

CITY OF LA CRESCENT
AGENDA
REGULAR MEETING
JANUARY 9, 2023
5:30 P.M.



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

1. CONSENT AGENDA

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

- 1.1 MINUTES – DECEMBER 19, 2022
- 1.2 BILLS PAYABLE – JANUARY 6, 2023
- 1.3
- 1.4

2. PUBLIC HEARING

3. ITEMS FOR CONSIDERATION

- 3.1 SWEARING IN OF MAYOR
- 3.2 SWEARING IN OF CITY COUNCIL MEMBERS
- 3.3 ANNUAL APPOINTMENTS
- 3.4 ADVISORY COMMISSION APPOINTMENTS
- 3.5 CITY COUNCIL APPOINTMENTS
- 3.6 2023 CITY COUNCIL MEETING SCHEDULE
- 3.7 REVIEW CITY COUNCIL RULES AND PROCEDURES
- 3.8 REVIEW CITY CODE OF CONDUCT
- 3.9 REVIEW SOCIAL MEDIA POLICY
- 3.10 LIONS FROZEN CANDLELIGHT HIKE REQUEST
- 3.11 HORSE TRACK MEADOWS DEVELOPMENT AGREEMENT
- 3.12 PLANNING COMMISSION MINUTES – 11/1/2022
- 3.13 PERSONNEL COMMITTEE RECOMMENDATIONS
- 3.14 2023 LICENSE RENEWALS
- 3.15 DONATION RESOLUTIONS
- 3.16 PROPOSALS TO DEMOLISH HOUSE
- 3.17 AUTHORIZE CAPITAL EXPENDITURE
- 3.18 2023 LOCAL BOARD OF APPEAL

CITY OF LA CRESCENT
AGENDA
REGULAR MEETING
JANUARY 9, 2023
5:30 P.M.



4. UNFINISHED BUSINESS

4.1

5. MAYOR'S COMMENTS

5.1

6. STAFF CORRESPONDENCE/COMMITTEE UPDATES

- 6.1 ROOT RIVER TRAIL EXTENSION COMMITTEE - 11/16/22
- 6.2 GREENSTEP COMMITTEE – 11/30/22
- 6.3 FIRE COOPERATIVE - 12/14/2022
- 6.4 EXPLORE LA CROSEE – 11/15/22
- 6.5 NATURAL RESOURCE ADVISORY GROUP – 12/15/22

7. CORRESPONDENCE

7.1

7.2

8. CHAMBER OF COMMERCE

8.1

9 ITEMS FOR NEXT AGENDA

10. ADJOURNMENT

MINUTES, REGULAR MEETING
CITY COUNCIL, CITY OF LA CRESCENT, MINNESOTA
DECEMBER 19, 2022

Pursuant to due call and notice thereof, the second meeting of the City Council of the City of La Crescent for the month of December was called to order by Mayor Mike Poellinger at 5:30 PM in the La Crescent City Hall, La Crescent, Minnesota, on Monday, December 19th, 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 were City Attorney Skip Wieser, City Administrator Bill Waller, and Deputy City Clerk 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 12, 2022
- 1.2 BILLS PAYABLE THROUGH DECEMBER 16, 2022
- 1.3
- 1.4

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

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

A MOTION TO APPROVE THE CONSENT AGENDA AS PRESENTED.

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

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

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

ITEM 3.1 – OUTDOOR PERFORMANCE VENUE PROJECT

Representatives from the La Crescent Lions Club and Spokesperson Ron Wilke were in attendance and reviewed with City Council information on the development of an outdoor performance venue in the City of La Crescent. It was recommended that in support of the project, City Council amend the 2023 general fund budget and authorize \$5,000 in funds to hire Dave Holstrom, EcoGreen Architects, to assist with preliminary planning and programming related to the project. Following discussion, Member Hutchinson made a motion, seconded by Member Williams as follows:

MOTION TO SUPPORT THE DEVELOPMENT OF AN OUTDOOR PERFORMANCE VENUE AND AMEND THE 2023 GENERAL FUND BUDGET AND AUTHORIZE \$5,000 IN FUNDS TO HIRE DAVE HOLSTROM, ECOGREEN ARCHITECTS, TO ASSIST WITH PRELIMINARY PLANNING AND PROGRAMMING FOR THE DEVELOPMENT OF AN OUTDOOR PERFORMANCE VENUE IN THE CITY OF LA CRESCENT.

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
Dale Williams	Yes
Mike Poellinger	Yes

Member O'Donnell-Ebner abstained. The motion was declared duly carried by a 4-1 vote.

ITEM 3.2 – AGENDA REQUEST – GENE GRANT

City resident Gene Grant spoke to City Council regarding clarification of funding for the Wagon Wheel Bridge project and to request that future Annual Budget Levy public meetings be scheduled during a December City Council meeting to give residents more time to review their proposed property taxes.

ITEM 3.3 – REVIEW 2022 STREET IMPROVEMENT PROJECT

City Administrator Waller reviewed with City Council the closing out of the 2022 street improvement project. The contract completion date with Zenke, Inc. was September 15, 2022. The project was substantially completed on October 15, 2022. Because the project was not completed on time the City has the discretion to seek to recover \$6,658.14 in additional engineering fees that cover the period from September 15, 2022 – October 15, 2022, through the liquidated damages provision of the contract. Due to a shortage of workers, the contractor was not able to work on multiple sites which resulted in more working days within the contract time. It was suggested that the City Council not seek to enforce the liquidated damages provision of the contract based on the following:

- Zenke, Inc. is a local contractor that has completed many past improvement projects for the City, both on time and within budget.
- The project experienced delays due to supply chain issues, availability of materials, and the shortage of workers.

- The total actual costs for the project are approximately \$17,000 less than anticipated.
- This is a one-time waiver, with the understanding that each project is considered on its own merit.

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

MOTION TO WAIVE THE ENFORCEMENT OF THE LIQUIDATED DAMAGES PROVISION OF THE 2022 STREET IMPROVEMENT PROJECT CONTRACT WITH ZENKE, INC. FOR ADDITIONAL ENGINEERING FEES IN THE AMOUNT OF \$6,658.14 THAT COVER THE PERIOD FROM SEPTEMBER 15, 2022 – OCTOBER 15, 2022 DUE TO THE STATED FINDINGS.

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 3.4 – APPLEFEST MONUMENT

Mayor Poellinger requested authorization from the City Council to work with Applefest Alumni Members to locate the Apple monument on the City-owned property on the southeast side of Walnut Street to recognize the 75th Anniversary of Applefest. Following discussion, Member Williams made a motion, seconded by Member Hutchinson as follows:

MOTION TO AUTHORIZE THE PLACEMENT OF THE APPLE MONUMENT AT THE CITY-OWNED PROPERTY SOUTHEAST SIDE OF WALNUT STREET TO RECOGNIZE THE 75TH ANNIVERSARY OF APPLEFEST.

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 3.5 – EMPLOYEE EVENT

Mayor Poellinger requested authorization from the City Council to sponsor an employee event on Wednesday, January 11, 2023, from 5:00 pm to 7:00 pm at the Pine Creek Golf Course Clubhouse. The event would include members of City Staff and members of the various City Commissions, Committees, and Groups. Following discussion, Member O'Donnell-Ebner made a motion, seconded by Member Williams as follows:

MOTION TO AUTHORIZE AN EMPLOYEE EVENT ON WEDNESDAY, JANUARY 11TH, 2023 FROM 5:00 PM TO 7:00 PM AT THE PINE CREEK GOLF COURSE CLUBHOUSE AND INCLUDE CITY STAFF, MEMBERS OF THE VARIOUS CITY COMMISSIONS, COMMITTEES, AND GROUPS.

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 3.6 – DONATION RESOLUTIONS

City Council reviewed two Resolutions regarding the acceptance of donations to the City for the month of December 2022. Following review and discussion, Member Hutchinson introduced the following Resolution and moved its passage and adoption as follows:

RESOLUTION NO. 12-22-48

RESOLUTION ACCEPTING DONATIONS MADE TO THE CITY OF LA CRESCENT WIESER MEMORIAL PARK IMPROVEMENT PROJECT IN DECEMBER 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, 2022 to the Wieser Memorial Park Improvement Project to be used for the specific purpose of improvements to the park shelter and bathroom facilities:

1. Linda Bangston wishes to donate \$1,000.00
2. Abby and Kyle Voss wish to donate \$2,500.00
3. Adam and Jenna Wieser wish to donate \$2,500.00
4. Gregory and Faith Husmann wish to donate \$200.00
5. Mark and Jennifer Smith wish to donate \$1,000.00

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

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

ADOPTED this 19th day of December, 2022.

SIGNED:

Mayor

ATTEST:

Deputy Clerk

The motion for the adoption of the foregoing resolution was duly seconded by Member Jostad and upon a
roll call vote taken and tallied by the City Administrator, the following Members 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.

Following review and discussion, Member Williams introduced the following Resolution and moved its passage and adoption as follows:

RESOLUTION NO. 12-22-49

**RESOLUTION ACCEPTING DONATIONS MADE TO THE
CITY OF LA CRESCENT IN DECEMBER, 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 the City of La Crescent in the month of December, 2022:

1. Jason and Rita Erdman wish to donate \$100.00 to the La Crescent Fire Department.
2. La Crescent Lions Club wishes to donate \$3,7600.00 to the City of La Crescent Fishing Dock/Kayak Launch Project.
3. Crucifixion Cemetery Association wishes to donate \$100.00 to the La Crescent Fire Department.

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

ADOPTED this 19th day of December 2022.

SIGNED:

Mayor

ATTEST:

Deputy Clerk

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

Ryan Hutchinson	Yes
Cherryl Jostad	Yes
Dale Williams	Yes
Mike Poellinger	Yes

Member O'Donnell – Ebner abstained. The motion was declared duly carried by a 4-1 vote and the resolution duly passed and adopted.

ITEM 3.7- 2023 PROFESSIONAL SERVICE AGREEMENTS

City Administrator Waller reviewed with City Council the 2023 professional service agreements/contracts with City Council regarding WHKS & Co. for engineering, Wieser Law Office for legal, Jason Ludwigson for Sustainability Coordinator, and Larry Kirch Community Development Director for the City of La Crescent. It was recommended to City Council to approve the 2023 fee schedules for WHKS & Co. and Wieser Law Office. It was also recommended to City Council to approve the contract which included an increase in the fee charged by Jason Ludwigson for 2023 from \$32.00 per hour to \$33.28 per hour. Lastly, it was recommended City Council approve the contract along with an increase in the fee charged by Larry Kirch for 2023 from \$40.00 per hour to \$41.60 per hour. City Council reviewed revised agreements for the Sustainability Coordinator and Community Development Director. Following discussion, the following Motions were made:

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

MOTION TO APPROVE THE 2023 FEE SCHEDULE WITH WHKS & CO. AS PRESENTED FOR ENGINEERING SERVICES.

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

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.

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

MOTION TO APPROVE THE 2023 FEE SCHEDULE WITH WIESER LAW OFFICE, P.C. AS PRESENTED FOR LEGAL SERVICES.

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

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.

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

MOTION TO APPROVE A CONTRACT WITH JASON LUDWIGSON FOR SUSTAINABILITY COORDINATOR WHICH INCLUDES AN INCREASE IN THE HOURLY FEE TO \$33.28 PER HOUR.

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.

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

MOTION TO APPROVE A CONTRACT WITH LARRY KIRCH FOR COMMUNITY DEVELOPMENT COORDINATOR WHICH INCLUDES AN INCREASE IN THE HOURLY FEE TO \$41.60 PER HOUR.

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 3.8 – 2023 FEE SCHEDULE UPDATES

Deputy City Clerk Boettcher reviewed with City Council the proposed changes to the Fee Schedule for 2023 which has been reviewed by City Staff. The review and adoption of fees is done on a yearly basis to ensure the costs to the City are sufficiently covered while at the same time being fair, reasonable and proportionate to the actual cost of the service for which the fee is imposed. It was recommended to City Council to adopt an Ordinance detailing the proposed changes to the Fee Schedule for 2023. Following discussion, Member Jostad introduced the following Ordinance and moved its passage and adoption:

ORDINANCE NO. 564

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

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

1. The La Crescent City Code established on March 8, 2004, stated that certain fees may be set from time to time by the City Council.
2. The La Crescent City Code was amended on January 13, 2014, February 9, 2015, February 8, 2016, February 24, 2020, April 13, 2020, April 27, 2020, May 18, 2020, December 14, 2020, April 20, 2021, December 13, 2021, and February 28, 2022 by Ordinance to amend certain fees.
3. The Fee Schedule has been reviewed by City Staff and amended each year from 2016 to 2019 by Motions passed by City Council. These amendments passed by City Council shall remain in effect.
4. The City staff has reviewed the fees which the City currently charges and is recommending that the fee schedule be amended in 2023 as follows:

<u>ADMINISTRATION</u>	2023
Bad Check – Per Check	\$ 30.00
Brush Site Usage Fee- Yearly La Crescent Township	\$2,000.00
Cigarette License- Yearly	\$ 45.00
<u>Copies: per sheet</u>	\$.25

ADMINISTRATION	2023
Door-to-Door Sales	
Solicitor – REGISTRATION ONLY	N/C
Peddler/Transient Merchants plus \$5.00 per tag for all individuals named as sales persons for that particular company	\$50.00 fee
Election Fee Filing	\$ 2.00
Fax Machine – Income and Outgoing	\$ 1.00
Gas Installers License - Yearly	\$ 45.00 to \$70.00

BUILDING INSPECTIONS AND PERMITTING	2023
<u>Demolition permits</u> –	
Main structure on the property OR all structures on a property (if a building permit for a new structure is obtained at the same time, this fee is waived)	\$100.00 plus \$1.00 state surcharge
Garage, shed or outbuilding on a property (if a building permit for a new structure is obtained at the same time this fee is waived)	\$35.00 plus \$1.00 state surcharge
<u>Foundation only permit</u> This permit fee would be in addition to any regular building permit fee. This fee is only for the excavation, footing and foundation for a new structure. <i>This fee is an optional fee to be paid if the builder is unwilling to wait the requested 7-10 working days for the plan review process of a completed building permit application. This fee would be waived if the plan review takes longer than 10 working days</i>	\$100.00 plus \$1.00 state surcharge
Mobile Home – all new that are moved into town	\$50.00 to \$100.00 plus \$1.00 state surcharge

<u>Roofing permits</u>	
Main structure and/or attached/detached garage	\$50.00 plus \$1.00 state surcharge
Garage or accessory bldg. only	\$25.00 plus \$1.00 state surcharge
<u>Siding/Windows/Doors/Radon Control System/Retaining Walls/Drain tile</u>	\$50.00 plus \$1.00 State surcharge
Solar Array Panels	\$35.00 plus \$1.00 State Surcharge

<u>Mechanical permits</u>	
Gas burning equipment, conversion burner or gas designed heating appliance, alteration to existing gas burner equipment or remodeling permit, -	\$30.00 plus \$1.00 state surcharge
400,000 BTU	\$40.00 plus \$1.00 state surcharge
Over 400,000 BTU	\$72.00 plus \$1.00 state surcharge
Gas dryer, gas range, gas fireplace or other gas appliance permits, other than those used in connection with a heating system, primary or secondary; all permits this section.	\$30.00 plus \$1.00 state surcharge
Gas piping only.	\$30.00 plus \$1.00 state surcharge
Heating and ventilation equipment permits to include, but not limited to, coal, oil, steam, solar, conversion burners and wood burning appliance.	\$30.00 plus \$1.00 state surcharge
Individual septic treatment system—for those homes with individual septic systems—fee forwarded to Winona County.	\$350.00

PLUMBING PERMITS	
For issuing each plumbing permit	\$10.00 to \$15.00
State surcharge on each permit	\$1.00
For each plumbing fixture or trap set of fixtures on one trap including water, drainage piping and backflow protection thereof	\$5.00
For each water heater	\$5.00
For each water softener	\$5.00
For each new or replacement water service line and/or sewer line	\$5.00
For installation, alteration or repair of water piping	\$15.00
For installation, alteration or repair of drainage or vent piping	\$15.00
Whenever any work for which a plumbing and mechanical permit is required has been commenced without first obtaining said permit, an investigation fee, in addition to the permit fee, shall be collected, whether or not a permit is then or subsequently issued. The investigation fee shall be equal to the amount of the permit fee as shown above.	

OTHER INSPECTIONS AND FEES	2023 - USING 1997 BUILDING CODE FEES
1. Inspections outside of normal business hours (minimum – two hours).	\$47.00 to \$50.00 per hour*
2. Reinspection fees assessed under provisions of Section 108.8.	\$47.00 to \$50.00 per hour*
3. Inspections for which no fee is specifically indicated.	\$47.00 to \$50.00 per hour* (minimum charge – one-half hour)
4. Additional plan review required by changes, additions or revisions to approved plans (minimum charge – one half hour).	\$47.00 to \$50.00 per hour*
5. For use of outside consultants for plan checking and inspections or both	Actual costs**

ZONING	2023
Abatement – per incident	\$ 40.00 administrative fee plus abatement charges
Conditional use permit – per each individual request	\$ 200.00 to \$250.00

District zoning changes – per each individual request	\$ 200.00 to \$250.00
<u>Erosion control:</u> Reinspection fee <u>Surety deposit</u> (to be returned upon completion of erosion control and building permit final inspection minus any violations): New residential/commercial construction Additions/garages Land alterations Building demolition NOTE: DECKS AND ADDITIONS BUILT ON POSTS FOR THE FOUNDATION ARE EXCLUDED FROM SURETY DEPOSIT	\$35.00 to \$50.00 \$500.00 \$100.00 \$250.00 \$250.00
Excavation permits	\$ 30.00 plus \$1.00 per sq/lin. foot
Fence permit - Non-Profits exempt from fee	\$25.00
Grading permit	¼ acre or less - \$50.00 ¼ acre to 1 acre - \$250.00 over 1 acre - \$500.00 IF REVIEWED BY CITY ENGINEER - APPLICANT WILL PAY FOR THE FULL COST OF ALL ENGINEERING SERVICES INSTEAD OF ABOVE RATE
Home Occupation – Per Each Individual Request	\$150.00 to \$250.00
Interim Conditional Use Permit – Each Individual Request	\$150.00 to \$250.00

Platting Preliminary plat **Developer is to pay all other related expenses for the platting process. ***All fees pending must be paid in full before proceeding with the final plat. Final plat	\$ 250.00 plus \$50.00 per lot \$ 150.00
Sign permit – per sign ‘Non-Profits exempt from fee’	\$ 35.00 to \$50.00
Variance fee – per each individual request	\$ 150.00 to \$250.00

These fees shall become effective from and after due passage and enactment and publication according to law.

ADOPTED this 19th day of December, 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.

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 Jostad as follows:

MOTION THAT A PRÉCIS FORMAT OF SAID ORDINANCE 563 BE PUBLISHED IN THE OFFICIAL NEWSPAPER OF THE CITY AND WITH "OFFICIAL COPY" SO MARKED BE KEPT ON FILE IN THE OFFICE OF THE CITY ADMINISTRATOR.

Upon a roll call vote taken and tallied by the City Administrator, the following Members 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 3.9 – AUTHORIZE CAPITAL EXPENDITURES

City Administrator Waller recommended approval from City Council for a capital equipment expenditure. The 2022 capital equipment certificate includes funds for the purchase of a new $\frac{3}{4}$ ton pickup that would be used in the City's Public Works Department. The new vehicle will replace a 2006 pickup that would then be shifted to Pine Creek Golf Course. The new truck is a 2023 Chevrolet Silverado 2500 Double cab from the State bid through Karl Chevorlet at a price of \$35,167.94. As part of the expenditure, it was also recommended for approval from City Council to purchase a snowplow for the vehicle at a price of \$8,054 from Universal Truck Equipment. Following discussion, Member Hutchinson made a motion, seconded by Member O'Donnell-Ebner as follows:

MOTION TO APPROVE THE CAPITAL EQUIPMENT EXPENDITURE FOR A 2023 CHEVROLET SILVERADO 2500 DOUBLE CAB IN THE AMOUNT OF \$35,167.94 AND A SNOWPLOW FOR THE VEHICLE IN THE AMOUNT OF \$8,054 FOR THE CITY'S PUBLIC WORKS DEPARTMENT WITH THE NEW TRUCK REPLACING THE CURRENT 2006 PICKUP WHICH WILL BE SHIFTED TO THE PINE CREEK GOLF COURSE.

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.

9. CHAMBER OF COMMERCE

Chamber of Commerce representative, Olivia Lamke was in attendance and had no updates for City Council.

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 6:16 PM.

APPROVAL DATE: _____

SIGNED:

Mayor

ATTEST:

City Administrator

#1.2



TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator *BW*
DATE: January 6, 2023
RE: Bills Payable

Attached for review and consideration by the City Council are the bills payable for the period ending January 6, 2023. We would suggest that the City Council approve the payment of the bills as presented.

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
3P ADMINISTRATORS, INC.						
11/23/22 STAVE	MEDICAL REIMB P/R DEDUCTED-STAVENAU	11/28/2022	59.00	59.00	11/28/2022	
11/26/22 AHLSC	MEDICAL REIMB P/R DEDUCTED-AHLSCHLAGER	11/26/2022	47.00	47.00	11/29/2022	
Total 9457:			106.00	106.00		
ABILITY BUILDING CENTER INC						
14717	FD - CLEANING COMM RM	11/30/2022	132.00	.00		
14717	FD - CLEANING STATION	11/30/2022	264.00	.00		
14720	CITY HALL - SHREDDING	11/30/2022	12.00	.00		
Total 8085:			408.00	.00		
ACENTEK						
12/22 STMT	CITY HALL PHONE CHARGES	12/31/2022	345.73	.00		
12/22 STMT	BLDG/ZNG PHONE CHARGES	12/31/2022	49.39	.00		
12/22 STMT	STREET/ALLEY PHONE CHARGES	12/31/2022	42.98	.00		
12/22 STMT	WATER PHONE CHARGES	12/31/2022	87.86	.00		
12/22 STMT	BRUSH SITE PHONE CHARGES	12/31/2022	37.09	.00		
12/22 STMT	LICENSE BUR. PHONE CHARGES	12/31/2022	176.81	.00		
12/22 STMT	ARENA PHONE CHARGES	12/31/2022	285.67	.00		
12/22 STMT	POLICE DEPT PHONE CHARGES	12/31/2022	337.36	.00		
12/22 STMT	PUBLIC WORKS PHONE CHARGES	12/31/2022	49.39	.00		
12/22 STMT	POOL PHONE CHARGES	12/31/2022	125.16	.00		
12/22 STMT	SEWER PHONE CHARGES	12/31/2022	124.53	.00		
12/22 STMT	GOLF COURSE PHONE CHARGES	12/31/2022	442.82	.00		
12/22 STMT	FIRE DEPT PHONE CHARGES	12/31/2022	505.74	.00		
12/22 STMT	LIBRARY PHONE CHARGES	12/31/2022	135.62	.00		
Total 24:			2,746.15	.00		
AFLAC						
12/22 STMT	INSURANCE PREMIUMS	01/01/2023	91.40	.00		
Total 72:			91.40	.00		
AFSCME						
12/22 DUES	PAYROLL DEDUCTED UNION DUES	01/01/2023	698.26	.00		
Total 25:			698.26	.00		
ALEX AIR APPARATUS INC						
6321	FD - COMPRESSOR SERVICE	12/29/2022	1,128.91	.00		
Total 74:			1,128.91	.00		
AMAZON CAPITAL SERVICES						
11FG-QL7P-J3Y3	LIBRARY - PROGRAM SUPPLIES	12/28/2022	48.00	.00		
13L3-Q7WF-D1X	FD - CLEANING SUPPLIES CREDIT	12/14/2022	19.31-	.00		
1GR7-TYVF-FGK	PD - P17 CREDIT	12/01/2022	15.95-	.00		
1JK4-34TH-Q33	PD - OFFICE SUPPLIES	12/28/2022	37.98	.00		
1LXJ-QX6Q-TQ3	LIBRARY - OFFICE SUPPLIES	12/29/2022	5.89	.00		
1M76-FGLC-V1K	FD - CLEANING SUPPLIES	12/14/2022	19.31	.00		
1M76-FGLC-V1K	CITY HALL - OFFICE SUPPLIES	12/14/2022	20.61	.00		
1MGK-QKJ9-JL7	LIBRARY - PROGRAM SUPPLIES	12/26/2022	37.47	.00		
1RDV-PGTT-HW	LIBRARY - OFFICE SUPPLIES	12/16/2022	22.99	.00		
1T6M-9XNR-NFK	LIBRARY - BOOKS	12/21/2022	30.00	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
1VV6-GYJL-RQR	CITY HALL - OFFICE SUPPLIES	12/28/2022	39.99	.00		
1W7N-L6F9-QCK	PD - FILTER FOR SHOPVAC	12/07/2022	21.56	.00		
Total 9956:			248.54	.00		
ANCHOR SOLAR INVESTMENTS LLC						
#38	ANIMAL RESCUE - SOLAR	12/01/2022	190.88	190.88	12/27/2022	
#38	RADIUM PLANT - SOLAR	12/01/2022	372.26	372.26	12/27/2022	
#38	MAINTENANCE BLDG - SOLAR	12/01/2022	372.26	372.26	12/27/2022	
Total 9859:			935.40	935.40		
AUTO VALUE LA CROSSE						
516432622	STREET - VEHICLE MAINTENANCE	12/14/2022	232.86	.00		
516433048	2014 PLOW TRUCK MAINTENANCE	12/19/2022	283.98	.00		
516433264	PLOW TRUCK LIGHTS	12/20/2022	5.98	.00		
Total 2106:			522.82	.00		
B & T TECHNICAL SERVICES, LLC						
1190	COMM BLDG - SOLAR ELECTRICAL SERVICE	11/29/2022	156.88	.00		
Total 9680:			156.88	.00		
BOBCAT OF THE COULEE REGION						
01-59335	BOBCAT REPAIR	12/06/2022	128.26	.00		
01-59536	BOBCAT ATTACHMENT RENTAL	12/14/2022	225.00	.00		
01-59543	BOBCAT REPAIR	12/14/2022	347.49	.00		
01-59581	BOBCAT REPAIR	12/16/2022	37.12	.00		
Total 216:			737.87	.00		
CENTER POINT LARGE PRINT						
1976019	LIBRARY BOOKS	01/02/2023	435.06	.00		
Total 8179:			435.06	.00		
CITY OF LA CRESCENT						
12/22 332 S 1ST	WATER/SEWER UTIL - 332 S 1ST ST	12/31/2022	95.57	.00		
12/22 FIRE	WATER/SEWER UTIL.-FIRE STATION & COMMUNITY BLD	12/31/2022	568.36	.00		
12/22 LIBRARY	WATER/SEWER UTIL.- LIBRARY	12/31/2022	95.42	.00		
Total 196:			759.35	.00		
CITY TREASURER'S OFFICE						
187627	4TH QTR CONTRACTED TRANSIT SERVICE	12/26/2022	16,098.25	.00		
Total 1086:			16,098.25	.00		
CIVIC SYSTEMS, LLC						
CVC22772	CITY SEMI ANNUAL SFT WR FEE	01/01/2023	2,010.66	.00		
CVC22772	SEWER SEMI ANNUAL SFT WR FEE	01/01/2023	2,010.67	.00		
CVC22772	WATER SEMI ANNUAL SFT WR FEE	01/01/2023	2,010.67	.00		
Total 295:			6,032.00	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
CUSTOM ALARM						
536190	GC - MONTHLY ALARM MONITORING SYSTEM	01/01/2023	38.28	.00		
Total 290:			38.28	.00		
DAVY LABORATORIES						
22L0025	WATER - TESTING	12/07/2022	96.30	.00		
Total 312:			96.30	.00		
DEPT OF NATURAL RESOURCES						
11/15/22-11/21/2	WEEKLY RECREATIONAL VEH. REGIST.	11/21/2022	52.60	52.60	11/21/2022	
Total 318:			52.60	52.60		
E O JOHNSON CO INC - LEASE						
33027520	GC - COPY MACHINE/PRINTER	12/07/2022	73.00	.00		
33102229	BLDG/ZNG - COPY MACHINE MAINT	12/20/2022	112.49	.00		
33102229	FIRE DEPT - COPY MACHINE MAINT	12/20/2022	74.99	.00		
33102229	PUBLIC WORKS - COPY MACHINE MAINT	12/20/2022	112.49	.00		
33102229	WATER DEPT - COPY MACHINE MAINT	12/20/2022	74.99	.00		
33102229	CITY HALL - COPY MACHINE MAINT	12/20/2022	187.50	.00		
33102229	POLICE - COPY MACHINE MAINT	12/20/2022	112.49	.00		
33102229	SEWER DEPT - COPY MACHINE MAINT	12/20/2022	74.99	.00		
Total 9397:			822.94	.00		
EARL F ANDERSEN INC						
0131734-IN	BIKE BRIDGE SIGNS & STREET CONES	12/16/2022	569.30	.00		
Total 404:			569.30	.00		
ELM USA, INC						
54805	LIB - CD/DVD CLEANING	12/20/2022	25.00	.00		
Total 9517:			25.00	.00		
FIRST SUPPLY LLC - LA CROSSE						
13492730-00	PRESSURE REDUCING VALVE	12/13/2022	652.49	.00		
13494206-00	VALVE REPAIR KIT	12/13/2022	177.11	.00		
13501306-00	CITY HALL BATHROOM	12/12/2022	261.24	.00		
13514464-00	WATER DEPT - HYDRANT REPAIR	12/28/2022	1,035.16	.00		
Total 557:			2,126.00	.00		
GOODYEAR AUTO SERVICE CENTER						
47700	FORD 1 TON REPAIR	01/03/2023	420.02	.00		
Total 607:			420.02	.00		
GRAF ELECTRIC, INC.						
20432	RADIUM PLANT - BLDG REPAIR	12/06/2022	90.00	.00		
Total 619:			90.00	.00		
GREAT PLAINS FIRE, INC.						
7110	FD - PPE	09/28/2022	427.76	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 10058:			427.76	.00		
GUNDERSEN HEALTH SYSTEM						
12/22 STMT	MAINT - DRUG SCREENS	12/06/2022	114.00	.00		
Total 622:			114.00	.00		
HAWKINS INC.						
6359843	WATER PLANT - CHEMICALS	12/15/2022	40.00	.00		
Total 512:			40.00	.00		
HOUSTON CNTY TREASURER						
2022 BALLOT	ELECTION DUES ON 2022 BALLOT	12/20/2022	400.25	.00		
Total 2450:			400.25	.00		
INNOVATIVE OFFICE SOLUTIONS						
IN4022861	CLERK - OFFICE SUPPLIES	12/05/2022	172.18	.00		
IN4022861	PUB WORKS - OFFICE SUPPLIES	12/05/2022	6.58	.00		
IN4022861	MAINT - OFFICE SUPPLIES	12/05/2022	13.16	.00		
IN4022861	LIC BUR - OFFICE SUPPLIES	12/05/2022	14.27	.00		
Total 9471:			206.19	.00		
J.P. COOKE COMPANY						
759497	PD - OFFICE SUPPLIES	12/23/2022	60.88	.00		
759497	CITY - OFFICE SUPPLIES	12/23/2022	113.33	.00		
Total 925:			174.21	.00		
KARL CHEVROLET, INC.						
2023 SILVERAD	2023 CHEVY 2500 TRUCK	12/19/2022	35,167.94	35,167.94	12/20/2022	
Total 9976:			35,167.94	35,167.94		
KIRCH, LARRY						
12/1/22 - 12/26/2	ECONOMIC DEVELOPMENT SERVICES	12/31/2022	3,040.00	.00		
Total 10006:			3,040.00	.00		
KWIK TRIP INC						
12/22 STMT	FD - FUEL	12/31/2022	175.90	.00		
12/22 STMT	PARKS - FUEL	12/31/2022	47.10	.00		
12/22 STMT	WATER - FUEL	12/31/2022	78.19	.00		
12/22 STMT	PD - FUEL	12/31/2022	1,704.62	.00		
12/22 STMT	STREET - FUEL	12/31/2022	3,146.03	.00		
12/22 STMT	SEWER - FUEL	12/31/2022	78.19	.00		
12/22 STMT	B & Z - FUEL	12/31/2022	88.67	.00		
Total 1014:			5,318.70	.00		
LA CRESCENT AREA EVENT CENTER, INC.						
11/22 LODGING	LODGING TAX - MARKETING & PROMO AGREEMENT	12/23/2022	749.90	749.90	12/23/2022	

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 9810:			749.90	749.90		
LA CRESCENT CHAMBER OF COMMERCE						
11/22 LODGING	LODGING TAX - MARKETING & PROMO AGREEMENT	12/23/2022	749.90	749.90	12/23/2022	
Total 1142:			749.90	749.90		
LA CROSSE AREA CONVENTION AND						
11/22 LODGING	LODGING TAX - MARKETING & PROMO AGREEMENT	12/23/2022	2,345.85	2,345.85	12/23/2022	
Total 9824:			2,345.85	2,345.85		
LAW ENFORCEMENT LABOR SERVICES						
12/22 DUES	PD - PAYROLL DEDUCTED UNION DUES	01/01/2023	455.00	.00		
Total 1134:			455.00	.00		
LIBRARY IDEAS LLC						
95413	LIBRARY BOOKS - GRANT FUNDED	12/16/2022	119.94	.00		
Total 10004:			119.94	.00		
LUDWIGSON, JASON						
12/1/22 - 12/31/2	1/1/22 - 12/31/22 MILEAGE	12/31/2022	357.02	.00		
12/1/22 - 12/31/2	SUSTAINABILITY SERVICES	12/31/2022	2,784.00	.00		
Total 9632:			3,141.02	.00		
MACQUEEN EQUIPMENT INC						
PO7427	FD - TRUCK REPAIR CREDIT	12/01/2022	30.59-	.00		
PO8128	FD - SMALL TOOLS	12/08/2022	49.91	.00		
Total 1346:			19.32	.00		
MDRA						
2023	MDRA MEMBERSHIP DUES	01/01/2023	220.00	.00		
Total 1254:			220.00	.00		
MENARDS-LA CROSSE						
76640	GC - COURSE REPAIR	12/12/2022	96.89	.00		
77289	STREET - VEHICLE MAINTENANCE	12/28/2022	86.45	.00		
77307	FD - STATION EQUIPMENT	12/28/2022	434.77	.00		
77308	FD - EQUIPMENT REPAIR	12/28/2022	162.40	.00		
77344	FD - STATION EQUIPMENT	12/29/2022	44.44	.00		
Total 1352:			824.95	.00		
MICROMARKETING, LLC						
908912	LIBRARY - BOOKS GRANT FUNDED	12/15/2022	80.73	.00		
Total 10060:			80.73	.00		
MIDWEST TAPE						
503074827	LIBRARY- BOOKS GRANT FUNDED	12/08/2022	56.23	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 9851:			56.23	.00		
MIENERGY COOPERATIVE						
MR 1084 #100	FIRE STATION RENOVATION LOAN	01/01/2023	3,000.00	.00		
Total 9578:			3,000.00	.00		
MINNCOR INDUSTRIES						
SOI-108682	MV - TITLE STOCK	12/15/2022	35.00	.00		
Total 9797:			35.00	.00		
MINNESOTA CHIEF OF POLICE ASSN						
13914	PD - MEMBERSHIP RENEWAL	01/01/2023	342.00	.00		
14054	PD - 301 CLEO/COMMAND ACADEMY	12/16/2022	775.00	.00		
Total 1351:			1,117.00	.00		
MINNESOTA CHILD SUPPORT PAYMENT CENTER						
12/23/22PR0015	MN CHILD SUPPORT	12/27/2022	640.97	640.97	12/27/2022	
Total 9597:			640.97	640.97		
MINNESOTA ENERGY RESOURCES INC						
11/22 STMT	CITY HALL - GAS UTILITIES	11/30/2022	416.42	.00		
11/22 STMT	MAINT BLDG - GAS UTILITIES	11/30/2022	1,165.71	.00		
11/22 STMT	PUMP HOUSE ORCHARDVIEW	11/30/2022	102.19	.00		
11/22 STMT	CONTROL BLDG - GAS UTILITIES	11/30/2022	151.35	.00		
11/22 STMT	ANIMAL SHELTER - GAS UTILITIES	11/30/2022	174.29	.00		
11/22 STMT	LIBRARY - GAS UTILITIES	11/30/2022	157.52	.00		
11/22 STMT	PUMP HOUSE MCINTOSH	11/30/2022	97.72	.00		
11/22 STMT	POOL - GAS UTILITIES	11/30/2022	96.86	.00		
11/22 STMT	COMM BLDG - GAS UTILITIES	11/30/2022	765.25	.00		
11/22 STMT	ABNET RESTROOMS - GAS UTILITIES	11/30/2022	327.48	.00		
Total 8171:			3,454.79	.00		
MINNESOTA MUNICIPAL UTILITIES						
2023 T. BENISH	2023 LEADERSHIP ACADEMY - T. BENISH	01/01/2023	4,300.00	.00		
Total 1999:			4,300.00	.00		
MN DEPT OF AGRICULTURE						
2023	GC - 2023 PESTICIDE APPLICATION LIC RENEWAL	01/01/2023	10.00	.00		
Total 1282:			10.00	.00		
MN DEPT OF TRANSPORTATION						
P00016413	WAGON WHEEL BRIDGE INSPECTION	12/27/2022	1,346.54	.00		
Total 1364:			1,346.54	.00		
MPCA						
BENISH WASTE	T. BENISH - WASTEWATER OPERATOR CERT RENEWAL	01/01/2023	23.00	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 1316:			23.00	.00		
MSA PROFESSIONAL SERVICES INC						
R12759005.0-11	PROFESSIONAL SERV - PARKS PLANNING	12/10/2022	1,435.00	.00		
Total 9388:			1,435.00	.00		
MSFDA						
2023 DUES	MSFDA MEMBERSHIP DUES	01/01/2023	290.00	.00		
Total 9243:			290.00	.00		
NCPERS GROUP LIFE INSURANCE						
12/22 STMT	LIFE INSURANCE PREMIUMS	01/01/2023	96.00	.00		
Total 1619:			96.00	.00		
NORTHLAND TRUST SERVICES, INC.						
12/1/22 2013A &	BOND INTEREST - 2013A	11/28/2022	2,460.00	2,460.00	11/28/2022	
12/1/22 2013A &	BOND PRINCIPAL - 2021A	11/28/2022	65,000.00	65,000.00	11/28/2022	
12/1/22 2013A &	BOND PRINCIPAL - 2021A	11/28/2022	81,000.00	81,000.00	11/28/2022	
12/1/22 2013A &	pAYING AGENT ANNUAL FEE-2013A	11/28/2022	425.00	425.00	11/28/2022	
12/1/22 2013A &	BOND INTEREST - 2021A	11/28/2022	3,600.00	3,600.00	11/28/2022	
Total 8772:			152,485.00	152,485.00		
P & T ELECTRIC INC						
23062	STREET LIGHT REPAIR	12/22/2022	242.50	.00		
Total 1643:			242.50	.00		
PER MAR SECURITY SERVICES						
2935444	LIBRARY SECURITY SYSTEM MONITORING	01/01/2023	472.92	.00		
Total 1642:			472.92	.00		
PETTY CASH-CITY HALL						
1/27/22 - 11/21/2	CDL MANUAL - JEVIN 1/27/22	11/21/2022	8.00	8.00	12/27/2022	
1/27/22 - 11/21/2	WATER SAMPLE POSTAGE 2/7/22	11/21/2022	5.10	5.10	12/27/2022	
1/27/22 - 11/21/2	WATER SAMPLE POSTAGE 5/10/22	11/21/2022	18.00	18.00	12/27/2022	
1/27/22 - 11/21/2	WATER SAMPLE POSTAGE 7/13/22	11/21/2022	5.10	5.10	12/27/2022	
1/27/22 - 11/21/2	POSTAGE - UTILITY BILLS 7/22/22	11/21/2022	1.62	1.62	12/27/2022	
1/27/22 - 11/21/2	CDL TEST - DOUG 7/28/22	11/21/2022	10.50	10.50	12/27/2022	
1/27/22 - 11/21/2	WATER SAMPLE POSTAGE 11/21/22	11/21/2022	5.40	5.40	12/27/2022	
1/27/22 - 11/21/2	PD - PRIORITY MAIL POSTAGE 2/3/22	11/21/2022	9.25	9.25	12/27/2022	
1/27/22 - 11/21/2	POSTAGE TO SEND MOWER BLADES BACK 2/22/22	11/21/2022	36.05	36.05	12/27/2022	
1/27/22 - 11/21/2	VINEGAR TO CLEAN COFFEE POT	11/21/2022	2.99	2.99	12/27/2022	
1/27/22 - 11/21/2	POSTAGE - UTILITY BILLS 7/22/22	11/21/2022	1.62	1.62	12/27/2022	
1/27/22 - 11/21/2	CDL MANUAL - DOUG 7/25/22	11/21/2022	8.00	8.00	12/27/2022	
1/27/22 - 11/21/2	POSTAGE FOR GRANT PAPERWORK FOR LARRY - 9/26/22	11/21/2022	8.95	8.95	12/27/2022	
Total 1605:			120.58	120.58		
PT WELDING & DRIVESHAFT REPAIR						
5198	STORM DRAIN REPAIR - VETS PARK	12/30/2022	199.78	.00		
52500	STORM DRAIN REPAIR - VETS PARK	12/30/2022	450.00	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 1597:			649.78	.00		
PUBLIC EMPLOYEES RETIREMENT AS						
11/23/22 PD HOL	PERA CONTRIBUTIONS - PD HOLIDAY	11/29/2022	5,064.51	5,064.51	11/29/2022	
11/25/22 P/R	RETIREMENT DEDUCTIONS/CONTRIB.-CORD & PF	11/29/2022	13,598.40	13,598.40	11/29/2022	
Total 1612:			18,662.91	18,662.91		
QUADIENT FINANCE USA, INC						
12/22 STMT	Postage Meter Postage - Police	12/15/2022	21.21	21.21	01/04/2023	
12/22 STMT	Postage Meter Postage - PubWor	12/15/2022	15.15	15.15	01/04/2023	
12/22 STMT	Postage Meter Postage - Water	12/15/2022	63.63	63.63	01/04/2023	
12/22 STMT	Postage Meter Postage- Lic Bur	12/15/2022	30.30	30.30	01/04/2023	
12/22 STMT	Postage Meter Postage- Animal rescue	12/15/2022	3.03	3.03	01/04/2023	
12/22 STMT	Postage Meter Postage- Fire	12/15/2022	12.12	12.12	01/04/2023	
12/22 STMT	Postage Meter Postage- Clerk	12/15/2022	45.45	45.45	01/04/2023	
12/22 STMT	Postage Meter Postage- B & Z	12/15/2022	21.21	21.21	01/04/2023	
12/22 STMT	Postage Meter Postage- Library	12/15/2022	9.09	9.09	01/04/2023	
12/22 STMT	Postage Meter Postage - Sewer	12/15/2022	63.63	63.63	01/04/2023	
12/22 STMT	Postage Meter Postage- Arena	12/15/2022	3.03	3.03	01/04/2023	
12/22 STMT	Postage Meter Postage - Pool	12/15/2022	6.06	6.06	01/04/2023	
12/22 STMT	Postage Meter Postage- Golf course	12/15/2022	9.09	9.09	01/04/2023	
Total 9799:			303.00	303.00		
RELIABLE PEST MANAGEMENT						
13411	CITY HALL - PEST MANAGEMENT	12/19/2022	45.00	.00		
13412	ICE ARENA - PEST CONTROL	12/19/2022	65.00	.00		
13413	GC - PEST CONTROL	12/19/2022	58.78	.00		
Total 9871:			168.78	.00		
SAM'S CLUB						
12/22 STMT	CITY - COFFEE	12/22/2022	89.94	89.94	01/04/2023	
12/22 STMT	MAINT SHOP - COFFEE	12/22/2022	29.98	29.98	01/04/2023	
Total 1861:			119.92	119.92		
SCHNEIDER GEOSPATIAL, LLC						
I000935	B&Z - SOFTWARE ANNUAL FEE	01/01/2023	3,144.00	.00		
Total 9694:			3,144.00	.00		
SENSUS USA						
ZA22020954	SEWER - AUTOREAD ANNUAL SOFTWARE	01/01/2023	974.97	.00		
ZA22020954	WATER - AUTOREAD ANNUAL SOFTWARE	01/01/2023	974.97	.00		
Total 8046:			1,949.94	.00		
SMART						
2023 DUES	2023 DUES	01/01/2023	25.00	.00		
Total 10067:			25.00	.00		
SOUTHEAST LIBRARIES COOP						
050707	LIBRARY - OVERDRIVE 2023	01/01/2023	2,217.12	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 1962:			2,217.12	.00		
STAVENAU, DOUG						
12/22 REIMB	REIMBURSE - PRESCRIPTION SAFETY GLASSES	12/19/2022	214.85	.00		
Total 1875:			214.85	.00		
STREICHER'S						
11603585	PD - AMMO FOR TRAINING	12/05/2022	481.38	.00		
Total 1922:			481.38	.00		
STUBER, KATHRYN						
12/22 LIBRARY	LIBRARY - CLEANING	12/27/2022	150.00	.00		
Total 10010:			150.00	.00		
TESLA AUTO SERVICE						
3940	PD - P-19 VEHICLE MAINTENANCE	12/30/2022	142.50	.00		
Total 10066:			142.50	.00		
THE MONOGRAM COMPANY						
34469	FD - UNIFORM	12/22/2022	9,576.50	.00		
Total 9965:			9,576.50	.00		
TRI-STATE BUSINESS MACHINES IN						
562479	DMV - COPY/PRINTER	12/28/2022	60.94	.00		
Total 2024:			60.94	.00		
TRITECH SOFTWARE SYSTEMS						
366578	PD - LETG SOFTWARE ANNUAL FEE	01/01/2023	6,341.44	.00		
Total 9939:			6,341.44	.00		
UNITED STATES POSTMASTER						
12/22 CYCLE 2	POSTAGE - WATER/SEWER BILL	12/30/2022	101.20	101.20	12/30/2022	
12/22 CYCLE 2	POSTAGE - WATER/SEWER BILL	12/30/2022	101.20	101.20	12/30/2022	
12/22 PAST DUE	PAST DUE WATER/SEWER - SEWER	12/22/2022	28.16	28.16	12/22/2022	
12/22 PAST DUE	PAST DUE WATER/SEWER - WATER	12/22/2022	28.16	28.16	12/22/2022	
PERMIT #34 202	PERMIT #34 PRESORT MAIL FEE	01/01/2023	137.50	.00		
PERMIT #34 202	PERMIT #34 PRESORT MAIL FEE	01/01/2023	137.50	.00		
Total 2102:			533.72	258.72		
VAN METER INC.						
S012476788.001	BACKUP POWER SUPPLY SYSTEM - RADIUM PLANT	12/07/2022	863.46	.00		
Total 10036:			863.46	.00		
VISA						
12/22 STMT	PD - TRAINING MEMBERSHIP FOR OFFICER ROTH CLAR	12/31/2022	50.00	.00		
12/22 STMT	PD - FIT TRAINING FOR E. HOFSCHULTE	12/31/2022	943.95	.00		
12/22 STMT	LIBRARY - ANNUAL SUBSCRIPTION	12/31/2022	119.40	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
12/22 STMT	B&Z - CODE BOOKS	12/31/2022	286.42	.00		
12/22 STMT	FD - MONITOR FOR IAMRESPONDING	12/31/2022	341.79	.00		
12/22 STMT	PD - INTERNET PEOPLE SEARCH	12/31/2022	75.00	.00		
12/22 STMT	LIBRARY - PROGRAM SUPPLIES	12/31/2022	44.35	.00		
12/22 STMT	B&Z CEU'S	12/31/2022	495.00	.00		
12/22 STMT	B&Z - CREDIT FOR TAX CHARGED	12/31/2022	18.42-	.00		
Total 2208:			2,337.49	.00		
VISION DESIGN GROUP						
109446	QTRLY WEB SITE HOSTING FEES	01/01/2023	150.00	.00		
Total 9254:			150.00	.00		
VSC CORPORATION						
#23 322 S 1ST	LAND PURCH.-CONTRACT FOR DEED-PRINCIPAL	01/01/2023	2,194.75	.00		
#23 322 S 1ST	LAND PURCH.-CONTRACT FOR DEED-INTEREST	01/01/2023	276.28	.00		
Total 9942:			2,471.03	.00		
WHKS & CO.						
47148	SPORTSMENS LANDING ACCESS ROAD	11/25/2022	6,285.58	.00		
47149	2022 STREET RECONSTRUCTION	11/25/2022	879.04	.00		
47153	STREET - ENGINEERING SERVICES	11/25/2022	2,185.00	.00		
47211	HTM WEST CONSTRUCTION OBSERVATION	11/25/2022	626.52	.00		
47214	HORSE TRACK MEADOWS NORTH	11/25/2022	969.92	.00		
47216	WIESER PARK FEASIBILITY	11/25/2022	3,062.98	.00		
47223	WAGON WHEEL PHASE 3 BRIDGE CONSTRUCTION	11/25/2022	4,163.84	.00		
Total 8290:			18,172.88	.00		
WIESER LAW OFFICE PC						
12/22 CITY	CLERK - LEGAL FEES	12/31/2022	877.79	.00		
12/22 CITY	SEWER DEPT - LEGAL FEES	12/31/2022	438.89	.00		
12/22 CITY	BLDG/ZNG - LEGAL FEES	12/31/2022	877.79	.00		
12/22 CITY	COUNCIL - LEGAL FEES	12/31/2022	877.79	.00		
12/22 CITY	WATER DEPT - LEGAL FEES	12/31/2022	438.90	.00		
12/22 POLICE	PD - LEGAL FEES	12/31/2022	2,541.43	.00		
Total 2361:			6,052.59	.00		
XCEL ENERGY						
11/22 STMT	FLAG LIGHT - 202 MAIN	11/30/2022	24.03	24.03	12/27/2022	
11/22 STMT	FLAG LIGHT - 226 MAIN	11/30/2022	21.37	21.37	12/27/2022	
11/22 STMT	GARAGE - 223 HWY 16	11/30/2022	37.23	37.23	12/27/2022	
11/22 STMT	ICE ARENA - 520 S 14TH	11/30/2022	5,532.24	5,532.24	12/27/2022	
11/22 STMT	WELL #3 - 417 WALNUT PLACE	11/30/2022	3,196.73	3,196.73	12/27/2022	
11/22 STMT	RADIUM PLANT - 722 N 2ND	11/30/2022	774.51	774.51	12/27/2022	
11/22 STMT	RESERVIOR - 1026 CRESCENT HILLS	11/30/2022	31.28	31.28	12/27/2022	
11/22 STMT	ABNET FIELDS - 1323 SPRUCE	11/30/2022	38.60	38.60	12/27/2022	
11/22 STMT	SHORE ACRES - GRINDER PUMPS	11/30/2022	301.36	301.36	12/27/2022	
11/22 STMT	PARK SHELTER - 1200 JONATHAN	11/30/2022	50.17	50.17	12/27/2022	
11/22 STMT	TENNIS COURT LIGHTS - 608 S 7TH	11/30/2022	38.38	38.38	12/27/2022	
11/22 STMT	332 S 1ST ST HOUSE	11/30/2022	72.98	72.98	12/27/2022	
11/22 STMT	CITY HALL - 317 MAIN	11/30/2022	889.77	889.77	12/27/2022	
11/22 STMT	LIBRARY - 321 MAIN	11/30/2022	70.34	70.34	12/27/2022	
11/22 STMT	SIGN LIGHT - 525 S. CHESTNUT	11/30/2022	30.71	30.71	12/27/2022	

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
11/22 STMT	STREET LIGHTS - PO BOX 142	11/30/2022	6,709.96	6,709.96	12/27/2022	
11/22 STMT	LIFT STATION - 31 MCINTOSH RD E	11/30/2022	37.88	37.88	12/27/2022	
11/22 STMT	WELL #2 - 400 LARCH	11/30/2022	641.75	641.75	12/27/2022	
11/22 STMT	BOOSTER STATION - 193 MCINTOSH E	11/30/2022	25.63	25.63	12/27/2022	
11/22 STMT	WELL HOUSE - 200 STONEY PT RD	11/30/2022	1,402.00	1,402.00	12/27/2022	
11/22 STMT	LIFT STATION - 1450 HWY 16	11/30/2022	56.89	56.89	12/27/2022	
11/22 STMT	BRIDGE LIGHTS - 219 CHESTNUT ST	11/30/2022	5.67	5.67	12/27/2022	
11/22 STMT	NEW LACRESCENT SIGN - 209 S WALNUT	11/30/2022	19.77	19.77	12/27/2022	
11/22 STMT	UNIT ST LIGHTS - 33 S WALNUT	11/30/2022	140.62	140.62	12/27/2022	
Total 1410:			20,149.87	20,149.87		
Grand Totals:			353,005.62	232,848.56		

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

City Treasurer: _____

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.



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

Subscribed and sworn to before me this 9th day of January 2023.

Police Chief

Mikel Poellinger

3.1

State of Minnesota

County of Houston



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

Subscribed and sworn to before me this 9th day of January 2023.

Police Chief

Cherryl Jostad

3.2



County of Houston



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

Subscribed and sworn to before me this 9th day of January 2023.

Police Chief

Teresa O'Donnell-Ebner

#3.3



TO: Honorable Mayor and Council Members
FROM: Bill Waller, City Administrator *Bill*
DATE: January 5, 2023
RE: Annual Appointments

The following appointments are due for the year 2023 and will require a separate motion for each appointment:

1. Acting Mayor. - **MOTION**
2. On the recommendation of Finance Director Kara Tarrence, the following are the recommended official depositories: **RESOLUTION - Copy Attached.**

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

3. Official Newspaper: Houston County News - **MOTION**
4. Assistant Weed Inspector - Shawn Wetterlin - **MOTION**
5. Responsible authority to administer the requirements for collection, storage and use and dissemination of data on individuals within the City. Angie Boettcher was appointed to this position in 2022 and I would recommend that she continue in this capacity. **RESOLUTION - Copy Attached.**

RESOLUTION NO. 01-23-01

**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 9th day of January, 2023.

SIGNED:

Mayor

ATTEST:

City Administrator

RESOLUTION NO. 01-23-02

**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 9th day of January, 2023.

SIGNED:

Mayor

ATTEST:

City Administrator

#3.4

CITY OF LA CRESCENT
STANDING COMMISSIONS
2023

PLANNING COMMISSION

1. Dave Coleman – 2023
2. Greg Husmann – 2025*
3. Dave Hanifl – 2025*
4. Mike Welch – 2024
5. Chris Langen – 2023
6. Ryan Stotts – 2024
7. Jerry Steffes – 2024

PARK AND RECREATION COMMISSION

1. Jon Steffes – 2025*
2. Paul McLellan – 2025*
3. Patricia Martell – 2025*
4. Marge Loch-Wouters – 2023
5. Sarah Wetterlin – 2023
6. Diana Adamski – 2024
7. Maseray Bangura -2024

GOLF COMMISSION

1. Gary Hill – 2025*
2. Tom Jones – 2024
3. Larry Ernst – 2025*
4. Bill Dockendorff – 2023
5. Scott Yeiter – 2023

HISTORIC BLUFF COUNTRY COMMISSION

- 1.

LIBRARY BOARD

1. Teresa O'Donnell-Ebner – 2023*
2. Tina Ryan – 2023
3. Kelsey Bolton – 2025*
4. Susan Amble – 2024
5. Sara Docan-Morgan – 2025^
6. Kristi Moulton - 2023
7. Erica Myhre – 2024

ECONOMIC DEVELOPMENT COMMISSION

- 1.
2. Sarah DeLacy – 2023
3. Mike Welch – 2024
4. Troy Nolop – 2023
5. Lori Kadlec – 2024
6. Al Voss – 2025*
7. Brett Kemmer – 2024

GREENSTEP COMMITTEE

1. Jim Nissen – 2023
2. Jason Ludwigson -2023
3. Michael Alfieri – 2023
4. Angie Boettcher – 2023
5. Tyler Benish – 2023
6. Bob Spencer -2023
7. Todd Bille – 2023
8. Lauren Rislov - 2023
9. Jeremy Wise - 2023

NATURAL RESOURCE ADVISORY GROUP

1. Jim Nissen – 2023
2. Ruth Nissen – 2023
3. Betsy Knowles – 2023
4. Randy Urich – 2023
5. Marge Loch-Wouters – 2023
- 6.
- 7.

BICYCLE/PEDESTRIAN COMMITTEE

1. Jason Ludwigson - 2023
2. Linda Larson - 2023
3. Maseray Bangura – 2023
4. Kristen Plummer – 2023

Indicates Reappointed*

Indicates New Appointment^

3.5



TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator *Bill*
DATE: January 5, 2023
RE: City Council Commission Appointments

At the direction of the Mayor, the proposed Commission assignments for 2023 are as follows:

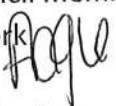
Planning Commission – Cherryl Jostad
Emergency Services Commission – Mike Poellinger
Library Board – Teresa O'Donnell Ebner
Golf Commission – Ryan Hutchinson
Park and Recreation Commission – Teresa O'Donnell Ebner
Personnel Committee – Mike Poellinger and Dale Williams
La Crescent Animal Rescue –
Fire 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

The La Crescent Animal Rescue appointment is open for now, as we are in the process of finalizing a lease agreement between the City and La Crescent Animal Rescue that would eliminate the need for a City Council appointment to this organization.

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

#3.6



TO: Honorable Mayor and City Council members
FROM: Angie Boettcher, Deputy Clerk 
DATE: 12/22/2022
SUBJECT: 2023 Council Meeting Calendar

Attached is a calendar marking the dates of the 2023 City Council Meetings. We are recommending that City Council adopt this calendar as the official Council meeting calendar for 2023 and that an official Council meeting calendar is adopted at the first City Council meeting every January moving forward.

Please note that the second meeting in December of 2023 is moved to Monday, December 18th due to the Christmas holiday.

Thank You



2023 Council Meeting Calendar

- Holiday/City Hall Closed
- Council Meeting
- Meeting Falls on a Holiday

JANUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JULY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DECEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

3.7 / 3.8 / 3.9



WIESER LAW OFFICE, P.C.

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

KELLY M. IVERSON
AL "SKIP" WIESER, III

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

AL WIESER, JR.
Emeritus

TO: Honorable Mayor and City Council Members

CC: Bill Wallen, City Administrator

FROM: Skip Wieser, City Attorney

DATE: January 4, 2023 *City Atty*

RE: Annual Reviews

The City's Rules for Organization and Procedure of the City Council, Code of Conduct, and Communication/Social Media policies are on the agenda for an annual review. At this time, we are not suggesting any changes to these documents. The attached will be reviewed at the upcoming meeting.

RESOLUTION NO. 02-13-03

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

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

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

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

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

Section 1. Open Meetings

The Open Meeting Law, Minn. Stat. Ch. 13D, generally requires all meetings of the council to be open to the public.

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

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

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

Subd. 4. Closed Meetings. The Minnesota Open Meeting Law allows some meetings to be closed to the public for defined purposes. When a meeting is closed, the presiding officer at the

First Adopted by Council: December 1975

Amended by Council: January 12, 2015; December 12, 2022

Reviewed by Council: February 25, 2013, May 27, 2014, January 12, 2015, January 11, 2016, January 9, 2017,
January 8, 2018, January 14, 2019, January 13, 2020; January 11, 2021; January 10, 2022; January 9, 2023

council meeting will state the reason for closing the meeting on the record and cite the state statute that permits closure.

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

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

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

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

Subd. 8. Interactive Technology. The City Council may broadcast their meeting(s) through interactive technology and allow the observation of public meetings. Interactive technology will not be used by the City Council for accepting public comment or testimony. This subdivision does not apply to employees, appointed officers, or consultants of the City.

Section 2. Presiding Officer

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

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

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

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

Section 3. Minutes

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

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

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

Section 4. Order of Business.

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

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

First Adopted by Council: December 1975

Amended by Council: January 12, 2015; December 12, 2022

Reviewed by Council: February 25, 2013, May 27, 2014, January 12, 2015, January 11, 2016, January 9, 2017, January 8, 2018, January 14, 2019, January 13, 2020; January 11, 2021; January 10, 2022; January 9, 2023

11. Correspondence
12. Announcements
13. Items for next agenda
14. Adjournment

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

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

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

Section 5. Quorum and Voting.

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

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

First Adopted by Council: December 1975

Amended by Council: January 12, 2015; December 12, 2022

Reviewed by Council: February 25, 2013, May 27, 2014, January 12, 2015, January 11, 2016, January 9, 2017, January 8, 2018, January 14, 2019, January 13, 2020; January 11, 2021; January 10, 2022; January 9, 2023

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

Section 6. Decorum of Council Members.

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

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

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

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

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

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

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

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

First Adopted by Council: December 1975

Amended by Council: January 12, 2015; December 12, 2022

Reviewed by Council: February 25, 2013, May 27, 2014, January 12, 2015, January 11, 2016, January 9, 2017, January 8, 2018, January 14, 2019, January 13, 2020; January 11, 2021; January 10, 2022; January 9, 2023

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

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

Section 8. Committees.

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

1. Personnel committee

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

Section 9. Suspension or Amendment of Rules.

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

Originally passed February 25, 2013 and Amended May 27, 2014, and on January 12, 2015, by the City Council of the City of La Crescent.

Mayor

City Administrator

CITY OF LA CRESCENT, MINNESOTA

Code of Conduct

Purpose.

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

Standards of Conduct.

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

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

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

CITY OF LA CRESCENT, MINNESOTA

Complaint, Hearing.

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

CITY OF LA CRESCENT COMMUNICATIONS POLICY

Policy No. 24

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

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

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

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

General

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

Mail

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

Telephone

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

Facsimile (Fax)

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

Cellular Phone & Camera

1. Purpose/Policy

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

2. General

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

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

With City Council approval, certain Department Heads and Supervisors shall be entitled to a monthly payment representing a cellular phone allowance. To be eligible for this

allowance, a job-related necessity must exist requiring the Department Head/Supervisor to be available, outside of normal office hours. The cell phone allowance must also eliminate a City owned cell phone and/or the need for the Department Head/Supervisor to seek reimbursement for job-related toll charges made on their own personal phone.

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

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

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

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

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

Internet/Email

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

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

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

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

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

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

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

Participation in On-Line Forums or Social Media

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

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

The Following Shall Apply to All Means of Communication:

1. Access Rules:

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

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

2. Security:

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

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

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

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

15. To connect personal social media account names or e-mail addresses to the City of La Crescent.
16. To disclose private or non-public information.

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

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

Enforcement

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

Disclaimer/User Liability

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

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

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

Date: _____

Signature

Print Name

3.10

CITY OF LA CRESCENT

Department of Police

Chief Luke M. Ahlschlager



January 3, 2023

Honorable Mayor and City Council Members

City Administrator Bill Waller

RE: 2nd Annual La Crescent Lions Frozen Apple Candlelight Trail Hike

Saturday, February 4, 2023 5:30 PM – 8:00 PM (approximate times)

The La Crescent Lions Club would like to continue their tradition of hosting candlelight hikes for our community. The club would like to host their 2nd Annual Frozen Apple Candlelight Trail Hike at Veterans Park and utilizing the Eagle Bluff Access Trail(s).

Requested city police services are as follows:

1. Barricades
2. La Crescent Police Reserve Unit

In addition, the club is requesting permission to run a UTV during the event to assist with event setup including clearing the trail and placement of luminaria.

The club appreciates the help and assistance of the city staff and Police Department in bringing these kinds of events to the community.

I do not anticipate any public safety concerns and any potential disruption to traffic, bicycle or pedestrian traffic would be minimal.

I would respectfully request the La Crescent City Council grant permission for the event to proceed.

See attached memo from the La Crescent Lion Club.

Respectfully,

Luke M. Ahlschlager, Chief of Police

**Proposal for The La Crescent Lions 2nd Frozen Apple Candlelight Trail Hike
Saturday, February 4, 2023**

January 3, 2023

To: Chief Luke Ahlschlager and City Administrator Bill Waller

The La Crescent Lions Club would like to hold our 2nd Frozen Apple Candlelight Trail Hike on Saturday, February 4, 2023.

The La Crescent Lions request the following assistance from the City:

1. Reserve Vets Park and the Eagle Bluff Access Trail for Saturday, February 4, 2023.
2. Placement of a couple barricades at the entrance to the upper parking lot at Vets Park.
3. Request that the Public Works crew NOT plow the Eagle Bluff Access Trail in January to try to prevent icy conditions from developing on the trail. Any questions about this request, please let us know. We understand you may want to clear the blacktop walking path in Vets park that leads to the trailhead.
4. We were appreciative of the Police Reserve officers last year and at the street crossing for the Fall Luminary Hike, but as discussed below, we do not think we will need all those resources this year. This is something we can review with the Chief for his recommendation.
5. Permission to run a UTV on the trail if needed to assist with event setup including placement of luminaria, and firepit on the trail.
6. Possible assistance with other miscellaneous items, such as a couple garbage barrels.

DESCRIPTION & BACKGROUND:

Similar to last year, we would like to light the Eagle Bluff Access Trail with luminaria starting at the northwest corner of the Vets Park parking lot. This year we will limit the hike entrance points to the Vets Park trailhead and the Park Street area next to Vets Park. (Last year very few people utilized the other trail entrances and those entrances are actually steeper and were more icy last year than the main entrance area.)

We do not believe we need the number of police reserves made available last year. Last year we anticipated a large turnout based on social media tracking, but we now understand that is not a good indicator of the actual number of people who will attend.

The lighted trail distance out and back will be less than a mile. We will set up one or two warming stations (at the start of the trail and at the turn-around point), including a small fire pit and hot cider/hot chocolate at the trail entrance. Lions members and other volunteers will monitor the trail and warming stations throughout the event.

Setup will occur Saturday afternoon. The hike itself will run from sunset at approximately 5:30pm to approximately 8pm. There will be no admission charged, but donations will be accepted. The event will be postponed/canceled if conditions are dangerously cold or icy.

We will promote the event to encourage local families to attend, as well as hiking enthusiasts from outside La Crescent. The Lions will communicate with the businesses near the park to make them aware of our plans. The La Crescent Area Event Center has indicated to us that the only event currently on their calendar will conclude about 3pm on Saturday.

We would be happy to discuss our plans further or answer any additional questions. Thank you for your consideration.

La Crescent Lions Club
Project Chairs: Teresa O'Donnell-Ebner and Patti Martell

3.11



WIESER LAW OFFICE, P.C.

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

KELLY M. IVERSON
AL "SKIP" WIESER, III

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

AL WIESER, JR.
Emeritus

TO: Honorable Mayor and City Council Members
CC: Bill Waller, City Administrator
FROM: Skip Wieser, City Attorney
DATE: January 3, 2023
RE: Horse Track Meadows & Horse Track Meadows West Development Agreements

Attached for Council consideration find the Fifth Amendment to the Development Agreement between the City of La Crescent and MSM Development for the Horse Track Meadows Development and the First Amendment to the Development Agreement between the City of La Crescent and MSM Development regarding the Horse Track Meadows West Development.

With respect to the Horse Track Meadows, we are extending the due date to complete the walking trail to on or before August 1, 2023.

The amendment relating to Horse Track Meadows West extends the due date for the developer improvements to be completed on or before August 1, 2023.

**FIRST AMENDMENT TO
DEVELOPMENT AGREEMENT**

Between

THE CITY OF LA CRESCENT, MINNESOTA

AND

MSM DEVELOPMENT, LLC

January 9, 2023

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 First Amendment to Development Agreement (“First Amendment”) is made and entered into this 9th day of January, 2023 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 November 17, 2021 the City and Owner and Developer entered into that certain Development Agreement (“Original Agreement” and, together with this First Amendment, (“Development Agreement”);

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

WHEREAS, wish to amend the Construction provision contained in Article 8.2.

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. Article 8.2 is deleted in its entirety and replaced with the following:

8.2 CONSTRUCTION. The construction, installation, materials, and equipment related to DEVELOPER IMPROVEMENTS on Exhibit B shall be in accord with the DEVELOPMENT PLANS and completed by August 1, 2023.

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 First 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 9th day of January, 2023, 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)
)
COUNTY OF HOUSTON) ss.

The foregoing instrument was acknowledged before me this _____ day of _____, 2023, by Michael Sexauer, Member of MSM Development, LLC, a Minnesota limited liability company, on behalf of the company.

Notary Public

**FIFTH AMENDMENT TO
DEVELOPMENT AGREEMENT**

Between

THE CITY OF LA CRESCENT, MINNESOTA

AND

MSM DEVELOPMENT, LLC

January 9, 2023

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 Fifth Amendment to Development Agreement ("Fifth Amendment") is made and entered into this 9th day of January, 2023 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"), and on January 24, 2022 the City and Owner and Developer entered into a Fourth Amendment to the Development Agreement ("Fourth Amendment"), together with the "Original Agreement" and "First Amendment" and "Second Amendment" and "Third Amendment" and "Fourth Amendment" together with this Fifth Amendment, ("Development Agreement"); and

WHEREAS, capitalized terms used in this Fifth 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 delete, in its entirety, Paragraph 4 of the Third Amendment and replace as follows;

1. Exhibit B, Page 17, last paragraph is deleted in its entirety and replaced with the following:

Construction, establishment, and installation a walking trail four (4) feet in width as depicted on the preliminary plat of Horse Track Meadows as approved by the La Crescent City Council on February 10, 2020.
Construction to be completed by August 1, 2023.

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 Fifth 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 9th day of January, 2023, 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)
)
COUNTY OF HOUSTON) ss.

The foregoing instrument was acknowledged before me this _____ day of _____, 2023, by Michael Sexauer, Member of MSM Development, LLC, a Minnesota limited liability company, on behalf of the company.

Notary Public

#3.12



TO: Honorable Mayor and City Council Members

FROM: Jason Ludwigson, Sustainability Coordinator

DATE: January 4th 2023

RE: Planning Commission meeting minutes November 1st 2022

Attached for your review are the minutes from the November 1st, 2022 meeting of the Planning Commission. A copy of the preliminary plat for Horse track Meadows North is included with the minutes. This is an informational item and will not require action by the city council at this meeting. Attorney Wieser will be in attendance to review the food truck ordinance and short-term rental text amendments.

MINUTES, REGULAR MEETING
PLANNING COMMISSION, CITY OF LA CRESCENT, MINNESOTA
NOVEMBER 1ST, 2022

The Planning Commission met at 5:30 p.m., on November 1st, 2022 in the City Council Chambers at City Hall. Upon a roll call taken and tallied by the Sustainability Coordinator, the following members were present: Greg Husmann, Mike Welch, Dave Coleman, Chris Langen, and Jerry Steffes. City Sustainability Coordinator, Jason Ludwigson, Economic Development Director, Larry Kirch, and City Attorney Skip Wieser were also present. Dave Hanifil arrived at 5:35 p.m. Member Ryan Stotts was absent. City Council representative Cherryl Jostad was absent.

Members recited the Pledge of Allegiance.

Item 4. Approval of September 6th 2022 Meeting Minutes

Mike Welch made a motion to accept the minutes from the September 6th meeting. Dave Coleman seconded the motion.

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

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

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

Item 5. Public Hearing for Preliminary Plat and Zoning Change 1786 County Highway 6

At 5:35 Chair Husmann opened the public hearing for the re-zoning and preliminary plat at 1786 County Highway 6. Jason Ludwigson and Attorney Weiser provided an overview of the preliminary plat. The property was purchased with the intent to be redeveloped. The public notice and plat were sent to the Houston County engineer. Chair Husmann closed the public hearing at 5:39. No members of the public

addressed the commission. Discussion by the commission followed.

Dave Coleman made a motion to recommend rezoning from agricultural status to R-2. Dave Hanifl seconded the motion.

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

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

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

Mike Welch made a motion to recommend approval of the preliminary plat with the conditions outlined in the October 28th letter from WHKS. Dave Coleman seconded the motion.

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

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

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

Item 6. Public Hearing on Text Amendments for Short Term Rentals

At 5:50 Chair Husmann opened the public hearing for text amendments for short-term rentals. Attorney Wieser noted that the City of La Crescent currently does not have any regulation regarding short-term rentals. The city could require properties renting for less than 30 days to get a license from the city.

Obtaining the license for short-term rentals would require meeting the conditions as outlined in the draft short-term rental ordinance. Public comments were received by Vonnie and Mark Levenik related to the draft ordinance for short-term rentals. Chair Husmann closed the public hearing at 6:14. Discussion by the commission followed.

Jerry Steffes made a motion to table the text amendments to the short-term rental ordinance with the request that more information be gathered. Dave Coleman seconded the motion.

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

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

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

Item 7. Public Hearing on Electric Vehicle Ordinance

At 6:15 Chair Husmann opened the public hearing for the electric vehicle ordinance. No members of the public addressed the commission. Chair Husmann closed the public hearing at 6:16. Jason Ludwigson provided an overview of the changes to the draft ordinance as requested by the planning commission. Discussion by the commission followed.

Dave Hanifil made a motion to recommend the ordinance including option A in the table provided. Dave Coleman seconded the motion.

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

Greg Husmann	Yes
Mike Welch	Yes
Chris Langen	Yes
Dave Coleman	Yes
Dave Hanifl	Yes

Item 8. Review Draft Ordinance Regulating Mobile Food Units

Attorney Wieser reviewed a draft ordinance regulating mobile food units. Discussion by the commission followed. Chair Husmann suggested that the city council provide some direction on this topic.

Jerry Steffes made a motion to table the discussion of an ordinance regulating mobile food units to a future meeting. Mike Welch seconded the motion.

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

Greg Husmann	Yes
Mike Welch	Yes
Chris Langen	Yes
Dave Coleman	Yes
Dave Hanifl	Yes

Item 9. Information item Xcel Public Utilities Commission filing for a public charging network, an electric school bus pilot, and program modifications

Jason Ludwigson provided an overview of the electric vehicle filing with the Public Utilities Commission by the states largest public owned utility. Item was informational only.

Members agreed to the next Planning Commission meeting date of December 6th, 2022 at 5:30 p.m. The meeting duly adjourned at 7:16 PM.

HORSE TRACK MEADOWS NORTH SUBDIVISION

PRELIMINARY PLAT

LEGAL DESCRIPTION:

A PIECE OR PARCEL OF LAND LYING IN THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 9, TOWNSHIP 104 NORTH, RANGE 4 WEST, OF THE FIFTH PRINCIPAL MERIDIAN AND DESCRIBED AS FOLLOWS, TO WIT: STARTING AT THE NORTHWEST CORNER OF SAID SECTION 9, THENCE S89°00'00"W ALONG THE NORTHWEST CORNER OF SAID SECTION 9, A DISTANCE OF 116 FEET TO THE CENTER OF THE PINE CREEK ROAD, THEN SOUTH 11 DEGREES 20 MINUTES EAST A DISTANCE OF 401.4 FEET, THEN SOUTH 81 DEGREES 54 MINUTES EAST A DISTANCE OF 1074.7 FEET TO A 1/16 LINE FENCE, THEN SOUTH ALONG SAID 1/16 LINE FENCE A DISTANCE OF 116 FEET TO THE POINT OF BEGINNING, THEN NORTHWESTERLY ALONG THE SOUTHERLY RIGHT-OF-WAY LINE OF THE PINE CREEK ROAD A DISTANCE OF 150 FEET TO AN IRON PIPE, THEN S89°00'00"W ALONG SAID IRON PIPE A DISTANCE OF 150 FEET TO AN IRON PIPE ON THE 1/16 LINE FENCE, THEN NORTH ALONG SAID 1/16 LINE FENCE TO THE POINT OF BEGINNING.

OWNER/DEVELOPER:

CITY OF LA CRESCENT
CONTACT: BILL WALLER
315 MAIN STREET
LA CRESCENT, MN 55947

SURVEYOR:

TIMOTHY A. HRUSKA, P.E., L.S.
WHKS & CO
2805 SOUTH BROADWAY
ROCHESTER, MN 55904

ENGINEER:

DAVID MARTIN, P.E.
WHKS & CO
2805 SOUTH BROADWAY
ROCHESTER, MN 55904

PLAT AREA:

TOTAL PROPERTY AREA = 1.99 ACRES
TOTAL ROW AREA = 0 ACRES
NUMBER OF LOTS = 10 LOT AND 1 OUTLOT

ZONING:

R-2 SINGLE-FAMILY/TWO-FAMILY RESIDENTIAL

SETBACKS:

20' FRONT YARD
30' REAR YARD
10' SIDE YARD (10% OF LOT WIDTH MIN. 5 FEET)

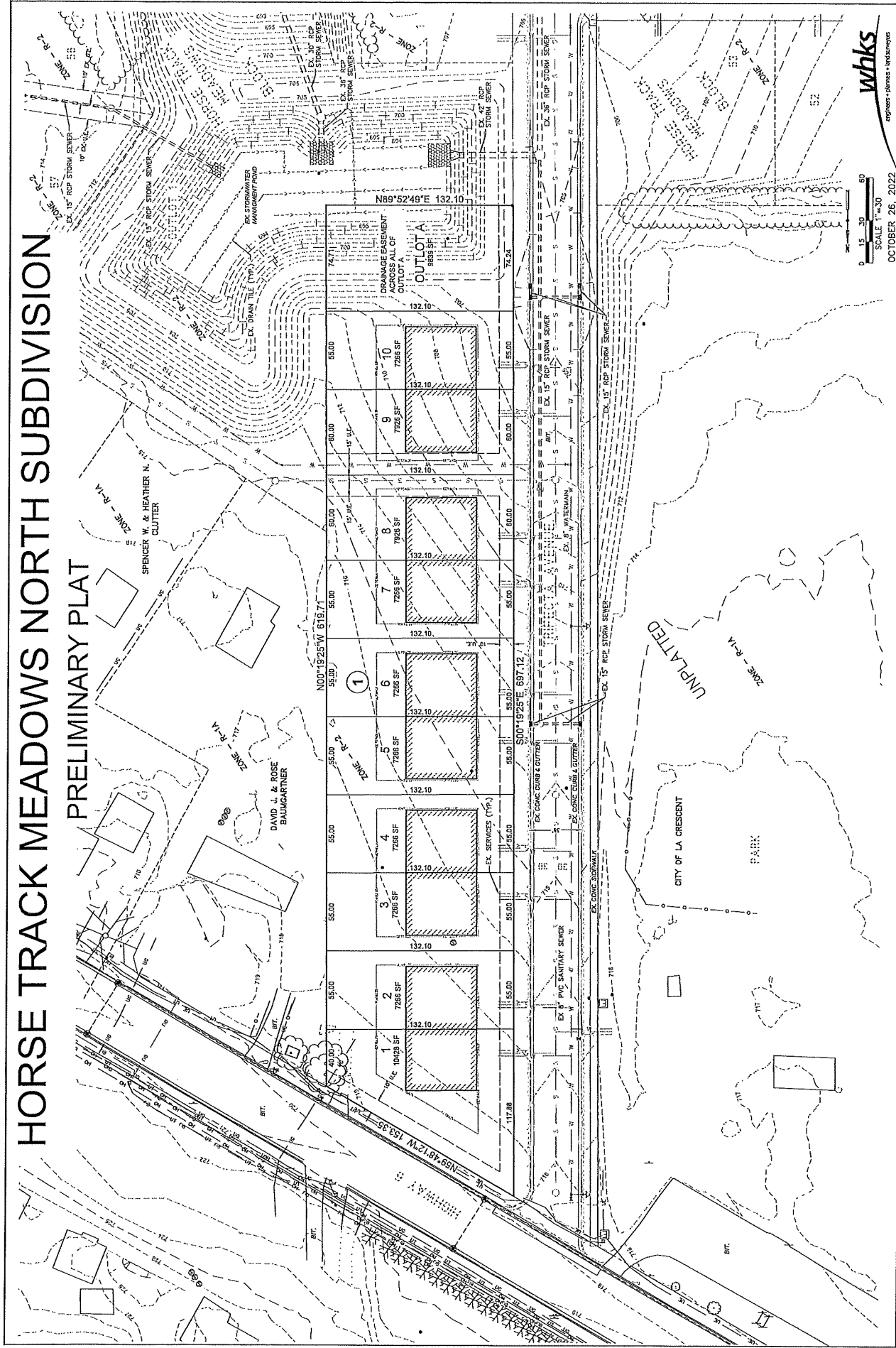
MIN. LOT AREA:

6,500 SF

MAX LOT COVERAGE WITH STRUCTURES (PER LOT) 45%

HORSE TRACK MEADOWS NORTH SUBDIVISION

PRELIMINARY PLAT



CITY OF LA CRESCENT ORDINANCE NO. _____

AN ORDINANCE REGULATING THE USE OF MOBILE FOOD UNITS (ALSO KNOWN AS FOOD TRUCKS) WITHIN THE CITY OF LA CRESCENT

The City Council of the City of La Crescent hereby ordains:

DEFINITIONS

1. **Definitions.** As used in this chapter, the following terms shall have the following meanings:
 - A. "Applicant" means a person who applies for a Mobile Food Unit License.
 - B. "City" means the City of La Crescent.
 - C. "Council" means the City of La Crescent City Council.
 - D. "Licensee" means a person who possesses a Mobile Food Unit License.
 - E. "Mobile Food Unit" means a food and beverage service establishment that is a vehicle mounted unit, either motorized or trailered, and readily movable, without disassembling, for transport to another location for the purpose of Vending.
 - F. "Operator" includes any person, firm, or corporation who owns, leases, contracts or in any other fashion permits a person to operate under this Ordinance any Mobile Food Unit for the purpose of Vending, including the person driving or working in any such Unit.
 - G. "Vend" or "Vending" means offering food for sale from a Mobile Food Unit within the City limits.

ORDINANCE

2. **License Required.** No Operator shall Vend from a Mobile Food Unit within the City unless a license to do so is first obtained from the City. There shall be three types of licenses issued to Mobile Food Units by the City:

- (a) Annual Property Owner Owned Mobile Unit License;
- (b) Per Occurrence License for visiting Mobile Food Units;
- (c) Annual License for visiting Mobile Food Units.

The License Fees shall be established by resolution adopted by the Council, and shall entitle the Operator to Vend from one such vehicle for the time period specified in the license.

3. **License Application and Approval.** Application for a Mobile Food Unit License shall be made in writing to the Deputy City Clerk.
 - A. **License Fee.** The License Fee is due at the time of filing the application. Payment may be made by either cash or check, payable to the City.

B. **Required Information.** The Deputy City Clerk may require certain information on the application as it deems reasonable and necessary including but not limited to the following:

i. **Applicant Information.** Name and address of the Applicant; name and address of proposed Vending location, including a signed authorization from the property owner(s) of where the Mobile Food Unit will be located;

ii. **Particular Information about Mobile Food Unit.** Vehicle registration and licensing, types of equipment, power sources, installation specifications, and information on any custom fabricated equipment within the Unit;

iii. **Proof of Compliance.** Copies of all licenses or permits required by the State of Minnesota Health Department or Houston County Public Health;

iv. **Indemnity.** A signed statement that the Applicant will defend, indemnify, and hold the City harmless from any and all claims for damage to property or injury to persons which might result or arise out of the Applicant's operation of a Mobile Food Unit as permitted by this Ordinance.

v. **Insurance.** A certificate of insurance showing the Applicant has obtained the following types of coverage:

a. **Minimum liability and contractual liability policy** in the amount of one hundred thousand dollars (\$100,000.00) per person;

b. **Food Products Liability** in the amount of one hundred thousand dollars (\$100,000.00) per person;

c. **Property Damage** in the amount of one hundred thousand dollars (\$100,000.00) per incident;

d. **Bodily injury** in the amount of three hundred thousand dollars (\$300,000.00) for each accident for bodily injury.

vi. **Scope of Insurance.** Each policy mentioned above must protect the Applicant, property owners, and the City from all claims for damage to property or bodily injury, including death, which may arise from the Applicant's operation of a Mobile Food Unit. The policies shall further provide that they may not be cancelled except upon 30 days' written notice filed with the Deputy City Clerk. No license issued under this Ordinance shall be valid at any time the insurance required by this clause is not maintained and evidence of its continuance is on file with the Deputy City Clerk. A certificate of insurance shall contain an acknowledgement signed by the insurer that prior to modification, cancellation or termination of the subject policy, written notice shall be sent to the Deputy City Clerk by said insurance company.

vii. **Final Approval.** Upon receipt of all required information and the payment of all required license fees, the Deputy City Clerk or City Administrator shall approve the application.

4. **Transfer of License Prohibited.** The Mobile Food Unit license may not be transferred to another person or entity. Each license is valid for only one Mobile Food Unit.
5. **Limitations on Vending Activity.** The following restrictions apply to Mobile Food Unit Operators throughout the City:
 - A. An Operator shall not set up any dining area on public property, including but not limited to, tables, chairs, booths, stools, benches, or stand-up counters.
 - B. An Operator may only serve customers when the Mobile Food Unit is lawfully stopped.
 - C. An Operator must comply with all posted parking restrictions.
 - D. All waste liquids, garbage, litter, and refuse shall be kept in leak proof, nonabsorbent containers which shall be kept covered with tight-fitting covers and properly disposed of. No waste liquids, garbage, litter or refuse shall be dumped or drained into sidewalks, streets, gutters, drains, trash receptacles, or any other place other than the Mobile Food Unit. The garbage receptacle shall be easily accessible for customer use. The Licensee and Property Owner shall be responsible for all litter and garbage left by customers.
 - E. The Operator must comply with the Minnesota Food Code.
 - F. Mobile Food Unit hours of operation must comply with the City's existing noise ordinance, as it may be updated from time to time.
 - G. An operator shall not operate from any vending activity within 125 feet of the nearest property line of any restaurant within the City.
 - H. An operator shall not operate from any vending activity in any City operated parking lot, road right of way, or City park, unless a partial exemption is obtained from the City Council.
6. **Compliance with State law.** Any Mobile Food Unit wishing to operate within the City must first meet all licensing and registration requirements under the laws of the State of Minnesota. Proof of compliance with State law is required.
7. **Notice from Annual License Holders.** Mobile Food Units which purchase an Annual License must give at least two (2) weeks prior notice to the City of the Mobile Food Unit's desire to Vend in the City on its selected date. If the Mobile Food Unit does not provide at least two (2) weeks prior notice to the City of its desire to Vend in the City on a selected date, then the Mobile Food Unit shall be considered in violation of this ordinance and subject to the Penalty and Enforcement provisions in Paragraph 10.
8. **Exempt events.** The following City events are partially exempt from certain requirements and application of this Ordinance: _____, or event designated as exempt by the Council. The City Council reserves the right to partially exempt certain events that may take place in a City operated parking lots, road right of way, or City park.

8(a) **Exemption.** The events identified immediately above shall not be required to adhere to Paragraph 5(a) of this Ordinance. Moreover, a separate fee schedule for these exempt events shall be applicable, which separate fee schedule shall be set by the event's organizer. The separate fee schedule set by the event's organizer shall not set any license fee lower than the City's current fee schedule for Mobile Food Units.

9. **Penalty and Enforcement.** Any person, firm, or corporation who violates any part of this Ordinance shall be guilty of a misdemeanor and a separate offense shall be deemed committed on each day during or on which a violation occurs or continues.
10. **License Suspension, Revocation and Denial.** Any license issued by the City pursuant to the provisions of this Ordinance may be suspended, revoked, or, if in connection with the application or renewal of a license, denied upon a finding that the Licensee:
 - A. Failed to comply with any applicable state law, city ordinance, Minnesota Food Code, or state or county health regulation relating to a Mobile Food Unit;
 - B. Failed to possess any license, permit, or approval from any state or county authority needed in order to legally operate the Mobile Food Unit within the State of Minnesota or Fillmore County;
 - C. Violated any provision of this Ordinance;
 - D. Failed to comply with any condition set forth in the license;
 - E. Allowed the Mobile Food Unit business to be operated or maintained in a way that unreasonably annoyed, endangered or injured the safety, health, morals, comfort or repose of any considerable number of members of the public; or
 - F. Provided false or misleading information on the application.
11. **Effective Date.** This Ordinance shall be in full force and effect from its date of publication.

PASSED AND ADOPTED by the City Council of the City of La Crescent, Minnesota, this
_____ day of _____, 2022.

SIGNED:

Mayor

ATTEST:

City Administrator

DRAFT

SHORT TERM RENTALS

I. PURPOSE

The purpose of this Section is to ensure that the short-term rental of dwelling units in the City is conducted, operated, and maintained so as not to become a nuisance to the surrounding neighborhoods or an influence that fosters blight and deterioration or creates a disincentive to reinvest in the community.

II. SCOPE

This section applies to the short-term rental of all dwelling units located within all zoning districts of the City of La Crescent.

III. DEFINITIONS

The following words and terms when used in this Section shall have the following meanings unless the context clearly indicates otherwise:

Bedroom: A habitable room within a single-family dwelling which is used, or intended to be used, primarily for the purpose of sleeping, but shall not include any kitchen, dining room, or living room.

Building Official: An employee of the City designated as the Building Official. The term Building Official also includes all City employees authorized to issue citations.

Dwelling unit: ^{SP} One or more rooms physically arranged so as to create an independent housekeeping establishment for occupancy by one family with separate toilets and facilities for cooking and sleeping.

Occupant: Any person who occupies a dwelling unit or part of the same.

Owner: A person having legal or equitable interest in the dwelling unit or its premises.

Off-street parking space: An area on the permitted premises or within a building on the permitted premises intended for the use of temporary parking of a motor vehicle which has a means of access to a public street.

Permitted Premises: The platted lot or part of such lot or unplatted parcel of land on which a dwelling unit permitted as a short-term rental is located.

Public waters: Any waters as defined in Minnesota Statutes § 103G.005, Subd. 15.

Short-term rental: The rental or lease of a dwelling unit in whole or in part for thirty (30) days or less.

Short-term rental permit: The permit issued by the City for the rental or lease of a dwelling unit for short-term rental.

Tenant: Any person who is occupying a dwelling unit under any agreement, lease, or contract, whether oral or written, which requires the payment of money as rent for the use of the dwelling

unit.

Watercraft: Any vessel, boat, canoe, raft, barge, sailboard, or any similar device used or useable for carrying and transporting persons on the public waters.

IV. PERMIT REQUIRED

No person shall undertake the short-term rental of any dwelling unit, or advertise such dwelling unit for rental, to a tenant or tenants unless properly permitted as hereinafter provided.

Application: A person desiring to undertake or allow the short-term rental of a dwelling unit in the City shall apply to the Building Official for a short-term rental permit. The application shall be submitted by the owner. The permit application shall be on a form prescribed by the City and include all required information.

Permit Fee: Each application shall be accompanied by payment in full of the required permit fee. The annual permit fee shall be determined by the City Council and set forth in the City fee schedule. The fee shall not be prorated.

Issuance of Short-Term Rental Permit:

1. If the Building Official determines that an applicant has met the requirements for issuance of a short-term rental permit, the Building Official shall issue the applicant a short-term rental permit.
2. If the Building Official determines that an applicant has not met the requirements for issuance of a short-term rental permit, the Building Official shall endorse on such application his/her disapproval and his/her reasons for the same and provide the application and recommendation for denial to the City Administrator. The City Administrator may either: (i) deny the application and return the endorsed application to the applicant to notify the applicant that his/her application is denied and that no permit will be issued; or (ii) direct the Building Official to issue the applicant a short-term rental permit.

Expiration of Permit: Except as otherwise provided in this Section, all short-term rental permits shall expire annually on December 31 of each year unless suspended or revoked earlier.

Renewal of Permit: Applications for renewal of an existing short-term rental permit shall be made at least thirty (30) days prior to the expiration of the current short-term rental permit. All such applications shall be submitted to the Building Official on forms provided by the City and shall be accompanied by the required fee.

Permit Not Transferable: No short-term rental permit shall be transferable to another person or to another dwelling unit. Every person holding a short-term rental permit shall give notice in writing to the Building Official within five (5) business days after having legally transferred or otherwise disposed of the legal control of any dwelling unit for which a short-term rental permit has been issued. Such notice shall include the name and address of the person succeeding to the ownership or control of such dwelling unit.

Resident Agent Required: No short-term rental permit shall be issued without the designation of a local agent. The agent must live and work within 30 miles of the dwelling unit. The Agent may,

but is not required to be, the owner. One person may be the agent for multiple dwelling units. At all times, the agent shall have on file with the Building Official a primary and a secondary phone number as well as a current address. The agent or a representative of the agent shall be available 24 hours a day during all times that the dwelling unit is being rented at the primary or secondary phone number to respond immediately to complaints and contacts relating to the dwelling unit. The Building Official shall be notified in writing within two (2) business days of any change of agent. The agent shall be responsible for the activities of the tenants and maintenance and upkeep of the dwelling unit and shall be authorized and empowered to receive service of notice of violation of the provisions of City ordinances and state law, to receive orders, and to institute remedial action to affect such orders, and to accept all service of process pursuant to law.

Denial of Short-Term Rental Permit: Any applicant aggrieved by the denial of a short-term rental permit, or the non-renewal of an existing permit may appeal to the City Council. Such appeal shall be taken by filing with the City Administrator within ten (10) days after the date of issuance of the written denial, a written statement requesting a hearing before the City Council and setting forth fully the grounds for the appeal. A hearing shall be held within sixty (60) days of receipt of the request. Notice of the hearing shall be given by the City Administrator in writing, setting forth the time and place of hearing. Such notice shall be mailed, postage prepaid, to the applicant at his/her last known address at least five (5) days prior to the date set for hearing.

V. RESPONSIBILITY OF OWNERS:

No owner shall undertake or allow the short-term rental of a dwelling unit in a Residential Use District that does not comply with all applicable City ordinances, the laws of the State of Minnesota, and this Section. It shall be the owner's responsibility to ensure that all tenants, occupants, and guests comply with the following:

Maximum Overnight Occupancy: The number of overnight occupants allowed for a short-term rental shall be limited as set out below. Children under three (3) years of age are not to be counted toward the limit.

For lots of 1/2 acre or more if the livable square footage of the primary building is:

- Under 1,500 square feet: 6 occupants
- 1,500 square feet to 1,999 square feet: 8 occupants
- 2,000 square feet or more: 12 occupants

For lots of less than 1/2 acre:

- Under 1,500 square feet: 4 occupants
- 1,500 square feet to 1,999 square feet: 6 occupants
- 2,000 square feet or more: 8 occupants

Off-Street Parking: The permitted premises shall contain off-street parking spaces equal in number to the number of bedrooms contained in the dwelling unit.

Mooring and Storage of Watercraft:

1. No more than two (2) restricted watercraft may be moored at the permitted premises at any

one time. Any restricted watercraft moored at the permitted premises must be registered and owned by either the property owner or the current tenant.

2. No watercraft shall be permanently or temporarily placed or stored within the side yard setback of the permitted premises.

Maintenance Standards: Every dwelling unit used for short-term rental shall conform to all building and zoning requirements of the City Code, permits issued by the City, and the laws of the State of Minnesota.

Rental Limit: No dwelling unit shall be rented out more than _____ (_____) times per calendar year.

Occupants: The agent shall maintain a fully executed lease for all tenants and a list of all current occupants of each dwelling unit. The agent shall make the lease and list available to City staff and/or law enforcement upon request. In addition, a copy of the fully executed lease shall be kept available at the dwelling unit at all times during the lease term.

VI. DISORDERLY CONDUCT:

Disorderly Conduct Prohibited: Disorderly conduct is prohibited on all permitted premises. It shall be the responsibility of the owner to ensure that all tenants occupying the permitted premises and their guests conduct themselves in such a manner as not to cause the permitted premises to be disorderly. For purposes of this Section, disorderly conduct includes but is not limited to, a violation of any of the following statutes or ordinances:

1. Minn. Stat. §§ 609.75 – 609.76, which prohibit gambling;
2. Minn. Stat. §§ 609.321 – 609.324, which prohibit prostitution and acts relating thereto;
3. Minn. Stat. §§ 152.01 – 152.027, which prohibit the unlawful sale or possession of controlled substances;
4. Minn. Stat. § 340A.401, which prohibits the unlawful sale of alcoholic beverages;
5. Minn. Stat. § 340A.503, which prohibits the underage consumption of alcoholic beverages;
6. Minn. Stat. § 609.595, which prohibits damage to property;
7. Minn. Stat. §§ 97B.021, 97B.045, 609.66-609.67, and 624.712-624.716, and City Code Section 804, which prohibit the unlawful possession, transportation, sale, or use of a weapon;
8. Minn. Stat. § 609.72, which prohibits disorderly conduct, when the violation disturbs the peace and quiet of the other occupants of the permitted premises or other surrounding premises;
9. Minn. Stat. § 152.027, subd. 4, which prohibits the unlawful sale or possession of small amounts of marijuana;
10. Minn. Stat. § 152.092, which prohibits the unlawful possession or use of drug

paraphernalia;

11. Minnesota State Fire Code 302 and 307-307.5, which limit recreational fires to no larger than 3' X 3' feet, natural wood only, attended until extinguished, conditions permitting; and
12. Minn. Stat. §§ 624.20-624.21 which prohibits exploding fireworks.

Determination of Disorderly Conduct:

1. A determination that the permitted premises has been used in a disorderly manner as described in Article VI shall be made by the Building Official upon evidence to support such a determination. It shall not be necessary that criminal charges are brought to support a determination of disorderly use, nor shall the fact of dismissal or acquittal of such a criminal charge operate as a bar to adverse permit action under this Section.
2. Upon determination by the Building Official that a permitted premises was used in a disorderly manner, as described in Article VI, the Building Official shall notify the owner and agent by certified mail of the violation and direct the owner and/or agent to take appropriate action to prevent further violations.
3. If a second instance of disorderly use of the permitted premises occurs within one year of an incident for which notice in Article VI was given, the Building Official shall notify the owner and agent by certified mail of the violation and shall also require the owner and agent to submit within 15 days a written report of the actions taken, and proposed to be taken, by the owner and/or agent to prevent further disorderly use of the permitted premises.
4. If a third incident of disorderly use of the permitted premises occurs within one year after the second of any two previous instances of disorderly use for which notices were sent to the owner and agent pursuant to this subsection, the short-term rental permit may be revoked, suspended, or not renewed. An action to revoke, suspend, or not renew a permit under this Article VI shall be initiated by the Building Official in the manner described below.

VII. PERMIT SUSPENSION OR REVOCATION:

Procedure:

1. Every short-term rental permit issued under this Section is subject to suspension or revocation by the City Administrator for any violation of this Section or any other ordinance of the City or the law of the state.
2. The Building Official may recommend suspension or revocation of a short-term rental permit to the City Administrator. The City Administrator shall review the recommendation and the reasons supporting the recommendation and may suspend or revoke the permit. The City Administrator shall provide written notice to the owner and agent of the suspension or revocation. The notice shall inform the owner and agent of the right to appeal the decision of the City Administrator to the City Council.
3. Any applicant aggrieved by the suspension or revocation of a short-term rental permit may

appeal to the City Council. Such appeal shall be taken by filing with the City Administrator within ten (10) days after date of issuance of the written suspension or revocation notice, a written statement requesting a hearing before the City Council and setting forth fully the grounds for the appeal. A hearing shall be held within thirty (30) days of receipt of the request. Notice of the hearing shall be given by the City Administrator in writing, setting forth the time and place of hearing. Such notice shall be mailed, postage prepaid, to the applicant at his/her last known address at least five (5) days prior to the date set for hearing.

Effect of Suspension or Revocation: If a short-term rental permit is suspended or revoked, it shall be unlawful for anyone to thereafter allow any new short-term rental occupancies of the dwelling until such time as a valid short-term rental permit is restored by the City.

Effect of Revocation: No person who has had a permit revoked under this Section shall be issued a short term rental permit for one year from the date of revocation.

VIII. APPEAL

The decision of the City Council to deny, suspend, or revoke a short-term rental permit following a hearing as provided can be appealed by petitioning the Minnesota Court of Appeals by a writ of certiorari.

IX. POSTING

The following language shall be posted at or near the entrance of every short term rental dwelling unit. The posting shall be printed in a minimum 18 point font.

All short term rental of dwelling units shall comply with this ordinance. These posted regulations are a summary of a portion of the short term rental regulations. For additional information please refer to Ordinance No. _____ or contact City Hall.

- No person shall undertake the short-term rental of any dwelling unit without a City permit.
- A copy of the lease shall be available at the dwelling unit at all times during the lease term.
- Every permitted premises shall have an agent within 30 miles available during all times the unit is rented, 24 hours a day at the following phone numbers: _____ and/or _____ to respond immediately to complaints and contacts relating to the dwelling unit.
- The Maximum Overnight Occupancy for this dwelling unit is: _____ occupants. Not counting children under three (3) years of age.
- No watercraft shall be permanently or temporarily placed or stored within the side yard setback of the permitted premises.
- Disorderly conduct is prohibited. All disorderly conduct will be reported to the property's agent and the La Crescent Police Department.

- Increased noise regulations are in place between the hours of 10 p.m. and 7 a.m.
- Littering is prohibited.
- Recreational fires are limited. Please check with the City to determine what prohibitions exist for current conditions.
- Any violation of this Section shall constitute a misdemeanor.

X. Compliance


If the City has reason to believe that any provisions in this Section are not being complied with, the City has the authority to require the submittal of an executed lease or other information needed to establish compliance.

XI. PENALTY

Any person who undertakes or allows any violation of this Section shall be guilty of a misdemeanor and shall, upon conviction thereof, be punished by a fine or by imprisonment, or both, in accordance with the provisions of Minnesota State Statutes.

#3.13



TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator 
DATE: January 5, 2023
RE: Personnel Committee Recommendations

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

1. On January 25, 2023, Ethan Hofschulte will have completed his one-year probationary period as a Police Officer for the City of La Crescent. Effective January 25, 2025, that Mr. Hofschulte's probationary status be removed, and that he be classified as a regular City of La Crescent employee. A letter from the Police Chief regarding this recommendation is included.
2. That the City Council accept Ryan Quanrud's resignation from the Fire Department. A letter from the Fire Chief regarding this recommendation is included.

CITY OF LA CRESCENT

Department of Police

Chief Luke M. Ahlschlager



December 21, 2022

Honorable Mayor and City Council Members

City Administrator Bill Waller

Re: Removal of Probationary Status

Peace Officer Ethan Hofschulte Badge #305

On January 25, 2023, Officer Ethan Hofschulte will have completed a one-year probationary period, per LELS Local 120 Contract Article 5.2.

I would like to report Officer Hofschulte has satisfactorily completed the probationary period and request consideration that he be classified as a regular City employee after January 25, 2023 with full-time employment status as a City of La Crescent Peace Officer.

Respectfully,

A handwritten signature in black ink, appearing to read 'L. Ahlschlager', is written in a fluid, cursive style.

Luke M. Ahlschlager



La Crescent Fire/Rescue

To: Personnel Committee
La Crescent City Council
Bill Waller – City Administrator
From: Chief Tom Paulson
Date: 1/5/2023

RE: Fire Fighter resignation

Ryan Quanrud has tendered his resignation from the position of Fire Fighter/First Responder as result of relocation out of the service area. The department accepts his resignation effective September 25th, 2022.

Sincerely,

A handwritten signature in black ink, appearing to read "Tom Paulson".

Tom Paulson
Fire Chief
La Crescent Fire Department

#3.14



TO: Honorable Mayor and City Council Members
FROM: Chris Fortsch, Administrative Assistant CKF
DATE: January 4, 2023
RE: 2023 License Renewal Applications

The City has received the attached list of license renewal applications since the last council meeting.

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



2023 LICENSES RENEWALS	\$45.00	\$100.00	\$280.00	\$300.00	\$150.00	\$1,150.00	\$200.00	\$45.00	\$150.00	\$50.00	REC'D/
	CIGS	OFF-SALE 3.2	ON-SALE 3.2	WINE	LIQUOR OFF SALE	LIQUOR ON SALE	LIQUOR SUNDAY	GAS INSTALLERS	MASSAGE BUSINESS	MASSAGE TECHNICIAN	DATE PAID
BUSINESS											
7 Rivers Mechanical LLC								X			12/27/2022
G & T Heating & Air Conditioning LLC								X			12/27/2022
Heaven's Hands									X	X	12/28/2022
La Crosse Fireplace Co								X			12/28/2022
Mike Sherman Plumbing & Heating Inc								X			12/29/2022
Winona Heating & Ventilating Co Inc								X			12/21/2022

#3.15

RESOLUTION NO. 01-23-03

**RESOLUTION ACCEPTING DONATIONS MADE TO THE
CITY OF LA CRESCENT WIESER MEMORIAL PARK IMPROVEMENT PROJECT
IN DECEMBER 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, 2022 to the Wieser Memorial Park Improvement Project to be used for the specific purpose of improvements to the park shelter and bathroom facilities:

1. Donald and Roxanne Weber wish to donate \$10,000.00
2. An Anonymous donor wishes to donate \$500.00
3. James Riehle wishes to donate \$10,000.00
4. An Anonymous donor wishes to donate \$35,000.00
5. Gregory Husmann wishes to donate \$425.00

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

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

ADOPTED this 9th day of January, 2023.

SIGNED:

Mayor

ATTEST:

Deputy Clerk

RESOLUTION NO. 01-23-04

**RESOLUTION ACCEPTING DONATIONS MADE TO THE
CITY OF LA CRESCENT IN DECEMBER, 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 the City of La Crescent in the month of December, 2022:

1. Troop 33, La Crescent wishes to donate \$441.00 to the City of La Crescent Fishing Dock/Kayak Launch Project.

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

ADOPTED this 9th day of January, 2023.

SIGNED:

Mayor

ATTEST:

Deputy Clerk

RESOLUTION NO. 01-23-05

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

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

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

1. Dennis and Julie Behnke wish to donate \$2,500.00

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

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

ADOPTED this 9th day of January, 2023.

SIGNED:

Mayor

ATTEST:

Deputy Clerk

#3.16



TO: Honorable Mayor and City Council Members
FROM: Shawn Wetterlin, Building Official
DATE: January 3, 2023
RE: 332 South 1st Street, Demolition

We received the Pre-Demolition Asbestos Inspection report for the city owned house at 332 South 1st Street. The inspection report noted asbestos around the duct work within the house and the exterior siding on the detached garage. The detached garage is not planned for demolition at this time.

The proposal for the asbestos abatement of the duct work only is listed below:

- Asbestrol, Inc. \$ 1,540.00

We received three proposals to demolish the house:

- Zenke Incorporated - \$ 18,400.00
- Gerke Excavating – \$22,456.00
- Bluff Country - \$ 24,000.00

In order to proceed, we would suggest that the City Council accept the proposal from Asbestrol, Inc. in the amount of \$ 1,540.00 for the asbestos abatement and the proposal from Zenke Inc. in the amount of \$ 18,400.00 for the house demolition. As proposed, the work will be completed by March 31, 2023.

There are funds available in the 2023 General Fund budget for this work.

#3.17



TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator *BW*
DATE: January 6, 2023
RE: Authorize Capital Equipment Expenditure

We are suggesting that the City Council approve the following capital equipment expenditure:

1. The 2022 capital equipment certificate includes funds for the purchase of new computers at City Hall. The City received a proposal from Locknet for \$8,104.99 for 3 computers, software, and labor. The new computers would replace old computers in the Police Department and the License Bureau that are no longer being supported, along with a new laptop computer for City Hall that will be utilized by the City's Sustainability Coordinator. In order to proceed, we would suggest that the City Council accept the proposal submitted by Locknet.

3.18

Bill Waller

From: Lee Langager <Lee.Langager@co.houston.mn.us>
Sent: Thursday, January 5, 2023 12:32 PM
To: liztostenson1@gmail.com; btownship@goacentek.net;
caledonia.township.clerk@gmail.com; amoen@mid-citysteel.com; joes@acegroup.cc;
crischette@hrblock.com; falken@umn.edu; kschuldt@lacrescenttownship.com;
llemke189@gmail.com; amflorin@acegroup.cc; mptclerk@gmail.com;
sheldon.township@gmail.com; jenniferwiste@gmail.com; uniontownmn@gmail.com;
meljayschroeder@yahoo.com; lstag@acegroup.cc; dewdrop@acegroup.cc;
brownsvi@acegroup.cc; caledoniaclerk@acegroup.cc; eitzen@acegroup.cc;
cityclerk@acegroup.cc; mquinn@houstonmn.us; Bill Waller; julie@springgrovemn.com
Cc: Lucas Onstad
Subject: New LBAE Scheduling Process for 2023
Importance: High

City and Township Officials,

The scheduling of the 2023 Local Board of Appeals and Equalization (LBAE) meetings will be handled differently this year. In 2022, there were instances where meetings overlapped making it difficult for the Assessor to be present at all of the meetings he deemed necessary to attend.

This year, Luke has developed the LBAE schedule. This will allow for him to attend all of the meetings, should he feel that is necessary. It will also reduce the travel time, cost of travel, and cost of overtime required by the County Assessor's Department to accommodate the LBAE meetings.

If you would like more information on the county assessor's office roles and responsibilities during the appeal season, or the local board's responsibilities, you may reference:

[Minnesota Property Tax Administrator's Manual—Module 8 | Assessment Review Appeals/Equalization, and Correction](#)

If, after referencing the [Minnesota Property Tax Administrator's Manual](#) you have additional questions, please reach out to me and I will be happy to answer your questions.

Thank you,
Lee

Lee Langager

Technical Clerk | Houston County Assessor
304 S Marshall St | Caledonia, MN 55921
507-725-5801 (phone)
lee.langager@co.houston.mn.us

Bill Waller

From: Lee Langager <Lee.Langager@co.houston.mn.us>
Sent: Thursday, January 5, 2023 1:29 PM
To: liztostenson1@gmail.com; btownship@goacentek.net;
caledonia.township.clerk@gmail.com; amoen@mid-citysteel.com; joes@acegroup.cc;
crischette@hrblock.com; falken@umn.edu; kschuldt@lacscenttownship.com;
llemke189@gmail.com; amflorin@acegroup.cc; mptclerk@gmail.com;
sheldon.township@gmail.com; jenniferwiste@gmail.com; uniontownmn@gmail.com;
meljayschroeder@yahoo.com; lstagg@acegroup.cc; dewdrop@acegroup.cc;
brownsvi@acegroup.cc; caledoniaclerk@acegroup.cc; eitzen@acegroup.cc;
cityclerk@acegroup.cc; mquinn@houstonmn.us; Bill Waller; julie@springgrovemn.com
Cc: Robert Burns; Eric Johnson; Greg Myhre; Dewey Severson; Lucas Onstad
Subject: LBAE Schedule for 2023
Attachments: LBAE Schedule - 2023.pdf

City and Township Officials,

Below (and attached) is the 2023 Local Board of Appeals and Equalization Schedule. Only cities and townships that had LBAE meetings in 2022 have been included on the schedule, with the exception of Mound Prairie, which has requested a meeting this year.

All cities and townships currently on the schedule have at least one certified member for the 2023 meeting. If your city or township is not on the schedule, and would like to hold an LBAE meeting this year, please notify me asap.

If you have any questions or concerns, please reach out to me.

Thank you,
Lee

LBAE Schedule - 2023

April 20	6:00 pm	Mound Prairie
April 24	5:30 pm	La Crescent City
	7:00 pm	Crooked Creek Twp
April 25	10:00 am	Mayville Twp
	6:00 pm	Eitzen City
	7:00 pm	Winnebago Twp
April 26	5:30 pm	Houston City
	7:00 pm	Houston Twp
April 27	5:00 pm	Sheldon Twp
May 1	5:00 pm	Caledonia City
	7:00 pm	Yucatan Twp
May 2	6:00 pm	Brownsville City
	7:00 pm	Brownsville Twp

May 3	5:30 pm	Hokah City
	6:30 pm	Hokah Twp
May 4	5:30 pm	Money Creek Twp

Lee Langager

Technical Clerk | Houston County Assessor
 304 S Marshall St | Caledonia, MN 55921
 507-725-5801 (phone)
lee.langager@co.houston.mn.us

Root River Trail Extension - Citizens Exploratory Committee

Meeting minutes.

Date: November 16, 2022

Location: Hokah Fire Station - 9 Mill Street

1. Call To Order, Roll Call

The meeting was called to order at 3:05 p.m. by Larry Kirch, City of La Crescent, Community Development Director.

Members Present: Jay Wheaton, Dick Wieser, Larry Stryker, Joe Thesing, Ben Horn, Kevin Walther

Members Absent: Hein Bloem, Jake Olson

Others Present: Allison Wagner, Houston County Economic Development Director/Board Clerk, Sam Jandt, Houston County Attorney

For purposes of introductions, each member introduced themselves and stated which community they represented: Jay Wheaton, City of Houston, Dick Weiser, City of La Crescent, Larry Stryker, City of La Crescent, Joe Thesing, Houston County, Ben Horn, Houston County, Kevin Walther, City of Hokah. Hein Bloem, represents the City of Houston, Jake Olson, represents the City of Hokah.

2. Review MOA to Jointly Cooperate

Larry Kirch walked through the MOA to Jointly Cooperate, which was sent to each of the members, section by section. County Attorney, Sam Jandt also assisted in clarifying some of the provisions. The MOA to Jointly Cooperate was approved and signed by all three cities and the county.

3. DRAFT Project Charter

Larry Kirch had drafted a "Project Charter" for the committee to spell out the commitment of the parties to the MOU, projects roles and responsibilities of the committee as well as city and county council/board members and staff. The Project Charter lays out the expectations of both staff and the committee and essentially provides authorization for the project manager(s) to work on behalf of the county, cities, and the committee.

4. Name this Citizens Committee (what should we call this committee?)

Several potential names of the committee were discussed. The committee settled on the "Root River Trail Extension - Citizens Exploratory Committee." This name resonated with the committee as it included the name of the trail, that it is citizen-led and the role of the

committee is exploratory in nature, in that any recommendations for a trail plan must be approved by the County and all three cities.

5. Update on MnDOT Active Transportation Program Corridor Plan – Wagon Wheel Bridge to Miller’s Corner (STH 16)

Larry Kirch gave an overview of the Corridor Planning study that is being funded by the Minnesota DOT. The city did not receive a grant, but a project with a consultant funded by the MnDOT. The focus of the study is the corridor for bicyclists and pedestrians between the new Wagon Wheel Bridge and the intersection of Mn STHs 16 and 26 (Miller’s Corner). The most recent activity was a day-long series of meetings and walking and bicycling the corridor with a “planning team,” an evening public workshop for citizens to provide input on the corridor planning and a meeting of state, city and federal staff to talk about the project and data needs. The next steps are a community survey, a project flyer/mailer and MnDOT Website. People will be directed to take a survey in December via a MnDOT project website.

6. Identify Stakeholders (Communities, Groups, State/Federal agencies)

In a roundtable discussion, the following stakeholders were identified: Townships, SMART, Minnesota Parks and Trails Council, Bicycle Alliance of Minnesota, Harmony Trails Commission (Gabby Kinneberg, President – Preston), Root River Trail Towns, Bluff Country Scenic Byway, MnDNR, MnDOT, U.S. Fish and Wildlife, Rails to Trails Conservancy, CP Rail, snowmobile clubs, landowners, Houston County residents, County Highway, County Engineer, La Crescent Chamber, Houston Chamber.

7. Identify Resources (individuals/agencies)

In a roundtable discussion, the following resource people were identified: Christina Peterson, Tiffany Howard, new MnDNR trails person, MnDOT Kurt Wayne, Eric Schmitt, County Surveyor, CP Rail, Gabby Kinneberg from Harmony Trails Commission.

8. Identify Resources (maps, aerial photos, ownership information, existing plans)

In a roundtable discussion, the following resources were identified:

- 2011 MnDNR Trail Plan, MnDOT Right-of-Way maps TH 16 and TH 26
- Houston County Right-of-Way maps for CTH 21
- GIS -Ownership Maps – Spreadsheet
- MnDOT Studies
- On X App (Hunting Map App)

9. What does the “Trail Plan” look like?

In a roundtable discussion, the following draft headings of the contents of the Trail Plan were outlined:

- 1) History/Background of Trail
- 2) Previous Trail Planning Efforts
- 3) Exploratory Committee Origin/Purpose/Function
- 4) Public Outreach Plan
- 5) Description of Alternative Routes
- 6) Evaluation of Alternative Routes
- 7) Recommended Trail Route
- 8) Recommended Strategy for Acquiring Property

As part of the discussion of ways to acquire property, the following general real estate transfer methods were briefly mentioned. The project is a very long way out from acquiring any property and it was noted that the Trail Plan had to be approved by the County and the three cities before the project moves along. There is no funding for acquiring any property and one of the Trail Plan's content items is the identification of possible funding sources for the acquisition and construction of the trail.

Ways to buy, obtain an “interest” and transfer property:

- 1) Right of First Refusal,
 - 2) Offer to Purchase
 - 3) Purchase Agreement
 - 4) Easement Agreement
- The actual transfer of the fee title to a property is typically done via a Warranty Deed or Quit Claim Deed. Some land is purchased/sold on a “Land Contract or Contract for Deed” where the transaction is completed once the final payment is made/

10. Begin to formulate Task List/Milestones/Deliverables

In a roundtable discussion the following tasks were identified as next steps:

- 1) Prepare ownership maps/exhibits
- 2) Create Info/Fact Sheet on the RRTE-CEC
- 3) Invite Christina Peterson to next meeting

11. Discussion Items –

- a. Chair and Vice Chair? – The committee decided not to have a committee chair and work from consensus based decision making.
- b. Create Bylaws ? (need Councils/County Board approval) – The committee decided not to have Bylaws at this time.

12. Set Next/Regular Meeting Dates/Times

The next meeting of the Root River Trail Extension - Citizens Exploratory Committee will be held on Wednesday, January 11, 2023 at 3:00 p.m., Location TBD.

13. Public Comment - None

14. Adjourn – The meeting was adjourned at 4:50 p.m.

Meeting minutes drafted by Larry Kirch, City of La Crescent, Community Development Director

TO: Honorable Mayor and City Council Members

FROM: Jason Ludwigson, Sustainability Coordinator

DATE: December 5th, 2022

RE: Meeting Minutes November 30th 2022 4:30 p.m.

ATTENDANCE: Jason Ludwigson, Teresa O'Donnell, Bob Spencer, Jeremy Wise, and Bill Waller

MEMBERS NOT IN ATTENDANCE: Tyler Benish, Jim Nissen, Todd Bille, and Lauren Rislov

Guests: Lissa Pawlisch and Peter Lindstrom

MINUTES

1. The committee, by consensus, approved the June 15th GreenSteps committee minutes.
2. Lissa Pawlisch and Peter Lindstrom with the Clean Energy Resources Team presented an overview of the energy provisions within the 2022 Inflation Reduction Act. The committee discussed the IRA rebate program qualifications, government and non-profit eligibility for the direct pay tax credit provisions, the lifting of the annual cap on the home energy improvement tax credit and other items of interest.
3. The committee discussed new member(s) recruitment.
4. Jason Ludwigson highlighted that the La Crescent has reached Level 4 GreenStep cities status.
5. The committee reviewed dates for a spring 2023 Minnesota Tree Steward training program. The weeks of March 20th and March 27th have been proposed for the spring training.
6. The committee reviewed a model tree city ordinance. The current tree city ordinance applies only to pest management with trees. This ordinance will be presented to and reviewed by the Natural Resources Advisory Committee at their December 2022 meeting.
7. The committee reviewed the model beekeeping ordinance. Members of the community have expressed renewed interest in beekeeping within the city. The beekeeping ordinance is consistent with GreenStep best practice #2 which supports strengthening local food production. The ordinance will be brought forward to a future planning commission meeting for review.
8. The committee discussed a case study for an anti-idling ordinance. The committee reviewed the public health risks and monetary cost of idling. The health risks to children are of particular concern. The consensus was that public education would be the best first step for reducing vehicle idling.
9. The committee reviewed the addition of the Pine Creek Property to Minnesota Land Trust. The committee asked that the idea be discussed with the city attorney as it relates to the golf course.
10. The committee reviewed the proposed 2023 projects for the Habitat Enhancement Landscape Pilot Program Grant. 13.4 acres are proposed for future projects.

11. Sustainable community awards have been posted on the city website [Sustainable Community Award Application \(cityoflacscent-mn.gov\)](https://cityoflacscent-mn.gov). Members suggested outreach to community members via the cities Facebook page.

11. The committee discussed ideas for a community garden tour. Members of the community have been inquiring about how to coordinate a garden tour.

12. Jason Ludwigson provided an update on the EV Ordinance, Solar PV systems proposal for the Ice Arena and Pool, CPL Grant, Pine Creek Prairie Seeding, MnDOT Landscape Planting, Bike Friendly Cities Application, Sustainable Purchasing Policy, Habitat Restore Salvage Project 332 South 1st Street, and Transportation Alternatives Grant Application SRTS projects.

13. The meeting was adjourned at 5:58 p.m. by consensus.

#6.3

TO: Community Fire Cooperative Members
FROM: Bill Waller, City Administrator
DATE: December 15, 2022
RE: Meeting Minutes
December 14, 2022

The La Crescent Community Fire Cooperative met at 12:00 noon, on Wednesday, December 14, 2022, in the City Council Chambers at the La Crescent City Hall. The following members were present: Tom Tornstrom, Roy Lemke, Cherryl Jostad, Tom Paulson, Mike Poellinger, and Bill Waller. Also in attendance was Kara Tarrence.

1. It was the consensus of the Cooperative to approve the minutes of the December 6, 2019 meeting of the Community Fire Cooperative as presented.
2. The Cooperative reviewed the resolution from 1996 that established the Community Fire Cooperative. This was an informational item.
3. Fire Chief Tom Paulson provided the Cooperative with an update on the delivery of the new pumper truck for the Fire Department, reviewed staffing and hiring during 2021 and 2022, and provided information on call volumes during 2021 and 2022.
4. The 2023 Fire Department budget was reviewed by the Cooperative. The Cooperative discussed the \$45,000 donation from Houston County in 2022, and the funds included in the 2023 budget for the purchase of a new generator at the Community Building/Fire Station. It was the consensus of the Cooperative to proceed with preparing an outline specification for the purchase and installation of a new generator for the facility.
5. The Fire Chief reviewed with the Cooperative the Insurance Services Office (ISO) – Public Protection Classification Report. The Fire Chief has acknowledged receipt of the letter and will be submitting an improvement program to ISO within the prescribed time frame.
6. It was agreed that the next Cooperative meeting would be Wednesday, March 15, 2023, at 11:30 am at the La Crescent City Hall.
7. There being no further business to discuss, the meeting was adjourned at approximately 1:15 p.m.

SAVED AS: Firecoop\minutes\format.DOC

#6.4



**La Crosse County Convention & Visitors Bureau
Virtual Board Meeting
Tuesday, December 20th
10:00 a.m.**

Board of Directors: Dan Wick, President; Val Erickson, Vice President; Chris Roderique, Treasurer;
Dave Ring, Secretary; Pete Boese, Pat Stephens, Ryan Johnson, Nathan Franklin, Patrick Barlow, Dan Stevens, Scott
Neumeister, Cherryl Jostad, Stephen Cohen, Kalynn Kruger, Jay Patel, Ashley Santolin, Cassandra Hanan, Jen Burch, Vicki
Markussen, Pamela Maas & Lynn 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 2022
- 3. Financial Committee**
 - a. Minutes – December 2022
 - b. Statements – November 2022
- 4. Old Business**
 - a. Consideration of Investing Funds
 - b. Consideration of Making an Early Payment or Paying Off the Office Building
- 5. New Business**
 - a. Consideration of an Additional Vehicle with Wrap
 - b. Consideration for Charging Stations for the LCCVB Office
 - c. Consideration for Re-engaging the Digital Billboards on I 90
 - d. Chris Roderique Board Status (Transition from Advisory to Full Board Member starting January 1st, 2023)
 - e. Holiday Gift Cards for the LCCVB Staff
- 6. Adjournment**
- 7. The next board meeting – Tuesday, January 17th, 2023 at 8:00 a.m. at the LCCVB office.**



LA CROSSE COUNTY CONVENTION & VISITORS BUREAU
BOARD MEETING

November 15, 2022– 8:00 a.m.

Board Members:

Present: Valerie Erickson, Dan Wick, Jay Patel, Ashley Santolin, Cherryl Jostad, Stephen Cohen, Chris Roderique, Pat Stephens, Lynn Zielke, Dan Stevens, Terry Bauer, Vicki Markussen, Pete Boese, Nathan Franklin, Kris Salzwadel, Jen Burch, Julie Hatlem

Excused: Dave Ring, Ryan Johnson, Kalynn Kruger, Beth Franklin, Neal Zygarlicke, Jay Odegaard

Absent: Patrick Barlow, Cassandra Hanan, Pamela Maas, Scott Neumeister

Others present:

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

PROCEEDINGS:

Dan Wick brought the meeting to order at 8:02 a.m.

MOTION: To approve the October 2022 Board minutes. (P. Stephens, J. Patel) Carried.

FINANCE COMMITTEE:

MOTION: To approve October 2022 financials & November minutes. (P. Stephens, J. Burch) Carried.

Presentation by Erik Sjolander, Director of Convention Sales.

EXECUTIVE DIRECTOR REPORT:

- Secretary Anne Sayers and DOA Secretary Kathy Blumenfeld were in Onalaska on November 7th. AJ along with others from the area spent time discussing ongoing recovery with area businesses.
- We were featured in the current issue of Wisconsin Meetings, including the cover. Copies of the issue are available at the meeting.
- AJ spoke with Robin at UWL as they are looking for a way to enhance awareness of Explore La Crosse visitor information at the new Fieldhouse. It was suggested that an information rack be installed, and they seemed very open to the idea.
- At the November Impact Meeting Pat Stephens was the guest speaker. He spoke about Rotary Lights to the group, and the updates to this year's display.
- AJ will be attending the Wisconsin Tourism Council meeting in Sheboygan on November 15&16.
- Through the Synergy communications, AJ was notified that Sam will be leaving LADCO and will begin working at La Crosse County, filling the role that Brian Fukuda held.
- AJ attended the Destinations Wisconsin Executive Committee in October, and at that meeting was asked to serve as Vice Chair. He currently holds the role of Treasurer for Destinations Wisconsin.
- All of the third-quarter municipality meetings have taken place. All of the updates were well received.
- Ben has been working to set up Marbleseed shuttles. It was agreed with Marbleseed that we would not run shuttles on Thursday of the conference.
- Michelle is working with Deb and putting an auto-renew system in place for members to opt-in to. The goal is to have this set to go the first of the year.

COMMITTEE REPORTS:

Membership- Membership reports were distributed. Revenue for the month of October \$5,343.75, budgeted for \$7,900.00 Revenue for the year is \$82,550.28 budgeted for \$78,600.00.

Grants- The report was distributed. \$7,000 of grant funds were distributed in October and \$32,000 year to date. The next meeting is scheduled for January 19th.

Convention/Sales- The meeting was held last week at the Radisson, and Pat Stephens gave an update to the committee on Rotary Lights. The sales staff also gave an update on the conferences or groups they are currently working with.

Marketing/Media- The 2023 Visitors Guide is scheduled to be at the printer in November, and out for distribution in January.

OLD BUSINESS:

-Trolley Recap: A spreadsheet of the trolley recap was included in the meeting packet for review. This year with the loss, we are looking to add an increase to the 2023 rates.

- Drift Cycle: This program will again be sponsored by all Synergy partners for a 2-year agreement. It is currently being finalized, and all Synergy partners will sign off on it.

- Frothbite Update: As of 11/4, those signed up include; 31 breweries, and 10 bites. At this time 337 tickets are sold.

-Appointed Board Members: Of those board members that are appointed by a municipality, we ask that you please provide a letter from your municipality stating the appointment.

NEW BUSINESS:

-Holiday Gathering: will be held at B's Place in West Salem on December 15th at 5:30 pm. This is a plus-one gathering, and if you could please let us know if you are able to attend by December 1st.

-Attendance for 2022: A handout was provided of the attendance of board members for 2022. Please let us know of any errors.

-Committee Assignment for 2023: The list of committees has been included in the board packet. Please review, and let AJ know if you have any conflicts.

-2023 Meetings Schedule: the annual schedule of LCCVB meetings has been included for reference for next year.

Event Center & Community Updates:

-Omni Center: The ice is now in both arenas, and ready for the hockey season.

-La Crescent: Hockey season will be starting soon, Minnesota Apple Growers conference will be in January 2023.

-La Crosse Center: Many upcoming events including; Bull Riding, Track Wrestling, Beer by Bike Bingo, Holiday Fair.

-La Crescent: Discussions starting regarding an outdoor performance venue. December 7th the Holiday Train, December 9th Christmas in La Crescent, December 12 Holiday Mixer at the La Crescent Area Event Center.

-West Salem: The village has been asked to open the roads to use for UTV/ATV's by the Coulee Cruisers UTV Club.

-Onalaska: Holiday Tree lighting on November 17th, Community Thanksgiving Dinner with Onalaska & Holmen on November 17th.

DMI: December 15th Social at 422 Main Street from 5-7pm. Groundbreaking of the new Veterans Memorial was recently held in Riverside Park.

MOTION: Moved to Adjourn at 9:22 am.

Respectfully submitted, Michelle Hoch

#6.5

Natural Resource Advisory Group

12.15.22 Minutes

Present: Betsy Knowles, Marge Loch-Wouters, Jason Ludwigson, Jim Nissen, Ruth Nissen, Randy Urich, Bill Waller, Diane Waller

- I. Welcome - new member Marge Loch-Wouters is welcomed. Marge is on the Park & Recreation Commission, and is also a Master Naturalist Volunteer. Introductions made.
- II. Changing of the Guard - Jim is stepping down as chair and Ruth will assume this role.
- III. Group updates
 - A. Membership changes: Phyllis Feiock, Craig Thompson and Mary Thompson will be stepping down.
 - B. Kistler Park Native Plant Beds
 1. A set of slides for these plantings has been developed and is in Betsy's Google drive (like the Vetsch/Stony slides).
 2. Signage for these plantings will be in the works over the winter.
 3. A strategy for using a QR code on signs has been developed. This should allow for the slides to remain in Google Drive so they can be easily updated, without the risk of link rot.
 4. In the spring, the electric lines in the bed with the flags will need to be marked to allow for some plant rearrangement.
 5. Some of the weed barrier may need to be removed as plants grow - the city can help with this
 6. Mulch and new plant needs will be assessed in the spring. Some established plants may be split.
 - C. City's Park Master Plan
 1. Ruth explained how the NRAG approached their recommendations from the standpoint of biological integrity.
 2. The group's recommendations were incorporated into the plan.
 3. Bill provided information on plan implementation:
 - The Park & Rec Commission will be working on a park use policy, ordinances, and maintenance plan before spring. The maintenance aspect is an area where invasive species and trail maintenance would be addressed.

- An Eagle Scout project is looking at S 7th parking, entrance to Stony and dog park
- An Eagle Scout project is addressing a Kayak dock at Blue Lake
- Currently land acquisition discussions are underway to link Eagle Bluff parkland to Winona overlook park
- Boundary survey at Vetsch/Stony is being explored.

IV. Updates on City Planting and Wagon Wheel projects

A. Prairie Plantings

1. Veterans Park - the upper and lower areas were completed half in 2021 and half in 2022
2. Median of highway south of town - prairie was established by drilling seed. MNDot will burn using mitigation measures to address tree planting.
3. Behind Northside Kwik Trip - planting in an area that was difficult to mow.
4. Entrance to Eagle Bluff park on Old Hickory Park side
5. Horsetrack meadow planting (named Pine Creek Prairie) was drilled
6. Sportsman's Landing Plantings - MNDot landscaping partnership. ISG is also going to have a planting demonstration project with different height plantings

B. Planting Plans for 2023

1. County NRCS office received the HELP grant (Habitat Landscape Enhancement Pilot). County will provide up to 75% cost share not to exceed \$600 per acre to establish/restore prairie sites. Map of potential projects attached, provided by Jason.
2. Tree planting in 2023 is planned for Horse Track meadows
3. MNDot landscape plan for area around and under Ped bridge.

C. Grant application - Conservation Legacy Partners Grant - for tree planting and stream restoration in the areas by golf course and Horse Track meadows

D. Wagon Wheel Update - WISDot has committed 4.1 M in '25-26 for the bridge over the highway as the last phase of project. The city has committed over 1 M.

- V. Conversation with Val Green, Minnesota DNR Forester - Val was unable to attend. Agreed to invite to the next meeting with focus on invasive plant management. Learned that Jason has certification for pesticide application. Randy will reach out to Val. Ruth will contact John Sullivan to attend as well to share experience with Friends of the Marsh Group.
- VI. City's Sample Tree Ordinance – Jason Ludwigson, Chair of the city's GreenStep Committee has asked for a review of the attached sample tree ordinance. He will also send current relevant ordinances for NRAG feedback. Currently the Park & Rec Commission is the City's tree board, but NRAG might be the tree board instead.
- VII. Migratory Bird Day - Jim will contact Jennifer Herner-Thogmartin to find out the current status of the bird banding team and if they would be available in May

Next meeting: Tentatively January 5, 3:30 pm, depending on Val's availability

Respectfully submitted,
Betsy Knowles

Attachments:
Tree Ordinance Materials
HELP Grant