

CITY OF LA CRESCENT
AGENDA
REGULAR MEETING
JANUARY 24, 2022
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 – JANUARY 10, 2022
- 1.2 BILLS PAYABLE THROUGH JANUARY 20, 2022
- 1.3 CASH BALANCE/ACTIVITY REPORT – DECEMBER 2021
- 1.4 LIBRARY REPORT – DECEMBER 2021

2. PUBLIC HEARING/MEETING

3. ITEMS FOR CONSIDERATION

- 3.1 INTRODUCE NEW LIBRARIAN
- 3.2 AGENDA REQUEST – STEVE SCHAMS
- 3.3 PERSONNEL COMMITTEE RECOMMENDATIONS
- 3.4 ICE ARENA LEASE EXTENSION
- 3.5 FOURTH AMENDMENT TO DEVELOPMENT AGREEMENT
- 3.6 RESOLUTION – HORSE TRACK MEADOWS WEST PLAT
- 3.7 2022 LICENSE RENEWALS
- 3.8 UPDATE ON COVID-19 REVIEW
- 3.9 2021 GENERAL FUND BUDGET ADJUSTMENTS
- 3.10 REVIEW NEWSPAPER CIRCULATION

CITY OF LA CRESCENT
AGENDA
REGULAR MEETING
JANUARY 24, 2022
5:30 P.M.

4. UNFINISHED BUSINESS

4.1

5. MAYOR'S COMMENTS

5.1

**6. STAFF CORRESPONDENCE/COMMITTEE
UPDATES**

- 6.1 EXPLORE LA CROSSE
- 6.2
- 6.3
- 6.4

7. CORRESPONDENCE

- 7.1
- 7.2
- 7.3

8. CHAMBER OF COMMERCE

8.1

9 ITEMS FOR NEXT AGENDA

10. ADJOURNMENT

#1.1

MINUTES, REGULAR MEETING
CITY COUNCIL, CITY OF LA CRESCENT, MINNESOTA
JANUARY 10, 2022

Pursuant to due call and notice thereof, the first meeting of the City Council of the City of La Crescent for the month of January was called to order by Mayor Mike Poellinger at 5:30 PM in the La Crescent City Hall, La Crescent, Minnesota, on Monday, January 10, 2022.

Upon a roll call taken and tallied by the City Administrator, the following members were present: Members Ryan Hutchinson, Cherryl Jostad, Teresa O'Donnell-Ebner, Dale Williams, and Mayor Mike Poellinger. Members absent: None. Also present 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 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 20, 2021
- 1.2 BILLS PAYABLE THROUGH JANUARY 6, 2022

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 20, 2021 Minutes regarding Item 3.1 – Review Establishment of Stormwater Utility to include the insertion of “move forward with **consideration of** a stormwater utility...” both within the text of the narrative of the item, as well as in the motion. Member O'Donnell-Ebner made a motion, seconded by Member Hutchinson, as follows:

A MOTION TO APPROVE THE CONSENT AGENDA AS PRESENTED INCLUDING AN AMENDMENT TO THE DECEMBER 20, 2021 MINUTES REGARDING ITEM 3.1 – REVIEW ESTABLISHMENT OF STORMWATER UTILITY TO INCLUDE THE INSERTION OF “MOVE FORWARD WITH **CONSIDERATION OF A STORMWATER UTILITY...” BOTH WITHIN THE TEXT OF THE NARRATIVE OF THE ITEM, AS WELL AS IN THE MOTION.**

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

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

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

Regarding Item 1.2 – Bills Payable through January 6, 2022, Member Hutchinson had a question on the D C Braun Co. bill. This bill was removed from the Consent Agenda and will be presented on the next City Council agenda. The remaining bills were approved.

ITEM 3.1 – ANNUAL APPOINTMENTS

City Council took up discussion of the annual appointments for 2022, following which Member Jostad made a motion, seconded by Member Hutchinson, to approve the following motion:

A MOTION TO APPROVE DALE WILLIAMS AS THE ACTING MAYOR.

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

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

Member Dale Williams abstained from voting, and none voted against the same. The motion was declared duly carried by a 4-0 vote.

Upon recommendation of official depositories for the City by Finance Director Debbie Shimshak, Member Jostad then introduced the following resolution and moved its passage and adoption:

RESOLUTION NO. 01-22-01

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./CD Securities, Inc. – Broker
Altra Federal Credit Union - La Crescent

Multi-Banks Securities
Eitzen State Bank – La Crescent

ADOPTED this 10th day of January, 2022.

SIGNED:

Mayor

ATTEST:

City Administrator

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

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

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

Regarding the Official Newspaper, Member Hutchinson made a motion, seconded by Member Williams, to approve the following motion:

A MOTION APPOINTING THE *HOUSTON COUNTY NEWS* AS THE OFFICIAL NEWSPAPER FOR THE CITY OF LA CRESCENT.

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

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

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

Regarding Assistant Weed Inspector, Member Jostad made a motion, seconded by Member Hutchinson, to approve the following motion:

A MOTION APPOINTING SHAWN WETTERLIN AS ASSISTANT WEED INSPECTOR FOR THE CITY OF LA CRESCENT.

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

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

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

Debbie Shimshak has been appointed to the position of Responsible Authority to administer the requirements for collection, storage, use and dissemination of data on individuals, within the City, since 2004. However, given her pending retirement, it was recommended to City Council that Angie Boettcher be designated as the responsible authority.

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

RESOLUTION NO. 01-22-02

**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 Angie Boettcher 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 10th day of January, 2022.

SIGNED:

Mayor

ATTEST:

City Administrator

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

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

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

ITEM 3.2 – ADVISORY COMMISSION APPOINTMENTS

Mayor Poellinger reviewed with City Council the various City of La Crescent standing commission appointments for 2022 and recommended reappointing those that are expiring. Eileen Krenz has requested to not be reappointed to the Park and Recreation Commission. It was recommended to appoint Maseray Bangura to fill this vacancy. Eileen Krenz will continue with her appointment to the Historic Bluff Country Commission. Following discussion, Member O'Donnell-Ebner made a motion, seconded by Member Williams, as follows:

MOTION APPROVING THE FOLLOWING INDIVIDUALS TO CITY OF LA CRESCENT STANDING COMMISSIONS FOR 2022:

PLANNING COMMISSION

- 1. Dave Coleman – 2023**
- 2. Greg Husmann – 2022**
- 3. Dave Hanifl – 2022**
- 4. Mike Welch – 2024***
- 5. Anna Stoecklein – 2023**
- 6. Ryan Stotts – 2024***
- 7. Jerry Steffes – 2024***

PARK AND RECREATION COMMISSION

- 1. Jon Steffes – 2022**
- 2. Paul McLellan – 2022**
- 3. Patricia Martell - 2022**
- 4. Linda Gasper – 2023**
- 5. Sarah Wetterlin – 2023**
- 6. Diana Adamski – 2024***
- 7. Maseray Bangura – 2024^**

GOLF COMMISSION

1. Gary Hill – 2022
2. Tom Jones – 2024*
3. Larry Ernst – 2022
4. Bill Dockendorff – 2023
5. Scott Yeiter – 2023

HISTORIC BLUFF COUNTRY COMMISSION

1. Eileen Krenz - 2022

LIBRARY BOARD

1. Teresa O'Donnell-Ebner - 2022*
2. Tina Ryan - 2023
3. Kelsey Bolton - 2022
4. Susan Amble - 2024*
5. Logan Colby - 2022
6. Kristi Moulton - 2023
7. Erica Myhre - 2024*

ECONOMIC DEVELOPMENT COMMISSION

1. Larry Stryker - 2022
2. Sarah Danielson – 2023
3. Mike Welch – 2024*
4. Troy Nolop – 2023
5. Lori Kadlec – 2024*
6. Al Voss - 2022
7. Brett Kemmer – 2024*

GREENSTEP COMMITTEE

1. Jim Nissen - 2022
2. Jason Ludwigson - 2022
3. Michael Alfieri - 2022
4. Angie Boettcher - 2022
5. Tyler Benish - 2022
6. Bob Spencer - 2022
7. Todd Bille - 2022
8. Lauren Rislov - 2022

NATURAL RESOURCE ADVISORY GROUP

1. Jim Nissen - 2022
2. Ruth Nissen - 2022
3. Phyllis Feiock - 2022
4. Randy Urich - 2022
5. Mary Thompson - 2022
6. Craig Thompson – 2022
- 7.

BICYCLE/PEDESTRIAN COMMITTEE

1. Jason Ludwigson - 2022
2. Linda Larson - 2022
3. Anna Stoecklein - 2022
4. Maseray Bangura - 2022
5. Kristen Plummer - 2022

Indicates Reappointed*

Indicates New Appointment^

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

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

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

ITEM 3.3 – CITY COUNCIL APPOINTMENTS

At the direction of the Mayor, the proposed Commission assignments for 2022 were reviewed by City Council. Following discussion, Member Hutchinson made a motion, seconded by Member O'Donnell-Ebner, as follows:

MOTION APPOINTING THE FOLLOWING INDIVIDUALS TO CITY COMMISSIONS FOR 2021:

Planning Commission	Cherryl Jostad
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	Dale Williams
Explore La Crosse	Cherryl Jostad
GreenStep Committee	Teresa O'Donnell-Ebner

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

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

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

ITEM 3.4 - REVIEW CITY COUNCIL RULES AND PROCEDURES

City Attorney Wieser reviewed Resolution No. 02-13-03 which sets forth the groundwork for orderly and respectful communication and to promote efficient working of the public's interest at Council Meetings. Pursuant to the authority of Minn. Stat. § 412.191 Subd. 2, City Councils have the authority to regulate their own procedure. The Organizational Resolution has been in place with the City of La Crescent since 1975. Significant reviews were done in 2013 and 2014. Thereafter, the document has been reviewed and approved at the initial meeting of the year. This item was informational, and no action was taken.

ITEM 3.5 – REVIEW CITY CODE OF CONDUCT

City Attorney Wieser then reviewed with City Council the Code of Conduct for elected and appointed officials of the City of La Crescent. The Code of Conduct was initially adopted in 2014. The Code of Conduct is an aspirational document for the City and how the Council and other representatives of the City conduct themselves while performing City business. There were no proposed changes to this Code of Conduct. This item was informational, and no action was taken.

ITEM 3.6 – REVIEW SOCIAL MEDIA POLICY

City Attorney Wieser also reviewed with City Council a copy of the existing Communications Policy adopted by the City of La Crescent. This was initially adopted in March 2003 and has been reviewed annually and updated as needed. There were no proposed changes to this Communications Policy. This item was informational, and no action was taken.

ITEM 3.7 – AUTHORIZE ICE ARENA REPAIRS

City Administrator Waller reviewed with City Council that the fire suppression piping at the Ice Arena is original and is now in need of replacement. In the past there have been a number of leaks in the system, and there is concern that a future leak could damage the ice and result in loss of programming and revenue. The costs of the improvement would be split equally between the City and Lancer Youth Hockey. There are funds in the City's 2022 general fund budget for this expenditure. The following proposals were received to replace approximately 1,365 feet of sprinkler pipe and associated sprinkler heads: Fireline - \$23,500.00; and General Sprinkler - \$25,864.00. It was recommended to City Council to accept the proposal submitted by Fireline. Fireline's proposal is a time and material proposal, with a not to exceed figure of \$23,500.00. Jason Wieser, Steve Hill and Tyler Reining, representatives of Lancer Youth Hockey, were in attendance. Following discussion, Member Williams made a motion, seconded by Member Jostad, as follows:

MOTION TO ACCEPT THE PROPOSAL SUBMITTED BY FIRELINE THAT IS A TIME AND MATERIAL PROPOSAL, WITH A NOT TO EXCEED FIGURE OF \$23,500.00, TO REPLACE APPROXIMATELY 1,365 FEET OF SPRINKLER PIPE AND ASSOCIATED SPRINKLER HEADS AT THE CITY ICE ARENA.

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

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

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

ITEM 3.8 – PLANNING COMMISSION MINUTES – JANUARY 4, 2022

City Council reviewed a Memo from Jason Ludwigson, Sustainability Coordinator, and the Minutes from the January 4, 2022 Planning Commission Meeting. At their meeting, the Planning Commission approved the variance application for 215 South Chestnut Street. The Planning Commission also discussed text amendment changes for CD-I primary building materials and the grading plans at the new elementary school. This item was informational, and no action was taken.

ITEM 3.9 – NO PARKING ORDINANCES

City Attorney Wieser reviewed with City Council two no-parking ordinances that have been discussed in the past. It was recommended to City Council to adopt each of the ordinances, along with a separate motion approving a summary publication for each of the ordinances.

Following discussion, Member Williams introduced the following Ordinance regarding no parking on S 2nd Street and moved its passage and adoption:

ORDINANCE NO. 555

**AN ORDINANCE OF THE CITY OF LA CRESCENT REGULATING
PARKING ON S 2ND STREET**

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

SECTION I. There shall be no parking on the south side of the street in the 700 block of South 2nd Street beginning at a point with approximate GPS coordinates Lat. 43.827144 / Long. -91.313064 extending approximately 210' to the west on the south side of South 2nd Street; as shown on the attached Map.

SECTION II. Any person, firm or corporation that violates this Ordinance shall upon conviction be guilty of a petty misdemeanor. The penalty which may be imposed under this Section shall be a \$300.00 fine.

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

PASSED AND ENACTED this 10th day of January, 2022.

Mayor

ATTEST:

City Administrator

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

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

and none voted against the same. The ordinance was declared duly passed and adopted.

City Attorney Wieser then reviewed with Council the Summary Ordinance for publication. The Council made the following findings of facts: that publication of the summary informs the public of the intent and effect of the Ordinance.

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

MOTION THAT A PRÉCIS FORMAT OF SAID ORDINANCE NO. 555 BE PUBLISHED IN THE OFFICIAL NEWSPAPER OF THE CITY AND WITH "OFFICIAL COPY" SO MARKED BE KEPT ON FILE IN THE OFFICE OF THE CITY ADMINISTRATOR

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

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

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

Following discussion, Member Jostad introduced the following Ordinance regarding no parking on S 9th Street and moved its passage and adoption:

ORDINANCE NO. 556

**AN ORDINANCE OF THE CITY OF LA CRESCENT REGULATING
PARKING ON S 9TH STREET**

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

SECTION I. There shall be no parking from the west side of the driveway entrance at 530 South 9th Street to the driveway entrance at the 819 Spruce Drive which is approximately 40' in length with approximate GPS coordinates Lat. 43.820 / Long. -91.309 to Lat. 43.820 / Long. -91.3101; as shown on the attached Map.

SECTION II. Any person, firm or corporation that violates this Ordinance shall upon conviction be guilty of a petty misdemeanor. The penalty which may be imposed under this Section shall be a \$300.00 fine.

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

PASSED AND ENACTED this 10th day of January, 2022.

Mayor

ATTEST:

City Administrator

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

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

and none voted against the same. The ordinance was declared duly passed and adopted.

City Attorney Wieser then reviewed with Council the Summary Ordinance for publication. The Council made the following findings of facts: that publication of the summary informs the public of the intent and effect of the Ordinance.

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

MOTION THAT A PRÉCIS FORMAT OF SAID ORDINANCE NO. 556 BE PUBLISHED IN THE OFFICIAL NEWSPAPER OF THE CITY AND WITH "OFFICIAL COPY" SO MARKED BE KEPT ON FILE IN THE OFFICE OF THE CITY ADMINISTRATOR

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

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

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

ITEM 3.10 – 2022 LICENSE RENEWALS

City Council reviewed a list of additional 2022 license renewal applications that were received following the last City Council meeting. The applications appear to be in order, and it was recommended to City Council to approve the license renewal applications. Following discussion, Member Jostad made a motion, seconded by Member Hutchinson, as follows:

MOTION TO APPROVE THE PRESENTED LIST OF LICENSE RENEWALS FOR 2022 FOR THE FOLLOWING:

GAS INSTALLERS – PAUL'S HEATING & AIR CONDITIONING

CIGARETTES – PUMP 4 LESS/SOUTHSIDE CORNER

LIQUOR OFF-SALE – PUMP 4 LESS/SOUTHSIDE CORNER

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

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

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

ITEM 3.11 – DONATION RESOLUTION

City Council reviewed a Resolution regarding the acceptance of donations to the City for the months of December, 2021, and January, 2022. Following discussion, Member Hutchinson introduced the following resolution and moved its passage and adoption:

RESOLUTION NO. 01-22-03

RESOLUTION ACCEPTING DONATIONS MADE TO THE CITY OF LA CRESCENT IN DECEMBER, 2021 AND JANUARY, 2022

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

WHEREAS, the following donations were made to La Crescent in the month of December, 2021:

1. Gregory Husmann wishes to donate \$375.00 to Wieser Memorial Park Improvement Project to be used for the specific purpose of improvements to the park shelter and bathroom facilities.
2. Gregory and Faith Husmann wish to donate \$200.00 in memory of Karen Wieser to Wieser Memorial Park Improvement Project to be used for the specific purpose of improvements to the park shelter and bathroom facilities.
3. Michael and Diane Cunningham wish to donate \$100.00 to the La Crescent Fire Department for departmental purposes.

WHEREAS, the following donations were made to La Crescent in the month of January, 2022:

1. That an anonymous donor would like to donate \$15,000.00 to Wieser Memorial Park Improvement Project to be used for the specific purpose of improvements to the park shelter and bathroom facilities.
2. That an anonymous donor would like to donate \$5,000.00 to Wieser Memorial Park Improvement Project to be used for the specific purpose of improvements to the park shelter and bathroom facilities.

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

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

ADOPTED this 10th day of January, 2022.

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, all Members present voted in favor thereof, viz;

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

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

ITEM 3.12 – CAPITAL EXPENDITURE RESOLUTION

City Administrator Waller reviewed with City Council a resolution approving the purchase of a new bus for use in the City's transit system. City Council also reviewed a memo that was presented to the City Council in August of 2021 regarding the purchase of the vehicle. It was recommended to City Council to adopt the resolution approving the purchase of a new transit bus. Following discussion, Member O'Donnell-Ebner introduced the following resolution and moved its passage and adoption:

RESOLUTION NO. 01-22-04

RESOLUTION APPROVING PURCHASE OF NEW TRANSIT BUS

WHEREAS, the City of La Crosse MTU operates a transit system; and

WHEREAS, the City of La Crescent desires to purchase, through the State of Minnesota Cooperative Procurement Process, a vehicle to be used in the transit system; and

WHEREAS, the vehicle cost is allocated 10% local share and 43% State and 47% Federal share of the "contract amount"; and

WHEREAS, the City of La Crosse MTU staff has reviewed the vehicle options offered by approved multiple contracting vendors; and

WHEREAS, the staff recommends purchasing a vehicle from North Central Bus & Equipment for the reason of cost and vehicle consistency with current fleet vehicle; and

NOW, THEREFORE, BE IT RESOLVED that the City of La Crescent, Minnesota hereby authorizes the purchase of one new transit bus from North Central Bus & Equipment in the approximate amount of \$138,613.00.

ADOPTED this 10th day of January, 2022.

SIGNED:

Mayor

ATTEST:

City Administrator

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

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

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

ITEM 7.1 – CORRESPONDENCE – SOLAR-READY HOME CERTIFICATION PROGRAM

City Council reviewed a publication from Chris Meyer dated December, 2021 regarding La Crescent becoming the first SolSmart certified community in the country, and the first GreenStep City in the state to adopt a residential solar ready home certification. No action taken.

ITEM 7.2 – CORRESPONDENCE – XCEL ENERGY RATE INCREASE

City Council reviewed a Notice regarding Xcel Energy's Request to Increase Rates for Electric Service. No action taken.

ITEM 8 – CHAMBER OF COMMERCE

The La Crescent Chamber of Commerce updated City Council on the Chamber annual meeting.

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

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

and none voted against the same. The motion was declared duly carried and the meeting duly adjourned at 6:01 PM.

APPROVAL DATE: _____

SIGNED:

Mayor

ATTEST:

City Administrator

#1.2



TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator
DATE: January 21, 2022
RE: Bills Payable

Attached for review and consideration by the City Council are the bills payable for the period ending January 20, 2022. We would suggest that the City Council approve the payment of the bills as presented, including the outstanding bill from D C Braun Co in the amount of \$8,475.00. This bill is added to the run for this meeting at the end of the bills payable.

Regarding the bill from D C Braun, we would offer the following:

- The company has been performing services for the City for 30 plus years. During that period of time, the company responded on short -notice, nights and weekends, to repair and replace pumps and equipment in the City's wastewater operation.
- The City is in the process of moving away from D C Braun, and will no longer be seeking their services.
- The City Council recently approved an agreement with Quality Flow to perform work that had previously been done by D C Braun.
- D C Braun has provided the City with a detailed break-down of the costs associated with the work performed.

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
3P ADMINISTRATORS, INC.						
1/10/22 K.C.	CHILD CARE REIMB.-P/R DEDUCTED	01/12/2022	820.00	820.00	01/12/2022	
1/11/22 D. ST.	MEDICAL REIMB P/R DEDUCTED	01/13/2022	32.73	32.73	01/13/2022	
12/12/21 E.R.	MEDICAL REIMB P/R DEDUCTED	01/14/2022	10.00	10.00	01/14/2022	
Total 9457:			862.73	862.73		
AMAZON CAPITAL SERVICES						
1CYT-GFY9-XH7	LIBRARY - OFFICE SUPPLIES	01/18/2022	43.97	.00		
1F9C-QPK7-MC	MAINT SHOP - OFFICE SUPPLIES	01/06/2022	109.76	.00		
1PGT-7D6C-WD	FD - BATTERIES	01/18/2022	49.77	.00		
Total 9956:			203.50	.00		
AT&T MOBILITY						
12/21 MAINT	WATER - CELLULAR PLAN	12/31/2021	45.10	45.10	01/11/2022	
12/21 MAINT	SEWER - CELLULAR PLAN	12/31/2021	45.10	45.10	01/11/2022	
Total 9870:			90.20	90.20		
BAGNIEFSKI HEATING & AIR CONDITIONING						
55278	ANIMAL RESCUE - NEW THERMOSTAT	01/12/2022	276.41	.00		
Total 9866:			276.41	.00		
BAKER & TAYLOR						
2036392250	LIBRARY - BOOKS	12/06/2021	43.56	.00		
2036422104	LIBRARY - BOOKS	12/21/2021	162.11	.00		
Total 8022:			205.67	.00		
BOBCAT OF THE COULEE REGION						
01-51426	GOLF COURSE - BOBCAT REPAIR	01/10/2022	1,232.94	.00		
Total 216:			1,232.94	.00		
CINTAS CORPORATION						
4103696447	MAINTENANCE - CLEANING	12/06/2021	3.50	.00		
4103696447	MAINTENANCE - UNIFORMS	12/06/2021	14.56	.00		
4103696540	CITY HALL - CLEANING	12/06/2021	39.47	.00		
4104387982	MAINTENANCE - CLEANING	12/13/2021	3.50	.00		
4104387982	MAINTENANCE - UNIFORMS	12/13/2021	14.56	.00		
4105087285	MAINTENANCE - CLEANING	12/20/2021	3.50	.00		
4105087285	MAINTENANCE - UNIFORMS	12/20/2021	14.56	.00		
4105087290	CITY HALL - CLEANING	12/20/2021	39.47	.00		
4105758552	MAINTENANCE - CLEANING	12/27/2021	3.50	.00		
4105758552	MAINTENANCE - UNIFORMS	12/27/2021	14.56	.00		
Total 9696:			151.18	.00		
CITY TREASURER'S OFFICE						
181697	WASTEWATER TO LACROSSE	12/31/2021	17,078.73	.00		
Total 1086:			17,078.73	.00		
CULLIGAN WATER CONDITIONING						
285X20233502	CITY HALL - WATER COOLER RENTAL	01/01/2022	39.95	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
285X20233502	MAINT - WATER COOLER RENTAL	01/01/2022	39.95	.00		
285X20233502	PD - WATER COOLER RENTAL	01/01/2022	39.95	.00		
Total 231:			119.85	.00		
DEPT OF NATURAL RESOURCES						
1/4-10/22	WEEKLY RECREATIONAL VEH. REGIST.	01/10/2022	2,517.65	2,517.65	01/14/2022	
12/28/21-1/3/22	WEEKLY RECREATIONAL VEH. REGIST.	01/03/2022	700.50	700.50	01/07/2022	
Total 318:			3,218.15	3,218.15		
E O JOHNSON CO.						
INV1074205	OFFICE 365	01/13/2022	196.00	.00		
INV1074206	DUO MULTIFACTOR AUTHENTICATION	01/13/2022	230.00	.00		
Total 8614:			426.00	.00		
EFTPS - ELECTRONIC FEDERAL TAX						
1/7/22 P/R	FED/FICA/MEDICARE	01/12/2022	21,037.65	21,037.65	01/12/2022	
Total 1127:			21,037.65	21,037.65		
FIRST SUPPLY LA CROSSE						
13042607-00	MAINT SHOP - REPALCED FAUCET	01/05/2022	270.97	.00		
Total 557:			270.97	.00		
GOPHER STATE ONE-CALL						
2000509	ANNUAL USER FEE	01/01/2022	25.00	.00		
2000509	ANNUAL USER FEE	01/01/2022	25.00	.00		
Total 620:			50.00	.00		
GUNDERSEN HEALTH SYSTEM						
283109	2022 EAP MEMBERSHIP	01/07/2022	375.00	.00		
Total 622:			375.00	.00		
HILLTOPPER REFUSE & RCYL SRVC						
12/21 BAGS	MONTHLY REFUSE P/U 3080@1.98	12/31/2021	6,098.40	.00		
12/21 STMT	CITYWIDE RECYCLING P/U	12/31/2021	7,065.20	.00		
12/21 STMT	REFUSE P/U - CITY HALL	12/31/2021	66.41	.00		
12/21 STMT	REFUSE P/U - ANIMAL SHELTER	12/31/2021	74.19	.00		
12/21 STMT	REFUSE P/U - ARENA	12/31/2021	148.30	.00		
12/21 STMT	REFUSE P/U MAINTENANCE	12/31/2021	152.69	.00		
12/21 STMT	RECYCLING P/U - FIRE DEPT	12/31/2021	16.00	.00		
12/21 STMT	REFUSE P/U - FIRE DEPT	12/31/2021	25.00	.00		
12/21 STMT	REFUSE P/U - LIBRARY	12/31/2021	10.00	.00		
Total 9233:			13,656.19	.00		
HOKAH CO-OP OIL ASSOCIATION						
1330	GC - FUEL FILL	01/06/2022	994.93	994.93	01/14/2022	
Total 715:			994.93	994.93		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
ICON CONSTRUCTORS, LLC						
WAGON WH PH	WAGON WHEEL PH 3 PED BRIDGE	12/31/2021	11,442.42	.00		
Total 9990:			11,442.42	.00		
INTERSTATE POWER SYSTEMS INC.						
R001179868:01	WATER PLANT - GENERATOR INSPECTION	01/13/2022	1,370.00	.00		
R001184063:01	WASTEWATER - GENERATOR INSPECTION	01/13/2022	1,100.00	.00		
Total 8812:			2,470.00	.00		
JP NIXON CONSULTING, LLC						
0679	INTERVIEW & INTERROGATION TRAINING - K INGLETT	01/16/2022	180.00	.00		
Total 9997:			180.00	.00		
LA CRESCENT AREA EVENT CENTER, INC.						
12/21 LODGING	LODGING TAX - MARKETING & PROMO AGREEMENT	01/21/2022	937.64	.00		
Total 9810:			937.64	.00		
LA CRESCENT CHAMBER OF COMMERCE						
12/21 LODGING	LODGING TAX - MARKETING & PROMO AGREEMENT	01/21/2022	937.64	.00		
Total 1142:			937.64	.00		
LA CROSSE AREA CONVENTION AND						
12/21 LODGING	LODGING TAX - MARKETING & PROMO AGREEMENT	01/21/2022	2,933.12	.00		
Total 9824:			2,933.12	.00		
LA CROSSE COUNTY						
2022-09	LAX URBAN STORMWATER GROUP DUES	01/11/2022	1,112.79	.00		
Total 9873:			1,112.79	.00		
LA CROSSE TRIBUNE						
12/21/21 8 WEE	CITY HALL - 8 WEEKS SUBSCRIPTION DAILY	12/21/2021	129.00	.00		
Total 8522:			129.00	.00		
LEAGUE OF MINNESOTA CITIES						
356044	PD - ONLINE TRAINING 12 OFFICERS	01/01/2022	1,080.00	.00		
Total 1117:			1,080.00	.00		
MAYO CLINIC						
12/21 STMT	2 NEW HIRE POST REQUIREMENT TESTING	12/31/2021	274.00	.00		
Total 9973:			274.00	.00		
MIENERGY COOPERATIVE						
12/21 STMT	ELECT UTILITIES-CRESC.HGTS.& WILDWOOD SEC LIGH	12/31/2021	195.97	195.97	01/19/2022	
12/21 STMT	ELECT UTILITIES-GC POP MACH.	12/31/2021	47.43	47.43	01/19/2022	
12/21 STMT	ELECT UTILITIES-GC CLUBHOUSE	12/31/2021	86.08	86.08	01/19/2022	
12/21 STMT	ELECT UTILITIES-GC IRRIGATION & PARKING LOTS LIGH	12/31/2021	176.35	176.35	01/19/2022	
12/21 STMT	ELECT UTILITIES - HORSETRACK MEADOWS LIFT STATI	12/31/2021	144.29	144.29	01/19/2022	

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
12/21 STMT	ELECT UTILITIES - WIESER PARK	12/31/2021	63.26	63.26	01/19/2022	
Total 2012:			713.38	713.38		
MINNCOR INDUSTRIES						
SOI-101754	MV - TITLE STOCK	01/10/2022	35.00	.00		
Total 9797:			35.00	.00		
MINNESOTA CHILD SUPPORT PAYMENT CENTER						
1/21/22 0015639	MN CHILD SUPPORT	01/25/2022	602.21	.00		
Total 9597:			602.21	.00		
MINNESOTA DEPT OF REVENUE						
1/7/22 P/R	MN STATE WHT	01/13/2022	3,556.00	3,556.00	01/13/2022	
Total 227:			3,556.00	3,556.00		
MINNESOTA ENERGY RESOURCES INC						
12/21 STMT	ANIMAL SHELTER GAS UTILITIES	12/31/2021	214.21	214.21	01/19/2022	
12/21 STMT	ARENA GAS UTILITIES	12/31/2021	771.75	771.75	01/19/2022	
12/21 STMT	COMM BLDG - GAS UTILITIES	12/31/2021	985.99	985.99	01/19/2022	
12/21 STMT	POOL - GAS UTILITIES	12/31/2021	48.09	48.09	01/19/2022	
12/21 STMT	CONTROL BLDG - GAS UTILITIES	12/31/2021	190.20	190.20	01/19/2022	
12/21 STMT	PUMP HOUSE MCINTOSH	12/31/2021	116.05	116.05	01/19/2022	
12/21 STMT	PUMP HOUSE ORCHARDVIEW	12/31/2021	66.47	66.47	01/19/2022	
12/21 STMT	ABNET RESTROOMS	12/31/2021	310.91	310.91	01/19/2022	
12/21 STMT	MAINT BUILDING GAS UTILITIES	12/31/2021	1,314.83	1,314.83	01/19/2022	
12/21 STMT	LIBRARY - GAS UTILITIES	12/31/2021	232.78	232.78	01/19/2022	
12/21 STMT	CITY HALL - GAS UTILITIES	12/31/2021	589.18	589.18	01/19/2022	
Total 8171:			4,840.46	4,840.46		
MINNESOTA MUNICIPAL UTILITIES						
58802	2022 MEMBERSHIP DUES	01/01/2022	348.00	.00		
Total 1999:			348.00	.00		
MINNESOTA STATE RETIREMENT SYS						
1/7/22 P/R	DEFERRED COMP. DEDUCTIONS/CONTRIBUTIONS	01/11/2022	5,094.48	5,094.48	01/11/2022	
Total 1285:			5,094.48	5,094.48		
MN DEPT OF LABOR & INDUSTRY						
4TH QTR 2021	BUILDING PERMIT SURCHARGES	01/10/2022	1,619.39	1,619.39	01/10/2022	
4TH QTR 2021	LESS RETENTION ALLOWANCE	01/10/2022	64.78-	64.78-	01/10/2022	
Total 9093:			1,554.61	1,554.61		
MN DEPT OF TRANSPORTATION						
P00015050	WAGON WHEEL PH 3 CONSTRUCTION	12/21/2021	201.33	.00		
Total 1364:			201.33	.00		
MN DNR ECO/WTR RESOURCES						
2022 GOLF COU	GC - WATER USE PERMIT	01/11/2022	329.80	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 322:			329.80	.00		
NORTHLAND SECURITIES INC						
6857	ANNUAL DISCLOSURE REPORTING FEES	12/31/2021	312.50	.00		
6857	ANNUAL DISCLOSURE REPORTING FEES	12/31/2021	312.50	.00		
6857	ANNUAL DISCLOSURE REPORTING FEES	12/31/2021	34.38	.00		
6857	ANNUAL DISCLOSURE REPORTING FEES	12/31/2021	300.00	.00		
6857	ANNUAL DISCLOSURE REPORTING FEES	12/31/2021	12.50	.00		
6857	COUNTY AUDITORS CERT FEE 2021A BOND ISSUE	12/31/2021	275.00	.00		
6857	ANNUAL DISCLOSURE REPORTING FEES	12/31/2021	312.50	.00		
6857	ANNUAL DISCLOSURE REPORTING FEES	12/31/2021	106.25	.00		
6857	ANNUAL DISCLOSURE REPORTING FEES	12/31/2021	258.28	.00		
6857	ANNUAL DISCLOSURE REPORTING FEES	12/31/2021	569.83	.00		
6857	ANNUAL DISCLOSURE REPORTING FEES	12/31/2021	171.88	.00		
6857	ANNUAL DISCLOSURE REPORTING FEES	12/31/2021	109.38	.00		
Total 8272:			2,775.00	.00		
NORTON PSYCHOLOGICAL SERVICES						
1/14/22	PD - PREEMPLOYMENT PSYCH EVALS	01/14/2022	750.00	.00		
Total 9897:			750.00	.00		
PARKS & TRAILS COUNCIL						
2022	MEMBERSHIP DUES	01/01/2022	35.00	.00		
Total 9791:			35.00	.00		
PARTNERS IN GRIME						
432963	LIB - CLEANING	01/05/2022	215.00	.00		
Total 9310:			215.00	.00		
PUBLIC EMPLOYEES RETIREMENT AS						
1/7/22 12/21 DC	RETIREMENT DEDUCTIONS/CONTRIB.-DCP	01/11/2022	170.00	170.00	01/11/2022	
1/7/22 CORD/PD	RETIREMENT DEDUCTIONS/CONTRIB.-CORD & PF	01/11/2022	13,280.76	13,280.76	01/11/2022	
Total 1612:			13,450.76	13,450.76		
PUMP 4 LESS						
12/21 CITY	PUBLIC WORKS - MOTOR FUEL	12/31/2021	36.33	.00		
12/21 POLCIE	POLICE DEPT - MOTOR FUEL	12/31/2021	178.22	.00		
Total 8604:			214.55	.00		
R C T SEWER & VAC						
1432	BROKEN STORM LINE SYCAMORE - INSPECT, JET & REJ	11/30/2021	1,312.50	.00		
Total 9511:			1,312.50	.00		
RONCO ENGINEERING SALES INC						
3271421	'07 PLOW - REPAIR	01/10/2022	3.93	.00		
Total 1813:			3.93	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
SAM'S CLUB						
12/21 STMT	CITY - OFFICE	12/31/2021	46.26	46.26	01/11/2022	
Total 1861:			46.26	46.26		
SKREE, NICHOLAS						
2022 FIREARM	FIREARM ALLOWANCE	01/06/2022	425.00	425.00	01/11/2022	
Total 9996:			425.00	425.00		
SOUTHEAST LIBRARIES COOP						
049669	LIB - OVERDRIVE 2022	01/04/2022	2,165.29	.00		
049707	LIB - COMPUTER LEASING	01/12/2022	4,920.00	.00		
049719	LIBRARY - PC MANAGEMENT	01/12/2022	240.00	.00		
Total 1962:			7,325.29	.00		
UNITED STATES POSTMASTER						
1/22 PAST DUE	PAST DUE WATER/SEWER - WATER	01/20/2022	17.80	17.80	01/20/2022	
1/22 PAST DUE	PAST DUE WATER/SEWER - SEWER	01/20/2022	17.80	17.80	01/20/2022	
Total 2102:			35.60	35.60		
UW-LA CROSSE						
4629	WORK PERFORMED - MISSISSIPPI VALLEY ARCHAEOLO	12/31/2021	368.36	.00		
Total 9984:			368.36	.00		
VERIZON WIRELESS						
9896100608	B&Z - COMPUTER DATA	12/28/2021	30.02	30.02	01/11/2022	
9896100608	WATER DEPT - DATA	12/28/2021	35.01	35.01	01/11/2022	
9896100608	SEWER DEPT - DATA	12/28/2021	35.01	35.01	01/11/2022	
9896100608	PD - WIRELESS	12/28/2021	430.88	430.88	01/11/2022	
Total 8973:			530.92	530.92		
VISA						
12/21 STMT	PUB WORKS - ILLICIT DISCHARGE TRAINING	12/31/2021	10.00	10.00	01/12/2022	
12/21 STMT	PD - INTERNET PEOPLE SEARCH	12/31/2021	75.00	75.00	01/12/2022	
12/21 STMT	PD - TASER BATTERIES	12/31/2021	229.92	229.92	01/12/2022	
12/21 STMT	PD - P15 MAINTENANCE	12/31/2021	26.79	26.79	01/12/2022	
12/21 STMT	PD - M ERNSTER FIREARMS INS RECERT	12/31/2021	475.00	475.00	01/12/2022	
12/21 STMT	PD - OFFICE SUPPLIES	12/31/2021	18.15	18.15	01/12/2022	
12/21 STMT	LIB - PROGRAM SUPPLIES	12/31/2021	100.20	100.20	01/12/2022	
12/21 STMT	PUB WORKS - PROJECT REVIEW MTG MEAL	12/31/2021	11.61	11.61	01/12/2022	
12/21 STMT	PD - ID CARD	12/31/2021	14.99	14.99	01/12/2022	
12/21 STMT	LIB - OFFICE SUPPLIES	12/31/2021	33.33	33.33	01/12/2022	
12/21 STMT	LIB - PROGRAM SUPPLIES	12/31/2021	10.53	10.53	01/12/2022	
12/21 STMT	LIB - CANVA SUBSCRIPTION	12/31/2021	119.40	119.40	01/12/2022	
12/21 STMT	LIB - OFFICE SUPPLIES	12/31/2021	89.22	89.22	01/12/2022	
12/21 STMT	LIB - OFFICE SUPPLIES	12/31/2021	52.93	52.93	01/12/2022	
12/21 STMT	LIB - PROGRAM SUPPLIES	12/31/2021	30.49	30.49	01/12/2022	
12/21 STMT	PD - WET DRY VAC FOR SQUAD CLEANING	12/31/2021	110.19	110.19	01/12/2022	
12/21 STMT	PD - ANIMAL CONTROL RATTLE SNAKE CATCHER	12/31/2021	128.22	128.22	01/12/2022	
12/21 STMT	PD - OFFICE SUPPLIES	12/31/2021	11.86	11.86	01/12/2022	
12/21 STMT	PD - RADIOS	12/31/2021	264.50	264.50	01/12/2022	
12/21 STMT	PD - OFFICE SUPPLIES	12/31/2021	7.35	7.35	01/12/2022	

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
12/21 STMT	LIB - PROGRAM SUPPLIES	12/31/2021	27.68	27.68	01/12/2022	
Total 2208:			1,847.36	1,847.36		
WHKS & CO.						
44772	WAGON WHEEL TRAIL PH 3	12/31/2021	40,571.13	.00		
44795	MS4 ASSISTANCE	12/31/2021	592.00	.00		
44795	EAGLE BLUFF BOUNDARY SURVEY	12/31/2021	87.00	.00		
44795	RISK & RESILIENCE REPORT	12/31/2021	1,039.50	.00		
44796	BALSAM & SPRUCE RECONSTRUCTION	12/31/2021	918.08	.00		
44797	2022 STREET RECON PROJECT	12/31/2021	12,970.88	.00		
44818	ENGINEERING UTIL EXT HTM	12/31/2021	434.88	.00		
Total 8290:			56,613.47	.00		
WIESER LAW OFFICE PC						
12/21 CITY	CLERK - LEGAL FEES	12/31/2021	1,321.92	.00		
12/21 CITY	BLDG/ZNG - LEGAL FEES	12/31/2021	1,321.92	.00		
12/21 CITY	COUNCIL - LEGAL FEES	12/31/2021	1,321.92	.00		
12/21 CITY	WATER DEPT - LEGAL FEES	12/31/2021	660.96	.00		
12/21 CITY	SEWER DEPT - LEGAL FEES	12/31/2021	660.96	.00		
12/21 POLICE	PD - LEGAL FEES	12/31/2021	4,175.20	.00		
Total 2361:			9,462.88	.00		
Grand Totals:			194,433.86	58,298.49		

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

City Treasurer: _____

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

+ 8475.00 DC BRAUN
202,908.86

#1.3

CITY OF LA CRESCENT
CASH BALANCES
DECEMBER 31, 2021

FUND	AUDITED 12/31/2020 BALANCE	UNAUDITED 12/31/2021 BALANCE
GENERAL (101)		
Unreserved	1,624,986.40	2,347,902.00
TOTAL GENERAL FUND	<u>1,624,986.40</u>	<u>2,347,902.00</u>
REVOLVING LOAN FUND (204)		
SCDP Grant Funds Returned	21,732.93	21,732.93
TOTAL REVOLVING LOAN FUND	<u>21,732.93</u>	<u>21,732.93</u>
LIBRARY (211)		
Unreserved	-30,835.56	6,732.22
TOTAL LIBRARY	<u>-30,835.56</u>	<u>6,732.22</u>
FIRE DEPARTMENT (213)		
Unreserved	320,580.97	459,233.50
	<u>320,580.97</u>	<u>459,233.50</u>
TAX INCREMENT FINANCE DISTRICTS		
Tax Increment 2-1 Duckett (252)	23,755.41	22,230.31
Tax Increment 5-1 Heth's (257)	5,506.47	563.01
Tax Increment 4-2 Gundersen (258)	95,043.92	130,594.54
Tax Increment 6-1 Schumacher Kish (259)	15,688.76	0.00
Tax Increment 1-8 Event Ctr/Hotel (260)	1,007.18	29,325.28
Tax Increment 1-9 31 S. Walnut (261)	0.00	-6,974.82
	<u>141,001.74</u>	<u>175,738.32</u>
DEBT SERVICE		
Bonds Paid Up (300)	19,398.35	19,701.82
2009A G.O. Refunding Bonds (322)	201,083.81	210,569.74
2011A G.O. Imp. Bonds (324)	20,190.82	3,718.72
2011B G.O. Rec. Facilities (325)	272,697.18	280,223.31
2013A G.O. Equipment Certificates (326)	126,647.83	131,131.26
2016A G.O. Refunding Bonds (327)	97,458.66	106,084.08
2017A G.O. Equipment Certificates (328)	114,576.15	120,056.47
2018A G.O. Imp. Bonds (329)	157,553.88	182,940.62
2019A G.O. Equipment Certificates (330)	55,483.93	46,034.31
2019B G.O. Imp. Bonds (331)	5,450.17	26,088.01
2020A G.O. Imp. Bonds-HTM (332)	568,130.57	1,924,171.45
2020A G.O. Imp. Bonds-Arena (333)	2,308.07	2,345.65
TOTAL DEBT SERVICE	<u>1,640,979.42</u>	<u>3,053,065.44</u>

CITY OF LA CRESCENT
CASH BALANCES
DECEMBER 31, 2021

FUND	AUDITED 12/31/2020 BALANCE	UNAUDITED 12/31/2021 BALANCE
CAPITAL PROJECTS		
2017A Equipment Certificate (446)	176,676.99	40,670.03
2019B G.O. Improvement Projects (449)	8,939.46	8,636.69
2020A G.O. Improvement Projects (450)	662,916.41	316,588.94
Future Wieser Park Project (451)	0.00	51,339.00
TOTAL CAPITAL PROJECTS	848,532.86	417,234.66
 WATER FUND (601)		
Unreserved	43,586.60	11,708.88
2008A Water Revenue Bonds	0.00	0.00
2012B Water Revenue Bonds	0.00	0.00
2016A Water Revenue Bonds	0.00	0.00
TOTAL WATER FUND	43,586.60	11,708.88
 SEWER FUND (602)		
Unreserved	-223,722.55	-362,172.44
2008A Sewer Revenue Bonds	0.00	0.00
2012B Sewer Revenue Bonds	0.00	0.00
2016A Sewer Revenue Bonds	0.00	0.00
Designated Funds for Plant Replacement	262,643.64	264,953.21
TOTAL SEWER FUND	38,921.09	-97,219.23
 SOLID WASTE (603)		
Unreserved	26,057.67	35,438.11
TOTAL SOLID WASTE	26,057.67	35,438.11
 LICENSE BUREAU (604)		
Unreserved	330,325.15	260,595.61
TOTAL LICENSE BUREAU	330,325.15	260,595.61
 PINE CREEK GOLF COURSE (613)		
Unreserved	-56,429.67	-15,698.75
TOTAL GOLF COURSE	-56,429.67	-15,698.75
 ICE ARENA (615)		
Unreserved	-229,864.18	-210,068.97
	-229,864.18	-210,068.97
 TOTAL FUNDS	\$4,719,575.42	\$6,466,394.72

CITY OF LA CRESCENT
CASH & INVESTMENT ANALYSIS
DECEMBER 31, 2021

PETTY CASH & CASH DRAWERS	1,500.00
NOW CHECKING (5000047)/SWEEP ACCT	4,965,027.15
PSN DEPOSITORY ACCT (40031122)	1,697.61
HOME FEDERAL SAVINGS ACCT (4000061304)	192,434.55
PINE CREEK GOLF COURSE (9191115)	457.64
ICD SECURITIES, INC. MM (33682956)	2,080.51
MULTI-BANK SECURITIES, INC. - MM	197.26
MULTI-BANK SECURITIES, INC. - GOVT SEC.	0.00
MULTI-BANK SECURITIES, INC. - CD'S	938,000.00
ICD SECURITIES, INC. CD'S	365,000.00
	<u>\$6,466,394.72</u>

<u>TOTAL INVESTMENTS-THIS YEAR</u>	
MONEY MARKET, TREAS INDEX & CASH ACCTS	5,163,394.72
CD'S	1,303,000.00
GOVERNMENT SECURITIES	0.00
	<u>6,466,394.72</u>
RATES ON INVESTMENTS	0.10% - 2.65%

<u>TOTAL INVESTMENTS-LAST YEAR</u>	
MONEY MARKET, TREAS INDEX & CASH ACCTS	3,315,228.51
CD'S	1,404,346.91
GOVERNMENT SECURITIES	0.00
	<u>4,719,575.42</u>
RATES ON INVESTMENTS	0.10% - 2.65%

1.4

CITY OF LACRESCENT

Trial Balance - Library

Page: 1

GL Period: 12/21

Jan 19, 2022 09:28AM

LIBRARY FUND

Report Criteria:

Actual Amounts

All Accounts

Include FUNDS: 211

Page and Total by FUND

All Segments Tested for Total Breaks

Account Number	Title	Debit Amount	Credit Amount
211-10000	CASH & INVESTMENTS	6,732.22	
211-10200	PETTY CASH-LIBRARY	.00	
211-10450	INTEREST RECEIVABLE	.00	
211-10700	TAXES RECEIVABLE DELINQUENT	720.97	
211-11550	ACCTS RECEIVABLE - OTHER	.00	
211-13203	DUE FROM COUNTY	.00	
211-15500	PREPAID INSURANCE	1,730.33	
211-20200	ACCOUNTS PAYABLE		1,330.66-
211-21500	ACCRUED INTEREST PAYABLE		173.55-
211-21600	ACCRUED WAGES/SAL PAYABLE	.00	
211-22810	SALES TAX PAYABLE-LIBRARY	.00	
211-25300	FUND BALANCE	33,019.94	
211-31013	LIBRARY TAX REVENUE		166,101.62-
211-31014	HOUSTON COUNTY LIBRARY LE		44,150.94-
211-31051	EXCESS TIF REVENUE REFUND	.00	
211-33161	FEDERAL CARES ACT FUNDS	.00	
211-33402	MARKET VALUE HOMESTEAD CREDIT	.00	
211-33620	WINONA COUNTY FUNDING		3,455.41-
211-34761	SELCO LIBRARY GRANT	.00	
211-34762	COPY MACHINE REVENUE		790.44-
211-34763	COMPUTER PRINTER REVENUE		848.02-
211-35103	FINES		1,071.10-
211-36200	MISCELLANEOUS INCOME	.00	
211-36210	INTEREST ON INVESTMENTS	.00	
211-36230	CONTRIBUTIONS		13,906.31-
211-36232	SUMMER SPONSORS		1,350.00-
211-36233	CONTRIBUTION-LA CRESC. TWNShP		6,000.00-
211-36236	COMPUTER FUND REVENUE	.00	
211-36238	GRANT/SCHOLARSHIP FUNDING	.00	
211-36241	INSURANCE REIMBURSEMENT	.00	
211-36243	ACE CAPITAL CREDITS	.00	
211-39200	FRIENDS OF THE LIBRARY	.00	
211-39201	TRANSFER FROM GEN. FUND	.00	
211-45500-101	WAGES - FULL-TIME	89,150.31	
211-45500-102	OVERTIME PAY	23.40	
211-45500-103	WAGES - PART-TIME	26,950.07	
211-45500-111	SEVERANCE PAY	.00	
211-45500-121	EMPLOYER FICA EXPENSE	8,623.30	
211-45500-122	PERA CONTRIBUTIONS	8,247.53	
211-45500-131	EMPLOYER PAID HEALTH INS	11,535.60	
211-45500-152	WORKERS COMP BENEFITS	.00	
211-45500-200	LIBRARY OFFICE SUPPLIES	1,032.21	
211-45500-202	COPY MACHINE SUPPLIES	.00	
211-45500-203	COMPUTER PRINTER SUPPLIES	.00	
211-45500-211	CLEANING & SANITARY SUPPLIES	398.66	
211-45500-220	PROGRAM SUPPLIES	2,513.82	
211-45500-221	WINTER READING PROG EXPENSES	351.69	
211-45500-310	OTHER CONTRACTED SERVICES	3,357.01	
211-45500-321	TELEPHONE-LIBRARY	1,693.40	

LIBRARY FUND

Account Number	Title	Debit Amount	Credit Amount
211-45500-322	POSTAGE-LIBRARY	132.06	
211-45500-331	TRAVEL EXPENSES	328.20	
211-45500-350	PRINTING AND PUBLISHING	215.00	
211-45500-360	INSURANCE	4,523.00	
211-45500-381	UTILITIES-ELECTRIC	2,017.16	
211-45500-382	UTILITIES-WATER/SEWER	369.28	
211-45500-383	UTILITIES-GAS	656.74	
211-45500-384	REFUSE DISPOSAL	110.00	
211-45500-401	REPAIR/MAINT-BUILDINGS	11.98	
211-45500-404	REPAIR/MAINT-EQUIPMENT	.00	
211-45500-406	REPAIR/MAINT-COMPUTERS	4,145.00	
211-45500-414	LIMITED ACCESS LINE	17,531.02	
211-45500-415	RENTALS-OTHER EQUIPMENT	72.00	
211-45500-430	MISCELLANEOUS	.00	
211-45500-432	UNCOLLECTIBLE ACCOUNTS	.00	
211-45500-433	DUES & MEMBERSHIPS	168.40	
211-45500-434	LEGACY GRANT EXPENDITURES	.00	
211-45500-504	BOOKS - GRANT FUNDED	1,499.86	
211-45500-505	BOOKS,PERIODICALS,VIDEOS ETC	9,673.97	
211-45500-506	PROCESSING MATERIALS	1,272.70	
211-45500-520	C.O.-BUILDINGS-LIBRARY	.00	
211-45500-570	OFFICE EQUIP. & FURNISHINGS	.00	
211-45500-575	C.O.-COMPUTER EQUIPMENT	.00	
211-45500-580	C.O. OTHER EQUIPMENT	.00	
211-45500-610	INTEREST EXPENSE	371.22	
Total LIBRARY FUND:		239,178.05	239,178.05-
Net Income:			40,699.25-
Grand Totals:		239,178.05	239,178.05-
Net Income:			40,699.25-

Report Criteria:

Actual Amounts

All Accounts

Include FUNDS: 211

Page and Total by FUND

All Segments Tested for Total Breaks

Account Number	Account Title	2019 Pri Year 2 Actual	2020 Pri Year Actual	01/21-12/21 Cur YTD Actual	2021 Cur Year Budget	2021 Cur Year Unexpended
LIBRARY FUND						
TAXES						
211-31013	LIBRARY TAX REVENUE	154,846	164,106	166,102	170,873	4,771
211-31014	HOUSTON COUNTY LIBRARY LE	46,642	43,457	44,151	44,109	42-
211-31051	EXCESS TIF REVENUE REFUND	.00	.00	.00	.00	.00
Total TAXES:		201,488	207,563	210,253	214,982	4,729
INTERGOVERNMENTAL AID						
211-33161	FEDERAL CARES ACT FUNDS	.00	2,018	.00	.00	.00
211-33402	MARKET VALUE HOMESTEAD CREDIT	.00	.00	.00	.00	.00
211-33620	WINONA COUNTY FUNDING	3,022	3,455	3,455	3,113	343-
Total INTERGOVERNMENTAL AID:		3,022	5,472	3,455	3,113	343-
PUBLIC CHARGES FOR SERVICE						
211-34761	SELCO LIBRARY GRANT	.00	.00	.00	.00	.00
211-34762	COPY MACHINE REVENUE	855	565	790	500	290-
211-34763	COMPUTER PRINTER REVENUE	730	449	848	500	348-
Total PUBLIC CHARGES FOR SERVICE:		1,585	1,014	1,638	1,000	638-
FINES & FORFEITURES						
211-35103	FINES	2,105	891	1,071	1,000	71-
Total FINES & FORFEITURES:		2,105	891	1,071	1,000	71-
SPECIAL ASSESSMENTS						
211-36200	MISCELLANEOUS INCOME	.00	.00	.00	.00	.00
211-36210	INTEREST ON INVESTMENTS	56	.00	.00	.00	.00
211-36230	CONTRIBUTIONS	18,204	15,345	13,906	4,000	9,906-
211-36232	SUMMER SPONSORS	1,724	.00	1,350	1,500	150
211-36233	CONTRIBUTION-LA CRESC. TWNSHP	3,000	.00	6,000	3,000	3,000-
211-36236	COMPUTER FUND REVENUE	2,000	1,665	.00	.00	.00
211-36238	GRANT/SCHOLARSHIP FUNDING	275	.00	.00	.00	.00
211-36241	INSURANCE REIMBURSEMENT	.00	.00	.00	.00	.00
211-36243	ACE CAPITAL CREDITS	104	109	.00	.00	.00
Total SPECIAL ASSESSMENTS:		25,364	17,119	21,256	8,500	12,756-
OTHER FINANCING SOURCES						
211-39200	FRIENDS OF THE LIBRARY	.00	.00	.00	2,073	2,073
211-39201	TRANSFER FROM GEN. FUND	.00	.00	.00	.00	.00
Total OTHER FINANCING SOURCES:		.00	.00	.00	2,073	2,073
LIBRARY EXPENSES						
211-45500-101	WAGES - FULL-TIME	92,747	93,415	89,150	85,937	3,213-
Budget notes:						
Library Director & Library Assistant						
211-45500-102	OVERTIME PAY	.00	22	23	.00	23-
211-45500-103	WAGES - PART-TIME	32,730	29,911	26,950	30,228	3,278
211-45500-111	SEVERANCE PAY	16,731	3,323	.00	.00	.00
211-45500-121	EMPLOYER FICA EXPENSE	10,392	9,422	8,623	8,887	264
Budget notes:						
7.65%						

Account Number	Account Title	2019 Pri Year 2 Actual	2020 Pri Year Actual	01/21-12/21 Cur YTD Actual	2021 Cur Year Budget	2021 Cur Year Unexpended
211-45500-122	PERA CONTRIBUTIONS	8,959	8,322	8,248	8,552	304
Budget notes: 7.5%						
211-45500-131	EMPLOYER PAID HEALTH INS	29,789	11,064	11,536	20,412	8,876
211-45500-152	WORKERS COMP BENEFITS	.00	.00	.00	.00	.00
211-45500-200	LIBRARY OFFICE SUPPLIES	2,431	1,179	1,032	2,200	1,168
211-45500-202	COPY MACHINE SUPPLIES	.00	.00	.00	.00	.00
211-45500-203	COMPUTER PRINTER SUPPLIES	732	31	.00	700	700
211-45500-211	CLEANING & SANITARY SUPPLIES	137	324	399	600	201
211-45500-220	PROGRAM SUPPLIES	1,708	1,865	2,514	2,800	286
211-45500-221	WINTER READING PROG EXPENSES	.00	.00	352	.00	352-
211-45500-310	OTHER CONTRACTED SERVICES	3,652	3,529	3,357	4,500	1,143
211-45500-321	TELEPHONE-LIBRARY	1,626	1,731	1,693	1,800	107
211-45500-322	POSTAGE-LIBRARY	136	131	132	300	168
211-45500-331	TRAVEL EXPENSES	1,428	41	328	500	172
211-45500-350	PRINTING AND PUBLISHING	200	.00	215	300	85
211-45500-360	INSURANCE	4,257	4,789	4,523	4,250	273-
211-45500-381	UTILITIES-ELECTRIC	2,193	2,044	2,017	3,300	1,283
211-45500-382	UTILITIES-WATER/SEWER	392	336	369	400	31
211-45500-383	UTILITIES-GAS	1,010	713	657	1,200	543
211-45500-384	REFUSE DISPOSAL	120	120	110	120	10
211-45500-401	REPAIR/MAINT-BUILDINGS	173	2,861	12	400	388
211-45500-404	REPAIR/MAINT-EQUIPMENT	1	.00	.00	.00	.00
211-45500-406	REPAIR/MAINT-COMPUTERS	4,145	5,799	4,145	4,145	.00
211-45500-414	LIMITED ACCESS LINE	17,207	16,084	17,531	25,000	7,469
211-45500-415	RENTALS-OTHER EQUIPMENT	72	1,350	72	120	48
Budget notes: Water Cooler						
211-45500-430	MISCELLANEOUS	.00	.00	.00	.00	.00
211-45500-432	UNCOLLECTIBLE ACCOUNTS	.00	.00	.00	.00	.00
211-45500-433	DUES & MEMBERSHIPS	282	407	168	195	27
211-45500-434	LEGACY GRANT EXPENDITURES	.00	.00	.00	.00	.00
211-45500-504	BOOKS - GRANT FUNDED	.00	1,231	1,500	.00	1,500-
211-45500-505	BOOKS,PERIODICALS,VIDEOS ETC	10,841	6,583	9,674	11,000	1,326
211-45500-506	PROCESSING MATERIALS	1,239	653	1,273	1,200	73-
211-45500-520	C.O.-BUILDINGS-LIBRARY	.00	.00	.00	.00	.00
211-45500-570	OFFICE EQUIP. & FURNISHINGS	2,675	1,992	.00	.00	.00
211-45500-575	C.O.-COMPUTER EQUIPMENT	.00	.00	.00	.00	.00
211-45500-580	C.O. OTHER EQUIPMENT	.00	.00	.00	.00	.00
211-45500-610	INTEREST EXPENSE	1,297	584	371	1,480	1,109
Total LIBRARY EXPENSES:		249,301	209,855	196,975	220,526	23,551
LIBRARY FUND Revenue Total:		233,563	232,060	237,674	230,668	7,006-
LIBRARY FUND Expenditure Total:		249,301	209,855	196,975	220,526	23,551
Net Total LIBRARY FUND:		15,738-	22,205	40,699	10,142	30,558-
Net Grand Totals:		15,738-	22,205	40,699	10,142	30,558-

#3.1



TO: Honorable Mayor and City Council members

FROM: Angie Boettcher, Administrative Assistant

DATE: 1/20/2022

SUBJECT: New Library Director

Jess Witkins, our new Library Director, will be at the meeting to introduce herself. I have known Jess for many years. In my opinion her enthusiasm, creativity, positive attitude, and work ethic, (not unlike Kayce's) will guide her to be a great Library Director.

3.2

CITY OF LA CRESCENT, MINNESOTA

Agenda Request Form

RECEIVED

JAN 18 2022

City of La Crescent, MN

DATE SUBMITTED: 1/17/2022

SUBMITTED BY: Steve Schams

ISSUE: Parking / snow removal in business district

ATTACHMENTS: 3

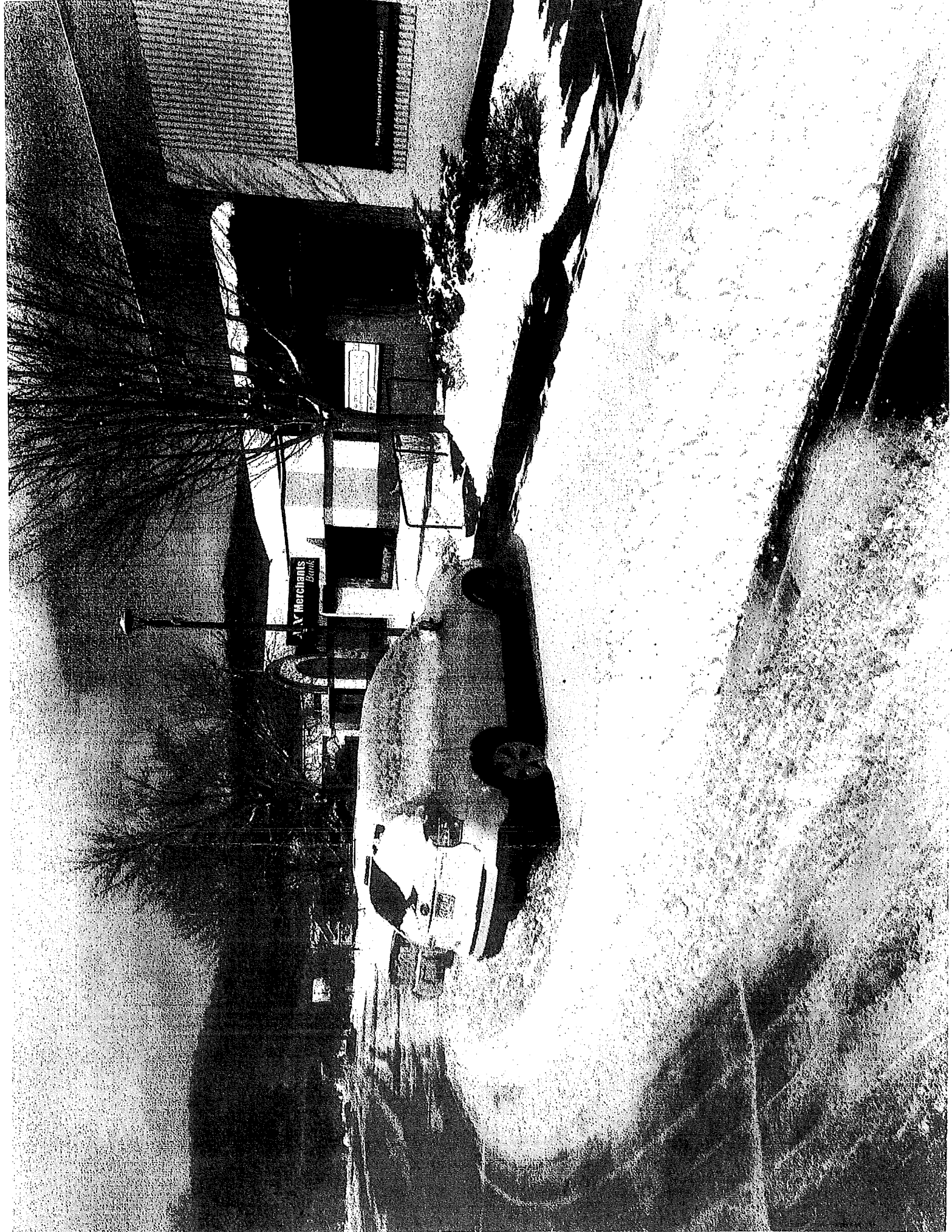
JUSTIFICATION: Cannot maintain safe passage for customers of Sterling Pharmacy

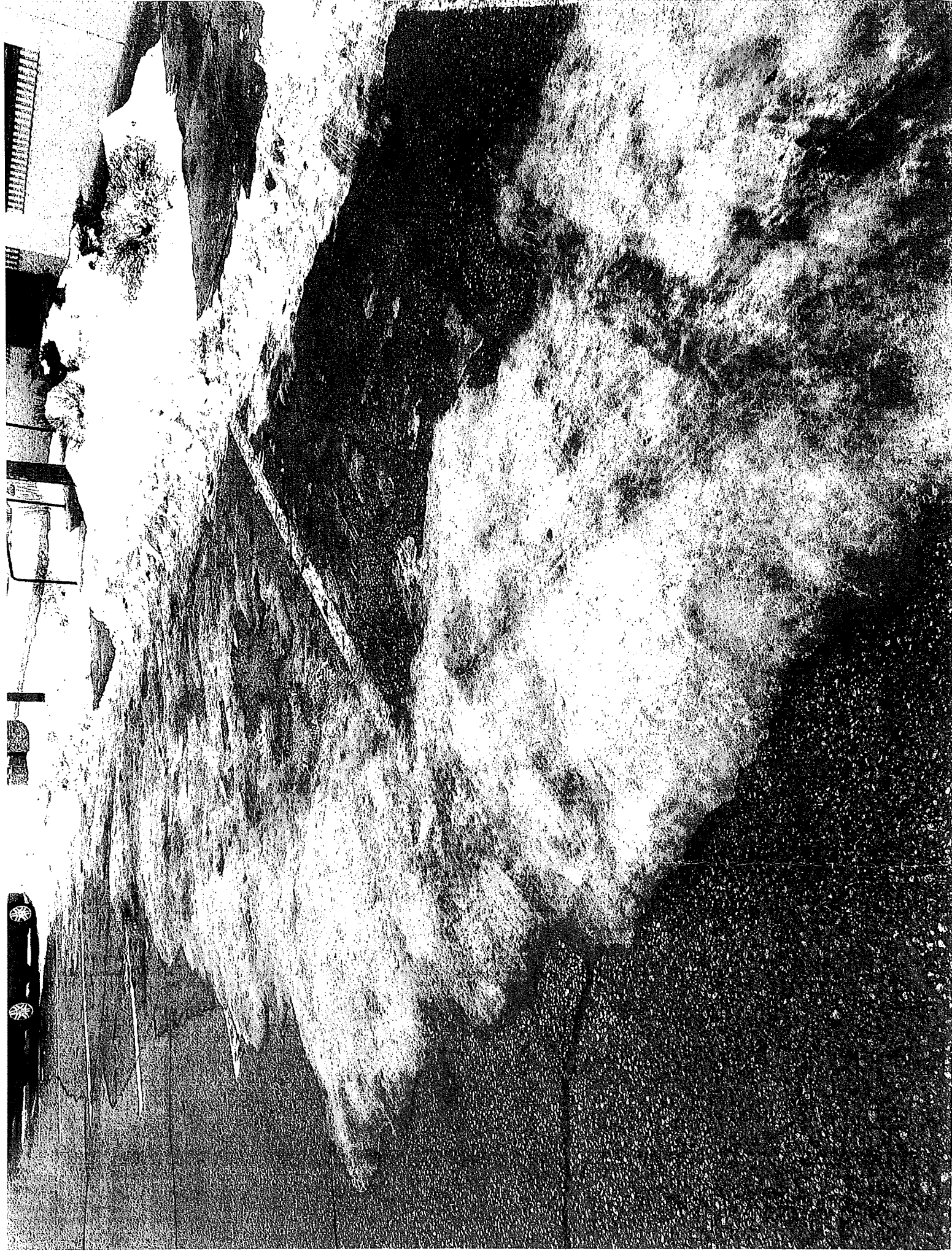
ACTION REQUESTED: Maintain 2 hour parking restriction 24/7 instead of during business hours only in order to allow proper snow removal. This could be enforced judiciously.

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

RECOMMENDATION:

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







TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator *Bill*
DATE: January 20, 2022
RE: Personnel Committee Recommendations

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

1. At the November 22, 2021 City Council meeting, the City Council approved a medical leave of absence for Police Chief Doug Stavenau. There was not an end date to the medical leave of absence, with periodic updates being provided to the City Council regarding the Police Chief's return to active duty. For City Council information, Police Chief Doug Stavenau's medical leave of absence is on-going, and is expected to last an additional two to three months.
2. The La Crescent Police Department has a staffing level of 8 Police Officers. Due to medical leaves, the Police Department is currently operating with 6 Police Officers. It will be sometime before the two officers that are currently on leave return to active duty. In addition, two of the remaining six Police Officers will be going on medical leaves in the near future, reducing the staffing level in the Police Department to four Police Officers. Given the present and future anticipated leaves, along with the limited availability of part-time officers to fill current and future openings, the Personnel Committee is recommending that the City Council hire Ethan Hofschulte as a Police Officer for the City of La Crescent. Mr. Hofschulte would start at step 1 in the union contract. Pursuant to the terms and conditions of the LELS contract, Mr. Hofschulte will serve a 12-month probationary period. For City Council information, Mr. Hofschulte has worked as a part-time Police Officer for the City of La Crescent since August of 2021. We would suggest that the City Council amend the 2022 general fund budget to reflect this additional position, understanding that the budget will be adjusted during the year as employees return from and leave for medical reasons.
3. That the City Council approve the hiring of Danae Forman as a Bookkeeper for the City of La Crescent. Ms. Forman has worked at Merchants Bank in La Crescent since 2007, and is currently employed there as the Lead Teller. Ms. Forman would start at step 1 in the union contract. Pursuant to the terms and conditions of the union contract, Ms. Forman will serve a 6-month probationary period.
4. The following items will be presented at a City Council meeting in February of 2022:
 - a. Establishment of a post-retirement healthcare savings plan for full-time City employees that are not represented by a bargaining unit.
 - b. A review of job descriptions for the Administrative Assistant and Administrative Clerk positions.
 - c. A phased retirement option for Debbie Shimshak.
 - d. A memorandum of understanding with the AFSCME Union regarding Kara Tarrence assuming certain responsibilities in the interim as the City's Finance Director.

3.4



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
Jason Ludwigson, City Sustainability Coordinator

FROM: Skip Wieser, City Attorney *City Atty*

DATE: January 20, 2022 *1/20/22*

RE: La Crescent-Hokah School District

Attached for Council's consideration, find a proposed extension agreement between the City of La Crescent and La Crescent-Hokah School District relating to the ice arena building located on South 14th Street.

For Council information the building is owned by the City while the underlying real estate is owned by the School District. The original Lease Agreement was executed in 1994 and had an initial termination date of 2024. See attached Exhibit A. In 2016, the City and School District agreed to *inter alia* extended the term to 2034 with City option of extending an additional ten (10) years to 2044. See Exhibit B. At this time, we are proposing the lease be extended to 2044 with a ten (10) option until 2054. The purpose of finalizing this extension at this time will allow the City to move forward with consideration of a potential solar array project located at the ice arena. At this time no decision has been made regarding a solar array.

One consideration moving forward with a future solar array project is compliance with the City's existing solar array contract.

AMENDMENT TO LEASE ADDENDUM

Effective _____, 2022 this Amendment to Lease Addendum ("Amendment") is entered into by and between Independent School District No. 300, La Crescent-Hokah ("Lessor") and the City of La Crescent ("Lessee").

WHEREAS, Lessor and Lessee are parties to a Lease Agreement dated October 19, 1994, ("original Lease Agreement"), attached hereto as Exhibit A, for Lessor's lease of its property to Lessee for purposes consistent with a valid community and public interest;

WHEREAS, parties entered into a Lease Addendum in August 2016 ("Lease Addendum") attached hereto as Exhibit B;

WHEREAS, the Lease Addendum extended the term of the Lease until November 30, 2034;

WHEREAS, Lessee has the option to extend the term of the Lease for additional ten (10) year period until November 30, 2044 by providing written notice of Lessee intent to Lessor.

WHEREAS, both parties agree to extend the term of the Lease.

NOW, THEREFORE, IN CONSIDERATION OF the mutual covenants and agreements contained in this Lease Addendum and other valuable consideration the sufficiency of which is hereby acknowledged, Lessor and Lessee hereby agree as follows:

1. **Incorporation.** This Lease Addendum is hereby incorporated into the Lease Agreement. This Lease Addendum supersedes any inconsistent or conflicting provisions in the Lease Agreement and Lease Addendum. Except as expressly stated herein, all other terms, conditions, covenants and agreements of said Lease Agreement shall continue to bind the respective parties hereto throughout the term of the Lease.
2. **Extension of Lease Term.** The term of said Lease Agreement is hereby extended until November 30, 2044, unless sooner terminated by mutual agreement. Lessee shall have the option to extend the term of the Lease Agreement for an additional ten-year period until November 30, 2054 by providing written notice of its intent to Lessor at least thirty (30) days prior to the termination of the Lease extension term.
3. Paragraph 5 of the Lease Addendum described on Exhibit B is deleted in its entirety.
4. **Equal Drafting.** This Amendment to Lease Addendum will be construed to have been drafted equally by the parties.

Signatures on Following Page

**LESSOR: INDEPENDENT SCHOOL DISTRICT NO. 300,
LA CRESCENT-HOKAH**

By: _____
Its: School Board Chair

Date: _____

By: _____
Its: School Board Clerk

Date: _____

LESSEE: CITY OF LA CRESCENT

By: _____
Its: Mayor

Date: _____

By: _____
Its: City Administrator

Date: _____

LEASE AGREEMENT

This LEASE AGREEMENT, made and entered into this 19th day of October, 1994, by and between Independent School District No. 300, hereinafter LESSOR, and the City of La Crescent, hereinafter LESSEE, both parties of the City of La Crescent, Houston County, Minnesota and Municipal Corporations organized and existing under and pursuant to the laws of the State of Minnesota.

WITNESSETH, THAT WHEREAS, LESSOR has certain real property, a part of which, although LESSOR continues to retain full fee title therein, is available for lease to LESSEE, it being LESSEE'S desire to lease said property for purposes consistent with a valid community and public interest, be it hereby covenanted and agreed to by and between the parties as follows:

1. The term of this Lease shall be for a period of 30 years, commencing the 1st day of December, 1994 and expiring the 30th day of November, 2024, unless sooner terminated.

2. As and for rent, LESSEE shall pay to LESSOR the sum of One Dollar (\$1.00) per year, said rent to be paid on the day of the date first above written and with respect to rent for the succeeding years while this tenancy is ongoing on the anniversary of said date.

3. During the term of the tenancy, LESSEE shall be responsible for and shall pay as the same become due and owing all charges for public utilities including, but not necessarily limited to, water, gas, electricity, telephone service and any other costs associated with activities conducted by LESSEE on said premises.

EXHIBIT

A

4. LESSEE shall be responsible for maintaining the property, the subject matter of this Lease, in a fashion consistent with and as LESSEE maintains its other properties, always maintaining the property in at least as good order and condition as at the outset of this Lease and maintaining similarly any improvements which may be erected on the premises by LESSEE. The cost of any and all expenses entailed in the making of the changes, the construction of improvements and additions thereto on the leased premises shall be assumed and paid as they become due and owing by LESSEE and LESSEE shall hold LESSOR harmless from any charge, obligation or liability whatsoever on account thereof.

5. LESSEE shall be responsible for any special assessments which are pending or levied against the leased premises during the term of the lease. The LESSEE shall pay such special assessments as they become due.

6. All improvements constructed on said leased premises shall be constructed in a manner and shall be of the type suitable for uses consistent with LESSEE'S Comprehensive Plan and its Zoning and Developmental Code regulations.

7. During the term of this Lease LESSEE shall secure and maintain, keeping in full force and effect, policies of insurance for general liability, insuring against claims for, among other but not necessarily limited to, death claims, personal injury, property damage arising at or about the premises, the subject matter of this Lease, said insurance to be in the minimum amounts of such coverages prescribed for Municipalities. Said insurance policies shall designate LESSOR an additional insured.

8. Because there are parts of the premises leased by LESSOR which are not required by LESSEE, specifically softball fields located thereon, LESSOR retains the right to use such parts of the subject premises for LESSOR'S sponsored practices and games. LESSOR shall, moreover, have priority to the use of these fields during the duration of the Minnesota State High School League's softball season. LESSOR shall, in advance of the commencement of a playing season, provide LESSEE with its schedule of its intended uses of these fields and to otherwise keep LESSEE fully informed with respect thereto. This reserved right to the use of part of the leased premises shall be without consideration, except for the consideration which the covenants and agreements by one party to another contained herein constitute.

The reservation of the right to use of part of the premises carries with it LESSOR'S entitlement to enter in and upon the property in order to fully exercise and enjoy the use therein reserved by it and to provide services, make repairs, changes, alterations or to do such other things as LESSOR deems necessary for safety, improvement, preservation of the reserved portion of the property but are not in derogation of LESSEE'S inherent tenant rights. In that such related and ancillary activities reserved to the LESSOR may affect LESSEE'S use and enjoyment of the property generally leased to it pursuant hereto LESSOR shall consult with and give reasonable advance notice with respect to any such entries beyond those which are routine and reasonably contemplated by the reservation.

9. The leased property is currently used for a community park, softball fields, ice hockey and community events such as

the Apple Festival. If the LESSEE contemplates making a significant change in the use of the premises, it must notify the LESSOR of the proposed change in usage and receive written approval from the LESSOR, prior to making the change.

10. The covenants, agreements, terms and provisions of this Lease shall be governed and construed under and pursuant to the laws of the State of Minnesota.

11. Neither party shall assign, or in any manner transfer, its interest in this Lease to a third party without the prior written consent of the other party.

12. Parties hereto understand and agree that LESSEE intends to construct a substantial building improvement on the premises, which improvement shall be an ice arena and adjacent parking facilities. A plat drawing indicating where the ice arena and parking lot would be placed on the leased property is attached hereto as Addendum A and is hereby incorporated as a term of this Lease. The location of any construction or building improvements cannot be altered from that indicated on Addendum A without the prior written approval of the LESSOR.

13. In the event there is a dispute between the parties to this Lease concerning termination at any time prior to the afore described (paragraph 1 supra) termination date, the parties agree that that decision shall be made by arbitration, each party designating an arbitrator, which designated arbitrators shall make the decision, but in the event they should fail to agree with respect thereto, that the two designated arbitrators shall name a third arbitrator and the three then make the decision with respect to each and every aspect involved in

connection with the termination of this Lease. A majority of the arbitrators, in the event the three do not achieve unanimity, shall be controlling and such decision shall be final.

14. The premises, the subject matter of this Lease, are described as follows to-wit:

All that part of the North Half of the Northwest Quarter of Section 15, Township 104 North, Range 4 West of the Fifth Principal Meridian described as follows, to-wit: Commencing at the Northeast Corner of the Northwest Quarter of the Northwest Quarter of said Section 15, thence North 89 degrees 11 feet West along the North line of said Section 15, 60.0 feet, thence South 0 degrees 05 feet 30 inches East 60.0 feet to an iron pipe, the point of beginning, thence North 89 degrees 11 feet West on a line parallel with the North line of said Section 15, 563.72 feet to an iron pipe on the Easterly line of the public roadway, thence South 23 degrees 37 feet East along the Easterly line of the public roadway 1091.56 feet to an iron pipe, thence North 87 degrees 05 feet 30 inches East 128.07 feet to an iron pipe, thence South 89 degrees 11 feet East 192.0 feet to an iron pipe, thence North 0 degrees 05 feet 30 inches West 580.54 feet to an iron pipe, thence North 89 degrees 11 feet West 192.0 feet to an iron pipe, thence North 0 degrees 05 feet 30 inches West 405.0 feet to the point of beginning, containing 10.4 acres more or less.

IN WITNESS HEREOF, LESSOR AND LESSEE have hereunto set their hands the day of the date hereinabove written.

LESSOR:

Independent School District
No. 300, La Crescent.

By: Linda Epelhermer
School Board Chair

LESSEE:

City of La Crescent

By: Richard Wieser
Mayor

By: Ben Rudert
School Board Clerk

By: Marlene Butzman
City Clerk-Administrator

STATE OF MINNESOTA)
COUNTY OF HOUSTON) ss.

The foregoing was acknowledged before me this 19th day of October, 1994, by Linda Eppelheimer and Ben Rudert the School Board Chair and School Board Clerk of Independent School District No. 300, a Municipal Corporation organized and existing under and pursuant to the laws of the State of Minnesota.

STATE OF MINNESOTA)
COUNTY OF HOUSTON) ss.

Nancy L. Nunemacher
Notary Public
NANCY L. NUNEMACHER
NOTARY PUBLIC-MINNESOTA
HOUSTON COUNTY
My Comm. Expires March 7, 1997

The foregoing was acknowledged before me this 21st day of September, 1994, by Richard Wieser and Marlene Butzman, the Mayor and City Clerk-Administrator of the City of La Crescent, a Municipal Corporation organized and existing under and pursuant to the laws of the State of Minnesota.

Phyllis Flock
Notary Public

300/lease2/rdp

PHYLLIS FLOCK
NOTARY PUBLIC-MINNESOTA
HOUSTON COUNTY
My Comm. Expires Jan. 31, 2000

S 88°51'02" W
563.34'

60'

N 1°53'26" W
404.67'

60'

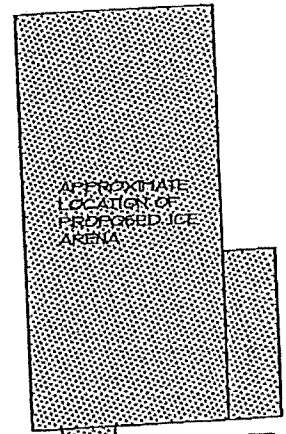
S 83°08'05" W
191.03'

ABNET FIELD
9.95 ACRES

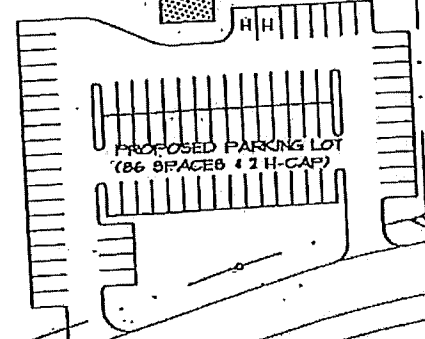
SPRUCE DRIVE

S 73°21'52" E
106.93'

EXISTING STORAGE/
TOILET FACILITIES
VERIFY LOCATION



N 1°54'20" W
475.05'



D=8°36'08.5"
N 76°05'11" E
R=149.20'
103.8'

N 71°41'08" E
277.154'

SOUTH 14TH STREET



1 SITE F
6PT SCALE: 1" = 100'

ATTACHMENT A
DECLARATION

The undersigned, as owner of fee title to the real property legally described in Attachment B, which is attached hereto and made a part hereof ("Property"), hereby declares that title to the Property is hereby subject to the following restriction:

The Property is bond financed property within the meaning of Minn. Stat. § 16A.695, and cannot be sold, mortgaged or otherwise disposed of by the public officer or agency which has jurisdiction over it or owns it without the approval of the Minnesota Commissioner of Finance. Approval must be evidenced by a written statement signed by the Commissioner of Finance and attached to the deed, mortgage or instrument used to sell, mortgage or otherwise dispose of the Property.

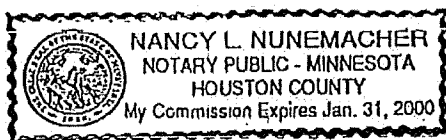
Title to the Property shall remain subject to this restriction until (i) the restriction has been fully complied with as evidenced by a written approval from the Minnesota Commissioner of Finance, or (ii) a written release, releasing the Property from the restriction, signed by the Minnesota Commissioner of Finance, is recorded in the real estate records relating to the Property.

By: Kenneth E. Rindberg
Title: Superintendent
FOR PUBLIC ENTITY

Subscribed and sworn to before me
this 22nd day of May, 1997.

Nancy L. Nunemacher
NOTARY PUBLIC

This Declaration was drafted by: _____



5/15/1977

So. 11th Street

BALL FIELDS



SCALE 1 : 1254.01

School District 300
DECLARATION PARCEL

So. 11th Street
Dedication DEED
Book 199, Page 125
404.67
S01°59'25"E
60.00

N89°08'06"E
191.89
1" pipe

N01°56'20"W
526.89

2.20 acres
"ARENA"

S01°56'20"E
476.06

McCAFFREY'S
Survey
UNRECORDED

GREEN
Area

Parking

S71°47'08"W 85.34
S76°05'12"W 112.38
1" pipe/plug

South 14th STREET

LEASE ADDENDUM

Effective _____, 2016, this Lease Addendum ("Addendum") is entered into by and between Independent School District No. 300, La Crescent-Hokah ("Lessor") and the City of La Crescent ("Lessee").

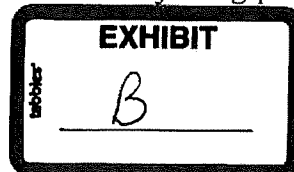
WHEREAS, Lessor and Lessee are parties to a Lease Agreement dated October 19, 1994, ("original Lease Agreement"), attached hereto as Exhibit A, for Lessor's lease of its property to Lessee for purposes consistent with a valid community and public interest;

WHEREAS, the Lease Agreement expires on November 30, 2024;

WHEREAS, Lessor and Lessee desire to modify certain terms of the Lease Agreement, including the extension of the term of said Lease Agreement and contingencies for revising said Lease Agreement in the event that Lessor needs to use the property for educational purposes;

NOW, THEREFORE, IN CONSIDERATION OF the mutual covenants and agreements contained in this Lease Addendum and other valuable consideration the sufficiency of which is hereby acknowledged, Lessor and Lessee hereby agree as follows:

1. **Incorporation.** This Lease Addendum is hereby incorporated into the Lease Agreement. This Lease Addendum supersedes any inconsistent or conflicting provisions in the Lease Agreement. Except as expressly stated herein, all other terms, conditions, covenants and agreements of said Lease Agreement shall continue to bind the respective parties hereto throughout the term of the Lease.
2. **Extension of Lease Term.** The term of said Lease Agreement is hereby extended for a period of ten (10) years, until November 30, 2034, unless sooner terminated by mutual agreement. Lessee shall have the option to extend the term of the Lease Agreement for an additional ten-year period until November 30, 2044 by providing written notice of its intent to Lessor at least thirty (30) days prior to the termination of the Lease extension term.
3. **Contingency.** Except for the portion of the property containing the ice arena and adjoining parking area maintained by the City, in the event Lessor needs any of the remaining property for educational purposes during the term of this Lease, the parties hereby agree to revise the Lease Agreement to allow for revisions to the description of the premises in Section 14 of the Lease Agreement. In that event, the parties also hereby agree to revise Section 8 of the Lease Agreement relating to the use of the premises. The parties agree that Lessor's right to these revisions shall be without consideration beyond the consideration contained in the Lease Agreement and Lease Addendum.
4. **Consent.** Lessor hereby acknowledges that Lessee has subleased that portion of the leased property containing the Ice Arena and adjoining parking area to La Crescent Lancer Youth Hockey Association, Inc. ("Youth Hockey"). A copy of the current Lease Agreement between Lessee and Youth Hockey is attached hereto as Exhibit B. Lessor hereby consents to the continued and future use of the Community Ice Arena and adjoining parking lot by Youth



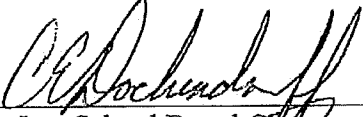
Hockey, its successors or assigns, during the entire term of the original Lease Agreement and this Addendum. Lessor's future consent to any future leases or lease amendments between Lessee and Lancer Youth Hockey, its successors or assigns is not required during the term of the original Lease Agreement and this Addendum between Lessor and Lessee.

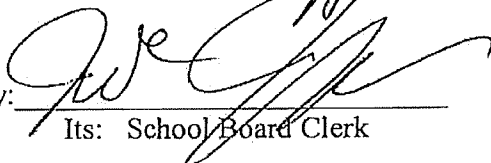
5. Lessor also acknowledges that Lessee has subleased a portion of the leased premises to La Crescent Area Healthy Community Partnership. A copy of the agreement attached hereto as Exhibit C.

6. **Equal Drafting.** This Lease Addendum will be construed to have been drafted equally by the parties.

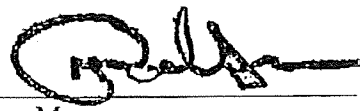
IN WITNESS WHEREOF, Lessor and Lessee have executed and entered into this Lease Addendum on the dates shown below. This Lease Addendum shall be effective upon execution by both parties.

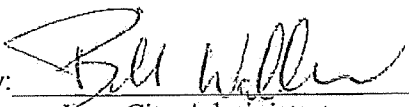
**LESSOR: INDEPENDENT SCHOOL DISTRICT NO. 300,
LA CRESCENT-HOKAH**

By:  Date: 8-17-16
Its: School Board Chair

By:  Date: 7-13-16
Its: School Board Clerk

LESSEE: CITY OF LA CRESCENT

By:  Date: 6/29/2016
Its: Mayor

By:  Date: 6/29/2016
Its: City Administrator

3.5 & # 3.6



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 1/19/22
FROM: Skip Wieser, City Attorney
DATE: January 19, 2022 City Attorney
RE: Agenda Items 3.5 & 3.6

Attached for Council consideration find the following:

1. Fourth Amendment to the Development Agreement for the original Horse Track Meadows Development. The purpose of amendment is to delete Lot 54, which was originally planned for multi-family housing, but subsequently re-subdivided into single family housing lots with the creation of the Horse Track Meadows West plat. The Horse Track Meadows West plat has a separate Development Agreement.
2. Resolution approving the plat of Horse Track Meadows West. The purpose of this resolution is to put the meeting minutes in recordable form with the County Recorder's Office regarding the City's agreement to accept a reduced width of the walking path from the first plat to the second plat.

**FOURTH AMENDMENT TO
DEVELOPMENT AGREEMENT**

Between

THE CITY OF LA CRESCENT, MINNESOTA

AND

MSM DEVELOPMENT, LLC

_____, 2022

This instrument was drafted by:
Attorney Al Wieser, III
WIESER LAW OFFICE, P.C.
33 South Walnut Street, Suite 200
La Crescent, MN 55947

This Fourth Amendment to Development Agreement ("Fourth Amendment") is made and entered into this _____ day of _____, 2022 between the City of La Crescent, Minnesota, a municipal corporation under the laws of Minnesota ("City") and MSM Development, LLC, a Minnesota limited liability company ("Owner" and "Developer").

RECITALS

WHEREAS, on June 2, 2020 the City and Owner and Developer entered into that certain Development Agreement ("Original Agreement") and on June 29, 2020 the City and Owner and Developer entered into a First Amendment to the Development Agreement ("First Amendment") and on August 6, 2020 the City and Owner and Developer entered into a Second Amendment to the Development Agreement ("Second Amendment") and on November 17, 2021 the City and Owner and Developer entered into a Third Amendment to the Development Agreement ("Third Amendment"), together with the "Original Agreement" and "First Amendment" and "Second Amendment" and "Third Amendment" and together with this Fourth Amendment, ("Development Agreement"); and

WHEREAS, capitalized terms used in this Fourth Amendment and not otherwise defined herein have the meanings given to them in the Original Agreement; and

WHEREAS, the parties desire to amend the Development Agreement.

NOW, THEREFORE in consideration of the premises and the mutual obligations of the parties hereto, each of them does hereby covenant and agree with the other to amend the Original Agreement as follows;

1. The real property described on Exhibit A is hereby removed from the Development Agreement.
2. No further amendment. Except as amended above, all other terms and conditions of the Original Agreement shall remain in full force and effect.
3. Effective Date. The amendments made to the Original Agreement, as amended by this First Amendment, shall be effective as of the date hereof.

IN WITNESS WHEREOF, the City and the Developer and Owner have caused this Fourth Amendment to Development Agreement to be duly executed in their names and on their behalf, all on or as of the date first above written.

Signature Pages To Follow

CITY OF LA CRESCENT

By: _____
Mikel Poellinger
Its Mayor

By: _____
Bill Waller
Its City Administrator

STATE OF MINNESOTA)
)
COUNTY OF HOUSTON) ss.

The foregoing instrument was acknowledged before me this _____ day of _____, 2022, by Mikel Poellinger and Bill Waller, the Mayor and City Administrator, respectively, of the City of La Crescent, Minnesota, a Minnesota municipal corporation, on behalf of the City.

Notary Public

OWNER AND DEVELOPER:

By: _____

Michael Sexauer
MSM Development, LLC
Its Member

STATE OF MINNESOTA)
) ss.
COUNTY OF HOUSTON)

The foregoing instrument was acknowledged before me this _____ day of _____, 2022, by Michael Sexauer, Member of MSM Development, LLC, a Minnesota limited liability company, on behalf of the company.

Notary Public

Exhibit A

LOT FIFTY-FOUR (54), BLOCK ONE (1) OF HORSE TRACK MEADOWS, IN PART OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION NINE (9); AND PART OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION EIGHT (8); ALL IN TOWNSHIP 104 NORTH, RANGE FOUR (4) WEST, CITY OF LA CRESCENT, HOUSTON COUNTY, MINNESOTA.

BEING ALL OF HORSE TRACK MEADOWS WEST, A SUBDIVISION TO THE CITY OF LA CRESCENT, HOUSTON COUNTY, MINNESTOA.

RESOLUTION NO. 01-22-05

**A RESOLUTION APPROVING THE FINAL PLAT FOR HORSE TRACK MEADOWS
WEST IN THE CITY OF LA CRESCENT**

WHEREAS, MSM Development, LLC has duly petitioned the City of La Crescent City Council for approval of the final plat of Horse Track Meadows West.

WHEREAS, the City Planning Commission recommended the approval of the final plat.

WHEREAS, The City Council of the City of La Crescent approved the plat on November 8, 2021 as fully set forth in the approved City Council Meeting Minutes dated November 8, 2021.

WHEREAS, The City Council wishes to place of record with Houston County Recorder that portion of the Meeting Minutes applicable to county real estate records.

NOW THEREFORE BE IT RESOLVED that the City Council hereby approved the final plat of Horse Track Meadows West with the following conditions:

1. That the City accepted a reduction of the walking path from twenty (20) feet, as contained in the plat of Horse Track Meadows to ten (10) feet as contained in the plat of Horse Track Meadows West across the north ten (10) feet of Lots One (1), Two (2) and Three (3), Block One (1) Horse Track Meadows West, a subdivision to the City of La Crescent, Houston County, Minnesota.

Adopted this 24th day of January, 2022.

SIGNED:


Mayor

ATTEST:

City Administrator

#3.7



TO: Honorable Mayor and City Council Members
FROM: Chris Fortsch, Administrative Clerk 
DATE: January 21, 2022
RE: 2022 License Renewal Application

Attached for review and consideration by the City Council is an additional 2022 license renewal application I received since the last city council meeting.

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

Updated 1.12.22

#3.8



TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator *BW*
DATE: January 20, 2022
RE: COVID-19 Report

For a variety of reasons, including employee absence due to illness, the COVID-19 Review that Ryan Stotts is completing is delayed, and will be presented at the February 14, 2022 City Council meeting.

#3.9



TO: Honorable Mayor and City Council Members
FROM: Debra Shimshak, Finance Director *Debra*
DATE: January 20, 2022
RE: Budget Adjustments for 2021

Attached you will find a list of the suggested budget adjustments for the revenues and expenditures for 2021. This requires action by the council in the form of a resolution.

As you read through each section the explanation of revenues and expenditures will help clarify the budget adjustments for 2021.

Following is an explanation for any significant adjustments:

Revenues:

Source 32000 – Licenses & Permits – increase of \$42,769 is attributed to building permits and the balance is attributed to other related permits such as excavation, plumbing and mechanical.

Source 33000 – Intergovernmental Aids – decrease of \$1,495,586 (original budget amount was \$3,425,000) is State of MN grant funding for the Wagon Wheel Trail – Phase 3 Bridge Project as the project will be completed in 2022 due to later start. Decrease of \$86,210 that was budgeted for MN DNR Wagon Wheel Phase 1 Project has also been slated for completion in 2022 and reflected in the 2022 budget. Decrease of \$50,000 in State Transit Funding, adjusted for projected cost changes in 2021, these are pass through funds to MTU – La Crosse. Increase of \$283,014 from Federal Coronavirus Response and Relief Supplemental Appropriations Act and Federal American Rescue Plan funding. Increase of \$8,541 in State Police Aid and \$3,425 in anticipated State Police Training Reimbursement. Additional increase of unbudgeted SHIP Grant Funds received in the amount of \$8,077 for Eagles Bluff Trail signage, park benches and bike rack for bike/ped trailhead.

Source 34000 – Public Charges for Services – increase of \$14,135 from building plan review fees, this aligns with the increase in building permit fees. Increase of \$22,145 in street repairs revenue for Stoney Point Road repairs paid by benefiting residents. The remaining increase of \$15,190 is attributed to Summer Recreation Program and Aquatic Center revenues exceeding budgeted amounts.

Source 36000 – Special Assessments – increase of \$9,000 is attributed to payments in lieu of special assessment for stormwater repairs. Increase of \$6,769 in interest earned in excess of budgeted amount. Increase of \$33,292 is from contributions from private sources throughout the year. Increase of \$17,661 is for League of Minnesota Cities annual insurance rebate, we budget conservatively for this as it is based on events out of the cities control. Increase of \$5,092 is for insurance reimbursement for solar panel damage that also has offsetting expenditures.

Source 39000 – Other Financing Sources – increase of \$46,594 is for sale of general fund fixed assets, including land.

Expenditures:

Dept. 41100 – Council - \$10,000 of the increase is for Xcel Energy Fleet Electrification Advisory Program expenses to be reimbursed by Xcel Energy.

Dept. 41400 – City Clerk - \$6,800 increase in property tax expense on property purchases. These properties will be tax exempt in future years.

Dept. 41600 – Legal – \$12,751 increase in legal fees.

Dept. 41700 – Capital Outlay – Increase of \$231,341 for purchase of property located at 332 1st Street S., which reimbursement for this purchase will be built into the 2022 bond issue. Increase of \$12,000 for Demolition costs of remaining building located at 322 1st S. and the contract for deed payments of \$24,710 for the same property. The remaining increase of \$13,035 is made up of several small capital purchases that some of we received SHIP Grants funds to pay for as mentioned in "Revenues – Source 33000 Intergovernmental Aid".

Dept. 42100 – Police Dept. – increase in payroll severance expense accounts for approximately \$36,960. Increase of \$5,777 in uniforms for the purchase of Bullet Proof Vests for officers. The balance of \$13,693 is mainly attributed to training expense and safety equipment.

Dept. 42200 – Fire Dept. – decrease of \$15,880 is the adjustment to actual after Fire Contracts and the City and Township share is calculated.

Dept. 43100 - Streets/Alleys – decrease of \$1,781,100 is attributed to the Wagon Wheel Phase 3 Bridge Project partial completion, the postponement of the Wagon Wheel Phase 1 – final paving until 2022, the change in the street reconstruction project to Spruce Drive and Balsam Avenue due to the advanced deterioration of those streets.

Dept. 45110 – Aquatic Center – decrease of \$11,772 in wage and benefit expenses, directly related to the concession stand staffing. Decrease of \$8,289 in concession food purchases due to the decision not to sell the normal menu of items and only sell prepackaged items. Decrease of approximately \$3,000 in electric utilities.

Dept. 45200 – Parks – increase of \$15,456 in landscaping materials for the parks. Increase of \$20,480 for MSA Professional Services for park planning. Increase of \$7,492 in park structure repairs and maintenance. Increase of \$5,575 in park equipment repairs and maintenance. Increase of \$3,700 in engineering fees.

Dept. 45500 - Operating Transfer – \$170,873 Library Levy pulled since I credit the library directly rather than making a transfer from the General Fund.

Dept. 49300 – Other Financing Uses – decrease of \$50,000 in pass through payments to MTU – La Crosse. This is directly connected to the decrease in transit funding that you will find in the “Revenues – Source 33000 Intergovernmental Aid”.

2021 BUDGET ADJUSTMENTS

REVENUES:

SOURCE SOURCE DESCRIPT.	INCREASE/DECREASE	AMOUNT	CURRENT BUDGET	FINAL BUDGET	DIFFERENCE
31000 TAXES	NO CHANGE	0	1,952,272	1,952,272	0
32000 LICENSES & PERMITS	INCREASE	-48,420	45,580	94,000	-48,420
33000 INTERGOVERNMENTAL AIDS	DECREASE	1,324,159	4,590,159	3,266,000	1,324,159
34000 PUBL CHRGs FOR SERVICE	INCREASE	-51,470	187,530	239,000	-51,470
35000 FINES & FORFEITURES	NO CHANGE	0	17,000	17,000	0
36000 SPECIAL ASSMTS	INCREASE	-73,252	20,162	93,414	-73,252
37000 MISCELLANEOUS REVENUE	NO CHANGE	0	0	0	0
39000 OTHER FINANCING SOURCES	INCREASE	-46,594	0	46,594	-46,594
TOTAL DECREASE IN REVENUE			6,812,703	5,708,280	1,104,423

1,104,423

EXPENDITURES:

DEPT # DEPT NAME	INCREASE/DECREASE	AMOUNT	CURRENT BUDGET	FINAL BUDGET	DIFFERENCE
41100 COUNCIL	INCREASE	-10,900	142,300	153,200	-10,900
41400 CITY CLERK	INCREASE	-7,310	332,690	340,000	-7,310
41410 ELECTIONS	NO CHANGE	0	0	0	0
41600 LEGAL	INCREASE	-12,751	90,000	102,751	-12,751
41700 CAPITAL OUTLAY	INCREASE	-281,086	0	281,086	-281,086
41900 CITY HALL	NO CHANGE	0	26,700	26,700	0
42100 POLICE DEPT	INCREASE	-56,430	1,049,205	1,105,635	-56,430
42200 FIRE DEPT	DECREASE	15,880	234,218	218,338	15,880
42400 BLDG/ZONING	DECREASE	3,885	59,885	56,000	3,885
42500 EMERG. SERVICES	NO CHANGE	0	2,000	2,000	0
42700 ANIMAL CONTROL	DECREASE	3,850	17,850	14,000	3,850
43050 PUBLIC WORKS	NO CHANGE	0	123,895	123,895	0
43100 STREETS/ALLEYS	DECREASE	1,781,100	3,961,100	2,180,000	1,781,100
43200 BRUSH SITE	NO CHANGE	0	10,005	10,005	0
45100 RECREATION	INCREASE	-940	81,060	82,000	-940
45110 AQUATIC CENTER	DECREASE	28,900	248,900	220,000	28,900
45200 PARKS	INCREASE	-54,520	120,480	175,000	-54,520
45500 LIBRARY OPERATING TRANSFER	DECREASE	170,873	170,873	0	170,873
47000 SPECIAL ASSESSMENTS	NO CHANGE	0	14,410	14,410	0
49300 OPERATING FUND TRANSFERS	INCREASE	0	0	0	0
49800 TRANSIT SERVICE	DECREASE	50,000	307,234	257,234	50,000
TOTAL DECREASE IN EXP.			6,992,805	5,362,254	1,630,551

1,630,551

BUDGETED FUND TRANSFERS:

FROM: GENERAL FUND TO: FIRE DEPT \$218,338.00 BUDGETED CITY SHARE OF FIRE DEPT BUDGET
 FROM: GENERAL FUND TO: ARENA \$40,000.00 BUDGETED TRANSFER

#3.10



TO: Honorable Mayor and City Council members

FROM: Angie Boettcher, Administrative Assistant

DATE: 1/20/2022

SUBJECT: Newspaper Circulation

I reached out to both the Caledonia Argus and the Fillmore County Journal to get the number of city residents that subscribe to their circulations. The Caledonia Argus currently has 63 residents in La Crescent that subscribe. Unfortunately, after two attempts at contacting the Fillmore County Journal, I have yet to hear back from them. If I do receive any feedback from them between now and Monday's meeting, I will provide an update.

#6.1



**La Crosse County Convention & Visitors Bureau
In Person Board Meeting
Tuesday, January 18th, 2022
La Crosse Center, South Ballroom
8:00 a.m.**

Board of Directors: Dan Wick, President; Val Erickson, Vice President; Chris Roderique, Treasurer; Dave Ring, Secretary; Pete Boese, Pat Stephens, Ryan Johnson, Larry Jensen, Nathan Franklin, Patrick Barlow, Dan Stevens, Scott Neumeister, Cherryl Jostad, Michel Gabbud, Stephen Cohen, Jay Patel, Ashley Santolin, Cassandra Hanan, Jen Burch, Vicki Markussen & Lunn Zielke

Ad Hoc: Terry Bauer, Neal Zygarlicke, Art Fahey, Julie Hatlem

Executive Director: A.J. Frels

AGENDA

1. **Call to Order**
2. **Board Minutes**
 - a. November 2021
3. **Financial Committee**
 - a. Minutes – December 2021
 - b. Minutes – January 2022
 - c. Statements – November 2021
 - d. Statements – December 2021
4. **Executive Director's Report**
5. **Committees**
 - a. Membership
 - b. Grants
 - c. Convention/Sales
 - d. Marketing/Media
 - e. Nominating
6. **Old Business**
 - a. DMO Grant Update
 - b. Board Retreat – February 24th at the Omni Center
 - c. Welcome Booth at LCC
 - d. Director of Convention Sales Position
7. **New Business**
 - a. LADCO/Chamber & LCCVB Joint Account
 - b. Synergy Update
 - c. D & I Meeting with Lodging Industry – Thomas Harris as Facilitator
 - d. STR Report and Graphs
8. **Event Center Updates**
9. **Community Updates**
10. **Adjournment**
11. **Tour of the La Crosse Center Following the Meeting**
12. **The next board meeting is scheduled for Tuesday, February 15th, 2022 at 8:00 a.m. at the La Crescent Area Event Center.**



LA CROSSE COUNTY CONVENTION & VISITORS BUREAU

BOARD MEETING

November 16, 2021– 8:00 a.m.

Board Members:

Present: Valerie Erickson, Larry Jensen, Dan Wick, Dave Ring, Patrick Barlow, Jen Burch, Pete Boese, Stephen Cohen, Pamela Maas, Cassandra Hanan, Ashley Santolin, Jay Patel, Dan Stevens, Michel Gabbud, Art Fahey, Chris Roderique, Cherryl Jostad, Nathan Franklin, Terry Bauer, Neal Zygarlicke, Lynn Zielke

Excused: Ryan Johnson, Pat Stephens, Billy Bergeron

Absent: Scott Neumeister, Julie Hatlem, Troy Sargent

Others present:

Executive Director: A.J. Frels

Director of Finance & Human Resources: Michelle Hoch

PROCEEDINGS:

Dan Wick brought the meeting to order at 8:03 a.m.

MOTION: To approve the October 2021 Board minutes. (L. Jensen. C. Jostad) Carried.

FINANCE COMMITTEE:

MOTION: To approve the November 2021 minutes & the October 2021 financials. (L. Zielke, D. Ring) Carried.

EXECUTIVE DIRECTOR REPORT:

- We are reviewing which travel shows to attend in 2022. The ones currently being looked at are the Duluth Outdoor Show, Eastern Iowa Outdoor Show, Duluth Outdoor Show, Canoecopia, and the Travel Adventure Show in Chicago.
- Julia Hertel of Destinations Wisconsin, along with AJ met with Secretary Anne Sayers to discuss the working relations between CVB's and Travel Wisconsin, and how they can all work closer to promote areas of the state.
- AJ, along with Secretary Anne Sayers, and Julia Hertel were interviewed by the local media while they were in town for the Fall Tourism Conference.
- We held the promotional sales night for Frothbite tickets at the Charmant on November 5th. It was a popular event and there was a strong turnout. Currently there are 750 tickets sold for the event.
- The Explore La Crosse team attended the Fall Tourism Conference held at the La Crosse Center. All went well, and tours were also offered for attendees to see the new renovations.
- AJ attended the Synergy Executive Directors meeting in December. The group all shared information with each other on current projects. The next meeting is scheduled for November 17th.
- Ben, Deb, and AJ are scheduling a time to meet with the new team at the La Crescent Best Western. Welcome to Lynn Zielke who will now be serving on our board.
- Carey has been working to get the brochure racks mounted at the La Crosse Center. They went up the end of October, and look great.
- The 2022 Visitor Guide sales are currently at \$85,351.33, and our budget is at \$80,000. The team is working with our graphics designer to wrap up the guide. The target date to have the guide ready for distribution is mid-January 2022.
- Anne Sayers was in town for the Fall Conference, and during that time AJ was able to take her to the WI Welcome Center. She was very happy with what she saw, and how it is being operated.
- Deb has had success in the meeting with businesses in the Westby and Coon Valley areas to discuss membership opportunities.
- Haleigh recently had a one-on-one discussion with the Marketing Director of the Wisconsin Department of

Tourism. She let him know we are grateful they are using our photos, and to ensure they are being properly labeled as coming from the La Crosse Region locations.

COMMITTEE REPORTS:

Membership Committee-The reports were distributed. L. Jensen reported that membership revenue for October was \$6,080.75, budgeted \$7,500. The YTD totals are as follows, actual \$82,051.60, and budgeted \$75,900.00, there were 19 membership renewals, and 5 new members for the month.

Grants- The amount disbursed YTD is \$12,000. The next meeting will be held on November 18th.

Convention/Sales Committee- There was no meeting held to report on this month.

Marketing/Media-A very detailed marketing report put together by Haleigh was included in the packet for review. The marketing committee recently met after Haleigh returned from maternity leave.

OLD BUSINESS:

- Banners-We continue to work with Terry Bauer and others to discuss the Downtown Arts projects. We are sharing photos from the LCCVB files to help with the graphics for the project. The group is currently reviewing them at this time.
- Board Retreat will be rescheduled to February 2022. AJ is working with Lynn to look at her availability for February.
- The Welcome Booth at the La Crosse Center has been delayed a bit due to challenges in getting building materials.
- Director of Sales position interviews are taking place, and with a few more candidates to interview, we are hopeful we will find the right person to fill the position.
- The Talent Attraction website chooselacrosse.com was created through the Synergy partnership with the La Crosse Chamber of Commerce to assist businesses who are dealing with finding staff. The LCCVB provided some photos to be used in the website.
- The LCCVB Employee Handbook updates have been made, and all staff have reviewed and signed off on the document.

NEW BUSINESS:

- The UWL Workforce Survey was created at the request of Mayor Reynolds. AJ has been working Dan Plunkett of UWL to create this survey, and we look forward to receiving the results very soon.
- The 2022 Trolley ticket prices will be increased slightly to accommodate the additional costs. We do not look at this venture to make money, but to come close to breaking even.
- The La Crosse Center Open House will be held on December 15th from 4-7pm. Tours will be available, and is open to the public.
- LADCO/La Crosse Chamber/LCCVB joint bank account was opened some time ago, and because it is no longer needed, the account will be closed and the monies will be equally divided between the three organizations.
- The 2022 Board Meetings will be held in person and rotating locations between the event centers in order to allow for more spacing in the room. AJ will work on a schedule.
- Christmas Get Together will not be held this year, and will look into holding this again next December.

Event Centers Update:

- La Crescent Event Center has been busy with weddings, and have sold out every weekend since June. They are receiving several inquiries for future events.
- Omni Center: Full ice is in both arena areas, and the Turkey Trot will be held on Thanksgiving Day.
- La Crosse Center: Several events coming up including the Holiday Fair, Manheim Steamroller, and the Thanksgiving Day Dinner.

Community Updates:

- Holmen's Jingle Fest will be held in the downtown on December 4th, with the parade beginning at 5pm.
- Onalaska will have several events including their tree lighting ceremony at Dash Park, the Community Thanksgiving, dinner, and on December 5th the Parade of Lights.
- Town of Campbell – N/A
- La Crescent's work has begun on the pedestrian bridge over Hwy 61. Christmas in La Crescent will be held on December 10th at 6pm, and includes a tree lighting ceremony with Santa.
- West Salem's upcoming events include the holiday gift event at B's Place in downtown West Salem on November 20th, and Winter Wonderland on November 27th.

Next meeting scheduled for January 18, at 8:00am.

MOTION: Moved to Adjourn 8:52am. (D. Stevens, J. Patel) Carried.

Respectfully submitted, Michelle Hoch