. Stat. § 13.04), when an applicant is asked to provide information about him/herself, the city must advise you of:

- The purpose and intended use of the data;
- Whether you may refuse or are legally required to supply the requested data;
- Any known consequences arising from your supplying or refusing to supply the data; and
- The identity of other persons or organizations authorized by State or Federal law to receive the data you provide.

Second under "Personnel Data" (Minn. Stat. §13.43) the following data on you as an applicant for employment by a public agency is automatically public:

- Your veteran's status;
- Your job history;
- Your education and training;
- Your relevant test scores;
- Your rank on our eligibility list; and
- Work availability.

As an applicant, your name is considered private until you are certified as eligible for appointment to a position or are considered by the appointing authority to be a finalist for a position in public employment.

If you are hired, the following additional data about you will be considered public information:

- Your name;
- Your employee identification number (which is not your Social Security number);
- Your actual gross salary, contract fees, salary range, and actual gross pension;
- The value and nature of employer paid benefits;
- The basis for and the amount of any added remuneration, including expense reimbursement, in addition to your salary;
- Your job title, bargaining unit (if applicable) and job description;
- The dates of your first and last employment with us;
- The status of any written complaints or charges against you while you work for the city of _____, regardless whether or not they have resulted in disciplinary action, the final disposition of any disciplinary action and supporting documentation;
- Your work location and work telephone number;
- Your education and training background;
- Work-related continuing education;

- Honors and awards you have received;
- Payroll timesheets or other comparable data that are only used to account for your work time for payroll purposes: except to the extent that release of time sheet data would reveal employee's reasons for the use of sick or other medical leave or other non-public data;
- Your previous work experience.
- The "complete" terms of any settlement agreement (including buyout agreements) except that the agreement must include the specific reasons if it involves the payment of more than \$10,000 of public money; and
- Your badge number. This data is private if the candidate is applying for or is hired for an undercover law enforcement position.

All data concerning you which is placed in your personnel file and which is not addressed in statute as public data (see above listing) is private data. This private data will be available to you and those members of city staff needing it to process city records. In addition, the following persons or organization are authorized by state and federal law to receive this data if they so request in certain circumstances:

- The Bureau of Census;
- Federal, State and County Auditors;
- The State Department of Public Welfare;
- The Department of Human Rights;
- Federal Officials investigating compliance of Affirmative Action and Equal Employment Opportunities;
- Labor organizations and the Bureau of Mediation Services;
- Data may also be made available through court order.

With the exception of the optional data requested, the data you provide is needed to identify you and assist in determining your suitability for the position for which you are applying. The optional data is used in summary form by the city's Affirmative Action Program to monitor protected class employment and meet federal, state and local reporting requirements.

Furnishing the optional data requested about you is voluntary.



A city will want to review Minn. Stat. §363A.36 to determine whether it is required to have a formal Affirmative Action Program in place. If a formal plan is not in place, work with your legal counsel to review this sentence as appropriate.

NOTICE REGARDING SOCIAL SECURITY NUMBER: This information will be used for payroll taxes, insurance purposes, and retained in the employee's data record.

NOTICE TO MINORS: Minors from whom private data or confidential data is collected have the right to request that parental access to the private data be denied.

If you have any questions regarding your rights as a subject of data, please contact the city of _____ Human Resources Department at address, City, MN Zip. **This information is subject to change consistent with subsequent amendments to the Minnesota Government Data Practices Act.**



Some cities without an HR Department may wish to list City Administrator rather than HR. Insert the appropriate department for your city here.

NOTICE REGARDING REQUEST FOR MARRIAGE CERTIFICATE FOR VETERANS' PREFERENCE DOCUMENTATION: This information will be used for documentation purposes for verifying marital status for requesting applicable spousal Veterans' Preference credits.

City Administrator Job Advertisement, LMC Model Form

Helpful background information on this model may be found in Information Memo, Hiring a City Manager or Administrator Toolkit.

Love small cities? We're looking for you!

Mosquito Heights is looking for someone who sees the charm of our small city and wants to help us be the best city we can be. We have a committed council and dedicated, hard-working city staff to help you succeed. Your job will be to take a city with a lot to offer (like a par-3 golf course and a brand-new community center) and help us attract the next generation of residents. A background in city administration at a middle to upper management level will be most likely to get you an interview, but we are open to other management backgrounds as well. We want someone who enjoys working with community leaders to creatively solve problems, who rises to the challenge of economic development in a rural setting and wants to use social media to promote our city.

Starting salary range: \$ _____ to \$ _____ /yr. Depending on Qualifications.



[Effective January 1, 2025, cities with 30 or more employees, will need to include the starting salary range for the position in the job posting. A "salary range" under the law is defined as the minimum or maximum salary or hourly range of compensation for a job at the time of posting based on an employer's "good faith estimate," but the salary range may not be open ended. If a city does not offer a salary range for position must list a fixed pay rate.]



Cities with 30 or more employees, will want to also include a general description of any other compensation including, but not limited to, any health or retirement benefits, such as:

The city provides a competitive benefits package, including [list insurance plans here- such as medical, dental, life, LTD insurances, flex spending plan, Public Sector Loan Forgiveness Program (PSLF), generous leave plans, including ESST and 12 paid holidays, free Employee Assistance Plan (EAP) service] and MN Public Employees Retirement Association (PERA) for qualified employees. Additional details for these programs are available by contacting [list contact name and phone number here]. [Cities may also want to link to a benefits page on the city's webpage providing a summary of benefits to employees or choose to customize the following benefits descriptions to mirror what the city offers to employees.]

To learn more and apply for the job, visit our website at www.mosquitoheightsmn.gov

EEO EMPLOYER

The city of <Name> is committed to building a diverse, welcoming and respectful workforce. We seek and welcome candidate applications from historically underrepresented groups, such as BIPOC (Black, Indigenous, People of Color) women, LGBTQ+, and those living with disabilities as well as veterans. President Trump issued several Executive Orders in January 2025 related to diversity, equity, and inclusion and accessibility (DEI/DEIA) programs including, Ending Illegal Discrimination and Restoring Merit-Based Opportunity and Ending Radical and Wasteful Government DEI Programs and Preferencing. It is unclear what, if any, effect these executive orders will have on cities. As a result, cities may want to consult with their city attorney for legal advice to determine whether these executive orders have any impact on the city's specific hiring practices.

City Manager or Administrator Employment Agreement, LMC Model Contract

League models are thoughtfully developed by our staff for a city's consideration. Models should be customized as appropriate for an individual city's circumstances in consultation with the city's attorney. Helpful background information on this model may be found in "[Hiring a City Manager or Administrator Toolkit](#)"



This icon marks places where the city must customize the model. They offer additional provisions, optional language, or comments for your consideration. The icon, and language you do not wish to include, should be deleted from this model before use. Make other changes, as needed, to customize the model for your city.

City of _____, Minnesota Employment Agreement

AGREEMENT made this _____ day of _____, 20_____, by and between the CITY OF _____, a Minnesota municipal corporation ("Employer"), and _____ ("Employee").

The parties agree as follows:

1. **POSITION.** Employer agrees to employ Employee as its City Manager. Employee agrees to serve as City Manager in accordance with state statutes, City ordinances and the Code of Ethics of the International and Minnesota City/County Management Associations, and to perform such other legally permissible and proper duties and functions as the City Council shall from time to time assign.



You may substitute "City Administrator" for "City Manager", if applicable to your city, throughout this employment agreement.

2. **MOVING AND RELOCATION ALLOWANCE.** Employer shall reimburse Employee an amount not to exceed \$_____ for moving his/her household goods and an amount not to exceed \$_____ for house hunting expenses such as travel expenses, temporary lodging, and meals. Payment shall be made upon receipt by the City of documentation that the expenses have been incurred and deemed reasonable.

3. **PENSION PLAN.** Employer shall contribute to PERA as required by State law for Employee or an alternate pension plan, if selected by Employee, authorized by State law.

4. **SALARY.** Employer shall pay Employee a salary of \$_____ per year starting _____. Employer and Employee agree that an initial performance review will be conducted on Employee after six (6) months and annually thereafter. The Employer agrees to consider an

increase in compensation to the Employee dependent upon the results of the performance evaluation.

5. **SENIORITY.** For purposes of employment benefits such as sick leave, vacation leave, and the like, Employee will be credited with having completed _____ years of employment with the City upon his/her first day of employment.

6. **SICK LEAVE.** Effective upon Employee's first day of employment, Employee shall be credited with _____ days of accrued sick leave. In addition, Employee shall accrue sick leave in accordance with the City's personnel policies.

7. **VACATIONS.** Effective upon Employee's first day of employment, Employee shall be credited with _____ days of accrued vacation leave. In addition, Employee shall accrue vacation leave in accordance with the City's personnel policies.

8. **HOLIDAYS.** Employer shall provide Employee the same holidays as enjoyed by other non-union employees.

9. **GENERAL INSURANCE.** Employer shall provide Employee the same group hospital, medical, dental, life and disability insurance benefits as provided to all other non-union employees.

10. **DUES AND SUBSCRIPTIONS.** Employer shall budget and pay the professional dues and subscriptions for Employee which are deemed reasonable and necessary for Employee's continued participation in national, regional, state and local associations necessary and desirable for Employee's continued professional participation, growth and advancement.

11. **PROFESSIONAL DEVELOPMENT.** Employer shall budget and pay necessary and reasonable registration, travel and subsistence expenses of Employee for professional and official travel, meetings and occasions adequate to continue the professional development of Employee and to adequately pursue necessary official and other committees thereof which Employee serves as a member. Employee shall use good judgment in his/her outside activities so he/she will not neglect his primary duties to the Employer.



For Sections 10 and 11, employer and employee may wish to agree to list specific organizations whose dues and professional development opportunities will be covered – i.e. International City/County Management Association, Minnesota City/County Management Association, League of Minnesota Cities. The list would not be exclusive;

other organizations or training opportunities that might arise would be covered under the general "reasonable" language.)

12. **CIVIC CLUB MEMBERSHIP.** Employer recognizes the desirability of representation in and before local civic and other organizations. Employee is authorized to become a member of such civic clubs or organizations as deemed appropriate by Employee and Employer; and at Employer's expense.

13. **AUTOMOBILE.** Employee shall be paid a monthly allowance of \$ _____ for use of his/her personal automobile for Employer business.

14. **GENERAL EXPENSES.** Employer shall reimburse Employee reasonable miscellaneous job-related expenses which it is anticipated Employee will incur from time to time when provided appropriate documentation.

15. **HOURS OF WORK.** It is understood the position of City Manager requires attendance at evening meetings and occasionally at weekend meetings. It is understood by Employee that additional compensation and compensatory time shall not be allowed for such additional expenditures of time. It is further understood that Employee may absent himself/herself from the office to a reasonable extent in consideration of extraordinary time expenditures for evening and weekend meetings at other than normal working hours.

16. **TERMINATION BENEFITS.** In the event Employee is terminated by the Employer during such time that Employee is willing and able to perform the duties of City Manager, then in that event, Employer agrees to pay Employee at the time of receipt of his/her last paycheck a lump sum cash payment equal to _____ months aggregate salary and to continue to provide and pay for the benefits set forth in paragraph 9 for a period of _____ following termination. However, in the event Employee is terminated because of his/her malfeasance in office, gross misconduct, conviction for a felony, or conviction for an illegal act involving personal gain to Employee, then Employer shall have no obligation to pay the termination benefits.

If Employer at any time during the employment term reduces the salary or other financial benefits of Employee in a greater percentage than across-the-board reduction for all non-union employees, or if Employer refuses, following written notice, to comply with any other provisions of this Agreement benefiting Employee or Employee resigns following a formal suggestion by Employer that he/she resign, then Employee may, at his option, be deemed to be "terminated" on the effective date of Employee's resignation and the Employee shall also be entitled to receive the termination benefits set forth above.

If Employee voluntarily resigns his/her position with Employer, Employee agrees to give the Employer thirty (30) days advance notice. If Employee voluntarily resigns his/her position with Employer, there shall be no termination pay due to Employee.

17. **GENERAL CONDITIONS OF EMPLOYMENT.** Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employer to terminate the services of Employee at any time, for any reason, subject only to the provisions of this Agreement and statutory requirements. Furthermore, nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employee to resign at any time from his/her position with Employer, subject only to the provisions of this Agreement.

IN WITNESS WHEREOF, Employer has caused this Agreement to be signed and executed on its behalf by its Mayor and _____, and Employee has signed this Agreement, in duplicate, the day and year first written above.

EMPLOYER:
CITY OF _____

EMPLOYEE:

BY: _____
Its Mayor

AND

Its



JOB DESCRIPTION

JOB TITLE:	City Manager		
DEPARTMENT:	Administration	DIVISION:	
REPORTS TO:	Mayor and City Council		
SUPERVISES:	All Personnel within the Organization		
FLSA STATUS:	Exempt	EFFECTIVE DATE:	7/9/2020

POSITION SUMMARY

Under limited direction, this executive position performs complex planning and directing City government functions, ensuring proper operations, staff and budgeting, advising and assisting the City Council on operations and governance, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Mayor and City Council. Organizational supervision is exercised over all personnel within the organization and related work as required.

ESSENTIAL FUNCTIONS: *The essential functions of the position include, but are not limited to the following major duties performed. Duties are listed from most to least important.*

- Plans and directs City government functions as established by federal and state laws, City Charter, City ordinances and the City Council.
- Manages and supervises all City departments, divisions and functions including administrative services, public works, public housing, police services, fire services, code services, parks and recreation, community and government relations.
- Plans, develops, prepares and coordinates short- and long-term plans, according to strategic initiatives.
- Coordinates annual review of the City strategic plan.
- Coordinates department activities with other departments and agencies as needed.
- Collects, reviews and prepares written reports, presentations and recommendations to the City Council and various boards and committees, civic groups and the general public.
- Advises the City Council on financial conditions and current and future City needs.
- Provides recommendations to the City Council regarding policies, staffing levels, budgets and other matters requiring City Council action.
- Oversees the planning, preparing, recommending and administering of the annual City budget.
- Identifies community needs; develops strategies, programs and resources to meet those needs.
- Promotes equity and inclusivity within the City and the City's organizational structure.
- Performs other duties as requested.
- Attendance at off-site courses/trainings/seminars may be required.

Access to Non-Public Data: This position may encounter non-public data in the course of these duties. Any access to non-public data should be strictly limited to accessing the data necessary to perform the duties. While data are being accessed, this position should take reasonable measures to ensure the non-public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, this position must properly store the non-public data.

Supervisory Position: Performs or effectively recommends the hiring, transfer, suspension, promotion, discharge, assignment, reward, discipline, direction of work, and adjustment of grievances of subordinate personnel.

Confidential Position: Collects and creates information used to develop management positions for the collective bargaining process.

MINIMUM REQUIREMENTS: *To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience and training required.*

Education and Experience

- Bachelor's degree with coursework in public administration, political science, business management, economics, or related field; Master's degree preferred.
- Six years experience in municipal government

Training, Certificates, and Licenses

- Valid driver's license

KNOWLEDGE, SKILLS, and ABILITIES

Comprehensive knowledge of public administration principles and practices; comprehensive knowledge of municipal finance practices; comprehensive knowledge of municipal corporation laws, ordinances and regulations; ability to write clear and concise reports, memoranda, directives and letters; ability to analyze complex problems and develop comprehensive plans from general instructions; ability to meet the public and to discuss problems and complaints; ability to plan and direct the work of operating departments; ability to establish and maintain collaborative and effective working relationships with department heads, City Council, civic and business leaders, associates and the general public.

WORKING REQUIREMENTS and WORKING CONDITIONS

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting and using hands to finger, handle or feel, frequently requires walking and reaching with hands and arms and occasionally requires standing and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic). The City of Moorhead will consider reasonable requests for an accommodation made by an employee to perform these Working Requirements.

NOTICE

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 the right to change the job description and establish, modify or eliminate job duties and responsibilities and jobs at its discretion with or without notice.

REVIEW/APPROVALS

I acknowledge reviewing this job description.

Employee

Date

I acknowledge reviewing and approving this job description.

Director

Date

Release for Employment Reference Checks, LMC Model Form

Helpful background information on this model may be found in the Hiring Chapter of the Human Resources Reference Manual.

RELEASE AUTHORIZATION

I, (please print name) _____, hereby authorize investigation of any information contained in the Application for Employment and/or supplemental materials I have submitted in consideration for the position of _____, as may be needed to arrive at an employment decision. I authorize any or all education institutions and prior employers listed in the application for Employment to provide information they may have concerning me as it may relate to consideration of my application for this position. I understand the city will be contacting both individuals suggested by me and others whom I may not have suggested. I release those parties from any and all liability or claims for damage that may result from such.

This release supersedes any agreement I may have previously made to the contrary with any such person, school, employer, or organization.

A photocopy or facsimile of this signed release shall have the same force and effect as the original release signed by me.

Applicant's Signature

Date



CITY OF FOSSTON, MINNESOTA

POSITION DESCRIPTION

TITLE: City Administrator

DEPARTMENT: Administration

REPORTS TO: City Council

DATE PREPARED: August, 2014

FLSA STATUS: Exempt

PRIMARY FUNCTION

Performs complex executive work executing the City's governmental functions, directing the administration of the City Government, performing technical accounting and finance functions, maintaining the fiscal records and system of the City as provided by council action and state and federal statutes, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the City Council. Organizational supervision is exercised over all personnel within the organization.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL RESPONSIBILITIES AND DUTIES

Executive Officer of the City Council:

1. Maintains records of all council proceedings including preparing minutes and maintaining the City Code.
2. Prepares agendas and other working papers used at meetings; handles all correspondence on behalf of the Council.
3. Recommend policies that will further goals of the City Council and generally improve the quality of city administration.
4. Supervise and have day-to-day oversight of the activities of all city department heads and the administrative staff.

**Financial:**

5. Generates, maintains and safeguards all financial records, including General Ledger, Accounts Payable, Cash Receipts, Payroll, Utility Billing, Budget and Fixed Assets.
6. Develops, monitors, controls annual City operating budget. Recommends budget for consideration by City Council.
7. Develops long-term financial plans; determines investments, reviews rates and fees, monitors capital improvement program, etc.
8. Provides technical advice and service; interprets rules and regulations relating to state guidelines.

Administrative:

9. Executes official documents; certifies, signs and properly files all legal papers.
10. Issues licenses and permits following Council approval.
11. Provides public records and information to citizens, civic groups and other agencies as requested.
12. Takes and certifies acknowledgements and administers oaths.
13. Prepares bid advertisements for required city products and services in accordance with state statutes.
14. Responds to questions and complaints from public.
15. Prepare reports and summaries relating to proposed municipal projects/improvements and submit them with recommendations as may be required to the Council for study and subsequent action.

Elections:

16. Supervise the conduct of local elections in accordance with prescribed laws and regulations.

Economic Development:

17. Coordinates with the Fosston Economic Development Authority
18. Maintains all financial records for F.E.D.A.
19. Writes and administers grants.



General:

20. Functions as Secretary to the Utilities Commission
21. Work in cooperation with the city attorney, city engineer and other consultants.
22. Consult with appointed officials and with other public or private agencies as may be required.
23. Be informed of federal, state, and county programs that affect the city.
24. Oversee, recommend and purchase administrative equipment and supplies.
25. Recommend hiring, directing, disciplining and performance evaluations of staff members.
26. Assign duties, train staff and organize work load.
27. Establishes and maintains frequent, timely and constructive communication with staff.
28. Coordinates ongoing training programs to ensure personal and staff development.
29. Prepare news releases, and develop and discuss public relations materials. Maintain good public relations with general public.

KNOWLEDGE, SKILLS AND ABILITIES

Comprehensive knowledge of the principles and practices of public administration; thorough knowledge of municipal finance practices; comprehensive knowledge of the laws, ordinances and regulations underlying a municipal corporation; general knowledge of standard office software and equipment; ability to write clear and concise reports, memoranda, directives and letters; ability to analyze complex problems and develop comprehensive plans from general instructions; ability to meet the public and to discuss problems and complaints; ability to plan and direct the work of operating departments; ability to establish and maintain effective working relationships with department heads, City Council and the public.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting, reaching with hands and arms and repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business



office, light traffic).

EDUCATION/WORK EXPERIENCE

Bachelor's degree with coursework in finance, accounting, public administration, or related field and extensive experience in a municipal government leadership position, or equivalent combination of education and experience.

SPECIAL REQUIREMENTS

Valid driver's license.

Signature of Incumbent

Date

Signature of Supervisor

Date

#3.9

RESOLUTION NO. 09-25-30

**RESOLUTION ACCEPTING DONATIONS MADE TO THE
CITY OF LA CRESCENT IN AUGUST AND SEPTEMBER 2025**

WHEREAS, the following donations were made to the City of La Crescent in the months of August and September 2025:

1. The La Crescent Community Bike Shoppe/Healthy Community Partnership wishes to donate \$3750.00 to the DriftCycle Bike Station.
2. The La Crescent Community Garden/Healthy Community Partnership wishes to donate \$100.00 to the La Crescent Fire Department.
3. Debi Wagner wishes to donate \$100.00 to the La Crescent Fire Department in memory of Donnis Buchan.
4. An Anonymous donor wishes to donate \$10,000.00 to Wieser Park.

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

ADOPTED this 22nd Day of September 2025.

SIGNED:

Mayor

ATTEST:

City Clerk

#3.10



TO: Honorable Mayor and City Council Members
FROM: Tyler Benish, Public Works Director *Tyler*
DATE: September 18, 2025
RE: Service contract renewal

The City of La Crescent participates in the state of Minnesota cooperative purchasing venture for products and services such as floor mat, and mop head rentals for City Hall as well as shop and cleaning towel rentals for Pine Creek and Public Works.

The Minnesota Office of Procurement has negotiated with Cintas Corporation on behalf of the CPV members for the above listed products and services for a 3 year term. The increase averages \$0.56 bi weekly for City Hall and Public Works and approximately \$0.43 bi weekly for Pine Creek. The 2026 general fund budget and Pine Creek Golf Course's budget include funds for the expenditure in the amount of \$3000.

We suggest the City Council approve participating in the Cintas rental program through the Cooperative Purchasing Venture.

3.11



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
KAYLA C. SCHMITZ

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

TO: Honorable Mayor and City Council Members

CC: Bill Waller, City Administrator

FROM: Skip Wieser, City Attorney *Cut Army*

DATE: September 17, 2025

RE: Amendment to VSC Option Agreement

Attached for City Council consideration find a proposed amendment to the existing VSC Option. This is in follow up to our planning session from July 2025. The challenge is since we do not know when or if the existing City Hall will be vacated, we are amending the existing agreement to provide flexibility that VSC Option would not start until notice provided to them. This will allow more flexibility on our part; if we do not vacate for an extended time.

Additionally, Paragraph 25 is being amended to allow VSC to assign the Option I the event the "Quillins" property is sold in the interim. An updated short form memorandum would be recorded with both properties. We will review with City Council.

Amendment to Agreement

The Agreement between City of La Crescent, "City", and VSC Corporation "VSC", regarding property located at 315 Main street, La Crescent, MN 55947 ("City Hall Property") and 328 First Street South, La Crescent, MN 55947 and is attached hereto as Exhibit A is hereby amended as follows:

I. Paragraph 6(A) is hereby deleted in its entirety and replaced with the following:

- A. Out Right Purchase. The price to be paid by City will be Three Hundred Forty-Seven Thousand 00/100 Dollars (\$347,000.00) paid in the following manner: 100% due on the date of closing. The closing will take place within four (4) months of City Exercising its Option. Possession of the property shall pass at the time of Closing. In the event City exercises its Option, both Parties agree as follows: (1) At closing, City will pay and deliver the Purchase Price described above. (2) VSC shall deliver to City a Warranty Deed for the property described above in recordable form, free and clear of all liens, charges, and encumbrances, except (1) Building and Zoning Laws; (2) ordinances, state and federal regulations; (3) restrictions relating to the use or improvement of the property without an effective forfeiture provisions; (4) reservation of any mineral rights for the State of Minnesota; and (5) rights of tenants as follows: real estate taxes payable in the year of closing shall be prorated as of the date of closing. The respective Seller of the property described above shall pay all real estate taxes due and payable with regard to property in years prior to the year of closing. Buyer of the respective properties above shall pay all real estate taxes due and payable regard to property in the years subsequent to closing. The respective Seller will pay any deed tax incurred for recording the Warranty Deed.

In the event the City elects to construct a new City Hall, City will simultaneously grant VSC an Option to Purchase ("Option") City Hall property described on Exhibit A. VSC will have two (2) years to exercise its Option. The two (2) year period will start on the earlier of (a) the date the City vacates the City Hall Property described on Exhibit A, or (b) provides VSC written notice of its intent to vacate with a date to vacate not later than 90 days from the date of the notice. The Option price payable to City will be Three Hundred Forty-Seven Thousand 00/100 Dollars (\$347,000.00). The price of Three Hundred Forty-Seven Thousand 00/100 Dollars (\$347,000.00) will be fixed until December 31, 2028. Thereafter the Option price payable by VSC will increase (and not decrease) by Consumer Price Index for All Urban Consumers (CPI-U) for the Midwest Region not to exceed Five Percent (5%) in any one (1) year annually, measuring the rate of change in said CPI for the prior twelve-month period. In the event the VSC exercises its Option, both Parties agree as follows: (1) At closing, VSC will pay and deliver the Purchase Price described above. (2) City shall deliver to VSC a Warranty Deed for the property described above in recordable form, free and clear of all liens, charges, and encumbrances, except (1) Building and Zoning Laws; (2) ordinances, state and federal regulations; (3) restrictions relating to the use

or improvement of the property without an effective forfeiture provisions; (4) reservation of any mineral rights for the State of Minnesota; and real estate taxes payable in the year of closing shall be prorated as of the date of closing. The respective Seller of the property described above shall pay all real estate taxes due and payable with regard to property in years prior to the year of closing. Buyer of the respective properties above shall pay all real estate taxes due and payable regard to property in the years subsequent to closing. The respective Seller will pay any deed tax incurred for recording the Warranty Deed.

2. Paragraph 6(B) is hereby deleted in its entirety.
3. Section 25 is hereby deleted in its entirety and replaced with the following:
 25. Assignment. This Agreement may not be assigned without the consent of the other party; provided, however, that the Option of VSC contained in Section 6 of this Agreement may be freely assigned by VSC to a purchaser of the property currently owned by VSC comprising the East Half of Lot 7 except the West four (4) feet thereof, and all of Lots 8, 9, and 10, all in Block 59 of La Crescent Plat, according to the recorded plat thereof on file and of record in the Office of the County Recorder for Houston County (Tax Parcel Nos. 250343000 and 250341000).

All remaining terms and conditions of the Agreement attached hereto as Exhibit A not modified above are unchanged.

CITY OF LA CRESCENT

Dated: _____

By: _____
Its: Mikel Poelling
Mayor

Dated: _____

By: _____
Its: Bill Waller
City Administrator

VSC CORPORATION

Dated: _____

By: _____
Its: George Parke
President

Dated: _____

By: _____
Its: _____

MEMORANDUM OF AMENDED AGREEMENT

THIS MEMORANDUM OF AMENDED AGREEMENT is made and entered into on September _____, 2025 by and between City of La Crescent, a Minnesota municipal corporation, ("City") and VSC Corporation, a Wisconsin corporation, ("VSC").

The parties entered into an Agreement for property described on Exhibits A and B dated August 23, 2023 and amended September _____, 2025, all the terms and conditions of which are made a part of this Memorandum of Agreement as though fully set forth herein, in the premises in the County of Houston, State of Minnesota described on Exhibits A and B.

Signatures to Follow

Drafted By:
Attorney Skip Wieser
WIESER LAW OFFICE, P.C.
33 S. Walnut Street, Suite 200
La Crescent, MN 55947

Dated: _____

By: _____
Its: Mikel Poellinger
Mayor

Dated: _____

By: _____
Its: Bill Waller
City Administrator

State of Minnesota, County of Houston

This instrument was acknowledged before me on this ____ day of _____, 2025, by
Mikel Poellinger as Mayor and Bill Waller as City Administrator for City of La Crescent.

Notary Public

Dated: _____

By: _____
Its: George Parke
President

State of _____, County of _____

This instrument was acknowledged before me on this ____ day of _____, 2025, by
George Parke as President for VSC Corporation.

Notary Public

#3.12



TO: Honorable Mayor and City Council Members
FROM: Chris Fortsch, Administrative Assistant *CF*
DATE: September 16, 2025
RE: Gas Installers License Application

The City has received a gas installers license application from John Yehle at Coulee Region Heating and Air Conditioning. The application appears to be in order, and I would suggest that the City Council approve the license application for the remainder of 2025.

#6.1



La Crosse County Convention & Visitors Bureau

Board Meeting

Explore La Crosse Office

123 7th Street South

Tuesday, September 16, 2025

8:00 a.m.

WiFi

GuestLax21!

Board of Directors: Jen Burch, Chair; Pete Boese, Vice Chair; Chris Roderique, Treasurer; Ryan Johnson, Secretary; Dave Ring, Pat Stephens, Nathan Franklin, Patrick Barlow, Mike Mielke, Barb Janssen, Cherryl Jostad, Dan Wick, Kalynn Kruger, Jay Patel, Ashley Santolin, Dan Kapanke, Kapena Faitau, Brody Meier, David Pierce, Nadia Turner, Austin Wells, Stephanie Pope, Shamawyah Curtis & Shawna Bortz

Ad Hoc: Kathleen Pielhop (DMI), Sam Scinta (La Crosse Chamber), Jay Odegaard (City of La Crosse Parks and Rec), Elizabeth Poh (La Crosse Center), Debbie Hosch (La Crescent Area Event Center), Vicki Markussen (LADCO), Michelle Hoskins (La Crescent Area Chamber & Tourism)

Executive Director: A.J. Frels

AGENDA

1. Call to Order

2. Introductions: Sam Scinta (La Crosse Chamber) & Michelle Hoskins (La Crescent Area Chamber & Tourism)

3. Vision Statement:

A destination that inspires exploration and elevates celebrations.

Mission Statement:

Explore La Crosse strives to create a thriving and inclusive community where tourism enriches lives and uplifts all who visit or call this region home.

4. Presentation – Carey Hegge, Director of Tourism and Event Servicing

5. Consent Items

a. Board Minutes

August 2025

- b. **Financial Committee**
 - Minutes
 - September 2025
 - Statements
 - August 2025
- c. **Municipality Updates**

6. Community Partners Update

- a. DMI
- b. La Crosse Chamber
- c. LADCO
- d. La Crescent Chamber

7. Event Center Updates

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

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

9. Committees

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

10. Old Business

- a. WisDOT and MN DOT Cleanup Dates
- b. Visitor Guide Sales
- c. Synergy
- d. USA Cycling

11. New Business

- a. WIAA Team Wrestling
- b. Beer, Wine, and Cheese Refresh Update
- c. BaM Discussion with Mayor Washington-Spivey
- d. Emily – Manager of Events & Tourism Servicing

12. Adjournment

The Next Board Meeting is scheduled for October 21, starting at 8:00 a.m. at the LCCVB Office at 123 7th Street South, La Crosse.

Celebrating Staff Birthdays and Anniversaries

Birthdays

Jeremiah – 10/1

Carey – 10/6

Kaytlin – 10/7

Explore La Crosse Employment Anniversaries

Michelle – 10/16, 19 years, a total of 24 years.

**LA CROSSE COUNTY CONVENTION & VISITORS BUREAU****BOARD MEETING****July 29, 2025– 8:00 a.m.****Board Members:**

Present: Jen Burch, Pete Boese, Ryan Johnson, Dave Ring, Brody Meier, Ashley Santolin, Barb Janssen, Chris Roderique, Patrick Barlow, Cherryl Jostad, Austin Wells, Pat Stephens, Jay Patel, Shawanna Bortz, Mike Mielke, Kapena Faitau, Nadia Turner

Excused: Dan Wick, Stephanie Pope, Kathleen Pielhop, Kalynn Krueger, Elizabeth Poh, Lauren Harris, Jay Odegard, Debbie Hosch

Absent: Dan Kapanke, Nathan Franklin, David Pierce, Shamawyah Curtis

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

PROCEEDINGS:

J. Burch brought the meeting to order at 8:07 a.m.

Vision, Mission and Values

Consent Items:

MOTION: to approve the Board minutes-July 2025, Finance August 2025 Minutes, Statements July 2025, and Community Updates. (R. Johnson, J. Patel) Carried.

EXECUTIVE DIRECTOR REPORT:

- AJ followed up with Stephanie Hauser regarding the eight-year agreement. She had no news to share at this time, and AJ will continue to stay in contact and work with her and Melissa.
- Jeremiah acquired sponsorship for Gravel Nationals from Morrie's Auto Group for \$4,250.
- Through Carey's efforts, we hosted one "Deconstructing Karen in the Coulee Region" films and session at the office. A second session will be held at the Courtyard Marriott.
- Jeremiah, Ben and AJ took the time to drive the USA Cycling course on August 12th. It is an aggressive course, and even the pros will be challenged. The courses were posted on the USA Cycling website on August 4th.
- At last year's La Crescent Chamber dinner, AJ bid on and won a pontoon cruise. He decided to use that for an outing for the staff. The staff enjoyed the outing on the afternoon of August 14th.
- Haleigh finished and submitted the Winter Shoulder Season Outdoor Rec "It's In Our Nature" JEM Grant application. We will see the funds beginning of the year in 2026.
- We got the SUV back from the body shop, and the graphics were applied on August 8th.
- Discover Wisconsin stopped in to discuss some opportunities for their show. AJ let them know that we do not have the budget to take on a show at this time, but would keep the information in mind for the future.

COMMITTEE REPORTS:

Membership - Reports were distributed. Revenue for July 2025 was \$8,886.25 budgeted for \$8,800.

Grants- Reports were distributed. Thus far, \$63,250 has been awarded in grants.

Convention/Sales- The next Impact meeting will be held on September 23. At this meeting Amanda Goodenough will be the guest speaker.

Marketing/Media-Haleigh has completed and submitted the "It's In Our Nature" JEM grant application.

Belonging and Mattering Committee- the next class sessions will begin in November.

OLD BUSINESS:

- Foundation-Information regarding the work on the foundation will be included in the Executive Director's report, but will be removed from the board meeting agenda until updates are ready to present.
- WI DOT and MN DOT Clean-Up Dates-the next clean up dates are scheduled for September 16 and 23rd. Please let AJ know if you are able to help out on either of these dates.
- September 16 Board Trolley Tour-the tour will take place following the September 16th board meeting. The

tour will be an abbreviated version of the actual tour, but to give the board a glimpse into what our visitors experience.

NEW BUSINESS:

- 2026 Budget-AJ reviewed the proposed budget with the board members.

MOTION: to accept the 2026 Explore La Crosse Budget as presented. (P. Barlow, D. Ring) Carried.

-Ten-Year Celebration of Explore La Crosse in 2026 Banners-the finance committee would like to have AJ start investigating logistics for a potential 2026 banner project, including contacting the Street Department, placement locations, and approval processes.

-2026 Visitor Guide Sales-Kaytlin is doing well with the sales, and at this point, she has reached \$83,370 with a budget of \$110,000.

-BaM Institute-at the finance committee there was a discussion of asking board members to attend the session and to assist with a portion of the fees.

MOTION: to allocate \$1,000 to subsidize toward BaM fees for Explore La Crosse Board members to attend. (M. Mielke, R. Johnson) Carried. (C. Jostad) Abstain, (B. Janssen) Oppose.

-Board Meeting Time-a couple of board members have asked if we'd consider moving the monthly meeting time. AJ will send out a doodle poll to see where the majority of the members stand on the meeting time or potential move.

Meeting adjourned at 8:55am

Next Board Meeting: September 16 at 8:00am.

Respectfully submitted, Michelle Hoch



LA CRESCENT CITY NEWS

Visit our Website www.cityoflacscent-mn.gov

Fall 2025

Pine Creek Restoration Project



The project to restore 2,625 linear feet of Pine Creek is well underway. The project is designed to fix high sediment deposits that have lowered the creek's water quality for cold water trout and restore floodplain banks that have washed away over the years. Better public access trails for hikers and recreational fishers will be built. The design will narrow the stream channel and use features in the water to speed up the flow so that sediments aren't deposited. To ensure more stability in the banks, excavators have cut down nearby trees and used them to create toe wood and root wads. This involves sections of trees being embedded under hard bank corners that add structure to the banks. Once the main construction activity has finished native trees will be replanted along the creek away from flood benches and stream banks. Article by: Jason Ludwigson

Students Visit from Luxembourg

The City of La Crescent recently hosted a group of international high school students from the Lenster Lycee International School in Junglingster, Luxembourg.



La Crescent and the surrounding areas were settled by many European immigrants including from Luxembourg. There are many descendants in La Crescent, SE Minnesota, and La Crosse, Wisconsin area whose ancestors were from Luxembourg. Mayor Poellinger (Oestreich) is of Luxembourg descent. The 12 students visited several of the City's environmental sustainability projects that included solar installations, prairies, Stoney Point forest restoration, rain gardens, and the Pine Creek restoration project. Many thanks to Mayor Poellinger, Council Member Teresa O'Donnell Ebner, Ruth Nissen and Betsy Knowles for their efforts to welcome the students and showcase the City's environmental restoration and stewardship projects. Article by: Larry Kirch



National Night Out 2025



Approximately 1,000 no cost dinners were served at Frank Kistler Memorial Park during the 19th Annual National Night Out event held on August 5th and hosted by the La Crescent Police Department. The event featured a variety of booths, a DJ from Music in Motion, donated prizes, and free swimming. Fire Fighters and Law Enforcement members were also in attendance providing demonstrations. A big thanks to all of the generous businesses and residents whose donations help make this event possible.





Pet Licensing

The 2026 pet licensing renewal time is quickly approaching. The 2026 license tags should be available mid-November. City residents that currently have their pet(s) registered with the City will be receiving a reminder letter in the coming weeks.

All pets within the City limits are required to be licensed with the City. The pet licensing application(s) can be found on the City website under the Police Department page. It

is the pet owners responsibility to download and complete the appropriate application(s). Each pet is required to have proof of rabies vaccination at the time of registration.

At the August 25th, 2025, City Council meeting, the City Council approved a change in the pet licensing fee to \$12.00 per pet irregardless of their spayed/neutered status. This is a change from \$15.00 per unspayed/non-neutered pet and \$10.00 per spayed/neutered pet.

The multi-pet fee of \$25.00 still remains in affect for those pet owners that have three or more of one species (cat or dog) and is in addition to the \$12.00 per pet licensing fee.

If owners do not register their pets by January 15, 2026, a late fee of \$15.00 will be applied.

The completed application(s), proof of rabies vaccination, and fees can be submitted to the City as follows:

- In person at the front desk of City Hall.
- Placed in the "utility bill" drop box on the wall outside the front door of City Hall. Tags will be mailed back to you.
- Mail to City Hall, 315 Main Street, P.O. Box 142, La Crescent, MN 55947. Tags will be mailed back to you.

* Please make checks payable to: City of La Crescent

Apply to Participate on the La Crescent Sustainability and

Resilience Plan Team

The City of La Crescent is accepting applications to participate on the Sustainability and Resilience Plan Team. The City of La Crescent is developing a Sustainability and Resilience Plan (SRP). The SRP will establish goals and provide a menu of detailed actions to reduce city-wide greenhouse gas (GHG) emissions and improve resilience to climate impacts. The plan will be a tool supporting the City of La Crescent, residents, and businesses in identifying and implementing

actions to increase our resilience and meet climate goals. We are forming a SRP Team to work collaboratively to co-create the City's plan by exploring, creating, reviewing, refining, and supporting the prioritization of actions to achieve the City's climate action goals. The SRP Team will be facilitated by our planning consultant paleBLUEdot and made up of City staff, public agency representatives, and community members like you. No prior experience in climate or sustainability is required—just a passion for making a difference. As a SRP Team member, you'll help shape the plan by participating in 6-7 workshops from March/April 2026 through September 2026. Tasks between meetings may also be needed. Total participation time is estimated to be approximately 6 to 8 hours per month. If you're 15 or older, we welcome your application! (Those under 18 will need parental consent.) Apply by October 19, 2025. Join us in this important effort to build a more resilient future! Apply at: <https://palebluedot.lc/la-crescent-climate-action-plan>. You can also complete the survey at: [La Crescent Sustainability and Resilience Plan — paleBLUEdot llc](https://palebluedot.lc/la-crescent-climate-action-plan)

Article by: Jason Ludwigson

RECYCLING & COMPOST SITE HOURS

RECYCLING CENTER (160 S. 3rd St) operated by Houston County. For questions please call: 507-725-5800.

THURSDAYS 10 am – 6 pm (YEAR AROUND)

SATURDAYS 8 am - 3 pm (YEAR AROUND)

COMPOST SITE (JUST PAST CLASSIC ROCK) operated by the City of La Crecent.

SUMMER HOURS - (Beginning the first Monday in April)

MONDAY 2 – 7 pm

SATURDAY 8 – 3 pm

FALL HOURS - (Beginning the first Thursday in October thru last Thursday in November)

MONDAY 2 – 7 pm

THURSDAY 2 – 7 pm

SATURDAY 8 – 3 pm

WINTER HOURS - (Beginning the first Saturday in December)

SATURDAY 8 – 3 pm

Building Permits

All permits for the City are done online. Visit our website at: www.cityoflacrescent-mn.gov/building-zoning/ If you are unsure if a permit is required, please call the Building Department 507-895-4409.

Prescription Drug Drop-off Box

The Prescription Drug Drop-off box is located in City Hall and may be accessed during regular business hours 7:30 am - 4:00 pm M-F. Meds can remain in their original containers. No need to remove or mark-out the labels. This is a confidential disposal unit. ***No liquids or needles accepted.***

La Crescent Public Library Hours



Monday, Wednesday, and Friday
(10:00 am - 6:00 pm)

Tuesday and Thursday
(10:00 am - 6:00 pm)

Saturday
(10:00 am - 2:00 pm)

For more information visit the La Crescent Library Website at: www.lacrescent.lib.mn.us



Pay Your Water Bill With Online Pay

The City of La Crescent partners with PSN which is an invoice cloud service that residents can use to pay their water and sewer bill online. Visit our website: www.cityoflacrescent-mn.gov, menu item 'Pay My Bill.' You can also call 877-885-7968 for assistance.

Pay now, schedule a payment or set up Auto-Pay. Please opt out of paper bills to help save money and be GREEN. An email is sent when your bill is ready. If you choose to use this service we recommend setting your payment date no later than the 10th or 12th of the month.

City Hall Closings

November 11, 2025 - Veterans Day
November 27 and 28, 2025—

Thanksgiving

December 24, 2025—Close at 11:30

Christmas Eve

December 25, 2025—Christmas Day

December 31, 2025— Close at 11:30

New Years Eve



Keeping our Storm Sewers Clean: What is an Illicit Discharge?

Anything that goes into the storm sewer system that is not storm water is considered an illicit discharge including but not limited to: paint, grass clippings and leaves, pet waste, motor oils, lawn chemicals, and sidewalk deicers.

How do I Report an illicit discharge?

Step 1. Observe from a safe distance. DO NOT touch or smell the substance.

Step 2. Notify the Non-Emergency Police Dispatch 507-895-4414 (Available 24/7). In case of an emergency, call 911.

Step 3. Provide the following information: your name, phone number, discovery/incident time, date, and location, description of material, and source if known, estimated extent of the problem, take photographs of the scene and send them to: www.lacrescentwwtp@gmail.com

For more information on Storm Water Pollution and what you can do to prevent it, please visit our website: www.cityoflacrescent-mn.gov and select the 'Administration' menu title and then from the drop-down menu select 'Storm Water & Erosion Control'

La Crescent Food Shelf

The La Crescent Food Shelf is grateful for the support of community members, schools, churches, and the Scouts Food Drive. They have seen an increase in visits and are glad to be able to meet needs, thanks to their generous donors and volunteers. Your financial contributions have helped purchase food from food banks and local stores to stock shelves. To learn more about how you can shop, support, or volunteer call 507-895-1115 or email: www.lacrescentfoodshelf@gmail.com.

Hours

Wednesday 1-5 pm,
Thursday 2-6 pm
2nd Saturday each month 9 am—Noon



Safe Drinking Water Fee

The 2025 Minnesota State legislature passed a bill raising the safe drinking water fee from \$9.72 to \$15.22 per water service connection, effective January 1, 2026. This fee helps ensure that all public water systems get the support needed to provide safe drinking water everywhere in Minnesota. Municipal community water systems collect the fee from consumers. The City of La Crescent collects this fee quarterly on either the July, August, or September City utility bill and then remits the fees collected to the Minnesota Department of Health Drinking Water Protection Division. You will see this fee on your utility bill under the code SF for "State Fee."

Houston County Refuse Fee for Landfill

Beginning January 1, 2026, Houston County will be increasing the refuse fee for the landfill from \$12.00 per quarter to \$12.75 per quarter. This fee is included on the monthly City utility bill under the code RC for "Refuse Charge." The City of La Crescent collects the fees and then remits them to Houston County.

Understanding Your Utility Bill

The City is broken down into three sections and each section is billed quarterly. The following table breaks down the three sections:



If your Account Number begins with a:	Bill is sent out at the beginning of:	Date bills are due before a penalty is applied:
1	March, June, September, and December	The 3rd Wednesday of the month you receive the bill
2 or 4	January, April, July, and October	The 3rd Wednesday of the month you receive the bill
3	February, May, August, and November	The 3rd Wednesday of the month you receive the bill

Quarterly Fixed Charges:

WF = Water Fixed Charge (meter charge) \$3.00 or \$10.50 based on size of meter

SM = Sewer Minimum Charge (currently) \$70.37

RC = Refuse Charge (Houston County Landfill, charged by the County) \$12.00 (\$12.75 beginning 1/1/2026)

RF = Recycling Fee (Residential recycling bins) \$10.50

SF = State User Fee (Charged 1 time per year for State Water Testing) \$9.72 (\$15.22 beginning 1/1/2026)

Any dollar amount above these fixed charges is for the amount of gallons of water your household or business uses during the quarter. An additional sewer fee may apply if your water usage for the quarter is over 30,000 gallons.



Fall Leaves and Winter Snow



As summer comes to a close and we slide into fall, please keep in mind the following when it comes to leaves and snow:

- The City does not provide a leaf collection service. Residents can take leaves and brush to the City's compost site.
- Please do not rake your leaves into the street this leads to clogging of the storm drains.
- Snow must be cleared from sidewalks within 24 hours after the end of the snowfall.

The City is currently accepting applications for City Boards/Commissions/Committees. If you or someone you know are interested, please visit the City Government link on our website. The application is available on any of the Commission/Committee links. Applications can also be picked up at the front desk of City Hall.

Are you new to La Crescent? View the 'Welcome to La Crescent' guide on our website or pick up a copy at City Hall, 315 Main Street.

City Council

The City Council meets at 5:00 p.m. on the 2nd and 4th Mondays every month in the Fire Department Community Room. Meetings are open to the public.

Council Members:

Mayor - Mikel Poellinger

Cherryl Jostad
Chris Langen
Teresa O'Donnell-Ebner
Dale Williams

Council Agenda's, Meeting minutes, and Meeting packets can be found on the City website:

www.cityoflacrescent-mn.gov
'City Government' tab.

La Crescent
Newsletter

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