

CITY OF LA CRESCENT
AGENDA
REGULAR MEETING
JANUARY 11, 2021
5:30 P.M.

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

1. CONSENT AGENDA

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

- 1.1 MINUTES – DECEMBER 21, 2020
- 1.2 BILLS PAYABLE – JANUARY 7, 2021
- 1.3
- 1.4

2. PUBLIC HEARING

3. ITEMS FOR CONSIDERATION

- 3.1 SWEARING IN OF MAYOR
- 3.2 SWEARING IN OF CITY COUNCIL MEMBERS
- 3.3 ANNUAL APPOINTMENTS
- 3.4 ADVISORY COMMISSION APPOINTMENTS
- 3.5 CITY COUNCIL APPOINTMENTS
- 3.6 RESOLUTIONS TO ACCEPT DONATIONS
- 3.7 REVIEW CITY COUNCIL RULES AND PROCEDURES
- 3.8 REVIEW CITY CODE OF CONDUCT
- 3.9 REVIEW SOCIAL MEDIA POLICY
- 3.10 2021 LICENSE RENEWALS
- 3.11 TRANSFER OF WIESER PARK
- 3.12 PLANNING COMMISSION MINUTES – 1/5/2021
- 3.13 ACENTEK PARKING LOT LEASE EXTENSION
- 3.14 PROPERTY ACQUISITION DISCUSSION

CITY OF LA CRESCENT
AGENDA
REGULAR MEETING
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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

7. CORRESPONDENCE

7.1 MNDOT – SAFE ROUTES TO SCHOOL GRANT

7.2 FEDERAL TRANSIT – BUS SHELTERS GRANT

8. CHAMBER OF COMMERCE

8.1

9. ITEMS FOR NEXT AGENDA

10. ADJOURNMENT

NOTICE

Please take notice that pursuant to Minn. Stat. Section 13D.021, members of the City Council may attend the meeting by telephone or zoom.

#11

MINUTES, REGULAR MEETING
CITY COUNCIL, CITY OF LA CRESCENT, MINNESOTA
DECEMBER 21, 2020

Pursuant to due call and notice thereof, the second meeting of the City Council of the City of La Crescent for the month of December was called to order by Mayor Mike Poellinger at 5:30 PM in the La Crescent City Hall, La Crescent, Minnesota, on Monday, December 21, 2020.

Pursuant to Minn. Stat. § 13D.021 and due to the COVID-19 pandemic, members of the City Council and City Staff were given the option to attend the meeting by telephone or Zoom. Upon a roll call taken and tallied by the City Administrator, the following members were present: Members Cherryl Jostad, Teresa O'Donnell-Ebner, Dale Williams, and Mayor Mike Poellinger. Members absent: Ryan Hutchinson. Also present was City Administrator Bill Waller, City Attorney Skip Wieser, and City Administrative Assistant Angie Boettcher.

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

ITEM 2 – PUBLIC HEARING – 2021 - 2025 STREET RECONSTRUCTION PLAN

At 5:30 PM the City Council held a public hearing to consider the proposed Resolution adopting the final assessment roll regarding the Horse Track Meadows Development improvements of 2020. City Attorney Wieser reviewed with City Council the Resolution and the May 2020 Feasibility Report prepared by WHKS & Co. which estimated the assessable amount of the project to be \$1,854,503.02. Utilizing this initial number, the City has collected \$28,098.53 for each lot sale that has taken place in 2020. The final figure prepared by WHKS & Co. is \$1,804,594.94. At the time this figure was prepared, the Developer had paid for 12 lots utilizing the initial number and has also made additional prepayments from the sale of lots. City Council also reviewed a summary of the assessment calculations that were contained on the bottom righthand side of the Assessment Roll. The credit of \$66,000.00 to the Developer was agreed to in Article 4.2 of the Development Agreement. WHKS & Co. has indicated that the Developer has satisfied their requirements and is entitled to this credit. As part of the Development Agreement, the Developer has waived the ability to contest or otherwise challenge the assessments. It was recommended to City Council to adopt the proposed Resolution and Assessment Roll and authorize City staff to transmit the same to the Houston County Auditor's Office for inclusion in the 2021 real estate taxes.

Mayor Poellinger opened the meeting for public comment. There were no public comments. Mayor Poellinger closed the public hearing.

Following review and discussion, Member O'Donnell-Ebner introduced the following resolution and moved its passage and adoption including the approval of the City Administrator and City Attorney modifying assessment roll if additional payments are paid before the end of the year:

RESOLUTION 12-20-41

**RESOLUTION ADOPTING ASSESSMENTS FOR
HORSE TRACK MEADOWS DEVELOPMENT IMPROVEMENTS OF 2020**

WHEREAS, pursuant to notice duly given as required by law, the La Crescent City Council has met, heard and passed upon all objections to the proposed assessment for Horse Track Meadows Development Improvements of 2020, and has amended such proposed assessment as it deems just.

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

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein is hereby found to be benefitted by the proposed improvement.
2. Such assessments shall be as follows:
 - a. The assessments shall be payable in equal annual installments including principal and interest extending over a period of ten (10) years, with interest at the rate of 3.75 percent (3.75%) per annum, in the amount annually required to pay the principal over such period at such rate, the first of said installments to be payable with general taxes for the year 2021, collectable with such taxes during the year 2021. Interest shall accrue from and after January 1, 2021.
 - b. The owner of the property so assessed may at any time prior to the certification of the assessment to the County Auditor, pay to the County Auditor/Treasurer, and thereafter any time prior to November 15 of any year pay to the County Auditor/Treasurer, the whole of the principal amount of the assessment on such property provided that no such prepayment shall be accepted without payment of all installments due to and including December 31 of the year of prepayment, and the original principal amount reduced only by the amounts of principal included in such installments computed on an annual amortization basis.
3. The City Administrator shall forthwith transmit a certified duplicate copy of this assessment to the County Auditor/Treasurer to be extended on the tax list of the County.

ADOPTED this 21st day of December, 2020.

SIGNED:

Mayor

ATTEST:

City Administrator

The motion for the adoption of the foregoing resolution was duly seconded by Member Williams and upon a roll call vote taken and tallied by the City Administrator, all 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 by a 4-0 vote and the resolution duly passed and adopted.

Mike Sexauer, the developer for Horse Track Meadows Development, addressed City Council.

City Council reconvened with the schedule of the Regular City Council Meeting.

ITEM 1 – CONSENT AGENDA

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

- 1.1 MINUTES – DECEMBER 14, 2020
- 1.2 BILLS PAYABLE THROUGH DECEMBER 17, 2020

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. It was recommended to amend the December 14, 2020 Minutes regarding Item 3.10 – 2021 Fee Schedule Amendments to waive the 2021 liquor license fees for 2021 for existing bars and restaurants and to remove the words on-sale. Member Jostad made a motion, seconded by Member Williams, as follows:

A MOTION TO APPROVE THE CONSENT AGENDA AS PRESENTED INCLUDING AN AMENDMENT TO THE DECEMBER 14, 2020 MINUTES REGARDING ITEM 3.10 – 2021 FEE SCHEDULE AMENDMENTS TO WAIVE THE 2021 LIQUOR LICENSE FEES FOR 2021 FOR EXISTING BARS AND RESTAURANTS AND TO REMOVE THE WORDS ON-SALE.

Upon a roll call vote taken and tallied by the City Administrator, all Member 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 by a 4-0 vote.

ITEM 3.1 – HAZARDOUS BUILDING UPDATE

City Administrator Waller updated City Council regarding the determination of a hazardous building at 322 South 1st Street. One-half (1/2) of the building has been removed. The City continues to have discussions with the property owner. This item will be placed on the next City Council agenda.

ITEM 3.2 – PLANNING COMMISSION MINUTES – 12/15/2020

City Attorney Wieser reviewed with City Council the Planning Commission Minutes from the December 15, 2020 meeting. The Planning Commission recommended to City Council that the final plat for the Graf Addition be approved, with the findings that were included in the Planning Commission meeting minutes. City Attorney Wieser reviewed these findings and the Resolution with City Council. The following findings of fact were presented for City Council to consider:

Findings of Fact:

1. The request will not alter the essential character of the locality.
2. The property owner proposes to use the property in a reasonable manner permitted by the zoning ordinance in residential areas to wit, residential housing.
3. The proposed Townhome is allowable in the R-3 High Density Residential District.
4. The request is in harmony with the general purposes and intent of the ordinance and consistent with the comprehensive plan by improving the housing stock.

Following discussion, Member O'Donnell-Ebner introduced the following resolution and moved its passage and adoption:

RESOLUTION NO. 12-20-42

A RESOLUTION APPROVING THE FINAL PLAT FOR GRAF ADDITION IN THE CITY OF LA CRESCENT

WHEREAS, Graf Electric Inc., owner and developer of certain lands lying and being in the City of La Crescent, Houston County, Minnesota, more particularly described in the official plat to which this resolution is referenced, has duly petitioned the City of La Crescent City Council for approval of the final plat of Graf Addition, City of La Crescent, pursuant to Section 13.16, Chapter 13, City Code, City of La Crescent, and have in connection therewith satisfied the requirement of said City Code;

WHEREAS, the recommendations of the City Planning Commission and City Engineer will be satisfied and duly noted;

WHEREAS, the City Council took under consideration the following findings of fact:

1. The request will not alter the essential character of the locality.
2. The property owner proposes to use the property in a reasonable manner permitted by the zoning ordinance in residential areas to wit, residential housing.
3. The proposed Townhome is allowable in the R-3 High Density Residential District.
4. The request is in harmony with the general purposes and intent of the ordinance and consistent with the comprehensive plan by improving the housing stock.

NOW THEREFORE BE IT RESOLVED as follows:

1. That the final plat of Graf Addition will be filed with the City Administrator of the City of La Crescent.

2. That the Mayor and City Administrator are hereby authorized and directed to execute the plat in accordance with the laws of the State of Minnesota and City Code thereunto appertaining and to execute and deliver such other certificates and documents which may be required to effectuate said plat.

Adopted this 21st day of December, 2020.

SIGNED:

Mayor

ATTEST:

City Administrator

The foregoing motion was duly seconded by Member Williams and upon a roll call vote taken and tallied by the City Administrator, 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 and the resolution duly passed and adopted by a 4-0 vote.

ITEM 3.3 – 2021 PROFESSIONAL SERVICES AGREEMENTS

City Administrator Waller reviewed with City Council the 2021 professional service agreements/contracts with City Council regarding WHKS & Co. for engineering, Wieser Law Office for legal, Terry Erickson for Community Development, and Jason Ludwigson for Sustainability Coordinator for the City of La Crescent. It was recommended to City Council to approve the 2021 fee schedules for WHKS & Co. and Wieser Law Office. It was also recommended to City Council to approve an increase in the fee charged by Terry Erickson from \$35.70 per hour to \$36.80 per hour for Community Development. For Jason Ludwigson for 2021 it was recommended that the fee charged remain at \$28.00 per hour and the hours of the contract be expanded from 8 to 20 hours per week. City Council reviewed a revised agreement with the additional duties highlighted for the Sustainability Coordinator. Following discussion, the following Motions were made:

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

MOTION TO APPROVE THE 2021 FEE SCHEDULE WITH WHKS & CO. AS PRESENTED FOR ENGINEERING SERVICES.

Upon a roll call vote taken and tallied by the City Administrator, 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 by a 4-0 vote.

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

MOTION TO APPROVE THE 2021 FEE SCHEDULE WITH WIESER LAW OFFICE, P.C. AS PRESENTED FOR LEGAL SERVICES.

Upon a roll call vote taken and tallied by the City Administrator, 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 by a 4-0 vote.

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

MOTION TO APPROVE AN INCREASE IN THE HOURLY FEE OF TERRY ERICKSON FOR COMMUNITY DEVELOPMENT TO \$36.80 PER HOUR.

Upon a roll call vote taken and tallied by the City Administrator, 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 by a 4-0 vote.

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

MOTION TO APPROVE A REVISED CONTRACT WITH JASON LUDWIGSON FOR SUSTAINABILITY COORDINATOR THAT EXPANDS TO 20 HOURS PER WEEK AND INCLUDES ADDITIONAL DUTIES.

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

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

Member Cheryl Jostad voted against the same. The motion was declared duly carried by a 3-1 vote.

After the vote, Member Jostad inquired of Member O'Donnell-Ebner's eligibility to vote on the Professional Services Agreement for Mr. Ludwigson as she previously abstained from voting on the initial agreement. As the vote was already tallied, the question was referred to the City Attorney to review for the next City Council meeting.

ITEM 3.4 – REVIEW LETTER TO HOUSTON COUNTY

City Administrator Waller reviewed with City Council the revised letter to Houston County addressing the ongoing concerns over the way certain functions of Houston County government are performed that was presented at the prior Council Meeting. It was recommended to City Council to approve the revised correspondence. Following discussion, Member O'Donnell-Ebner made a motion, seconded by Member Williams, as follows:

MOTION TO APPROVE THE REVISED CORRESPONDENCE TO HOUSTON COUNTY ADDRESSING THE ONGOING CONCERNS OVER THE WAY CERTAIN FUNCTIONS OF HOUSTON COUNTY GOVERNMENT ARE PERFORMED

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

Cheryl 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 by a 4-0 vote.

ITEM 3.5 – CRESCENT VALLEY ANNEXATION

City Administrator Waller reviewed with City Council that in October of this year, City Council was provided with an update on the orderly annexation agreement that pertains to Crescent Valley. At that time the plan was to present this item for consideration at a meeting in December, with a public hearing to be held in February 2021. After review by City Staff, and given the current state of things, it was recommended that the City Council delay this item until the summer of 2021. From a process standpoint, the timing can be pushed back without impacting the overall goal of the City. Following discussion, it was the consensus of City Council to delay the start of decision making process for Crescent Valley annexation until the summer of 2021.

ITEM 3.6 – ANNEXATION PETITION

City Attorney Wieser reviewed with City Council a Petition requesting annexation by the property owners at 1703 County 6. Before the adoption of an Ordinance, the City will need to hold a public hearing and provide 30 days written notice to La Crescent Township and contiguous property owners. It was

recommended that the Petition be accepted and that a Public Hearing be scheduled for January 25, 2021 at 5:30 p.m. Following discussion, Member Williams made a motion, seconded by Member Jostad, as follows:

MOTION TO ACCEPT THE PETITION FOR ANNEXATION FROM THE PROPERTY OWNERS AT 1730 COUNTY 6 AND TO CALL FOR A PUBLIC HEARING ON JANUARY 25, 2021 AT 5:30 PM AT CITY HALL.

Upon a roll call vote taken and tallied by the City Administrator, all 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 by a 4-0 vote.

ITEM 3.7 – ANIMAL RESCUE REQUEST

City Police Chief Stavenau reviewed with City Council a request for release of funds from the La Crescent Animal Rescue. This year the Police Department, as Animal Control, has turned over 42 cats and 2 dogs to La Crescent Animal Rescue in accordance to the established agreement. As 2020 has been unprecedented, it is the first-time impounded animal counts have been so few and money remains in the budget. The La Crescent Animal Rescue has requested the unexpended funds from this year be released to the organization to further their mission. Essentially, the explanation of the request is regarding \$6,000.00 appropriated yearly with a \$100.00 fee distributed as each animal is turned over from Animal Control to the organization for care. This year there is a remaining balance of \$1,600.00 and it is anticipated very few (if any) animals will be turned over as the calendar year concludes. In previous years, the funds have been exhausted long before the year end and La Crescent Animal Rescue received no remuneration from the City as the year concluded. It was recommended to City Council that the request for the unexpended funds be released for this year only, as it would be a small gesture on behalf of the City in attempt to balance previous years where animals were turned over and no funding was available for reimbursement of care costs. Following discussion, Member Jostad made a motion, seconded by Member Williams, as follows:

MOTION TO APPROVE THE RELEASE OF \$1,600.00 IN UNEXPENDED FUNDS FROM 2020 FUNDS APPROPRIATED FOR THE CARE COSTS OF IMPOUNDED ANIMALS BY THE LA CRESCENT POLICE DEPARTMENT TO LA CRESCENT ANIMAL RESCUE TO FURTHER THEIR MISSION.

Upon a roll call vote taken and tallied by the City Administrator, 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 by a 4-0 vote.

ITEM 3.8 – AUTHORIZE CAPITAL EQUIPMENT EXPENDITURES

City Administrator Waller reviewed with City Council the following capital equipment expenditures:

1. The 2017 capital equipment certificate includes funds for the purchase of a new park mower. The following proposals were obtained for a 25 hp 72" rear discharge deck: MTI – Toro - \$18,168.24; and Breyers Sales & Service – Exmark - \$17,704.00. It was recommended to City Council to accept the proposal submitted by Breyers Sales & Service in the amount of \$17,704.00.
2. The 2017 capital equipment certificate includes funds for the purchase of a Bobcat track loader that would be used at Pine Creek Golf Course and the City Public Works Department. It was recommended to City Council to approve the purchase of a T650 Bobcat from the State bid through Bobcat of the Coulee Region at a price of \$40,900.00.

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

MOTION TO APPROVE THE PURCHASE OF A 25 HP 72" REAR DISCHARGE DECK MOWER FROM BREYERS SALES & SERVICE FOR \$17,704.00 WITH FUNDS FROM THE 2017 CAPITAL EQUIPMENT CERTIFICATE.

Upon a roll call vote taken and tallied by the City Administrator, 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 by a 4-0 vote.

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

MOTION TO APPROVE THE PURCHASE OF A T650 BOBCAT TRACK LOADER THAT WOULD BE USED AT PINE CREEK GOLF COURSE AND THE CITY PUBLIC WORKS DEPARTMENT FROM THE STATE BID THROUGH BOBCAT OF THE COULEE REGION AT A PRICE OF \$40,900.00.

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

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

Member Dale Williams abstained from voting and none voted against the same. The motion was declared duly carried by a 3-0 vote.

ITEM 3.12 – COVID-19

City Council reviewed the following items relating to the current COVID-19 pandemic:

1. Minnesota Department of Revenue – COVID-19 business relief payments.
2. Emergency Executive Order 20-100 extending the Peacetime Emergency.
3. Emergency Executive Order 20-103 extending and modifying Executive Order 20-99.

These items were informational, and no action was taken.

ITEM 8 – CHAMBER OF COMMERCE

The La Crescent Chamber of Commerce thanked the City for the assistance with the Train and with the parade for the Christmas in La Crescent event.

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

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

and none voted against the same. The motion was declared duly carried by a 4-0 vote and the meeting duly adjourned at 6:22 PM.

APPROVAL DATE: _____

SIGNED:

Mayor

ATTEST:

City Administrator

#1.2



TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator *BW*
DATE: January 7, 2021
RE: Bills Payable

The bills payable will be e-mailed out separately.

#3.1

State of Minnesota

County of Houston

I, Mikel Poellinger, do solemnly swear that I will support the Constitution of the United States and of the State of Minnesota, and faithfully discharge the duties of the office of Mayor of the City of La Crescent in the County of Houston and State of Minnesota, to the best of my judgement and ability. So, help me God.

Subscribed and sworn to before me this 11th day of January 2021.

Police Chief

Mikel Poellinger



State of Minnesota

County of Houston

I, Ryan Hutchinson, do solemnly swear that I will support the Constitution of the United States and of the State of Minnesota, and faithfully discharge the duties of the office of Council Member of the City of La Crescent in the County of Houston and State of Minnesota, to the best of my judgement and ability. So, help me God.

Subscribed and sworn to before me this 11th day of January 2021.

Police Chief

Ryan Hutchinson

State of Minnesota

County of Houston



I, Dale Williams, do solemnly swear that I will support the Constitution of the United States and of the State of Minnesota, and faithfully discharge the duties of the office of Council Member of the City of La Crescent in the County of Houston and State of Minnesota, to the best of my judgement and ability. So, help me God.

Subscribed and sworn to before me this 11th day of January 2021.

Police Chief

Dale Williams

#3.3



TO: Honorable Mayor and Council Members
FROM: Bill Waller, City Administrator *Bill*
DATE: January 6, 2021
RE: Annual Appointments

The following appointments are due for the year 2021 and will require a separate motion for each appointment:

1. Acting Mayor. - **MOTION**

2. On the recommendation of Finance Director Debbie Shimshak, the following are the recommended official depositories: **RESOLUTION - Copy Attached.**

All Banking Function:	Merchants Bank - La Crescent
	Home Federal Savings - La Crescent
	Edward Jones - La Crescent
	Northland Securities, Inc.
	4 M Fund (Sponsored by League of Minnesota Cities)
	Institutional CD's Inc/CD Securities, Inc. - Broker
	Altra Federal Credit Union La Crescent
	Multi-Banks Securities
	Eitzen State Bank - La Crescent

3. Official Newspaper: Houston County News - **MOTION**

4. Assistant Weed Inspector - Shawn Wetterlin - **MOTION**

5. Responsible authority to administer the requirements for collection, storage and use and dissemination of data on individuals within in the City. Debbie Shimshak was appointed to this position in 2004 and I would recommend her continuation in this capacity. **RESOLUTION - Copy Attached.**

RESOLUTION NO. 01-21-01

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

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

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

Merchants Bank - La Crescent
Home Federal Savings - La Crescent
Edward Jones – La Crescent
Northland Securities, Inc.
4M Fund (sponsored by the League of Minnesota Cities)
Institutional CD's Inc./ICD Securities, Inc. – Broker
Altra Federal Credit Union - La Crescent
Multi-Banks Securities
Eitzen State Bank – La Crescent

ADOPTED this 11th day of January, 2021.

SIGNED:

Mayor

ATTEST:

City Administrator

RESOLUTION NO. 01-21-02

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

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

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

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

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

ADOPTED this 11th day of January, 2021.

SIGNED:

Mayor

ATTEST:

City Administrator

#3.4



TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator *Bill*
DATE: January 6, 2021
RE: City Council Commission Appointments

At the direction of the Mayor, the proposed Commission assignments for 2021 are as follows:

Planning Commission – Dale Williams
Emergency Services Commission – Mike Poellinger
Library Board – Teresa O'Donnell Ebner
Golf Commission – Ryan Hutchinson
Park and Recreation Commission – Teresa O'Donnell Ebner
Personnel Committee – Mike Poellinger and Dale Williams
La Crescent Animal Rescue – Ryan Hutchinson
Fire Cooperative – Mike Poellinger and Cherryl Jostad
Economic Development Commission – Cherryl Jostad
Fire Department Relief Association – Cherryl Jostad
Explore La Crosse – Cherryl Jostad
GreenStep Committee – Teresa O'Donnell Ebner

This will be reviewed and discussed, and assignments can be adjusted at the meeting.

CITY OF LA CRESCENT
STANDING COMMISSIONS
2021

PLANNING COMMISSION

1. Dave Coleman – 2023^
2. Jason Ludwigson – 2022
3. Dave Hanifl – 2022
4. Mike Welch – 2021
5. Anna Stoecklein – 2023*
6. Linda Larson – 2021
7. Jerry Steffes – 2021

PARK AND RECREATION COMMISSION

1. Jon Steffes – 2022
2. Paul McLellan – 2022
3. Randy Dobbs – 2022
4. Mike Limberg – 2023*
5. Sarah Wetterlin – 2023*
6. Diana Adamski – 2021
7. Eileen Krenz -2021

GOLF COMMISSION

1. Gary Hill – 2022
2. Tom Jones – 2021
3. Larry Ernst – 2022
4. Bill Dockendorff – 2023*
5. Scott Yeiter – 2023*

HISTORIC BLUFF COUNTRY COMMISSION

1. Eileen Krenz – 2021*

LIBRARY BOARD

1. Teresa O'Donnell-Ebner – 2021*
2. Tina Ryan – 2023*
3. Lisa Docken – 2021
4. Sarah Riess – 2021
5. Logan Colby – 2022
6. Jim Nissen - 2022
- 7.

ECONOMIC DEVELOPMENT COMMISSION

1. Larry Stryker – 2022
2. Eileen Krenz – 2023*
3. Mike Welch – 2021
4. Troy Nolop – 2023*
5. Lori Kadlec – 2021
6. Al Voss – 2022
7. Brett Kemmer – 2021

GREENSTEP COMMITTEE

1. Jim Nissen – 2021
2. Jason Ludwigson -2021
3. Michael Alfieri – 2021
4. Angie Boettcher – 2021
5. Tyler Benish – 2021
6. Shawn Wetterlin -2021
7. Meghan Steffes – 2021
8. Isabelle Morken - 2021

NATURAL RESOURCE ADVISORY GROUP

1. Jim Nissen – 2021
2. Ruth Nissen – 2021
3. Phyllis Feiock – 2021
4. Randy Urich – 2021
5. Mary Thompson – 2021
6. Craig Thompson – 2021
- 7.

BICYCLE/PEDESTRIAN COMMITTEE

1. Jason Ludwigson - 2021
2. Linda Larson - 2021
3. Anna Stoecklein – 2021
4. Maseray Severn – 2021
5. Kristen Plummer – 2021

Indicates Reappointed*

New Appointment^

#3.6

RESOLUTION NO. 01-21-03

**RESOLUTION ACCEPTING DONATION OF \$10,000.00 FROM EUNICE DAHLEN FOR
THE LA CRESCENT POLICE DEPARTMENT**

WHEREAS, Eunice Dahlen wishes to donate \$10,000.00 to the La Crescent Police Department for the Department to use as they desire.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of La Crescent hereby accepts the donation of \$10,000.00 from Eunice Dahlen for the La Crescent Police Department.

ADOPTED this 11th day of January, 2021.

SIGNED:

Mayor

ATTEST:

City Administrator

RESOLUTION NO. 01-21-04

**RESOLUTION ACCEPTING DONATION OF \$10,000.00 FROM EUNICE DAHLEN FOR
THE LA CRESCENT FIRE DEPARTMENT**

WHEREAS, Eunice Dahlen wishes to donate \$10,000.00 to the La Crescent Fire Department for the Department to use as they desire.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of La Crescent hereby accepts the donation of \$10,000.00 from Eunice Dahlen for the La Crescent Fire Department.

ADOPTED this 11th day of January, 2021.

SIGNED:

Mayor

ATTEST:

City Administrator

3.7, 3.8 & 3.9



WIESER LAW OFFICE, P.C.

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

KELLY M. IVERSON
AL "SKIP" WIESER, III

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

AL WIESER, JR.
Emeritus

TO: Honorable Mayor and City Council Members
CC: Bill Waller, City Administrator
FROM: Skip Wieser, City Attorney
DATE: January 7, 2021
RE: Annual Reviews (Items 3.7, 3.8, and 3.9)

Attached find Organization and Procedures Resolution, Code of Conduct, and Communication policy for the City of La Crescent. The attached will be reviewed with the City Council at the upcoming meeting.

Review of December 21, 2020 Meeting

Summary

At the December 21, 2020 City Council meeting, Agenda Item No. 3.3 was review of professional service agreements ("Agreements") for the City of La Crescent. One of those Agreements included a contract for professional services between the City and its Sustainability Coordinator for 2021.

After discussion, a motion was made, seconded to approve the contract as presented. The motion was declared passed by Mayor Poellinger by a vote of 3-1. After tallying the vote, a question was raised by Council Member Jostad regarding Council Member O'Donnell-Ebner's participation in the vote. In 2019, Council Member O'Donnell-Ebner abstained from participation in the vote involving the same Agreement.

Member O'Donnell-Ebner informed the Council that the sustainability coordinator's spouse is Member O'Donnell-Ebner's supervisor at her place of employment.

After the vote, I was asked to opine on the matter in my capacity as City Attorney. The issue presented is whether or not Member O'Donnell-Ebner was disqualified from participation in the

vote. While a better practice would have been to abstain, I conclude Member O'Donnell-Ebner was not precluded from participating in the vote. This opinion is based upon review of the audio recording of the December 9, 2019 and the December 21, 2020 meetings along with *Lenz v. Coon Creek Watershed Dist.*, 278 Minn. 1, 15, 153 N.W.2d 209, 219 (1967), *Nolan v. City of Eden Prairie*, 610 N.W.2d 697, 700, Organizational Resolution of the City of La Crescent, and City of La Crescent Code of Conduct.

Based on the review of the foregoing, nothing has been presented that Member O'Donnell-Ebner had any direct personal interest in the outcome of the vote on the Agreement. Nothing is contained in either the 2019 or 2020 audio recordings of the meetings to indicate that Member O'Donnell-Ebner was not able to act independently or that her decision making ability was impaired. There was no financial gain for Member O'Donnell-Ebner from the City Council action. Further, no member of the City Council was involved in the negotiation of the 2021 contract. However, because of the 2019 abstention from participation in the sustainability coordinator contract, a better practice would have been to, again, abstain from participation in the vote.

Inevitably, conflicts of interest can arise from time to time. It is the responsibility of the elected officials to disclose whether possible disqualifying conflict exists. As always, members of the Council are encouraged to notify the City Administrator of potential conflict who can then seek the City Attorney's opinion. From time to time, City Staff may be aware of possible conflicts and can provide recommendations to Council Members on whether voting on an agenda item is appropriate. That has been the past practice of City Staff. This will be reviewed with City Council at the upcoming meeting.

RESOLUTION NO. 02-13-03

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

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

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

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

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

Section 1. Open Meetings

The open meeting law generally requires all meetings of the council to be open to the public.

Subd. 1. Regular Meetings. Regular meetings of the city council shall be held on the second and fourth Monday of each calendar month at 5:30 p.m. Any regular meeting falling upon a holiday shall be held on the next following business day at the same time and place. The deputy clerk shall maintain a schedule of regular meetings. This schedule shall be available for public inspection during regular business hours at the city clerk's office. All meetings, including special emergency meetings, shall be held in the city hall.

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

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

Subd. 4. Closed Meetings. The Minnesota Open Meeting Law allows some meetings to be closed to the public for defined purposes. When a meeting is closed, the presiding officer at the council meeting will state the reason for closing the meeting on the record and cite the state

statute that permits closure.

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

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

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

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

Section 2. Presiding Officer

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

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

Subd. 3. Appeals. Any member may appeal to the council from a ruling of the presiding officer. If the appeal is seconded, the member may speak once solely on the question involved and the presiding officer may explain his or her ruling, but no other council member shall participate in the discussion. Once both the maker of the motion and the presiding officer have spoken, the matter must be voted upon by the council as a whole. The appeal shall be sustained if it is approved by a majority of the members present.

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

Section 3. Minutes

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

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

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

Section 4. Order of Business.

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

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

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

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

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

Section 5. Quorum and Voting.

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

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

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

Section 6. Decorum of Council Members.

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

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

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

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

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

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

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

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

Subd. 3. Repeals and Amendments. Every ordinance or resolution repealing a previous ordinance or resolution or a section or subdivision thereof shall give the number, if any, and the title of the ordinance or code number of the ordinance or resolution to be repealed in whole or in part. Each ordinance or resolution amending an existing ordinance or resolution or part thereof shall set forth in full each amended section or subdivision as it will read with the amendment.

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

Section 8. Committees.

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

1. Personnel committee

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

Section 9. Suspension or Amendment of Rules.

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

_____/s/_____
Mayor

_____/s/_____
Deputy Clerk

CITY OF LA CRESCENT, MINNESOTA

Code of Conduct

Purpose.

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

Standards of Conduct.

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

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

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

CITY OF LA CRESCENT, MINNESOTA

Complaint, Hearing.

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

3.9

CITY OF LA CRESCENT COMMUNICATIONS POLICY

Policy No. 24

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

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

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

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

General

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

Mail

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

Telephone

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

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

Facsimile (Fax)

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

Cellular Phone & Camera

1. Purpose/Policy

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

2. General

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

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

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

a City owned cell phone and/or the need for the Department Head/Supervisor to seek reimbursement for job-related toll charges made on their own personal phone.

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

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

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

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

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

Internet/Email

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

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

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

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

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

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

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

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

Participation in On-Line Forums or Social Media

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

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

The Following Shall Apply to All Means of Communication:

1. Access Rules:

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

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

2. Security:

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

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

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

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

15. To connect personal social media account names or e-mail addresses to the City of La Crescent.

16. To disclose private or non-public information.

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

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

Enforcement

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

Disclaimer/User Liability

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

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

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

Date: _____

Signature

Print Name

#3.10



TO: Honorable Mayor and City Council Members
FROM: Chris Fortsch, Administrative Clerk *Chris*
DATE: January 7, 2021
RE: 2021 License Renewal Applications

Attached for review and consideration by the City Council are the license renewal applications I have received in the last few weeks.

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



2021 LICENSES		\$45.00	\$300.00 OFF-SALE	\$280.00 ON-SALE	\$300.00 ON-SALE	\$300.00 WINE	\$300.00 LIQUOR OFF SALE	\$1,150.00 LIQUOR ON SALE	\$200.00 LIQUOR SUNDAY	\$45.00 GAS	\$500.00 SOLID WASTE	\$150.00 MESSAGE BUSINESS	\$50.00 MESSAGE TECHNICIAN	DATE PAID
BUSINESS		CIGS	3.2	3.2						INSTALLERS				
Absolute Comfort Heating & Air Conditioning										X				12/7/2020
Advanced Comfort Specialists LLC										X				11/25/2020
Bagnieski Heating & Air Conditioning										X				12/6/2020
Bostrack Heating & Air Conditioning										X				12/28/2020
Cary Heating & Air Conditioning										X				12/14/2020
Harter's Trash & Recycling Inc.											X			11/24/2020
Heaven's Hands Inc.												X	X	12/6/2020
Hilltopper Refuse & Recycling Svc											X			12/9/2020
La Crescent Massage												X	X	11/19/2020
La Crescent Wine & Spirits							X							11/23/2020
La Crosse Fireplace Co.										X				12/6/2020
Lisa J Mikkelsen											X		X	12/8/2020
Prime Source Plumbing & Heating										X				12/3/2020
Pump 4 Less/Southside Corner		X					X							12/29/2020
Ron Hammes Refrigeration										X				12/2/2020
Schroeder Heating & Cooling										X				12/23/2020
Swing Bridge Pub LLC							X	X	X					12/2/2020
Waste Management											X			12/24/2020
Winona Heating & Ventilating										X				12/3/2020

#3.11



WIESER LAW OFFICE, P.C.

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

KELLY M. IVERSON
AL "SKIP" WIESER, III

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

AL WIESER, JR.
Emeritus

TO: Honorable Mayor and City Council Members
CC: Bill Waller, City Administrator
FROM: Skip Wieser, City Attorney
DATE: January 7, 2021
RE: Wieser Park Transfer

Attached for Council review find a proposed Resolution and Quit Claim Deed. At La Crescent Township's December 2020 Town Board Meeting, the future of Wieser Park was discussed by the La Crescent Township Board. The Township Board has elected to give the park to the City of La Crescent. The park is located on County Road 6 adjacent to the Horse Track Meadows Development.

This gift is conditioned upon the City of La Crescent agreeing to the following:

1. That the name, Wieser Memorial Park, will remained unchanged.
2. That the historic stone located at the entrance of the park by the flagpole will remain in place.
3. That the deed of conveyance contains a restrictive covenant that the property be utilized by the public for recreational purpose only. This restriction is contained on the conveyance to La Crescent Township.

After passing of the Resolution, the City Administrator and myself will coordinate finalizing the transfer with La Crescent Township. Thereafter we would present a ordinance annexing Wieser Park from the Township of La Crescent to the City of La Crescent.

RESOLUTION NO. 01-21-05

**A RESOLUTION ACCEPTING THE GIFT OF LAND (WIESER MEMORIAL PARK)
FROM THE TOWNSHIP OF LA CRESCENT**

WHEREAS, the real property described on Exhibit A and known as Wieser Memorial Park was deeded to the Township of La Crescent in 1995 for recreational purposes.

WHEREAS, the Township of La Crescent is desirous of transferring ownership of Wieser Memorial Park to the City of La Crescent under the following terms and conditions:

1. That the real property described be utilized for recreational purposes only.
2. That the name of the park shall remain Wieser Memorial Park.
3. That the historical stone currently located at the entrance of the park, by the flagpole, will remain in place.

WHEREAS, the City of La Crescent agrees to accept the conveyance of real property known as Wieser Memorial Park subject to the conditions identified above.

NOW THEREFORE BE IT RESOLVED, by the La Crescent City Council, that the City of La Crescent hereby accepts the conveyance of real property known as Wieser Memorial Park from the Township of La Crescent, subject to the conditions identified above.

ADOPTED this 11th day of January, 2021.

SIGNED:

Mayor

ATTEST:

City Administrator

EXHIBIT A

A PIECE OR PARCEL OF LAND LYING IN THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 9, TOWNSHIP 104 NORTH OF RANGE 4 WEST OF THE FIFTH PRINCIPAL MERIDIAN AND DESCRIBED AS FOLLOWS, TO WIT:

STARTING AT THE NORTHWEST CORNER OF SAID SECTION 9, THENCE SOUTH ALONG THE SECTION LINE A DISTANCE OF 1298.6 FEET TO THE CENTER OF THE PINE CREEK ROAD, THENCE SOUTH 71° 20' EAST A DISTANCE OF 401.4 FEET, THENCE SOUTH 61° 54' EAST A DISTANCE OF 1074.7 FEET TO A 1/16TH LINE FENCE, THENCE SOUTH ALONG SAID FENCE LINE A DISTANCE OF 76.9 FEET TO AN IRON PIPE ON THE SOUTH RIGHT OF WAY LINE OF THE PINE CREEK ROAD, THE POINT OF BEGINNING OF THE PARCEL BEING CONVEYED HEREIN, THENCE NORTHWESTERLY ALONG THE SOUTHERLY RIGHT OF WAY LINE OF SAID ROAD A DISTANCE OF 503.6 FEET, THENCE SOUTH A DISTANCE OF 565.1 FEET TO AN IRON PIN, THENCE CONTINUING SOUTH TO THE SOUTH LINE OF SAID SOUTHWEST QUARTER OF THE NORTHWEST QUARTER, THENCE EAST ON THE SOUTH LINE OF SAID SOUTHWEST QUARTER OF THE NORTHWEST QUARTER TO THE EAST LINE THEREOF, THENCE NORTH ON THE EAST LINE OF SAID SOUTHWEST QUARTER OF THE NORTHWEST QUARTER TO THE POINT OF BEGINNING, EXCEPTING THEREFROM THE EASTERLY 192.4 FEET.

CONVEYING ALL INTEREST OF THE GRANTOR, INCLUDING, BUT NOT LIMITED TO, EASEMENT FOR INGRESS AND EGRESS.

THE REAL PROPERTY BEING CONVEYED HEREIN SHALL BE USED FOR RECREATIONAL PURPOSES BY THE GENERAL PUBLIC. IF AT ANY TIME AFTER THE DATE OF THIS CONVEYANCE THE PREMISES IS NOT UTILIZED FOR RECREATIONAL PURPOSES THE INTEREST IN THE PREMISES SHALL REVERT BACK TO THE GRANTORS, THEIR HEIRS, SUCCESSORS OR ASSIGNS, CONTAINED IN WARRANTY DEED DATED JULY 8, 1994, RECORDED FEBRUARY 9, 1995, AS DOCUMENT NO. 180411, IN THE OFFICE OF THE HOUSTON COUNTY RECORDER.

COPY
WIESER LAW OFFICE, P.C.

(Top 3 inches reserved for recording data)

QUIT CLAIM DEED

Business Entity to Business Entity

DEED TAX DUE: \$1.65

DATE: January ____, 2021

FOR VALUABLE CONSIDERATION, Township of La Crescent, a Minnesota Municipal Corporation, under the laws of the State of Minnesota ("Grantor"), hereby conveys and quitclaims to the City of La Crescent, a Minnesota Municipal Corporation, under the laws of the State of Minnesota ("Grantee"), real property in Houston County, Minnesota, legally described as follows:

A PIECE OR PARCEL OF LAND LYING IN THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 9, TOWNSHIP 104 NORTH OF RANGE 4 WEST OF THE FIFTH PRINCIPAL MERIDIAN AND DESCRIBED AS FOLLOWS, TO WIT:

STARTING AT THE NORTHWEST CORNER OF SAID SECTION 9, THENCE SOUTH ALONG THE SECTION LINE A DISTANCE OF 1298.6 FEET TO THE CENTER OF THE PINE CREEK ROAD, THENCE SOUTH 71° 20' EAST A DISTANCE OF 401.4 FEET, THENCE SOUTH 61° 54' EAST A DISTANCE OF 1074.7 FEET TO A 1/16TH LINE FENCE, THENCE SOUTH ALONG SAID FENCE LINE A DISTANCE OF 76.9 FEET TO AN IRON PIPE ON THE SOUTH RIGHT OF WAY LINE OF THE PINE CREEK ROAD, THE POINT OF BEGINNING OF THE PARCEL BEING CONVEYED HEREIN, THENCE NORTHWESTERLY ALONG THE SOUTHERLY RIGHT OF WAY LINE OF SAID ROAD A DISTANCE OF 503.6 FEET, THENCE SOUTH A DISTANCE OF 565.1 FEET TO AN IRON PIN, THENCE CONTINUING SOUTH TO THE SOUTH LINE OF SAID SOUTHWEST QUARTER OF THE NORTHWEST QUARTER, THENCE EAST ON THE SOUTH LINE OF SAID SOUTHWEST QUARTER OF THE NORTHWEST QUARTER TO THE EAST LINE THEREOF, THENCE NORTH ON THE EAST LINE OF SAID SOUTHWEST QUARTER OF THE NORTHWEST QUARTER TO THE POINT OF BEGINNING, EXCEPTING THEREFROM THE EASTERLY 192.4 FEET.

CONVEYING ALL INTEREST OF THE GRANTOR, INCLUDING, BUT NOT LIMITED TO, EASEMENT FOR INGRESS AND EGRESS.

THE REAL PROPERTY BEING CONVEYED HEREIN SHALL BE USED FOR RECREATIONAL PURPOSES BY THE GENERAL PUBLIC. IF AT ANY TIME AFTER THE DATE OF THIS CONVEYANCE THE PREMISES IS NOT UTILIZED FOR RECREATIONAL PURPOSES THE INTEREST IN THE PREMISES SHALL REVERT BACK TO THE GRANTORS, THEIR HEIRS, SUCCESSORS OR ASSIGNS, CONTAINED IN WARRANTY DEED DATED JULY 8, 1994, RECORDED FEBRUARY 9, 1995, AS DOCUMENT NO. 180411, IN THE OFFICE OF THE HOUSTON COUNTY RECORDER.

Check here if all or part of the described real property is Registered (Torrens) ☐

together with all hereditaments and appurtenances belonging thereto.

Total consideration is \$3,000.00 or less.

Grantor

TOWNSHIP OF LA CRESCENT

By: _____
Bob Schuldt
Its: Chairman

Attested by:

By: _____
Karen Schuldt
Its: Clerk

State of Minnesota, County of Houston

This instrument was acknowledged before me on January _____, 2021, by Bob Schuldt as Chairperson of the Township of La Crescent and Karen Schuldt as Clerk of the Township of La Crescent, personally appearing

(Stamp)

(signature of notarial officer)

Title (and Rank): _____

My commission expires: _____
(month/day/year)

THIS INSTRUMENT WAS DRAFTED BY:

Attorney Al Wieser, III
WIESER LAW OFFICE, PC
33 S. Walnut Street, Suite 200
La Crescent, MN 55947

TAX STATEMENTS FOR THE REAL PROPERTY DESCRIBED IN THIS INSTRUMENT SHOULD BE SENT TO:

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

#3.12



TO: Honorable Mayor and City Council Members
FROM: Shawn Wetterlin, Building/Zoning Official
DATE: January 6, 2021
RE: Planning Commission meeting minutes January 5, 2021

Attached for your review are the minutes from the January 5, 2021 meeting of the Planning Commission.

The meeting minutes are informational only and don't require action by the City Council.

TO: Planning Commission Members,
Honorable Mayor and City Council members
FROM: Angie Boettcher/Administrative Assistant
DATE: January 6, 2021
RE: Planning Commission Meeting Minutes,
from January 5, 2021

The Planning Commission met at 5:30 p.m., on Tuesday, January 5, 2021 in the City Council Chamber at City Hall. The meeting was called to order by Chair Ludwigson.

Pursuant to Minn. Stat. § 13D.021 and due to the COVID-19 pandemic, members of the Planning Commission and City Staff were given the option to attend the meeting by telephone or Zoom. The following members were present: Jason Ludwigson, Dave Hanifl (via Zoom), Jerry Steffes, Anna Stoecklein, Patty Dockendorff, Mike Welch. City Attorney Skip Wieser, City Council member Teresa O'Donnell-Ebner, Building/Zoning Official Shawn Wetterlin, and City Administrative Assistant Angie Boettcher were also in attendance. Linda Larson was absent.

1. Chair Ludwigson asked for a motion to approve the minutes from the December 15, 2020 meeting.

Following discussion Member Dockendorff made a motion, seconded by Stoecklein to approve the Minutes.

Upon a roll call vote, taken and tallied by the Building Official, all members present voted in favor.

Dockendorff – Yes
Stoecklein – Yes
Welch – Yes
Hanifl – Yes
Steffes - yes
Ludwigson – Yes

2. Chair Ludwigson opened the 5:30 Public Meeting regarding variance requests at 444 North Chestnut.

Project Manager Andy Towner with Wieser Brothers General Contractor, gave an overview of Schmitt's TimeOut Tavern's, 444 North Chestnut Street, request for North and West- side setbacks, Façade, and parking variances.

Members of the public, Don Hill (representing La Crescent Area Event Center), Dick Wieser (representing Best Western Hotel), and Bill Schmitz (owner of Schmitt's TimeOut Tavern) spoke.

Chair Ludwigson closed the Public Meeting.

A. Parking Variance:

Following discussion member Welch made a motion, seconded by Stoecklein to approve the variance request for parking with the following findings and conditions:

Findings to Approve Variance Request

1. There are currently approximately 183 spaces of public parking available within 600 feet of the applicant's property available for public use. This is in addition to the 5 parking spaces on-site.
2. The public parking was built after the adoption of the existing ordinance. The current ordinance did not contemplate a public parking facility this large.
3. The applicant does not have the ability to expand on-site parking and is dependent on off-site parking for purposes of operating his ongoing business.
4. Donald Hill as representative of the La Crescent Event Center, Inc. testified the Event Center did not have an objection to the expansion of the TimeOut Tavern.
5. The applicant proposes to expand a permitted use in the underlying zoning district.
6. The applicant proposes to enhance his existing business within the City of La Crescent.
7. The applicant's proposal is consistent with the spirit and theme of La Crescent Comprehensive Plan as the applicant proposes reinvestment and redevelopment with the City.
8. The applicant testified that many patrons access his property by means other than motor vehicle.
9. Conditions:
 - A. The Applicant will abide by all representations made by the Applicant or their agents made during the permitting process, to the extent those representations were not negated by the Planning Commission to the extent they are not inconsistent with the spirit of letter explicit conditions of the variance.
 - B. The Applicant complies with all applicable federal, state, and local regulations.

Upon a roll call vote, taken and tallied by the Building Official, all members present voted in favor.

Welch – Yes

Stoecklein – Yes

Dockendorff – Yes

Hanifl – Yes

Steffes - yes

Ludwigson – Yes

Attorney Wieser proposed that the Planning Commission consider directing the City Building Official to extend the 60-day time period for all requested variances.

Following discussion member Steffes made a motion, seconded by Dockendorff to approve the extension.

Upon a roll call vote, taken and tallied by the Building Official, all members present voted in favor.

Steffes – yes

Dockendorff – Yes

Welch – Yes

Stoecklein – Yes

Hanifl – Yes

Ludwigson – Yes

Building and Zoning official, Shawn Wetterlin read the Appeal notice as follows:

Pursuant to 12.07 Subd. 11 of the La Crescent Zoning Ordinance, upon approval or denial of a variance request by the Board of Adjustment, an applicant or other aggrieved party may file an appeal in writing to the City Council within ten (10) days of the decision, otherwise the decision by the Board of Adjustment becomes final.

B. North-side set back variance

Following discussion member Steffes made a motion, seconded by Welch to approve the North-side setback variance with the following findings and conditions:

Findings of fact:

1. The request is in harmony with the general purposes and intent of the ordinance.
2. The request is consistent with the comprehensive plan.
3. The property owner proposes to use the property in a reasonable manner permitted by the zoning ordinance.
4. The existing building and parking lot is abutted by roadways on 2 sides (East and North), Vets Park to the West, and drainage retention pond to the South, making it unique to the property, not created by the landowner.
5. The granting of the variance will not alter the essential character of the locality.
6. This is reasonable request for a commercial zoned property.

Conditions:

1. The Applicant will abide by all representations made by the Applicant or their agents made during the permitting process, to the extent those representations were not negated by the Planning Commission to the extent they are not inconsistent with the spirit of letter explicit conditions of the variance.
2. The Applicant complies with all applicable federal, state, and local regulations.

Upon a roll call vote, taken and tallied by the Building Official, all members present voted in favor.

Steffes – Yes

Welch – Yes

Hanifl – Yes

Stoecklein – Yes
Dockendorff – Yes
Ludwigson – Yes

Building and Zoning official, Shawn Wetterlin read the Appeal notice as follows:

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

C. West-side set back variance

Following discussion member Welch made a motion, seconded by Dockendorff to approve the West-side setback variance with the following findings and conditions:

Findings of fact:

1. The request is in harmony with the general purposes and intent of the ordinance.
2. The request is consistent with the comprehensive plan.
3. The property owner proposes to use the property in a reasonable manner permitted by the zoning ordinance.
4. The existing building and parking lot is abutted by roadways on 2 sides (East and North), Vets Park to the West, and drainage retention pond to the South, making it unique to the property, not created by the landowner.
5. The granting of the variance will not alter the essential character of the locality.
6. This is reasonable request for a commercial zoned property.

Conditions:

1. The Applicant will abide by all representations made by the Applicant or their agents made during the permitting process, to the extent those representations were not negated by the Planning Commission to the extent they are not inconsistent with the spirit of letter explicit conditions of the variance.
2. The Applicant complies with all applicable federal, state, and local regulations.

Upon a roll call vote, taken and tallied by the Building Official, all members present voted in favor.

Welch – Yes
Dockendorff – Yes
Hanifl – Yes
Stoecklein – Yes
Steffes – Yes
Ludwigson – Yes

Building and Zoning official, Shawn Wetterlin read the Appeal notice as follows:

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

D. Façade variance

Following discussion member Ludwigson made a motion, seconded by Welch to approve the façade variance with the following findings and conditions:

Findings of fact:

1. The variance request is in harmony with the general purposes and intent of the ordinance.
2. The request is consistent with the comprehensive plan.
3. The request will not alter the essential character of the locality.
4. The owner proposes to use various materials and textures to assist in the building blending with its adjoining surrounding buildings.
5. The property owner proposes to use the property in a reasonable manner permitted by the zoning ordinance.
6. The prefinished architectural metal would be an improvement over the existing painted block, which is currently not in compliance with the zoning ordinance.
7. The existing foundation is not designed to carry the weight of any type brick or a stone finish.

Conditions:

1. The Applicant will abide by all representations made by the Applicant or their agents made during the permitting process, to the extent those representations were not negated by the Planning Commission to the extent they are not inconsistent with the spirit of letter explicit conditions of the variance.
2. The Applicant complies with all applicable federal, state, and local regulations.

Upon a roll call vote, taken and tallied by the Building Official, all members present voted in favor.

Ludwigson – Yes

Welch – yes

Hanifi – Yes

Stoecklein – Yes

Dockendorff – Yes

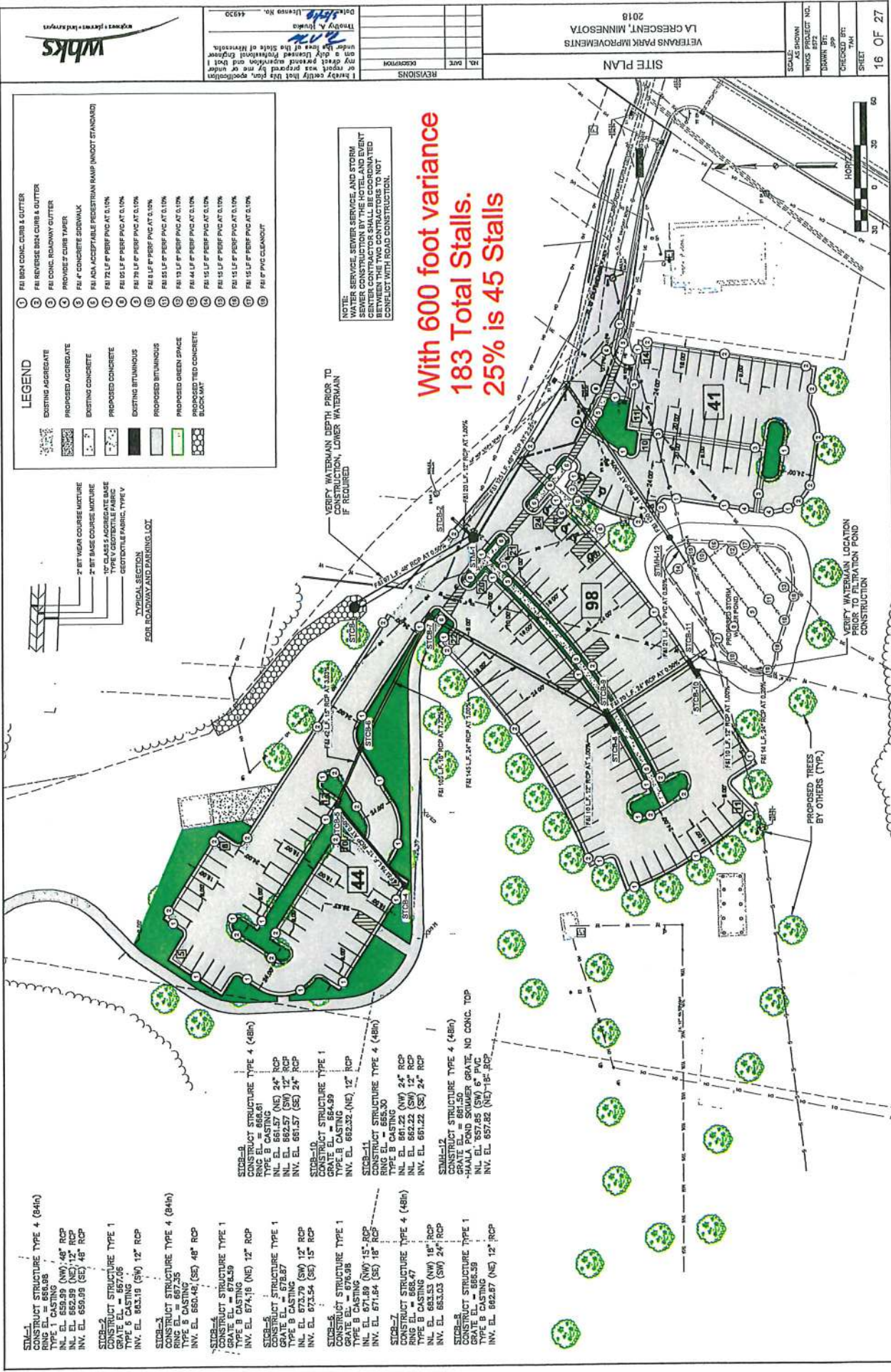
Steffes - Yes

Building and Zoning official, Shawn Wetterlin read the Appeal notice as follows:

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

3. Review of downtown, bike/ped, bluffslands and comprehensive plans. Discussion only no action required.

4. Consensus to adjourn at 6:45 p.m.

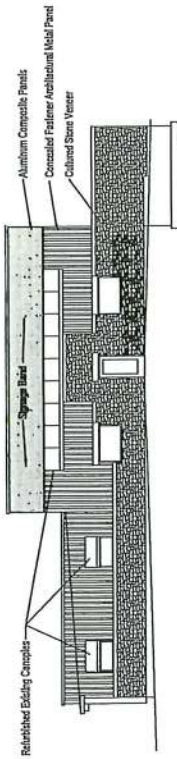
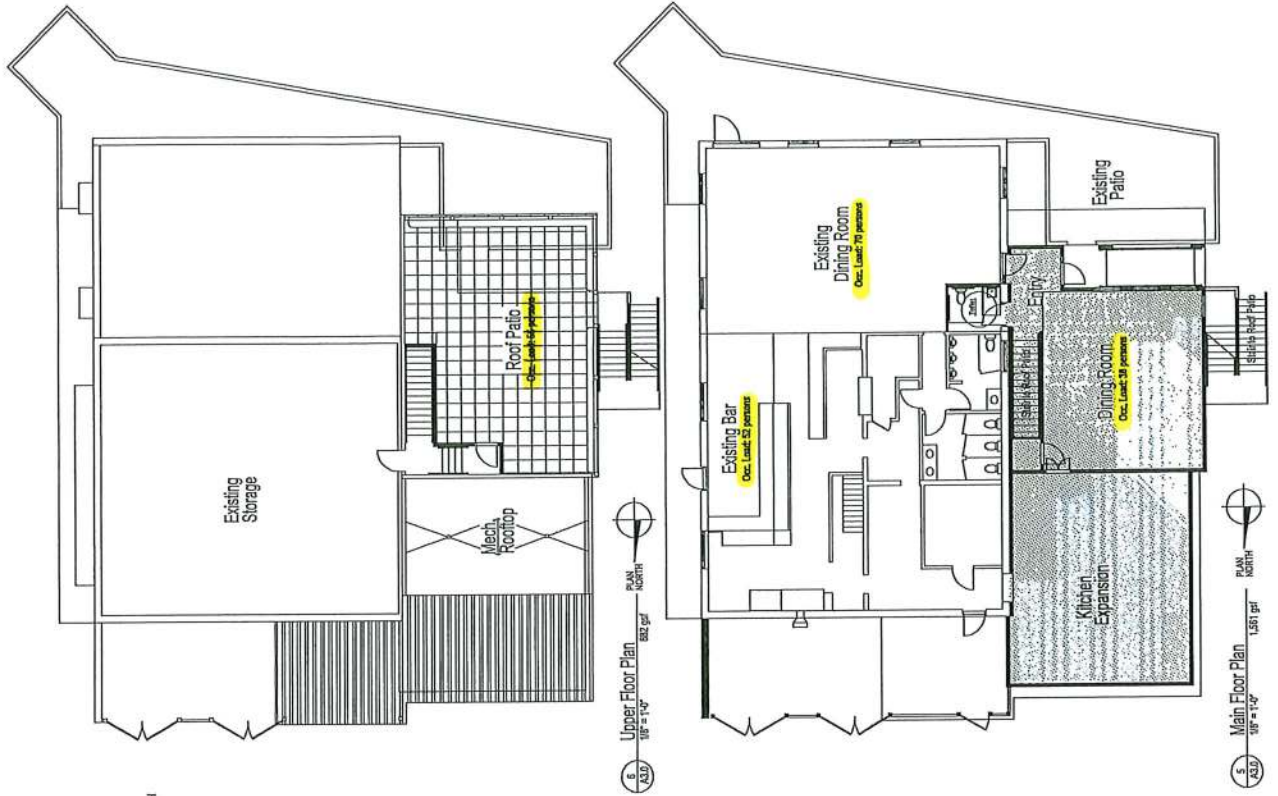


- LEGEND**
- EXISTING AGGREGATE
 - PROPOSED AGGREGATE
 - EXISTING CONCRETE
 - PROPOSED CONCRETE
 - EXISTING BITUMINOUS
 - PROPOSED BITUMINOUS
 - PROPOSED GREEN SPACE
 - PROPOSED RED CONCRETE BLOCKPAV
- TYPICAL SECTION FOR ROADWAY AND PARKING LOT**
- 2" BIT WEAR COURSE MIXTURE
 - 1" CLAS 5 AGGREGATE BASE
 - 2" BIT BASE COURSE MIXTURE
 - GEOTEXTILE FABRIC TYPE V

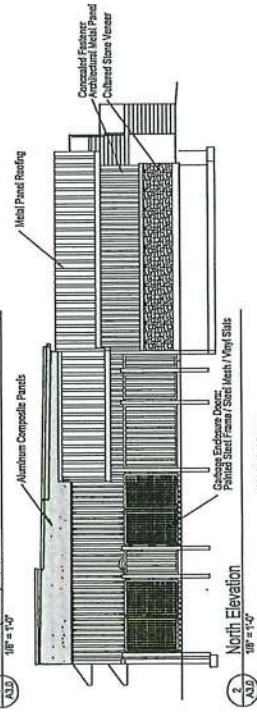
NOTE:
HOTEL SERVICE, SEWER SERVICE, AND STORM SEWER CONSTRUCTION SHALL BE COORDINATED BETWEEN THE TWO CONTRACTORS TO NOT CONFLICT WITH ROAD CONSTRUCTION.

**With 600 foot variance
183 Total Stalls.
25% is 45 Stalls**

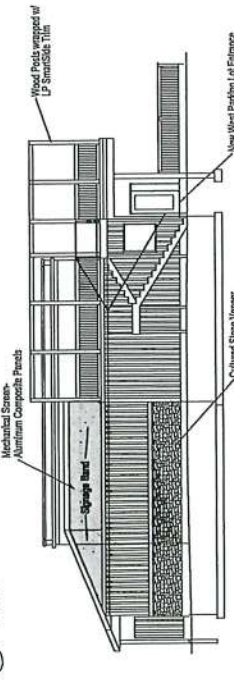
- STALL-1**
CONSTRUCT STRUCTURE TYPE 4 (84in)
TYPE 1 CASTING
INL. EL. 659.99 (NW) 48" RCP
INL. EL. 662.99 (NE) 12" RCP
INV. EL. 659.99 (SE) 48" RCP
- STALL-2**
CONSTRUCT STRUCTURE TYPE 1
TYPE 5 CASTING
INL. EL. 653.19 (SW) 12" RCP
- STALL-3**
CONSTRUCT STRUCTURE TYPE 4 (84in)
TYPE 5 CASTING
INL. EL. 657.35
INL. EL. 660.45 (SE) 48" RCP
- STALL-4**
CONSTRUCT STRUCTURE TYPE 1
TYPE 5 CASTING
INL. EL. 671.16 (NE) 12" RCP
- STALL-5**
CONSTRUCT STRUCTURE TYPE 1
TYPE 5 CASTING
INL. EL. 673.97
INL. EL. 673.79 (SW) 12" RCP
INL. EL. 673.54 (SE) 15" RCP
- STALL-6**
CONSTRUCT STRUCTURE TYPE 1
TYPE 5 CASTING
INL. EL. 674.89 (NW) 15" RCP
INL. EL. 671.69 (SE) 18" RCP
- STALL-7**
CONSTRUCT STRUCTURE TYPE 4 (48in)
TYPE 5 CASTING
INL. EL. 663.47
INL. EL. 663.22 (SW) 12" RCP
INL. EL. 663.53 (NW) 18" RCP
INL. EL. 663.03 (SW) 24" RCP
- STALL-8**
CONSTRUCT STRUCTURE TYPE 1
TYPE 5 CASTING
INL. EL. 666.59
INL. EL. 662.87 (NE) 12" RCP
- STALL-9**
CONSTRUCT STRUCTURE TYPE 4 (48in)
TYPE 5 CASTING
INL. EL. 661.22 (NW) 24" RCP
INL. EL. 662.22 (SW) 12" RCP
INL. EL. 661.22 (SE) 24" RCP
- STALL-10**
CONSTRUCT STRUCTURE TYPE 1
TYPE 5 CASTING
INL. EL. 662.32 (NE) 12" RCP
- STALL-11**
CONSTRUCT STRUCTURE TYPE 4 (48in)
TYPE 5 CASTING
INL. EL. 663.30
INL. EL. 661.22 (SW) 12" RCP
- STALL-12**
CONSTRUCT STRUCTURE TYPE 4 (48in)
TYPE 5 CASTING
INL. EL. 661.50
INL. EL. 662.22 (SW) 12" RCP
INL. EL. 661.50 (NE) 18" RCP
INL. EL. 661.50 (NE) 18" RCP



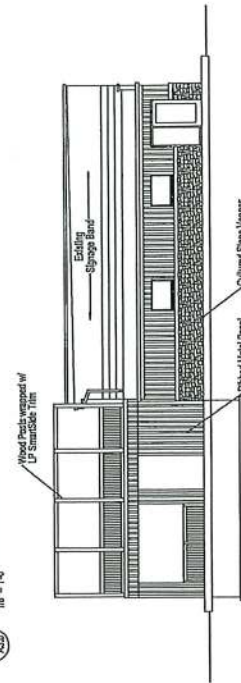
1
East (Front) Elevation
1/8" = 1'-0"



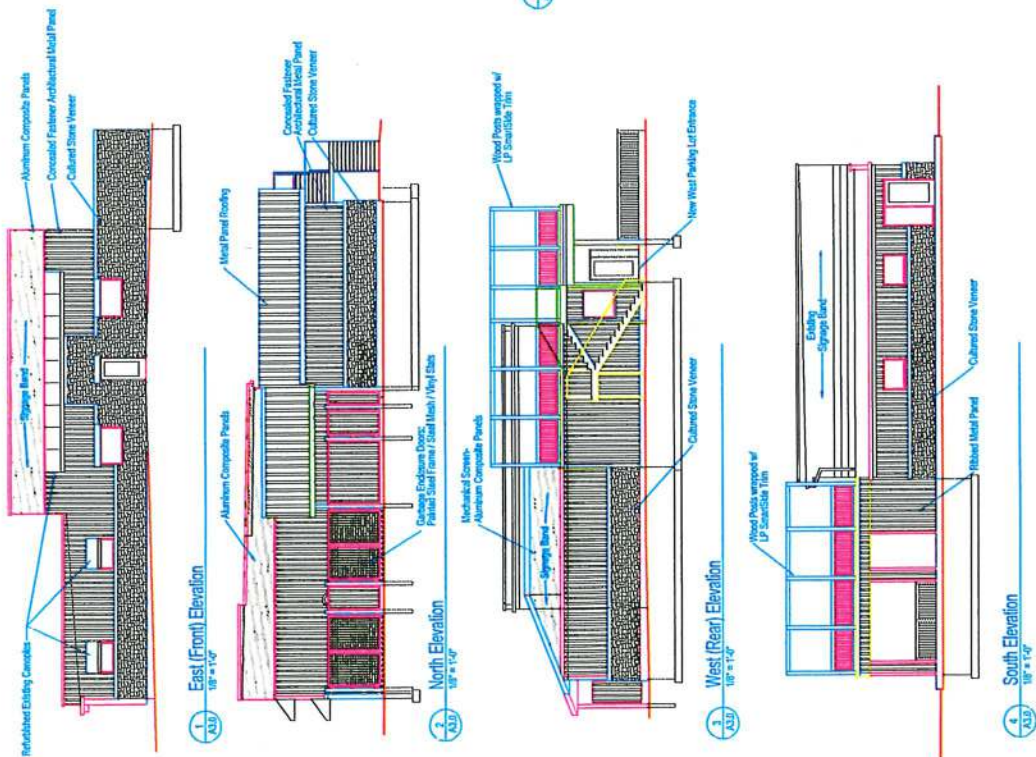
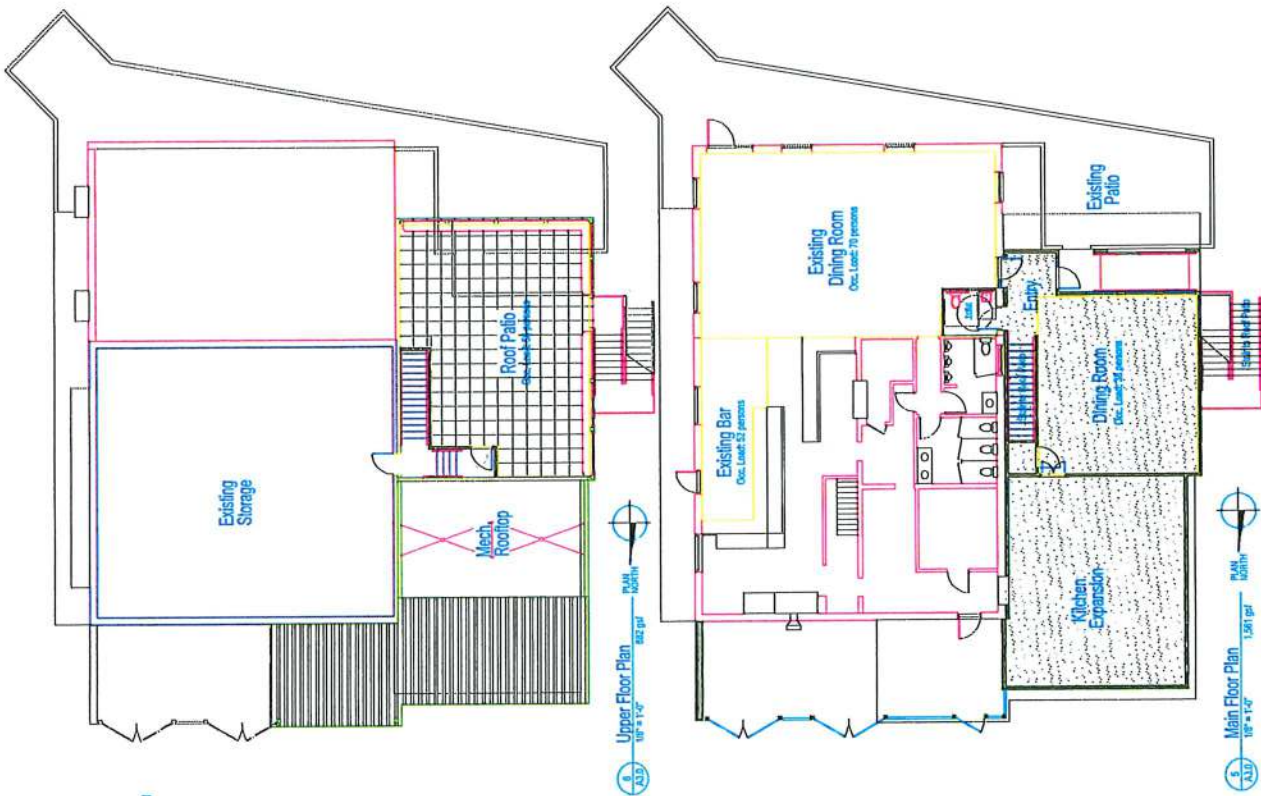
2
North Elevation
1/8" = 1'-0"



3
West (Rear) Elevation
1/8" = 1'-0"



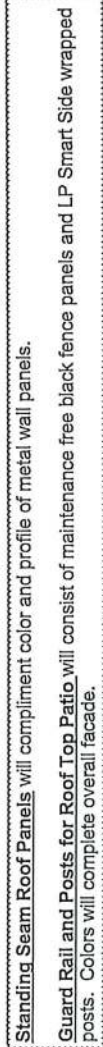
4
South Elevation
1/8" = 1'-0"





Dumpster Enclosure Metal Panels will match Architectural Metal Wall Panels.

No material selections have been finalized.





January 5, 2021

Via U.S. Mail & Email (bogeybaroo@gmail.com)

TAB Real Estate Holdings, LLC
444 Chestnut Street North
La Crescent, MN 55947

Dear Applicant:

On November 12, 2020, the City of La Crescent received your application for a variance to allow for a twelve feet one and a half inch front setback (north) when the zoning ordinance requires a fifteen feet setback in a commercial zoned district for property at 444 Chestnut Street North, La Crescent.

The City hereby notifies you that it is extending the time period for City action under Minn. Stat. § 15.99, subd. 3(f). The initial 60-day time period would run on January 11, 2021. The time period is extended up to an additional 60 days.

The reason for the extension is to allow adequate time for finalization of meeting minutes.

Sincerely,

A handwritten signature in cursive script that reads "Shawn Wetterlin".

Shawn Wetterlin
City of La Crescent Building Official



January 5, 2021

Via U.S. Mail & Email (bogeybaroo@gmail.com)

TAB Real Estate Holdings, LLC
444 Chestnut Street North
La Crescent, MN 55947

Dear Applicant:

On November 12, 2020, the City of La Crescent received your application for a variance to allow for a two-foot-two-inch rear setback when the zoning ordinance requires a ten feet setback in a commercial zoned district for property at 444 Chestnut Street North, La Crescent.

The City hereby notifies you that it is extending the time period for City action under Minn. Stat. § 15.99, subd. 3(f). The initial 60-day time period would run on January 11, 2021. The time period is extended up to an additional 60 days.

The reason for the extension is to allow adequate time for finalization of meeting minutes.

Sincerely,

A handwritten signature in black ink that reads "Shawn Wetterlin".

Shawn Wetterlin
City of La Crescent Building Official



January 5, 2021

Via U.S. Mail & Email (bogeybaroo@gmail.com)

TAB Real Estate Holdings, LLC
444 Chestnut Street North
La Crescent, MN 55947

Dear Applicant:

On November 12, 2020, the City of La Crescent received your application for a variance to allow for architectural metal to be used as a primary exterior building material finish when the zoning ordinance would require stone or brick in a commercial zoned district for property at 444 Chestnut Street North, La Crescent.

The City hereby notifies you that it is extending the time period for City action under Minn. Stat. § 15.99, subd. 3(f). The initial 60-day time period would run on January 11, 2021. The time period is extended up to an additional 60 days.

The reason for the extension is to allow adequate time for finalization of meeting minutes.

Sincerely,

A handwritten signature in cursive script that reads "Shawn Wetterlin".

Shawn Wetterlin
City of La Crescent Building Official



January 5, 2021

Via U.S. Mail & Email (bogeysbaroo@gmail.com)

TAB Real Estate Holdings, LLC
444 Chestnut Street North
La Crescent, MN 55947

Dear Applicant:

On December 7, 2020, the City of La Crescent received your application for a variance to allow for the use of 25% of public parking to be expanded to six hundred feet when the zoning ordinance allows up to two hundred feet in a commercial zoned district for property at 444 Chestnut Street North, La Crescent.

The City hereby notifies you that it is extending the time period for City action under Minn. Stat. § 15.99, subd. 3(f). The initial 60-day time period would run on February 5, 2021. The time period is extended up to an additional 60 days.

The reason for the extension is to allow adequate time for finalization of meeting minutes.

Sincerely,

A handwritten signature in cursive script that reads "Shawn Wetterlin".

Shawn Wetterlin

City of La Crescent Building Official

#3.13



TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator *Bill*
DATE: January 6, 2021
RE: Acentek Parking Lot Lease Agreement

Attached for review and consideration by the City Council is a lease agreement for the parking lot that Acentek owns in downtown La Crescent. This agreement has been in place for many years, is utilized by numerous downtown businesses, and will be incorporated into the City's new bicycle/pedestrian bridge.

We would suggest that the City Council approve the lease agreement.

LEASE
AGREEMENT

THIS AGREEMENT made and entered into by and between Ace Telephone Association, an Incorporated Cooperative, organized and existing under and pursuant to the laws of the State of Minnesota, hereinafter LESSOR, and the City of La Crescent, a Municipal Corporation organized and existing under and pursuant to the laws of the State of Minnesota, hereinafter LESSEE, WITNESSETH, that

WHEREAS, LESSOR owns certain lands hereinafter described which are not currently required by LESSOR in connection with operation of its business, except for parking of vehicles and

WHEREAS, LESSEE has need to provide its residents and businesses additional parking approximately located to the "downtown" area of the City of La Crescent, LESSOR'S said lands being well suited and located for parking lot purposes, be it hereby COVENANTED AND AGREED to by and between the parties as follows:

1. The term of this Lease shall be a period of 15 years from and after the effective date hereof which is Dec 17th, 2020.
 2. As and for consideration for this lease, LESSEE shall continue to grade, install crushed rock or other suitable base and maintain all bituminous surfacing, also concrete sidewalks, curbs and aprons, all consistent with City of La Crescent parking lot specifications and all at the expense of LESSEE.
 3. LESSEE shall reimburse LESSOR for any real property taxes payable during the term of this Lease including any payable during calendar year 20__.
 4. LESSEE shall cause LESSOR to be named an additional insured on its general liability policy and hold LESSOR harmless and defend it from all manner of claim and causes of action arising out of the within subject matter.
 5. LESSEE shall maintain the parking lot during the period of this Lease Agreement in the same manner as it maintains its other public parking lots including but not limited to the prompt removal of snow.
 6. LESSOR shall have exclusive parking privileges in 10 reserved parking spaces.
-

7. The lands, the subject matter of this Lease, are described as:
Lots 7 and 8 of Block 7 of Manton Plat to the City of La Crescent, according to the
official plat thereof on file and of record in the Office of the County Recorder in and for
Houston County, Minnesota.

IN TESTIMONY WHEREOF, the undersigned have hereunto set their
hands and seals effective the day of the date first above written.

ACE TELEPHONE ASSOCIATION – LESSOR

By: 
Its CEO

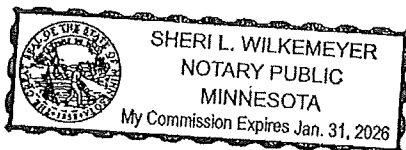
CITY OF LA CRESCENT – LESSEE

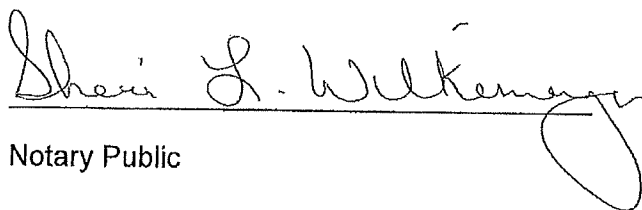
By: _____
Its Mayor, and

By: _____
Its City Clerk-Administrator

State of Minnesota)
County of Houston) ss.

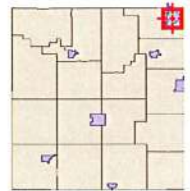
The foregoing was acknowledged before me this 17th day of December, 2020 by
Todd Roesler, the CEO of Ace Telephone Association, an Incorporated
Cooperative organized and existing under and pursuant to the laws of the State
of Minnesota, LESSOR herein.




Notary Public



Overview



Legend

- Corporate Limits
- Political Township
- Parcels
- Roads

Parcel ID	250049000	Alternate ID	n/a	Owner Address	ACE TELEPHONE ASSOCIATION
Sec/Twp/Rng	10/104/004	Class	Exempt		207 E CEDAR ST
Property Address		Acreage	0.18		PO BOX 360
					HOUSTON, MN 55943
District	LCSTC/SD300/FD6				
Brief Tax Description	(EX)				
	(Note: Not to be used on legal documents)				

Date created: 1/5/2021
Last Data Uploaded: 1/5/2021 4:05:46 AM

Developed by Schneider
GEOSPATIAL

#3.14



TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator *BW*
DATE: January 6, 2021
RE: Property Acquisition Discussion

An update will be provided to the City Council at the meeting.

#7.1

Bill Waller

From: Cowan, Dave (DOT) <dave.cowan@state.mn.us>
Sent: Monday, December 14, 2020 11:18 AM
To: Bill Waller
Cc: Matusinec, Katherine (DOT); colinharris@altaplanning.com; sierrasaunders@altaplanning.com
Subject: Your Application for a Safe Routes to School Demonstration Project
Attachments: La Crescent Demo Letter.pdf

Dear Bill,

Thank you for your application to the Safe Routes to School Demonstration Project Technical Assistance Program. We are pleased to inform you that La Crescent SRTS Demonstration Project has been selected for a demonstration project Spring 2021/Fall of 2021. Demonstration projects are short term, low-cost, temporary roadway projects used to pilot SRTS design ideas. This award does not include any direct funding to your community, but rather technical assistance and materials that are provided at no cost. All engineering work will be performed by MnDOT staff and consultants and MnDOT will furnish all the materials for the installation. This technical assistance includes:

- Facilitation of an in-person workshop with the SRTS team, the road authority, and other stakeholders
- Development of concept plans suitable for installation, including drafts for review by the SRTS team and the roadway authority.
- Materials for installation, including but not limited to paint, signs, and flexible delineator posts
- Installation guidance and at least two people to assist with installation
- Documentation and evaluation of the demonstration project

The SRTS Demonstration Project Team Leader – Bill Waller – is responsible for:

- Coordinating with the consultant team to set up a time and location for the workshop
- Recruiting team members to attend the workshop and demonstration project installation and evaluation
- Advertising the project to the community

MnDOT staff and consultants are excited to work with you, the road authority and other key stakeholders on this effort.

Our consultant team will contact you shortly to talk about timeline and get a date on the calendar for the workshop. We're looking forward to working with you!

Sincerely,

Dave Cowan
Safe Routes to School Coordinator

CC: Kate Matusinec, Colin Harris, Sierra Sanders

#7.2

Bill Waller

From: Gross, Evan (FTA) <evan.gross@dot.gov>
Sent: Wednesday, December 30, 2020 12:15 PM
To: Lorentz, Adam; Krueger, Jim; Bill Waller; nolteb@cityoflacrosse.org
Cc: Korst, Colin (FTA)
Subject: FW: Application WI-2021-006-00 Has Been Awarded and Is Ready for Execution
Attachments: AwardLetter-WI-2021-006-00.pdf

Good afternoon,

Congratulations on your new grant award! This grant of \$26,400 is for building new bus shelters in the City of La Crescent, MN.

After the award execution is completed by the TrAMS Official (Brent Nolte), the grant moves into the Post-Award Phase. Please review the following award obligations and deadlines.

- ✓ On time FFR/MPR Reporting (completed on an Annual basis, and at the end of the award),
- ✓ Meeting all project milestones:
 - 9/30/21 for bus shelter project completion
- ✓ Closing out the Award within 90 days of the final project completion (close out by: December 31, 2021)

Please reference these FTA Circulars:

5010.1E for cross cutting Award Management Guidance,
5100.1 for regulations of the 5339 program
4220.1F for third-party contracting/procurement guidance

Your award letter is attached to this email. Colin Korst will be working with you and your team on the successful completion of this grant. Please contact Colin if you need any assistance! (Colin.Korst@dot.gov)

Thanks,

Evan

Evan Gross
Federal Transit Administration
200 West Adams St. Suite 320, Chicago, IL 60606
Phone: (312) 886-1619
Evan.Gross@dot.gov

From: ftafacesadmin@dot.gov [mailto:ftafacesadmin@dot.gov] **On Behalf Of** FTA TrAMS Helpdesk
Sent: Tuesday, December 29, 2020 8:43 AM
To: Adam Lorentz <lorentza@cityoflacrosse.org>; Gross, Evan (FTA) <evan.gross@dot.gov>
Subject: Application WI-2021-006-00 Has Been Awarded and Is Ready for Execution

U.S. Department of Transportation
Federal Transit Administration