CITY OF LA CRESCENT

AGENDA
REGULAR MEETING
LA CRESCENT COMMUNITY BUILDING
336 SOUTH FIRST STREET
OCTOBER 14, 2024
5:00 P.M.

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

1. CONSENT AGENDA

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

1.1 MINUTES – SEPTEMBER 23, 2024
1.2 MINUTES – SEPTEMBER 26, 2024
1.3 BILLS PAYABLE THROUGH OCTOBER 11, 2024

2. PUBLIC HEARING/MEETING

3. ITEMS FOR CONSIDERATION

3.1 INTRODUCE GREENCORP MEMBER – MARY GEGEN
3.2 ORDINANCE PROHIBITING CAMPING IN PUBLIC PLACES
3.3 PERSONNEL COMMITTEE RECOMMENDATIONS
3.4 RESOLUTION - SMALL CITIES GRANT PROGRAM POLICIES
3.5 2025 MnDOT TRANSIT GRANT AGREEMENT
3.6 2025 MTU TRANSIT OPERATING AGREEMENT
3.7 2025 MTU VEHICLE LEASE AGREEMENT
3.8 2025 BUDGET REVIEW
3.9 DONATION RESOLUTION
3.10
3.11
3.12

4. UNFINISHED BUSINESS

4.1

CITY OF LA CRESCENT

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336 SOUTH FIRST STREET
OCTOBER 14, 2024
5:00 P.M.

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5. MAYOR'S COMMENTS

5.1

6. STAFF CORRESPONDENCE/COMMITTEE UPDATES

6.1 EXPLORE LA CROSSE
6.2 ECONOMIC DEVELOPMENT COMMISSION - 9/16/2024
6.3 PARK & RECREATION COMMISSION – 9/16/2024
6.4
6.5

7. CORRESPONDENCE

7.1 LA CRESCENT PUBLIC LIBRARY – SPONSORED EVENTS
7.2
7.3

8. CHAMBER OF COMMERCE

8.1

9 ITEMS FOR NEXT AGENDA

10. ADJOURNMENT

#1.1

MINUTES, REGULAR MEETING
CITY COUNCIL, CITY OF LA CRESCENT, MINNESOTA
SEPTEMBER 23, 2024

Pursuant to due call and notice thereof, the second meeting of the City Council of the City of La Crescent for the month of September was called to order by Mayor Mike Poellinger at 5:00 PM in the La Crescent Community Building, La Crescent, Minnesota, on Monday, September 23, 2024.

Upon a roll call taken and tallied by the City Clerk, 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 Administrator Bill Waller, City Engineer Tim Hruska, City Public Works Director Tyler Benish, City Sustainability Coordinator Jason Ludwigson, Community Development Director Larry Kirch, City Attorney Skip Wieser, and City Clerk Angie Boettcher.

Tammy Omdal, Managing Director, of Public Finance with Northland Securities was also in attendance (via Zoom).

ITEM 1 – CONSENT AGENDA

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

1.1 MINUTES – SEPTEMBER 9, 2024
1.2 BILLS PAYABLE THROUGH – SEPTEMBER 20, 2024

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

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

A MOTION TO APPROVE THE CONSENT AGENDA AS PRESENTED.

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

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

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

ITEM 3.1 – RESOLUTION – CALL FOR PUBLIC HEARING STREET RECONSTRUCTION PLAN

Tammy Omdal from Northland Securities reviewed with City Council (via Zoom) a Resolution calling for a public hearing on the proposal to adopt a street reconstruction plan with the intent to issue general obligation street reconstruction bonds to cover a portion of the costs associated with future improvements. Also included was a public hearing notice. Following review and discussion, Member Hutchinson introduced the following Resolution and moved its passage and adoption:

RESOLUTION NO. 09-24-30

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

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

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

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

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

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

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

ADOPTED this 23rd day of September 2024.

SIGNED:

_____
Mayor

ATTEST:

_____
City Administrator

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

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 3.2 – REIMBURSEMENT RESOLUTION – STREET PROJECTS

Tammy Omdal from Northland Securities reviewed with City Council (via Zoom) a Reimbursement Resolution related to the 2025 and 2026 street improvement projects. The resolution will allow the City to be reimbursed from bond proceeds for costs incurred on the 2025 and 2026 projects that the City spends ahead of the issuance of the bonds for the improvements. It was recommended that City Council adopt the resolution and continue to proceed with planning for street improvement projects in 2025 and 2026. Following review and discussion, Member Jostad introduced the following Resolution and moved its passage and adoption:

RESOLUTION NO. 09-24-31

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

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

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

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

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

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

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

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

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

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

ADOPTED this _____ day of _____, 2024.

SIGNED:

_____

Mayor

ATTEST:

_____

City Administrator

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

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

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

ITEM 3.3 – STREET PROJECT REVIEW

City Engineer Tim Hruska reviewed with City Council the street improvement projects planned for the

upcoming years. The projects include Walnut Street, South 6th Street, and Oak Street (between North 1st Street and Main Street). This was informational only, no action required.

ITEM 3.4 – Mn SMALL CITIES DEVELOPMENT GRANT AWARD

Community Development Director Larry Kirch reviewed with City Council a letter from the Minnesota Department of Employment and Economic Development congratulating the city on our approved 2024 Minnesota Small Cities Development Program Grant (SCDP). The application was approved by the Department of Employment and Economic Development (DEED) for funding of $600,000. Funds for the grant are provided by the U.S. Department of Housing and Urban Development (HUD) and will be used for street scaping on the Walnut Street Project. This was informational only, no action required.

ITEM 3.5 – ENGINEERING AGREEMENT – WALNUT STREET PROJECT

City Administrator Bill Waller reviewed with City Council an engineering agreement with WHKS for the Walnut Street Improvement Project planned for construction in 2026. The engineering costs incurred in 2024 and 2025 in advance of the bond issue are referenced in the reimbursement resolution and will be included in the 2025 bond issue. The City has received $2.1 million in grant funding for the project. The balance of the funding will come from Municipal State Aid funds, funding authorized under the City's Street Reconstruction Plan, American Rescue Plan funds, Water Utility Revenue Bonds, and possibly some additional grant opportunities. It was recommended that City Council approve the agreement with WHKS. Following discussion, Member O'Donnell-Ebner made a motion, seconded by Member Hutchinson as follows:

MOTION TO APPROVE THE ENGINEERING AGREEMENT WITH WHKS FOR THE WALNUT STREET IMPROVEMENT PROJECT.

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

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

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

ITEM 3.6 – ENGINEERING AGREEMENT – OAK STREET

City Administrator Bill Waller reviewed with City Council an engineering agreement with WHKS for

plans and specifications for the Oak Street reconstruction project between Main Street and North 1st Street. The project is planned for construction in 2025 and will be combined with the South 6th Street bidding documents. The engineering costs incurred in 2024 in advance of the bond issue are referenced in the reimbursement resolution and will be included in the 2025 bond issue. The construction costs will be included in the 2025 bond issue and will utilize funds authorized under the Municipal State Aid Fund. It was recommended that City Council approve the agreement with WHKS. Following discussion, Member Hutchinson made a motion, seconded by Member Williams as follows:

MOTION TO APPROVE THE ENGINEERING AGREEMENT WITH WHKS FOR THE OAK STREET RECONSTRUCTION PROJECT.

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

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

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

ITEM 3.7 – ENGINEERING AGREEMENT – PRELIMINARY PLANNING MAIN STREET PROJECT

City Administrator Bill Waller reviewed with City Council an engineering agreement with WHKS for preliminary planning on the future reconstruction of Main Street between Elm Street and Highway 14/61. The City is currently planning to reconstruct Oak Street between Main Street and North First Street in 2025. In addition, the City is planning to reconstruct Walnut Street with Main Street in 2026. Given this, City staff believe it would be advantageous for the City to begin planning for the reconstruction of Main Street so that there is continuity moving forward with the projects in 2025 and 2026. It was recommended that City Council approve the agreement with WHKS. Following discussion, Member O'Donnell-Ebner made a motion, seconded by Member Williams as follows:

MOTION TO APPROVE THE ENGINEERING AGREEMENT WITH WHKS FOR THE MAIN STREET PROJECT.

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

Ryan Hutchinson	Yes
Cherryl Jostad	Yes

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

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

ITEM 3.8 – ENGINEERING AGREEMENT – SAFE ROUTES TO SCHOOL PROJECT

City Council reviewed an engineering agreement with WHKS for a Safe Routes to School Project. The state has awarded the city $348,011 in Safe Routes to School (SRTS) Infrastructure funds for the project. The 2025 General fund budget will include $71,500 for the engineering costs included in the project. It was recommended that City Council approve the agreement with WHKS. Following discussion, Member Hutchinson made a motion, seconded by Member O'Donnell-Ebner as follows:

MOTION TO APPROVE THE ENGINEERING AGREEMENT WITH WHKS FOR THE SAFE ROUTES TO SCHOOL PROJECT.

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

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

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

ITEM 3.9 - WALK TO SCHOOL DAY PROCLAMATION

City Council reviewed a proclamation for approval recognizing Wednesday, October 9th, 2024 as 'Walk to School Day' in the City of La Crescent. Following discussion, Member O'Donnell-Ebner made a motion, seconded by Member Hutchinson as follows:

MOTION TO PROCLAIM WEDNESDAY, OCTOBER 9TH, 2024 AS 'WALK TO SCHOOL DAY' IN THE CITY OF LA CRESCENT.

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

Ryan Hutchinson	Yes
Cherryl Jostad	Yes

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

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

ITEM 3.10 - CPL PROJECT BID RESULTS

Sustainability Coordinator Jason Ludwigson reviewed with City Council the proposals the City received for the Forest Habitat Restoration Project at Stoney Point resulting from the Request for Proposals the City issued on July 22nd, 2024. The City received proposals from Ku-le Region Forestry for $29,870, Meyer Timber Services for $39,999, and Chimney Rock Forestry, LLC for $44,600. The CPL grant amount is $40,700. It was recommended that City Council approve the bid from Ku-le Region Forestry for $29,870. The project is anticipated to start in the fall of 2024. Following discussion, Member O'Donnell-Ebner made a motion, seconded by Member Williams as follows:

MOTION TO APPROVE THE BID FROM KU-LE REGION FORESTRY OF $29,870 FOR THE FOREST HABITAT RESTORATION PROJECT AT STONEY POINT.

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

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

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

ITEM 3.11 - ELECTRIC VEHICLE INFORMATIONAL MEETING

Sustainability Coordinator Jason Ludwigson reviewed with City Council information regarding the "Learn About Electric Vehicles" event he is hosting for the public on Wednesday, October 9th at 6:30 p.m. at the La Crescent Community Building. This was informational only, no action required.

ITEM 3.12 – PLANNING COMMISSION APPOINTMENT

City Administrator Bill Waller reviewed with City Council a request to appoint Donny Hogan to the City's Planning Commission. It was recommended that City Council approve the appointment. Following discussion, Member Hutchinson made a motion, seconded by Member Williams as follows:

MOTION TO APPROVE THE APPOINTMENT OF DONNY HOGAN TO THE CITY'S PLANNING COMMISSION.

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

Ryan Hutchinson	Yes
Teresa O'Donnell-Ebner	Yes
Dale Williams	Yes
Mayor Poellinger	Yes

and Member Jostad was absent. The motion was declared duly carried by a 4-0 vote.

ITEM 3.13 – PARADE REQUEST

City Council reviewed a letter from Police Chief Luke Ahlschlager requesting permission for the La Crescent-Hokah School District to hold a homecoming parade on Friday, October 4th, 2024. The parade will begin at approximately 12:45 PM in the La Crescent Middle School parking lot and will travel north on Lancer Boulevard, turn onto South 11th Street, proceed north on South Elm Street, circle the La Crescent Elementary School, and return to the High School via the same route. The La Crescent Police Department will escort the parade, providing front and rear coverage with emergency lighting. Following discussion, Member Hutchinson made a motion, seconded by Member Williams as follows:

MOTION TO APPROVE THE LA CRESCENT-HOKAH SCHOOL DISTRICT TO HOLD A HOMECOMING PARADE ON FRIDAY, OCTOBER 4TH, 2024 AS SPECIFIED.

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

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

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

ITEM 3.14 – ELECTION JUDGE RESOLUTION

City Council reviewed a Resolution appointing election judges for the November 5, 2024 General Election. Following review and discussion, Member O'Donnell-Ebner introduced the following Resolution and moved its passage and adoption:

RESOLUTION NO. 09-24-32

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

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

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

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

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

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

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

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

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

C. Fourth Precinct.....Mailed Ballot

ADOPTED this 23rd day of September 2024.

SIGNED:

_____
Mayor

ATTEST:

_____
City Clerk

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

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 3.15 – AUTHORIZE SIGNER – CITY BANK ACCOUNTS

City Council reviewed a letter from City Finance Director Kara Tarrence requesting that the City Accountant, Amy Jore be added as a signer on the City's Merchants Bank Account as her job duties will require her at times to sign documents, including but not limited to signing accounts payable checks and requesting transfers to pay bond payments. Following discussion, Member Hutchinson made a motion, seconded by Member Williams as follows:

MOTION TO APPROVE CITY ACCOUNTANT AMY JORE AS A SIGNER TO THE CITY'S MERCHANTS BANK ACCOUNT.

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

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

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

ITEM 3.16 – REVIEW DRAFT CANNABIS REGULATIONS

City Attorney Skip Wieser reviewed the draft Cannabis Ordinance with City Council. Following discussion, Member Jostad made a motion, seconded by Member Williams that verbiage be included in the draft ordinance stating that if there is an appropriate amount of licenses within the county the City shall not be required to register a cannabis business in the city. Following further discussion, Member Williams withdrew his second and no other Council Member seconded the motion therefore the motion failed. Following discussion, Member Jostad made a motion to change the draft ordinance's number of cannabis business licenses from three to two within the city. No Council Member seconded the motion and the motion died. It was recommended to City Council to authorize the City Administrator and City Attorney to begin the public hearing process for the text amendments to the zoning ordinance. Following discussion, Member Hutchinson made a motion, seconded by Member O'Donnell-Ebner as follows:

MOTION TO AUTHORIZE THE CITY ADMINISTRATOR AND CITY ATTORNEY TO BEGIN THE PUBLIC HEARING PROCESS FOR THE TEXT AMENDMENTS TO THE ZONING ORDINANCE.

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

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

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

8. CHAMBER OF COMMERCE

Chamber of Commerce representative Kim Siegersma was in attendance and had no updates to report.

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

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 6:18 P.M.

APPROVAL DATE: _____.

SIGNED:

_____
Mayor

ATTEST:

_____
City Administrator

#1.2

MINUTES, SPECIAL CITY COUNCIL MEETING
CITY COUNCIL, CITY OF LA CRESCENT, MINNESOTA
SEPTEMBER 26, 2024

Pursuant to due call and notice thereof, the Special City Council of the City of La Crescent was called to order by Mayor Mike Poellinger at 5:30 PM in the La Crescent Community Building, La Crescent, Minnesota, on Thursday, September 26, 2024.

Upon a roll call taken and tallied by the City Clerk, the following members were present: Members Cherryl Jostad, Teresa O'Donnell-Ebner, Dale Williams, and Mayor Mike Poellinger. Members absent: Ryan Hutchinson. Also present were, City Administrator Bill Waller and City Clerk Angie Boettcher.

Library Director Jess Witkins was also in attendance.

ITEM 4 – REVIEW PROPOSED 2025 GENERAL FUND BUDGET

City Administrator Bill Waller reviewed with City Council the requirements needed to approve the proposed 2025 general fund budget. By September 30th, the City Council is required to adopt a resolution setting the preliminary levy and set the date for the public meeting at which time the proposed budget and levy will be discussed, and the final budget and levy determined. As part of the budget review and adoption process, it was noted to City Council that they cannot adopt the 2025 general fund budget until after the public meeting in December, and once the preliminary levy is set, the City Council has the discretion to lower the levy, but the City Council cannot increase the preliminary levy.

City of La Crescent Library Director Jess Witkins reviewed the proposed 2025 library budget with City Council.

ITEM 5 – ADOPT PROPOSED 2025 PRELIMINARY LEVY RESOLUTION

Administrator Waller reviewed with City Council the resolution that sets the preliminary levies for 2025 which was provided to the City Council at the Council meeting. It was recommended that the City Council adopt the resolution presented at the meeting setting the preliminary levies for 2025. The proposed 2025 preliminary resolution reflects a 5% increase. The final total City levy in 2024 was $3,701,122.00, and the proposed 2025 levy is $3,886,178.00. Following discussion, Member O'Donnell-Ebner introduced the following resolution, and moved its passage and adoption:

RESOLUTION 09-24-33

RESOLUTION MAKING PRELIMINARY GENERAL LEVIES FOR

COLLECTION WITH REAL ESTATE TAXES PAYABLE IN THE CALENDAR YEAR 2025

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

1. It is hereby determined and declared that there shall be and there is hereby levied upon all taxable property within the City for the general purposes of the City, as provided by law, to be collected in the year 2025 as part of the general taxes due and payable in the year 2025 a direct ad valorem tax in the amount of $2,608,988.00 as provided by State law to be levied and collected in the manner provided by law.

2. Be it also hereby determined and declared that there shall be and there is hereby levied upon taxable property within the City of La Crescent for public library service, a tax in the amount of $196,290.00 to be collected in the year 2025, as authorized by Minnesota Statutes, Section 134.33 and 134.34.

3. It is hereby found, determined, and declared that the amounts set forth in a column at the right to be levied with taxes to be collected in the calendar year 2025, in conjunction with the various bonds issued and sinking funds described below:

FUND #	YEAR	DESCRIPTION	TO BE LEVIED FOR COLLECTION IN CALENDAR YEAR 2025
325	2016A	G.O. Refunding Rec. Fac. Bonds – Aquatic Center	$198,700.00
327	2016A	G.O. Improvement Bonds – Oak St. Recon.	$112,100.00
328	2017A	G.O. Equipment Certificates	$119,800.00
329	2018A	G.O. Improvement Bonds – Streets/Veterans Park	$146,500.00
330	2019A	G.O. Equipment Certificates – Fire Truck	$47,100.00
331	2019B	G.O. Improvement Bonds – Street Recon.	$34,000.00
332	2020A	G.O. Improvement Bonds – HTM	$175,700.00
333	2020A	G.O. Bonds – Tax Abatement - Ice Arena	$12,600.00
334	2022A	G.O. Imp. Bonds/Equip. Cert. & CIP Bonds	$234,400.00
		TOTAL DEBT SERVICE LEVY	**$1,080,900.00**

4. Total levy for the City of La Crescent for collection in 2025 is $3,886,178.00

ADOPTED this 26th day of September 2024.

SIGNED:

_____

Mayor

ATTEST:

_____

City Administrator

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

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

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

ITEM 6 – SET TIME AND PLACE FOR PUBLIC INPUT MEETING

City Administrator Bill Waller recommended City Council set the date and time for the public meeting as December 16, 2024, at 6:00 p.m. at which time the proposed 2024 general budget and levy will be discussed, and the final budget and levy determined. Following discussion Member Jostad made a motion, seconded by Member O'Donnell-Ebner as follows:

MOTION TO SET THE DATE AND TIME FOR THE PUBLIC MEETING FOR MONDAY, DECEMBER 16, 2024 AT 6:00 P.M. AT WHICH TIME THE PROPOSED 2025 GENERAL BUDGET AND LEVY WILL BE DISCUSSED, AND THE FINAL BUDGET AND LEVY DETERMINED.

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

Cherryl Jostad	Yes

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

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

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

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

and none voted against the same. The motion was declared duly carried and the meeting duly adjourned at 6:09 P.M.

APPROVAL DATE: _____.

SIGNED:

_____
Mayor

ATTEST:

_____
City Administrator

#1.3

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
A1 PRECISION PUMPING INC						
12946	GRINDER PUMP REPAIR - 531 SHORE ACRES	10/09/2024	400.00	.00		
Total 9080:			400.00	.00		
ABILITY BUILDING CENTER INC						
22289	FD - CLEANING COMM RM	09/30/2024	344.50	.00		
22289	FD - CLEANING STATION	09/30/2024	251.25	.00		
22290	CITY HALL - CLEANING	09/30/2024	97.88	.00		
22290	CITY HALL - SHREDDING	09/30/2024	35.49	.00		
Total 8085:			729.12	.00		
ACENTEK						
9/24 STMT	LIC BUR PHONE CHARGES	09/30/2024	169.97	.00		
9/24 STMT	POOL PHONE CHARGES	09/30/2024	54.66	.00		
9/24 STMT	CITY HALL PHONE CHARGES	09/30/2024	404.55	.00		
9/24 STMT	PUBLIC WORKS PHONE CHARGES	09/30/2024	89.88	.00		
9/24 STMT	FIRE DEPT PHONE CHARGES	09/30/2024	470.68	.00		
9/24 STMT	BLDG/ZNG PHONE CHARGES	09/30/2024	89.88	.00		
9/24 STMT	PARKS PHONE CHARGES	09/30/2024	164.90	.00		
9/24 STMT	LIBRARY PHONE CHARGES	09/30/2024	136.02	.00		
9/24 STMT	STREETS PHONE CHARGES	09/30/2024	43.70	.00		
9/24 STMT	SEWER PHONE CHARGES	09/30/2024	125.05	.00		
9/24 STMT	POLICE DEPT PHONE CHARGES	09/30/2024	310.90	.00		
9/24 STMT	GOLF COURSE PHONE CHARGES	09/30/2024	438.34	.00		
9/24 STMT	ARENA PHONE CHARGES	09/30/2024	299.31	.00		
9/24 STMT	WATER PHONE CHARGES	09/30/2024	153.85	.00		
Total 24:			2,951.69	.00		
ACUSHNET COMPANY						
918812571	GC - GOLF BALLS FOR RESALE	08/28/2024	510.80	.00		
Total 9469:			510.80	.00		
AFLAC						
9/24 STMT	INSURANCE PREMIUMS	10/01/2024	42.00	.00		
Total 72:			42.00	.00		
AFSCME						
9/24 DUES	PAYROLL DEDUCTED UNION DUES	10/01/2024	722.40	.00		
Total 25:			722.40	.00		
AIRGAS USA LLC						
9153634945	FD - OXYGEN	09/11/2024	78.75	.00		
Total 1802:			78.75	.00		
ALERT-ALL CORP						
224090566	FD - FIRE PREVENTION SUPPLIES	09/17/2024	908.00	.00		
Total 9024:			908.00	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
AMAZON CAPITAL SERVICES						
11XH-VPPP-R9T	CITY HALL - OFFICE SUPPLIES & FURNITURE	10/03/2024	168.03	.00		
133G-XX3Y-RLF	LIBRARY - PROGRAM SUPPLIES	09/29/2024	63.25	.00		
133W-4WWT-YC	LIBRARY - BOOKS	09/23/2024	18.59	.00		
139W-773Y-TRG	LIBRARY - BOOKS	09/23/2024	23.55	.00		
13MD-4V9R-XTK	TOOLS FOR MN GREEN CORP MEMBER - MARY GEGEN	09/30/2024	67.11	.00		
199D-7MNQ-PTL	RADIO MIC FOR FIRE MARSHALL VEHICLE - PSA FUNDS	09/22/2024	505.00	.00		
1C7Y-9W67-G4G	CITY HALL - OFFICE SUPPLIES	10/06/2024	198.77	.00		
1CJK-3TG6-1XD	GC - PUMP FOR CHEMICAL SPRAYER	09/30/2024	116.21	.00		
1DKG-1YL3-J441	FIRST AID KIT FOR WIESER PARK	09/18/2024	23.88	.00		
1GFN-DCTM-37T	CITY HALL - CLEANING SUPPLIES CREDIT	10/10/2024	73.40-	.00		
1GNK-JRTR-CK	LIBRARY - PROCESSING MATERIALS	10/08/2024	57.95	.00		
1JP1-9LT7-9P1F	PARKS - GARBAGE CAN TOPS	10/02/2024	500.65	.00		
1JRP-MP7Y-KCX	LIBRARY - BOOKS	09/28/2024	15.99	.00		
1KG4-XC9Q-HW	CITY HALL - CLEANING SUPPLIES	09/17/2024	157.42	.00		
1KP9-MD67-FTK	LIBRARY - PROGRAM SUPPLIES	10/06/2024	34.56	.00		
1LKW-MCYW-N	LIBRARY - PROGRAM SUPPLIES	10/09/2024	118.50	.00		
1LKW-MCYW-N	LIBRARY - OFFICE SUPPLIES	10/09/2024	45.98	.00		
1XPX-X4PM-M7	CITY HALL - CLEANING SUPPLIES	09/18/2024	115.87	.00		
Total 9956:			2,157.91	.00		
ARROWHEAD FORENSICS						
174536	PD - PORTABLE FINGERPRINT STATION	10/02/2024	311.01	.00		
Total 9746:			311.01	.00		
AUTO VALUE LA CROSSE						
516504836	FD - 6 VOLT BATTERY FOR '51 TRUCK	09/06/2024	116.99	.00		
516505025	FD - PARTS FOR '51 TRUCK	09/09/2024	44.20	.00		
516505078	MAINT - ANTIFREEZE	09/09/2024	26.37	.00		
516505269	MAINT - SHOP TOOLS	09/10/2024	23.48	.00		
516505708	FD - FUEL LINE FILTER	09/13/2024	6.59	.00		
Total 2106:			217.63	.00		
BAKER & TAYLOR						
2038528783	LIBRARY - BOOKS GRANT FUNDED	09/04/2024	290.69	.00		
2038547622	LIBRARY - BOOKS GRANT FUNDED	09/11/2024	417.55	.00		
2038554425	LIBRARY - BOOKS GRANT FUNDED	09/12/2024	270.48	.00		
2038570090	LIBRARY - BOOKS GRANT FUNDED	09/19/2024	412.62	.00		
2038587015	LIBRARY - BOOKS GRANT FUNDED	09/25/2024	306.63	.00		
H70171730	LIBRARY - DVD'S	09/19/2024	52.44	.00		
Total 8022:			1,750.41	.00		
BEAM INSURANCE ADMINISTRATORS LLC						
10/24 STMT	EMPLOYER PAID DENTAL -CLERK	10/03/2024	111.58	111.58	10/03/2024	
10/24 STMT	EMPLOYER PAID DENTAL -FD	10/03/2024	5.87	5.87	10/03/2024	
10/24 STMT	EMPLOYER PAID DENTAL -LIBRARY	10/03/2024	42.67	42.67	10/03/2024	
10/24 STMT	EMPLOYER PAID DENTAL -LICENSE BUREAU	10/03/2024	146.83	146.83	10/03/2024	
10/24 STMT	EMPLOYER PAID DENTAL -PARKS	10/03/2024	34.15	34.15	10/03/2024	
10/24 STMT	EMPLOYER PAID DENTAL -PD	10/03/2024	379.00	379.00	10/03/2024	
10/24 STMT	A/R - DENTAL -PAUL KENAGA	10/03/2024	85.36	85.36	10/03/2024	
10/24 STMT	A/R - DENTAL -DEB OLIVER	10/03/2024	85.36	85.36	10/03/2024	
10/24 STMT	A/R - DENTAL -BARB GILE	10/03/2024	85.36	85.36	10/03/2024	
10/24 STMT	DENTAL INSURANCE WITHHELD	10/03/2024	379.04	379.04	10/03/2024	

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
10/24 STMT	EMPLOYER PAID DENTAL -REC	10/03/2024	8.95	8.95	10/03/2024	
10/24 STMT	EMPLOYER PAID DENTAL -SEWER	10/03/2024	45.40	45.40	10/03/2024	
10/24 STMT	EMPLOYER PAID DENTAL -STREET	10/03/2024	93.47	93.47	10/03/2024	
10/24 STMT	EMPLOYER PAID DENTAL -WATER	10/03/2024	60.76	60.76	10/03/2024	
10/24 STMT	A/R - DENTAL -ROSE ALBRECHT	10/03/2024	42.67	42.67	10/03/2024	
10/24 STMT	A/R - DENTAL -PHYLLIS FEIOCK	10/03/2024	42.67	42.67	10/03/2024	
Total 9858:			1,649.14	1,649.14		
BEN SCHIEBER BUILDRES LLC						
BLD 2024-1013	EROSION CONTROL DEPOSIT REFUND	10/01/2024	500.00	.00		
Total 10228:			500.00	.00		
BICYCLE ALLIANCE OF MINNESOTA						
9/24 - 9/26	MEMBERSHIP FEE - 2 YEARS	09/30/2024	250.00	.00		
Total 10070:			250.00	.00		
BLUE CROSS BLUE SHIELD MINNESOTA						
10/24 STMT	EMPLOYER PAID HEALTH - CLERK	09/23/2024	1,341.90	1,341.90	09/23/2024	
10/24 STMT	EMPLOYER PAID HEALTH - FD	09/23/2024	70.63	70.63	09/23/2024	
10/24 STMT	EMPLOYER PAID HEALTH - LIBRARY	09/23/2024	528.82	528.82	09/23/2024	
10/24 STMT	EMPLOYER PAID HEALTH - LICENSE BUREAU	09/23/2024	1,779.16	1,779.16	09/23/2024	
10/24 STMT	EMPLOYER PAID HEALTH - PARKS	09/23/2024	594.58	594.58	09/23/2024	
10/24 STMT	EMPLOYER PAID HEALTH - PD	09/23/2024	5,094.20	5,094.20	09/23/2024	
10/24 STMT	EMPLOYER PAID HEALTH - REC	09/23/2024	194.15	194.15	09/23/2024	
10/24 STMT	EMPLOYER PAID HEALTH - SEWER	09/23/2024	913.92	913.92	09/23/2024	
10/24 STMT	EMPLOYER PAID HEALTH - STREET	09/23/2024	2,021.17	2,021.17	09/23/2024	
10/24 STMT	EMPLOYER PAID HEALTH - WATER	09/23/2024	1,242.54	1,242.54	09/23/2024	
10/24 STMT	HEALTH INSURANCE WITHHELD	09/23/2024	1,864.20	1,864.20	09/23/2024	
Total 9672:			15,645.27	15,645.27		
BOBCAT OF THE COULEE REGION						
01-74924	AUGER RENTAL - GUARD RAIL POSTS ON SHORE ACRE	09/12/2024	150.00	.00		
01-75295	AUGER RENTAL - SIGNS FOR LIONS CLUB PARK TRAILS	09/26/2024	50.00	.00		
Total 216:			200.00	.00		
BOUND TREE MEDICAL, LLC						
85497052	FD - MEDICAL SUPPLIES	09/23/2024	318.58	.00		
85498805	FD - MEDICAL SUPPLIES	09/24/2024	345.98	.00		
Total 9621:			664.56	.00		
CALEDONIA POLICE DEPARTMENT						
2024 PARADE	PD - APPLEFEST PARADE ASSISTANCE	09/22/2024	65.10	.00		
Total 204:			65.10	.00		
CAMPBELL EMERGENCY SERVICES						
2024 PARADE	PD - APPLEFEST PARADE ASSISTANCE	09/22/2024	130.20	.00		
Total 2041:			130.20	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
CENTER POINT LARGE PRINT						
2119803	LIBRARY BOOKS	10/01/2024	445.86	.00		
Total 8179:			445.86	.00		
CINTAS CORPORATION						
4204525463	CITY HALL - MATS, CLEANING RAGS & TOWELS	09/09/2024	76.73	.00		
4204525527	GC- CLEANING RAGS FOR CLUBHOUSE AND SHOP	09/09/2024	43.39	.00		
4205930754	CITY HALL - MATS, CLEANING RAGS & TOWELS	09/23/2024	79.87	.00		
4205930813	GC- CLEANING RAGS FOR CLUBHOUSE AND SHOP	09/23/2024	53.01	.00		
Total 9696:			253.00	.00		
CITY OF LA CRESCENT						
9/24 FIRE	WATER/SEWER UTIL.-FIRE STATION & COMMUNITY BLD	09/30/2024	139.05	.00		
9/24 LIBRARY	WATER/SEWER UTIL.- LIBRARY	09/30/2024	123.16	.00		
Total 196:			262.21	.00		
CITY TREASURER'S OFFICE						
198475 - 3RD QT	3RD QTR CONTRACTED TRANSIT SERV 2024	09/17/2024	4,049.25	.00		
Total 1086:			4,049.25	.00		
CLASSIC ROCK PRODUCTS INC						
1053	PARKS - MULCH FOR ICE ARENA & CANOE LAUNCH	09/23/2024	383.96	.00		
Total 278:			383.96	.00		
CLEARWAY COMMUNITY SOLAR LLC						
8/24 STMT	336 S. 1ST ST - COMM. BLDG.	08/31/2024	173.11	.00		
8/24 STMT	1323 SPRUCE DR - ABNET FIELDS	08/31/2024	35.31	.00		
8/24 STMT	1200 JONATHAN LN - PARK SHELTER	08/31/2024	48.08	.00		
8/24 STMT	523 S. CHESTNUT - ANIMAL SHELTER	08/31/2024	45.19	.00		
8/24 STMT	209 S WALNUT ST - LAC SIGN	08/31/2024	15.79	.00		
8/24 STMT	1450 HWY 16 - LIFT STATION	08/31/2024	33.49	.00		
8/24 STMT	608 S. 7TH ST - TENNIS COURT LIGHTS	08/31/2024	11.24	.00		
8/24 STMT	202 MAIN ST - FLAG LIGHT	08/31/2024	3.57	.00		
8/24 STMT	407 ORCHARDVIEW - BOOSTER STATION	08/31/2024	340.78	.00		
8/24 STMT	321 MAIN ST - LIBRARY	08/31/2024	183.87	.00		
8/24 STMT	31 MCINTOSH RD - LIFT STATION	08/31/2024	12.70	.00		
8/24 STMT	608 S. 7TH ST - POOL	08/31/2024	580.78	.00		
8/24 STMT	400 LARCH AVE - WELL 2	08/31/2024	737.19	.00		
8/24 STMT	193 MCINTOSH RD - BOOSTER STATION	08/31/2024	206.00	.00		
8/24 STMT	219 CHESTNUT ST - BRIDGE LIGHT	08/31/2024	62.99	.00		
8/24 STMT	219 MAIN ST - UNIT LIGHTS	08/31/2024	87.89	.00		
8/24 STMT	200 STONEY POINT - WELL HOUSE	08/31/2024	892.31	.00		
8/24 STMT	110 MIDNIGHT ST - LIFT STATION	08/31/2024	58.41	.00		
8/24 STMT	520 S. 14TH ST - ICE ARENA	08/31/2024	2,877.23	.00		
8/24 STMT	722 N. 2ND ST - RADIUM PLANT	08/31/2024	2,234.32	.00		
Total 9854:			8,640.25	.00		
CORKY'S PIZZA & ICE CREAM						
10/05/24	FD - FOOD DURING FIRE	10/05/2024	191.20	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 241:			191.20	.00		
COULEE REGION DOCKS LLC						
10/02/24	RESET DOCK AT CANOE LAUNCH	10/02/2024	350.00	.00		
Total 10167:			350.00	.00		
CULLIGAN WATER CONDITIONING						
285X21552603	MAINT - WATER COOLER RENTAL	10/01/2024	39.99	.00		
285X21552603	PD - WATER COOLER RENTAL	10/01/2024	39.95	.00		
285X21552603	CITY HALL - WATER COOLER RENTAL	10/01/2024	39.95	.00		
285X21575307	FD - WATER COOLER RENTAL	10/01/2024	39.95	.00		
Total 231:			159.84	.00		
CUSTOM ALARM						
588771	GC - MONTHLY ALARM MONITORING SYSTEM	10/01/2024	44.65	.00		
Total 290:			44.65	.00		
DALCO ENTERPRISES INC						
4268918	BRUSH FOR FLOOR SCRUBBER AT WIESER PAVILION	09/20/2024	58.86	.00		
4268918	CREDIT FOR RETURN OF BRUSH MINUS FREIGHT CHAR	09/20/2024	48.21-	.00		
Total 313:			10.65	.00		
DAVEAU, DARIN						
9/25 REIMB	REIMBURSE - HOTEL FOR TRAINING	09/25/2024	355.92	.00		
Total 10118:			355.92	.00		
DAVY LABORATORIES						
24J0025	WATER - TESTING	10/03/2024	108.00	.00		
Total 312:			108.00	.00		
DEBOER, JOSH						
9/24 REIMB	PD - REIMBURSE MEALS FOR TRAINING	09/26/2024	54.12	.00		
Total 10190:			54.12	.00		
DEPT OF NATURAL RESOURCES						
10/1/24-10/7/24	WEEKLY RECREATIONAL VEH. REGIST.	10/07/2024	719.60	719.60	10/11/2024	
9/17/24-9/23/24	WEEKLY RECREATIONAL VEH. REGIST.	09/23/2024	1,391.41	1,391.41	09/27/2024	
9/24/24-9/30/24	WEEKLY RECREATIONAL VEH. REGIST.	09/30/2024	247.08	247.08	10/04/2024	
Total 318:			2,358.09	2,358.09		
DEPUTY #031 LA CRESCENT						
8/29/24 GEBHAR	LIC. BUR. NSF STATE REIMBURSEMENT	09/25/2024	163.50	163.50	10/01/2024	
9/11/24 NELSON	LIC. BUR. NSF STATE REIMBURSEMENT	09/25/2024	10.00	10.00	10/01/2024	
Total 9750:			173.50	173.50		
DOBECK, RHODA						
9/24 LIBRARY	LIBRARY- CLEANING	09/30/2024	225.00	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 10098:			225.00	.00		
DONOVAN, TERRY & TINA						
BLD 2022-671	EROSION CONTROL DEPOSIT REFUND	10/01/2024	500.00	.00		
Total 10226:			500.00	.00		
E O JOHNSON CO INC - LEASE						
37522900	PUBLIC WORKS - COPY MACHINE MAINT	09/20/2024	114.05	.00		
37522900	CITY HALL - COPY MACHINE MAINT	09/20/2024	190.08	.00		
37522900	B&Z - COPY MACHINE MAINT	09/20/2024	114.05	.00		
37522900	WATER DEPT - COPY MACHINE MAINT	09/20/2024	76.03	.00		
37522900	POLICE - COPY MACHINE MAINT	09/20/2024	114.05	.00		
37522900	FIRE DEPT - COPY MACHINE MAINT	09/20/2024	76.02	.00		
37522900	SEWER DEPT - COPY MACHINE MAINT	09/20/2024	76.03	.00		
Total 9397:			760.31	.00		
EARL F ANDERSEN INC						
0137555-IN	STREET SIGNS & BRACKETS	09/26/2024	2,012.36	.00		
0137654-IN	DONOR SIGNS & DOG PARK RULES	10/03/2024	231.30	.00		
Total 404:			2,243.66	.00		
EFTPS - ELECTRONIC FEDERAL TAX						
9/27/24 P/R	FED/FICA/MEDICARE	10/02/2024	21,473.96	21,473.96	10/02/2024	
Total 1127:			21,473.96	21,473.96		
EXPRESS PRINTING LLC						
6075	FD - FIRE PREVENTION POSTERS	09/20/2024	180.00	.00		
Total 434:			180.00	.00		
FARRELL EQUIPMENT & SUPPLY CO.						
172481	MAINT - GENERATOR	09/17/2024	1,349.99	.00		
Total 8459:			1,349.99	.00		
FIFTH AVENUE AWARDS, INC.						
47681	FD - NAME PLATE	09/04/2024	22.00	.00		
Total 562:			22.00	.00		
FIRST SUPPLY LLC - LA CROSSE						
14322905-00	WATER DEPT - SMALL TOOLS	09/03/2024	321.70	.00		
14322905-01	WATER DEPT - SMALL TOOLS	09/10/2024	315.70	.00		
14326865-00	CITY HALL - WOMENS RESTROOM REPAIR	09/04/2024	366.35	.00		
Total 557:			1,003.75	.00		
GOPHER STATE ONE-CALL						
4090518	SEWER - LOCATE	09/30/2024	35.78	.00		
4090518	WATER - LOCATE	09/30/2024	35.77	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 620:			71.55	.00		
GRAF ELECTRIC, INC.						
23605	WELL #3 MOTOR REWIRING	09/11/2024	1,368.81	.00		
23643	INSTALLED HEATER IN WELL HOUSE	09/27/2024	753.98	.00		
Total 619:			2,122.79	.00		
HILLTOPPER REFUSE & RCYL SRVC						
9/24 BAGS	MONTHLY REFUSE P/U	09/30/2024	2,264.40	.00		
9/24 GOLF	RECYCLING & REFUSE P/U GOLF COURSE	09/30/2024	209.59	.00		
9/24 STMT	REFUSE P/U LIBRARY	09/30/2024	10.45	.00		
9/24 STMT	REFUSE P/U ANIMAL SHELTER	09/30/2024	76.42	.00		
9/24 STMT	REFUSE P/U PARKS	09/30/2024	311.01	.00		
9/24 STMT	REFUSE P/U CITY HALL	09/30/2024	67.89	.00		
9/24 STMT	REFUSE P/U ARENA	09/30/2024	159.56	.00		
9/24 STMT	RECYCLING P/U FIRE DEPT	09/30/2024	16.48	.00		
9/24 STMT	REFUSE P/U MAINT SHOP	09/30/2024	230.71	.00		
9/24 STMT	CITYWIDE RECYCLING P/U	09/30/2024	7,528.95	.00		
9/24 STMT	REFUSE P/U FIRE DEPT	09/30/2024	26.11	.00		
Total 9233:			10,901.57	.00		
HOLTY HOME TEAM LLC						
BLD 2023-952	EROSION CONTROL DEPOSIT REFUND	10/01/2024	500.00	.00		
Total 10114:			500.00	.00		
HOMETOWN CONSTRUCTION SERVICES LLC						
BLD 2024-1007	EROSION CONTROL DEPOSIT REFUND	10/01/2024	500.00	.00		
Total 10039:			500.00	.00		
HOUSTON CNTY TREASURER						
3501	4TH QTR SOLID WASTE FEES	10/02/2024	28,776.00	.00		
Total 1501:			28,776.00	.00		
10/24 25.0085.00	SPECIAL ASSESSMENT - PRINCIPAL	10/01/2024	542.84	542.84	10/01/2024	
10/24 25.0085.00	SPECIAL ASSESSMENT - INTEREST	10/01/2024	897.49	897.49	10/01/2024	
10/24 25.0094.00	SPECIAL ASSESSMENT - INTEREST	10/01/2024	897.49	897.49	10/01/2024	
10/24 25.0094.00	SPECIAL ASSESSMENT - PRINCIPAL	10/01/2024	542.84	542.84	10/01/2024	
10/24 25.0847.00	SPECIAL ASSESSMENT - INTEREST	10/01/2024	897.49	897.49	10/01/2024	
10/24 25.0847.00	SPECIAL ASSESSMENT - PRINCIPAL	10/01/2024	542.84	542.84	10/01/2024	
10/24 25.1155.00	SPECIAL ASSESSMENT - INTEREST	10/01/2024	897.49	897.49	10/01/2024	
10/24 25.1155.00	SPECIAL ASSESSMENT - PRINCIPAL	10/01/2024	542.84	542.84	10/01/2024	
10/24 25.1156.00	SPECIAL ASSESSMENT - INTEREST	10/01/2024	897.49	897.49	10/01/2024	
10/24 25.1156.00	SPECIAL ASSESSMENT - PRINCIPAL	10/01/2024	542.84	542.84	10/01/2024	
Total 7222:			7,201.65	7,201.65		
HOUSTON COUNTY POSSE						
2024 PARADE	PD - APPLEFEST PARADE ASSISTAINCE	09/22/2024	65.10	.00		
Total 10063:			65.10	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
INNOVATIVE OFFICE SOLUTIONS						
IN4650033	CITY HALL - NAME PLATES	09/25/2024	136.76	.00		
Total 9471:			136.76	.00		
INTERNATIONAL UNION OF						
9/24 DUES	GC - UNION DUES WITHHELD	10/01/2024	210.00	.00		
Total 8293:			210.00	.00		
JOHNSON LIVINGS LLC						
INV0345	PARKS - UNIFORMS	10/03/2024	320.95	.00		
Total 10147:			320.95	.00		
KANSAS CITY LIFE INSURANCE CO.						
10/24 STMT	EMPLOYER PAID INS. - CLERK	10/02/2024	10.26	10.26	10/02/2024	
10/24 STMT	EMPLOYER PAID INS. - LIBRARY	10/02/2024	26.40	26.40	10/02/2024	
10/24 STMT	EMPLOYER PAID INS. - PARKS	10/02/2024	13.09	13.09	10/02/2024	
10/24 STMT	EMPLOYER PAID INS. - PD	10/02/2024	69.82	69.82	10/02/2024	
10/24 STMT	EMPLOYER PAID INS. - REC	10/02/2024	4.05	4.05	10/02/2024	
10/24 STMT	EMPLOYER PAID INS. - SEWER	10/02/2024	15.54	15.54	10/02/2024	
10/24 STMT	EMPLOYER PAID INS. - STREET	10/02/2024	38.64	38.64	10/02/2024	
10/24 STMT	EMPLOYER PAID INS. - WATER	10/02/2024	18.24	18.24	10/02/2024	
10/24 STMT	P/R DEDUCTIONS	10/02/2024	354.90	354.90	10/02/2024	
10/24 STMT	EMPLOYER PAID INS. - FD	10/02/2024	.54	.54	10/02/2024	
Total 8915:			551.48	551.48		
KOCH, ANDREW						
2024 BOOT	REIMBURSE - SAFETY BOOTS	10/08/2024	125.00	.00		
REIMB MILEAGE	REIMBURSE MILEAGE - WASTEWATER SCHOOL	10/03/2024	249.24	.00		
Total 9661:			374.24	.00		
KURITA AMERICA INC.						
INV853990	VALVES FOR RADIUM PLANT	09/26/2024	5,502.36	.00		
Total 9934:			5,502.36	.00		
KWIK TRIP INC						
9/24 STMT	WATER - FUEL	09/30/2024	85.41	.00		
9/24 STMT	STREETS - FUEL	09/30/2024	481.48	.00		
9/24 STMT	PD- FUEL	09/30/2024	910.23	.00		
9/24 STMT	SEWER - FUEL	09/30/2024	85.41	.00		
9/24 STMT	PARKS - FUEL	09/30/2024	614.05	.00		
9/24 STMT	FD - FUEL	09/30/2024	300.98	.00		
9/24 STMT	B&Z - FUEL	09/30/2024	81.20	.00		
Total 1014:			2,558.76	.00		
LA CRESCENT ACE HARDWARE						
9/24 STMT	MAINT - VEHICLE REPAIR	09/30/2024	4.99	.00		
9/24 STMT	FD - VEHICLE MAINT	09/30/2024	26.96	.00		
9/24 STMT	MAINT - OIL	09/30/2024	32.97	.00		
9/24 STMT	CITY HALL - OFFICE SUPPLIES	09/30/2024	78.95	.00		
9/24 STMT	MAINT- SMALL TOOLS	09/30/2024	28.98	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
9/24 STMT	FD - SMALL TOOLS	09/30/2024	5.99	.00		
9/24 STMT	MAINT- SMALL TOOLS	09/30/2024	20.99	.00		
9/24 STMT	FD - SMALL TOOLS	09/30/2024	6.90	.00		
9/24 STMT	FD - BLDG REPAIR	09/30/2024	6.18	.00		
9/24 STMT	MAINT- SMALL TOOLS	09/30/2024	45.13	.00		
9/24 STMT	PARKS - APPLEFEST FENCE POSTS	09/30/2024	42.95	.00		
9/24 STMT	MAINT- SMALL TOOLS	09/30/2024	43.98	.00		
9/24 STMT	GC - BLDG REPAIR	09/30/2024	7.39	.00		
9/24 STMT	MAINT- SMALL TOOLS	09/30/2024	50.16	.00		
9/24 STMT	MAINT- SMALL TOOLS	09/30/2024	33.98	.00		
9/24 STMT	GC - STAIN FOR OUTBUILDINGS	09/30/2024	182.94	.00		
9/24 STMT	CITY HALL - TOILET REPAIR	09/30/2024	11.58	.00		
9/24 STMT	PARKS - EQIUPMENT REPAIR	09/30/2024	31.96	.00		
9/24 STMT	FD - BLDG REPAIR	09/30/2024	19.47	.00		
9/24 STMT	PARKS - SPRAY NOZZLE	09/30/2024	15.99	.00		
9/24 STMT	CITY HALL - TOILET REPAIR	09/30/2024	5.59	.00		
9/24 STMT	FD - VEHICLE MAINT	09/30/2024	139.49	.00		
9/24 STMT	FD - VEHICLE MAINT	09/30/2024	21.98	.00		
Total 717:			865.50	.00		
LA CRESCENT AUTO REPAIR, INC						
31471	B&Z - VEHCILE MAINTENANCE	09/26/2024	104.16	.00		
Total 8168:			104.16	.00		
LA CRESCENT ROCK PRODUCTS INC						
24-431	GRAVEL FOR ALLEY S 5TH & S 6TH STREETS	09/30/2024	422.61	.00		
Total 1121:			422.61	.00		
LAPHAM'S CLEANING LLC						
20	CITY HALL - CLEANING	09/25/2024	1,500.00	.00		
Total 10121:			1,500.00	.00		
LAW ENFORCEMENT LABOR SERVICES						
9/24 DUES	PD - PAYROLL DEDUCTED UNION DUES	10/01/2024	493.50	.00		
Total 1134:			493.50	.00		
LAXPRINT.COM						
7171	NEWSLETTER PRINTING	09/25/2024	1,430.00	.00		
Total 9554:			1,430.00	.00		
LEASE SERVICING CENTER, INC.						
51440	PD TESLA - LEASE PYMT INTEREST	10/01/2024	373.63	373.63	10/01/2024	
51440	PD TESLA - LEASE PYMT PRINCIPAL	10/01/2024	893.69	893.69	10/01/2024	
Total 10152:			1,267.32	1,267.32		
LIND, CARL						
107	GC - USED BALLS FOR RESALE	09/21/2024	36.00	.00		
Total 10110:			36.00	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
LUDWIGSON, JASON						
9/1/24 - 9/30/24	MILEAGE	09/30/2024	288.10	.00		
9/1/24 - 9/30/24	SUSTAINABILITY SERVICES	09/30/2024	3,914.00	.00		
Total 9632:			4,202.10	.00		
MAYO CLINIC AMBULANCE SERVICE						
2252090	CPR CLASS	09/14/2024	261.00	.00		
Total 8150:			261.00	.00		
MENARDS-LA CROSSE						
3493	GC - BLDG REPAIR	08/30/2024	282.35	.00		
3493	GC - CLEANING SUPPLIES	08/30/2024	46.98	.00		
3493	GC - GOLF CAR REPAIR	08/30/2024	27.96	.00		
3493	GC - EQUIPMENT REPAIR	08/30/2024	16.66	.00		
3494	RELEAF GRANT -T-POSTS PROTECT TREES FROM DEER	09/06/2024	234.50	.00		
3979	RELEAF GRANT -T-POSTS PROTECT TREES FROM DEER	09/18/2024	474.00	.00		
3982	GC- EQUIPMENT REPAIR	09/18/2024	13.98	.00		
3982	GC - RAIN SHELTERS	09/18/2024	30.45	.00		
3983	FD - DECORATING '51 TRUCK	09/18/2024	70.83	.00		
4243	GC - CHEMICALS	09/25/2024	105.04	.00		
4243	GC - CHEMICAL SPRAYER	09/25/2024	218.99	.00		
4284	PARKS - POST ANCHOR FOR SIGNS	09/26/2024	162.80	.00		
4298	MAINT - PRESSURE WASHER PART	09/26/2024	10.99	.00		
Total 1352:			1,695.53	.00		
MENARDS-ONALASKA						
11293	FD - DECORATING FOR '51 FIRE TRUCK	09/19/2024	40.41	.00		
Total 1398:			40.41	.00		
MIDWEST TAPE						
506070413	LIBRARY- MOVIES	09/19/2024	66.22	.00		
506104177	LIBRARY- MOVIES	09/26/2024	26.99	.00		
Total 9851:			93.21	.00		
MIENERGY COOPERATIVE						
9/24 STMT	ELECT UTILITIES-GC CLUBHOUSE	09/30/2024	1,363.19	.00		
9/24 STMT	ELECT UTILITIES - HORSETRACK MEADOWS LIFT STATI	09/30/2024	135.00	.00		
9/24 STMT	ELECT UTILITIES - WIESER PARK	09/30/2024	350.54	.00		
9/24 STMT	ELECT UTILITIES-CRESC.HGTS.& WILDWOOD SEC LIGH	09/30/2024	202.09	.00		
9/24 STMT	ELECT UTILITIES-GC POP MACH.	09/30/2024	128.87	.00		
Total 2012:			2,179.69	.00		
MINNESOTA CHILD SUPPORT PAYMENT CENTER						
9/27/24P/R00156	MN CHILD SUPPORT	10/01/2024	497.46	497.46	10/01/2024	
Total 9597:			497.46	497.46		
MINNESOTA DEPT OF REVENUE						
9/27/24 P/R	MN STATE WHT	10/02/2024	4,308.00	4,308.00	10/02/2024	

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 227:			4,308.00	4,308.00		
MINNESOTA STATE RETIREMENT SYS						
9/27/24 P/R	DEFERRED COMP. DEDUCTIONS/CONTRIBUTIONS	10/02/2024	4,440.03	4,440.03	10/02/2024	
Total 1285:			4,440.03	4,440.03		
MORRIS ELECTRONICS INC.						
10197	PSN PAYMENT PUSH THROUGH TO CLARITY	10/01/2024	100.00	.00		
Total 10081:			100.00	.00		
MSA PROFESSIONAL SERVICES INC						
008840	ADA- TRANSITION PLAN	08/24/2024	1,560.00	.00		
Total 9388:			1,560.00	.00		
MTI DISTRIBUTING INC						
1449383-00	PARKS - MOWER REPAIR	09/20/2024	218.26	.00		
Total 1330:			218.26	.00		
MUNICIPAL EMERGENCY SERVICES, INC.						
IN2126533	FD - PPE	09/30/2024	102.80	.00		
Total 8816:			102.80	.00		
NCPERS GROUP LIFE INSURANCE						
9/24 STMT	LIFE INSURANCE PREMIUMS	10/01/2024	176.00	.00		
Total 1619:			176.00	.00		
NORTHERN BEVERAGE DISTRIBUTING						
1376102	GC - BEER FOR RESALE	10/03/2024	266.95	.00		
Total 2311:			266.95	.00		
NORTHLAND SECURITIES INC						
1069	ANNUAL REPORT FOR TIF 1-8 - HOTEL/EVENT CENTER	10/10/2024	1,200.00	.00		
1069	ANNUAL REPORT FOR TIF 2-1 - ANIMAL CLINIC	10/10/2024	1,200.00	.00		
1069	ANNUAL REPORT FOR TIF 5-1 - HETH	10/10/2024	1,200.00	.00		
1069	ANNUAL REPORT FOR TIF 1-9 - NOLOP	10/10/2024	1,200.00	.00		
1069	ANNUAL REPORT FOR TIF 4-2 - GUNDERSEN	10/10/2024	1,200.00	.00		
Total 8272:			6,000.00	.00		
OAK STREET DESIGNS, LLC						
1306	FD - BANNERS FOR OPEN HOUSE	09/19/2024	226.00	.00		
Total 10126:			226.00	.00		
OLMSTED COUNTY						
SHER-150186	PD - D. DAVEAU TRAINING FEE	09/23/2024	195.00	.00		
Total 9830:			195.00	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
PEPSI-COLA BOTTLING COMPANY						
9114023	GC - POP FOR RESALE	09/03/2024	545.50	.00		
9115721	GC - POP FOR RESALE	09/09/2024	778.50	.00		
9119578	GC - POP FOR RESALE	09/30/2024	491.00	.00		
Total 1615:			1,815.00	.00		
PERFORMANCE FOODSERVICE						
783503	GC - FOOD FOR APPLEFEST COBBLER	09/13/2024	346.52	.00		
785792	GC - STEAKS PAID BY MENS LEAGUE	09/18/2024	211.32	.00		
Total 10087:			557.84	.00		
POINT C						
09/23/24- R. LEM	MEDICAL REIMB P/R DEDUCTED-R. LEMKE	09/25/2024	200.00	200.00	09/25/2024	
9/20/24- C. FORT	MEDICAL REIMB P/R DEDUCTED- C. FORTSCH	09/23/2024	2,288.45	2,288.45	09/23/2024	
9/24 STMT PCH1	ADMIN FEE	10/01/2024	75.00	75.00	10/01/2024	
Total 10202:			2,563.45	2,563.45		
PROLOGUE PLANNING GROUP						
9/1/24 - 9/30/24	ECONOMIC DEVELOPMENT SERVICES	09/30/2024	4,066.44	.00		
REIMB HOTEL	REIMB - HOTEL FOR HISTORIC PRESERVATION CONF	09/19/2024	86.22	.00		
REIMB OFFICE	REIMB - 2 OFFICE PARTITIONS FOR MN GREENCORPS M	10/03/2024	20.00	.00		
REIMB POSTAG	REIMB - POSTAGE FOR ARLYN FALCK GRANT APP	09/30/2024	30.45	.00		
Total 10006:			4,203.11	.00		
PUBLIC EMPLOYEES RETIREMENT						
9/27/24 P/R	RETIREMENT DEDUCTIONS/CONTRIB.-CORD & PF	10/02/2024	17,399.24	17,399.24	10/02/2024	
Total 1612:			17,399.24	17,399.24		
PUMP 4 LESS						
9/24 CITY	PARKS - MOTOR FUEL	09/30/2024	192.21	.00		
9/24 CITY	PUBLIC WORKS - MOTOR FUEL	09/30/2024	35.85	.00		
9/24 POLICE	POLICE DEPT - MOTOR FUEL	09/30/2024	161.60	.00		
9/24 POLICE	POLICE DEPT - WASHER FLUID	09/30/2024	4.91	.00		
Total 8604:			394.57	.00		
QUALITY FLOW SYSTEMS, INC						
47685	TRANSDUCER FOR LIFT STATION TO LACROSSE	09/26/2024	5,016.00	.00		
Total 9917:			5,016.00	.00		
QUILLINS LA CRESCENT						
9/24 STMT	LIBRARY - PROGRAM SUPPLIES	09/30/2024	9.36	.00		
9/24 STMT	GC - FOOD FOR RESALE	09/30/2024	41.18	.00		
9/24 STMT	GC - FOOD FOR RESALE	09/30/2024	20.94	.00		
9/24 STMT	GC - FOOD FOR RESALE	09/30/2024	6.57	.00		
Total 1707:			78.05	.00		
RONCO ENGINEERING SALES INC						
3372732	GC - MOWER REPAIR	09/26/2024	214.60	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 1813:			214.60	.00		
SAM'S CLUB						
9/24 STMT	GC - CHIPS, SNACKS, NUTS	09/30/2024	38.12	38.12	10/08/2024	
9/24 STMT	GC - FOOD FOR RESALE	09/30/2024	43.11	43.11	10/08/2024	
9/24 STMT	PD - CANDY FOR APPLEFEST PARADE	09/30/2024	280.96	280.96	10/08/2024	
9/24 STMT	FD - CANDY FOR APPLEFEST PARADE	09/30/2024	280.96	280.96	10/08/2024	
9/24 STMT	CITY HALL - OFFICE SUPPLIES	09/30/2024	170.71	170.71	10/08/2024	
Total 1861:			813.86	813.86		
SCHOTT DISTRIBUTING CO., INC.						
601447	GC - POP FOR RESALE	09/12/2024	72.00	.00		
601447	GC - BEER FOR RESALE	09/12/2024	211.70	.00		
603526	GC - POP FOR RESALE	09/26/2024	15.50	.00		
603526	GC - BEER FOR RESALE	09/26/2024	287.75	.00		
Total 1931:			586.95	.00		
SEN, DENNIS & KELSEY						
BLD 2023-965	EROSION CONTROL DEPOSIT REFUND	10/01/2024	500.00	.00		
Total 10227:			500.00	.00		
SHERWIN-WILLIAMS						
9096-2	PAINT FOR APPLE IN INTERSECTION	09/12/2024	113.13	.00		
9096-2	STREET - PAINT	09/12/2024	64.49	.00		
Total 1906:			177.62	.00		
SOUTHEAST LIBRARIES COOP						
052759	LIBRARY- ILS PACKAGE AND PC SUPPORT	10/01/2024	809.32	.00		
Total 1962:			809.32	.00		
SPLISH SPLASH AUTO BATH						
B&Z 10/24	B&Z - CAR WASH TOKENS	10/09/2024	97.20	.00		
PD 10/24	PD - CAR WASH TOKENS	10/09/2024	162.00	.00		
Total 8567:			259.20	.00		
STREICHER'S						
CM300501	PD - UNIFORMS FOR LCPD RESERVE RETURN	09/06/2024	55.00-	.00		
I1714115	PD - UNIFORMS FOR LCPD RESERVE	08/14/2024	80.00	.00		
I1714149	PD - UNIFORMS FOR LCPD RESERVE	08/14/2024	119.97	.00		
I1719241	PD - UNIFORMS FOR LCPD RESERVE	09/17/2024	69.98	.00		
I1719242	PD - UNIFORMS FOR LCPD RESERVE	09/17/2024	64.99	.00		
I1719243	PD - UNIFORMS FOR LCPD RESERVE	09/17/2024	79.99	.00		
I1720633	PD - UNIFORM SHIRT	09/25/2024	69.00	.00		
Total 1922:			428.93	.00		
SUPERIOR TURF SERVICES						
6272	GC - CHEMICALS	09/19/2024	1,801.49	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 9826:			1,801.49	.00		
THORSON GRAPHICS LLC						
9682	CITY OF LAC ENVELOPES	10/03/2024	832.24	.00		
Total 8998:			832.24	.00		
TOLLESON, ALLISON						
REIMB - LIFEGR	REIMB - LIFEGUARD CERTIFICATION S. TOLLESON	10/01/2024	250.00	.00		
Total 10225:			250.00	.00		
TRI-STATE BUSINESS MACHINES IN						
611028	DMV - COPY/PRINTER	09/26/2024	60.00	.00		
Total 2024:			60.00	.00		
UNITED STATES POSTMASTER						
10/24 CYCLE 2 B	POSTAGE - WATER/SEWER BILL	10/02/2024	126.56	126.56	10/02/2024	
10/24 CYCLE 2 B	POSTAGE - WATER/SEWER BILL	10/02/2024	126.56	126.56	10/02/2024	
FCM RENEWAL	FCM RENEWAL FEE	10/11/2024	116.66	116.66	10/11/2024	
FCM RENEWAL	FCM RENEWAL FEE	10/11/2024	116.67	116.67	10/11/2024	
FCM RENEWAL	FCM RENEWAL FEE	10/11/2024	116.67	116.67	10/11/2024	
Total 2102:			603.12	603.12		
VERIZON WIRELESS						
9974958658	FD - MOBILE	09/28/2024	180.09	.00		
9974980752	PD - COMPUTER DATA & PHONE SERVICE	09/28/2024	496.35	.00		
9974980752	SEWER DEPT - DATA	09/28/2024	35.01	.00		
9974980752	WATER DEPT - DATA	09/28/2024	35.01	.00		
9974980752	B&Z - COMPUTER DATA	09/28/2024	50.04	.00		
9975272652	WATER DEPT - WIRELESS	09/30/2024	57.76	.00		
9975272652	SEWER DEPT - WIRELESS	09/30/2024	57.76	.00		
Total 8973:			912.02	.00		
VISA						
9/24 STMT	PROJECT REVIEW LUNCH	09/30/2024	51.62	.00		
9/24 STMT	AD - SUMMARY OF ORD. NO. 585	09/30/2024	10.57	.00		
9/24 STMT	PD - HOTEL FOR TRAINING J. DEBOER	09/30/2024	118.10	.00		
9/24 STMT	PD - INTERNET PEOPLE SEARCH	09/30/2024	75.00	.00		
9/24 STMT	LIBRARY - 1 DAY CONFERENCE J. WITKINS	09/30/2024	325.00	.00		
9/24 STMT	PD - UNIFORM PATCH	09/30/2024	70.00	.00		
9/24 STMT	FD - HOTEL & MEALS (2) FIRE MARSHALL CONFERENCE	09/30/2024	511.96	.00		
9/24 STMT	PARKS - PARTS FOR SPRAYER	09/30/2024	66.45	.00		
9/24 STMT	PD - TESLA CHARGING	09/30/2024	22.64	.00		
9/24 STMT	FD - FUEL PUMP FOR '51 FIRE TRUCK	09/30/2024	60.12	.00		
9/24 STMT	PD - HOTEL FOR TRAINING	09/30/2024	258.00	.00		
9/24 STMT	ACCOUNTING - AUDIT PREP	09/30/2024	31.70	.00		
9/24 STMT	PD - TRAINING FOR L. AHLSCHLAGER	09/30/2024	175.00	.00		
9/24 STMT	PROJECT REVIEW MEETING LUNCH	09/30/2024	82.80	.00		
9/24 STMT	PD - OFFICE SUPPLIES	09/30/2024	28.83	.00		
9/24 STMT	B&Z TRAINING	09/30/2024	85.00	.00		
9/24 STMT	LIBRARY - 2 DAY CONFERENCE E. RILEY	09/30/2024	450.00	.00		
9/24 STMT	FD - '51 TRUCK REPAIR	09/30/2024	53.79	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
9/24 STMT	AD - ANNUAL TAX DISCLOSURE	09/30/2024	24.91	.00		
9/24 STMT	WINDOWS 10/11 PRO - MN GREENCORPS MEMBER	09/30/2024	105.81	.00		
9/24 STMT	PD - OFFICE SUPPLIES	09/30/2024	14.92	.00		
9/24 STMT	HISTORIC PRESERVATION CONFERENCE FEE L. KIRCH	09/30/2024	127.69	.00		
9/24 STMT	PD - DEPT APPAREL FOR FULL TIME OFFICERS	09/30/2024	305.00	.00		
Total 2208:			3,054.91	.00		
VISION DESIGN GROUP						
120442	QTRLY WEB SITE HOSTING FEES	10/01/2024	150.00	.00		
Total 9254:			150.00	.00		
WALLER, HARRIS W.						
6/24 - 10/24	REIMBURSE - MILEAGE	10/02/2024	290.78	.00		
Total 2331:			290.78	.00		
WHKS & CO.						
52262	PINE CREEK FINAL DESIGN & CONTRUCTION	08/30/2024	3,069.56	.00		
52272	WIESER PARK DNR APPLICATION	08/30/2024	452.00	.00		
52272	STREET RATING UPDATE	08/30/2024	2,478.50	.00		
52272	MILEAGE	08/30/2024	469.00	.00		
52272	MONTHLY STAFF MEETINGS	08/30/2024	340.00	.00		
Total 8290:			6,809.06	.00		
WIESER LAW OFFICE PC						
9/24 CITY	BLDG/ZNG - LEGAL FEES	09/30/2024	974.72	.00		
9/24 CITY	WATER DEPT - LEGAL FEES	09/30/2024	487.35	.00		
9/24 CITY	COUNCIL - LEGAL FEES	09/30/2024	974.72	.00		
9/24 CITY	CLERK - LEGAL FEES	09/30/2024	974.72	.00		
9/24 CITY	SEWER DEPT - LEGAL FEES	09/30/2024	487.35	.00		
9/24 POLICE	PD - LEGAL FEES	09/30/2024	2,549.48	.00		
Total 2361:			6,448.34	.00		
WIESER PRECAST/DORIC VAULTS						
16734	CONCRETE - CANOE LAUNCH LANDING	09/27/2024	85.00	.00		
Total 2309:			85.00	.00		
WINONA COUNTY SOAR TEAM						
2024 PARADE	PD - APPLE FEST PARADE ASSISTANCE	09/22/2024	65.10	.00		
Total 8370:			65.10	.00		
ZIEBELL'S HIAWATHA FOODS INC						
410016	GC - CLEANING SUPPLIES	09/06/2024	190.65	.00		
410016	GC - FOOD FOR RESALE	09/06/2024	140.86	.00		
410016	GC - KITCHEN SUPPLIES	09/06/2024	53.58	.00		
410635	GC - CLEANING SUPPLIES	09/13/2024	32.68	.00		
410635	GC - FOOD FOR RESALE	09/13/2024	377.98	.00		
411173	GC - KITCHEN SUPPLIES	09/20/2024	53.58	.00		
411173	GC - FOOD FOR RESALE	09/20/2024	9.66	.00		
411173	GC - CLEANING SUPPLIES	09/20/2024	355.77	.00		
411738	GC - KITCHEN SUPPLIES	09/27/2024	66.94	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
411738	GC - CLEANING SUPPLIES	09/27/2024	252.03	.00		
411738	GC - CHIPS, SNACKS, NUTS	09/27/2024	25.00	.00		
411738	GC - FOOD FOR RESALE	09/27/2024	278.71	.00		
Total 2417:			1,837.44	.00		
ZIMMERMAN, SAMUEL						
10229	LIBRARY PROG.- COMMUNITY COLLABORATION GRANT	10/09/2024	1,000.00	.00		
Total 10229:			1,000.00	.00		
ZIMMERMAN, TRAVIS						
241008	LIBRARY PROG.- COMMUNITY COLLABORATION GRANT	10/08/2024	1,000.00	.00		
Total 10230:			1,000.00	.00		
Grand Totals:			228,975.14	80,945.57		

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

City Treasurer: _____

Report Criteria:
Detail report.
Invoices with totals above $0 included.
Paid and unpaid invoices included.

#3.1

MEMORANDUM

TO: Honorable Mayor and City Council Members

FROM: Jason Ludwigson, Sustainability Coordinator

DATE: October 2nd, 2024

SUBJECT: Mary Gegen Minnesota Green Corps Member La Crescent

The City of La Crescent was selected to participate in the MN Green Corps program for 2024 and 2025. The MPCA selected Mary Gegen to serve for 11 months with the City of La Crescent. Mary started her service with the city on September 23rd. The focus of Mary's work with the city during her service will be on stormwater and forestry. In her first few weeks with the city, she has been working with the certified Tree Stewards to prune trees on city properties, has developed a boulevard tree species list using best practices from the Minnesota Local Road Research Board, created a door hanger to provide to residents who receive a boulevard tree, and has led the seeding of additional native prairies as a part of the HELP grant awarded to the city. We are excited to have Mary serving with the city. Mary and I will be in attendance at the meeting to make a formal introduction and answer any questions.

#3.2

CITY OF LA CRESCENT

Department of Police

Chief Luke M. Ahlschlager

Apple Capital of Minnesota

October 3rd, 2024

Honorable Mayor and City Council Members

City Administrator Bill Waller

Subject: Adoption of Proposed Ordinance on Camping Restrictions

I am writing to formally request that the City Council adopt the proposed ordinance, as drafted by City Attorney Skip Wieser, regarding the prohibition of camping on City property and City rights-of-way. This proposed ordinance aims to address the concerns around the establishment of encampments and to align our policies with those of neighboring communities, such as the recent action taken by the City of La Crosse.

As discussed in the earlier proposal, which was approved by the Council to allow Attorney Wieser to research and draft the ordinance, the intent is to protect public health, safety, and welfare while maintaining access to public spaces for all members of the community. The proposed ordinance addresses not only the environmental and safety risks associated with encampments but also the potential displacement effects that may arise from La Crosse's new ordinance banning camping on city-owned property.

Key Points of the Proposed Ordinance:

1. **Prohibition of Camping**: The ordinance prohibits camping on all City-owned properties and rights-of-way unless authorized by the City Council.

2. **Public Safety Considerations**: Unauthorized camping poses risks such as fire hazards, improper waste disposal, and increased calls for police service, all of which threaten public safety and the enjoyment of public spaces by residents.

3. **Community Support and Enforcement**: The proposed ordinance also details the protocol for law enforcement engagement, which includes providing individuals notice, information on available community resources, and reasonable time to vacate the area before any enforcement action is taken.

315 Main Street La Crescent, MN 55947
lacrescentpolice@cityoflacrescent-mn.gov 507.895.4414

CITY OF LA CRESCENT

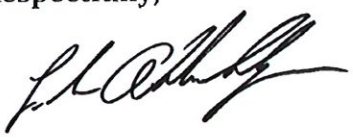
Department of Police

Chief Luke M. Ahlschlager

I recommend that the City Council formally adopt the ordinance as presented to address potential concerns surrounding encampments in La Crescent. Proactively implementing this ordinance will ensure our community is prepared to manage the increased demand for services effectively and provide our law enforcement personnel with the necessary tools to address these complex issues.

I am available to provide any additional information or support needed to facilitate this process and look forward to working collaboratively with the Council to ensure the safety and well-being of all La Crescent residents.

Respectfully,



Chief Luke M. Ahlschlager

315 Main Street La Crescent, MN 55947
lacrescentpolice@cityoflacrescent-mn.gov 507.895.4414

ORDINANCE NO. 586

AN ORDINANCE OF THE CITY OF LA CRESCENT, MINNESOTA PROHIBITING CAMPING ON CITY PROPERTY AND CITY RIGHT OF WAY.

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

CAMPING ON CITY PROPERTY AND CITY RIGHT-OF-WAY

SECTION I. Statement of purpose and intent.

A. Settlements of unhoused individuals (also known as "encampments") in public spaces are a growing social, public safety, and environmental concern faced by cities of all sizes, including La Crescent. The dynamics of homelessness, both short and longer term, are extremely complex reflecting a wide range of contributing factors. It is recognized that, like many Cities, La Crescent's housing stock and price dynamics can create an affordability challenge, causing unstable housing for some.

B. In La Crescent and elsewhere, encampments have attracted and involved people experiencing significant addiction and mental health challenges, as well as individuals who seek to take advantage of those staying in encampments. Among other problems, encampments tend to result in accumulation of garbage and human waste, which creates a health hazard and can contaminate the ground and water. Other typical hazards include drug paraphernalia (i.e. needles) and unchecked fires associated with cooking, often involving explosive fuels. Encampments are also prone to a heightened physical safety and property risk for those in the encampments as well as those who may be present in the same area. Encampments also tend to cause damage or disruption to the soil and forested areas.

C. Many in the community, including public and private entities, have responded to the needs of those experiencing housing instability, providing significant levels of resources and services.

D. The City also has an obligation to make best efforts to provide a safe and clean environment for other members of the community who want or need to use public spaces. Access to parks, trails, schools, green spaces, public transportation, and the protection of public utilities and infrastructure is a community good for all.

E. While many unhoused individuals are able to exist in a space that does not cause public disruption, it is also true that encampments do create significant harms, for both the unhoused individuals as well as members of the public attempting to use the same spaces. Law enforcement personnel, who have had primary responsibility for responding to encampment areas, need to be supported with effective tools to address these complex situations. Encampments and unsheltered individuals who create the most social harm cannot be ignored or just moved from one space to the next.

SECTION II. Definitions.

The following words. terms, and phrases shall have the meanings ascribed to them in this chapter. except where the context clearly indicates a different meaning.

City refers to the City of La Crescent, Minnesota

Camp or Camping means to set up, or to remain in or at a campsite, including the storage of personal belongings or camping materials.

Campsite means any place where any tent, lean-to, shack, or other structure, any vehicle or part thereof, or any bedding, sleeping bag, or other sleeping matter, or any stove or fire is placed, established, or maintained for the purpose of establishing or maintaining a temporary place to live.

Camping materials means, but not limited to, tents, tarps, umbrellas, metal sheeting, pallets, canopies, hammock, hunting blind, boxes, huts, temporary shelters, or vehicles.

SECTION III. Prohibition.

A. No person may camp in or upon any City land or right-of-way, unless otherwise specifically authorized by La Crescent City Council, subject to the enforcement requirements in Paragraph 4 below.

B. Any camping or campsite materials or personal property associated with a camping area that is in violation of this ordinance may be removed or cleaned up by the City or its designated contractors. The City will continue to utilize encampment protocols that will provide notice (verbal or in writing), and reasonable period of time to seek shelter options.

SECTION IV. Criminal Penalty.

A. Any violation of this section is deemed a misdemeanor, as defined in Minn. Stat. § 609.02. subd 3, currently a crime for which a sentence of not more than 90 days or a fine of not more than $1,000.00 or both, may be imposed.

B. No person may be prosecuted under this chapter unless:

1. The person has been informed of the various community resources available to the person; and

2. The person has been warned that their conduct is a violation of this section, subject to criminal prosecution. An individual who has been warned and then

relocates to another space that a reasonable person would understand is also covered by this section is not entitled to a new warning; and

3. No person shall be cited for violating this ordinance unless such person continues to camp more than one (1) hour after receiving warning to leave by a law enforcement officer.

SECTION V. Severability.

Every section, provision, and part of this Ordinance is declared severable from every other section, provision, and part thereof. If any section, provision, or part of this Ordinance is held to be invalid by a court of competent jurisdiction, such judgment shall not invalidate any other section, provision, or part of this Ordinance.

SECTION VI. Effective Date.

These provisions shall become effective from and after _____, 2024 and publication, according to law.

PASSED AND ADOPTED by the City Council of the City of La Crescent, Minnesota, this _____ day of _____, 2024.

_____
Mayor

ATTEST:

_____
City Administrator

#3.3

TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator
DATE: October 9, 2024
RE: Personnel Committee Recommendations

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

1. That the City Council approve a memorandum of understating(mou) that establishes guidelines for a mandated employee wellness check-in program for the La Crescent Police Department. Information regarding the mou is included, and Chief of Police Ahlschlager will be in attendance at the meeting to review with the City Council.
2. On October 30, 2024, Kara Tarrence will have completed her second year of employment as the City's Finance Director. Ms. Tarrence continues to perform the functions and duties of the position in a positive manner, and her presence and abilities are an asset to the community. Based on her performance, it is recommended that effective October 30, 2024, Ms. Tarrence be moved from step 3 to step 4 in the Finance Director's salary schedule.

CITY OF LA CRESCENT
315 Main Street
P.O. BOX 142
La Crescent, MN 55947
P: (507) 895-2595
cityoflacrescent-mn.gov

CITY OF LA CRESCENT

Department of Police

Chief Luke M. Ahlschlager

Apple Capital of Minnesota

August 5th, 2024

Honorable Mayor and City Council Members

City Administrator Bill Waller

Re: Memorandum of Understanding (MOU): La Crescent Police Department Wellness Program

This Memorandum of Understanding (MOU) outlines the comprehensive wellness program developed for the La Crescent Police Department. The purpose of this initiative is to support the mental health and overall well-being of sworn peace officers, demonstrating the City's and the department's strong commitment to employee welfare and operational effectiveness. Below is a summary of the key provisions:

Purpose and Scope

The primary objective of this MOU is to establish a mandatory wellness check-in program for all sworn officers of the La Crescent Police Department. This program reflects the department's commitment to creating a supportive work environment, where officers have access to qualified mental health professionals who are experienced in working with public safety personnel.

Mandatory Participation

Under this program, all sworn personnel are required to complete at least one annual check-in with an approved mental health provider. By making this a standard part of the department's culture, the initiative promotes the normalization of mental health care, encouraging proactive attention to officer well-being.

Wellness Provider

The City of La Crescent maintains a membership with Gundersen Lutheran's Employee Assistance Program (EAP), which provides employee health and wellness services. Gundersen EAP has reviewed this MOU and has confirmed its ability to meet the program's criteria and goals. They will assist the department in implementing the program in accordance with the terms outlined in this agreement.

Financial Support

To ensure that no financial barriers exist, the City of La Crescent will fully cover the cost of these wellness appointments. In addition to the mandatory annual check-in, officers may access up to six sessions per calendar year at no cost, providing further support if additional services are needed.

CITY OF LA CRESCENT

Department of Police

Chief Luke M. Ahlschlager

Confidentiality

Confidentiality is a fundamental aspect of the program. All interactions between employees and mental health providers will remain private, with only verification of attendance being reported to the department. This ensures that officers can participate without concerns regarding the disclosure of personal or clinical information, while maintaining accountability for participation.

Wellness Program Committee

A Wellness Program Committee will be established, consisting of Union Stewards and department representatives. The committee will play an advisory role, particularly in the selection of mental health providers and in providing feedback on the program to ensure it continues to meet the evolving needs of employees.

Additional Services

In addition to the required annual check-in, the program offers flexibility for officers to seek further mental health support. The City will cover the cost of up to six sessions per calendar year, ensuring that officers have access to ongoing care as necessary without the financial burden.

Compliance Verification

The MOU establishes a simple and confidential process for verifying compliance with the mandatory check-in. This ensures that officers participate in the program without fear of stigma or intrusion, as no personal or clinical details will be shared with the department.

Union Support

The Law Enforcement Labor Services (LELS) union fully supports this wellness initiative, underscoring the collaborative effort between the union and the department to prioritize officer mental health and overall well-being. The union's involvement ensures that the program aligns with both the department's objectives and the best interests of the officers.

In conclusion, this MOU represents a proactive, thoughtful, and comprehensive approach to addressing the mental health needs of the La Crescent Police Department's employees. It reflects the City's commitment to the well-being of its officers and enhances the overall effectiveness of the department.

Should you have any questions or require further clarification, please do not hesitate to contact me.

Respectfully,

Luke M. Ahlschlager
Chief of Police

315 Main Street La Crescent, MN 55947
lacrescentpolice@cityoflacrescent-mn.gov 507.895.4414

Memorandum of Understanding

La Crescent Police Department Wellness Program

This Memorandum of Understanding ("MOU") is entered into by and between the City of La Crescent ("City") and Law Enforcement Labor Services, Inc., Local 120 ("Union"), on behalf of the Police bargaining unit, for the purpose of establishing guidelines for a mandated employee wellness check-in program. The City and Union shall collectively be referred to as "the Parties."

WHEREAS, the La Crescent Police Department ("Police Department") recognizes that, during the course of performing their job duties, Police Department employees may become involved in or exposed to incidents that have the potential to cause various forms of short- or long-term emotional and psychological trauma; and

WHEREAS, the Police Department is committed to supporting the wellness of all its employees by providing them with resources that will help ensure stability and longevity in their personal and professional lives; and

WHEREAS, the Police Department desires to provide employees with cost-free wellness services from a qualified mental health professional who specializes in working with public safety employees; and

WHEREAS, the City and Union are Parties to a 2022 collective bargaining agreement ("CBA") which does not contain any negotiated language regarding the establishment or participation of Police Department employees in a wellness program; and

WHEREAS, the Parties agree that the establishment and implementation of a mandated wellness program is a subject for bargaining;

NOW, THEREFORE, in consideration of the foregoing recitals, the Parties hereby agree as follows:

1. Definitions

a. Approved Mental Health Provider: A provider who has the following qualifications:

1. A licensed mental health professional;
2. Demonstrated experience in counseling emergency services personnel;
3. Received approval by representatives of the applicable labor groups and police administration; and
4. Has an established contract with the Police Department.

For purposes of this definition, "applicable labor groups" includes those representing the police officers and police sergeants.

2. Procedure

The annual wellness check-in program provides Police Department employees with access to an approved mental health provider. The program is administered under the following guidelines:

a. Participation in this program is mandatory for sworn full-time and part-time Police Department employees.

b. Employees must complete at least one (1) annual appointment with the approved mental health provider.

c. When an employee attends an appointment with the approved mental health provider, the cost of the appointment will be paid by the City.

d. Wellness appointments will be scheduled throughout the calendar year at times and locations agreeable to the Police Department and the approved mental health provider. Agreed-upon times between the Parties will be established and posted, generally with a minimum of 30 days' notice. Employees may schedule their wellness appointments directly with the approved mental health provider.

e. The Police Department agrees to allow employees the necessary time away from their scheduled work duties to attend the mental health appointment, without loss of pay or deduction of leave.

f. In the event the mental health appointment is scheduled when an employee is off duty, the employee will be compensated at their straight time rate of pay for the appointment and travel to and from the appointment.

g. This wellness program is not a replacement for existing Police Department or City programs, including, but not limited to, the Critical Incident Stress Debriefing or the Employee Assistance Program.

3. Wellness Program Committee

The Police Department shall establish a committee responsible for implementing and managing the wellness program and any related programs. The Union Stewards from the applicable bargaining units shall represent their respective bargaining unit. Functions of the committee shall include, but are not limited to, the following:

a. Provide input and assistance in the development and implementation of programs related to wellness.

b. Make recommendations on the type and content of wellness awareness and related programs, services, or training.

c. Distribute applicable wellness-related information to employees.

d. Evaluate and recommend approved mental health providers to Police Department administration.

e. Participation in the Committee shall not be considered negotiation by the bargaining unit.

4. Confidentiality

The communication between the approved mental health provider and an employee is privileged. The Police Department considers all wellness appointments, communication during the appointment, and any recommendations as confidential in accordance with applicable federal and state privacy laws. The approved mental health provider shall be prohibited from sharing any employee information other than confirming with the Police Department that an employee was compliant with the program's directive by the end of each year.

5. Follow-Up Visits

If either an employee or the approved mental health provider believes that services beyond the one (1) required appointment would be beneficial, the approved mental health provider may create a referral for additional appointments at the employee's discretion. These additional appointments are not mandatory. If the employee wishes to schedule follow-up appointments with the approved mental health provider, the employee may schedule those appointments directly with the mental health provider.

a. The Police Department will pay for up to six (6) total appointments with the approved mental health provider for each employee per calendar year. After the six (6) appointments, the employee is responsible for the payment of any further appointments. Employees may utilize their Health Insurance (if the appointment is covered by insurance and if the approved mental health provider accepts insurance) or Healthcare Reimbursement Account for any additional services or appointments.

6. Verification

For billing purposes, an employee scheduling an appointment with the mental health provider consistent with the parameters of this MOU shall submit in writing a statement such as, "A member of LELS Local No. 120 has scheduled an appointment with [name of service provider] during the week of [date]." The letter shall be sent through interdepartmental mail to the Chief of Police without any identifying information of which member is receiving services, to protect confidentiality.

7. Additional Terms

a. The provisions of this Memorandum of Understanding shall expire on and remain in full force and effect for the same duration of the CBA.

b. This Memorandum of Understanding or any of its terms may only be amended or modified by written instrument signed by or on behalf of the parties hereto and ratified by the Union and City Council.

c. This Memorandum of Understanding is intended to be in conformity with all applicable and valid federal and state laws, rules and regulations promulgated thereunder having the force and effect of law. In the event any provision of this Memorandum of Understanding is found to be inconsistent with such statutes, rules or regulations, the provision of the latter shall prevail. If any provision of this Memorandum of Understanding is found to be invalid or unenforceable by a court or other competent authority having jurisdiction, then the provision shall be considered void, but all other provision shall remain in full force and effect.

d. This Memorandum of Understanding is intended for the sole and limited purpose specified herein. The parties expressly agree that this Memorandum of Understanding shall not constitute or establish any precedent, past practice or otherwise place any limitation on any management right of the Employer.

IN WITNESS WHEREOF, the Parties hereto have caused this MOU to be executed by their duly authorized representatives.

CITY OF LA CRESCENT

Approved by the La Crescent City Council:

_____

Mayor

_____

City Administrator

_____

Chief of Police

LAW ENFORCEMENT LABOR SERVICES, INC., LOCAL NO. 120

Approved by LELS Membership:

_____

LELS Business Agent

_____

Union Steward

LEAGUE of MINNESOTA CITIES

Preventive Mental Health Checkups Q&A

We strongly support cities in providing preventative mental health programs for their employees.



Due to the nature of their job duties first responders may be at increased risk of developing PTSD and other mental health conditions. In addition to the personal impact, public safety departments are facing a tighter job market, making it important to successfully treat and retain high-performing individuals. In order to keep their public safety personnel healthy many cities are providing mental wellness programs.

One of the programs cities have been offering or requiring is mental health check-ups for public safety employees. We have attempted to provide guidance for these programs in the form of frequently asked questions. We strongly encourage each city to work collaboratively with their public safety leaders, human resources team and city attorney to find the preventative programming that works best for them.

Get answers to these frequently asked questions (FAQs):

Q1. Is there any liability associated with paying for mental health treatment for a police officer?

Q2. Is it appropriate for the city's public safety employees to have a greater benefit than other employees (i.e., access to a mental health provider at no cost)?

Q3. Is this considered an employee benefit subject to state and federal continuation laws and other requirements?

Q4. Are the mental health provider's notes discoverable if the city were sued for the public safety employee's on-duty behavior or actions?

Q5. How will the notes be classified under data practices law?

Q6. Is it appropriate for the psychologist seeing the employee to do FMLA certifications?

Q7. Does this benefit need to be negotiated with the union?

Q8. Can we back out from this benefit if it doesn't meet our expectations?

Q9. Are there any other legal issues we should be thinking about?

Q10. What else should we consider when deciding whether or not to set up a program like this in our city?

Q11. Does the League have a recommendation with regard to mental health preventive programs?

Q1. Is there any liability associated with paying for mental health treatment for a police officer?

A1. There is probably not much, if any, additional liability with providing this type of benefit vs providing other similar programs such as group health insurance or an Employee Assistance Program (EAP), for example, if the city uses some due diligence in selecting the provider.

The person/firm selected should, of course, be licensed to practice in Minnesota. There is general professional consensus (backed by the Diagnostic & Statistical Manual of Mental Disorder 5) that cognitive behavioral treatments are effective for treatment of PTSD and many other related mental health disorders so the city may want to consider using a practitioner with a cognitive behavioral treatment background and orientation.

The city should also make sure the selected provider has their own malpractice and other insurance. The League's Risk Management Attorney, Chris Smith (csmith@lmc.org) may be able to provide additional guidance on this and other contractual issues once the city has made a decision about what type of program it wants to implement and has selected a provider.

Return to top of page

Q2. Is it appropriate for the city's public safety employees to have a greater benefit than other employees (i.e., access to a mental health provider at no cost)?

A2. Generally, treating public safety employee differently with regard to this benefit is going to be permitted if it is job-related and supported by a business reason. Specific to law enforcement officials, this difference is job-related and supported by a business reason because of the nature of the job, including the psychological demands, which is generally recognized by state and federal courts, agencies, and other entities.

Return to top of page

Q3. Is this considered an employee benefit subject to state and federal continuation laws and other requirements?

A3. It will depend upon how the program is set up and each program will need legal review by the City's attorney. Generally, if the visits qualify as "medical care," the program will qualify as a group health plan for purposes of COBRA and Section 105 of the Internal Revenue Code. Some factors to consider:

- Is the provider a licensed mental health care professional? If so, that factor weighs in favor of concluding that the public safety employee is receiving medical care.
- If any of the covered public safety employees receive additional counseling sessions and the City pays for those sessions, that portion of the program involves the provision of medical care (mental health counseling is medical care) and will likely constitute a group health plan for purposes of COBRA and Section 105 of the IRS Code.
- If the annual visit for all public safety employees does not involve the provision of any medical care, the value of that service will not be excluded from the employee's taxable income by Section 105 of the Code and will need to be included in the employee's taxable income unless a different tax exclusion applies.
- Minnesota continuation coverage requirements would likely not apply to these types of programs because it is not insured, and it is not the type of self-insurance program to which Chapter 62A of the Minnesota Statutes would apply if it were insured.

Return to top of page

Q4. Are the mental health provider's notes discoverable if the city were sued for the public safety employee's on-duty behavior or actions?

A4. Under the right circumstances, the psychologist's notes likely are discoverable. For example, if there was a lawsuit in which the employee's mental health status was a factor, the opposing counsel could likely get access to the notes if any exist.

However, a party seeking a police officer's psychological records has a high burden to show that these are discoverable, i.e. that the officer waived the privilege – and in most instances the officer's attorney will object to the other party obtaining these records. *See Heilman v. Waldron,* 287 F.R.D. 467 (D. Minn. 2012; attached)

The psychotherapist/patient privilege is recognized by both state law (Minn. Stat. 595.02, subd. 1(g)) and federal law. However, any privilege, including this one can be waived – typically by the officer putting his/her psychological condition/state at issue or by voluntarily disclosing the information.

Return to top of page

Q5. How will the notes be classified under data practices law?

A5. The data would be classified as Private (available to the employee him/herself and to others only with a business/legal reason.)

Under the data practices law, the contractor (mental health provider, in this case) is required to keep the records. The city can agree not to access them in order to provide the employee greater confidence in confidentiality; this should be in the agreement between the contractor and the city.

Return to top of page

Q6. Is it appropriate for the psychologist seeing the employee to do FMLA certifications?

A6. We are not aware of any legal reason that would make it inappropriate for the psychologist to complete the FMLA certification. Since the employer is paying the psychologist, we understand this may be uncomfortable for both the employee and the city and perhaps even the provider; therefore, it may be a best practice to clarify upfront with both employees and the provider that FMLA and other work related documentation like this will not be requested from the provider by the city as a result of these check-in visits.

Return to top of page

Q7. Does this benefit need to be negotiated with the union?

A7. Yes, the city most likely must negotiate/talk to the union about this type of program if participation is made a job requirement.

Some labor relations consultants recommend negotiation on the terms and conditions of the program. Others recommend characterizing it as "meet and confer" on the concept of having the program and then implementation bargaining on the details.

Even if offered voluntarily and not as a job requirement, the best practice is to provide notice to the union and an opportunity to meet and confer on it.

Based on this, the League suggests involving unions early on in the discussions about implementing such a program in your city.

Return to top of page

Q8. Can we back out from this benefit if it doesn't meet our expectations?

A8. If it ends up in the collective bargaining agreement (and based on the above question it likely will), then you will want to negotiate some language

that allows for the city to discontinue the program or sunset it. An alternative would be to not have it in the collective bargaining agreement but rather draft it as a pilot project in a separate memorandum of agreement. With the pilot project approach, you get a "trial run" period before you sit down with the union at the next round of bargaining to discuss whether to keep it or not and under what terms.

Return to top of page

Q9. Are there any other legal issues we should be thinking about?

A9. Here are a few more legal considerations to discuss with your city team.

- **Ethical standards of provider.** We recommend inquiring about the ethical standards associated with the type of provider you are considering using. It is our understanding that nearly all mental health professions (psychiatrists, psychologists, clinical social workers, psychiatric nurses etc.) have ethical standards set out for their profession. Ask the provider to summarize the ones that would apply in your situation, especially with regard to ethical guidelines about sharing otherwise confidential information in order to prevent harm to the client or to others. According to this article, it appears to be a best practice for psychologists to divulge the limits of confidentiality upfront to patients: APA Avoiding Ethical Pitfalls

- **Not a fitness-for-duty exam.** Most preventive mental health programs purposely provide a high level of confidentiality to the employee in order to encourage participation; i.e., an employee will be more willing to try it if they can be sure their mental health status will not get back to their employer, except under mandated reporting requirements where the employee may be a danger to him/herself or others. This means the employer will generally not be given any information about the visit that would allow for a fitness-for-duty determination.

- **Types of psychological services.** There are three main categories of psychological services for public safety personnel and ideally, they should be kept separate: peer debriefing (no privilege[1][2]), visits with a licensed professional (strongest privilege), and fitness for duty exams (no privilege). Cities can get into some dangerous legal territory by blurring these categories. *Note: Peer debriefing data is defined as private under Minn. Stat. 13.43, subd. 9 and disclosure in a personnel proceeding is prohibited under Minn. Stat. 181.9731. However, it could be discoverable in federal and perhaps even state court. "No privilege" applies to peer debriefing in the sense there is no psychotherapist/patient privilege because a mental health medical care provider is not providing the services; visits with a licensed professional have the strongest psychotherapist/patient privilege because a mental health provider is providing the services and maintaining confidentiality with the patient, and fitness for duty exams have no privilege because no confidential psychotherapist/patient relationship is established as the purpose of the exam is to provide an evaluation to the employer.*

- **Perception of ADA-covered disability**. If configured to avoid the city having knowledge of who is seeking treatment, we don't think it's likely supervisors

would be in danger of perceiving someone as having an ADA-covered disability. Some programs avoid this by having everyone go see the provider at least once per year and/or using a coded system that keeps identities of those attending secret. This type of approach helps protect the city against an ADA-related claim.

Return to top of page

Q10. What else should we consider when deciding whether or not to set up a program like this in our city?

A10. Experts are increasingly advising employers to help employees address mental health issues, within legal constraints, in the workplace. One way to do this is to reduce the stigma associated with mental health issues and demonstrate the employer's concern for employee mental health. Helping employees become more confident that by coming forward to address mental health issues, they are not risking their livelihoods is one way to do this.

This article provides a discussion about employers reducing the stigma associated with mental health: Harvard Business Review: People Want their Employers to Talk about Mental Health and creating a work environment that encourages employees to seek help.

Return to top of page

Q11. Does the League have a recommendation with regard to mental health preventive programs?

A11. In summary, while the League acknowledges there are some legal issues and challenges associated with providing mental health services to public safety employees, we tend to think those can be minimized by very clear language in the agreement/contract between the city and the provider and appropriate due diligence in vetting the provider. We applaud cities in their efforts to define and discuss programs available to assist public safety with mental wellness concerns and recovery.

Return to top of page

#3.4

MEMORANDUM

TO: Mayor, City Council

FROM: Larry Kirch, Community Development Director

DATE: October 14, 2024

SUBJECT: MnDEED Small Cities Development Program (SCDP) Updated Policies

---

As part of the city receiving $600,000 in Federal HUD Community Development Block Grant Funds through the Minnesota Department of Employment and Economic Development for streetscaping of Walnut Street, the city must periodically adopt/readopt/update a series of policies and plans.

Staff recommends adopting Resolution No. 10-24-34 which approves the following polices and plans.

The policies required for the streetscaping project are as follows:

- Conflict of Interest Policy
- Drug Free Workplace Policy
- Prohibition of Excessive Force Policy
- Affirmative Action/Equal Employment/Data Privacy/Sexual Harassment Policy
- Fair Housing Policy and Action Plan
- Section 3 Plan
- Program Income Plan and Local Funds Reuse Plan (see letter to MnDEED as no program income will occur as part of the public facility streetscaping project)
- Residential Anti-displacement and Relocation Assistance Plan

CITY OF LA CRESCENT
315 Main Street
P.O. BOX 142
La Crescent, MN 55947
P: (507) 895-2595
cityoflacrescent-mn.gov

RESOLUTION NO. 10-24-34

A RESOLUTION ADOPTING POLICIES FOR ADMINISTRATION OF MN DEPARTMENT OF EMPLOYMENT & ECONOMIC DEVELOPMENT SMALL CITIES DEVELOPMENT PROGRAM GRANT FOR THE CITY OF LA CRESCENT, MN

WHEREAS, the City of La Crescent has entered into an agreement with the State of Minnesota, Department of Employment and Economic Development for the allocation of grant funding by the United States Department of Housing and Urban Development under the Community Development Block Grant Program known as the Small Cities Development Program with the City of La Crescent acting as the legal sponsor for the project, and;

WHEREAS, certain plans, guidelines, policies, and procedures are required to enable the city to achieve the goals of the Small Cities Development Program,

NOW, THEREFORE, BE IT RESOLVED, the City of La Crescent adopts the attached policies as listed herein, for the Small Cities Development Program:

Conflict of Interest Policy
Drug-Free Policy
Section 3 Plan
Program Income Plan
Fair Housing Action Plan
Excessive Force Policy
Affirmative Action/Equal Employment/Data Privacy/Sexual Harassment

I CERTIFY THAT the above resolution was adopted by the City Council of the City of La Crescent on this 14th day of October, 2024.

City of La Crescent

_____
Mikel Poellinger, Mayor

Attest: _____
Angie Boettcher, City Clerk

CITY OF LA CRESCENT
SCDP PROGRAM 2024-2027

CONFLICT OF INTEREST POLICY

No member of the governing body of the locality and no official, employee or agent of the local government or who exercises policy, functions as a decision-maker, or has responsibilities connected with the planning and implementation of the SCDP Program shall directly or indirectly benefit from this program. This prohibition shall continue for one year after an individual's relationship with the local government organization ends. For example, if a City Council member is a contractor, they cannot bid on any SCDP projects in their jurisdiction. Any person as stated above for contracting work may apply for an exemption to the rule. This request will be submitted to DEED Staff for review and approval.

NOTE: All applicants for the SCDP Program are required to complete a "Conflict of Interest Interview" form and the completed form will be kept in the applicant's file.

The Conflict-of-Interest Policy is adopted by the City of La Crescent this 14th day of

October, 2024.

_____ _____

Mike Poellinger, Mayor

Bill Waller, City Administrator

Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name
City of La Crescent Minnesota

Program/Activity Receiving Federal Grant Funding

Minnesota Department of Employment and Economic Development SCDP - Infrastructure - Streetscaping

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federalagency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. **Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)
Walnut Street Corridor from South 3rd Street to North 4th Street and Walnut Place, Veterans Park. City of La Crescent, Houston County, Minnesota 55947

Check here ☐ if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
Mikel Poellinger	Mayor
Signature	**Date**
X	10-14-24

Prohibition of Excessive Force Policy

The City of La Crescent, Minnesota prohibits the use excessive force by law enforcement agencies within its jurisdiction against individuals engaged in nonviolent civil rights demonstrations.

The City of La Crescent, Minnesota also will enforce applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within its jurisdiction.

_____ _____

Mayor Mikel Poellinger Bill Waller, City Administrator

_____ _____

Date Date

Excessive Force Provision - 1990 HUD Appropriations Act

The excessive force provision was required initially by section 519 of the 1990 HUD Appropriations Act (Public Law 101-140). Under the 1990 Appropriations Act, no funds appropriated in the Act for the CDBG program could be awarded to any municipality that failed to adopt and enforce "a policy prohibiting the use of excessive force by law enforcement agencies within the jurisdiction of the municipality against any individuals engaged in nonviolent civil rights demonstrations." This provision did not amend the certifications required under Title I of the Housing and Urban Development Act of 1974, but applied only to the 1990 HUD appropriations for community development programs. HUD implemented this provision by requiring CDBG grantees to submit to HUD a certification that such a policy had been adopted and was being enforced.

Subsequently, section 906 of the National Affordable Housing Act (NAHA) of 1990 amended Title I of the Housing and Community Development Act of 1974 by adding a new certification entitled Protection of Individuals Engaging in Non-violent Civil Rights Demonstrations. The language imposed by the 1990 Appropriations Act was retained and additional language was added requiring units of government receiving CDBG funds to adopt and enforce "a policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstrations within jurisdictions." The Department interprets the law to mean that any unit of government receiving CDBG funds must adopt and enforce such a policy. Only the County signs the grant agreement and certifications which are sent to HUD. In order for units of government participating in the urban county consortium to show compliance with the statute, the provision is incorporated into the Cooperation Agreement between the County and participating unit of government. Since the adoption and enforcement of an excessive force policy is required by statute, the Department does not have the authority to waive this requirement.

http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/communitydevelopment/rulesandregs/memoranda/baileyg93

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY

It is the policy and intent of the City of La Crescent to provide equality in employment to all persons. This policy expressing prohibits discrimination because of age, sex, race, creed, color, religion, national origin, political affiliation or opinion, marital status, status with regard to public assistance, disability, veteran status, arrest or conviction records or any other protected class in all aspects of its personnel policy, programs, practices and operations. Equal employment opportunity under this policy includes training, transfer, termination, education, layoffs, condition and privileges of employment and employment development programs, and all other areas of personnel activities, in accordance with applicable federal, state and local laws and regulations. This policy applies to all full-time, part-time, temporary and seasonal employees as well as to the use of all City facilities and participation in all City sponsored employee activities. It is the policy of the City Council and a directive to all employees to ensure implementation of this policy.

MINNESOTA DATA PRACTICE ACT (MN Statute, Chapter 13)

The city complies with the MN Data Practices Act which governs what information is public and what is confidential. Public information shall be made available to the public upon request within a reasonable time and during regular business hours. Documents and records not specified by law as public will not be shared with any outside persons or agency without the employee's informed consent or a valid court order. The Federal Equal Opportunity Commission and the MN Department of Human Rights may be authorized by federal or state law to receive private information in order to investigate specific complaints of employment discrimination. Personnel data may be given to labor organizations to the extent necessary to conduct elections, and to implement the Public Employees Labor Relations Act as well as to the Bureaus of Mediation Services, when it so orders. Unless the law provides to the contrary, and employee may review their personnel file.

SEXUAL HARASSMENT POLICY

The city will not tolerate sexual harassment of its employees by anyone – supervisors, other employees, officials or citizens. Further, the City will not tolerate sexual harassment of other individuals by its employees or its officials. The policy applies to all elected and appointed officials and all employees of the City of La Crescent. Courteous, mutually respectful, non-coercive interactions between men and women that are acceptable to both parties is not considered sexual harassment under this policy.

DEFINITION – Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of individual's employment, or:
2. Submission to or rejection of such conduct by an individual is used as the basis for any employment decisions affecting the individual, or:
3. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

CONDUCT – Examples of conduct and activity constituting sexual harassment include, but are not limited to: repeated and/or offensive sexual flirtations: sexually oriented advances, propositions, use of continuous or repeated verbal expressions of a sexual nature: use of offensive or sexually oriented language, which is over heard by others: graphic or verbal sexually oriented commentaries, use of sexually oriented or degrading words; and the display in the workplace of sexually suggestive objects or pictures. This also includes any electronic viewing of display of sexually suggestive objects or pictures. This also includes any electronic viewing of display of sexually explicit material as defined in Section VII and Appendix A on Communications.

REPORTING, INVESTIGATING & SANCTIONS – Victim's of alleged sexual harassment and third persons with knowledge or belief of conduct constituting sexual harassment and third persons with knowledge or belief of conduct constituting sexual harassment shall submit a written report of the offensive conduct or situation to a Department Head or the City Administrator and City Council Personnel Committee, depending on the source of the alleged harassment. All Department Heads are required to immediately report same to the City Administrator and City Council Personnel Committee in writing.

All allegations will be investigated and documented with reasonable efforts made to respect the confidentiality of the individuals involved. Appropriate disciplinary sanctions will be imposed in accordance with the terms of any applicable contract, statute or this personnel policy. No employee will be subject to any form of retaliation or discipline for pursuing a sexual harassment complaint. Appropriate disciplinary sanctions will also be imposed against any individual who retaliates with any form of intimidation, reprisal or harassment, against any person who testifies, assists or participates in any investigation of a sexual harassment complaint.

The Affirmative Action/Equal Employment Opportunity Plan is adopted by the City of La Crescent this 14th day of October, 2024.

Mike Poellinger, Mayor

Bill Waller, City Administrator

City of La Crescent
SCDP 2024-2027
Fair Housing Action Plan

The purpose of this plan is to formally declare the conviction and intention of the City of La Crescent to achieve the aims of the Fair Housing Act and to assist the Secretary of Housing and Urban Development for the promotion and assurance of equal opportunity in housing without regard to race, color, religion, sex, handicap, familial status, national origin or public assistance status. The City of La Crescent will comply with this Fair Housing Action Plan for the next 3 years or through the duration of this grant period. For the purpose of this plan the following definitions shall apply.

1. Discriminatory housing practices means: any act that is unlawful under the Fair Housing Act.

2. Dwelling unit means; any building, structure or portion thereof, which is occupied as, or designed or intended for occupancy as, a residence by one or more families.

3. Fair Housing means: Title VII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988 (42 U.S.C. 36000-3620).

4. Familial status means: one or more individuals (who have attained the age of 18 years) being domiciled with:

    a. A parent or another person having legal custody; or
    b. The designee of such parent or other person having such custody, with the written permission of such parent or other person.

5. Handicap means: with respect to a person, a physical or mental impairment which substantially limits one or more major life activities.

It will be the plan of the City of La Crescent to formally support equal opportunity for all residents or persons who wish to become residents of the City, and to ensure their rights to obtain decent, safe and sanitary housing. The City of La Crescent will not tolerate discriminatory practices within its jurisdiction. The following practices have been declared to be discriminatory and unlawful under the Fair Housing Act:

1. To refuse to sell or rent or negotiate for the sale or rental of any property based on race, creed, color, sex, religion, national origin, marital status, familial status, handicap, or in regard to public assistance.

2. Discrimination in terms, conditions, and privileges and in services and facilities.

3. Engage in any conduct which makes dwelling units unavailable or denies dwellings to persons.

4. Make, print, or publish, or cause to make, print or publish discriminatory advertisements.

5. To represent that dwelling unit is not for sale or rent when in fact it is.

6. To engage in blockbusting.

7. To deny access to or membership or participation in, or to discriminate against any person in his or her access to or membership or participation in, any multiple-listing service, real estate broker's association, or other service organization or facility relating to the business of selling or renting a dwelling or in the terms or conditions or membership or participation.

Whenever a complaint alleging discriminatory housing practice is received within the jurisdiction of the City of La Crescent, the City will assist households who may have been discriminated against by providing the following services:

1. The City of La Crescent and its agents will post Fair Housing information in public places and will provide information in the Spanish language.
2. Will incorporate the fair housing logo on community letterhead and application forms for SCDP Rehab.
3. Make fair housing brochures available at city hall and/or area banks.
4. Education and outreach initiatives about fair housing.

This Fair Housing Plan is adopted by the City Council for the City of La Crescent this 14th day of October, 2024.

Mike Poellinger, Mayor

Bill Waller, City Administrator

CITY OF LA CRESCENT
SCDP PROGRAM 2024-2027
SECTION 3 PLAN

LA CRESCENT - Section 3 Plan

The City of La Crescent in conjunction with Small Cities Development Program Grant, has the following plan to direct employment and other economic opportunities generated by HUD financial assistance for housing and community development programs, to the greatest extent feasible, toward low and very-low income persons, particularly those who are recipients of government assistance for housing.

Section 3 is a HUD requirement that is intended to ensure that when employment or contracting opportunities are available on HUD funded projects, preference is given to low and very-low income persons or businesses. Being a Section 3 Business is not required; however preference is given to those businesses.

La Crescent, will attempt to recruit low income residents through at least one of the following: local advertising media, signs prominently displayed at the project site, contracts with the community organizations and public or private agencies operating within La Crescent in which the Section 3 covered program or project is located.

La Crescent will participate in the SCDP HUD program which promotes the training or employment of Section 3 residents and Women and Minority-Owned Businesses.

La Crescent will participate in a HUD program or other program which promotes the award of contracts to businesses which meet the definition of Section 3.

La Crescent will require all contractors to complete and submit the Section 3 Business Certification Form prior to awarding contracts. While being a Section 3 business is not required for the program, La Crescent will give preference to qualified, competitive Section 3 businesses.

The Section 3 Plan is adopted by the City Council for the City of La Crescent this 14th day of October, 2024.

Mike Poellinger, Mayor

Bill Waller, City Administrator

Section 3
Plan
City of La Crescent, Minnesota

October 14, 2024

Table of Contents

Table of Contents iii

1. 3

A. WHAT IS SECTION 3? 4

B. PURPOSE OF THIS DOCUMENT 4

C. APPLICABILITY 4

2. 4

3. 4

A. SAFE HARBOR COMPLIANCE 5

B. SAFE HARBOR BENCHMARKS 5

C. CERTIFICATION OF PRIORITIZATION OF EFFORT FOR EMPLOYMENT, TRAINING, AND 6

4. 6

A. SECTION 3 WORKER AND TARGETED SECTION 3 WORKER CERTIFICATION 8

B. SECTION 3 BUSINESS CONCERN CERTIFICATION 10

5. 8

6. 9

A. 9

B. 10

7. 11

8. 11

9. 12

A. 12

B. 12

C. 12

10. 12

11. 14

APPENDIX A: DEFINITIONS 17

APPENDIX B: MULTIPLE FUNDING SOURCES - CHART 20

1. Overview of Section 3 Requirements

A. WHAT IS SECTION 3?

Section 3 is a provision of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) that is regulated by the provisions of 24 CFR 75. Section 3 regulations ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal, State and local laws and regulations, be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons.

B. PURPOSE OF THIS DOCUMENT

This plan outlines how the City of La Crescent and its subrecipients, contractors and subcontractors will comply with HUD's Section 3 requirements in implementing City of La Crescent's U.S. Housing and Urban Development funded program MnDEED SCDP. City of La Crescent will, to the greatest extent feasible, ensure that employment and other economic opportunities are directed to low- and very low-income persons (Section 3 workers and Targeted Section 3 workers) and to eligible businesses (Section 3 Businesses) and requires the same of its contractors.

City of La Crescent may amend its Section 3 Policies and Procedures document as necessary to ensure continued compliance with HUD's requirements and/or to reflect updated Section 3 guidance and outreach strategies.

C. APPLICABILITY

For public housing financial assistance, all funding is covered, regardless of the amount of expenditure or size of a contract. This plan applies to development assistance, operating funds, capital funds, and all mixed-finance development.

For housing and community development financial assistance, this plan applies to housing rehabilitation, housing construction, and other public construction projects that exceed $200,000 or more of housing and community development financial assistance from one or more HUD programs. Applicability is determined at the project level.

For projects funded with Lead and Hazard Control and Healthy Homes Programs, this plan applies to projects that exceed $100,000.

This plan also applies to projects that include multiple funding sources. Multiple funding source projects include projects that include public housing financial assistance, housing and community development financial assistance for single or multiple recipients, and the Lead Hazard Control and Healthy Homes Program.

Section 3 requirements **do not** apply to: 1) Material Supply Contracts - § 75.3(b), 2) Indian and Tribal Preferences - § 75.3(c), and 3) Other HUD assistance and other Federal assistance not subject to Section 3 §75.3 (d). However, for financial assistance that is not subject to Section 3, recipients are encouraged to consider ways to support the purpose of Section 3.

2. Section 3 Coordinator

City of La Crescent's Section 3 Coordinator serves as the central point of contact for Section 3 compliance for City of La Crescent and its subrecipients, contractors and subcontractors supporting the program. Subrecipients, contractors, subcontractors and others are encouraged to reach out to City of La Crescent's Section 3 Coordinator with questions regarding Section 3 compliance:

Lawrence J. Kirch
Community Development Director
lkirch@cityoflacrescent-mn.gov

3. Employment, Training, and Contracting Goals

A. SAFE HARBOR COMPLIANCE

City of La Crescent will be considered to have complied with the Section 3 requirements and met safe harbor, if they certify that they followed the required prioritization of effort and met or exceeded the Section 3 benchmarks, absent evidence of the contrary.

Prior to the beginning of work, contractors and subcontractors will be required to certify that they will follow the required prioritization of effort for Section 3 workers, Targeted Section 3 workers, and Section 3 business concerns as outlined below in section C. After completion of the project, on the Section 3 Cumulative Report, contractors and subcontractors will be required to certify that they followed the prioritization of effort requirements.

If the contractor and subcontractor does not meet the safe harbor requirements, they must provide evidence that they have made qualitative efforts to assist low and very low-income persons with employment and training opportunities.

B. SAFE HARBOR BENCHMARKS

City of La Crescent has established employment and training goals that subrecipients, contractors, and subcontractors should meet in order to comply with Section 3 requirements outlined in [24 CFR Part 75.9 - for public housing financial assistance] or [24 CFR Part 75.19 - for housing and community development financial assistance]. The safe harbor benchmark goals are as follows:

1) Twenty-five (25) percent or more of the total number of labor hours worked by all workers on a Section 3 project are Section 3 workers;

   Section 3 Labor Hours/Total Labor Hours = 25%

And

2) Five (5) percent or more of the total number of labor hours worked by all workers on a Section 3 project are Targeted Section 3 workers, as defined at 24 CFR Part 75.21.

   Targeted Section 3 Labor Hours/Total Labor Hours = 5%

HUD establishes and updates Section 3 benchmarks for Section 3 workers and/or Targeted Section 3 workers through a document published in the Federal Register, not less frequently than once every 3 years. Given that the Section 3 benchmarks are subject to change every three years or sooner, City of La Crescent will review and

update the Section 3 Plan every three years, as needed.

It is the responsibility of contractors to implement efforts to achieve Section 3 compliance. Any contractor that does not meet the Section 3 benchmarks must demonstrate why meeting the benchmarks were not feasible. All contractors submitting bids or proposals to the City of La Crescent are required to certify that they will comply with the requirements of Section 3.

C. CERTIFICATION OF PRIORITIZATION OF EFFORT FOR EMPLOYMENT, TRAINING, AND CONTRACTING

EMPLOYMENT AND TRAINING

Under the City of La Crescent's Section 3 Program, contractors and subcontractors should make best efforts to provide employment and training opportunities to Section 3 workers in the priority order listed below:

(for public housing financial assistance)

1) To residents of the public housing projects for which the public housing financial assistance is expended;

2) To residents of other public housing projects managed by the PHA that is providing the assistance or for residents of Section 8-assisted housing managed by the PHA;

3) To participants in YouthBuild programs; and

4) To low- and very low-income persons residing within the metropolitan area (or nonmetropolitan county) in which the assistance is expended.

(for housing and community development financial assistance)

Provide employment and training opportunities to Section 3 workers within the metropolitan area (or nonmetropolitan county) in which the project is located in the priority order listed below:

1) Section 3 workers residing within the service area or the neighborhood of the project, and

2) Participants in YouthBuild programs.

Contractors and subcontractors will be required to certify that they will and have made best efforts to follow the prioritization of effort requirements prior to the beginning work and after work is completed.

CONTRACTING

Under the City of La Crescent's Section 3 Program, contractors and subcontractors must make their best efforts to award contracts and subcontracts to business concerns that provide economic opportunities to Section 3 workers in the following order or priority:

(for public housing financial assistance)

1) Section 3 business concerns that provide economic opportunities for residents of public housing projects for which the assistance is provided;

2) Section 3 business concerns that provide economic opportunities for residents of other public housing projects or Section-8 assisted housing managed by the PHA that is providing assistance;

3) YouthBuild programs; and

4) Section 3 business concerns that provide economic opportunities to Section 3 workers residing within the metropolitan area (or nonmetropolitan county) in which the assistance is provided.

(for housing and community development financial assistance)

1) Business concerns that provide economic opportunities to Section 3 workers residing within the metropolitan area (or nonmetropolitan county) in which assistance is located in the following order of priority (*where feasible*):

    a) Section 3 business concerns that provide economic opportunities to Section 3 workers residing within the service area or the neighborhood of the project; and

    b) YouthBuild programs.

Contractors and subcontractors will be required to certify that they will and have made best efforts to follow the prioritization of effort requirements prior to the beginning work and after work is completed.

4. Section 3 Eligibility and Certifications

Individuals and businesses that meet Section 3 criteria may seek Section 3 preference from City of La Crescent or its contractors/subcontractors for training, employment, or contracting opportunities generated by housing and community development financial assistance. To qualify as a Section 3 worker, Targeted Section 3 worker or a Section 3 business concern, each must self-certify that they meet the applicable criteria.

Businesses who misrepresent themselves as Section 3 business concerns and report false information to City of La Crescent may have their contracts terminated as default and be barred from ongoing and future considerations for contracting opportunities.

A. SECTION 3 WORKER AND TARGETED SECTION 3 WORKER CERTIFICATION

A Section 3 worker seeking certification shall submit self-certification documentation to the recipient contractor or subcontractor, that the person is a Section 3 worker or Targeted Section 3 worker as defined in 24 CFR Part 75. For the purposes of Section 3 worker eligibility, City of La Crescent will use individual income rather than family/household income to determine eligibility. The income limits will be determined annually using the guidelines published at https://www.huduser.org/portal/datasets/il.html.

Persons seeking the Section 3 worker preference shall demonstrate that it meets one or more of the following criteria currently or when hired within the past five years, as documented:

1) A low or very low-income resident (the worker's income for the previous or annualized calendar year is below the income limit established by HUD); or

2) Employed by a Section 3 business concern; or

3) A YouthBuild participant.

Persons seeking the Targeted Section 3 worker preference shall demonstrate that it meets one or more of the following criteria:

1) Employed by a Section 3 business concern or

2) Currently meets or when hired met at least one of the following categories as documented within the past five years:

    a) Living within the service area or the neighborhood of the project, as defined in 24 CFR Part 75.5; or

    b) A YouthBuild participant.

The recipient/grantee should establish a certification procedure. The certification procedure should provide step-by-step

Section 3 workers and Targeted Section 3 workers who are seeking preference in training and employment must submit the Section 3 Worker and Targeted Section 3 Worker Certification Form. The certification procedure will consist of the following:

PROJECTS INVOLVING MULTIPLE SOURCES OF FUNDING

As a best practice, it is recommended that for projects that include public housing financial assistance and housing

In cases where Section 3 covered projects include multiple sources of funds, including public housing financial assistance and housing and community development assistance, the [PHA] must follow the definition of Targeted Section 3 worker and priorities as outlined in subpart B of Part 75. For housing and community development financial assistance, City of La Crescent may follow either subpart B or subpart C of Part 75.

In cases where Section 3 covered projects include multiple housing and development funding sources (financial assistance) from single or multiple recipients, City of La Crescent will follow subpart C of Part 75. Refer to chart in Appendix B.

B. SECTION 3 BUSINESS CONCERN CERTIFICATION

The City of La Crescent, should encourage contractors and subcontractors to make best efforts to award contracts and subcontracts to Section 3 business concerns.

Businesses that believe they meet the Section 3 Business requirements can may self-register in the HUD Business registry, here: http://www.hud.gov/Sec3Biz. Businesses may seek Section 3 Business Concern preference by demonstrating that it meets one or more of the following criteria:

1) At least 51 percent of the business is owned and controlled by low- or very low-income persons; or
2) At least 51 percent of the business is owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing; or
3) Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers.

Businesses that seek Section 3 preference shall certify, or demonstrate to City of La Crescent, contractors or subcontractors, that they meet the definitions provided in the above. Businesses may demonstrate eligibility by submitting the Section 3 Business Concern Certification Form, located at city hall.

Section 3 Business Concern Certification Forms must be submitted at the time of bid/proposal. If the City of La Crescent previously approved the business concern to be Section 3 certified, then the certification can be submitted along with the bid, as long as the form is submitted within the prescribed expiration date. The Section 3 Business Concern Certification Form will expire after 36 months. Establishing a 36 month certification of eligibility period allows the City of La Crescent the ability to assess contractor performance to ensure the business is striving to meet the required goals.

5. Assisting Contractors with Achieving Section 3 Goals

In an effort to assist contractors with meeting or exceeding the Section 3 goals, City of La Crescent will do the following:

1) Share Section 3 Plan with contractors and subcontractors and explain policies and procedures
2) Require contractors wishing to submit a bid/offer/proposal to attend pre-bid meeting

3) Require contractor to sign the Section 3 Plan at pre-construction conference

4) Review Section 3 benchmarks and prioritization of effort with contractors and subcontractors to ensure that the goals are understood. It is not intended for contractors and subcontractors to terminate existing employees, but to make every effort feasible to meet Section 3 benchmark goals by utilizing existing qualified workforce and by considering qualified eligible Section 3 workers and Targeted Section 3 workers (per the prioritization of effort outlined in Section #3) before any other person, when hiring additional employees is needed to complete proposed work to be performed with MnDEED SCDP].

5) At the time of bid, require the contractor to present a list, of the number of total labor hours, Section 3 worker labor hours, and Targeted Section 3 worker labor hours expected to be generated from the initial contract and a list of projected number of available positions, to include job descriptions and wage rates.

6) Maintain a local Section 3 worker/Targeted Section 3 worker database and provide the contractor with a list of interested and qualified Section 3 workers and Targeted Section 3 workers and contact information.

7) Inform contractors about the HUD Section 3 Opportunity Portal https://hudapps.hud.gov/OpportunityPortal/

8) Require contractors to notify Section 3 Coordinator of their interests regarding employment of Section 3 workers prior to hiring.

9) Encourage local business to register on the HUD Business Registry and direct contractors to the HUD Section 3 Business Registry https://www.hud.gov/section3businessregistry

10) Leverage City of La Crescent 's communication outlets (social media, website, etc.) to effectively communicate employment and contracting opportunities that arise.

11) Require contractors to submit a list of core employees (including administrative, clerical, planning and other positions pertinent to the construction trades) at the time of contact award.

6. Section 3 Outreach

A. OUTREACH EFFORTS FOR EMPLOYMENT AND TRAINING

In order to educate and inform workers and contractors, City of La Crescent's Section 3 Coordinator will be prepared to provide training and technical assistance on a regular basis per program guidelines. When training opportunities are available, contractors and subcontractors should, to the greatest extent feasible:

1) Notify the Section 3 Coordinator when training opportunities are available

2) Provide information/handouts about Section 3 training opportunities to potential Section 3 workers and Targeted Section 3 workers

3) Conduct an annual training for Section 3 workers and Section 3 businesses

Contractors and subcontractors should employ several active strategies to notify Section 3 workers and Targeted Section 3 workers of Section 3 job opportunities, including:

1) Clearly indicating Section 3 eligibility on all job postings with the following statement: "This job is a Section 3 eligible job opportunity. We encourage applications from individuals that are low income and/or live in Public Housing and/or receive a Section 8 voucher";

2) Including the Section 3 Worker and Targeted Section 3 Worker Self-Certification Form in all job postings

3) Working with the Section 3 Coordinator to connect Section 3 worker and Targeted Section 3 workers in the City of La Crescent's] database with opportunities and/or utilize the Section 3 Opportunity Portal to find qualified candidates

4) Establishing a current list of Section 3 eligible applicants

5) Contacting local community organizations and provide them with job postings for Section 3 eligible applicants; and

6) Coordinating a programmatic ad campaign, which results in widespread job posting across diverse ad networks including:

    a) Advertising job opportunities via social media, including LinkedIn and Facebook;

    b) Advertising job opportunities via flyer distributions and mass mailings and posting ad in common areas of housing developments and all public housing management offices

    c) Contacting resident councils, resident management corporations, and neighborhood community organizations to request their assistance in notifying residents of available training and employment opportunities

B. OUTREACH EFFORTS FOR CONTRACTING

When contracting opportunities arise in connection with the MnDEED SCDP, City of La Crescent will employ the following strategies to notify Section 3 Business Concerns of Section 3 contracting opportunities, including but not limited to:

1) Adding Section 3 language to all RFPs, procurement documents, bid offerings and contracts.

2) Coordinating mandatory pre-bid meetings to inform Section 3 Business Concerns of upcoming contracting opportunities. The Section 3 Coordinator will participate in these meetings to explain and answer questions related to Section 3 policy.

3) Advertising contracting opportunities in local community papers and notices that provide general information about the work to be contracted and where to obtain additional information.

4) Providing written notice of contracting opportunities to all known Section 3 Business Concerns. The written notice will be provided in sufficient time to enable business concerns the opportunity to respond to bid invitations.

5) Coordinating with the prime contractor to publicize contracting opportunities for small businesses.

6) Coordinating with the City of La Crescent's Business/Economic Development Department and all other business assistance agencies and contractor associations to inform them of contracting opportunities and request their assistance in identifying Section 3 business concerns. Could include local community development organizations, business development agencies (Chamber of Commerce), and minority contracting associations.

7) Connecting Section 3 business concerns with resources to support business development to assist in obtaining contracting opportunities (e.g., bonding and insurance assistance, etc.). Contractors will also be encouraged to collaborate with the City of La Crescent as subcontract opportunities arise in an effort to notify eligible Section 3 business concerns about the contracting opportunities.

7. Section 3 Contracting Policy and Procedure

It is not required, however, recipients may want to consider developing a Section 3 Contracting Policy and Procedure to ensure that Section 3

City of La Crescent will incorporate Section 3 in its existing Procurement Policy and adopt a Section 3 Contracting Policy and Procedure to be included in all procurements generated for use with HUD funding. This policy and procedure contain requirements for making efforts to award contracts to Section 3 Business Concerns.

All contractors/businesses seeking Section 3 preference must, before submitting bids/proposals to the City of La Crescent be required to complete certifications, as appropriate. Such certifications shall be adequately supported with appropriate documentation as referenced in the Section 3 Business Concern Certification Form.

8. Section 3 Provisions/Contract Language

To comply with the requirements outlined in 24 CFR Part 75.9 or 75.19, it is recommended that recipients/grantees develop Section 3 language to include in covered contracts, subcontracts and agreements to ensure that the Section 3 requirements of 24 CFR Part 75 are binding to subrecipients, contractors and subcontractors.

Additionally, public housing authority recipients may want to consider incorporating a section on Resident Owned Business Contracting and

City of La Crescent will include standard Section 3 language in all of its contracts to ensure compliance with regulations in 24 CFR Part 75. City of La Crescent will take appropriate actions upon finding that a contractor is in violation of 24 CFR Part 75 and does not knowingly contract with any contractor that has been found in violation of the Section 3 regulations. On a periodic basis the Section 3 Coordinator will audit City of La Crescent contractors for compliance with the minimum Section 3 requirements outlined in the Section 3 Plan.

In addition, contractors and subrecipients are required to include language in all Section 3 covered contracts or agreements for subcontractors to meet the requirements 24 CFR Part 75.19 (for housing and community development financial assistance.).

For businesses, noncompliance with HUD's regulations in 24 CFR part 75 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

9. Reporting Requirements

For Section 3 covered contracts, contractors must submit the Section 3 Performance and Summary Report to City of La Crescent's Section 3 Coordinator on a monthly basis, and the annual reporting requirement set forth in that form's instructions.

A. MONTHLY REPORTING

1) Contractors are required to submit monthly activity reports to City of La Crescent's Section 3 Coordinator lkirch@cityoflacrescent-mn.gov by the [30th] day of each month.

B. ANNUAL REPORTING

1) Once a project is completed, contractors must submit a final Section 3 cumulative report for the program year.
2) Upon the completion of a project, City of La Crescent's Streetscaping Section 3 Coordinator will conduct a final review of the project's overall performance and compliance.
3) City of La Crescent's Section 3 Coordinator will submit the Section 3 data into MnDEED's reporting system and to HUD at the time of the final report.

C. REPORTING ON PROJECTS WITH MULTIPLE FUNDING SOURCES

1) For Section 3 projects that include public housing financial assistance and housing and community development financial assistance, City of La Crescent and City of La Crescent will report on the project as a whole and will identify the multiple associated recipients.
2) For projects assisted with funding from multiple sources of housing and community development assistance that exceed the thresholds of $200,000 and $100,000 for Lead Hazard Control and Healthy Homes Programs (LHCHH), the City of La Crescent will follow subpart C of Part 75 and will report to the applicable HUD program office, as prescribed by HUD. Note: LHCHH assistance is not included in calculating whether the assistance exceeds the $200,000 threshold. HUD public housing financial assistance and HUD housing and community development financial assistance is not included in calculating whether the assistance exceeds the LHCHH $100,000 threshold. Refer to chart in Appendix B.

10. Internal Section 3 Complaint Procedure

In an effort to resolve complaints generated due to non-compliance through an internal process, City of La Crescent encourages submittal of such complaints to its Section 3 Coordinator as follows:

1) Complaints of non-compliance should be filed in writing and must contain the name of the complainant and brief description of the alleged violation of 24 CFR Part 75.
2) Complaints must be filed within seven (7) calendar days after the complainant becomes aware of the alleged violation.
3) An investigation will be conducted if complaint is found to be valid. City of La Crescent will conduct an informal, but thorough investigation affording all interested parties, if any, an opportunity to submit testimony and/or evidence pertinent to the complaint.
4) The City of La Crescent will provide written documentation detailing the findings of the investigation. The City of La Crescent will review the findings for accuracy and completeness before it is released to complainants. The findings will be made available no later than forty-five (45) days after the filing of

complaint. If complainants wish to have their concerns considered outside of the City of La Crescent a complaint may be filed with:

The HUD program office responsible for the public housing financial assistance or the Section 3 project, or to the local HUD field office. These offices can be found through the HUD website, www.hud.gov/.

Complainants may be eligible to bring complaints under other federal laws. The U.S. Equal Employment Opportunity Commission (EEOC) is responsible for enforcing federal laws that make it illegal to discriminate against a job applicant or an employee because of the person's race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information (medical history or predisposition to disease). For more information about complainant rights, please contact EEOC at: www.EEOC.gov.

The Department of Labor Office of Federal Contract Compliance Programs (OFCCP) enforces, for the benefit of job seekers and wage earners, the contractual promise of affirmative action and equal employment opportunity required of those who do business with the Federal government. More information about the services they provide can be obtained at: http://www.dol.gov/ofccp/.

11. Appendices

APPENDIX A: DEFINITIONS

The terms *HUD, Public housing,* and *Public Housing Agency (PHA)* are defined in 24 CFR part 5.

The following definitions also apply to 24 CFR Part 75 HUD's Economic Opportunities for Low-and Very Low-Income Persons:

1937 Act means the United States Housing Act of 1937, 42 U.S.C. 1437 *et seq. activities related to Public Housing*

Contractor means any entity entering into a contract with:

(1) A recipient to perform work in connection with the expenditure of public housing financial assistance or for work in connection with a Section 3 project; or

(2) A subrecipient for work in connection with a Section 3 project.

Labor hours means the number of paid hours worked by persons on a Section 3 project or by persons employed with funds that include public housing financial assistance.

Low-income person means a person as defined in Section 3(b)(2) of the 1937 Act, at or below 80% AMI. Note that Section 3 worker eligibility uses individual income rather than family/household income.

Material supply contracts means contracts for the purchase of products and materials, including, but not limited to, lumber, drywall, wiring, concrete, pipes, toilets, sinks, carpets, and office supplies.

Professional services means non-construction services that require an advanced degree or professional licensing, including, but not limited to, contracts for legal services, financial consulting, accounting services, environmental assessment, architectural services, and civil engineering services.

Public housing financial assistance means assistance as defined in 24 CFR Part 75.3(a)(1).

Public housing project is defined in 24 CFR 905.108.

Recipient means any entity that receives directly from HUD public housing financial assistance or housing and community development assistance that funds Section 3 projects, including, but not limited to, any State, local government, instrumentality, PHA, or other public agency, public or private nonprofit organization.

Section 3 means Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u).

Section 3 business concern means:

(1) A business concern meeting at least one of the following criteria, documented within the last six-month period:

(i) It is at least 51 percent owned and controlled by low- or very low-income persons;

(ii) Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers; or

(iii) It is a business at least 51 percent owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.

(2) The status of a Section 3 business concern shall not be negatively affected by a prior arrest or conviction of its owner(s) or employees.

(3) Nothing in this part shall be construed to require the contracting or subcontracting of a Section 3 business concern. Section 3 business concerns are not exempt from meeting the specifications of the contract.

Section 3 Coordinator is person tasked with overseeing all Section 3 responsibilities for the PHA/CD office.

Section 3 project means a project defined in 24 CFR Part 75.3(a)(2).

Section 3 worker means:

(1) Any worker who currently fits or when hired within the past five years fit at least one of the following categories, as documented:

(i) The worker's income for the previous or annualized calendar year is below the income limit established by HUD.

(ii) The worker is employed by a Section 3 business concern.

(iii) The worker is a YouthBuild participant.

(2) The status of a Section 3 worker shall not be negatively affected by a prior arrest or conviction.

(3) Nothing in this part shall be construed to require the employment of someone who meets this definition of a Section 3 worker. Section 3 workers are not exempt from meeting the qualifications of the position to be filled.

Section 8-assisted housing refers to housing receiving project-based rental assistance or tenant-based assistance under Section 8 of the 1937 Act.

Service area or the neighborhood of the project means an area within one mile of the Section 3 project or, if fewer than 5,000 people live within one mile of a Section 3 project, within a circle centered on the Section 3 project that is sufficient to encompass a population of 5,000 people according to the most recent U.S. Census.

Small PHA means a public housing authority that manages or operates fewer than 250 public housing units.

Subcontractor means any entity that has a contract with a contractor to undertake a portion of the contractor's obligation to perform work in connection with the expenditure of public housing financial assistance or for a Section 3 project.

Subrecipient has the meaning provided in the applicable program regulations or in 2 CFR 200.93.

Targeted Section 3 worker has the meanings provided in 24 CFR Part 75.11, 75.21, or 75.29, and does not exclude an individual that has a prior arrest or conviction.

Very low-income person means the definition for this term set forth in section 3(b)(2) of the 1937 Act (at or below 50% AMI).

YouthBuild programs refers to YouthBuild programs receiving assistance under the Workforce Innovation and Opportunity Act (29 U.S.C. 3226).

APPENDIX B: MULTIPLE FUNDING SOURCES - CHART

TYPE OF FINANCIAL ASSISTANCE	DEFINITIONS *TARGETED SECTION 3 WORKER	THRESHOLDS	PRIORITIZATION	REPORTING
Public Housing and Housing and Community Development	**PHA** – must follow subpart B of Part 75 **HCD** – may follow subpart B or C of Part 75	None *Any amount of PH assistance triggers Section 3	**PHA** – must follow subpart B of Part 75 **HCD** – may follow subpart B or C of Part 75	**PHA** – must follow subpart B of Part 75 **HCD** – may follow subpart B or C of Part 75 Both - Must report on project as a whole and identify the multiple associated recipients
Multiple Sources of Housing and Community Development *(single or multiple recipients)*	Must follow subpart C of Part 75	Exceeds $200,000 for Section 3 projects *LHCHHP exceeds $100,000	Must follow subpart C of Part 75	Must follow subpart C of Part 75 Must report on project as a whole and identify the multiple associated recipients Must report to the applicable HUD program office, as prescribed by HUD

October 14, 2024

Mr. Zak Klehr, *Small Cities Grant Specialist*
Department of Employment and Economic Development
Great Northern Building, 180 East Fifth Street, Suite 1200,
St. Paul, MN 55101

SUBJECT: La Crescent SCDP Program Income Statement

Dear Zak:

The City of La Crescent has not adopted a Program Income Plan for the city's SCDP Streetscaping project grant. Because the project is a public facility project, no Program Income will be generated.

Thank you and please let me know if you need additional information.

Sincerely,

Mikel Poellinger, Mayor

cc: Bill Waller, City Administrator
Kara Tarrence, Finance Director
Larry Kirch, Community Development Director

CITY OF LA CRESCENT
315 Main Street
P.O. BOX 142
La Crescent, MN 55947
P: (507) 895-2595
cityoflacrescent-mn.gov

Residential Anti-displacement and Relocation Assistance Plan
under Section 104(d) of the Housing and Community Development Act of 1974, as Amended

The City of La Crescent anticipates participating in the Minnesota Small Cities Development Program. Through this participation, [list activities] will occur. The consequence of the proposed activities is that the potential for displacement exists, although it is not anticipated. The purpose of the Residential Antidisplacement and Relocation Assistance Plan is to describe the steps the [jurisdiction] shall take to mitigate the adverse effects of displacement on low and moderate-income persons.

I. The City of La Crescent will replace all occupied and vacant occupiable low/moderate-income dwelling units demolished or converted to use other than as low/moderate-income housing in connection with an activity assisted with funds provided under the Housing and Community Development Act of 1974, as amended, as described in 24 CFR, Part 570.606 and 24 CFR, Part 42. All replacement housing will be provided within three years after the commencement of the demolition or conversion. Before entering into a contract committing the City of La Crescent to provide funds for an activity that will directly result in such demolition or conversion, the City of La Crescent will make public and submit to the Minnesota Department of Employment and Economic Development the following information in writing:

A. A description of the proposed assisted activity;

B. The location on a map and number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low/moderate-income dwelling units as a direct result of the assisted activities;

C. A time schedule for the commencement and completion of the demolition or conversions;

D. The location on a map and the number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units. If such data are not available at the time of the general submission, the City of La Crescent will identify the general location on an area map and the approximate number of dwelling units by size and provide information identifying the specific location and number of dwelling units by size shall be submitted and disclosed to the public as soon as possible;

E. The source of funding and a time schedule for the provision of replacement dwelling units;

F. The basis for concluding that each replacement dwelling unit will remain a low/moderate-income dwelling unit for at least 10 years from the date of initial occupancy;

G. Information demonstrating that any proposed replacement of dwelling units with smaller dwelling units (e.g., a 2-bedroom unit with two 1-bedroom units) is consistent with the housing needs of low and moderate-income households in the jurisdiction.

The City of La Crescent may request the Minnesota Department of Employment and Economic Development to recommend that the U. S. Department of Housing and Urban Development approve an exception to required replacement housing if there is an adequate local supply of vacant low/moderate-income dwelling units in standard condition. Exceptions will be reviewed on a case-by-case basis as described in 24 CFR, Part 570.488(c)(1)(B).

II. The City of La Crescent will provide relocation assistance, as described in 24 CFR, Part 570.488(c)(2), to any lower-income person displaced by the demolition of any dwelling unit or the conversion of a low/moderate-income dwelling unit to another use in connection with an assisted activity.

III. Consistent with the goals and objectives of activities assisted under the Act, the City of La Crescent will take the following steps to minimize the displacement of persons from their homes:

IV. Definitions for the purposes of this plan are as follows:

A "**low/moderate-income dwelling unit**" is a unit with a market rent, including utility costs, that does not exceed the applicable fair market rent for existing housing and moderate rehabilitation, as established under the HUD Section 8 existing housing program. A "vacant occupiable dwelling unit" is a vacant unit that is in standard condition; or in substandard but suitable for rehabilitation condition; or in dilapidated condition and occupied less than three months from the date of the grantee agreement.

An "**Occupiable Dwelling Unit**" is a unit that is in standard condition or has been raised to a standard condition from a substandard condition, suitable for rehabilitation.

A "**Standard Condition**" dwelling unit is a unit which meets HUD Section 8 Housing Quality Standards (HQS) with no major defects in the structure and only minor maintenance is required. Such a dwelling will have the following characteristics: reliable roofs, sound foundations; adequate and stable floors, walls and ceilings; surfaces and woodwork that are not seriously damaged nor have paint deterioration; sound windows and doors; adequate heating, plumbing, and electrical systems adequate insulation; and adequate water and sewer systems, and not overcrowded (defined as more than one person per room).

A "**Substandard Condition**" dwelling unit is a unit if it does not meet HUD Section 8 Housing Quality Standards (HQS) which includes lacking the following: complete plumbing, complete kitchen facilities, efficient and environmentally sound sewage removal and water supply, and heating source. In addition, the dwelling may be overcrowded defined as more than one person per room).

A "**Substandard but Suitable for Rehabilitation Condition**" dwelling unit, at a minimum, is a dwelling unit that does not meet Housing Quality Standards (HQS) with some of the same features as a

"substandard condition" dwelling unit. This unit is likely to have deferred maintenance and may have some structural damage such as a leaking roof, deteriorated interior surfaces, and inadequate insulation.

A "**substandard but suitable**" dwelling unit, however, has basic infrastructure (including systems for clean water and adequate waste disposal) that allows for economically and physically feasible improvements and upon completion of rehabilitation meets the definition of a "Standard" dwelling unit.

_____	_____
Mayor	City Administrator
_____	_____
Date	Date

#3.5

TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator
DATE: October 9, 2024
RE: 2025 MnDOT Transit Grant Agreement

Attached for review and consideration by the City Council is the 2025 Section 5307 Public Transit Participation Program Grant Agreement for Urbanized Areas with the Minnesota Department of Transportation. In 2025, the City will receive approximately $371,925 in Federal and State funds to operate the local bus service.

In order to continue to provide the local bus service, we would suggest that the City Council approve the grant agreement and authorize the required signatures.

CITY OF LA CRESCENT
315 Main Street
P.O. BOX 142
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P: (507) 895-2595
cityoflacrescent-mn.gov

DEPARTMENT OF TRANSPORTATION

MnDOT Agreement No. 1057449

2025 Section 5307 Public Transit Participation Program Grant Agreement for Urbanized Areas

This Grant Agreement is made between the state of Minnesota, acting by and through its Commissioner of Transportation ("STATE") and City of La Crescent a government agency ("RECIPIENT").

BACKGROUND

The purpose of this Grant Agreement is to administer state financial assistance for transit in urbanized areas under the *Public Transit Participation Program* under Minnesota Statutes, Section 174.24.

NOW therefore, it is agreed:

1. TERMS OF GRANT AGREEMENT

1.1. ***Effective Date / Commencement of Work:*** This Grant Agreement is effective on, and RECIPIENT must not begin work until, the date the State obtains all required signatures under Minnesota Statutes § 16B. 98 subdivision 5, or January 1, 2025, whichever is later.

1.2. ***Offer and Acceptance Terms:*** When transmitted by STATE to RECIPIENT, this Grant Agreement constitutes an offer which expires if RECIPIENT does not accept, sign and return to STATE within 45 days of transmittal, unless STATE grants an extension in writing at RECIPIENT's request.

1.3. ***Expiration Date:*** This Grant Agreement will terminate on December 31, 2025, or when all obligations have been satisfactorily fulfilled, whichever occurs first.

1.4. ***Survival of Terms:*** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this Grant Agreement.

2. RESPONSIBILITIES OF RECIPIENT

2.1. Public Transit Operations

RECIPIENT will operate a public transit system in accordance with all applicable federal, state, and local laws, rules and regulations, including:

2.1.1. Minnesota Statutes, Sections 174.21 to 174.24;

2.1.2. FTA Circular 4220 *Third Party Contracting Guidance,* as amended;

2.1.3. *2* CFR Part 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, as amended; and

2.1.4. RECIPIENT's *Management Plan* as approved by STATE, which is incorporated by reference into this Grant Agreement. The *Management Plan* may be changed upon prior written approval by STATE.

2.2. Local Share of Operating Costs

2.2.1. RECIPIENT will provide a Local Share in an amount as indicated in **Exhibit I**, *Financial Assistance and Payment Schedule*, which is attached and incorporated into this Grant Agreement.

2.10.2. The Local Share RECIPIENT will provide is based upon the relevant percentage of the Total Assistance as provided in Minnesota Statutes, Section 174.24, Subdivision 3b, Paragraph (c).

2.10.3. Amounts expended in the operation of RECIPIENT's public transit system in excess of the Total Assistance are the sole responsibility of RECIPIENT.

2.11 Cost Principle Allocation Certification

RECIPIENTS claiming indirect costs, de minimus, or direct agency (local government or non-profit agencies) costs under this Grant Agreement must have either a federal cognizant agency certification or a MnDOT approved certification under the category declared. All costs identified in the budget must reflect their approved category certification. No direct, cost allocation, indirect rate or de minimus expense will be allowed unless the appropriate certification is on file with MnDOT. STATE may audit and adjust the indirect cost rate according to the cost principles in 2 CFR 200. STATE may adjust associated billings accordingly.

2.12 Reserve Account

If a public transit system generates operating revenue in excess of RECIPIENT's local share amount, RECIPIENT will deposit the excess into a reserve account to be used for STATE approved operating expenses that are not covered by this Grant Agreement or for part of the local share of STATE approved capital expenses of the transit system. RECIPIENT will report this revenue and the expenses charged against it to STATE on the *Request for Funds* form prescribed by STATE.

2.13 Disposition of Vehicles

All vehicles operated by RECIPIENT that were originally purchased with state or federal funds must be disposed of in accordance with the policy outlined in the MnDOT Office of Transit and Active Transportation *Vehicle Disposition/Transfer Procedures,* as amended, which is incorporated by reference into this Grant Agreement.

2.14 Financial Records

2.6.1 Records. RECIPIENT and third-party contractors shall maintain their financial records in accordance with generally accepted accounting principles. The financial records must permit audit verification of transit cost allocations claimed under this Grant Agreement. The RECIPIENT and any third-party contractor also shall keep records on miles, hours of service, and passenger trips. Records must be kept available for a period of six years from the expiration date of this Grant Agreement.

2.6.2 Progress Reports. At the end of each month of operation, RECIPIENT shall provide STATE with an operating budget report and ridership statistics report for the period,

as well as any relevant supporting documents as requested by the STATE. Reports will be completed in *BlackCat Grants Management System* and submitted no later than 30 days following the month for which the report is prepared. RECIPIENT will submit to the STATE the final report, including the annual vehicle statistics report, no later than 90 days after this Grant Agreement terminates. RECIPIENT shall provide the annual vehicle statistics report no later than 45 days following the expiration of this Grant Agreement.

2.15 Budget Line-Item Adjustments. Budget line-item adjustments must be requested by RECIPIENT and approved by STATE. RECIPIENT budget line item adjustment requests will be submitted and approved by STATE through the *BlackCat Grant Management System* or other approved STATE process. In no event will budget adjustments cause the STATE's total obligation to exceed the total budget amount of this Grant Agreement.

2.16 Procurements and Third-Party Contracts

2.8.1 Local Procurement Policy

RECIPIENT will follow and document its own procurement procedures and agrees to work with the State to ensure compliance with State's procurement procedures. RECIPIENT will provide State with a copy of its current procurement policy and procedures.

2.8.2 Federal Procurement Methods

For all procurements of goods and services, RECIPIENT agrees to comply with the current requirements and standards of FTA Circular 4220 *Third Party Contracting Guidance*, which is incorporated by reference into this Grant Agreement and the Uniform Administrative Requirements, 2 CFR part 200, which is incorporated by reference into this Grant Agreement.

2.8.3 Contract Requirements and Approval

2.8.3.1 Solicitations

Prior to publication, RECIPIENT will submit to STATE all solicitations for work (e.g. Requests For Proposals) to be funded in whole or in part by this Grant Agreement between RECIPIENT and third parties or subcontractors for the STATE's review and approval. State's Authorized Representative will respond to requests from RECIPIENT to review the solicitation for work within 10 working days of receiving the request.

2.8.3.2 Contract Approval

Prior to their execution, RECIPIENT will submit to STATE all contracts between RECIPIENT and third parties or subcontractors, including rental and lease agreements, for the STATE's review. All contracts between RECIPIENT and third parties or subcontractors must contain all applicable provisions of this Grant Agreement, including the applicable federal contract clauses. STATE retains the rights to disapprove a third party contract or subcontract. A STATE-approved third-party contract or subcontract becomes part of RECIPIENT's *Management Plan* and is subject to all applicable federal, state, and local laws, rules and regulations.

2.8.4 Debarment and Suspension

If state funds are used under this Grant Agreement, RECIPIENT will not utilize any funds received pursuant to this Grant Agreement to compensate, either directly or indirectly, any contractor, corporation, partnership, or business, however organized, which is disqualified or debarred from entering into or receiving a State contract. This restriction applies regardless of whether the disqualified or debarred party acts in the capacity of a general contractor, a subcontractor, or as an equipment or material supplier. This restriction does not prevent the RECIPIENT from utilizing these funds to pay any party who might be disqualified or debarred after the RECIPIENT'S contract award on this Project. The State debarment list can be found at: Suspended/Debarred Vendors / Minnesota Office of State Procurement (mn.gov)

2.17 Independent Contractor

2.9.1 Under the terms of this Grant Agreement, RECIPIENT is an independent contractor and retains full control over the employment, direct compensation, and discharge of all persons engaged in operating its public transit system.

2.9.2 RECIPIENT is solely responsible for all matters relating to payment of employees, including compliance with social security, payroll taxes and withholdings, unemployment compensation, and all other regulations governing these matters.

2.9.3 RECIPIENT is responsible for its own acts and those of its subordinates, employees, and any and all third-party contractors during the term of this Grant Agreement.

2.9.4 The STATE does not have an obligation or a responsibility to claims that may arise by RECIPIENT'S subordinates, employees or any third party contractors under the *Minnesota Workers' Compensation Act*.

2.9.5 The STATE does not have an obligation or a responsibility to third party claims that arise from an act or omission on the part of RECIPIENT'S subordinates, employees, or any third-party contractor and are not the STATE's obligation or responsibility.

2.18 Travel Expenses

Reimbursement for travel and subsistence expenses actually and necessarily incurred in the performance of this Grant Agreement, whether by RECIPIENT or a third party or subcontractor hired under this Grant Agreement will not exceed the amounts provided in the current Minnesota Management and Budget Commissioner's Plan which is incorporated by reference. Out of state travel is not allowed without prior approval by STATE. Minnesota will be considered the home state for determining whether travel is out of state.

3. RESPONSIBILITIES OF STATE

3.1. Technical Assistance

3.1.1. STATE will assist RECIPIENT in planning, promoting, and developing RECIPIENT's public transit system and agrees to be available to RECIPIENT on a periodic basis to assist with special projects and related activities that contribute to the overall efficiency and effectiveness of RECIPIENT's public transit system.

3.1.2. STATE will monitor RECIPIENT's compliance with the current *Management Plan*

and advise corrective action where necessary. STATE will perform monitoring activities at least annually. Periodically, STATE will conduct evaluation activities to assess transit system performance. STATE's failure to fully enforce compliance with the current *Management Plan* will not excuse RECIPIENT from its responsibilities, nor will STATE be barred from subsequent actions to ensure compliance.

3.2. Financial Assistance

3.2.1. Availability of State Funds

STATE retains the sole and exclusive right to determine the amounts of state funds available for payment to RECIPIENT under the terms of this Grant Agreement.

3.2.2. STATE Funding and Payment Schedule

Payments will be made based on RECIPIENT's compliance with this Grant Agreement. STATE will fund RECIPIENT on a quarterly basis. The payment schedule is attached and incorporated into the Grant Agreement as **Exhibit I,** *Financial Assistance and Payment Schedule*. STATE has determined that the funds available for eligible costs to RECIPIENT shall not exceed the amounts in **Exhibit I,** *Financial Assistance and Payment Schedule.*

3.2.3. Partial Payment

STATE may withhold a partial payment if STATE determines that the cost is unallowable or that the payment is not necessary to operate the transit system according to RECIPIENT's *Management Plan.*

3.2.4. Financial Reconciliation

On all grants $50,000 or more, STATE must conduct a financial reconciliation of RECIPIENT's expenditures at least annually, or more frequently if it determines a need to do so, during the term of this Grant Agreement. STATE will provide the necessary forms and documentation to be completed by RECIPIENT. A financial reconciliation involves reconciling a RECIPIENT's supporting documentation of costs and revenues such as; purchase orders, receipts and payroll records.

4. STATE AUDITS

4.1. RECIPIENT and third-party contractors will establish a set of accounts in which all transit related costs and revenues are recorded. All accounting practices applied and all records maintained must be in accordance with Generally Accepted Accounting Principles. The books, records, documents, and accounting procedures and practices of RECIPIENT and third-party contractors relative to this Grant Agreement are subject to examination by the Commissioner of Administration, the MnDOT Auditor, State Auditor and the Legislative Auditor during regular working hours, whenever necessary. Audits will be based on the contract cost principles and procedures in Code of Federal Regulations, Title 2, Chapter 2, Part 200, and Office of Management and Budget *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Award.*

4.2. RECIPIENT will have 14 calendar days from receipt of a final STATE audit to respond to the audit. Failure to respond to the audit within 14 calendar days may be deemed to be acceptance of the audit findings by RECIPIENT, after which STATE may proceed to final closeout of the Grant Agreement. All required records relevant to this Grant Agreement

must be maintained for at least six years from the date of final payment or the expiration date of this Grant Agreement, whichever occurs last.

4.3. Upon completion of a STATE audit, STATE will pay RECIPIENT any unpaid balance of the STATE share. If the STATE audit determines that STATE has overpaid RECIPIENT, RECIPIENT will promptly refund the amount overpaid upon receiving an invoice from STATE.

5. AUTHORIZED AGENTS

STATE's Authorized Agent for administering this Grant Agreement is the MnDOT Office of Transit and Active Transportation, 395 John Ireland Blvd., MS 430, St. Paul, MN 55155.
STATE's Authorized Agent will have final authority for acceptance of RECIPIENT's services provided for under this Grant Agreement.

RECIPIENT's Authorized Agent(s) for administering this Grant Agreement is (are) the following or their successor(s):

James Krueger or successor
Deputy Director of Transit
City of La Crescent
315 Main Street
La Crescent MN 55947
(608) 789-7350
Kruegerj@cityoflacrosse.org

6. JURISDICTION AND VENUE.

The laws of the state of Minnesota govern this Grant Agreement. Venue for all legal proceedings arising out of this Grant Agreement, or breach of this Grant Agreement, is in state or federal court with competent jurisdiction in Ramsey County, Minnesota.

7. LIABILITY

In the performance of this Grant Agreement, and to the extent permitted by law, RECIPIENT must indemnify, save, and hold STATE, its agents, and employees harmless from any and all claims or causes of action arising from the performance of this Grant Agreement by RECIPIENT or RECIPIENT's agents or employees. This clause does not bar any legal remedies RECIPIENT may have for STATE's failure to fulfill its obligations pursuant to this Grant Agreement.

8. OFFICIALS NOT TO BENEFIT

RECIPIENT and third-party contractors warrant that they have not employed or retained any company or person, other than a bona fide employee working solely for RECIPIENT, to solicit and secure this Grant Agreement. RECIPIENT has not paid or agreed to pay any company or person, other than a bona fide employee working for RECIPIENT, any fee, commission, percentage, brokerage fee, gifts or any other consideration, contingent upon or resulting from the award or making of this Grant Agreement.

9. ASSIGNMENT, TRANSFER, OR WAIVER

RECIPIENT may neither assign nor transfer any rights or obligations under this Grant Agreement without the prior written consent of STATE. This Grant Agreement contains all prior negotiations

between RECIPIENT and STATE. No other understandings, whether written or oral, regarding the subject matter of this Grant Agreement will be deemed to exist or to bind either or both of the parties. STATE's acceptance of RECIPIENT's services does not waive any provision of this Grant Agreement and does not relieve RECIPIENT of the responsibility for subsequent corrections.

10. ELECTRONIC SIGNATURE AND RECORDS; AMENDMENTS

The parties agree to contract by electronic means. This includes using electronic signatures and converting original documents to electronic records. An amendment to this Grant Agreement must be in writing and executed by all parties, or their successors, to this Grant Agreement

11. DATA PRACTICES

RECIPIENT will comply with the Minnesota Government Data Practices Act in Minnesota Statutes, Chapter 13, as it applies to all data provided by STATE according to this Grant Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by RECIPIENT according to this Grant Agreement. The civil remedies of Minnesota Statutes Section 13.08 apply to the release of the data referred to in this Article by either RECIPIENT or STATE. For a non-profit organization RECIPIENT, upon receiving a request to release the data referred in this Article, RECIPIENT will immediately notify STATE. STATE will give RECIPIENT instructions concerning the release of the data to the requesting party before the data is released.

12. DATA DISCLOSURE

Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, RECIPIENT consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the STATE, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring RECIPIENT to file state tax returns and pay delinquent state tax liabilities, if any.

13. INSURANCE

13.1. Certificate of Insurance

For the term of this Grant Agreement RECIPIENT will obtain the insurance required under Article 13 of this Grant Agreement. Within 30 days of expiration of an insurance policy, RECIPIENT will provide STATE with evidence that a new policy has been obtained. RECIPIENT will notify STATE immediately upon a change in the term or conditions of an insurance policy.

13.2. Types of Insurance Required

13.2.1. Worker's Compensation Insurance

RECIPIENT will provide workers' compensation insurance for all RECIPIENT's employees and, in case any work to be performed by a third-party contractor, RECIPIENT will require the third party contractor to provide workers' compensation insurance in accordance with the statutory requirements under Chapter 176 of the state of Minnesota Statutes

13.2.2. Commercial General Liability Insurance

RECIPIENT is required to maintain insurance protecting them from claims for damages for bodily injury, including sickness or disease, death and for care and loss of services as well as from claims for property damage, including loss of use which may arise from operations under this Grant Agreement whether the operations are by RECIPIENT or by a subcontractor or by anyone directly or indirectly employed under this Grant Agreement.

For RECIPIENTS that are governmental entities, the tort liability amounts provided in Minnesota Statutes, Section 466.04 govern. All other RECIPIENTS must have minimum insurance coverage of $2,000,000.00 per occurrence.
The following coverages will be included:

- Premises and Operations Bodily Injury and Property Damage
- Personal and Advertising Injury
- Blanket Contractual Liability
- Products and Completed Operations Liability
- State of Minnesota named as an Additional Insured

13.2.3. Commercial Automobile Liability

RECIPIENT is required to maintain insurance protecting them from claims for damages for bodily injury, including sickness or disease, death and for care and loss of services, as well as from claims for property damage including loss of use which may arise from operations under this Grant Agreement whether such operations were by RECIPIENT or by a subcontractor or by anyone directly or indirectly employed under this Grant Agreement.

For RECIPIENTS that are governmental entities, the tort liability amounts provided in Minnesota Statutes, Section 466.04 govern. All other RECIPIENTS must have minimum insurance coverage of $2,000,000.00 combined single limit.

In addition, the following coverage should be included:

- Owned, Hired, and Non-owned Automobile

13.3. Excess Insurance

An Umbrella or Excess Liability insurance policy may be used to supplement Contractor's policy limits to satisfy the full policy limits required by this Grant Agreement.

13.4. Rating

RECIPIENT will obtain insurance policies from an insurance company having an "AM BEST" rating of A- (minus); Financial Size Category (FSC) VII or better and must be authorized to do business in the State of Minnesota.

13.5. Self-Insured Requirements

If RECIPIENT is self-insured the following is required:

- RECIPIENT is able to provide for the tort liability amounts provided in Minnesota Statutes, section 466.04.

14. PUBLICITY AND ENDORSEMENT

14.1. Publicity

Any publicity regarding the subject matter of this Grant Agreement must identify the

STATE as the sponsoring agency. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the RECIPIENT individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Grant Agreement. All projects primarily funded by STATE grant appropriation must publicly credit the State of Minnesota, including on the RECIPIENT's website when practicable.

14.2. Endorsement

RECIPIENT must not claim that the STATE endorses its products or services.

15. TERMINATION OF GRANT AGREEMENT

15.1. Termination

STATE or the Commissioner of Administration may terminate this Grant Agreement at any time, with or without cause. If this Grant Agreement is terminated, STATE will pay RECIPIENT on a pro rata basis for services satisfactorily performed or delivered.

This Grant Agreement will immediately be terminated if RECIPIENT is convicted of a criminal offense relating to a state grant agreement.

In the event STATE cannot or does not obtain funding from the Minnesota Legislature or other funding source, or funding cannot be continued at a level sufficient to allow for the payment of the services contained herein, this Grant Agreement may be immediately cancelled, at STATE's option, by written notice of cancellation delivered in person, by mail, or via facsimile to RECIPIENT at the address specified in this Grant Agreement. STATE will not be obligated to pay for any services provided by RECIPIENT after such notice of cancellation.

15.2. Non-Performance

STATE may withhold payment or terminate this Grant Agreement at any time if RECIPIENT fails to comply with the provisions of this Grant Agreement. Neither party will be held responsible for delay or failure to perform when such delay or failure is due to any of the following, unless the act or occurrence could have been reasonably foreseen and reasonable action could have been taken to prevent the delay or failure: fire, flood, epidemic, strikes, wars, acts of God, and unusually severe weather, provided that the defaulting party gives notice as soon as possible to the other party for the inability to perform.

15.3. Suspension

STATE may immediately suspend its payment obligations under this Grant Agreement in the event of a "government shutdown" due to the failure to have an approved budget by the legal deadline.

16. **DISCRIMINATION PROHIBITED BY MINNESOTA STATUTES §181.59.** Grantee will comply with the provisions of Minnesota Statutes §181.59 which requires that every contract for or on behalf of the State of Minnesota, or any county, city, town, township, school, school district or any other district in the state, for materials, supplies or construction will contain provisions by which Contractor agrees: 1) That, in the hiring of common or skilled labor for the performance of any

work under any contract, or any subcontract, no Contractor, material supplier or vendor, will, by reason of race, creed or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; 2) That no Contractor, material supplier, or vendor, will, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause 1 of this section, or on being hired, prevent or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed or color; 3) That a violation of this section is a misdemeanor; and 4) That this contract may be canceled or terminated by the state of Minnesota, or any county, city, town, township, school, school district or any other person authorized to grant contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this Agreement.

17. **CERTIFICATION**

By signing this Agreement, the RECIPIENT certifies that it is not suspended or debarred from receiving federal or state awards.

IN WITNESS WHEREOF, the parties have caused this Grant Agreement to be duly executed intending to be bound thereby.

1. RECIPIENT

RECIPIENT certifies that the appropriate person(s) have executed the Agreement on behalf of RECIPIENT required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Title: Mayor

Date: _____

AND

By: _____

Title: City Administrator

Date: _____

DEPARTMENT OF TRANSPORTATION

MnDOT Agreement No. 1057449

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statute § 16A.15.

Signed: _____

Date: _____

PO No.: _____

3. DEPARTMENT of TRANSPORTATION

By: _____

Title: Office or Program Director, Office of Transit and Active Transportation

4. OFFICE of CONTRACT MANAGEMENT

By: _____

Title: MnDOT Contract Administrator

2025 Financial Assistance and Payment Schedule

Legal Name	**City of La Crescent**
Contract Number	**1057449**
Contract Type or Program	**Section 5307: Federal Urbanized Regular Route**

Operating Assistance Breakdown		
Total Operating Assistance	**$391,500.00**	
Federal Share (Based on Quarterly Installments)		
Federal Share Amount* *(For Calculation Purposes Only)*	$87,931.00	
Total Federal Operating Amount	$87,931.00	
Local Share		
Local Statutory %	5.00%	
Local Share Amount	$19,575.00	
State Share		
Total State Share Amount	$283,994.00	
Schedule of State Payments	**Due Date (By)**	**Total Amount**
(1st)	1/31/2025	$70,998.50
(2nd)	4/30/2025	$70,998.50
(3rd)	7/31/2025	$70,998.50
(4th)	10/31/2025	$70,998.50

Note: State operating payments, when applicable, are paid as scheduled in accordance with Minn. Stat. 174.24 and adjusted as necessary based on the operating deficit.

Federal Share Amount * NOTE: The Federal Share Amount is for calculation purposes only. MnDOT does not distribute federal funds to subrecipient for the Section 5307 Public Transit Participation Program Grant Agreement for Urbanized Areas. Subrecipient of the Section 5307 funds receive federal funds directly from the Federal Transit Administration (FTA).

RESOLUTION NO. 07-24-25

RESOLUTION OF THE GOVERNING BODY OF THE CITY OF LA CRESCENT ENTERING INTO AN AGREEMENT WITH THE STATE OF MINNESOTA TO PROVIDE PUBLIC TRANSPORTATION IN THE CITY OF LA CRESCENT

The City of La Crescent, Minnesota has resolved to apply for the 2025 Greater Minnesota Transit Operating Grant and enter into an Agreement with the State of Minnesota to provide public transportation in the City of La Crescent.

FURTHER RESOLVED that the City of La Crescent, Minnesota agrees to provide a local share of up to fifteen percent (15%) of the total operating costs and up to twenty percent (20%) of total capital costs.

FURTHER RESOLVED that the City of La Crescent, Minnesota agrees to provide one hundred percent (100%) of the local share necessary for expenses that exceed funds available from the State.

FURTHER RESOLVED that the City of La Crescent, Minnesota authorizes the Mayor and/or City Administrator to execute the aforementioned Agreement and any amendments thereto.

FURTHER resolved that the City Administrator or Transit Manager is hereby authorized to execute requests for reimbursement to the Minnesota Department of Transportation.

ADOPTED this 8th day of July, 2024.

SIGNED:

Mayor

ATTEST:

City Administrator

CERTIFICATION

I certify that the above Resolution is an accurate copy of the Resolution adopted by the Council of the City of La Crescent at an authorized meeting held on the 8th day of July, 2024, as shown by the minutes of the meeting in my possession.

Subscribed and sworn to me this 8th day of July, 2024

Notary Public

My Commission Expires Jan. 31, 2025

(Signature)

Angela J. Bretthes

(Type or Print Name)

City Clerk

(Title)

#3.6

TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator
DATE: October 9, 2024
RE: Transit Operating Agreement

Attached for review and consideration by the City Council is the 2025 transit operating agreement with the La Crosse MTU for the operation of the local Apple Express bus service. In order to continue to provide the bus service, we would suggest that the City Council approve the 2025 operating agreement, and authorize the required signatures.

For City Council information, the City contribution to the bus service will increase from $16,197 in 2024 to $19,575 in 2025. The proposed 2025 general fund budget will be adjusted to reflect this change.

CITY OF LA CRESCENT
315 Main Street
P.O. BOX 142
La Crescent, MN 55947
P: (507) 895-2595
cityoflacrescent-mn.gov

2025 OPERATIONS AGREEMENT BETWEEN THE CITY OF LA CROSSE AND THE CITY OF LA CRESCENT, MINNESOTA PERTAINING TO PUBLIC TRANSPORTATION BY BUS

THIS AGREEMENT is made by and between the City of La Crosse acting through the La Crosse Municipal Transit Utility, hereinafter referred to as "MTU", and the City of La Crescent, Minnesota, hereinafter referred to as "LA CRESCENT.".

WITNESSETH

WHEREAS, La Crosse currently owns and operates a transit system.

WHEREAS, the purpose of this agreement is to set forth the terms and conditions under which transit service is provided by the City of La Crosse, through the MTU, to the City of La Crescent, Minnesota.

NOW, THEREFORE, the parties hereto agree as follows:

1. The MTU shall provide route deviation bus service in conformance with this agreement to the City of La Crescent. Routes, schedules, fare structure, and other policy issues will be as determined by the City of La Crosse and the MTU with input from the City of La Crescent.
2. The MTU shall be responsible to complete, with advice and assistance of La Crescent, any forms for federal assistance, assistance from the State of Minnesota, reports required by federal or state agencies, and all grant applications related to furnishing of bus service in the City of La Crescent.
3. La Crosse and La Crescent agree that each participating community will pay its portion of the local share of the operating costs of providing bus service. The number of hours of service and the local share cost shall be calculated on an annual basis as provided on attached Exhibit "A" which is incorporated herein by reference.
4. Any dollar amount over or under budget shall be distributed annually to each respective municipality based upon the cost per hour formula at the time the year end audit has been completed. If additional capital funding is made available after the budget has been approved and cost allocation has been determined, the funding must be approved by the MTU. The funding must then be approved by the governing bodies of La Crosse and La Crescent, respectively, before the capital grant application may proceed.
5. The services to be rendered hereunder shall commence on January 1, 2025 and terminate December 31, 2025, unless the parties hereto agree on or before September 1, 2025, to provide service beyond such date.
6. Payment of local share shall be made by La Crescent to the MTU on a quarterly basis. Such quarterly payments will be made on the 31st day of

March, the 30th day of June, the 30th day of September, and the 31st day of December.

7. Interest of members of/or Delegates to Congress: No members of/or delegates to the Congress of the United States shall be admitted to any share or part of this contract or to any benefit therefrom.

8. Equal Employment Opportunity: In connection with the execution of this contract, the MTU shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, or nation of origin. The MTU shall take affirmative action to insure that applicants are employed and that employees are treated during their employment, without regard to their race, color, sex, or nation of origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or advertising; layoff, or termination; rates of pay, or other forms of compensation; and the selection for training.

9. Audit and Inspection of Records: MTU and La Crescent shall permit the authorized representatives of the City, the U.S. Department of Transportation; and the Comptroller General of the United States to inspect and audit all data and records of the MTU relating to this contract until the expiration of three (3) years after the final payment under this contract.

10. Disadvantaged Business Enterprise: In connection with the performance of this contract, the City of La Crescent will cooperate with the City of La Crosse in meeting its commitments and goals with regard to maximum utilization of disadvantaged business enterprises and will use its best efforts to insure that disadvantaged business enterprises shall have maximum practicable opportunity to compete for sub-contract work under the contract.

11. To the extent applicable and in accordance with the attached June 29, 2023 communication from the U.S. Department of Labor, the parties hereto agree as a condition of the contract and a condition to the release of assistance with the terms and conditions contained in said certification letter and any corresponding protective arrangements. Said terms and conditions are incorporated as part of this agreement to the extent applicable.

IN WITNESS WHEREOF, this agreement has been duly executed this _____ day of _____, 2024.

WITNESS:

_____

_____

CITY OF LA CRESCENT BY:

_____
Mikel Poellinger, Mayor

_____
Bill Waller, City Administrator

WITNESSES:

_____

_____

CITY OF LA CROSSE
MUNICIPAL TRANSIT UTILITY

_____
Mitch Reynolds, Mayor

_____
Nikki Elsen, City Clerk

Attachments

Exhibit A

EXHIBIT A

2025 MTU SERVICE TO LA CRESCENT, MINNESOTA

THIRTEEN TRIPS (HOURS) DAILY, MONDAY - FRIDAY
EIGHT TRIPS (HOURS) DAILY, SATURDAY

CALCULATION OF COST PER HOUR - La Crosse Municipal Transit Utility

MTU OPERATING COST	*MTU Budget - Specialized Transportation Cost*	$7,066,015
CAPITAL COST	*Estimate of Local Share of Capital Cost*	$307,600
TOTAL COST		$7,373,615
TOTAL ROUTE HOURS		67,489
SERVICE COST PER HOUR		$100.59

Prepared by: La Crosse MTU: 30-Sep-24

	Budget
TOTAL ANNUAL LA CRESCENT HOURS	3,892
TOTAL ANNUAL LA CRESCENT COST	$391,496
REVENUE *Estimated System Average*	$55,957
FEDERAL SHARE	$86,336
MINESOTA STATE SHARE	$232,426
GREATER MINNESOTA TRANSIT FUND	$0
Local capital bus purchase reebusment (20% $150,311 over 7 years =	$4,295
LA CRESCENT LOCAL SHARE	$12,482 *

**This amount was calculated using the estimated MTU Budget on 6/19/2024.*

Due to the impact of COVID-19 on our partnering Communities the City of La Crosse MTU would like to propose a 2.5% increase in the cost for this contracted service from the 2024 rates (which had been frozen since 2020) for 2025 to help ease the burden to your Community. The amount of Local share continues to be capped at 5% in 2025 by the 2024 Minnesota State Statute Change.	**$16,777**

#3.7

TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator
DATE: October 9, 2024
RE: Bus Lease

Attached for review and consideration by the City Council is the 2025 motor vehicle lease with the La Crosse MTU. The City of La Crescent owns the bus that is used in the operation of the local Apple Express bus service, and leases the bus to the La Crosse MTU. In order to continue to provide the bus service, we would suggest that the City Council approve the 2025 motor vehicle lease and authorize the required signatures.

CITY OF LA CRESCENT
315 Main Street
P.O. BOX 142
La Crescent, MN 55947
P: (507) 895-2595
cityoflacrescent-mn.gov

CITY OF LA CRESCENT
2025 MOTOR VEHICLE LEASE

WHEREAS, the City of La Crescent, "Lessor" owns a bus designed for public transportation,

WHEREAS, the La Crosse Municipal Transit Utility, "Lessee" wishes to lease said bus in order to provide service under the contract known as Agreement between the City of La Crosse Municipal Transit Utility and the City of La Crescent, Minnesota pertaining to public transportation by bus.

NOW, THEREFORE, it is agreed by and between Lessor and Lessee, as follows:

The Lessor shall and does hereby lease the following vehicle to the Lessee for a period commencing from January 1, 2025 through December 31, 2025:

Year:	Make:	Model:	VIN Number:
2023	ARBOC	SV	1HA6GUB77PN003316

per the following terms and conditions:

1. Lessee shall lease said vehicle and operate the same in accordance with applicable state and local laws and pursuant to the operating requirements set forth above.

2. Title to the vehicle shall be in the name of the City of La Crescent.

3. The vehicle shall primarily be used by the Lessee for the purpose of providing transportation under the Agreement referred to above.

4. The Lessee shall immediately notify the Lessor if the vehicle is no longer used for the purpose described herein. The Lessee shall also keep satisfactory records with regard to use of the equipment and submit to the Lessee upon request such information as may be required by the Lessor to assure compliance.

5. a. The Lessor will be responsible for all major mechanical repairs beyond the scope of the warranty unless such repairs are caused by the acts or omissions of Lessee. Repairs and vehicle delivery shall be at the La Crosse Municipal Service Center located at 2000 Marco Drive, La Crosse.

   b. The Lessee shall perform preventative maintenance on the vehicle at a level no less than the manufacturer's recommended specifications. The vehicle shall be maintained in good operating order.

6. The Lessee shall make the vehicle available to the Minnesota Department of

Transportation and the Lessor upon demand for the purpose of annual verification or other inspections deemed necessary by the Department or Lessor.

7. A Certificate of Insurance shall be filed by Lessee with the City of La Crescent, prior to any operation of said vehicle:

   a. The vehicle shall be insured by Lessee for damage or loss from fire, theft, collision, and shall contain a comprehensive damage provision. For purposes of this section it is agreed that the current value of the vehicle is $150,311.44.

   b. The vehicle shall be insured by Lessee for liability for personal injury and property damage for the Minnesota statutory (ss466.04) requirements of $500,000 per claim and $1,500,000 per occurrence in 2025.

   c. The leased vehicle shall be recorded as an insured vehicle on the Lessee's Liability Policy and shall contain a provision providing for loss to be payable to the Lessor as its interest may appear.

   d. Lessee shall hold Lessor harmless from any and all loss, costs, or damage that may arise out of or in connection with the use and operation of the aforesaid vehicle by Lessee, its agents or employees, or any other persons operating said vehicle.

8. Lessor reserves the right to require the Lessee to restore the vehicle or pay for damage to the vehicle as a result of abuse or misuse. All reasonable efforts shall be taken by the Lessee to insure against theft and vandalism. Lessee agrees to return all leased equipment in the condition in which it was received, except for reasonable wear and tear.

9. Lessee shall pay Lessor, as lease payment for said vehicle, the sum of One Dollar ($1.00).

10. In the event that the lease shall be in default of any of the terms or conditions herein agreed to be kept and performed by Lessee, the Lessor may terminate this lease upon five days notice, and possession of aforesaid vehicle shall immediately be returned to Lessor.

11. Any revisions to this contract must be agreed to by both parties, as evidenced by an addendum signed by the authorized representative of each party. This contract, or any part thereof, may be renegotiated in circumstances where changes are required by Federal law or regulations, State law or regulations, court orders or actions or when both parties agree that a new contract would better meet their particular needs than the existing terms and conditions of this

contract. This contract, or any part thereof, shall not be construed to supersede the lawful power or duties of either party.

12. The expense incurred with connection to the lease of this vehicle, except as otherwise provided, including but not limited to, insurance, oil, minor maintenance, etc., shall be the sole responsibility of the Lessee.

13. Lessor shall be responsible for acquiring all necessary vehicle licenses and registration. Lessee shall insure that no one drives the vehicle unless duly licensed under the laws of the State of Wisconsin. Lessee shall inspect the licenses of the person who is to operate the vehicle to insure that said person is properly licensed.

14. The Lessee may not make any vehicle or equipment modifications without the written consent of the Lessor. Equipment shall be attached or deleted as not to cause vehicle damage.

15. Only approved exterior or interior identification may be applied to the leased vehicle.

16. In the event that the leased vehicle is inoperable, Lessee is responsible for providing the service that would have been provided with the leased vehicle.

17. Lessee agrees to comply with all laws, ordinances, rules and regulations which may pertain or apply to the use and operation of aforesaid vehicle.

Dated this ____ day of _____, 2024.

CITY OF LA CRESCENT, LESSOR

_____ _____

Mikel Poellinger, Mayor Bill Waller, City Administrator

CITY OF LA CROSSE, LESSEE

_____ _____

Mitch Reynolds, Mayor Adam Lorentz, Transit Manager

#3.8

TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator
DATE: October 9, 2024
RE: Proposed 2025 General Fund Budget/Levy

Attached for review and consideration by the City Council is the proposed 2025 general fund budget and the adopted resolution that sets the preliminary levy.

The date for the public meeting at which time the proposed budget and levy will be discussed and the final budget and levy is determined is set for 6:00 p.m., on Monday, December 16, 2024. This is the second regular scheduled City Council meeting in December.

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

1. The City Council cannot adopt the 2025 general fund budget until after the public meeting in December.
2. Once the preliminary levy is set, the City Council has the discretion to lower the levy but the City Council cannot increase the preliminary levy.

The 2025 preliminary levy resolution reflects a 5.0% increase. The final total City levy in 2024 was $3,701,122, and the proposed 2025 levy is $3,886,178.

Pages 1 -8 are the revenue portion of the budget. The expenditure portion of the budget starts on page 9 with the Council portion of the budget.

CITY OF LA CRESCENT
315 Main Street
P.O. BOX 142
La Crescent, MN 55947
P: (507) 895-2595
cityoflacrescent-mn.gov

The following is a summary of the proposed 2025 general fund budget:

1. This is the ad valorem tax.
2. This is the City's local government aid for 2024, which is an increase of $585 from 2024 to 2025.
3. This is the Municipal State Aid funds for the reconstruction of a portion of Oak Street.
4. This is the MnDOT grant for the Safe Routes to School project.
5. These are the MnDNR grants for the Stoney Point CPL project and the Pine Creek Restoration project.
6. The revenues for the recreation portion of the budget have been set at zero for the programming activities that the City will no longer be providing in 2025. This will also be reflected on the expenditure side of the budget.
7. This is a proposed transfer from one of the City's tax increment funds.
8. These are the bond proceeds for the South 6th Street project issued under the City's street reconstruction bonding authority.
9. For items 3,4,5, and 8, there are corresponding expenditures on the expense side of the budget.
10. The audit budget figure has been increased due to the City's current auditor no longer performing the service in 2025.
11. The proposed budget does not include funds for an election.
12. The proposed budget includes funds to begin converting files and records to an electronic format, and for computer replacement.
13. The proposed budget includes funds for the lease purchase of the current Tesla, along with 2 new vehicles in 2025 that will be purchased utilizing carbon reduction funding.
14. The proposed budget does not yet include funds for a 9th Police Officer. This is still being reviewed.
15. The proposed budget includes funds for a transfer to the ice arena fund, along with a set a side of funds for ongoing building maintenance at the ice arena.
16. The library levy was adjusted based on the adopted preliminary levy resolution. A copy of the proposed library budget is attached.
17. The proposed budget includes funds to demolish the City owned house at 333 Main Street.

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

RESOLUTION 09-24-33

RESOLUTION MAKING PRELIMINARY GENERAL LEVIES FOR COLLECTION WITH REAL ESTATE TAXES PAYABLE IN THE CALENDAR YEAR 2025

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

1. It is hereby determined and declared that there shall be and there is hereby levied upon all taxable property within the City for the general purposes of the City, as provided by law, to be collected in the year 2025 as part of the general taxes due and payable in the year 2025 a direct ad valorem tax in the amount of $2,608,988.00 as provided by State law to be levied and collected in the manner provided by law.

2. Be it also hereby determined and declared that there shall be and there is hereby levied upon taxable property within the City of La Crescent for public library service, a tax in the amount of $196,290.00 to be collected in the year 2025, as authorized by Minnesota Statutes, Section 134.33 and 134.34.

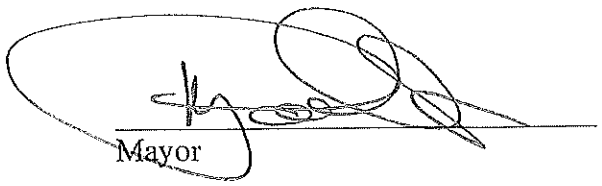
3. It is hereby found, determined, and declared that the amounts set forth in a column at the right to be levied with taxes to be collected in the calendar year 2025, in conjunction with the various bonds issued and sinking funds described below:

FUND #	YEAR	DESCRIPTION	TO BE LEVIED FOR COLLECTION IN CALENDAR YEAR 2025
325	2016A	G.O. Refunding Rec. Fac. Bonds – Aquatic Center	$198,700.00
327	2016A	G.O. Improvement Bonds – Oak St. Recon.	$112,100.00
328	2017A	G.O. Equipment Certificates	$119,800.00
329	2018A	G.O. Improvement Bonds – Streets/Veterans Park	$146,500.00
330	2019A	G.O. Equipment Certificates – Fire Truck	$47,100.00
331	2019B	G.O. Improvement Bonds – Street Recon.	$34,000.00
332	2020A	G.O. Improvement Bonds – HTM	$175,700.00
333	2020A	G.O. Bonds – Tax Abatement - Ice Arena	$12,600.00
334	2022A	G.O. Imp. Bonds/Equip. Cert. & CIP Bonds	$234,400.00
		TOTAL DEBT SERVICE LEVY	**$1,080,900.00**

4. Total levy for the City of La Crescent for collection in 2025 is $3,886,178.00

ADOPTED this 26th day of September, 2024.

SIGNED:



Mayor

ATTEST:

City Administrator

Account Number	Account Title	2022 Pri Year 2 Actual	2023 Pri Year Actual	2024 Cur YTD Actual	2024 Current year Budget	2024 Current YTD Remaining	2025 Proposed Budget
GENERAL FUND							
TAXES							
101-31010	CURRENT AD VALOREM TAXES	2,068,910	2,259,443	.00	2,431,002	2,431,002	2,612,988
101-31011	REFUND TAX-ANNEXED-TWNSHP	6,029-	.00	.00	4,000-	4,000-	.00
101-31050	TAX ABATEMENT	.00	.00	.00	.00	.00	.00
101-31051	EXCESS TIF REVENUE REFUND	.00	.00	.00	.00	.00	.00
101-31410	LODGING TAX - HOTEL/MOTEL	3,553	8,776	1,999-	3,500	5,499	5,000
101-31810	FRANCHISE FEES-CABLE TV	49,864	49,784	60,911	50,000	10,911-	60,000
101-31900	INT. ON DELINQUENT TAXES	109	1,410	.00	300	300	300
Total TAXES:		2,116,407	2,319,413	58,912	2,480,802	2,421,890	2,678,288
LICENSES & PERMITS							
101-32110	LIQUOR/WINE - ON SALE	4,375	4,505	25	4,600	4,575	4,600
101-32111	LIQUOR OFF SALE	1,350	750	.00	1,350	1,350	1,350
101-32112	BEER ON SALE	280	560	.00	280	280	300
101-32113	BEER OFF SALE	.00	300	.00	.00	.00	.00
101-32115	SOFT DRINK LICENSE	.00	.00	.00	.00	.00	.00
101-32116	CIGARETTE LICENSE	225	180	.00	200	200	200
101-32117	CANNABIS LICENSE	.00	.00	.00	.00	.00	1,500
Budget notes: ~2025 3 @ $500							
101-32119	GARBAGE PICKUP PERMIT	2,000	2,000	.00	2,000	2,000	2,000
101-32160	MASSAGE LICENSE	400	500	250	300	50	400
101-32162	ICE CREAM VENDER LICENSE	.00	.00	.00	.00	.00	.00
101-32210	BUILDING PERMITS (EXC SUR	70,578	61,388	41,600	40,000	1,600-	45,000
101-32211	EXCAVATION PERMITS	231	316	500	200	300-	300
101-32212	PLUMBING PERMITS	3,505	3,985	2,875	3,000	125	3,000
101-32213	FENCE PERMITS	500	700	250	400	150	400
101-32214	DEMOLITION PERMITS	.00	.00	.00	.00	.00	.00
101-32215	SIGN PERMIT	105	185	100	150	50	100

Account Number	Account Title	2022 Pri Year 2 Actual	2023 Pri Year Actual	2024 Cur YTD Actual	2024 Current year Budget	2024 Current YTD Remaining	2025 Proposed Budget
101-32216	FILL PERMITS	.00	.00	.00	.00	.00	.00
101-32217	CONDITIONAL USE PERMIT	600	250	250	300	50	300
101-32218	VARIANCE FEE	1,080	400	250	500	250	400
101-32219	MECHANICAL PERMIT	3,000	3,360	2,590	3,000	410	3,000
101-32220	GAS INSTALLERS LICENSE	1,260	1,485	135	1,000	865	1,200
101-32221	SHORT-TERM RENTAL PERMIT FEE	.00	400	100	.00	100-	.00
101-32240	DOG\MULTIPLE PET LICENSES	300	475	350	325	25-	400
101-32241	DOG LICENSES	6,611	7,291	3,715	5,000	1,285	6,000
101-32242	CAT LICENSES	1,800	1,600	885	1,000	115	1,500
101-32243	CAT\MULTIPLE PET LICENSES	275	300	225	200	25-	200
101-32244	CHICKEN PERMIT APPLICATION FE	.00	50	.00	.00	.00	.00
101-32245	BEEKEEPING PERMIT	.00	.00	50	.00	50-	.00
101-32260	PEDDLERS PERMIT	.00	.00	70	.00	70-	.00
101-32261	FILING FEES	8	.00	6	.00	6-	.00
101-32262	HAND GUN PERMITS	.00	.00	.00	.00	.00	.00
Total LICENSES & PERMITS:		98,483	90,980	54,226	63,805	9,579	72,150
INTERGOVERNMENTAL AID							
101-33124	FEDERAL FLOOD RELIEF AID	.00	.00	130,739	.00	130,739-	.00
101-33125	FEDERAL GRANT-TRANSIT	.00	77,600	77,600	.00	77,600-	.00
101-33126	FEDERAL OJP VEST AID	981	.00	.00	.00	.00	.00
101-33127	FEDERAL AID - ARPA	.00	184,891	.00	.00	.00	.00
101-33159	FEDERAL OJP BODY-WORN CAME	.00	.00	.00	.00	.00	.00
101-33160	FEDERAL COPS GRANT FUNDS	.00	.00	.00	.00	.00	.00
101-33161	FEDERAL CARES ACT FUNDS	.00	.00	.00	.00	.00	.00
101-33165	FEDERAL AID-WAGON WHEEL PRO	452,242	.00	.00	.00	.00	.00
101-33401	LOCAL GOVERNMENT AID	662,884	684,957	398,200	796,400	398,200	796,985 (2)
101-33402	MARKET VALUE HOMESTEAD CRE	.00	.00	.00	.00	.00	.00
101-33403	STATE MV CREDIT - AGRICULTURA	.00	.00	.00	.00	.00	.00

Account Number	Account Title	2022 Pri Year 2 Actual	2023 Pri Year Actual	2024 Cur YTD Actual	2024 Current year Budget	2024 Current YTD Remaining	2025 Proposed Budget
101-33404	STATE AID-MN DOT	.00	57,680	66,868	12,000	54,868-	229,000
	Budget notes: ~2024 $12,000 Tesla Grant ~2025 $12,000 Tesla $16,000 Carbon Reduction Funds (2 new vehicles) $201,000 S 6th Street						
101-33405	STATE AID-DISASTER CREDIT	.00	.00	.00	.00	.00	.00
101-33416	STATE AID-POLICE TRNG REIMB.	10,148	8,082	.00	11,000	11,000	8,000
101-33418	STATE AID FOR STREET MAINT.	65,588	64,063	69,889	64,000	5,889-	70,000
	Budget notes: 25% of allotted MSA Funding						
101-33419	STATE AID FOR STREET CONST.	.00	.00	.00	.00	.00	412,000 (3)
	Budget notes: ~2025 Oak Street Project						
101-33420	STATE FIRE DEPT AID	43,006	49,263	.00	35,000	35,000	35,000
	Budget notes: Pass-thru to Firefighters Relief Assoc.(comes in Oct)						
101-33424	STATE FLOOD RELIEF AID	.00	.00	39,222	.00	39,222-	.00
101-33425	STATE PERA AID	.00	.00	.00	.00	.00	.00
101-33427	STATE - MPO - WAGON WHEEL	2,850	.00	.00	.00	.00	.00
101-33428	STATE POLICE AID & GRANTS	75,264	307,785	85,130	74,000	11,130-	75,000
	Budget notes: Funding comes in October						
101-33429	STATE OF MN-ELECTION FUNDING	.00	.00	4,045	.00	4,045-	.00
101-33430	STATE TRANSIT FUNDING	229,969	207,160	209,334	225,000	15,666	283,994
	Budget notes: Pass-thru to City of La Crosse - MTU						
101-33432	STATE AID - WAGON WHEEL PROJ.	1,553,274	113,921	.00	.00	.00	.00
	Budget notes: ~2022 PHASE 3 - PEDESTRIAN BRIDGE						
101-33433	STATE-MNDOT LANDSCAPE PARTN	5,429	6,235	.00	8,000	8,000	8,000
101-33434	STATE GRANT-MN DOT PROJECT	230,143	48,253	.00	.00	.00	348,652 (4)
	Budget notes: ~2023 MN DOT BOOST GRANT SRTS Funding up to $33,061.00, no city match ~2025 Safe Routes to School Grant						
101-33435	STATE AID-LOCAL PERFORMANCE	.00	.00	.00	.00	.00	.00
101-33436	STATE AID - MN DNR	.00	.00	8,682	.00	8,682-	549,700 (5)
	Budget notes: ~2022 $86,210 - WAGON WHEEL PHASE 1 FINAL PAVING GRANT 75% $128,106 - WEST CHANNEL BOAT LANDING ROAD						

Account Number	Account Title	2022 Pri Year 2 Actual	2023 Pri Year Actual	2024 Cur YTD Actual	2024 Current year Budget	2024 Current YTD Remaining	2025 Proposed Budget
	(see 101-43100-403 for expenses) ~2025 $40,700 CPL Grant Stoney Pt $500,000 CPL Grant Pine Creek $9,000 Releaf Grant						
101-33437	STATE GRANT - MPCA	.00	.00	85,356	.00	85,356-	.00
101-33438	STATE GRANT-COMM. OF COMMER	.00	.00	.00	.00	.00	.00
101-33439	STATE GRANT - MN DEPT LABOR	.00	.00	1,131	.00	1,131-	20,000
	Budget notes: ~2024 BOT GRANT ~2025 BOT GRANT						
101-33440	STATE GRANT - MN DEPT HEALTH	.00	.00	7,000	.00	7,000-	.00
	Budget notes: 2024: Source Water Protection Implementation Grant - Stormwater Murals ~2024 2024: Source Water Protection Implementation Grant - Stormwater Murals						
101-33624	HO. CO. PD ASSISTANCE AID-TZD	2,088	2,464	1,123	1,500	377	1,500
101-33625	HO. CO. - SHIP GRANT FUNDING	6,077	3,303	.00	4,000	4,000	5,000
101-33626	HO. CO.-CONSTRUCTION PROJ AID	.00	.00	.00	.00	.00	50,000
	Budget notes: ~2025 $50,000 S 6th Street						
101-33627	HO CO VOTER/ELECTION FUNDS	.00	.00	1,740	.00	1,740-	.00
101-33630	WINONA CO-CONSTRUCTION PRO	.00	.00	.00	.00	.00	35,000
	Budget notes: ~2025 WinLac - CPL Pine Creek						
101-33640	ISD #300 AID - PEDESTRIAN XING	.00	.00	.00	.00	.00	.00
101-33641	GRANT-SO MN INITIATIVE FOUNDA	.00	.00	.00	.00	.00	.00
	Total INTERGOVERNMENTAL AID:	3,339,942	1,815,657	1,186,058	1,230,900	44,842	2,927,831
PUBLIC CHARGES FOR SERVICE							
101-34102	RECORDING OF LEGAL INSTRU	92	.00	.00	.00	.00	.00
101-34103	ZONING & SUBDIVISION FEES	200	650	.00	200	200	200
101-34105	SALE OF MAPS & PUBLICATIONS	.00	.00	.00	.00	.00	.00
101-34110	PLAN CHECK FEES	23,546	21,284	12,948	17,500	4,552	17,500
101-34112	COPY & FAX CHARGES	11	54	4	.00	4-	.00
101-34113	SITE PLANNING FEE	.00	.00	.00	.00	.00	.00
101-34114	ANNEXATION FILING FEE	.00	.00	.00	.00	.00	.00
101-34115	INVESTIGATION FEE-BLDG/ZNG	152	50	.00	.00	.00	.00

Account Number	Account Title	2022 Pri Year 2 Actual	2023 Pri Year Actual	2024 Cur YTD Actual	2024 Current year Budget	2024 Current YTD Remaining	2025 Proposed Budget
101-34201	SPECIAL POLICE SERVICES	669	1,077	.00	500	500	750
101-34202	ISD#300 POLICE LIASON FUNDING	.00	.00	.00	.00	.00	.00
101-34203	ACCIDENT/DRIVING RECORDS/CD'	40	16	.00	.00	.00	.00
101-34204	FINGERPRINTING/BACKGRND FEE	3,295	3,325	3,080	3,000	80-	3,200
101-34205	TRANSCRIPTION SERVICES	.00	.00	.00	.00	.00	.00
101-34206	POLICE NSF COLLECTION SERVIC	60	.00	.00	.00	.00	.00
101-34302	STREET & STREET SIGN REPAIRS	.00	.00	.00	.00	.00	.00
101-34303	STREET SWEEPING	2,700	.00	.00	2,000	2,000	2,000
101-34304	SNOW REMOVAL	400	150	.00	.00	.00	.00
101-34305	VEHICLE IMPOUND	445	200	.00	.00	.00	.00
101-34306	TRANSPORTATION PLAN REVENUE	.00	.00	.00	.00	.00	.00
101-34405	WEED CUTTING,CONTROL, MOW	2,200	550	.00	200	200	500
101-34409	BRUSH SITE USAGE FEE-TOWNHSI	2,000	.00	.00	2,000	2,000	2,000
101-34718	POOL SOFT DRINK REBATE	.00	.00	.00	.00	.00	.00
101-34719	SWIMMING POOL ADMISSIONS	49,868	57,660	56,640	48,000	8,640-	55,000
101-34720	POOL MEMBERSHIPS-FAMILY-CITY	24,080	26,864	26,667	24,000	2,667-	25,000
101-34721	POOL MEMBERSHIPS-SINGLE-CITY	3,808	3,322	3,378	3,500	122	3,500
101-34722	CONCESSIONS - POOL	25,678	29,200	29,024	24,000	5,024-	27,500
101-34723	SWIM POOL ID PICTURES	.00	.00	.00	.00	.00	.00
101-34724	BASEBALL PROGRAM - CITY	2,508	2,096	2,419	2,300	119-	.00
101-34725	SOFTBALL PROGRAM - CITY	1,469	1,170	1,305	1,300	5-	.00
101-34726	GYMNASTICS LESSONS - CITY	.00	.00	.00	.00	.00	.00
101-34727	SWIMMING LESSONS - CITY	13,585	15,130	15,015	12,000	3,015-	15,000
101-34728	TENNIS LESSONS - CITY	2,640	2,920	2,790	2,400	390-	.00
101-34729	TOWNSHIP FEES	22,610	24,057	.00	19,000	19,000	10,000
101-34731	GOLF LESSONS - CITY	1,730	2,030	1,225	1,500	275	.00
101-34732	BASKETBALL LESSONS - CITY	1,890	1,510	2,720	1,500	1,220-	.00
101-34733	VOLLEYBALL LESSONS - CITY	1,180	1,220	855	1,000	145	.00



Account Number	Account Title	2022 Pri Year 2 Actual	2023 Pri Year Actual	2024 Cur YTD Actual	2024 Current year Budget	2024 Current YTD Remaining	2025 Proposed Budget
101-34734	YOUTH TRIATHLON ENTRY FEE	.00	.00	.00	.00	.00	.00
101-34736	BASEBALL PROGRAM - TOWNSHIP	636	487	632	600	32-	.00
101-34737	SOFTBALL PROGRAM - TOWNSHIP	262	112	253	200	53-	.00
101-34738	GOLF LESSONS - TOWNSHIP	480	450	705	450	255-	.00
101-34739	VOLLEYBALL LESSONS - TOWNSHI	450	240	405	400	5-	.00
101-34740	BASKETBALL LESSONS - TOWNSHI	580	450	460	500	40	.00
101-34741	SWIMMING LESSONS - TOWNSHIP	5,600	6,135	5,690	5,000	690-	5,500
101-34742	POOL MEMB. - FAMILY - TOWNSHIP	5,956	6,124	5,684	5,000	684-	5,500
101-34743	POOL MEMB. - SINGLE - TOWNSHIP	828	646	711	600	111-	700
101-34744	TENNIS LESSONS - TOWNSHIP	520	680	540	500	40-	.00
101-34745	BASEBALL PROGRAM - OTHER	473	725	720	400	320-	.00
101-34746	SOFTBALL PROGRAM - OTHER	346	220	318	200	118-	.00
101-34747	GOLF LESSONS - OTHER	915	870	1,060	800	260-	.00
101-34748	VOLLEYBALL LESSONS-OTHER	325	85	385	300	85-	.00
101-34749	BASKETBALL LESSONS - OTHER	630	235	495	500	5	.00
101-34750	SWIMMING LESSONS - OTHER	9,810	5,715	6,710	8,000	1,290	6,500
101-34751	POOL MEMB. - FAMILY - OTHER	5,773	5,408	7,612	5,500	2,112-	7,000
101-34752	POOL MEMB. - SINGLE - OTHER	1,179	1,642	1,142	1,200	58	1,200
101-34753	TENNIS LESSONS - OTHER	405	360	605	350	255-	.00
101-34754	LOG ROLLING LESSONS - CITY	560	480	315	500	185	500
101-34755	LOG ROLLING LESSONS - TOWNSH	160	200	225	100	125-	200
101-34756	LOG ROLLING LESSONS - OTHER	45	225	55	150	95	100
101-34757	SWIM TEAM - CITY	1,095	823	926	800	126-	850
101-34758	SWIM TEAM - TOWNSHIP	346	430	304	300	4-	300
101-34759	SWIM TEAM - OTHER	168	337	268	100	168-	250
101-34780	PARK USE FEES	3,961	10,064	9,918	7,500	2,418-	16,000
101-34781	DONATIONS	.00	.00	.00	.00	.00	.00
101-34950	SEMINAR REGIST FEES-BLDG/ZNG	.00	.00	.00	.00	.00	.00

Account Number	Account Title	2022 Pri Year 2 Actual	2023 Pri Year Actual	2024 Cur YTD Actual	2024 Current year Budget	2024 Current YTD Remaining	2025 Proposed Budget
Total PUBLIC CHARGES FOR SERVICE:		228,360	237,679	204,208	205,850	1,642	206,750
FINES & FORFEITURES							
101-35101	COURT FINES	18,564	19,566	13,483	13,000	483-	13,000
101-35102	PARKING FINES	20	180	40	.00	40-	.00
101-35103	ADMINISTRATIVE COMPLAINT	.00	.00	.00	.00	.00	.00
101-35104	ANIMAL CONTROL PICKUP FEE	.00	.00	.00	.00	.00	.00
101-35105	ANIMAL CONTROL KENNEL BOA	.00	.00	.00	.00	.00	.00
101-35107	RESTITUTION-COURT ORDERED	135	.00	.00	.00	.00	.00
101-35108	PROSECUTION FEES	.00	.00	.00	.00	.00	.00
101-35200	FORFEITURES-POLICE DEPT	.00	.00	.00	.00	.00	.00
Budget notes: MN Surplus Auction							
Total FINES & FORFEITURES:		18,718	19,746	13,523	13,000	523-	13,000
SPECIAL ASSESSMENTS							
101-36101	SPECIAL ASSESSMENTS-ALLEYS&	35,655	.00	.00	.00	.00	.00
101-36102	SPECIAL ASSMTS - INTEREST	1,798	103	.00	.00	.00	.00
101-36103	SPECIAL ASSMTS-STORM WATER	.00	.00	.00	.00	.00	.00
101-36104	PAYMENT IN LIEU OF SPEC ASSMT	.00	.00	.00	.00	.00	.00
101-36200	MISCELLANEOUS REVENUE	1,977	41,475	2,477,618	.00	2,477,618-	.00
101-36201	UNCLAIMED PROPERTY	219	.00	208	.00	208-	.00
101-36202	BAD CHECK CHARGE	.00	70	20-	.00	20	.00
101-36210	INTEREST ON INVESTMENTS	10,449	22,520	2,427	10,000	7,573	10,000
101-36211	MARKET VALUE ADJUSTMENT	.00	.00	.00	.00	.00	.00
101-36220	LAND LEASE PAYMENTS	4,064	4,186	.00	4,186	4,186	22,000
101-36221	RENTAL PROPERTY - HOUSE	.00	.00	10	.00	10-	.00
101-36222	SOLAR RENT-MAINT/ANIMAL/RADI	250	350	.00	150	150	150
Budget notes: Annual Solar Equipment & Roof Rental							
101-36230	CONTRIB./DONATIONS-PRIVATE	6,348	15,132	23,155	.00	23,155-	.00
101-36232	WELLNESS INCENTIVE PROG-SSC	.00	.00	.00	.00	.00	.00
Budget notes:							

Account Number	Account Title	2022 Pri Year 2 Actual	2023 Pri Year Actual	2024 Cur YTD Actual	2024 Current year Budget	2024 Current YTD Remaining	2025 Proposed Budget
	Pass-thru funding from Southeast Service Cooperative (see Expense Acct. 101-41400-210)						
101-36233	CONTRIBUTIONS EDA PROJECTS	.00	.00	.00	.00	.00	.00
101-36234	GRANTS/REBATES-GREEN STEPS	3,809	.00	.00	.00	.00	.00
101-36235	GRANT FUNDS-USTA	.00	.00	.00	.00	.00	.00
101-36236	NEIGHBORS NIGHT OUT DONATIO	2,350	4,226	1,535	2,000	465	2,000
101-36240	INSURANCE REBATE, DIVIDEN	13,770	4,438	.00	10,000	10,000	5,000
101-36241	INSURANCE REIMBURSEMENT	118	36	.00	.00	.00	.00
101-36242	FEDERAL EXCISE TAX REFUND	246	313	.00	300	300	300
101-36243	CAPITAL CR.-ACE TELEPHONE	1,816	1,676	.00	1,500	1,500	1,500
	Budget notes: Est. - Board meets last Wed. in October (pymt usually comes Nov)						
101-36244	SESQUECENTENIAL REVENUES	.00	.00	.00	.00	.00	.00
101-36330	GRANTS - PRIVATE - OTHER	68,400	.00	.00	.00	.00	.00
	Total SPECIAL ASSESSMENTS:	151,270	94,524	2,504,932	28,136	2,476,796-	40,950
MISCELLANEOUS REVENUE							
101-37160	PENALTIES	35	205	.00	.00	.00	.00
101-37325	DISPOSAL USAGE FEE-TWNSHP	.00	.00	.00	.00	.00	.00
101-37920	VENDING MACHINE REVENUE	.00	236	.00	.00	.00	.00
	Total MISCELLANEOUS REVENUE:	35	441	.00	.00	.00	.00
SOURCE: 38							
101-38081	BUILDING LEASE - ANIMAL RESCU	.00	.00	.00	.00	.00	6,600
	Total SOURCE: 38:	.00	.00	.00	.00	.00	6,600
OTHER FINANCING SOURCES							
101-39101	SALE OF GENERAL FIXED ASS	11,667	11,667	539,827	.00	539,827-	.00
101-39200	INTERFUND OPER. TRANSFERS	.00	.00	.00	.00	.00	.00
101-39201	TRANSFER FROM CAPITAL PROJ.	524,328	65,807	.00	.00	.00	.00
101-39202	CONTRIBUTION FROM ENTERPR	.00	.00	.00	.00	.00	.00
101-39203	TRANSFER FROM SPEC REV FUND	.00	.00	.00	60,000	60,000	60,000

Budget notes:
~2025 Gundersen TIF - So. 2nd St. Reconst. - $60,000

7

Account Number	Account Title	2022 Pri Year 2 Actual	2023 Pri Year Actual	2024 Cur YTD Actual	2024 Current year Budget	2024 Current YTD Remaining	2025 Proposed Budget
101-39204	TRANSFER FROM DEBT SERV.	.00	.00	.00	.00	.00	.00
101-39300	BOND PROCEEDS	.00	.00	.00	.00	.00	412,000
	Budget notes: ~2022 GO Imp. Street Reconstruction Bonds ~2025 $412,000 S 6th Street						
101-39301	NOTE PROCEEDS	.00	.00	.00	.00	.00	.00
101-39330	INCEPTION - CAPITAL LEASE	.00	49,320	.00	.00	.00	.00
	Total OTHER FINANCING SOURCES:	535,994	126,794	539,827	60,000	479,827-	472,000
COUNCIL							
COUNCIL							
101-41100-101	WAGES & SALARIES-REGULAR	25,200	32,700	24,525	32,700	8,175	32,700
	Budget notes: $625/Month Mayor $525/Month Council						
101-41100-119	TECHNOLOGY ALLOWANCE	750	750	750	750	.00	750
101-41100-121	FICA CONTIBUTIONS	1,985	2,511	1,933	2,510	577	2,510
	Budget notes: 7.65%						
101-41100-122	PERA CONTRIBUTIONS	1,020	1,295	990	1,635	645	1,635
	Budget notes: 5%						
101-41100-210	OPERATING SUPPLIES	1,211	207	195	500	305	500
101-41100-220	CITY BRANDING EXPENSES	.00	.00	.00	.00	.00	.00
101-41100-300	PROFESSIONAL SERVICES	83,422	108,502	72,930	89,500	16,570	93,500
	Budget notes: ~2022 $3,500 Houston County Victim Services $16,000 Community Development Services $45,000 Sustainability Coord Services ~2023 $3,500 Houston County Victim Services $34,000 Community Development Services $47,000 Sustainability Coord Services ~2024 $3,500 Houston County Victim Services $36,000 Community Development Services $50,000 Sustainability Coord Services ~2025 $3,500 Houston County Victim Services $38,000 Community Development Services $52,000 Sustainability Coord Services						
101-41100-310	OTHER CONTRACTED SERVICES	2,000	2,326	10,998	.00	10,998-	5,000
101-41100-331	TRAVEL EXPENSE	1,940	3,017	1,224	1,500	276	1,500
101-41100-350	PRINTING & PUBLISHING	182	242	78	100	22	100

Account Number	Account Title	2022 Pri Year 2 Actual	2023 Pri Year Actual	2024 Cur YTD Actual	2024 Current year Budget	2024 Current YTD Remaining	2025 Proposed Budget
101-41100-360	INSURANCE	.00	.00	.00	.00	.00	.00
	Budget notes: Workers' Comp						
101-41100-430	MISCELLANEOUS	.00	170	.00	.00	.00	.00
101-41100-432	UNCOLLECTIBLE ACCOUNTS	883	31	.00	.00	.00	.00
101-41100-433	DUES AND SUBSCRIPTIONS	18,430	9,838	24,107	38,634	14,527	38,634
	Budget notes: ~2022 $5,942 - LMC $2,800 - LAPC - La Crosse County Treasurer $1,600 - LADCO $9,221 - GCMC - Dues Assmts $40 - SEMLM $30 - LMC Mayors Assoc. Dues $225 - MN Public Transit $3,000 - Discretionary ~2023 $350 Metro Watershed $6,400 - LMC $2,066 - LAPC - La Crosse County Treasurer $9,572 - GCMC - Dues Assmts $40 - SEMLM $30 - LMC Mayors Assoc. Dues $4,600 - Discretionary ~2024 $350 Metro Watershed $6,720 LCM $2,150 LAPC $9,926 GCMC $40 SEMLM $30 LMC Mayor $19,417.84 Discretionary ~2025 $350 Metro Watershed $6,720 LCM $2,150 LAPC $9,926 GCMC $40 SEMLM $30 LMC Mayor $19,417.84 Discretionary						
101-41100-490	DONATIONS TO OTHER PROG.	.00	.00	.00	.00	.00	.00
	Budget notes: Pass-Thru American Legion Donations						
101-41100-491	2% FIRE RELIEF ASSOC PYMT	43,006	49,263	.00	35,000	35,000	35,000
	Budget notes: Pass-Thru from State to Relief Association (see 101-33420)						
101-41100-492	TAX ABATEMENT PAYMENTS	.00	.00	.00	.00	.00	.00
	Budget notes: Walnut Street Properties						
101-41100-720	OPERATING TRANSFER	.00	.00	.00	.00	.00	.00

Account Number	Account Title	2022 Pri Year 2 Actual	2023 Pri Year Actual	2024 Cur YTD Actual	2024 Current year Budget	2024 Current YTD Remaining	2025 Proposed Budget
Total COUNCIL:		180,029	210,852	137,731	202,829	65,098	211,829
CITY CLERK							
101-41400-101	WAGES & SALARIES-REGULAR	142,009	140,103	124,460	165,000	40,540	171,600
101-41400-102	WAGES & SALARIES-OT	1,460	1,860	1,688	1,000	688-	2,200
101-41400-111	SEVERANCE PAY-CLERK	38,190	.00	.00	.00	.00	.00
101-41400-121	FICA CONTRIBUTIONS	11,256	10,576	9,391	12,700	3,309	13,200
	Budget notes: 7.65%						
101-41400-122	PERA CONTRIBUTIONS	10,041	9,300	8,577	12,375	3,798	12,900
	Budget notes: 7.5%						
101-41400-131	EMPLOYER PAID HEALTH INS.	26,483	16,215	11,832	25,000	13,168	25,000
101-41400-152	WC BENEFITS	.00	.00	.00	1,000	1,000	1,000
101-41400-200	OFFICE SUPPLIES	9,950	12,004	4,890	8,000	3,110	8,000
101-41400-210	WELLNESS INCENTIVE PROG-SSC	.00	.00	.00	.00	.00	.00
	Budget notes: Pass-thru funding from Southeast Service Cooperative (see Revenue Acct. 101-36232)						
101-41400-300	PROFESSIONAL SERVICES	11,477	8,028	8,762	10,000	1,238	10,000
101-41400-301	ACCTG & AUDITING SERVICES	17,500	19,796	800	18,000	17,200	40,000
	Budget notes: Winona County Assmt. Fees; Annual City Audit Fees						
101-41400-310	OTHER CONTRACTED SERVICES	9,707	21,676	7,408	25,000	17,592	25,000
	Budget notes: Computer Support; Copy Mach. Maint; ~2023 $12,300 Document Management Services; ~2024 $14,000 Document Management Services						
101-41400-321	TELEPHONE	4,825	5,075	3,692	5,200	1,508	5,200
101-41400-322	POSTAGE	2,023	2,193	1,323	2,000	677	2,000
101-41400-325	NEWSLETTER	108	190	28	500	472	500
101-41400-331	TRAVEL EXPENSE	1,433	2,405	.00	2,000	2,000	2,500
101-41400-350	PRINTING & PUBLISHING	261	722	83	700	617	700
101-41400-360	INSURANCE	141,148	148,223	10,557	125,000	114,443	140,000

10

Account Number	Account Title	2022 Pri Year 2 Actual	2023 Pri Year Actual	2024 Cur YTD Actual	2024 Current year Budget	2024 Current YTD Remaining	2025 Proposed Budget
101-41400-365	ACA TRP FEE	.00	.00	.00	.00	.00	.00
101-41400-404	REPAIR/MAINT-EQUIPMENT	.00	.00	.00	.00	.00	.00
101-41400-406	REPAIR/MAINT-COMPUTERS	.00	.00	.00	500	500	500
101-41400-430	MISCELLANEOUS	.00	2,169	.00	.00	.00	.00
101-41400-431	CASH OVER/SHORT	.00	.00	2	.00	2-	.00
101-41400-433	DUES AND SUBSCRIPTIONS	2,289	2,818	2,071	2,500	429	2,500
101-41400-437	PROPERTY TAX EXPENSE	2,012	.00	.00	2,100	2,100	.00
101-41400-490	DONATIONS TO OTHER PROG.	.00	.00	.00	.00	.00	.00
	Budget notes: Pass-Thru						
	Total CITY CLERK:	432,171	403,352	195,563	418,575	223,012	462,800
ELECTIONS							
101-41410-101	WAGES & SALARIES-REGULAR	13,061	.00	4,349	13,100	8,751	.00
101-41410-218	SAFETY EQUIPMENT & STRUCTUR	.00	.00	.00	.00	.00	.00
101-41410-331	TRAVEL & TRAINING EXPENSE	2,383	.00	1,701	2,400	699	.00
	Budget notes: Mileage & Meals						
101-41410-350	PRINTING & PUBLISHING	763	.00	12	800	788	.00
	Budget notes: Ballots & Notices in Paper						
101-41410-430	MISCELLANEOUS	328	.00	86	350	264	.00
	Budget notes: Meals						
	Total ELECTIONS:	16,535	.00	6,148	16,650	10,502	.00
LEGAL SERVICES							
101-41600-304	LEGAL SERVICES-CITY CLERK	15,238	22,629	10,225	20,000	9,775	22,000
101-41600-305	LEGAL SERVICES-POLICE DEPT.	46,058	53,167	38,702	40,000	1,298	42,000
101-41600-306	LEGAL SERVICES-BLDG & ZONING	15,238	22,629	10,225	20,000	9,775	22,000
101-41600-308	LEGAL SERVICES-COUNCIL	15,238	22,629	10,225	20,000	9,775	22,000
	Total LEGAL SERVICES:	91,773	121,056	69,378	100,000	30,622	108,000
CAPITAL OUTLAY							
101-41700-510	C.O.-LAND & LAND IMPROVEMENT	.00	.00	.00	.00	.00	.00

Account Number	Account Title	2022 Pri Year 2 Actual	2023 Pri Year Actual	2024 Cur YTD Actual	2024 Current year Budget	2024 Current YTD Remaining	2025 Proposed Budget
101-41700-520	C.O.-BLDGS & STRUCTURES	5,910	11,644	.00	.00	.00	.00
101-41700-521	C.O.-SWIMMING POOL	.00	.00	.00	.00	.00	.00
101-41700-540	C.O.-HEAVY MACHINERY	.00	.00	.00	.00	.00	.00
101-41700-550	C.O.-MOTOR VEHICLES	4,987	200,374	58,506	.00	58,506-	.00
101-41700-570	C.O.-OFFICE EQUIP & FURNISHING	2,525	10,767	.00	.00	.00	.00
101-41700-575	C.O.-COMPUTER EQUIPMENT	9,460	10,638	10,078	30,000	19,922	15,000
101-41700-576	C.O.-COMPUTER SOFTWARE	.00	942	12,592	35,000	22,408	25,000
	Budget notes: ~2024 $15,000 Park & Rec Signup $20,000 Electronic Records Management ~2025 $20,000 Electronic Records Management						
101-41700-579	C.O.-RADIO/COMMUNICATION	.00	.00	37,043	.00	37,043-	.00
101-41700-580	C.O.-OTHER EQUIPMENT	700	49,681	99,797	.00	99,797-	.00
101-41700-602	CAPITAL LEASE PRINCIPAL	25,810	88,408	7,953	10,926	2,973	24,000
	Budget notes: ~2022 VSC Note - 332 South 1st Street Property ~2024 PD Lease - Tesla City Share ~2025 PD Lease - Tesla City Share 2 additional vehicles						
101-41700-612	LONG TERM OBLIGATION INT.	3,843	2,555	4,818	5,459	641	6,000
	Budget notes: ~2022 VSC Note - 332 South 1st Street Property ~2024 PD Lease - Tesla City Share						
101-41700-720	OPERATING TRANSFER	.00	307,498	.00	.00	.00	.00
	Total CAPITAL OUTLAY:	53,235	682,508	230,787	81,385	149,401-	70,000
CITY HALL							
101-41900-103	WAGES & SALARIES-PT	.00	.00	.00	.00	.00	.00
101-41900-121	FICA CONTRIBUTIONS	.00	.00	.00	.00	.00	.00
	Budget notes: 7.65%						
101-41900-122	PERA CONTRIBUTIONS	.00	.00	.00	.00	.00	.00
101-41900-131	EMPLOYER PAID HEALTH INS.	.00	.00	.00	.00	.00	.00
101-41900-211	CLEANING SUPPLIES	2,814	3,966	2,215	3,000	785	3,000
101-41900-218	SAFETY EQUIPMENT AND SUPPLIE	.00	.00	45	250	205	50
101-41900-240	SMALL TOOLS & MINOR EQUIP.	8	35	.00	50	50	50

Account Number	Account Title	2022 Pri Year 2 Actual	2023 Pri Year Actual	2024 Cur YTD Actual	2024 Current year Budget	2024 Current YTD Remaining	2025 Proposed Budget
101-41900-310	CONTRACTED SERVICES	16,783	17,470	11,891	12,000	109	15,000
	Budget notes: City Hall Cleaning & Pest Control Services						
101-41900-350	PRINTING & PUBLISHING	.00	.00	.00	.00	.00	.00
101-41900-381	UTILITIES-ELECTRIC	7,117	6,676	4,782	7,500	2,718	7,000
101-41900-383	UTILITIES-GAS	3,291	2,397	930	3,500	2,570	3,000
101-41900-401	REPAIR/MAINT-BUILDINGS	15,327	11,081	2,269	5,000	2,731	7,500
101-41900-404	REPAIR/MAINT-EQUIPMENT	569	337	825	750	75-	750
101-41900-415	RENTALS-OTHER EQUIPMENT	1,411	479	361	600	239	600
	Budget notes: Water Cooler						
101-41900-430	MISCELLANEOUS	158	181	254	200	54-	200
	Total CITY HALL:	47,478	42,624	23,573	32,850	9,277	37,150
POLICE DEPARTMENT							
POLICE DEPARTMENT							
101-42100-101	WAGES & SALARIES-OFFICERS	572,761	645,018	524,919	670,600	145,681	698,000
101-42100-102	WAGES & SALARIES-OT	41,738	41,621	28,513	25,000	3,513-	30,000
101-42100-103	WAGES & SALARIES-PT	5,854	7,703	19,845	18,800	1,045-	20,000
101-42100-104	WAGES-POLICE RESERVES	9,829	10,804	6,472	10,500	4,028	10,500
101-42100-105	WAGES & SALARIES-CLERICAL	48,360	51,293	40,497	64,000	23,503	65,000
101-42100-106	HOLIDAY PAY	17,980	20,092	.00	24,000	24,000	24,000
101-42100-111	SEVERANCE PAY-PD	10,412	9,267	3,806	.00	3,806-	.00
101-42100-112	AMMUNITION ALLOWANCE	3,189	3,788	363	6,000	5,637	4,500
101-42100-113	UNIFORM ALLOWANCE	12,645	6,398	11,771	6,975	4,796-	7,000
	Budget notes: ~2022 - 8 Officers @ $775 each ~2023 - 8 Officers @ $775 each ~2024 9 Officers @$775 Each ~2025 9 Officers @$775 Each						
101-42100-115	GUN ALLOWANCE	.00	1,700	.00	850	850	850
	Budget notes: ~2022 - 1 Gun @ $425 ~2023 - 2 Guns @ $425 ~2024 2 Guns @$425 ~2025 2 Guns @$425						

(15)

Account Number	Account Title	2022 Pri Year 2 Actual	2023 Pri Year Actual	2024 Cur YTD Actual	2024 Current year Budget	2024 Current YTD Remaining	2025 Proposed Budget
101-42100-121	FICA CONTRIBUTIONS	13,958	15,717	12,442	16,480	4,038	17,200
	Budget notes: 1.45% - Chief and Officers 7.65% - Secretary & Reserves						
101-42100-122	PERA CONTRIBUTIONS	109,749	120,035	96,839	134,535	37,696	140,000
	Budget notes: 17.7% Chief & Police Officers 7.5% Clerical						
101-42100-131	EMPLOYER PAID HEALTH INS.	78,743	102,947	41,707	60,000	18,293	60,000
101-42100-132	EMPLOYER PD PERA DISAB INS	.00	.00	.00	5,000	5,000	.00
101-42100-142	UNEMPLOY COMP BENEFITS	148	81	218	.00	218-	.00
101-42100-152	WORKERS COMP BENEFITS	18-	1,205	738	1,000	262	1,000
101-42100-200	OFFICE SUPPLIES	2,963	4,039	2,031	3,000	969	3,000
101-42100-207	NEIGHBORS NIGHT OUT EXPENSE	3,544	5,728	5,236	4,000	1,236-	4,000
101-42100-210	OPERATING SUPPLIES	2,522	1,588	331	2,000	1,669	2,000
101-42100-212	MOTOR FUELS/LUBRICANTS	22,442	20,537	9,946	20,000	10,054	20,000
101-42100-217	UNIFORMS - POLICE/ RESERVES	1,679	5,221	921	2,000	1,079	2,000
101-42100-218	SAFETY EQUIPMENT	150	337	497	3,000	2,503	1,000
101-42100-240	SMALL TOOLS & MINOR EQUIPMEN	.00	406	1,118	500	618-	750
101-42100-300	PROFESSIONAL SERVICES	3,661	10,361	782	2,000	1,218	2,000
101-42100-310	CONTRACTED SERVICES	13,042	9,290	8,931	20,000	11,069	20,000
	Budget notes: Software Support & Managed Print Service						
101-42100-321	TELEPHONE	10,577	10,569	6,890	12,000	5,110	12,000
101-42100-322	POSTAGE	286	294	235	300	65	300
101-42100-331	TRAVEL EXPENSE	15,348	18,375	11,732	10,000	1,732-	12,000
101-42100-350	PRINTING & PUBLISHING	.00	477	.00	200	200	200
101-42100-404	REPAIR/MAINT-EQUIPMENT	2,659	1,646	1,043	3,000	1,957	3,000
101-42100-405	REPAIR/MAINT-VEHICLES	10,514	10,375	9,970	10,000	30	11,000
101-42100-406	REPAIRS/MAINT-COMPUTERS	.00	32	56	500	444	100
101-42100-415	RENTALS-OTHER EQUIPMENT	479	479	360	500	140	500
101-42100-430	MISCELLANEOUS	.00	.00	.00	.00	.00	.00

Account Number	Account Title	2022 Pri Year 2 Actual	2023 Pri Year Actual	2024 Cur YTD Actual	2024 Current year Budget	2024 Current YTD Remaining	2025 Proposed Budget
101-42100-433	DUES AND SUBSCRIPTIONS	1,022	7,385	7,534	7,000	534-	8,000
101-42100-580	POLICE - CAPITAL EQUIP.	.00	.00	.00	.00	.00	.00
Total POLICE DEPARTMENT:		1,016,236	1,144,812	855,743	1,143,740	287,997	1,179,900
FIRE DEPARTMENT							
101-42200-720	OPERATING TRANSFER	185,591	259,234	.00	225,000	225,000	230,000
Budget notes: City Share of Fire Dept. Budget							
Total FIRE DEPARTMENT:		185,591	259,234	.00	225,000	225,000	230,000
BUILDING/ZONING							
101-42400-101	WAGES & SALARIES-REGULAR	31,587	46,248	50,073	66,060	15,987	69,000
Budget notes: ~2022 50% of New Position - 4 months							
101-42400-102	WAGES & SALARIES-OT	10	10	70	500	430	500
101-42400-103	WAGES & SALARIES-PT	2,350	2,050	.00	2,500	2,500	2,500
Budget notes: - Planning Commission Members $50/meeting							
101-42400-111	SEVERANCE PAY-BLDG/ZONING	.00	.00	.00	.00	.00	.00
101-42400-119	TECHNOLOGY ALLOWANCE	1,000	1,000	125	1,000	875	1,000
101-42400-121	FICA CONTRIBUTIONS	2,663	3,695	3,841	5,055	1,214	5,300
Budget notes: 7.65%							
101-42400-122	PERA CONTRIBUTIONS	2,058	2,935	3,241	5,000	1,759	5,200
Budget notes: 7.5%							
101-42400-131	EMPLOYER PAID HEALTH INS.	.00	.00	.00	.00	.00	.00
101-42400-152	WORKERS COMP BENEFITS	.00	.00	.00	1,000	1,000	1,000
101-42400-200	OFFICE SUPPLIES	1,492	2,185	3,205	1,000	2,205-	3,000
101-42400-207	TRAINING & INSTRUCTIONAL COST	.00	.00	.00	.00	.00	.00
101-42400-212	MOTOR FUELS/LUBRICANTS	798	1,237	1,052	2,000	948	2,000
101-42400-217	UNIFORMS	125	346	.00	150	150	150
101-42400-220	GENERAL DEPARTMENT SUPPLIES	.00	.00	12	.00	12-	.00
101-42400-240	SMALL TOOLS & MINOR EQUIP.	56	188	127	100	27-	150
101-42400-300	PROFESSIONAL SERVICES	184	199	46	500	454	250

Account Number	Account Title	2022 Pri Year 2 Actual	2023 Pri Year Actual	2024 Cur YTD Actual	2024 Current year Budget	2024 Current YTD Remaining	2025 Proposed Budget
101-42400-303	ENIGINEERING FEES	.00	2,038	434	1,000	566	1,000
101-42400-310	CONTRACTED SERVICES	6,587	13,503	7,279	6,000	1,279-	8,000

Budget notes:
~2022 $2,900 - Permit Software Annual Fee
$2,000 - Computer Support
$1,300 - Managed Print Service
$400 - Misc. Services
~2023 $3,100 Permit Software Annual Fee
$2,400 Computer Support & Duo Authentication
$1,400 Managed Print Service
~2024 $3,400 Permit Software Annual Fee
Computer Support
Misc Services
~2025 $3,400 Permit Software Annual Fee
Computer Support
Misc Services

101-42400-311	PLANNING COMM. MTGS	.00	.00	.00	.00	.00	.00
101-42400-321	TELEPHONE	1,819	2,483	2,012	3,400	1,388	3,000
101-42400-322	POSTAGE	210	168	188	300	112	300
101-42400-331	TRAVEL EXPENSE	1,014	1,284	2,042	1,500	542-	2,000
101-42400-350	PRINTING & PUBLISHING	442	734	294	750	456	750
101-42400-404	REPAIR/MAINT-EQUIPMENT	.00	40	106	.00	106-	.00
101-42400-405	REPAIR/MAINT-VEHICLES	167	1,032	183	2,000	1,817	2,000
101-42400-406	REPAIR/MAINT-COMPUTERS	.00	.00	21	.00	21-	.00
101-42400-409	SCDP - DEED GRANT EXPENSES	.00	.00	.00	.00	.00	.00
101-42400-433	DUES AND SUBSCRIPTIONS	341	551	220	1,000	780	1,000
Total BUILDING/ZONING:		52,903	81,928	74,572	100,815	26,243	108,100
EMERGENCY SERVICES							
101-42500-200	OFFICE SUPPLIES	.00	.00	.00	1,000	1,000	1,000

Budget notes:
~2024 Heart Safe Promo Products
~2025 Heart Safe Promo Products

101-42500-321	TELEPHONE	.00	.00	.00	.00	.00	.00
101-42500-322	POSTAGE	.00	.00	.00	.00	.00	.00
101-42500-331	TRAVEL & TRAINING EXPENSE	.00	.00	.00	.00	.00	.00
101-42500-403	2007 FLOOD EXPENSES	.00	.00	.00	.00	.00	.00

Account Number	Account Title	2022 Pri Year 2 Actual	2023 Pri Year Actual	2024 Cur YTD Actual	2024 Current year Budget	2024 Current YTD Remaining	2025 Proposed Budget
101-42500-404	REPAIR/MAINT-EQUIPMENT	1,433	4,105	2,024	2,000	24-	2,200
Budget notes: Sirens, Boat & UTV Repairs							
101-42500-430	MISCELLANEOUS	.00	.00	.00	.00	.00	.00
Total EMERGENCY SERVICES:		1,433	4,105	2,024	3,000	976	3,200
ANIMAL CONTROL							
101-42700-210	OPERATING SUPPLIES	214	280	.00	200	200	200
101-42700-310	CONTRACTED SERVICES	5,600	5,100	7,500	6,000	1,500-	7,500
101-42700-322	POSTAGE	143	63	30	200	170	100
Budget notes: Animal Licensing Notices							
101-42700-381	UTILITIES-ELECTRIC-ANIMAL	2,915	2,406	2,026	4,000	1,974	3,000
101-42700-382	UTILITIES-WATER/SEWER-ANIMAL	1,067	1,133	796	1,000	204	1,000
101-42700-383	GAS UTILITIES - ANIMAL SHELTER	1,417	1,250	213	1,500	1,287	1,500
101-42700-384	REFUSE DISPOSAL-ANIMAL SHELT	890	890	611	1,100	489	1,100
101-42700-401	REPAIR/MAINT-BUILDINGS	721	429	.00	3,000	3,000	3,000
101-42700-404	REPAIR/MAINT-EQUIPMENT	.00	.00	.00	100	100	.00
101-42700-520	C.O.-BLDGS & STRUCTURES-ANIM	.00	.00	.00	.00	.00	.00
Total ANIMAL CONTROL:		12,967	11,550	11,176	17,100	5,924	17,400
PUBLIC WORKS							
PUBLIC WORKS							
101-43050-101	WAGES & SALARIES-REGULAR	104,217	106,556	84,915	113,200	28,285	118,000
101-43050-102	WAGES & SALARIES-OT	.00	.00	.00	.00	.00	.00
101-43050-103	WAGES & SALARIES-PT-INTERNSHI	.00	.00	.00	.00	.00	.00
101-43050-111	SEVERANCE PAY-PUBLIC WORKS	.00	.00	.00	.00	.00	.00
101-43050-121	FICA CONTRIBUTIONS	7,954	8,131	6,488	8,660	2,172	9,000
Budget notes: 7.65%							
101-43050-122	PERA CONTRIBUTIONS	7,034	7,314	5,849	8,500	2,651	8,900
Budget notes: 7.5%							
101-43050-131	EMPLOYER PAID HEALTH INS.	.00	.00	.00	.00	.00	.00

Account Number	Account Title	2022 Pri Year 2 Actual	2023 Pri Year Actual	2024 Cur YTD Actual	2024 Current year Budget	2024 Current YTD Remaining	2025 Proposed Budget
101-43050-200	OFFICE SUPPLIES	46	714	91	400	309	200
101-43050-212	MOTOR FUELS/LUBRICANTS	403	354	181	800	619	500
101-43050-300	PROFESSIONAL SERVICES	.00	.00	128	.00	128-	.00
101-43050-310	CONTRACTED SERVICES	3,419	3,546	4,042	3,500	542-	4,000
101-43050-321	TELEPHONE	1,253	1,329	1,170	1,200	30	1,400
101-43050-322	POSTAGE	225	316	171	250	79	250
101-43050-331	TRAVEL EXPENSE	614	1,658	1,007	1,000	7-	1,500
101-43050-350	PRINTING & PUBLISHING	190	986	65	200	135	200
101-43050-405	REPAIR/MAINT-VEHICLES	1,942	171	21	1,000	979	500
101-43050-433	DUES AND SUBSCRIPTIONS	35	35	70	100	30	100
Total PUBLIC WORKS:		127,331	131,109	104,199	138,810	34,611	144,550
STREETS & ALLEYS							
101-43100-101	WAGES & SALARIES-REGULAR	159,289	178,736	146,139	185,000	38,861	192,400
Budget notes: ~2022 50% of New Position							
101-43100-102	WAGES & SALARIES-OT	13,323	11,226	6,629	12,500	5,871	13,000
101-43100-103	WAGES & SALARIES-PT	12,909	12,866	9,083	17,700	8,617	18,400
101-43100-111	SEVERANCE PAY	.00	.00	.00	.00	.00	.00
101-43100-121	FICA CONTRIBUTIONS	14,010	15,421	12,215	16,000	3,785	17,000
Budget notes: 7.65%							
101-43100-122	PERA CONTRIBUTIONS	12,127	13,550	10,858	14,000	3,142	14,600
Budget notes: 7.5%							
101-43100-131	EMPLOYER PAID HEALTH INS	19,214	26,291	17,358	24,000	6,642	26,000
101-43100-142	UNEMPLOY COMP BENEFITS	.00	804	.00	.00	.00	.00
101-43100-152	WORKERS COMP BENEFITS	.00	.00	.00	1,000	1,000	1,000
101-43100-200	OFFICE SUPPLIES	715	2,274	132	1,000	868	1,000
101-43100-211	CLEANING SUPPLIES	869	526	155	750	595	750
101-43100-212	MOTOR FUELS/LUBRICANTS	16,325	16,247	10,292	16,000	5,708	16,000
101-43100-217	UNIFORMS	1,453	2,082	1,650	1,500	150-	1,500

Account Number	Account Title	2022 Pri Year 2 Actual	2023 Pri Year Actual	2024 Cur YTD Actual	2024 Current year Budget	2024 Current YTD Remaining	2025 Proposed Budget
101-43100-218	SAFETY EQUIPMENT	1,964	2,634	1,586	1,500	86-	1,500
101-43100-220	SUPL, CR. ROCK,SALT,SAND,	14,092	18,071	21,610	30,000	8,390	24,000
101-43100-221	TREES	.00	.00	.00	.00	.00	.00
101-43100-224	STREET MAINTENACE MAT'LS	5,815	15,570	9,918	12,000	2,082	15,000
101-43100-225	LANDSCAPING MATERIALS	6,620	8,054	13,446	11,000	2,446-	11,000
	Budget notes: ~2023 - $8,000 MNDOT Landscaping Partnership - $3,000 Landscaping Flower Beds & Trees ~2024 $8,000 MN DOT Landscape Partnership ~2025 $8,000 MN DOT Landscape Partnership						
101-43100-227	STORM DRAIN MAINTENANCE	8,576	6,773	20,180	15,000	5,180-	15,000
101-43100-240	SMALL TOOLS & MINOR EQUIPMEN	9,029	5,424	3,394	4,000	606	4,000
101-43100-300	PROFESSIONAL SERVICES	431	27,796	7,003	500	6,503-	1,000
101-43100-302	ENGINEERING FEES-ST AID STREE	.00	.00	.00	1,000	1,000	62,000
	Budget notes: ~2025 $62,000 Oak Street Engineering WHKS						
101-43100-303	ENIGINEERING FEES	265,829	193,321	111,948	15,000	96,948-	226,000
	Budget notes: ~2022 - $200,000 Wagon Wheel Project Phase 3 (see 101-33432) - $125,000 Local Street Project for 2022 - $32,000 Boat Landing Road - $8,000 Wagon Wheel Phase 4 ~2025 $71,000 Safe Routes To School $60,000 CPL Pine Creek Restoration $95,000 S 6th Street						
101-43100-310	CONTRACTED SERVICES	4,813	2,135	5,904	3,000	2,904-	4,000
101-43100-321	TELEPHONE	1,792	2,084	2,166	2,000	166-	2,300
101-43100-322	POSTAGE	36	27	.00	.00	.00	.00
101-43100-331	TRAVEL EXPENSE	3,806	1,532	582	1,000	418	1,000
101-43100-350	PRINTING & PUBLISHING	490	88	9	500	491	500
101-43100-365	INSURANCE DEDUCTIBLE	.00	1,000	.00	1,000	1,000	1,000
101-43100-381	UTILITIES-ELECTRIC	90,721	87,818	51,576	80,000	28,424	80,000
101-43100-383	UTILITIES GAS	5,826	4,767	1,876	5,500	3,624	5,500
101-43100-384	REFUSE DISPOSAL	2,800	4,396	3,790	3,000	790-	4,000
101-43100-401	REPAIR/MAINT-BUILDINGS	35,400	3,952	1,316	5,000	3,684	12,000
	Budget notes: ~2025 $10,000 Maintenance Shop Heater						

Account Number	Account Title	2022 Pri Year 2 Actual	2023 Pri Year Actual	2024 Cur YTD Actual	2024 Current year Budget	2024 Current YTD Remaining	2025 Proposed Budget
101-43100-402	REPAIR/MAINT-STRUCTURES	4,312	18,594	959	5,000	4,041	5,000
Budget notes: Street Lights							
101-43100-403	REPAIR/MAINT-STRTS/ALLEYS	2,237,366	221,904	47,342	70,000	22,658	1,906,000
Budget notes: ~2022 Phase 3 Wagon Wheel Project - Pedestrian Bridge $3,000,000 (see 101-33432) Phase 1 Wagon Wheel Project - Final Paving $116,500 (see 101-33436) 2022 Street Project - $875,000 (Bond & MSA Funds) West Channel Boat Landing Road - $128,106 (see 101-33436) Sidewalk Projects - $10,000 ~2024 Sidewalks OHP Parking Lot ~2025 $60,000 Sealcoating $10,000 Sidewalk $70,000 OHP Parking Lot $348,011 Safe Routes to School $500,000 CPL Pine Creek $918,000 ($350,000 Oak St + $670,000 S 6th St - $102,000 ARPA)							
101-43100-404	REPAIR/MAINT-EQUIPMENT	8,628	18,088	8,558	10,000	1,442	10,000
101-43100-405	REPAIR/MAINT-VEHICLES	8,994	27,845	12,495	15,000	2,505	15,000
101-43100-415	RENTALS-OTHER EQUIPMENT	2,531	3,783	1,178	3,000	1,822	3,000
101-43100-430	MISCELLANEOUS	.00	.00	.00	.00	.00	.00
101-43100-432	UNCOLLECTIBLE ACCOUNTS	.00	.00	.00	.00	.00	.00
101-43100-433	DUES AND SUBSCRIPTIONS	210	100	114	150	36	150
101-43100-603	NOTE PAYABLE-PRINCIPAL-ST MN	.00	.00	.00	.00	.00	.00
Total STREETS & ALLEYS:		2,970,315	955,779	541,464	583,600	42,136	2,710,600
BRUSH SITE							
101-43200-102	WAGES & SALARIES-OT	479	172	.00	400	400	400
101-43200-103	WAGES & SALARIES-PT	5,580	5,388	1,199	6,500	5,301	6,000
101-43200-121	FICA CONTIBUTIONS	455	428	92	600	508	600
Budget notes: 7.65%							
101-43200-122	PERA CONTRIBUTIONS	446	420	90	580	490	580
Budget notes: 7.5%							
101-43200-312	CONTRACTED GRNDR/HAUL SERV.	.00	4,465	.00	2,000	2,000	2,000
101-43200-321	TELEPHONE	439	284	.00	450	450	.00
101-43200-322	POSTAGE	.00	.00	.00	.00	.00	.00

Account Number	Account Title	2022 Pri Year 2 Actual	2023 Pri Year Actual	2024 Cur YTD Actual	2024 Current year Budget	2024 Current YTD Remaining	2025 Proposed Budget
101-43200-350	PRINTING & PUBLISHING	.00	.00	.00	.00	.00	.00
101-43200-360	INSURANCE	.00	.00	.00	.00	.00	.00
101-43200-383	GAS UTILITIES	.00	.00	.00	.00	.00	.00
101-43200-401	REPAIR/MAINT-BUILDINGS	37	198	.00	100	100	100
Budget notes: ~2023 New A/C Unit							
101-43200-403	REPAIR & MAINT.-OTHER	143	.00	.00	500	500	100
101-43200-404	REPAIR/MAINT-EQUIPMENT	.00	.00	.00	.00	.00	.00
101-43200-415	RENTAL - EQUIPMENT	.00	.00	.00	.00	.00	.00
101-43200-430	MISCELLANEOUS	.00	.00	.00	.00	.00	.00
Total BRUSH SITE:		7,577	11,354	1,380	11,130	9,750	9,780
RECREATION							
RECREATION							
101-45100-101	WAGES & SALARIES-REGULAR	31,737	38,310	33,281	33,100	181-	18,000
101-45100-102	WAGES & SALARIES-OT	350	.00	33	250	217	.00
101-45100-103	WAGES & SALARIES-PT-REC	1,624	22	.00	1,000	1,000	.00
101-45100-111	SEVERANCE PAY-RECREATION	.00	.00	.00	.00	.00	.00
101-45100-121	FICA CONTRIBUTIONS	2,560	2,915	2,534	2,600	66	1,300
Budget notes: 7.65%							
101-45100-122	PERA CONTRIBUTIONS	1,142	1,300	1,070	2,500	1,430	1,350
Budget notes: 7.5%							
101-45100-131	EMPLOYER PAID HEALTH INS	1,783	2,519	1,670	1,930	260	2,000
101-45100-141	UNEMPL. COMP INSURANCE	.00	.00	.00	.00	.00	.00
101-45100-152	WORKER'S COMP. BENEFITS	.00	.00	.00	.00	.00	.00
101-45100-200	OFFICE SUPPLIES	19	625	237	100	137-	.00
101-45100-207	INSTRUCTIONAL MATLS & SUP	168	356	473	500	27	.00
101-45100-211	CLEANING SUPPLIES	151	.00	20	150	130	.00
101-45100-217	UNIFORMS - T-SHIRTS	3,471	3,083	3,589	3,500	89-	.00
101-45100-240	SMALL TOOLS/SAFETY EQUIP	144	.00	.00	150	150	.00

Account Number	Account Title	2022 Pri Year 2 Actual	2023 Pri Year Actual	2024 Cur YTD Actual	2024 Current year Budget	2024 Current YTD Remaining	2025 Proposed Budget
101-45100-300	PROFESSIONAL SERVICES	.00	.00	.00	.00	.00	.00
	Budget notes: CPR & Bloodbourne Pathogen Training						
101-45100-310	CONTRACTED SERVICES	.00	.00	.00	.00	.00	.00
101-45100-321	TELEPHONE	247	.00	.00	.00	.00	.00
101-45100-322	POSTAGE	.00	.00	.00	.00	.00	.00
101-45100-331	TRAVEL EXPENSE	.00	2,516	1,695	.00	1,695-	.00
	Budget notes: ~2023 CPO Training/Recertification $350/each						
101-45100-350	PRINTING AND PUBLISHING	357	498	540	750	210	.00
101-45100-381	UTILITIES-ELECTRIC	839	1,018	94-	750	844	750
	Budget notes: Abnet Field Restrooms						
101-45100-383	UTILITIES- GAS	2,000	1,346	615	2,000	1,386	2,000
	Budget notes: Abnet Field Restrooms						
101-45100-402	REPAIR/MAINT-STRUCTURES	234	67	.00	250	250	.00
101-45100-404	REPAIR/MAINT-EQUIPMENT	.00	467	.00	500	500	.00
101-45100-415	RENTALS-OTHER EQUIPMENT	.00	.00	.00	.00	.00	.00
101-45100-430	MISCELLANEOUS	.00	.00	.00	.00	.00	.00
101-45100-431	CASH OVER/SHORT	.00	.00	.00	.00	.00	.00
101-45100-433	DUES AND SUBSCRIPTIONS	.00	.00	.00	.00	.00	.00
101-45100-720	OPERATING TRANSFER	40,000	40,000	.00	40,000	40,000	40,000
	Budget notes: ~2022 - Transfer to Arena $25,000 - Transfer Set Aside Funds to Arena $15,000 ~2023 - Transfer to Arena $25,000 - Transfer Set Aside Funds to Arena $15,000 ~2024 Transfer to Arena $25,000 Transfer set Aside Funds to Arena $15,000 ~2025 Transfer to Arena $25,000 Transfer set Aside Funds to Arena $15,000						
	Total RECREATION:	86,826	95,041	45,664	90,030	44,366	65,400
	AQUATIC CENTER						
101-45110-101	WAGES & SALARIES-REGULAR	59	868	42	.00	42-	.00
101-45110-102	WAGES & SALARIES-OT	7,276	11,121	11,312	10,000	1,312-	12,000

Account Number	Account Title	2022 Pri Year 2 Actual	2023 Pri Year Actual	2024 Cur YTD Actual	2024 Current year Budget	2024 Current YTD Remaining	2025 Proposed Budget
101-45110-103	WAGES & SALARIES-PT	152,097	150,908	178,082	165,000	13,082-	185,000
101-45110-113	UNIFORMS - SWIM SUITS	.00	.00	1,845	.00	1,845-	2,000
101-45110-121	FICA CONTRIBUTIONS	12,197	12,462	14,492	13,220	1,272-	15,000
101-45110-122	PERA CONTRIBUTIONS	.00	.00	.00	.00	.00	.00
101-45110-142	UNEMPLOYMENT BENEFITS	.00	.00	.00	.00	.00	.00
101-45110-152	WORKER'S COMP. BENEFITS	.00	1,955	.00	1,000	1,000	1,000
101-45110-200	OFFICE SUPPLIES	.00	676	47	200	153	200
101-45110-207	INSTRUCTIONAL MATLS & SUPPLIE	.00	48	507	500	7-	600
101-45110-211	CLEANING SUPPLIES	526	887	1,280	900	380-	1,200
101-45110-214	KITCHEN SUPPLIES/PAPER PRODU	89	.00	.00	250	250	250
101-45110-216	CHEMICALS	19,536	21,151	21,205	23,000	1,795	23,000
101-45110-217	UNIFORMS	2,293	2,076	18	2,500	2,482	2,500
101-45110-218	SAFETY SUPPLIES	73	99	162	350	188	100
101-45110-240	SMALL TOOLS & MINOR EQUIPMEN	304	376	220	200	20-	200
101-45110-259	CONCESSION FOOD PURCHASES	20,517	22,593	24,684	20,000	4,684-	25,000
101-45110-300	PROFESSIONAL SERVICES-POOL	.00	.00	250	.00	250-	.00
101-45110-321	TELEPHONE	978	1,538	1,036	1,100	64	1,100
101-45110-322	POSTAGE	79	84	60	100	40	100
101-45110-331	TRAVEL & TRAINING EXPENSE	1,763	.00	4,820	1,500	3,320-	5,000

Budget notes:
Lifeguard CPR & Bloodbourne Pathogin Training

101-45110-350	PRINTING & PUBLISHING	18	.00	.00	500	500	500
101-45110-381	UTILITIES-ELECTRIC	8,159	10,798	6,119	7,500	1,381	7,500
101-45110-382	UTILITIES-WATER-POOL	.00	388	.00	400	400	400
101-45110-383	UTILITIES-GAS	14,403	10,870	5,823	14,000	8,177	1,200
101-45110-401	REPAIR/MAINT-BUILDINGS	2,480	8,340	2,133	2,500	367	2,500
101-45110-402	REPAIR/MAINT-STRUCTURES	8,384	9,768	17,469	15,000	2,469-	12,000

Budget notes:
~2023 Suction Grates - 6 sets of 2@ $630
~2024 $3,000 Resurface Slide
$6,000 Parking lot Resurfacing

Account Number	Account Title	2022 Pri Year 2 Actual	2023 Pri Year Actual	2024 Cur YTD Actual	2024 Current year Budget	2024 Current YTD Remaining	2025 Proposed Budget
101-45110-404	REPAIR/MAINT-EQUIPMENT	9,824	2,908	3,539	9,000	5,461	8,000
	Budget notes: ~2022 3 Starters - Installed ~2024 $6,000 Feature Pump Drive ~2025 $3,500 Chlorine Pump						
101-45110-415	RENTALS-OTHER EQUIPMENT	363	.00	.00	400	400	400
101-45110-431	CASH OVER/SHORT	9-	94	116	.00	116-	.00
101-45110-432	UNCOLLECTIBLE ACCOUNTS	.00	.00	.00	.00	.00	.00
101-45110-433	DUES AND SUBSCRIPTIONS	905	905	770	1,000	230	1,000
	Budget notes: MN Dept of Health - Concession Licensing MN Dept of Public Safety - Hazardous Chemical Fee						
	Total AQUATIC CENTER:	262,316	270,912	296,032	290,120	5,912-	307,750
PARKS							
101-45200-101	WAGES & SALARIES-REGULAR	51,151	57,422	47,064	53,560	6,496	60,000
101-45200-102	WAGES & SALARIES-OT	778	1,425	774	1,500	726	1,600
101-45200-103	WAGES & SALARIES-PT	23,816	23,862	21,582	24,000	2,418	25,000
101-45200-111	SEVERANCE PAY	.00	.00	.00	.00	.00	.00
101-45200-121	FICA CONTRIBUTIONS	5,751	6,285	5,356	5,940	584	7,000
	Budget notes: 7.65%						
101-45200-122	PERA CONTRIBUTIONS	3,698	4,227	3,455	5,820	2,365	6,000
	Budget notes: 7.5%						
101-45200-131	EMPLOYER PAID HEALTH INS	5,194	7,736	5,182	7,000	1,818	8,000
101-45200-142	UNEMPLOY COMP BENEFITS	.00	804	.00	.00	.00	.00
101-45200-152	WORKERS COMP BENEFITS	.00	.00	.00	1,000	1,000	1,000
101-45200-211	CLEANING & SANITARY SUPPLIES	2,332	6,371	4,020	3,000	1,020-	6,000
101-45200-212	MOTOR FUELS/LUBRICANTS	10,681	8,694	6,410	8,500	2,090	8,500
101-45200-216	CHEMICALS	958	976	331	2,000	1,669	1,000
101-45200-217	UNIFORMS - PARKS	532	85	.00	500	500	500
101-45200-218	SAFETY EQUIPMENT	.00	531	26	500	474	500
101-45200-220	REPAIR & MAINT. SUPPLIES	.00	405	.00	500	500	500

Account Number	Account Title	2022 Pri Year 2 Actual	2023 Pri Year Actual	2024 Cur YTD Actual	2024 Current year Budget	2024 Current YTD Remaining	2025 Proposed Budget
101-45200-225	LANDSCAPING MATERIALS	27,494	24,373	33,203	22,000	11,203-	22,000

Budget notes:
~2022 $10,000 Tree Planting Project 50 @ $200 each
$3,000 Veterans Park Wildflowers
$4,800 Bark for 2nd 1/2 of Old Hickory Park
$1,500 General Maintenance - all parks
~2023 $10,000 Tree Planting
$3,000 Park Wildflowers
$5,000 Vets Park Playground Bark
$1,500 General Maintenance
~2024 $12,500 Tree Planting
$3,000 Park Wildflowers
$5,000 Playground Bark
$1,500 General Maintenance
~2025 $10,000 Tree Planting
$3,000 Park Wildflowers
$5,000 Playground Bark
$4,000 General Maintenance

101-45200-240	SMALL TOOLS & MINOR EQUIPMEN	1,113	3,826	2,002	2,500	498	2,500
101-45200-300	PROFESSIONAL SERVICES	38,877	24,642	17,417	.00	17,417-	.00

Budget notes:
~2022 Park & Rec Plan Update
~2023 2023 ADA Transition Plan

101-45200-303	ENIGINEERING FEES	13,868	33,398	6,975	5,000	1,975-	5,000
101-45200-310	CONTRACTED SERVICES	2,080	5,557	2,191	2,000	191-	10,000
101-45200-321	PARKS - PHONE/INTERNET ACCES	.00	1,322	1,319	.00	1,319-	1,700
101-45200-331	TRAINING & TRAVEL EXPENSE	157	626	32	250	218	2,500

Budget notes:
~2025 2 Certified Playground Inspectors @ $750

101-45200-350	PRINTING & PUBLISHING	44	1,735	.00	.00	.00	.00
101-45200-381	UTILITIES-ELECTRIC	3,032	7,255	5,101	6,000	899	6,000
101-45200-382	UTILITIES-WATER/SEWER	670	709	655	1,000	345	1,000
101-45200-383	UTILITIES-GAS	.00	.00	.00	.00	.00	.00
101-45200-384	REFUSE DISPOSAL	1,762	5,011	1,493	1,500	7	1,750
101-45200-401	REPAIR/MAINT-BUILDINGS	2,054	3,853	2,688	2,000	688-	3,000
101-45200-402	REPAIR/MAINT-STRUCTURES	12,368	28,557	16,245	20,000	3,755	15,000

Budget notes:
~2023 $10,000 Frank Kistler Park
~2024 $10,000 Frank Kistler Park
$10,000 Misc Park Repair
~2025 $7,500 Frank Kistler Park
$7,500 Misc Park Repair

Account Number	Account Title	2022 Pri Year 2 Actual	2023 Pri Year Actual	2024 Cur YTD Actual	2024 Current year Budget	2024 Current YTD Remaining	2025 Proposed Budget
101-45200-404	REPAIR/MAINT-EQUIPMENT	7,426	7,854	15,847	5,000	10,847-	8,000
101-45200-405	REPAIR/MAINT-VEHICLES	679	521	187	750	563	750
101-45200-415	RENTALS OTHER EQUIPMENT	5,263	9,487	927	2,500	1,573	2,500
	Budget notes: Portable Toilets						
101-45200-437	PROPERTY TAX EXPENSE	.00	.00	.00	.00	.00	.00
	Total PARKS:	221,781	277,546	200,480	184,320	16,160-	207,300
	LIBRARY LEVY						
101-45500-720	OPERATING TRANSFER	.00	.00	.00	188,520	188,520	196,290
	Budget notes: City Levy for Library						
	Total LIBRARY LEVY:	.00	.00	.00	188,520	188,520	196,290
	URBAN REDEVELOPMENT & HOUSING						
	URBAN REDEVELOPMENT & HOUSING						
101-46300-401	BUILDING DEMOLITION	941	19,940	.00	.00	.00	21,000
	Budget notes: ~2023 Demo 332 S 1st Street ~2025 Demo 333 Main Street						
	Total URBAN REDEVELOPMENT & HOUSING:	941	19,940	.00	.00	.00	21,000
	SPECIAL ASSESSMENTS						
	SPECIAL ASSESSMENTS						
101-47000-602	SPECIAL ASSESSMENT - PRINCIPA	4,924	5,170	2,714	4,900	2,186	5,200
101-47000-612	SPECIAL ASSESSMENT INTEREST	9,480	9,233	4,487	9,500	5,013	9,500
	Total SPECIAL ASSESSMENTS:	14,403	14,403	7,202	14,400	7,198	14,700
	OTHER FINANCING USES						
	OTHER FINANCING USES						
101-49300-432	UNCOLLECTIBLE ACCOUNTS	.00	.00	.00	.00	.00	.00
101-49300-610	MARKET VALUE ADJUSTMENT	.00	.00	.00	.00	.00	.00
101-49300-720	OPERATING TRANSFER	.00	184,891	.00	.00	.00	.00
	Total OTHER FINANCING USES:	.00	184,891	.00	.00	.00	.00
	TRANSIT SERVICES						
101-49800-310	CONTRACTED TRANSIT SERV.	64,393	55,001	7,392	16,197	8,805	19,575
101-49800-311	MTU STATE TRANSIT FUNDS	229,969	207,160	209,334	225,000	15,666	283,994
	Budget notes:						

Account Number	Account Title	2022 Pri Year 2 Actual	2023 Pri Year Actual	2024 Cur YTD Actual	2024 Current year Budget	2024 Current YTD Remaining	2025 Proposed Budget
Pass - thru to La Crosse MTU							
101-49800-350	PRINTING & PUBLISHING	.00	.00	.00	.00	.00	.00
101-49800-402	REPAIR/MAINT-BUS SHELTERS	.00	.00	.00	400	400	400
101-49800-405	REPAIR/MAINT-VEHICLES	19	.00	43	.00	43-	.00
Budget notes: Reserve							
101-49800-810	REFUND MN DOT PER AUDIT	.00	1,175	.00	.00	.00	.00
Total TRANSIT SERVICES:		294,381	263,336	216,768	241,597	24,829	303,969
GENERAL FUND Revenue Total:		6,489,209	4,705,234	4,561,686	4,082,493	479,193-	6,417,569
GENERAL FUND Expenditure Total:		6,076,222	5,186,330	3,019,882	4,084,471	1,064,589	6,409,718
Net Total GENERAL FUND:		412,987	481,097-	1,541,804	1,978-	1,543,782-	7,851
Net Grand Totals:		412,987	481,097-	1,541,804	1,978-	1,543,782-	7,851

RARY BUDGET PROPOSAL 2025 W/ 4% COL INCREASE

		2022 Approved	2022 Spent (FY)	2023 Approved	2023 Spent	2024 Approved	2024 Spent (8/31)	2025 Proposed
45500	LIBRARY							
101	WAGES - FULL TIME	92,248.00	98,294	101,899	69547.12	124,000	78,774	132,505.00
102	OVERTIME PAY							
103	PART-TIME LIBRARY AIDES	37,846.00	32,960	39,491	22308.68	38,000	24,740	33,340.00
121	EMPLOYER FICA EXPENSE - 7.65%	9,952.00	10,186	10,816	7366.61	12,400	7,850	12,250.00
122	PERA CONTRIBUTIONS - 7.5%	9,757.00	9,156	10,604	6675.84	12,150	7,198	11,230.00
131	EMPLOYER PAID HEALTH INS	12,500.00	4,629	12,875	4457.6	12,348	4,783	13,000.00
200	LIBRARY OFFICE SUPPLIES	2,400.00	1,522	2,000	585.77	1,100	1,475	2,000.00
202	COPY MACHINE SUPPLIES							
203	COMPUTER PRINTER SUPPLIES	100.00	0	100	0			0.00
211	CLEANING & SANITARY SUPPLIES	400.00	788	800	387.8	600	491	600.00
220	PROGRAMMING SUPPLIES	3,000.00	4,022	3,000.00	4724.95	3,000	2,518.60	4,000.00
221	WINTER READING PROGRAM SUPPLIES							
310	OTHER CONTRACTED SERVICES	4,500.00	6,691	4,600	2065.17	4,000	1,813.00	4,000.00
321	TELEPHONE-LIBRARY	1,800.00	1,647	1,800	949.04	1,800	964	1,800.00
322	POSTAGE-LIBRARY	250.00	110	250	101.76	200	81	200.00
331	TRAVEL EXPENSES	1,500.00	258	1,500	763.91	1,500	49	1,500.00
350	PRINTING AND PUBLISHING	200.00	0	200	0	100		100.00
360	INSURANCE AND BONDS	5,000.00	5,751	5,800	6658	6,000	7,000	7,000.00
381	UTILITIES - ELECTRIC	2,800.00	2,849	2,900	671.71	3,000	1,133.00	3,000.00
382	UTILITIES - WATER/SEWER	400.00	403	400	200.55	450	232	500.00
383	UTILITIES - GAS	1,200.00	1,267	1,000	747.03	1,300	459	1,500.00
384	REFUSE DISPOSAL	120.00	120	120	70	120	73	120.00
401	REPAIR/MAINT-BUILDINGS	400.00	555	600	4029.12	600	792	2,500.00
404	REPAIR/MAINT-EQUIPMENT							
406	COMPUTER EXPENSES-LIBRARY (leasing)	4,145.00	4,920	4,920	4920	4,920	4,920	4,920.00
414	LIMITED ACCESS LINE	22,500.00	17,835	22,500	12837.35	16,000	9,283.00	17,500.00
415	RENTALS-OTHER EQUIPMENT	120.00	72	120	44	120	56	120.00
430	MISCELLANEOUS							
434	LEGACY GRANT EXPENDITURES							
433	DUES & MEMBERSHIPS	500.00	176	400	912.41	1,000	1,033	1,000.00
503	BOOKS PURCHASED CONTRIBUTION							
504	BOOKS - GRANT FUNDED				5651.43		16,000	
505	BOOKS, PERIODICALS	12,750.00	9,666	11,750	8281.51	11,750	6,862.00	13,000.00
506	PROCESSING MATERIALS	1,200.00	1,189	1,200	1051.64	1,200	928	1,200.00
570	OFFICE EQUIPMENT, FURNISH							
575	C.O. - COMPUTER EQUIPMENT							
580	CAP IMPROVEMENT ITEMS							
610	INTEREST EXPENSE	749.00	90	400		400	-53	500.00
	GENERAL FUND	10,000.00		10,000		10,000		10,000.00
	TOTAL FUND 211 LIBRARY	238,337.00	215156	252,045	166009	268,058	179454.6	**279,385.00**

LIBRARY REVENUE DRAFT 2025

	REVENUES	2022 APPROVED	2023 APPROVED	2024 APPROVED	2025 PROPOSED	Notes
31013	LIBRARY TAX REVENUE - CITY LEVY	$175,990.00	$181,269.00	$188,520.00	$192,290.00	*2% increase
31014	HOUSTON COUNTY LEVY	$47,109.00	$48,051.18	$49,012.20	$53,847.89	*2% increase + $3000 allocation to help with staffing
34761	SELCO ILL REIMBURSEMENT					
33620	WINONA COUNTY FUNDING	$3,022.00	$3,022.00	$9,565.09	$12,655.87	*formula change to % of rural circ over 3 years, 33% increase in 2024, 66% in 2025
33621	HOUSTON COUNTY ARPA ALLOCATION		$6,000.00	$6,000.00	$6,000.00	*2025 = final year of ARPA designated funds
34762	COPY MACHINE REVENUE	$1,100.00	$1,100.00	$1,600.00	$2,000.00	
34763	COMPUTER PRINTER/FAX REVENUE	$0.00				
35103	FINES	$200.00	$200.00	$700.00	$500.00	
36200	MISCELLANEOUS INCOME					
36210	INTEREST ON INVESTMENTS					
36230	CONTRIBUTIONS	$5,000.00	$6,000.00	$8,000.00	$8,000.00	
36232	SUMMER SPONSORS	$1,500.00	$2,000.00	$2,000.00	$1,500.00	
36237	WINTER SPONSORS					
36238	LEGACY GRANT FUNDS			$3,000.00		
39200	FRIENDS OF LIBRARY COMPUTER LEASING	$2,073.00	$2,460.00	$2,460.00		
39202	LACRESCENT TOWNSHIP DONATION	$3,000.00	$3,000.00	$3,000.00	$3,000.00	
		$238,994.00	$253,102.18	$273,857.29	$279,793.76	

	Weekly Open Hours	Avg. Circ/Month	Avg. Items Added/Month	Avg. Patrons Added/Month	Patrons Added YTD
LIBRARY					
LCR	44	3440	187	29	235
CAL	37	1245	100	11	85
HOK	25	482	54	2	15
HOU	32	1657	58	9	75
SG	37	869	125	4	34
SC	38	2607	104	23	181
WIN	45	15,134	380	127	1019
LC	45	3993	154	30	242
STEW	44	4719	200	36	291

Data collected from 1/1/24 - 8/31/24

2024 Programming Budget

Supplies	Amount		Presenter/Performer	Amount		Sponsored	Amount	By	Notes
Amazon: makerspace, storytime	85.96		Jennifer John - Repro Health	50		Nigar Alam	500	SELCO Community Read Grant	220
Walmart: senior social, hygge	45.78		Joni Welda - Bluebirding	100		Home Depot	745.26	NNLM Grant	220
Quillins: food, Matoaka program	49.88		Elizabeth Digby-Britten - Pocahontas	100		Amazon: cookbooks	856.11	NNLM Grant	504
Amazon: storytime	76.33		Carmel Irving - SoulCollage	117.5		Baker & Taylor	828.36	SELCO Community Read Grant	504
Target: CHAI program	15.79		Cathy Coats	488		Amazon: program supplies	1442.39	NNLM Grant	220
Priya's Spice Bazaar	329.36		BJ Hollars	100		Amazon: program supplies	20.97	NNLM Grant	220
			Dean Klinkenberg - Big Rivers	300		Anna Kitzmann	290.69	NNLM Grant	220
			Willomina Art Studios	660		Amazon: storywalk books	95.26	SRP Sponsors	220
			Happy Dancing Turtle	75		Walmart	46.93	NNLM Grant	220
						Walmart	92.56	SRP Sponsors	220
						Luke Thering	300	SELCO Community Read Grant	220
						Amazon	215	NNLM Grant	220
						Festival	1000	NNLM Grant	220
						Pearl Street Books	302.4	SELCO Community Read Grant	504
						Amazon: program supplies	685.17	NNLM Grant	220
						Isaiah Foster - Foam Party	275	SRP Sponsors	220
						Isaiah Foster - Magic Show	350	SRP Sponsors	220
						Pint Size Polkas	375	FOL	220
						CSLP	375.62	SRP Sponsors	220
						Amazon: program supplies	18.78	SRP Sponsors	220
						Ryan Friesen	100	SRP Sponsors	220
						Marcus Cinema	25	SRP Sponsors	220
						Amazon: program supplies	49.98	SRP Sponsors	220
						Joni Welda	100	SRP Sponsors	220
						Walmart	133.04	SRP Sponsors	220
						Pint Size Polkas	375	FOL	220
						Dawn Quigley	2500	Community Collaboration Grant	220
Total	**603.1**		**Total**	**1990.5**		**Total**	**12098.52**		

#3.9

RESOLUTION NO. 10-24-35

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

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

1. Teri Booth wishes to donate $500.00 to the La Crescent Fire Department in memory of Dave Booth.

2. Kathryn and James Rozovics wish to donate $50.00 to the La Crescent Fire Department in memory of Grech Schild.

3. Country Financial wishes to donate $1,500.00 to the La Crescent Fire Department.

4. An Anonymous donor wishes to donate $500.00 to Wieser Park for 2024 fall & winter plantings.

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

ADOPTED this 14th Day of October 2024.

SIGNED:

_____
Mayor

ATTEST:

_____
City Clerk

#6.1

explore LA CROSSE

La Crosse County Convention & Visitors Bureau
Board Meeting
Explore La Crosse Office
123 7th Street South
Tuesday, September 24, 2024
8:00 a.m.

Board of Directors: Dave Ring, President; Jen Burch, Vice President; Chris Roderique, Treasurer; Pete Boese, Secretary; Pat Stephens, Ryan Johnson, Nathan Franklin, Patrick Barlow, Dan Stevens, Barb Janssen, Cherryl Jostad, Dan Wick, Kalynn Kruger, Jay Patel, Ashley Santolin, Dan Kapanke, Kapena Faitau, Vicki Markussen, Brody Meier, Billy Bergeron, David Pierce, Sheila Wieser & Austin Wells
Ad Hoc: Mary Larson (DMI), Beth Franklin (La Crosse Chamber), Jay Odegaard (City of La Crosse Parks and Rec), Elizabeth Poh (La Crosse Center), Brian Meeter (La Crescent Chamber), Debbie Hosch, (La Crescent Area Event Center)
Executive Director: A.J. Frels

AGENDA

1. **Call to Order**

2. **Welcome to the Board:** Bill Bergeron

3. **Review of 2023 Audit** – Hawkins & Ash

4. **Consent Items**
   a. **Board Minutes**
      August 2024
   b. **Financial Committee**
      Minutes
         September 2024
      Statements
         August 2024
   c. **Community Updates**

5. **Executive Director's Report** – A.J. Frels

6. **Committees**
    a. Grants/Membership - Pat Stephens
    b. Convention/Sales - Dan Wick
    c. Marketing/Media - Jay Patel
    d. Belonging and Mattering Committee – Jen Burch
    e. Nominating Committee – Ryan Johnson

7. **Old Business**
    a. Wisconsin Action Acceleration Update
    b. La Crescent Area Event Center
    c. Tourism Impact Videos Update

8. **New Business**
    a. WIGCOT Planning
    b. Renewal of CD
    c. Draft and Review of 2025 Annual Budget

9. **Adjournment**

Next Scheduled Board Meeting – Tuesday, October 22, 2024, at 8:00 a.m. at the LCCVB Office at 123 7th Street South, La Crosse.

explore LA CROSSE

LA CROSSE COUNTY CONVENTION & VISITORS BUREAU

BOARD MEETING

August 27, 2024– 8:00 a.m.

Board Members:
Present: Dave Ring, Pete Boese, Chris Roderique, Dan Wick, Ryan Johnson, Kalynn Krueger, Dan Kapanke, Beth Franklin, Nathan Franklin, David Pierce, Ashley Santolin, Dan Stevens, Jay Patel, Vicki Markussen, Barb Janssen, Cherryl Jostad, Austin Wells, Sheila Wieser, Kapena Faitau, Brody Meier, Debbie Hosch
Excused: Jen Burch, Patrick Barlow, Billy Bergeron, Pat Stephens, Elizabeth Poh, Mary Larson, Brian Meeter, Jay Odegaard
Absent:
Others Present: Executive Director: A.J. Frels, Director of Finance & Human Resources: Michelle Hoch

PROCEEDINGS:
D. Ring brought the meeting to order at 8:00 a.m.
Welcome to the Board, Billy Bergeron and Kapena Faitau

Introduction-UWL Chancellor, James Beeby

Consent Items:
Board minutes-July 2024, Finance August 2024 Minutes, Statements July 2024, and Community Updates.
MOTION: to approve the Board minutes-July 2024, Finance August 2024 Minutes, Statements July 2024, and Community Updates. (B. Meier, R. Johnson) Carried.

COMMUNITY PARTNERS & EVENT CENTER UPDATES:
La Crescent Chamber- Applefest will be held September 20-22, 2024. This year bus rides will be available on the Saturday of Applefest to Van Lin and Southwind Orchards.
La Crosse Chamber-Neil's last day as director of the chamber will be Friday. Their golf outing was a success with 200 people in attendance. The Women's Leadership Summit will be held October 16&17.
La Crescent Area Event Center-hosted their five year anniversary of the hotel and event center on August 15h. Fridays and Saturdays are booked with events. Hosting MACVB the first week of October.
Onalaska Omni Center-Fall schedule is full with activities. Hosting 20 high school JV volleyball teams this week.

EXECUTIVE DIRECTOR REPORT:
-The Great River Rally took place on August 16&17. There were over 200 riders in the area for the rally.
-The sales team and AJ attended the ribbon cutting for the Home 2 Suites on August 5th, and had the opportunity to meet the new owners.
-Kornfest was held last weekend, and the Explore La Crosse trailer was a part of the parade on Saturday.
-AJ attended the Destinations Wisconsin Executive Committee on August 16th.
-The sales team held their FAM Tour on August 15th. The next FAM has been scheduled for December 6th.
-This year's Irishfest saw its largest turnout in the history of the event.
-The Ride Across Wisconsin bike ride was held on August 16&17 with about 800 cyclist departing from Riverside Park the morning of August 17th.
-Jeremiah and AJ took part in the press conference for the USA Cycling Gravel Nationals. The group also held a meeting with the City of La Crescent, Applefest, Houston County and many others to plan for the event.

-Explore La Crosse is proud to announce that the BaM classes we were a part of and helped create are up for an award at the Upper Midwest Convention & Visitors Bureau conference this year. Explore La Crosse is one of the two finalists. Attendees at the conference will vote from the two based on presentations given by the finalists.
-AJ met with Sherry Quamme regarding the Great River Road intent to apply for an $80,000 marketing grant. Sherry is looking for a letter of support, as well as financial and in-kind support. AJ has requested more information, and let her know we would be willing to help in some way.
-AJ recently attended the Competitive Wisconsin's go-forward plans for 2024 meeting. Discussion regarding housing and state ARPA funds.
-The last two of the four collective training sessions between the La Crosse Center and Explore La Crosse were recently completed. AJ will provide the roll-out plan soon in October or November.

COMMITTEE REPORTS:

Membership - Reports were distributed. Revenue for July was $8,370.50 budgeted for $10,810.00. The next meeting will be held on September 19.
Grants- Reports were distributed. Thus far, $95,500 has been awarded in grants. The next meeting will be held on September 19.
Convention/Sales- No meeting held.
Marketing/Media-several items of focus, Cody, designer of the 2025 Visitor Guide has started on the guide, Fall digital ads have begun, and we have an influencer coming in this week.
Belonging and Mattering Committee- Explore La Crosse is proud to announce that the BaM classes we were a part of and helped create are up for an award at the Upper Midwest Convention & Visitors Bureau conference this year. Explore La Crosse is one of the two finalists. Attendees at the conference will vote from the two based on presentations given by the finalists.

OLD BUSINESS:

- WIAA Event Bundle Proposal-Stephanie has agreed to meet with AJ and discuss WIAA events in October. Dave Ring, Robin from UWL, and Jeremiah Burish will also join in on the meeting.
- Adopt a Highway- Explore La Crosse has been assigned the section of road in Minnesota on Hwy 29 between mile marker 10 & 12 near the Brownsville area.
- LCC/LCCVB Collaborative Sessions Update- The last two of the four collective training sessions between the La Crosse Center and Explore La Crosse were recently completed. AJ will provide the roll-out plan soon in October or November.
- Parking Lot Seal Coat and Striping-this maintenance will be done on September 6th and the striping to follow the next day. The staff will work remotely that day.
- Independent Economic Study-AJ has reached out to Oxford Tourism Economics Group to see the cost for our region for a tourism impact study, due to the cost coming in at $18,000 we will not go through with the study.

NEW BUSINESS:

- Board Retreat-has been scheduled for January 27, 2025 with Deb Archer as the facilitator for the retreat. Location is TBD.
-2025 Budget-AJ and the team have been working on the budget for 2025. For a different approach this year, AJ asked the team to provide dollar amounts on their department line items, and have them be a part of the process for this step of the working budget.
-2025 Officers & Board Members-the slate of 2025 officers will be presented for vote at the September board meeting.

-2025 Visitor Guide Sales-Deb has reached $101,000 in advertising sales with a budget goal of $100,000.
-2024 Strategic Plan-AJ included a copy of the plan in the meeting packet and reviewed the status of the line items in the document with the board.

Motion: to adjourn at 9:15am. (D. Pierce, J. Patel) Carried.

Next Board Meeting Tuesday, September 24, 2024 at 8:00am.

Respectfully submitted, Michelle Hoch

#6.2

La Crescent Economic Development Commission Meeting Minutes
Corky's Pizza Event Room
25 S. Walnut Street
September 16, 2024

1: Call to Order: Chair Sarah DeLacy called meeting to order at 12:02 p.m.

2. Pledge of Allegiance: The Pledge of Allegiance was recited.

3. Roll Call: Members Present: Sarah DeLacy Chair, Michael Welch, Troy Nolop, Alan Voss, Honor DiDionato and ex-officio City Council Member Cherryl Jostad.

Members Absent –Lori Kadlec, (excused) Brett Kemmer (excused)

Staff Present - Larry Kirch, Community Development Director, Brian Meeter, Chamber Executive Director

4. Approval of Agenda: Mike Welch, made a motion to approve the agenda, seconded by Troy Nolop, the motion caried unanimously.

5. Approval of July 8, 2024 Meeting Minutes: A motion was made by Mike Welch to approve the minutes of the July 8th, 2024 meeting, seconded by Troy Nolop, the motion carried unanimously.

6. Staff Report:

a. EDC Rule and Bylaws Nov 22, 2021: Larry had included the most recent copy of the EDCs adopted Rules and Bylaws in the meeting notice. Some of the members stated that they did not have them and appreciated receiving them. It helps to describe the duties of the commission. There was a discussion about creating a binder for members. Some indicated they would like that while others said they were fine with having them posted on the city's webpage for the EDC along with the EDC member job description.

b. Economic Development Element 2017 Comprehensive Plan: Larry prepared a grid/table with the objectives listed from the Economic Development Element of the 2017 Comprehensive Plan and handed it out to the commissioners. There are 23 strategies in the plan element that the EDC could look to as part of their role in implementing the Economic Development. Larry went each of the 23 objectives and discussed the progress on each item. The Commission agreed to discuss again at their next meeting.

c. Updated Project List/Workplan: Larry went through the spreadsheet item by item and reviewed the status of the projects and grant applications that the city is working on.

No new information on the City of La Crosse's progress on the West Channel Bike Ped Bridge, all is still a go.

Walnut Street Corridor planning –The city did not receive any federal Congressionally Designated Spending (CDS) program funds. The city requested $2 million dollars. The city did get awarded $600,000 from the MnDEED Small Cities Development Program (SCDP). The city has to match with $33,500. The total cost of the project is approximately $5,400,000. The city will reapply for the State

bonding bill funds in May of 2026. The city is proceeding with engineering for the project as well as setting up city funds for street reconstruction.

The Root River Trail Extension / MOA to Jointly Cooperate: The Root River Trail Extension – Citizens Exploratory Committee approved the Trail Plan. The City of Hokah approved the trail plan on September 3rd. The city engineer is moving forward on the $30,000 IIJA Technical Assistance Grant which will now include both the trail segment noted above as well as the portion from S 14th Street to Miller's Corner from S 14th Street. The city has appled for a Federal Discretionary Grant called ATIIP or Active Transportation Infrastructure Investment Program for Planning and Design for the Root River Trail extension. That application was for $595,000 and the city has to match with 20% of that amount.

Overlook Plaza – The city finished up a Summer Research Scholars project with the UofM through its Resilient Communities Program. The city is awaiting the final report from the two graduate students which includes two case studies on Red Wing and Dakota County Parks. The city will likely create three workgroups, one for the design, one for an educational component and a third group on an Acknowledgement Statement or a MOA. The city is seeking Indigenous artists to help with the design of the plaza.

Kwik Trip - The city staff has reached out to Kwik Trip store planners on any updates. Kwik Trip has a major project going on in South Dakota and may be postponing other projects for the time being.

The city continues to put together the data and federal forms that make up a preliminary application to the USDA Rural Development program for loan funds for the city hall, police station and library. There are also Library grants available through the State. Several funding sources will likely be needed to complete these projects.

Houston County is creating a "Core Team" of various interests on what the County can do to promote housing initiatives. Next meeting is October 7th.

7. Discussion Items:

   a. Member Reports: Ready Bus is going to keep using the Commodore site for about 30 days and the city approved a lease with Ready for one year with options for another 5 years on the city's land by the animal control building and solar project. Honor DiDonoto mentioned the Scout Troop 33 was having an Evergreen Products sale and its not too early to think about holiday decorating of storefronts in December.

   Other Items – Troy Nolop mentioned that he was at the Council Meeting where the council discussed possible cannabis rules, which are complicated. The new building is now coming along quickly! Brian noted that there are For Sale signs on the Pike at the used car lot and asked if anyone knew anything on that.

8. Next Meeting Date/Time: The next meeting is set for Monday, October 7th, 2024 at the Chamber of Commerce and Tourism Building at 3:00 p.m.

9. Adjourn: Mike Welch made a motion to adjourn the meeting, seconded by Al Voss, the motion carried unanimously. The Chair adjourned the meeting at 1:05 p.m.

Minutes submitted by: Larry Kirch

#6.3

TO: Honorable Mayor and City Council Members
Park and Recreation Commission Members
FROM: Bill Waller, City Administrator
DATE: September 19, 2024
RE: Meeting Minutes
September 16, 2024

The La Crescent Park and Recreation Commission met at 5:30 p.m., on Monday, September 16, 2024, in the Wieser Park Pavilion at Wieser Park. The following members were present: Maseray Bangura, Patti Martell, Marge Loch-Wouters, Jon Steffes, Sarah Wetterlin, and Paul McLellan. Commission member Diana Adamski was not in attendance. Also in attendance were Teresa O'Donnell-Ebner, Chris Fortsch, Larry Kirch, and Bill Waller.

1. It was the consensus of the Commission to approve the minutes of the July 29, 2024 Park and Recreation Commission meeting as presented.
2. Community Development Director Larry Kirch was in attendance at the meeting and reviewed the following projects with the Park & Recreation Commission:
   a. Root River State Trail Extension.
   b. Bike/Pedestrian Bridge connection to Miller's Corner.
   c. Application for Federal Assistance – Root River Trail Planning and Design Grant.
   d. Overlook Plaza Project.
   e. South 6th Street Improvement Project.
   f. USA Cycling Gravel National Championships.

   The summary that was presented at the meeting regarding these projects is attached to the meeting minutes.
3. It was agreed that the next Park & Recreation Commission meeting would be November 18th, 2024, and that agenda items would include signage at the Blue Lake Canoe/Kayak access and the dog park, along with a visual/digital counter at the bike/pedestrian bridge.
4. There being nothing further to discuss, the meeting was adjourned at approximately 6:45 pm.

Park and Rec Board Notes – 9-16-24 meeting

2a) Root River State Trail Extension – Through a Memorandum of Agreement to Jointly Cooperate between Houston County and the cities of Houston, Hokah, and La Cresent, a Citizens Exploratory Committee was formed. La Crescent City Staff and Houston County staff from the Economic Development Authority have staffed the committee. The committee prepared a Root River State Trail Extension plan which has been approve by all three cities and the county. The plan confirms the State approved DNR plan from 2011. The plan does not include a specific trail alignment. The DNR state trail plan also did not have a preferred trail alignment. After the 2011 plan was approved by the DNR Commissioner, little to no local work was done on the trail extension until 2021 and 2022.

The MOU trail plan calls for entering into a Joint Powers Agreement between the three cities and the county. The trail plan also calls for searching for and pursuing funding sources, securing land rights for the trail bed and encourages the four entities to become members in the Southeastern Minnesota Association of Regional Trails, the Root River Trail Towns organization, the Parks and Trails Council of Minnesota, the Rails to Trails Conservancy, and the Bicycling Alliance of Minnesota.

2b) Bike Pedestrian Bridge to Millers Corner – The city received a $30,000 MnDOT Technical Assistance Grant to hire the city's engineering company to assist the city in making a federal discretionary grant application for trail construction. This grant is funding additional engineering feasibility of a trail alignment between the Wagon Wheel Bike-Ped Bridge and Miller's Corner. In 2023, MnDOT funded a planning corridor Action Plan for the same corridor. The Action Plan has been used to seek other funding sources. The City Engineer Tim Hruska, is working with MnDOT right-of-way data, LIDAR data and cross-sections from a previous DNR study. The community preference is for a trail between the highway and the railroad. However, the DOT would like the city to keep the option open of putting a trail on the west side of Highway 16. The feasibility work should be done by the end of the year so that the city can apply for a federal discretionary grant like Safe Streets 4 All or Transportation Alternatives,

2c) Application for Federal Assistance – Planning and Design Grant – The city applied back in July under a new Federal grant program call the Active Transportation Infrastructure Investment Program (ATIIP) to fund $525,000 planning and design plan for the entire corridor from the Wagon Wheel Bike-Ped Bridge to the City of Houston. That grant, if funded, will include the federal processes for evaluating historical and cultural resources and natural resources. This plan will seek to define a specific corridor based on overall feasibility from an ownership standpoint along with avoidance and minimizing impacts to natural, historical and cultural resources.

2d) Overlook Plaza Project - The city received a $60,000 grant from the Blandin Foundation as a "Boost Grant" in 2023. The city is matching the grant with $20,000. $5,000 is being used to pay the Mississippi Valley Archaeology Center for their assistance. The city entered into agreements with the University of Minnesota, Resilient Communities Project (RCP) for $6,000 to fund three graduate students in the Masters of Urban Planning Program – Humphrey Institute of Public Affairs for a Capstone Project. The students completed a project with several recommendations. The city is

working on implementing those recommendations. This summer, the RCP sponsored two summer scholars to continue the work of the capstone students' work. This summer's work included two case studies (Red Wing and Dakota County Parks), several PlaceIt! Community workshops, a field day with an Indigenous youth group from the Ho-Chunk Nation and interviews with several Indigenous people from several tribal communities.

The city has been developing relationships with several of the Tribal Historic Preservation Officers from the Ho-Chunk Nation, the Winnebago Tribe of Nebraska, the Meskwaki Nation in Iowa and several Dakota Sioux communities including the Prairie Island Indian Community and the Lower Sioux Indian Community. Building on the work of the capstone student work and the RCP Summer Scholars, future work includes selecting an artist or artists to develop a concept for Overlook Plaza and for the city engineer to create plans and specifications for the plaza. Staff is also seeking other funding sources for construction of the plaza. The project also includes an educational component as well as creating a Land Acknowledgement Statement and possibly an MOU/MOA or a more formal Programmatic Agreement. The city has been invited to the Indigenous Persons Day in La Crosse by the Ho-Chunk Nation to have a booth at the event.

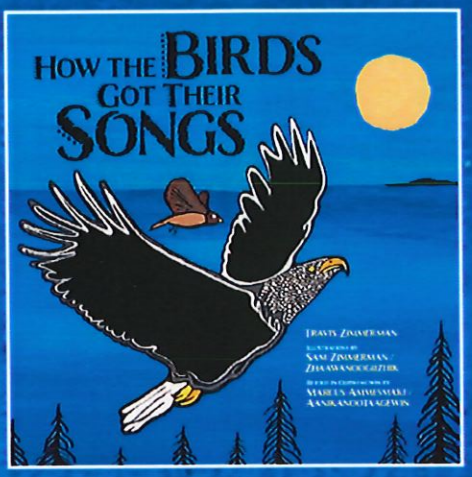
2e) South 6th Street Improvement Project - The city applied for funding in 2023 (not funded) and again in 2024 for a MnDOT Alternative Transportation (infrastructure) grant. It was funded this year for $201,000 to create curb extensions at 6th and Elm Streets and to create a 10' path on the north side of South 6th to the Aquatic Center and also to South 7th. Other improvements include narrowing up the street, pulling in the cul-de-sac to create a rain garden and a street reconstruction project that included new water and sewer infrastructure. Houston County is funding the curb extensions at Elm and South 6th. This project was identified in the 2017 Bike-Ped Plan Update. The project will be constructed in 2025.

2f) USA Cycling Gravel National Championships – The city was selected to host this event in 2025 and 2026. Explore La Crosse and a group of local gravel bike riding enthusiasts submitted a proposal to host the event in 2023 but Gehring, Nebraska was chosen for 2023/24. The same group assisted in putting forth a 2025/26 application earlier this year. The event will be held the same weekend as Apple Fest in 2025 and again in 2026. Preparations are under way and a Local Host Committee must be formed to work with USA Cycling and their event contractor. Local support will be needed for sponsors, volunteers and assisting in creating the course. USA Cycling is excited to have the event here as they love the terrain and gravel roads in the area. There will be, perhaps 750, cyclists or more and their families in the area. People will often come and pre-ride the course once it is released. The final course has not been selected but will be known soon. Gravel riding and racing has taken off over the last 15 years and USA Cycling recognizing that, created a national championship for gravel racing. Anyone can race in the event if they get a USA Cycling membership. On October 5th, there is a local race/ride called The Old Fashioned in Hokah and is being sponsored by Paul Reardon and Driftliess Cycling. There are 20, 40, 60 and 100-mile options. Paul and his wife Liz assisted in helping with the RFP process with Explore La Crosse.

#7.1

Celebrate Indigenous Peoples' Day with Sam & Travis Zimmerman

Illustrator & Author of *How the Birds Got Their Songs*



Monday, October 14th

6:00pm at the Wieser Memorial Park Pavilion

Join the Zimmerman cousins as they share how they created their book *How the Birds Got Their Songs*, a traditional Ojibwe story passed down through the Zimmerman family.

All ages welcome!

Pearl Street Books will be selling copies of the book after the program.

PEARL STREET BOOKS

LA CRESCENT PUBLIC LIBRARY

ART AND THE DRIFTLESS REGION
Regional Read 2024



Sam Zimmerman / Zhaawanoogiizhik



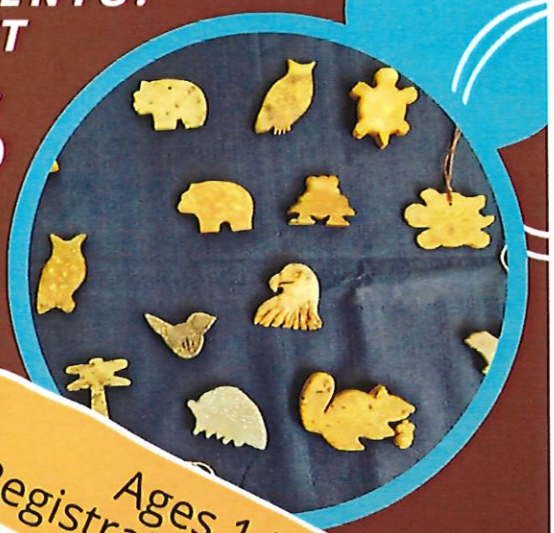
Travis Zimmerman

Sam and Travis Zimmerman are descendents of the Grand Portage Band of Ojibwe. Sam is a Duluth-based artist who explores his heritage through art. His work can be found in the books *How the Birds Got Their Songs* and *Following My Spirit Home: A Collection of Paintings and Stories*, and on social media @CraneSuperior. His cousin Travis is the site manager at the Mille Lacs Indian Museum and Trading Post. Together, Sam and Travis are continuing the Anishinaabe tradition of storytelling, sharing stories that were passed to them from their great-grandmother through Travis's father.

To learn more about Sam's life & art, and Travis's work at the the Mille Lacs Indian Museum and Trading Post, scan the QR codes to listen to their episodes from the *Native Lights: Where Indigenous Voices Shine* podcast.

LA CRESCENT PUBLIC LIBRARY PRESENTS:
ARTIST AND CULTURAL CONSULTANT

JEFFREY TIBBETTS



Scan this QR code to register!

Ages 14+
Registration required

CARVE YOUR CLAN: A STONE-CARVING WORKSHOP

Join us for this special workshop which blends ceremony, culture and art to deliver a unique hands-on experience. During this three-hour class participants will carve a physical representation from a natural material while developing an understanding of the Ojibwe world view. This workshop is free and open to the public.

Part of our Driftless Regional Read Programming

Saturday, October 26th, 1-4pm

(507) 895-4047

La Crescent Community Building, 336 S. 1st St.

ART AND THE DRIFTLESS REGION
Regional Read 2024

LA CRESCENT PUBLIC LIBRARY

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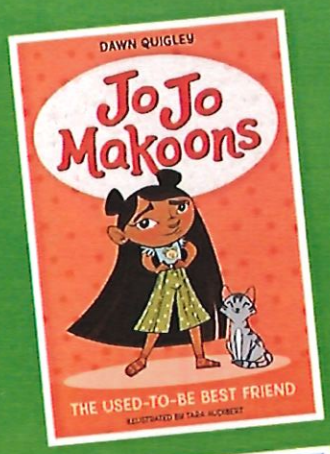
CLEAN WATER LAND & LEGACY AMENDMENT

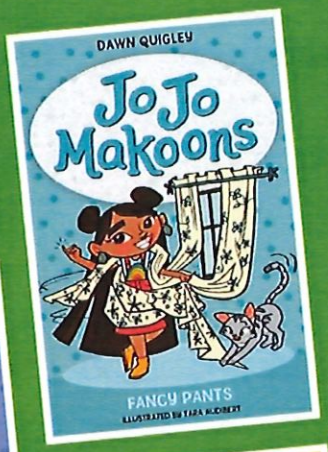
La Crescent MINNESOTA
Growing from River to Ridge

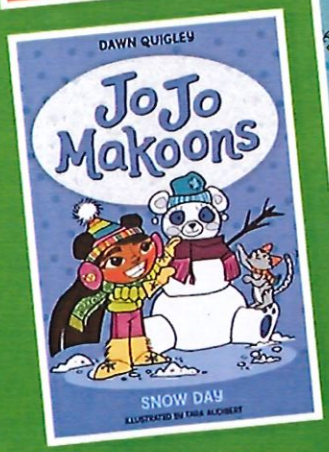
Find more events in the region here!

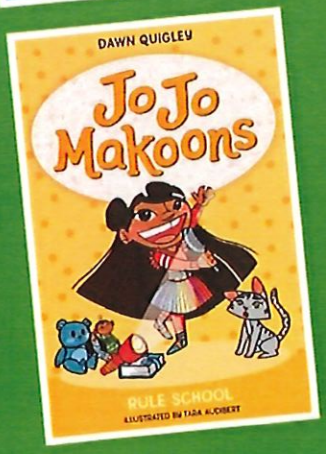
Celebrate Native American Heritage Month

with MN-based Ojibwe Author Dawn Quigley









Friday, Nov. 1, 8:15am at the La Crescent-Hokah Elementary School

Author of the *Jo Jo Makoons* series



La Crescent MINNESOTA
Growing from River to Ridge

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CLEAN WATER LAND & LEGACY AMENDMENT

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