

**CITY OF LA CRESCENT**  
**AGENDA**  
**REGULAR MEETING**  
**LA CRESCENT COMMUNITY BUILDING**  
**336 SOUTH FIRST STREET**  
**SEPTEMBER 23, 2024**  
**5:00 P.M.**

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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 9, 2024
- 1.2 BILLS PAYABLE THROUGH SEPTEMBER 20, 2024

**2. PUBLIC HEARING/MEETING**

**3. ITEMS FOR CONSIDERATION**

- 3.1 RESOLUTION – CALL FOR PUBLIC HEARING STREET RECONSTRUCTION PLAN
- 3.2 REIMBURSEMENT RESOLUTION – STREET PROJECTS
- 3.3 STREET PROJECT REVIEW
- 3.4 Mn SMALL CITIES DEVELOPMENT GRANT AWARD
- 3.5 ENGINEERING AGREEMENT – WALNUT STREET PROJECT
- 3.6 ENGINEERING AGREEMENT - OAK STREET
- 3.7 ENGINEERING AGREEMENT – PRELIMINARY PLANNING MAIN STREET PROJECT
- 3.8 ENGINEERING AGREEMENT – SAFE ROUTES TO SCHOOL PROJECT
- 3.9 WALK TO SCHOOL DAY PROCLAMATION
- 3.10 CPL PROJECT BID RESULTS
- 3.11 ELECTRIC VEHICLE INFORMATIONAL MEETING
- 3.12 PLANNING COMMISSION APPOINTMENT
- 3.13 PARADE REQUEST
- 3.14 ELECTION JUDGE RESOLUTION
- 3.15 AUTHORIZE SIGNER – CITY BANK ACCOUNTS
- 3.16 REVIEW DRAFT CANNABIS REGULATIONS

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**4. UNFINISHED BUSINESS**

4.1

**5. MAYOR'S COMMENTS**

5.1

**6. STAFF CORRESPONDENCE/COMMITTEE UPDATES**

6.1

6.2

6.3

6.4

6.5

**7. CORRESPONDENCE**

7.1

7.2

7.3

**8. CHAMBER OF COMMERCE**

8.1

**9. ITEMS FOR NEXT AGENDA**

**10. ADJOURNMENT**

#1.1

MINUTES, REGULAR MEETING  
CITY COUNCIL, CITY OF LA CRESCENT, MINNESOTA  
SEPTEMBER 9, 2024

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 9, 2024.

Upon a roll call taken and tallied by the City Clerk, the following members were present: Members Cheryl Jostad, Teresa O'Donnell-Ebner, Dale Williams, and Mayor Mike Poellinger. Members absent: Ryan Hutchinson. Also present were, City Public Works Director Tyler Benish, City Attorney Skip Wieser, and City Clerk Angie Boettcher.

Hannah Cramer from MSA Professional Services was also in attendance via Zoom.

**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 26, 2024
- 1.2 BILLS PAYABLE THROUGH – SEPTEMBER 6, 2024

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

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

**A MOTION TO APPROVE THE CONSENT AGENDA AS PRESENTED.**

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

Cheryl Jostad	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 – ADA ACCESS AUDIT/TRANSITION PLAN**

In 2023 the city selected MSA Professional Services to complete an ADA facility audit of parks and recreation facilities including site visits, preparation of a transition plan, and development of a final report. Public Works Director Tyler Benish introduced to City Council, Hannah Cramer from MSA Professional Services to present the final report (via Zoom). The transition plan will be used as a guide for maintenance, yearly budgeting, and future improvements. The transition plan will be a living document to be updated as work is completed. The Park and Recreation Commission has reviewed the report and recommends that City Council adopt the ADA Facility Audit of Parks and Recreation Facilities as presented. Following discussion, Member O'Donnell-Ebner made a motion, seconded by Member Williams as follows:

**MOTION TO APPROVE THE ADA FACILITY AUDIT OF PARKS AND RECREATION FACILITIES AND TRANSITION PLAN AS PRESENTED.**

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

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

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

**ITEM 3.2 – AUTHORIZE EXPENDITURE – WATER SYSTEM EVALUATION**

Public Works Director Tyler Benish reviewed with City Council a proposal from KLM Engineering to operate a remote-operated vehicle (ROV) in the city's Stoney Point and Crescent Hills reservoirs. The ROV will inspect the structure of the tanks and pipes; the staff will also inspect the tank's visible piping and exterior components. KLM will provide an evaluation report to identify deficiencies and recommend repairs and maintenance. City Council was recommended to approve the proposal from KLM Engineering for \$7000 to evaluate the two water reservoirs with a remote-operated vehicle and authorize the expenditure from the water operating fund. Following discussion, Member Jostad made a motion, seconded by Member O'Donnell-Ebner as follows:

**MOTION TO APPROVE THE PROPOSAL FROM KLM ENGINEERING FOR \$7000 TO EVALUATE THE STONEY POINT AND CRESCENT HILLS RESERVOIRS WITH A REMOTE-OPERATED VEHICLE AND AUTHORIZE THE EXPENDITURE FROM THE WATER OPERATING FUND.**

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

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

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

**ITEM 3.3 – SOLAR RFP – AQUATIC CENTER**

Public Works Director Tyler Benish reviewed with City Council the results of the Third-Party Solar Request for Proposals for the Aquatic Center. Proposals were received by All Energy Solar (\$72,816), iSolar (\$95,000), and Solar Connection (\$85,000). It was recommended that the City Council approve the proposal from Solar Connection, which includes the most efficient PV panels and the highest linear power performance guarantee. The City would work with Solar Connection as the developer to apply for the Solar on Public Buildings Grant Program Full Grant Application. Following discussion, Member O'Donnell-Ebner made a motion, seconded by Member Williams as follows:

**MOTION TO APPROVE THE THIRD-PARTY SOLAR REQUEST FOR PROPOSAL FOR THE AQUATIC CENTER FROM SOLAR CONNECTION AS THE DEVELOPER TO APPLY FOR THE SOLAR ON PUBLIC BUILDINGS GRANT PROGRAM FULL GRANT APPLICATION.**

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

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

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

**ITEM 3.4 – LEASE AGREEMENT – READY BUS COMPANY**

City Attorney Skip Wieser reviewed with City Council an updated one-year lease agreement, that was provided to City Council before the meeting between the City of La Crescent and Ready Bus Company, Inc. for Ready Bus Company to store buses used to service their contract with the La Crescent-Hokah School District at the City maintenance facility. The updated agreement includes Ready Bus Company, Inc. employee parking, and a trailer for the employees. It was recommended that City Council approve the updated lease agreement. Following discussion, Member Jostad made a motion, seconded by Member O'Donnell-Ebner as follows:

**MOTION TO APPROVE THE UPDATED ONE-YEAR LEASE AGREEMENT BETWEEN THE CITY OF LA CRESCENT AND READY BUS COMPANY, INC. TO LEASE LAND AT THE CITY MAINTENANCE FACILITY TO SERVICE THEIR CONTRACT WITH THE LA CRESCENT-HOKAH SCHOOL DISTRICT.**

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

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

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

**ITEM 3.5 – CALL FOR SPECIAL COUNCIL MEETING – 9/26/2024**

City Clerk Angie Boettcher reviewed with City Council a memo from City Administrator Bill Waller requesting to call for a special meeting on Thursday, September 26, 2024, at 5:30 p.m., at the La Crescent Community Building. The purpose of the meeting will be for the City Council to review the draft of the proposed 2025 general fund budget, adopt a resolution setting the preliminary levy for 2025, and set the date and time for the public meeting at which time the budget and levy resolution will be discussed and public input to the final budget and levy determination. Following discussion, Member O'Donnell-Ebner made a motion, seconded by Member Jostad as follows:

**MOTION TO APPROVE CALLING FOR A SPECIAL MEETING ON THURSDAY, SEPTEMBER 26, 2024, AT 5:30 P.M., AT THE LA CRESCENT COMMUNITY BUILDING TO REVIEW THE DRAFT OF THE PROPOSED 2025 GENERAL FUND BUDGET, ADOPT A RESOLUTION SETTING THE PRELIMINARY LEVY FOR 2025, AND SET THE DATE AND TIME FOR THE PUBLIC MEETING.**

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

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

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

**ITEM 3.6 – Mn PUBLIC UTILITIES COMMISSION DECISION-SOLAR GARDEN SUBSCRIPTION AGREEMENT**

City Attorney Skip Wieser reviewed with City Council the August 16<sup>th</sup> Public Utilities Commission denial of the City’s request for reconsideration on how the Commission is changing solar credits. Moving forward the City would have to pursue any appeal to the Public Utilities Commission's decision through the courts. This would be cost-prohibitive to the City. It was recommended that City Council not pursue any further appeal at this time. Following discussion, Member O’Donnell-Ebner made a motion, seconded by Member Jostad as follows:

**MOTION TO NOT FURTHER PURSUE AN APPEAL TO THE PUBLIC UTILITIES COMMISSION REGARDING CHANGES TO THE SOLAR CREDITS.**

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

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

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

**ITEM 3.7 – FEE SCHEDULE AMENDMENT**

City Clerk Angie Boettcher reviewed with City Council Ordinance No. 585 amending the Master Fee Schedule to increase the Police Reserve Assistance fee to \$17.50 per hour. Following review and discussion, Member Jostad introduced the following ordinance and moved its passage and adoption:

**ORDINANCE NO. 585**

**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, AND NO. 583**

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, and December 11, 2023 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:

<b>POLICE</b>	<b>2024</b>
<b>Miscellaneous</b>	
Print-out of driving record/registration check - per request	\$5.00
Police Reserves - School District #300 events - per hour/per person	<del>\$12.00</del> to \$17.50
Fingerprinting	\$55.00
Vehicle Towing Fee	\$225.00
Vehicle Impoundment Fee - per day	\$15.00

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_ 2024

SIGNED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Administrator

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

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

Mike Poellinger                      Yes

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

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

**MOTION THAT A PRÉCIS FORMAT OF SAID INTERIM ORDINANCE 585 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 voted in favor thereof, viz;

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

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

### **ITEM 3.9 – DONATION RESOLUTION**

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

#### **RESOLUTION NO. 09-24-29**

#### **RESOLUTION ACCEPTING A DONATION MADE TO THE CITY OF LA CRESCENT IN SEPTEMBER 2024**

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

1. An Anonymous donor wishes to donate \$50,000 to Wieser Park.
2. Jeffrey and Teresa Krueger wish to donate \$20.00 to the La Crescent Fire Department in memory of Greg Schild.
3. Donnis Buchan wishes to donate \$25.00 to the La Crescent Fire Department in memory of Greg Schild.
4. Kathleen Banasik wishes to donate \$25.00 to the La Crescent Fire Department in memory of Greg Schild.
5. Rita Towner wishes to donate \$25.00 to the La Crescent Fire Department in memory of Greg Schild.

6. Robert and Mary Beckman wish to donate \$15.00 to the La Crescent Fire Department in memory of Greg Schild.
7. Laurel and Mavis Millie wish to donate \$40.00 to the La Crescent Fire Department in memory of Greg Schild.
8. Bruce and Barb Grant wish to donate \$40.00 to the La Crescent Fire Department in memory of Greg Schild.
9. Louise Hill wishes to donate \$40.00 to the La Crescent Fire Department in memory of Greg Schild.
10. Douglas and Jackie Colsch wish to donate \$30.00 to the La Crescent Fire Department in memory of Greg Schild.
11. Pat and Ron Gruntzel wish to donate \$50.00 to the La Crescent Fire Department in memory of Greg Schild.
12. Edwin Burrell wishes to donate \$20.00 to the La Crescent Fire Department in memory of Greg Schild.
13. Carolyn Newcomb wishes to donate \$20.00 to the La Crescent Fire Department in memory of Greg Schild.
14. James and Jane Beckman wish to donate \$20.00 to the La Crescent Fire Department in memory of Greg Schild.
15. A. Peter and Jeanne Johnson wish to donate \$20.00 to the La Crescent Fire Department in memory of Greg Schild.
16. David and Anna Schroeder wish to donate \$100.00 to the La Crescent Fire Department in memory of Greg Schild.
17. Janice Schild wishes to donate \$80.00 to the La Crescent Fire Department in memory of Greg Schild.
18. Randal and Sharon Dwyer wish to donate \$30.00 to the La Crescent Fire Department in memory of Greg Schild.

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

ADOPTED this 9<sup>th</sup> Day of September 2024.

SIGNED:

\_\_\_\_\_  
Mayor

ATTEST:

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City Clerk

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

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

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

#### **6. STAFF CORRESPONDENCE/COMMITTEE UPDATES**

##### **6.1. EXPLORE LA CROSSE**

City Council reviewed the August 27, 2024, Explore La Crosse Board Meeting agenda and the July 30, 2024, Meeting minutes.

##### **6.2**

#### **8. CHAMBER OF COMMERCE**

A representative from the Chamber of Commerce was in attendance and had no updates to report.

There being no further business to come before the Council at this time, Member O'Donnell-Ebner made a motion, seconded by Member Williams 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
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 5:37 P.M.

APPROVAL DATE: \_\_\_\_\_.

SIGNED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Administrator

#1.2



TO: Honorable Mayor and City Council Members  
FROM: Bill Waller, City Administrator *BW*  
DATE: September 20, 2024  
RE: Bills Payable

Attached for review and consideration by the City Council are the bills payable for the period ending September 20, 2024. 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
<b>A1 PRECISION PUMPING INC</b>						
12815	CITY HALL- UNPLUG SEWER LINE	08/26/2024	300.00	.00		
12842	GC - PUMP SEPTIC TANK FOR CLUBHOUSE	09/05/2024	250.00	.00		
Total 9080:			550.00	.00		
<b>ABILITY BUILDING CENTER INC</b>						
21960	FD - CLEANING COMM RM	08/31/2024	344.50	.00		
21960	FD - CLEANING STATION	08/31/2024	201.00	.00		
21961	CITY HALL - SHREDDING	08/31/2024	35.49	.00		
21961	CITY HALL - CLEANING	08/31/2024	122.58	.00		
Total 8085:			703.57	.00		
<b>AMAZON CAPITAL SERVICES</b>						
11M9-V3KR-6VV	EQUIPMENT FOR FIRE MARSHALL VEHICLE - PSA FUND	09/10/2024	86.98	.00		
14C1-1JGP-C96	GC - GOLF CAR REPAIR PARTS	09/10/2024	68.00	.00		
16DC-CWDW-XL	LIBRARY - BOOKS	09/16/2024	18.99	.00		
1H19-6N3V-17M	MAINT - RADIO PARTS	09/12/2024	185.37	.00		
1KG4-XC9Q-6W	LIBRARY - BOOKS GRANT FUNDED	09/16/2024	16.64	.00		
1PQW-YCVH-1Q	DOOR STOPPER FOR WIESER PAVILION	09/04/2024	17.49	.00		
1PQW-YCVH-1Q	CITY HALL - OFFICE SUPPLIES	09/04/2024	63.00	.00		
1PR9-36CL-44J7	HOSE REEL CART FOR WIESER PARK	08/27/2024	33.99	.00		
1QQG-FWQH-DL	DOG WASTE STATIONS FOR DOG PARK	09/13/2024	926.04	.00		
1TNK-LC6J-Q67	FD - CARBURATOR FOR OLD FIRE TRUCK	09/07/2024	209.99	.00		
1VW9-RFW9-LX	LIBRARY - CLEANING SUPPLIES	09/14/2024	95.13	.00		
1W9X-CCKV-CG	PD - BATTERY FOR AUDIO RECORDER	09/12/2024	14.11	.00		
1X1J-J4ML-3FD	GC - HOT DOG STEAMER	08/27/2024	174.60	.00		
1XYX-1X9F-461	GC - PRINTER PAPER FOR CREDIT CARD MACHINE	09/03/2024	133.84	.00		
1YVR-KPTW-KK	LIBRARY - BOOKS GRANT FUNDED	09/18/2024	7.99	.00		
Total 9956:			2,052.16	.00		
<b>ANCHOR SOLAR INVESTMENTS LLC</b>						
#59	ANIMAL RESCUE - SOLAR	09/01/2024	198.47	.00		
#59	MAINTENANCE BLDG - SOLAR	09/01/2024	387.07	.00		
#59	RADIUM PLANT - SOLAR	09/01/2024	387.07	.00		
Total 9859:			972.61	.00		
<b>AUDIO DESIGNS INCORPORATED</b>						
31827	PD - EQUIPMENT REPAIR P-19	08/30/2024	1,640.00	.00		
Total 10224:			1,640.00	.00		
<b>AXON ENTERPRISE, INC.</b>						
INUS282098	PD - TASERS (9) PSA FUNDS	09/19/2024	40,872.60	.00		
Total 9690:			40,872.60	.00		
<b>B &amp; T TECHNICAL SERVICES, LLC</b>						
1594	COMM BLDG - SOLAR ELECTRICAL SERVICE	08/31/2024	519.64	.00		
Total 9680:			519.64	.00		
<b>BAKER &amp; TAYLOR</b>						
2038467345	LIBRARY - BOOKS GRANT FUNDED	08/06/2024	335.84	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
2038488976	LIBRARY - BOOKS GRANT FUNDED	08/15/2024	343.11	.00		
2038501997	LIBRARY - BOOKS GRANT FUNDED	08/21/2024	288.62	.00		
2038503144	LIBRARY - BOOKS GRANT FUNDED	08/22/2024	374.67	.00		
2038513085	LIBRARY - BOOKS GRANT FUNDED	08/27/2024	316.61	.00		
H69798070	LIBRARY - MOVIES GRANT FUNDED	08/12/2024	22.48	.00		
H69798071	LIBRARY - MOVIES GRANT FUNDED	08/12/2024	26.24	.00		
H69911320	LIBRARY - MOVIES GRANT FUNDED	08/12/2024	26.24	.00		
H69922000	LIBRARY - MOVIES GRANT FUNDED	08/21/2024	26.24	.00		
H70005770	LIBRARY - MOVIES GRANT FUNDED	08/29/2024	26.19	.00		
H70005771	LIBRARY - MOVIES GRANT FUNDED	08/29/2024	11.21	.00		
Total 8022:			1,797.45	.00		
<b>BAUER'S MARKET &amp; NURSERY, INC.</b>						
60275	FLOWERS FOR WIESER PAVILION	09/06/2024	272.79	.00		
Total 133:			272.79	.00		
<b>BOUND TREE MEDICAL, LLC</b>						
85437419	POOL - GLOVES	08/01/2024	116.38	.00		
Total 9621:			116.38	.00		
<b>BREYER'S SALES AND SERVICE INC</b>						
19379	PARKS - MOWER REPAIR	08/16/2024	36.08	.00		
Total 131:			36.08	.00		
<b>BUEHLER, LUANN</b>						
9/24	PD - UNIFORM PATCHES	09/16/2024	36.00	.00		
Total 10104:			36.00	.00		
<b>CINTAS CORPORATION</b>						
4201621949	GC- CLEANING RAGS FOR CLUBHOUSE AND SHOP	08/12/2024	43.39	.00		
4201621963	CITY HALL - MATS, CLEANING RAGS & TOWELS	08/12/2024	76.73	.00		
4203078580	CITY HALL - MATS, CLEANING RAGS & TOWELS	08/26/2024	76.73	.00		
4203078748	GC- CLEANING RAGS FOR CLUBHOUSE AND SHOP	08/26/2024	53.01	.00		
Total 9696:			249.86	.00		
<b>CITY TREASURER'S OFFICE</b>						
198416 - AUGUS	WASTEWATER TO LA CROSSE	08/31/2024	31,066.76	.00		
Total 1086:			31,066.76	.00		
<b>CLASSIC ROCK PRODUCTS INC</b>						
1046	GC - DIRT FOR COURSE	09/03/2024	1,054.00	.00		
Total 278:			1,054.00	.00		
<b>CLEARWAY COMMUNITY SOLAR LLC</b>						
7/24 STMT	321 MAIN ST - LIBRARY	07/31/2024	190.50	.00		
7/24 STMT	209 S WALNUT ST - LAC SIGN	07/31/2024	16.36	.00		
7/24 STMT	193 MCINTOSH RD - BOOSTER STATION	07/31/2024	213.43	.00		
7/24 STMT	407 ORCHARDVIEW - BOOSTER STATION	07/31/2024	353.08	.00		
7/24 STMT	608 S TH ST - POOL	07/31/2024	601.74	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
7/24 STMT	400 LARCH AVE - WELL 2	07/31/2024	763.79	.00		
7/24 STMT	219 CHESTNUT ST - BRIDGE LIGHT	07/31/2024	65.26	.00		
7/24 STMT	722 N 2ND ST - RADIUM PLANT	07/31/2024	2,314.95	.00		
7/24 STMT	219 MAIN ST - UNIT LIGHTS	07/31/2024	91.06	.00		
7/24 STMT	110 MIDNIGHT ST - LIFT STATION	07/31/2024	60.52	.00		
7/24 STMT	200 STONEY POINT - WELL HOUSE	07/31/2024	924.52	.00		
7/24 STMT	520 S 14TH ST - ICE ARENA	07/31/2024	2,981.06	.00		
7/24 STMT	202 MAIN ST - FLAG LIGHT	07/31/2024	3.70	.00		
7/24 STMT	608 S. 7TH ST - TENNIS COURT LIGHTS	07/31/2024	11.65	.00		
7/24 STMT	336 S 1ST ST - COMMUNITY BLDG	07/31/2024	179.35	.00		
7/24 STMT	1323 SPRUCE DR - ABNET FIELDS	07/31/2024	36.58	.00		
7/24 STMT	1200 JONATHAN LN - PARK SHELTER	07/31/2024	49.82	.00		
7/24 STMT	523 S. CHESTNUT - ANIMAL SHELTER	07/31/2024	46.82	.00		
7/24 STMT	1450 HWY 16 - LIFT STATION	07/31/2024	34.70	.00		
7/24 STMT	31 MCINTOSH RD - LIFT STATION	07/31/2024	13.16	.00		
Total 9854:			8,952.05	.00		
<b>CORKY'S PIZZA &amp; ICE CREAM</b>						
9/17/24	ECONOMIC DEVELOPMENT COMMISSION MEETING	09/17/2024	51.60	.00		
Total 241:			51.60	.00		
<b>CULLIGAN WATER CONDITIONING</b>						
285X21532209	FD - WATER COOLER RENTAL	09/01/2024	39.95	.00		
Total 231:			39.95	.00		
<b>DAVY LABORATORIES</b>						
2410076	WATER - TESTING	09/11/2024	108.00	.00		
2410220	WATER - TESTING	09/13/2024	108.00	.00		
Total 312:			216.00	.00		
<b>DEPT OF NATURAL RESOURCES</b>						
8/27/24-9/3/24	WEEKLY RECREATIONAL VEH. REGIST.	09/03/2024	687.45	687.45	09/09/2024	
9/4/24-9/9/24	WEEKLY RECREATIONAL VEH. REGIST.	09/09/2024	580.84	580.84	09/13/2024	
Total 318:			1,268.29	1,268.29		
<b>EFTPS - ELECTRONIC FEDERAL TAX</b>						
9/13/24 P/R	FED/FICA/MEDICARE	09/17/2024	21,982.48	21,982.48	09/17/2024	
Total 1127:			21,982.48	21,982.48		
<b>FIRE SAFETY U.S.A., INC.</b>						
191589	FD - TRUCK REPAIR	09/11/2024	95.70	.00		
Total 8851:			95.70	.00		
<b>GARRISON, KYLIE</b>						
REIMB - LIFEGR	REIMB - LIFEGUARD CERTIFICATION R. GARRISON	09/01/2024	195.00	.00		
Total 10222:			195.00	.00		
<b>GILLETTE, JAY</b>						
9/16/24 REIMB	REIMB - AIR CLEANER FOR OLD FIRE TRUCK	09/16/2024	33.22	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 324:			33.22	.00		
<b>HAPPY DANCING TURTLE</b>						
1039	LIBRARY - 3 PROGRAMS @\$25 EACH- BUTTERFLIES, BA	09/12/2024	75.00	75.00	09/12/2024	
Total 10219:			75.00	75.00		
<b>HAWKINS INC.</b>						
6862710	WATER PLANT - CHEMICALS	09/15/2024	30.00	.00		
Total 512:			30.00	.00		
<b>HOKAH CO-OP OIL ASSOCIATION</b>						
247250	GC - TIRE REPAIR	08/13/2024	36.72	.00		
247378	GC - OIL FOR EQUIPMENT	08/15/2024	115.83	.00		
247378	GC - FILTER	08/15/2024	6.84	.00		
247394	GC - OIL FOR EQUIPMENT	08/15/2024	77.22	.00		
9921	GC - DIESEL AND GAS FILL	08/26/2024	2,265.79	.00		
Total 715:			2,502.40	.00		
<b>HOUSTON CNTY TREASURER</b>						
1493	PD - DUTY SPRAY FOR NEW OFFICERS	09/06/2024	204.00	.00		
Total 751:			204.00	.00		
<b>IMPACT EMS</b>						
INVENT174	PD - 16 HOUR EMR REFRESHER TRAINING	09/09/2024	77.60	.00		
Total 10175:			77.60	.00		
<b>JOHNSON LIVINGS LLC</b>						
INV0337	MAINT - SAFETY SHIRTS	09/10/2024	371.04	.00		
Total 10147:			371.04	.00		
<b>LA CRESCENT ACE HARDWARE</b>						
8/24 STMT	CITY HALL - BLDG REPAIR	08/31/2024	43.16	.00		
8/24 STMT	FD - CLEANING SUPPLIES	08/31/2024	15.98	.00		
8/24 STMT	MAINT - GASKET SEALER	08/31/2024	6.99	.00		
8/24 STMT	POOL - CLEANING SUPPLIES	08/31/2024	39.95	.00		
8/24 STMT	PARKS - CANOE LAUNCH REPAIR	08/31/2024	31.39	.00		
8/24 STMT	PARKS - WIESER PAVILION BIB HOSE	08/31/2024	31.57	.00		
8/24 STMT	MAINT- SMALL TOOLS	08/31/2024	47.97	.00		
8/24 STMT	PARKS - HOSE FOR WATERTANK	08/31/2024	23.98	.00		
8/24 STMT	FD - BLDG SUPPLIES	08/31/2024	24.58	.00		
8/24 STMT	PARKS - SMALL TOOLS	08/31/2024	4.59	.00		
8/24 STMT	PARKS - WASP & HORNET SPRAY	08/31/2024	14.97	.00		
8/24 STMT	CITY HALL - BLDG REPAIR	08/31/2024	35.36	.00		
8/24 STMT	MAINT - SHOP TOOLS	08/31/2024	249.00	.00		
8/24 STMT	PARKS - FLAG POLE FOR WIESER PARK	08/31/2024	57.96	.00		
8/24 STMT	PARKS - CLEANING SUPPLIES	08/31/2024	41.16	.00		
8/24 STMT	MAINT - ENGINE LUBRICANT	08/31/2024	11.18	.00		
8/24 STMT	GC - OFFICE SUPPLIES	08/31/2024	7.18	.00		
8/24 STMT	PD - OFFICE SUPPLIES	08/31/2024	4.78	.00		
8/24 STMT	CITY HALL - BLDG REPAIR	08/31/2024	7.99	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
8/24 STMT	POOL - CLEANING SUPPLIES	08/31/2024	13.98	.00		
8/24 STMT	PARKS - CANOE LAUNCH REPAIR	08/31/2024	10.99	.00		
8/24 STMT	STREETS - NUTS & BOLTS FOR STREET SIGNS	08/31/2024	92.05	.00		
8/24 STMT	PUBLIC WORKS - MOTOR OIL	08/31/2024	4.99	.00		
8/24 STMT	DOG PARK - HOSE/SPRINKLER	08/31/2024	194.95	.00		
8/24 STMT	B&Z - SMALL TOOLS	08/31/2024	22.98	.00		
8/24 STMT	PARKS - CANOE LAUNCH REPAIR	08/31/2024	3.54	.00		
8/24 STMT	PARKS - TOOLS FOR CANOE LANDING	08/31/2024	15.18	.00		
8/24 STMT	PARKS - PAINT	08/31/2024	13.98	.00		
8/24 STMT	PARKS - FLY CATCHER WINDOW SCREENS WIESER PAVI	08/31/2024	11.98	.00		
8/24 STMT	PARKS - CANOE LAUNCH STEPS REPAIR	08/31/2024	30.98	.00		
8/24 STMT	POOL - CLEANING SUPPLIES	08/31/2024	27.96	.00		
8/24 STMT	GC - CLEANING SUPPLIES	08/31/2024	15.99	.00		
8/24 STMT	MAINT - TRUCK REPAIR	08/31/2024	3.99	.00		
8/24 STMT	WATER SAMPLES POSTAGE	08/31/2024	17.02	.00		
8/24 STMT	PARKS - PAINT	08/31/2024	43.96	.00		
8/24 STMT	GC - BATTERIES FOR KITCHEN THERMOMETER	08/31/2024	6.99	.00		
8/24 STMT	STREETS - CREDIT - NUTS & BOLTS FOR STREET SIGNS	08/31/2024	33.99-	.00		
Total 717:			1,197.26	.00		
<b>LA CRESCENT AREA EVENT CENTER, INC.</b>						
8/24 LODGING T	LODGING TAX - MARKETING & PROMO AGREEMENT	09/19/2024	1,933.50	.00		
Total 9810:			1,933.50	.00		
<b>LA CRESCENT AUTO REPAIR, INC</b>						
31251	STREETS - NEW TIRES ON PLOW TRUCK	09/06/2024	1,153.73	.00		
31350	FD- VEHICLE REPAIR/MAINTENANCE	09/16/2024	76.36	.00		
Total 8168:			1,230.09	.00		
<b>LA CRESCENT CHAMBER OF COMMERC</b>						
8/24 LODGING T	LODGING TAX - MARKETING & PROMO AGREEMENT	09/19/2024	1,933.50	.00		
Total 1142:			1,933.50	.00		
<b>LA CROSSE AREA CONVENTION AND</b>						
8/24 LODGING T	LODGING TAX - MARKETING & PROMO AGREEMENT	09/19/2024	6,048.38	.00		
Total 9824:			6,048.38	.00		
<b>LA CROSSE GLASS &amp; OVERHEAD DOOR CO.</b>						
350351	MAINT SHOP - REPAIR GARAGE DOOR	09/03/2024	492.10	.00		
Total 2471:			492.10	.00		
<b>LAWTON PRINTING</b>						
2061	CITY HALL - OFFICE SUPPLIES	09/13/2024	139.94	.00		
Total 10065:			139.94	.00		
<b>LEAGUE OF MINNESOTA CITIES</b>						
411242 9-12/24 D	MEMBERSHIP DUES 9/1/24 - 12/31/24	09/01/2024	2,243.00	.00		
Total 1117:			2,243.00	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>LIND, CARL</b>						
106	GC - USED BALLS FOR RESALE	09/06/2024	96.00	.00		
Total 10110:			96.00	.00		
<b>MAYO CLINIC</b>						
8/24 NEW HIRE	PD - NEW HIRE TESTING	08/09/2024	201.00	.00		
Total 9973:			201.00	.00		
<b>MENARDS-LA CROSSE</b>						
03718	GUARD RAIL POSTS FOR SHORE ACRES	09/11/2024	143.91	.00		
03978	GC - GOLF CAR REPAIR	09/18/2024	5.96	.00		
03978	GC - CLEANING SUPPLIES	09/18/2024	41.25	.00		
03978	GC - COURSE REPAIR	09/18/2024	51.92	.00		
3152	SREETES - VEHICLE MAINT	08/27/2024	22.42	.00		
3152	STREETS - GUARD RAIL REPAIR	08/27/2024	692.48	.00		
3152	STREETS - SMALL TOOLS	08/27/2024	139.98	.00		
Total 1352:			1,097.92	.00		
<b>MIDWEST TAPE</b>						
505964816	LIBRARY- MOVIES	08/30/2024	51.73	.00		
Total 9851:			51.73	.00		
<b>MIENERGY COOPERATIVE</b>						
8/24 STMT	ELECT UTILITIES-CRESC.HGTS.& WILDWOOD SEC LIGH	08/31/2024	230.00	230.00	09/20/2024	
8/24 STMT	ELECT UTILITIES-GC POP MACH.	08/31/2024	164.73	164.73	09/20/2024	
8/24 STMT	ELECT UTILITIES-GC CLUBHOUSE	08/31/2024	1,658.52	1,658.52	09/20/2024	
8/24 STMT	ELECT UTILITIES-GC IRRIGATION & PARKING LOTS LIGH	08/31/2024	1,136.86	1,136.86	09/20/2024	
8/24 STMT	ELECT UTILITIES - HORSETRACK MEADOWS LIFT STATI	08/31/2024	158.96	158.96	09/20/2024	
8/24 STMT	ELECT UTILITIES - WIESER PARK	08/31/2024	375.73	375.73	09/20/2024	
Total 2012:			3,724.80	3,724.80		
<b>MINNESOTA CHILD SUPPORT PAYMENT CENTER</b>						
9/13/24P/R00156	MN CHILD SUPPORT	09/16/2024	497.46	497.46	09/16/2024	
Total 9597:			497.46	497.46		
<b>MINNESOTA DEPT OF REVENUE</b>						
9/13/24 P/R	MN STATE WHT	09/17/2024	4,339.00	4,339.00	09/17/2024	
Total 227:			4,339.00	4,339.00		
<b>MINNESOTA ENERGY RESOURCES INC</b>						
8/24 STMT	PUMP HOUSE MCINTOSH	08/31/2024	18.00	.00		
8/24 STMT	COMMUNITY BLDG - GAS UTILITIES	08/31/2024	45.00	.00		
8/24 STMT	ABNET RESTROOMS- GAS UTILITIES	08/31/2024	23.08	.00		
8/24 STMT	LIBRARY - GAS UTILITIES	08/31/2024	20.18	.00		
8/24 STMT	PUMP HOUSE ORCHARDVIEW	08/31/2024	31.80	.00		
8/24 STMT	CITY HALL - GAS UTILITIES	08/31/2024	45.00	.00		
8/24 STMT	ANIMAL SHELTER- GAS UTILITIES	08/31/2024	53.95	.00		
8/24 STMT	POOL - GAS UTILITIES	08/31/2024	793.79	.00		
8/24 STMT	ICE ARENA- GAS UTILITIES	08/31/2024	391.36	.00		
8/24 STMT	CONTROL BLDG - GAS UTILITIES	08/31/2024	18.00	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
8/24 STMT	MAINT BLDG - GAS UTILITIES	08/31/2024	45.00	.00		
Total 8171:			1,485.16	.00		
<b>MINNESOTA STATE RETIREMENT SYS</b>						
9/13/24 P/R	DEFERRED COMP. DEDUCTIONS/CONTRIBUTIONS	09/17/2024	4,438.27	4,438.27	09/17/2024	
Total 1285:			4,438.27	4,438.27		
<b>MN DEPT OF LABOR AND INDUSTRY</b>						
ABR0332812X	MAINT SHOP - AIR PRESSURE TANK INSPECTION	08/31/2024	30.00	.00		
ABR0334396X	WATER PLANT - AIR PRESSURE TANK INSPECTION	08/31/2024	10.00	.00		
Total 1320:			40.00	.00		
<b>MORRIS ELECTRONICS INC.</b>						
9677	PD - INSTALLED 5 PORT NETWORK SWITCH	08/29/2024	49.99	.00		
Total 10081:			49.99	.00		
<b>MUNICIPAL EMERGENCY SERVICES, INC.</b>						
IN2115124	FD - PPE FOR NEW OFFICER	09/10/2024	436.88	.00		
Total 8816:			436.88	.00		
<b>NORTHERN BEVERAGE DISTRIBUTING</b>						
1362402	GC - BEER FOR RESALE	09/05/2024	264.80	.00		
1365845	GC - BEER FOR RESALE	09/12/2024	396.15	.00		
Total 2311:			660.95	.00		
<b>NUTRIEN AG SOLUTIONS, INC.</b>						
55564175	WEED KILLER FOR PARKS & PRAIRIE PLANTINGS	09/04/2024	269.87	.00		
Total 9812:			269.87	.00		
<b>PENDELTON TURF SUPPLY INC</b>						
10021	GC - CHEMICALS FOR THE COURSE	09/12/2024	2,446.15	.00		
9872	GC - CHEMICALS FOR THE COURSE	08/26/2024	4,095.50	.00		
9872	GC - GRASS SEED FOR COURSE	08/26/2024	310.00	.00		
9885	GC - CHEMICALS FOR THE COURSE	08/26/2024	588.69	.00		
Total 9169:			7,440.34	.00		
<b>POINT C</b>						
9/14/24 M. ERNS	MEDICAL REIMB P/R DEDUCTED- M. ERNSTER	09/14/2024	33.07	33.07	09/17/2024	
Total 10202:			33.07	33.07		
<b>POMP'S TIRE SERVICE INC</b>						
180128747	STREETS - CASE LOADER TIRE	09/06/2024	513.26	.00		
Total 1640:			513.26	.00		
<b>PROLOGUE PLANNING GROUP</b>						
8/1/24 - 8/31/24	ECONOMIC DEVELOPMENT SERVICES	08/31/2024	3,763.62	.00		
8/29/24	REIMB - INDIGENOUS HISTORY PROJECT EXPENSES	08/29/2024	168.36	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 10006:			3,931.98	.00		
<b>PUBLIC EMPLOYEES RETIREMENT</b>						
9/13/24 P/R	RETIREMENT DEDUCTIONS/CONTRIB.-DCP	09/18/2024	220.00	220.00	09/18/2024	
9/13/24 P/R	RETIREMENT DEDUCTIONS/CONTRIB.-CORD & PF	09/18/2024	17,016.59	17,016.59	09/18/2024	
Total 1612:			17,236.59	17,236.59		
<b>PUMP 4 LESS</b>						
8/24 CITY	PUBLIC WORKS - MOTOR FUEL	08/31/2024	34.07	.00		
8/24 CITY	PARKS - MOTOR FUEL	08/31/2024	1,079.90	.00		
8/24 POLICE	POLICE DEPT - MOTOR FUEL	08/31/2024	101.79	.00		
8/24 POLICE	POLICE DEPT - WASHER FLUID	08/31/2024	9.10	.00		
Total 8604:			1,224.86	.00		
<b>QUADIENT FINANCE USA, INC</b>						
9/24 STMT	Postage Meter Postage- FIRE DEPARTMENT	09/15/2024	12.08	.00		
9/24 STMT	Postage Meter Postage- Sewer	09/15/2024	63.43	.00		
9/24 STMT	Postage Meter Postage- Police	09/15/2024	21.14	.00		
9/24 STMT	Postage Meter Postage- Golf course	09/15/2024	9.06	.00		
9/24 STMT	Postage Meter Postage- Clerk	09/15/2024	45.30	.00		
9/24 STMT	Postage Meter Postage- Public works	09/15/2024	15.10	.00		
9/24 STMT	Postage Meter Postage- Arena	09/15/2024	3.02	.00		
9/24 STMT	Postage Meter Postage- Library	09/15/2024	9.06	.00		
9/24 STMT	Postage Meter Postage- B & Z	09/15/2024	21.14	.00		
9/24 STMT	Postage Meter Postage- Lic Bur	09/15/2024	30.20	.00		
9/24 STMT	Postage Meter Postage- Animal	09/15/2024	3.02	.00		
9/24 STMT	Postage Meter Postage- Pool	09/15/2024	6.04	.00		
9/24 STMT	Postage Meter Postage- Water	09/15/2024	63.43	.00		
Total 9799:			302.02	.00		
<b>QUILLINS LA CRESCENT</b>						
8/24 STMT	GC - FOOD FOR RESALE	08/31/2024	32.26	.00		
8/24 STMT	GC - FOOD FOR RESALE	08/31/2024	22.68	.00		
8/24 STMT	GC - FOOD FOR RESALE	08/31/2024	13.14	.00		
8/24 STMT	FOOD & BEVERAGES FOR ELECTIONS	08/31/2024	112.46	.00		
8/24 STMT	PD - NATIONAL NIGHT OUT	08/31/2024	2,525.47	.00		
8/24 STMT	GC - FOOD FOR RESALE	08/31/2024	33.01	.00		
8/24 STMT	FOOD FOR USA GRAVEL MEETING	08/31/2024	37.77	.00		
Total 1707:			2,776.79	.00		
<b>RIVER VALLEY FENCE</b>						
1150	DOG PARK FENCE	09/17/2024	15,120.00	.00		
Total 10223:			15,120.00	.00		
<b>RIVERLAND COMMUNITY COLLEGE</b>						
1246920	FD - LIVE HOUSE BURN TRAINING	08/17/2024	300.00	.00		
Total 1837:			300.00	.00		
<b>SCHNEIDER, MIKE</b>						
9/24	LIBRARY - PINT SIZE POLKA PROGRAM	09/19/2024	375.00	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 10220:			375.00	.00		
<b>SCHOTT DISTRIBUTING CO., INC.</b>						
591832	GC - POP FOR RESALE	08/01/2024	34.00	.00		
591832	GC - BEER FOR RESALE	08/01/2024	491.30	.00		
594490	GC - BEER FOR RESALE	08/15/2024	710.20	.00		
594490	GC - POP FOR RESALE	08/15/2024	48.00	.00		
597439	GC - BEER FOR RESALE	08/29/2024	337.60	.00		
597439	GC - POP FOR RESALE	08/29/2024	17.00	.00		
Total 1931:			1,638.10	.00		
<b>STAVENAU, DOUG</b>						
9/24 REIMB	REIMB - CDL MEDICAL CARD	09/16/2024	114.00	.00		
Total 1875:			114.00	.00		
<b>THE BUYERS EX-PRESS</b>						
4226	GC - ADVERTISING	09/05/2024	150.00	.00		
Total 9513:			150.00	.00		
<b>UNITED TACTICAL SYSTEMS, LLC</b>						
0092726-IN	PD - SELF DEFENSE EQUIP PEPPERBALL BLAST	09/13/2024	301.00	.00		
Total 10091:			301.00	.00		
<b>VERIZON WIRELESS</b>						
9972544856	FD - MOBILE	08/28/2024	180.09	.00		
9972566976	B&Z - COMPUTER DATA	08/28/2024	60.04	.00		
9972566976	WATER DEPT - DATA	08/28/2024	35.01	.00		
9972566976	PD - COMPUTER DATA & PHONE SERVICE	08/28/2024	495.00	.00		
9972566976	SEWER DEPT - DATA	08/28/2024	35.01	.00		
9972856123	SEWER DEPT - WIRELESS	08/31/2024	57.65	.00		
9972856123	WATER DEPT - WIRELESS	08/31/2024	57.65	.00		
Total 8973:			920.45	.00		
<b>WHKS &amp; CO.</b>						
51857	PINE CREEK FINAL DESIGN & CONSTRUCTION	07/26/2024	844.05	.00		
52131	SOUTH 6TH STREET	08/30/2024	3,042.56	.00		
Total 8290:			3,886.61	.00		
<b>WLAX</b>						
4556981-1	GC - ADVERTISING	08/31/2024	325.00	.00		
Total 10221:			325.00	.00		
<b>XCEL ENERGY</b>						
8/24 STMT	STREET LIGHTS - PO BOX 142	08/31/2024	6,697.82	.00		
8/24 STMT	FLAG LIGHT - 202 MAIN ST	08/31/2024	3.23	.00		
8/24 STMT	POOL - 628 S 7TH ST	08/31/2024	1,458.63	.00		
8/24 STMT	FLAG LIGHT - 226 MAIN ST	08/31/2024	20.76	.00		
8/24 STMT	WELL #3 - 417 WALNUT PLACE	08/31/2024	1,982.63	.00		
8/24 STMT	ICE ARENA - 520 S 14TH ST	08/31/2024	1,920.85	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
8/24 STMT	BOOSTER STATION - 193 MCINTOSH E	08/31/2024	41.84	.00		
8/24 STMT	UNIT STREET LIGHTS - 33 S WALNUT	08/31/2024	5.76	.00		
8/24 STMT	WELL HOUSE - 200 STONEY POINT RD	08/31/2024	940.63	.00		
8/24 STMT	LIFT STATION - 31 MCINTOSH RD E	08/31/2024	9.47	.00		
8/24 STMT	WWTP - 222 HWY 16	08/31/2024	416.02	.00		
8/24 STMT	SHORE ACRES - GRINDER PUMPS	08/31/2024	231.27	.00		
8/24 STMT	SIGN LIGHT - 525 S CHESTNUT	08/31/2024	9.49	.00		
8/24 STMT	LIFT STATION - 1450 HWY 16	08/31/2024	17.65	.00		
8/24 STMT	CITY HALL - 315 MAIN ST	08/31/2024	765.31	.00		
8/24 STMT	WELL #2 - 400 LARCH	08/31/2024	681.79	.00		
8/24 STMT	CITY HALL GREEN SPACE - 322 S 1ST ST	08/31/2024	10.14	.00		
8/24 STMT	RESERVOIR - 1026 CRESCENT HILLS	08/31/2024	10.65	.00		
Total 1410:			15,223.94	.00		
Grand Totals:			222,454.04	53,594.96		

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City Recorder: \_\_\_\_\_

City Treasurer: \_\_\_\_\_

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

# 3.1



TO: Honorable Mayor and City Council Members  
FROM: Bill Waller, City Administrator *Bill*  
DATE: September 18, 2024  
RE: Resolution – Call for Public Hearing

Attached for review and consideration by the City Council is a resolution to call for a public hearing on the proposal to adopt a street reconstruction plan with the intent to issue general obligation street reconstruction bonds to cover a portion of the costs associated with future improvements. Also included is a public hearing notice.

Tammy Omdal from Northland Securities will be in attendance at the meeting via zoom to review this with the City Council.

Also included for review and consideration by the City Council is the street reconstruction plan for years 2025-2029. The City Council adopted street reconstruction plans in 2016 and 2020 that have been used as a funding source for past street improvement projects.

City Engineer Tim Hruska will also be in attendance at the meeting.

We would suggest that the City Council adopt the resolution calling for the public hearing.

**RESOLUTION NO. 09-24-30**

**RESOLUTION CALLING A PUBLIC HEARING ON THE PROPOSAL TO ADOPT A STREET RECONSTRUCTION PLAN AND THE INTENT TO ISSUE GENERAL OBLIGATION STREET RECONSTRUCTION BONDS**

WHEREAS, the City of La Crescent, Minnesota (the "City"), proposes that it is the best interest of the City to issue and sell general obligation street reconstruction bonds pursuant to Minnesota Statutes, Section 475.58, subdivision 3b, as amended (the "Act"), to finance the cost of street reconstruction projects, as described in the proposed street reconstruction plan described below, a copy of which is on file in the City Administrator's office; and

WHEREAS, pursuant to the Act, the City is authorized to issue and sell general obligation street reconstruction bonds to finance street reconstruction under the circumstances and within the limitations set forth in the Act; and the Act provides that street reconstruction projects may be financed with general obligation street reconstruction bonds, following adoption of a street reconstruction plan, after a public hearing on the street reconstruction plan and on the issuance of general obligation street reconstruction bonds and other proceedings conducted in accordance with the requirements of the Act; and

WHEREAS, pursuant to the Act, the City has undertaken to prepare a five-year street reconstruction plan for calendar years 2025 through 2029, which describes the streets to be reconstructed, the estimated costs and any planned reconstruction of other streets in the City, including the issuance of general obligation street reconstruction bonds under the Act (the "Plan"), to determine the funding strategy for street reconstruction projects.

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

1. Public Hearing. The Council hereby determines to call for and to hold a public hearing on the Plan and the issuance of general obligation street reconstruction bonds thereunder at a meeting of the Council to be held on November 12, 2024 the public hearing shall commence at 5:00 p.m.

2. Publication. The staff of the City is hereby authorized and directed to cause the Notice of Public Hearing which is attached to this Resolution to be published in the City's official newspaper not less than 10 days nor more than 28 days prior to the scheduled public hearing date.

ADOPTED this 23rd day of September 2024.

SIGNED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Administrator

CITY OF LA CRESCENT, MINNESOTA

NOTICE OF PUBLIC HEARING  
ON THE PROPOSAL TO ADOPT A STREET RECONSTRUCTION PLAN AND THE  
INTENT TO ISSUE GENERAL OBLIGATION STREET RECONSTRUCTION BONDS

NOTICE IS HEREBY GIVEN, that the City Council of the City of La Crescent, Minnesota (the "City"), will meet on November 12, 2024, at 5:00 p.m. at the La Crescent Community Center, 336 South 1st Street, La Crescent, Minnesota, for the purpose of conducting a public hearing on (a) the proposal to adopt a five year street reconstruction plan and (b) the intent to issue not to exceed \$6,000,000 general obligation street reconstruction bonds under its street reconstruction plan for street reconstruction improvements described in the street reconstruction plan.

If a petition requesting a vote on the issuance of the general obligation street reconstruction bonds is signed by voters equal to five percent of the votes cast in the last municipal general election and is filed with the City Administrator within 30 days after the public hearing, the City may issue the general obligation street reconstruction bonds only after obtaining the approval of a majority of the voters voting on the question of the issuance of the general obligation street reconstruction bonds.

All person interested may appear and be heard at the time and place set forth above, or may file written comments with the City Administrator prior to the date of the hearing, which written comments will be considered at the hearing.

BY ORDER OF THE CITY COUNCIL

/s/ Bill Waller, City Administrator

**Draft as of 9/23/2024**

**CITY OF LA CRESCENT, MN  
2025 to 2029 STREET RECONSTRUCTION PLAN**

**Public Hearing Date: November 12, 2024**

**Adopted: \_\_\_\_\_, 2024**

**Resolution No. \_\_\_\_\_**

**City of La Crescent, MN**  
**2025-2029 Street Reconstruction Plan**

**Introduction**

The City of La Crescent (the “City”) historically has conducted street maintenance and reconstruction as part of its annual operational budget or as part of a street improvement capital improvement project. The City finds that it does not have the resources for reconstructing streets as quickly as required, due to increased need for major reconstruction projects.

Due to this fact, the City has decided to finance a portion of its street reconstruction through the issuance of General Obligation Street Reconstruction Bonds pursuant to the 2025-2029 Street Reconstruction Plan (the “Plan”).

**Statutory Authority and Requirements**

Minnesota Statutes, Section 475.58, Subd. 3b (the “Act”) authorizes Minnesota cities to adopt a Street Reconstruction Plan. The Plan must cover at least a five-year period and set forth the streets to be reconstructed, the estimated costs, and any planned reconstruction of other streets in the municipality over the next five years.

Street Reconstruction Bonds can be used to finance the reconstruction and bituminous overlay of existing city streets. Eligible improvements may include turn lanes and other improvements having a substantial public safety function, realignments, other modifications to intersect with state and county roads, and the local share of state and county road projects. Except in the case of turn lanes, safety improvements, realignments, intersection modifications, and the local share of state and county road projects, street reconstruction does not include the portion of project cost allocable to widening a street or adding curbs and gutters where none previously existed. Street Reconstruction Bonds are subject to the debt limit.

The Act sets forth specific requirements for the issuance of Street Reconstruction Bonds, which are as follows:

- The projects financed under this authority must be described in a street reconstruction plan, as described above.
- The city must publish notice of and hold a public hearing on the proposed plan and the related issuance of bonds. The notice must be published at least ten days but not more than 28 days prior to the hearing date.
- The plan and the issuance of bonds must be approved by a vote of two-thirds of the members of the governing body present at the meeting following the public hearing.
- The issuance of bonds is subject to a reverse referendum. An election is required if voters equal to 5% of the votes cast in the last municipal general election file a petition with the city clerk within 30 days of the public hearing. If the city decides not to undertake an

election, it may not propose the issuance of Street Reconstruction Bonds for the same purpose and in the same amount for a period of 365 days from the date of receipt of the petition. If the question of issuing the bonds is submitted and not approved by the voters, the provisions of section 475.58, subdivision 1a, shall apply (no resubmission for same purpose/amount for 180 days).

### History and Existing Street Reconstruction Bonds

At the time of the approval of this Street Reconstruction Plan, the City has the following outstanding Street Reconstruction Bonds issued under Chapter 475.

<u>Series</u>	<u>Original Par</u>	<u>Outstanding as of August 2, 2024</u>
G.O. 2016A Bonds	\$1,360,000	\$775,000
G.O. 2018A Bonds	\$1,280,000	\$925,000
G.O. 2019B Bonds	\$360,000	\$300,000
G.O. 2022A Bonds	\$1,455,000	\$1,400,000
Total	\$4,455,000	\$3,400,000

### Net Debt Limits

Minnesota Statutes Section 475.53, Subd. 1 provides that no municipality, except a school district or a city of the first class, shall incur or be subject to a net debt in excess of 3% percent of the market value of taxable property in the municipality.

Bonds issued under the authority granted by this Plan are subject to the net debt limit restriction described above. The City has the following net debt capacity.

#### Computation of Legal Debt Margin as of August 2, 2024:

2023/2024 Estimated Market Value <sup>1</sup>	\$ 653,413,300
Multiplied by 3%	<u>          x .03</u>
Statutory Debt Limit	<u>\$ 19,602,399</u>
Less outstanding debt applicable to debt limit:	
\$360,000 G.O. Promissory Note of 2014	\$15,000
\$3,860,000 G.O. Bonds, Series 2016A	2,125,000
\$896,000 G.O. Equipment Certificates of Indebtedness, Series 2017A	325,000
\$1,280,000 G.O. Bonds, Series 2018A	925,000
\$745,000 G.O. Bonds, Series 2019A	210,000
\$360,000 G.O. Bonds, Series 2019B	300,000
\$2,585,000 G.O. Bonds, Series 2022A	2,450,000
Debt applicable to debt limit	<u>\$ 6,350,000</u>
Legal debt margin	<u>\$ 13,252,399</u>

<sup>1</sup> Most current tax payable year available as certified as final by the County.

The City plans to issue up to a maximum of \$6,000,000 in General Obligation Street Reconstruction Bonds between years 2025 and 2029 to finance a portion of the proposed street reconstruction, as detailed in Exhibit A and the attached Map in Exhibit B. The proposed bond issuance is within the current City's Legal Debt Margin.

**Proposed Street Reconstruction and Cost Estimate**

The City's Street Reconstruction Plan, as detailed in Exhibit A and shown on the Map in Exhibit B, includes all street reconstructions to be undertaken between years 2025 and 2029 to be financed pursuant to the Plan. The City reserves the right to adjust the amount of annual spending between years, if the overall amount included in the Plan is not increased, and the issuance of new General Obligation Street Reconstruction Bonds does not exceed \$6,000,000 between 2025-2029.

**Exhibit A**  
**City of La Crescent**  
**Project Spending and Bonding**  
**Authorized in 2025-2029 Street Reconstruction Plan**

La Crescent 2025-2029 Street Reconstruction Plan	Amounts in Plan
<b>Year 2025</b>	
South 6th Street	
Total	\$ 533,000
<b>Year 2026</b>	
Walnut Street, Walnut Place, North Oak Street, South 5th St.	
Total	\$ 4,620,000
<b>Year 2027</b>	
Hillcrest Avenue, Riverview Avenue, Maple Street, South 2nd Street, South Hill Street, South 6th Street	
Total	\$ 3,550,000
<b>Year 2028</b>	
Main Street, South Oak Street, Claudia Avenue, Alley (between Main and South 1st Street)	
Total	\$ 3,950,000
<b>Year 2029</b>	
Redwood Street, Shore Acres Road, Monty Carlo Road	
Total	\$ 4,970,000
<b>Grand Total (between 2025-2029)</b>	<b>\$ 17,623,000</b>

Maximum Not to Exceed Amount for General Obligation Street Reconstruction Bonds Authorized Pursuant to the Plan to Finance Project Cots, Including Cost of Issuance of Bonds (Between 2025-2029) \$6,000,000

\*See Exhibit B for Map with location of the projects within the City.



Scale: 1:20,000  
 1 inch equals 1,667 feet



**Legend**

- Municipal Boundary
- Planned Construction Year**
- No Construction Planned
- 2025
- 2026
- 2027
- 2028
- 2029




**2024 CAPITAL IMPROVEMENT PLAN**



#3.2



TO: Honorable Mayor and City Council Members  
FROM: Bill Waller, City Administrator   
DATE: September 19, 2024  
RE: Reimbursement Resolution

Attached for review and consideration by the City Council is a reimbursement resolution that relates to the 2025 and 2026 street improvement projects. The resolution will allow the City to be reimbursed from bond proceeds for costs incurred on the 2025 and 2026 projects that the City spends in advance of the issuance of the bonds for the improvement projects.

Tammy Omdal from Northland Securities will be in attendance at the meeting via zoom to review this with the City Council.

We would suggest that the City Council adopt the resolution and continue to proceed with planning for street improvement projects in 2025 and 2026.

**RESOLUTION NO. 09-24-31**

**RESOLUTION DECLARING THE OFFICIAL INTENT OF THE CITY OF  
LA CRESCENT TO REIMBURSE CERTAIN EXPENDITURES FROM THE  
ISSUANCE OF BONDS**

WHEREAS, the Internal Revenue Service has issued Treasury Regulations, Section 1.150-2 (as the same may be amended or supplemented, the "Regulations"), dealing with "reimbursement bond" proceeds, being proceeds of bonds used to reimburse an issuer for any project expenditure paid prior to the time of the issuance of those bonds; and

WHEREAS, the Regulations generally require that an issuer make a declaration of intent to reimburse itself for such prior expenditures out of the proceeds of subsequently issued bonds, that such declaration be made not later than 60 days after the expenditure is actually paid, and that the bonding occur and the written reimbursement allocation be made from the proceeds of such bonds within 18 months after the later of (1) the date of payment of the expenditure or (2) the date the project is placed in service (but in no event more than 3 years after actual payment); and

WHEREAS, the City Council (the "Council") of the City of La Crescent, Minnesota (the "City") has heretofore determined and declared that it is in the best interest of the City to issue general obligation bonds in 2025, in an amount not to exceed \$1,312,000 (the "2025 Bonds") to finance the costs of street improvements in the City (the "2025 Project"); and

WHEREAS, the Council of the City has heretofore determined and declared that it is in the best interest of the City to issue general obligation bonds in 2026, in an amount not to exceed \$1,250,000 (the "2026 Bonds") to finance the costs of street improvements in the City and improvements to La Crescent Community Ice Arena (the "2026 Project"); and

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City as follows:

(1) Official Intent Declaration. Pursuant to the Regulations, the City hereby declares its official intent to reimburse itself for paid project expenditures out of the proceeds of the 2025 Bonds and the 2026 Bonds (the "Declaration"). This Declaration relates to the 2025 Project and the costs to be financed by the 2025 Bonds, in the approximate maximum principal amount of \$1,312,000 and the 2026 Project and the costs to be financed by the 2026 Bonds, in the approximate maximum principal amount of \$1,250,000 (plus such additional principal amount necessary to provide for costs of issuance, net original issue discount, credit enhancement and any debt service reserve fund).

(2) Reasonable Expectations. The City reasonably expects to reimburse itself for the payment of the costs of the 2025 Project and the 2026 Project out of the proceeds of the 2025 Bonds and the 2026 Bonds, respectively, to be issued after the date of payment of such costs. As of the date hereof, the statements and expectations contained in this Declaration are believed to be reasonable and accurate.

(3) Permitted Reimbursable Capital Expenditures. Each expenditure to be reimbursed from the 2025 Bonds and the 2026 Bonds is or will be a capital expenditure or a cost of issuance, or any of the other types of expenditures described in Section 1.150-2(d)(3) of the Regulations.

(4) Effective Date. This resolution is effective upon the date of its approval.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

SIGNED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Administrator

# 3.3



## MEMORANDUM

TO: Bill Waller, City Administrator  
Tyler Benish, Public Works Director

FROM: Tim Hruska, P.E., L.S.

DATE: September 19, 2024

RE: Street Projects

The City has several street projects planned for the upcoming years. Below is a summary of the current plan. I will attend the City Council meeting to discuss and answer any questions.

### **Street Inventory / 5-year CIP**

We completed the street inventory this summer. Attached is the pavement rating map for your use. We continue to use the Pavement Surface and Evaluation Rating (PASER) system to characterize the condition of each street within the community. We also included alley condition in 2024. This document was used to prepare the 5-year CIP for securing street bonding funds. The rating map is also a helpful tool for City Staff and Council Members when asked about street conditions within the community.

### **Walnut Street**

The City completed and approved the corridor study for Walnut Street in 2023. The project has secured \$1,500,000 Local Road Improvement Plan and \$600,000 from Small Cities Development Program. We are working with Staff to find additional funding for the \$5,200,000 project. Municipal State Aid funds will also be used for the project. An engineering agreement is on the council agenda for consideration. The project is currently planned for construction in 2026.

### **South 6<sup>th</sup> Street**

We are currently completing plans for South 6<sup>th</sup> Street. The project will include narrowing the roadway width, constructing a 10-foot wide trail along the north side with a connection to the pool and continuing to South 7<sup>th</sup> Street in the Kistler Park. We have met with Houston County and are working on a cost share agreement to fund the bumpouts at Elm Street that will include a RRFB crossing. The City has secured \$201,000 in funds through Active Transportation funding by MnDOT. The City has also submitted a grant application to fund approximately \$30,000 for the stormwater treatment. A public meeting will be planned with the residents on the street this fall. The project is planned to be combined with the Oak Street project and is planned to be constructed in 2025.

### **South 5<sup>th</sup> Street**

In October of 2023, an option to narrow the roadway to 38 feet was discussed with the City Council. There was resistance from some of the neighborhood on the proposed configuration of the roadway. The road was added to the Municipal State Aid system so that when a project is done, it can utilize those funds. The project is currently shown on the CIP for 2026.

### **Oak Street**

The roadway between North 1<sup>st</sup> and Main Street has deteriorated significantly over the past few years. On the agenda is an agreement to engineer the plans and include those plans with the 6<sup>th</sup>

Street project for construction in 2025. We propose that the roadway will be constructed to a similar width, including sidewalk, as the North 2<sup>nd</sup> to North 1<sup>st</sup> Street was previously constructed.

**SRTS Project**

The City has secured funding for the construction of several pedestrian projects. An engineering agreement is on the council agenda for consideration. This project is planned for 2025.

**TH 14/61/16 Project**

We have met with MnDOT and Houston County regarding a future bituminous surfacing project on the highway. We are continuing to meet with MnDOT to determine potential intersection impacts to both North 2<sup>nd</sup> and North 4<sup>th</sup> Streets. The project scheduled for 2027.

**CPKC Railroad Crossings**

We are working with City Staff to submit a grant for planning a consolidation/evaluation of several crossings within the City.

**Main Street**

We are proposing to study Main Street between Highway 14/61 and Elm Street. The primary focus of the study is to determine the allocation of space along this roadway between travel lanes, parking, and pedestrians. This is necessary for the reconstruction projects of Walnut Street and Oak Street intersections.

#3.4

**m** EMPLOYMENT AND  
ECONOMIC DEVELOPMENT

September 10, 2024

The Honorable Mike Poellinger  
Mayor, City of La Crescent  
315 Main Street  
La Crescent, MN 55947

Dear Mayor Poellinger:

I am pleased to inform you that your application for the 2024 Minnesota Small Cities Development Program Grant (SCDP) has been approved by the Department of Employment and Economic Development (DEED) for funding in the amount of \$600,000.00. Funds for the grant are provided from the U.S. Department of Housing and Urban Development (HUD). The grant contract agreement will be issued once DEED receives its award from HUD.

Zachary Klehr is the DEED representative assigned to your grant. For additional information, please contact Zachary at [zachary.klehr@state.mn.us](mailto:zachary.klehr@state.mn.us) or at (651) 259-7460.

Congratulations on this grant award to help enhance your community development efforts.

Regards,



Matt Varilek  
Commissioner

cc: State Senator Jeremy Miller  
State Representative Greg Davids  
Larry Kirch, Community Development Director, City of La Crescent

# 3.5



TO: Honorable Mayor and City Council Members  
FROM: Bill Waller, City Administrator *Bill*  
DATE: September 19, 2024  
RE: Engineering Agreement – Walnut Street Improvement Project

Attached for review and consideration by the City Council is an engineering agreement with WHKS for the Walnut Street Improvement Project. City Engineer Tim Hruska will be in attendance at the meeting to review the project and the agreement with the City Council. The project is being planned for construction in 2026.

The engineering costs incurred in 2024 and 2025 in advance of the bond issue are referenced in the reimbursement resolution and will be included in the 2025 bond issue.

For City Council information, the City has received \$2.1 million in grant funding towards the project. This includes a \$1.5 million Local Road Improvement Program grant and a \$600,000 Small Cities Development Program grant.

The balance of the funding will come from Municipal State Aid funds, funding authorized under the City's Street Reconstruction Plan, American Rescue Plan funds, Water Utility Revenue Bonds, and possibly some additional grant opportunities.

The City submitted the Walnut Street Improvement Project for Congressional Directed Spending and the State's 2024 bonding bill, but neither of those submittals were approved.

In order to continue to proceed with the project, we would suggest that the City Council approve the agreement with WHKS.



## PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT, by and between **City of La Crescent** hereinafter referred to as the "Client" and WHKS & Co., hereinafter referred to as "WHKS", is made as follows:

WHEREAS, the Client has a need for certain professional services relating to the project described as **Walnut Street Reconstruction and Utility Improvements**.

WHEREAS, WHKS proposes to furnish the professional services required by the Client for said project,

NOW THEREFORE, the Client hereby agrees to retain and compensate WHKS to perform the professional services in accordance with the terms and conditions of this Agreement and the attached Standard Terms and Conditions.

### Scope of Services

WHKS shall perform the following described services for the Client:

**Design, bid, and construction phase engineering services as described on the attached Scope of Services included in Exhibit A.**

### Basis of Compensation

For the services described above, the Client shall remunerate WHKS as follows:

**Items 1-6 - Billed Hourly with an Estimated Fee of \$825,000. Expenses billed at actual cost and mileage at the current published IRS rate per mile. External expenses include an administrative charge of 10 percent.**

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2024

### **City of La Crescent**

By: \_\_\_\_\_

Printed Name: Bill Waller

Title: City Administrator

### **WHKS & CO.**

By: \_\_\_\_\_

Printed Name: Timothy A. Hruska

Title: Vice President



## **Exhibit A to Professional Services Agreement**

### **A. Project Description**

This civil and structural engineering project consists of the complete reconstruction of portions of Walnut Street and Walnut Place. The project is approximately 2,825 feet in length and includes Walnut Street from S 3<sup>rd</sup> Street to N 4<sup>th</sup> Street and Walnut Place from N 4<sup>th</sup> Street to the dead end. The project includes a shared use path from Main Street to the Best Western Event Center and a prefabricated pedestrian bridge from the north end of Walnut Place to Veteran's Park. The project will be designed to MnDOT State Aid Standards. See the project map in Exhibit B.

The project will be partially funded with Local Road Improvement Project (LRIP) and Small Cities Development Program Grant (CDBG).

### **B. Scope of Services Provided Under This Agreement:**

#### **1. Project Management and Meetings**

- Perform general project administrative duties including supervision and coordination of the project team, review of project costs and billings, prepare invoices using Consultant's standard forms, preparation of status reports, and general administrative activities.
- Hold kick-off meeting with Client to discuss the project and review the scope.
- Advise the Client of the necessity of obtaining Special Engineering Services as described in Paragraph C., and act as the Client's representative in connection with any such services not actually performed by WHKS.
- Attend eight (8) meetings for the project.
- Provide grant coordination assistance, including helping City staff complete the required CDBG environmental review.

#### **2. Topographic Survey and Research of Existing Conditions**

- Perform site topographical surveys to support new facilities, exclusive of boundary surveys for land and easement acquisition.
- Develop project control and base map for the project.
- Locate the existing underground utilities as located by the Gopher State One Call locate system.
- Collect, obtain and review relevant information from the Client.

#### **3. Preliminary and Final Design**

- Prepare preliminary and final plans and specifications to show the character and scope of work to be performed by contractors on the Project. Plans will follow MnDOT State Aid standards.
- Geotechnical Engineering services will be performed by a subcontractor to WHKS under this contract. Geotechnical services to include soil borings, and geotechnical evaluation.
- Prepare forms of advertisement for bids, contractor's proposal, construction agreement, payment bond and performance bond for approval by the Client, subject to prior review and approval by Client's Attorney, Bond Counsel, and/or Fiscal Agent.

- Prepare opinion of probable construction cost on completed plans and specifications.
- Furnish one (1) original signed copy of the plans, specifications, and other contract documents as required to the Client.
- Furnish plans and specifications to bidders through the use of a web-based plan room.
- Answer contractor's questions during the bidding phase.
- Prepare addendums to the contract documents prior to bid letting, if necessary.
- Assist in receiving and tabulation of Contractors' proposals and awarding construction contract.
- A Storm Water Pollution Prevention Plan (SWPPP) will be prepared.
- Prepare and submit applicable construction permit application package to Minnesota Department of Health, NPDES, Minnesota Pollution Control Agency, and Houston County.

**4. Streetscape and Landscaping (performed by subcontractor (HKGi) to WHKS)**

- Prepare preliminary plans for streetscape features and lighting to the 65% level. Opinions of probable construction costs will be generated. An outline of the specifications will be developed. Streetscape amenities, features, landscape, lighting and electrical, and irrigation will be included.
- Final design of Streetscape improvements will include the following, Streetscape Improvement Plan, Final Design and Construction Documents & Specifications for Lighting and Streetscape Improvements. An opinion of probable construction costs will be prepared.

**5. Construction Administration**

- Provide construction administration assistance during construction. Contract administration assistance activities conducted during project construction include clarification of design details, periodic visits to the construction site to observe the progress of work, review of shop drawings, review periodic payment estimates for completed construction work and recommend payments for processing, prepare change orders when required, and prepare the final summary of construction costs.
- Conduct a preconstruction meeting with Client, Contractor and Utility Owners.
- Provide construction staking.
- Prepare record drawings from Contractor provided "mark-ups" at the completion of the construction.
- Provide construction updates to the Client.

**6. Construction Observation**

- Provide resident project observation services during the construction of the Project. Resident observation is a full time function during construction. Duties are to provide on-site evaluations of the Project progress in accordance with the plans and specifications and report said progress to the Engineer. Additionally, the observer maintains a log book recording conditions at the job site, weather, record of visitors, summary of daily activities, actions taken, observations in general and assists in recording data for eventual preparation of Record Drawings. The observer duties do not include construction means, methods, procedures, and job-site safety. Fee based on 1500 hours of observation and travel time.

- The testing of materials will be included in the bid package as a bid allowance to be paid by the Contractor.

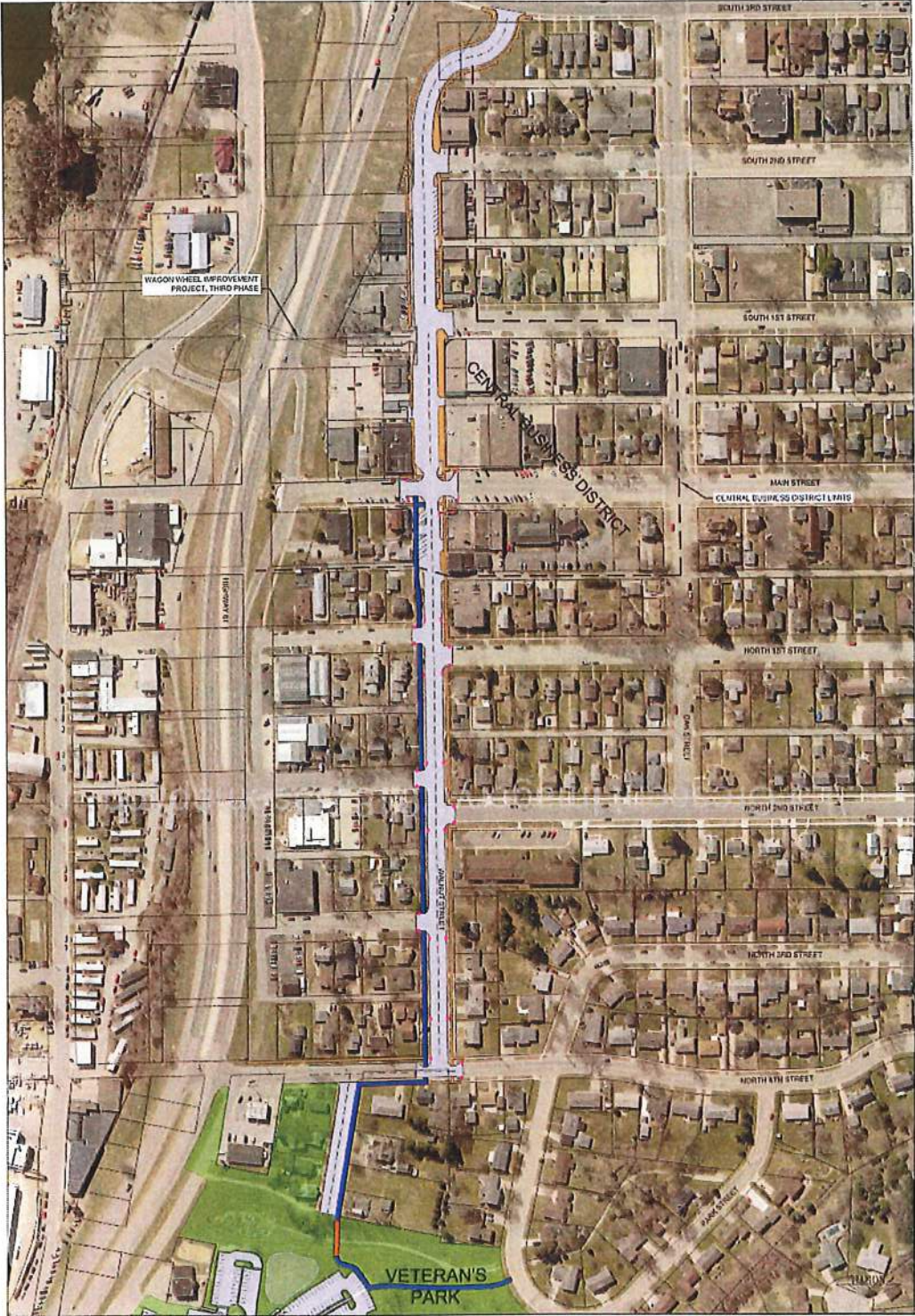
**C. Special Engineering Services:**

Special Engineering Services are those services not listed above, but which may be required or advisable to accomplish the Project. Special Engineering Services shall be performed when authorized by the Client for additional fees, to be determined at the time authorized.

Special Engineering Services include:

1. Land surveying and platting
2. Easement research, plats or descriptions
3. Negotiation for easements or land acquisition
4. Special assessment assistance
5. Quality control testing and construction materials testing
6. Permits other than those identified above
7. Wetland Delineations or mitigation plans
8. Floodplain and hydraulic/hydrologic modeling
9. Water and/or sanitary sewer rate studies
10. Cultural resource survey or other studies or documentation that may be required by regulatory agencies that are not specifically listed in the scope of services
11. Structural evaluation and/or design other than referenced above
12. Bridge aesthetics
13. Attendance at additional meetings (other than those listed above)

Exhibit B to Professional Services Agreement



#3.6



TO: Honorable Mayor and City Council Members  
FROM: Bill Waller, City Administrator *Bill*  
DATE: September 19, 2024  
RE: Engineering Agreement – Oak Street Project

Attached for review and consideration by the City Council is an engineering agreement with WHKS to do plans and specifications for the reconstruction of Oak Street between Main Street and North 1<sup>st</sup> Street. City Engineer Tim Hruska will be in attendance at the meeting to review the agreement with the City Council.

The project is planned for construction in 2025, and will be combined with the South 6<sup>th</sup> Street bidding documents. The engineering costs incurred in 2024 in advance of the bond issue are referenced in the reimbursement resolution and will be included in the 2025 bond issue. The construction costs will be included in the 2025 bond issue and will utilize funds authorized under the City's Street Reconstruction Plan.

In order to continue moving forward with the project, we would suggest that the City Council approve the agreement with WHKS.



## PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT, by and between **City of La Crescent** hereinafter referred to as the "Client" and WHKS & Co., hereinafter referred to as "WHKS", is made as follows:

WHEREAS, the Client has a need for certain professional services relating to the project described as **Oak Street Reconstruction**.

WHEREAS, WHKS proposes to furnish the professional services required by the Client for said project,

NOW THEREFORE, the Client hereby agrees to retain and compensate WHKS to perform the professional services in accordance with the terms and conditions of this Agreement and the attached Standard Terms and Conditions.

### Scope of Services

WHKS shall perform the following described services for the Client:

**Design, bid, and construction phase engineering services as described on the attached Scope of Services included in Exhibit A.**

### Basis of Compensation

For the services described above, the Client shall remunerate WHKS as follows:

**Items 1-5 - Billed Hourly with an Estimated Fee of \$62,000. Expenses billed at actual cost and mileage at the current published IRS rate per mile. External expenses include an administrative charge of 10 percent.**

Executed this \_\_\_\_\_ day of September, 2024

### **City of La Crescent**

By: \_\_\_\_\_

Printed Name: Bill Waller

Title: City Administrator

### **WHKS & CO.**

By: \_\_\_\_\_

Printed Name: Timothy A. Hruska

Title: Vice President

## Exhibit A to Professional Services Agreement

### A. Project Description:

The Project consists of the reconstruction of Oak Street between North 1st and Main Street. The project is anticipated to include pedestrian accommodations by adding sidewalks to the roadway. Roadway width is anticipated to match the width between North 1<sup>st</sup> and North 2<sup>nd</sup> Street. Water and sanitary sewer utilities are not anticipated to be included in the project. Storm sewer is anticipated to be reconstructed. The project will be designed to MnDOT State Aid Standards.

### B. Scope of Services Provided Under This Agreement:

#### 1. **Project Management and Meetings**

- Perform general project administrative duties including supervision and coordination of the project team, review of project costs and billings, prepare invoices using Consultant's standard forms, preparation of status reports, and general administrative activities.
- Hold kick-off meeting with Client to discuss the project and review the scope.
- Advise the Client of the necessity of obtaining Special Engineering Services as described in Paragraph C., and act as the Client's representative in connection with any such services not actually performed by WHKS.
- Attend two (2) meetings for the project.

#### 2. **Topographic Survey and Research of Existing Conditions**

- Perform site topographical surveys to support new facilities, exclusive of boundary surveys for land and easement acquisition.
- Develop project control and base map for the project.
- Locate the existing underground utilities as located by the Gopher State One Call locate system.
- Collect, obtain and review relevant information from the Client.

#### 3. **Preliminary and Final Design**

- Prepare preliminary and final plans and specifications to show the character and scope of work to be performed by contractors on the Project. Plans will follow MnDOT State Aid standards.
- Geotechnical Engineering services will be performed by a subcontractor to WHKS under this contract. Geotechnical services to include soil borings, material testing, geotechnical evaluation.
- Prepare forms of advertisement for bids, contractor's proposal, construction agreement, payment bond and performance bond for approval by the Client, subject to prior review and approval by Client's Attorney, Bond Counsel, and/or Fiscal Agent.
- Prepare opinion of probable construction cost on completed plans and specifications.
- Furnish one (1) original signed copies of the plans, specifications, and other contract documents as required to the Client.
- Furnish plans and specifications to bidders through the use of a web based plan room.

- Answer contractor's questions during the bidding phase.
- Prepare addendums to the contract documents prior to bid letting, if necessary.
- Assist in the receiving and tabulation of Contractors' proposals and assist in awarding construction contract.
- A Storm Water Pollution Prevention Plan (SWPPP) will be prepared.
- Prepare and submit applicable construction permit application package to NPDES.

**4. Construction Administration**

- Provide construction administration assistance during construction. Contract administration assistance activities conducted during project construction include clarification of design details, periodic visits to the construction site to observe the progress of work, review of shop drawings, review periodic payment estimates for completed construction work and recommend payments for processing, prepare change orders when required, and prepare the final summary of construction costs.
- Conduct a preconstruction meeting with Client, Contractor and Utility Owners.
- Provide construction staking.
- Prepare record drawings from Contractor provided "mark-ups" at the completion of the construction.
- Provide construction updates to the Client.

**5. Construction Observation**

- Provide resident project observation services during the construction of the Project. Resident observation is a part time function during construction. Duties are to provide on-site evaluations of the Project progress in accordance with the plans and specifications and report said progress to the Engineer. Additionally, the observer maintains a log book recording conditions at the job site, weather, record of visitors, summary of daily activities, actions taken, observations in general and assists in recording data for eventual preparation of Record Drawings. The observer duties do not include construction means, methods, procedures, and job-site safety. Fee based on 160 hours of observation and travel time.
- The testing of materials will be included in the bid package as a bid allowance to be paid by the Contractor.

**C. Special Engineering Services:**

Special Engineering Services are those services not listed above, but which may be required or advisable to accomplish the Project. Special Engineering Services shall be performed when authorized by the Client for additional fees, to be determined at the time authorized.

Special Engineering Services include:

1. Land surveying and platting
2. Easement research, plats or descriptions
3. Negotiation for easements or land acquisition
4. Special assessment assistance
5. Quality control testing and construction materials testing
6. Permits other than those identified above
7. Funding assistance, including grant and/or loan applications

8. Wetland Delineations or mitigation plans
9. Floodplain and hydraulic/hydrologic modeling
10. Water and/or sanitary sewer rate studies
11. Geotechnical design/recommendations
12. Cultural resource survey or other studies or documentation that may be required by regulatory agencies that are not specifically listed in the scope of services
13. National Environmental Policy Act (NEPA) compliance, including historical and archeological investigations
14. Structural evaluation and/or design
15. Attendance at additional meetings (other than those listed above)

#3.7



TO: Honorable Mayor and City Council Members  
FROM: Bill Waller, City Administrator *BW*  
DATE: September 19, 2024  
RE: Engineering Agreement – Main Street Project

Attached for review and consideration by the City Council is an engineering agreement with WHKS to do preliminary planning on the future reconstruction of Main Street between Elm Street and Highway 14/61. City Engineer Tim Hruska will be in attendance at the meeting to review the agreement with the City Council.

The City is currently planning to reconstruct Oak Street between Main Street and North First Street in 2025. In addition, the City is planning to reconstruct Walnut Street and the intersection with Main Street in 2026. Given this, we believe that it would be advantageous for the City to begin planning for the reconstruction of Main Street so that there is continuity moving forward with the projects in 2025 and 2026.

In order to continue moving forward with the projects, we would suggest that the City Council approve the agreement with WHKS.



## PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT, by and between **City of La Crescent** hereinafter referred to as the "Client" and WHKS & Co., hereinafter referred to as "WHKS", is made as follows:

WHEREAS, the Client has a need for certain professional services relating to the project described as **Main Street Feasibility**.

WHEREAS, WHKS proposes to furnish the professional services required by the Client for said project,

NOW THEREFORE, the Client hereby agrees to retain and compensate WHKS to perform the professional services in accordance with the terms and conditions of this Agreement and the attached Standard Terms and Conditions.

### Scope of Services

WHKS shall perform the following described services for the Client:

**Planning phase engineering services for the reconstruction of Main Street between Elm Street and Highway 14/61. This will include the intersection of Main and Oak/Walnut Streets. The primary objective is to provide options that will provide a complete streets approach for continuity of the designs of Oak and Walnut Street intersections. Two layouts and typical sections will be presented to the City Council. Engineering design phase services are not included. A separate agreement will be presented after an option is selected.**

### Basis of Compensation

For the services described above, the Client shall remunerate WHKS as follows:

**Billed Hourly with an Estimated Fee of \$6,500. Expenses billed at actual cost and mileage at the current published IRS rate per mile. External expenses include an administrative charge of 10 percent.**

Executed this \_\_\_\_\_ day of September, 2024

### **City of La Crescent**

By: \_\_\_\_\_

Printed Name: Bill Waller

Title: City Administrator

### ***WHKS & CO.***

By: \_\_\_\_\_

Printed Name: Timothy A. Hruska

Title: Vice President

#3.8

TO: Honorable Mayor and City Council Members

FROM: Jason Ludwigson, Sustainability Coordinator

DATE: September 20<sup>th</sup>, 2024

RE: Engineering Agreement - Safe Routes to School Project

The city submitted a grant application to MnDOT in 2023 for Safe Routes to School Infrastructure Funds. The projects in the application align with the recommended infrastructure improvements in the Safe Routes to School Plan completed in 2020. The La Crescent Hokah Secondary School SRTS Improvements project in the City of La Crescent was selected for SRTS Program funds appropriated by the legislature in 2023. The state has awarded the city \$348,011.00 in SRTS Infrastructure funds for this project. The 2025 General Fund budget will include \$71,500 for the engineering costs included in the project. The project covers construction costs, but does not cover engineering costs. Included in the city council packet is an engineering agreement with WHKS for the engineering costs.

The projects included in the La Crescent Hokah Secondary School SRTS Improvements project are as follows:

- Lancer Blvd: South 12th Street to South 11th Street. The area between Lancer Blvd. and S. 12th Street has no separated space for people walking and biking to the northwest side of the school. The project will install a sidewalk on the west side of Lancer Blvd.
- Bumpouts at Oak. The intersection at South 14th Street and Oak Street has long and uncomfortable crossing distances with high traffic volumes. The project will install curb extensions on Oak Street with high visibility crosswalks to indicate preferred crossings.
- Kistler Court to South 14th Street – There is no pedestrian and bike connection serving the mobile homes near Kistler Court and the schools in La Crescent. The project will install a path to connect South 14th Street and Kistler Court.
- Addition of Sidewalk on Spruce Drive with intersection improvements. The area of Spruce Drive between 11th and 7th street has no separated space for people walking and biking to the northwest side of the school. This is a frequent route between the Secondary School and the Aquatic Center/Kistler Park. The project will install a sidewalk on Spruce Drive. The intersection at 11th Street and Spruce Drive has long and uncomfortable crossing distances with high traffic volumes. The intersection is missing ADA compliant curb ramps. This intersection is also a frequent route between the Secondary School and the Aquatic Center/Pool. The project will install curb extensions and a median refuge island, high visibility crosswalk and ADA compliant curb ramps.

The La Crescent Hokah Secondary School SRTS Improvements project milestones and completion dates are as follows:

- Preliminary Plans – October 2024

- Final Plans – November 2024
- Submit plans for review and approval – December 2024
- Let project – January 2025
- Award project – February 2025
- Construction – May – August 2025

Jason Ludwigson and Tim Hruska will be in attendance at the meeting to review the projects and engineering agreement.



## PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT, by and between **City of La Crescent** hereinafter referred to as the "Client" and WHKS & Co., hereinafter referred to as "WHKS", is made as follows:

WHEREAS, the Client has a need for certain professional services relating to the project described as **2025 Safe Routes to Schools**.

WHEREAS, WHKS proposes to furnish the professional services required by the Client for said project,

NOW THEREFORE, the Client hereby agrees to retain and compensate WHKS to perform the professional services in accordance with the terms and conditions of this Agreement and the attached Standard Terms and Conditions.

### Scope of Services

WHKS shall perform the following described services for the Client:

**Design, bid, and construction phase engineering services as described on the attached Scope of Services included in Exhibit A.**

### Basis of Compensation

For the services described above, the Client shall remunerate WHKS as follows:

**Items 1-5 - Billed Hourly with an Estimated Fee of \$71,500. Expenses billed at actual cost and mileage at the current published IRS rate per mile. External expenses include an administrative charge of 10 percent.**

Executed this \_\_\_\_\_ day of September, 2024

### **City of La Crescent**

By: \_\_\_\_\_  
Printed Name: Bill Waller  
Title: City Administrator

### **WHKS & CO.**

By: \_\_\_\_\_  
Printed Name: Timothy A. Hruska  
Title: Vice President

## Exhibit A to Professional Services Agreement

### A. Project Description:

The Project consists of constructing several items from the approved Safe Routes to Schools (SRTS) Plan from July 2020. These items include a sidewalk along the west side of Lancer Boulevard between South 11<sup>th</sup> and 12<sup>th</sup> Streets, 10-foot path between South 14<sup>th</sup> Street and Kistler Court along with intersection improvements at South 14<sup>th</sup> Street, and a sidewalk along Spruce Drive between South 11<sup>th</sup> and 7<sup>th</sup> street including crossing improvements to South 11<sup>th</sup> Street. The project will be designed to MnDOT State Aid Standards.

### B. Scope of Services Provided Under This Agreement:

#### 1. **Project Management and Meetings**

- Perform general project administrative duties including supervision and coordination of the project team, review of project costs and billings, prepare invoices using Consultant's standard forms, preparation of status reports, and general administrative activities.
- Hold kick-off meeting with Client to discuss the project and review the scope.
- Advise the Client of the necessity of obtaining Special Engineering Services as described in Paragraph C., and act as the Client's representative in connection with any such services not actually performed by WHKS.
- Attend three (3) meetings for the project.

#### 2. **Topographic Survey and Research of Existing Conditions**

- Perform site topographical surveys to support new facilities, exclusive of boundary surveys for land and easement acquisition.
- Develop project control and base map for the project.
- Locate the existing underground utilities as located by the Gopher State One Call locate system.
- Collect, obtain and review relevant information from the Client.

#### 3. **Preliminary and Final Design**

- Prepare preliminary and final plans and specifications to show the character and scope of work to be performed by contractors on the Project. Plans will follow MnDOT State Aid standards.
- Geotechnical Engineering services will be performed by a subcontractor to WHKS under this contract. Geotechnical services to include soil borings, material testing, and geotechnical evaluation.
- Prepare forms of advertisement for bids, contractor's proposal, construction agreement, payment bond and performance bond for approval by the Client, subject to prior review and approval by Client's Attorney, Bond Counsel, and/or Fiscal Agent.
- Prepare opinion of probable construction cost on completed plans and specifications.
- Furnish one (1) original signed copy of the plans, specifications, and other contract documents as required to the Client.

- Furnish plans and specifications to bidders through the use of a web based plan room.
- Answer contractor's questions during the bidding phase.
- Prepare addendums to the contract documents prior to bid letting, if necessary.
- Assist in the receiving and tabulation of Contractors' proposals and assist in awarding construction contract.
- A Storm Water Pollution Prevention Plan (SWPPP) will be prepared.
- Prepare and submit applicable construction permit application package to NPDES.

**4. Construction Administration**

- Provide construction administration assistance during construction. Contract administration assistance activities conducted during project construction include clarification of design details, periodic visits to the construction site to observe the progress of work, review of shop drawings, review periodic payment estimates for completed construction work and recommend payments for processing, prepare change orders when required, and prepare the final summary of construction costs.
- Conduct a preconstruction meeting with Client, Contractor, and Utility Owners.
- Provide construction staking.
- Prepare record drawings from Contractor provided "mark-ups" at the completion of the construction.
- Provide construction updates to the Client.

**5. Construction Observation**

- Provide resident project observation services during construction of the Project. Resident observation is a part time function during construction. Duties are to provide on-site evaluations of the Project progress in accordance with the plans and specifications and report said progress to the Engineer. Additionally, the observer maintains a log book recording conditions at the job site, weather, record of visitors, summary of daily activities, actions taken, observations in general and assists in recording data for eventual preparation of Record Drawings. The observer duties do not include construction means, methods, procedures, and job-site safety. Fee based on 180 hours of observation and travel time.
- The testing of materials will be included in the bid package as a bid allowance to be paid by the Contractor.

**C. Special Engineering Services:**

Special Engineering Services are those services not listed above, but which may be required or advisable to accomplish the Project. Special Engineering Services shall be performed when authorized by the Client for additional fees, to be determined at the time authorized.

Special Engineering Services include:

1. Land surveying and platting
2. Easement research, plats or descriptions
3. Negotiation for easements or land acquisition
4. Special assessment assistance
5. Quality control testing and construction materials testing
6. Permits other than those identified above

7. Funding assistance, including grant and/or loan applications
8. Wetland Delineations or mitigation plans
9. Floodplain and hydraulic/hydrologic modeling
10. Water and/or sanitary sewer rate studies
11. Geotechnical design/recommendations
12. Cultural resource survey or other studies or documentation that may be required by regulatory agencies that are not specifically listed in the scope of services
13. National Environmental Policy Act (NEPA) compliance, including historical and archeological investigations
14. Structural evaluation and/or design
15. Bridge aesthetics
16. Attendance at additional meetings (other than those listed above)
17. Construction phase engineering services, including construction administration, staking, construction observation, preparation of record drawings and project close-out services

#3.9

# Walk to School Day

- WHEREAS: Children are safer when communities prioritize pedestrian safety; and
- WHEREAS: Physical activity influences our overall well-being and supports a healthy lifestyle. Choosing to walk to school offers an opportunity to build physical activity into daily routines; and
- WHEREAS: Increasing the number of children safely walking to school can reduce traffic congestion, improve air quality, and even reduce asthma attacks; and
- WHEREAS: Safe Routes to School programs have been shown to reduce the rate of pedestrian injury by 44 percent; and
- WHEREAS: Studies show that after 20 minutes of physical activity, students tested better in reading, spelling, and math, and were more likely to read above their grade level; and
- WHEREAS: Safe Routes to School programs highlight that walking to school is an affordable option for families. Busing shortages have schools reimagining their transportation plans, and not every parent or caregiver can afford to drive their student to school. Transportation is the second-highest household expense in the United States; and
- WHEREAS: More than 1,000 schools across Minnesota have been awarded funding through planning, infrastructure, and non-infrastructure grants from the Minnesota Department of Transportation; and
- WHEREAS: Walk to School Days are special opportunities that encourage personal well-being and community engagement. These events support families, caretakers, parents, and students as they make walking to school a habit. Every leader and decision-maker should witness the value of walkable communities and support the choices that make them possible.

NOW, THEREFORE, I, Mike Poellinger, Mayor of the City of La Crescent, Minnesota, do hereby proclaim Wednesday, October 9<sup>th</sup>, 2024 as:

# Walk to School Day

In the city of La Crescent.

\_\_\_\_\_  
Mayor Mike Poellinger, City of La Crescent

\_\_\_\_\_  
Date

# 3.10



TO: Honorable Mayor and City Council Members  
FROM: Jason Ludwigson, Sustainability Coordinator  
DATE: September 18<sup>th</sup>, 2024  
RE: CPL Grant Stoney Point – RFP

The city issued a Request for Proposals for the Forest Habitat Restoration Project Stoney Point on July 22<sup>nd</sup>, 2024. The city received three proposals for the project. Proposals were received by Ku-le Region Forestry, Meyer Timber Services, and Chimney Rock Forestry, LLC. The proposal from Ku-le Region Forestry is for \$29,870.00, the proposal from Meyer Timber Services is for \$39,999.00, and the proposal from Chimney Rock Forestry, LLC is for \$44,600.00. The CPL Grant amount is for \$40,700. The city would recommend proceeding with the proposal from Ku-le Region Forestry. Ku-le Region Forestry has worked on a number of similar projects and was one of the contractors recommended by DNR forester Val Green. We would anticipate the project starting in fall of 2024. I will be in attendance to review the recommendation with the council.

#3.11

# LEARN ABOUT EV ELECTRIC VEHICLES

## WITH JASON LUDWIGSON

City of La Crescent Sustainability Coordinator

**Wednesday, October 9th, 6:30pm at  
the La Crescent Community Building**

Curious about EVs? Come hear from  
La Crescent residents who own them!

Learn how you can become part of the fast-growing population of EV  
owners who are saving money and reducing greenhouse gas emissions.



#3.12



TO: Honorable Mayor and City Council Members  
FROM: Bill Waller, City Administrator  
DATE: September 19, 2024  
RE: Commission Appointment

*Bill Waller*

We are suggesting that the City Council appoint Donny Hogan to the City's Planning Commission.

# 3.13



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



September 6, 2024

Honorable Mayor and City Council Members  
City Administrator Bill Waller

**Re: Parade request - La Crescent-Hokah School Homecoming - 2024  
Friday, October 4<sup>th</sup>, 2024 12:45 PM**

The La Crescent-Hokah School District is excited to announce its 2024 Homecoming, scheduled for Friday, October 4. 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 feature student floats, including those from fall sports teams, various school clubs, and a float representing each grade level. Additionally, the school band will participate in the event.

The parade will begin at approximately 12:45 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. We anticipate around 20 floats in total.

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,

Luke Ahlschlager, Chief of Police

# 3.14

**RESOLUTION NO. 09-24-32**

**RESOLUTION APPOINTING ELECTION JUDGES FOR THE NOVEMBER 5, 2024  
GENERAL ELECTION**

Be it resolved by the City Council of the City of La Crescent as follows:

1. The persons below named are hereby appointed judges for the 2024 elections to be held in the City of La Crescent on November 5, 2024. The judges appointed, the chairperson of the election board of each precinct designated and precinct and voting are as following:

A. First Precinct.....Community Building  
To serve from 7:00 AM to 8:00 PM

- Deb Oliver, Chair
- Catherine Acevedo
- Rose Albrecht
- Dean Bergstrom
- Lisa Docken
- Heidi Kerska
- Ann Northrup
- Jan Schild
- Mike Trnka

B. Second Precinct.....Ice Arena  
To serve from 7:00 AM to 8:00 PM

- Katie Jensen, Chair
- Rosanne Buehler
- Tom Curran
- Judy Graff
- Suzanne Harm
- Judy Lehmann
- Brad Sturm
- Sue Gordon

C. Third Precinct.....Ice Arena  
To serve from 7:00 AM to 8:00 PM

- Carolynn Devine, Chair
- Ricardo Acevedo
- Diana Gorgos
- Sue Klemp
- Cheri Olson

C. Fourth Precinct.....Mailed Ballot

ADOPTED this 23rd day of September 2024.

SIGNED:

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Mayor

ATTEST:

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City Clerk

#3.15



Friday, September 20, 2024

To: The Honorable Mayor & City Council  
From: Kara Tarrence, Finance Director *KCT*  
Re: Additional Signer on City Merchant Bank Account

In the past, the City Administrator, Finance Director and Accountant have been signers on our accounts at Merchants Bank. Currently, only the City Administrator and Finance Director are approved signers.

I respectfully request that the City Council authorize Amy Jore, City Accountant, to be a signer on our Merchants Bank Account. Amy has been the City Accountant for over a year and her job duties will require her at times to sign documents, including but not limited to signing accounts payable checks and requesting transfers to pay bond payments.

#3.16



**WIESER LAW OFFICE, P.C.**

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

KELLY M. IVERSON  
AL "SKIP" WIESER, III

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

AL WIESER, JR.  
*Emeritus*

**TO:** Honorable Mayor and City Council Members

**CC:** Bill Waller, City Administrator

**FROM:** Skip Wieser, City Attorney

**DATE:** September 20, 2024 *9/20/24 City Ath*

**RE:** Cannabis Business Regulation

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Attached for Council review, find a draft ordinance relating to the regulation of cannabis businesses within the City of La Crescent. This document is a draft only and remains in draft form for Council consideration and discussion. We are not asking the Council to take action at this time.

The draft is based on a model ordinance prepared by the Office of Cannabis Management. There is still interplay with the City's zoning regulations. The ordinance along with the process moving forward for the remainder of the year will be reviewed with the City Council at Monday night's meeting.

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE CITY OF LA CRESCENT TO REGULATE CANNABIS  
BUSINESSES**

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

SECTION 1 – ADMINISTRATION

1.1 Findings and Purpose

City of La Crescent makes the following legislative findings:

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

City of La Crescent finds and concludes that the proposed provisions are appropriate and lawful land use regulations for City of La Crescent, that the proposed amendments will promote the community's interest in reasonable stability in zoning for now and in the future, and that the proposed provisions are in the public interest and for the public good.

1.2 Authority & Jurisdiction

City of La Crescent has the authority to adopt this ordinance pursuant to:

- a) Minn. Stat. 342.13(c), regarding the authority of a local unit of government to adopt reasonable restrictions of the time, place, and manner of the operation of a cannabis business provided that such restrictions do not prohibit the establishment or operation of cannabis businesses.
- b) Minn. Stat. 342.22, regarding the local registration and enforcement requirements of state-licensed cannabis retail businesses and lower-potency hemp edible retail businesses.
- c) Minn. Stat. 152.0263, Subd. 5, regarding the use of cannabis in public places.
- d) Minn. Stat. 462.357, regarding the authority of a local authority to adopt zoning ordinances.

Ordinance shall be applicable to the legal boundaries of City of La Crescent.

1.3 Severability

If any section, clause, provision, or portion of this ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected thereby.

#### 1.4 Enforcement

The City of La Crescent is responsible for the administration and enforcement of this ordinance. Any violation of the provisions of this ordinance or failure to comply with any of its requirements constitutes a misdemeanor and is punishable as defined by law. Violations of this ordinance can occur regardless of whether or not a permit is required for a regulated activity listed in this ordinance.

#### 1.5 Definitions

1. Unless otherwise noted in this section, words and phrases contained in Minn. Stat. 342.01 and the rules promulgated pursuant to any of these acts, shall have the same meanings in this ordinance.
2. Cannabis Cultivation: A cannabis business licensed to grow cannabis plants within the approved amount of space from seed or immature plant to mature plant. harvest cannabis flower from mature plant, package and label immature plants and seedlings and cannabis flower for sale to other cannabis businesses, transport cannabis flower to a cannabis manufacturer located on the same premises, and perform other actions approved by the office.
3. Cannabis Retail Businesses: A retail location and the retail location(s) of a mezzobusinesses with a retail operations endorsement, microbusinesses with a retail operations endorsement, medical combination businesses operating a retail location, excluding lower-potency hemp edible retailers.
4. Cannabis Retailer: Any person, partnership, firm, corporation, or association, foreign or domestic, selling cannabis product to a consumer and not for the purpose of resale in any form.
5. Daycare: A location licensed with the Minnesota Department of Human Services to provide the care of a child in a residence outside the child's own home for gain or otherwise, on a regular basis, for any part of a 24-hour day.
6. Lower-potency Hemp Edible: As defined under Minn. Stat. 342.01 subd. 50.
7. Office of Cannabis Management: Minnesota Office of Cannabis Management, referred to as "OCM" in this ordinance.
8. Place of Public Accommodation: A business, accommodation, refreshment, entertainment, recreation, or transportation facility of any kind, whether licensed or not, whose goods, services, facilities, privileges, advantages or accommodations are extended, offered, sold, or otherwise made available to the public.
9. Preliminary License Approval: OCM pre-approval for a cannabis business license for applicants who qualify under Minn. Stat. 342.17.
10. Public Place: A public park or trail, public street or sidewalk; any enclosed, indoor area used by the general public, including, but not limited to, restaurants;

bars; any other food or liquor establishment; hospitals; nursing homes; auditoriums; arenas; gyms; meeting rooms; common areas of rental apartment buildings, and other places of public accommodation.

11. Residential Treatment Facility: As defined under Minn. Stat. 245.462 subd. 23.
12. Retail Registration: An approved registration issued by the City of La Crescent to a state-licensed cannabis retail business.
13. School: A public school as defined under Minn. Stat. 120A.05 or a nonpublic school that must meet the reporting requirements under Minn. Stat. 120A.24.
14. State License: An approved license issued by the State of Minnesota's Office of Cannabis Management to a cannabis retail business.

## SECTION 2 – REGISTRATION OF CANNABIS BUSINESSES

### 2.1 Consent to registering of Cannabis Businesses

No individual or entity may operate a state-licensed cannabis retail business within City of La Crescent without first registering with City of La Crescent.

Any state-licensed cannabis retail business that sells to a customer or patient without valid retail registration shall incur a civil penalty of up to \$2,000 for each violation.

Notwithstanding the foregoing provisions, the state shall not issue a license to any cannabis business to operate in Indian country, as defined in United States Code, title 18, section 1151, of a Minnesota Tribal government without the consent of the Tribal government.

### 2.2 Compliance Checks Prior to Retail Registration

Prior to issuance of a cannabis retail business registration, City of La Crescent shall conduct a preliminary zoning verification to ensure compliance with local ordinances.

Pursuant to Minn. Stat. 342, within 30 days of receiving a copy of a state license application from OCM, City of La Crescent shall certify on a form provided by OCM whether a proposed cannabis retail business complies with local zoning ordinances and, if applicable, whether the proposed business complies with the state fire code and building code.

### 2.3 Registration & Application Procedure

#### 2.3.1 Fees

A registration fee, as established in City of La Crescent's fee schedule, shall be charged to applicants depending on the type of retail business license applied for.

An initial retail registration fee shall not exceed \$500 or half the amount of an initial state license fee under Minn. Stat. 342.11, whichever is less. The initial registration fee shall include the initial retail registration fee and the first annual renewal fee.

Any renewal retail registration fee imposed by City of La Crescent shall be charged at the time of the second renewal and each subsequent renewal thereafter.

A renewal retail registration fee shall not exceed \$1,000 or half the amount of a renewal state license fee under Minn. Stat. 342.11, whichever is less.

A medical combination business operating an adult-use retail location may only be charged a single registration fee, not to exceed the lesser of a single retail registration fee, defined under this section, of the adult-use retail business.

### 2.3.2 Application Submittal

The City of La Crescent shall issue a retail registration to a state-licensed cannabis retail business that adheres to the requirements of Minn. Stat. 342.22.

- A. An applicant for a retail registration shall fill out an application form, as provided by the City of La Crescent. Said form shall include, but is not limited to:
  - i. Full name of the property owner and applicant;
  - ii. Address, email address, and telephone number of the applicant;
  - iii. The address and parcel ID for the property which the retail registration is sought;
  - iv. Certification that the applicant complies with the requirements of local ordinances established pursuant to Minn. Stat. 342.13.
- B. The applicant shall include with the form:
  - i. the application fee as required in Section 2.3.1;
  - ii. a copy of a valid state license or written notice of OCM license preapproval;
- C. Once an application is considered complete, the City of La Crescent shall inform the applicant as such, process the application fees, and forward the application to the Building and Inspections Department for approval or denial.
- D. The application fee shall be non-refundable once processed.

### 2.3.3 Application Approval

- A. A state-licensed cannabis retail business application shall not be approved if the cannabis retail business would exceed the maximum number of registered cannabis retail businesses permitted under Section 2.6.
- B. A state-licensed cannabis retail business application shall not be approved or renewed if the applicant is unable to meet the requirements of this ordinance.

- C. A state-licensed cannabis retail business application that meets the requirements of this ordinance shall be approved.

#### 2.3.4 Annual Compliance Checks

The City of La Crescent shall complete at minimum one compliance check per calendar year of every cannabis business to assess if the business meets age verification requirements, as required under Minn. Stat. 342.22 Subd. 4(b) and Minn. Stat. 342.24 and this ordinance.

The City of La Crescent shall conduct at minimum one unannounced age verification compliance check at least once per calendar year.

Age verification compliance checks shall involve persons at least 17 years of age but under the age of 21 who, with the prior written consent of a parent or guardian if the person is under the age of 18, attempt to purchase adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, or hemp-derived consumer products under the direct supervision of a law enforcement officer or an employee of the local unit of government.

Any failures under this section must be reported to the Office of Cannabis Management.

#### 2.3.5 Location Change

A state-licensed cannabis retail business shall be required to submit a new application for registration under Section 2.3.2 if it seeks to move to a new location still within the legal boundaries of City of La Crescent.

### 2.4 Renewal of Registration

The City of La Crescent shall renew an annual registration of a state-licensed cannabis retail business at the same time OCM renews the cannabis retail business' license.

A state-licensed cannabis retail business shall apply to renew registration on a form established by City of La Crescent.

A cannabis retail registration issued under this ordinance shall not be transferred.

#### 2.4.1 Renewal Fees.

The City of La Crescent may charge a renewal fee for the registration starting at the second renewal, as established in City of La Crescent 's fee schedule.

#### 2.4.2 Renewal Application.

The application for renewal of a retail registration shall include, but is not limited to:

- Items required under Section 2.3.2 of this Ordinance.

## 2.5 Suspension of Registration

### 2.5.1 When Suspension is Warranted.

The City of La Crescent may suspend a cannabis retail business's registration if it violates the ordinance of City of La Crescent or poses an immediate threat to the health or safety of the public. The City of La Crescent shall immediately notify the cannabis retail business in writing the grounds for the suspension.

### 2.5.2 Notification to OCM.

The City of La Crescent shall immediately notify the OCM in writing the grounds for the suspension. OCM will provide City of La Crescent and cannabis business retailer a response to the complaint within seven calendar days and perform any necessary inspections within 30 calendar days.

### 2.5.3 Length of Suspension.

The suspension of a cannabis retail business registration may be for up to 30 calendar days, unless OCM suspends the license for a longer period. The business may not make sales to customers if their registration is suspended.

The City of La Crescent may reinstate registration if it determines that the violations have been resolved.

The City of La Crescent shall reinstate the registration if OCM determines that the violation(s) have been resolved.

### 2.5.4 Civil Penalties.

Subject to Minn. Stat. 342.22, subd. 5(e) the City of La Crescent may impose a civil penalty, as specified in the City of La Crescent's Fee Schedule, for registration violations, not to exceed \$2,000.

## 2.6 Limiting of Registrations

The City of La Crescent shall limit the number of cannabis retail businesses to three (3).

## SECTION 3. REQUIREMENTS FOR CANNABIS BUSINESSES

### 3.1 Minimum Buffer Requirements

The City of La Crescent shall prohibit the operation of a cannabis business within 700 feet of a school.

The City of La Crescent shall prohibit the operation of a cannabis business within 250 feet of a day care.

The City of La Crescent shall prohibit the operation of a cannabis business within 250 feet of a residential treatment facility.

The City of La Crescent shall prohibit the operation of a cannabis business within 250 feet of an attraction within a public park that is regularly used by minors, including a playground or athletic field.

Pursuant to Minn. Stat. 462.367 subd. 14, nothing in Section 3.1 shall prohibit an active cannabis business or a cannabis business seeking registration from continuing operation at the same site if a school/daycare/residential treatment facility/attraction within a public park that is regularly used by minors moves within the minimum buffer zone.

**NOTE TO COUNCIL – Distances not finalized. Distances still approximate. Final draft will have distance reviewed by WHKS to incorporate Council’s consensus from 8/26/2024 meeting.**

### 3.2 Limits on Location

Distances shall be computed by direct measurement from the nearest property line of the land use listed above to the nearest portion of the building being used for the cannabis business. Distances shall be verified by the applicant and confirmed by the person(s) responsible for enforcing this ordinance, via a method deemed acceptable by City of La Crescent.

### 3.3 Zoning and Land Use

#### 3.3.1 Cultivation.

Cannabis businesses licensed or endorsed for cultivation are permitted as a conditional use in the following zoning districts:

- I, Industrial District

#### 3.3.2 Cannabis Manufacturer.

Cannabis businesses licensed or endorsed for cannabis manufacturer are permitted as a conditional use in the following zoning districts:

- I, Industrial District

#### 3.3.3 Hemp Manufacturer.

Businesses licensed or endorsed for low-potency hemp edible manufacturers permitted as a conditional use in the following zoning districts:

- I, Industrial District

#### 3.3.4 Wholesale.

Cannabis businesses licensed or endorsed for wholesale are permitted as a conditional use in the following zoning districts:

- I, Industrial District

### 3.3.5. Cannabis Retail.

Cannabis businesses licensed or endorsed for cannabis retail are a permitted use in the following zoning districts:

- C-1, Commercial District
- CBD-2, Central Business District

### 3.3.6. Cannabis Transportation.

Cannabis businesses licensed or endorsed for transportation are permitted as a conditional use in the following zoning districts:

- I, Industrial District

### 3.3.7. Cannabis Delivery.

Cannabis businesses licensed or endorsed for delivery are permitted as a conditional use in the following zoning districts:

- C-1, Commercial District
- CBD-2, Central Business District

## 3.4 Hours of Operation

Cannabis businesses are limited to retail sale of cannabis, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products between the hours of \_\_\_\_\_ and \_\_\_\_\_ seven (7) days per week.

## 3.5 Advertising

Cannabis businesses are permitted to erect up to two fixed signs on the exterior of the building or property of the business, unless otherwise limited by City of La Crescent 's sign ordinances.

## SECTION 4. TEMPORARY CANNABIS EVENTS

### 4.1 License or Permit Required for Temporary Cannabis Events

#### 4.1.1 License Required

A license or permit is required to be issued and approved by City of La Crescent prior to holding a Temporary Cannabis Event.

#### 4.1.2 Registration & Application Procedure

A registration fee, as established in City of La Crescent 's fee schedule, shall be charged to applicants for Temporary Cannabis Events.

#### 4.1.3 Application Submittal & Review

The City of La Crescent shall require an application for Temporary Cannabis Events.

- A. An applicant for a retail registration shall fill out an application form, as provided by the City of La Crescent. Said form shall include, but is not limited to:
  - i. Full name of the property owner and applicant;
  - ii. Address, email address, and telephone number of the applicant;
- B. The applicant shall include with the form:
  - i. the application fee as required in Section 4.1.2;
  - ii. a copy of the OCM cannabis event license application, submitted pursuant to 342.39 subd. 2.

The application shall be submitted to the City of La Crescent, or other designee for review. If the designee determines that a submitted application is incomplete, they shall return the application to the applicant with the notice of deficiencies.

- C. Once an application is considered complete, the designee shall inform the applicant as such, process the application fees, and forward the application to the Building and Inspections Department for approval or denial.
- D. The application fee shall be non-refundable once processed.
- E. The application for a license for a Temporary Cannabis Event shall meet the following standards:
- F. A request for a Temporary Cannabis Event that meets the requirements of this Section shall be approved.
- G. A request for a Temporary Cannabis Event that does not meet the requirements of this Section shall be denied. The City of La Crescent shall notify the applicant of the standards not met and basis for denial.

Temporary cannabis events shall only be held at locations approved by La Crescent City Council.

Temporary cannabis events shall only be held between the hours of \_\_\_\_\_ and \_\_\_\_\_.

## SECTION 5. USE IN PUBLIC PLACES

No person shall use cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public place or a place of public accommodation unless the premises is an establishment or an event licensed to permit on-site consumption of adult-use.

## SECTION 6 – EFFECTIVE DATE AND EXPIRATION

6.01 This Ordinance shall take effect and be enforced from and after its passage and publication.

PASSED AND ENACTED this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Administrator