



CITY OF LA CRESCENT
AGENDA
REGULAR MEETING
LA CRESCENT COMMUNITY BUILDING
336 SOUTH FIRST STREET
DECEMBER 9, 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 – NOVEMBER 25, 2024
- 1.2 BILLS PAYABLE THROUGH DECEMBER 6, 2024

2. PUBLIC HEARING/MEETING

5:00: PUBLIC HEARING-STREET VACATION

3. ITEMS FOR CONSIDERATION

- 3.1 STORMWATER ANNUAL MEETING
- 3.2 RESOLUTION – TRANSPORTATION ALTERNATIVES GRANT
- 3.3 RESOLUTION – ACTIVE TRANSPORTATION GRANT
- 3.4 SMALL CITIES DEVELOPMENT GRANT CONTRACT
- 3.5 FIRE DEPARTMENT GRANT – AUTHORIZE EXPENDITURE
- 3.6 ARMER RADIO GRANT AGREEMENT – AUTHORIZE EXPENDITURE
- 3.7 RESOLUTION – SAFE ROUTES TO SCHOOL GRANT
- 3.8 PINE CREEK CPL PROJECT – GRANT AWARDS
- 3.9 SUSTAINABILITY COORDINATOR’S 2024 YEAR-END REPORT
- 3.10 2025 LICENSE RENEWALS
- 3.11 DONATION RESOLUTION
- 3.12 CANNABIS ORDINANCE/ZONING ORDINANCE TEXT AMENDMENTS

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4. UNFINISHED BUSINESS

4.1

5. MAYOR'S COMMENTS

5.1

6. STAFF CORRESPONDENCE/COMMITTEE UPDATES

6.1

6.2

6.3

6.4

6.5

7. CORRESPONDENCE

7.1

7.2

7.3

8. CHAMBER OF COMMERCE

8.1

9 ITEMS FOR NEXT AGENDA

10. ADJOURNMENT

#1.1

MINUTES, REGULAR MEETING
CITY COUNCIL, CITY OF LA CRESCENT, MINNESOTA
NOVEMBER 25, 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 November was called to order by Mayor Mike Poellinger at 5:00 PM in the La Crescent Community Building, La Crescent, Minnesota, on Monday, November 25, 2024.

Upon a roll call taken and tallied by the City Clerk, the following members were present: Members Ryan Hutchinson, Cheryl Jostad, Teresa O'Donnell-Ebner, Dale Williams, and Mayor Mike Poellinger. Members absent: None. Also present were, City Administrator Bill Waller, Public Works Director Tyler Benish, and City Clerk Angie Boettcher.

La Crescent Police Chief Luke Ahlschlager, Sergeant Mike Ernster, Investigator Darin Daveau, Corporal Roth Clark, Interim Fire Chief Josh Tarrence, honoree city residents Corey Scott, Jillian Boll, Robert Steiger, and Chris Oliver were also present.

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 – NOVEMBER 12/13, 2024
- 1.2 BILLS PAYABLE THROUGH – NOVEMBER 22, 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 Teresa O'Donnell-Ebner made a motion, seconded by Member Hutchinson, as follows:

A MOTION TO APPROVE THE CONSENT AGENDA AS PRESENTED.

Upon a roll call vote taken and tallied by the City 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 voted no. The motion was declared duly carried by a 4-1 vote.

ITEM 3.1 – COMMUNITY RECOGNITION – TRADITIONS ASSISTED LIVING FIRE/RESCUE

On October 5th, 2024, a fire broke out at Traditions Assisted Living in La Crescent. Police Chief Luke Ahlschlager, Sergeant Mike Ernster, and Investigator Darin Daveau took this time to honor the selfless actions of La Crescent community members and first responders who acted with valor and dedication to ensure the safety of vulnerable residents. The following awards were presented:

- **Police Medal of Valor** – La Crescent Police Corporal Roth Clark and Police Chief Luke Ahlschlager
- **Citizen Medal of Valor** – Chris Oliver
- **Citizen Lifesaving Awards** – Teresa Brown, Stephanie Weibel, Aubrey Kasten, Corey Scott, Kristin Scott, Jillian Boll, and Robert Steiger.

This event recognized the individuals involved and the spirit of unity and resilience within our community.

ITEM 3.2 – BODY-WORN CAMERA AUDIT

Police Chief Luke Ahlschlager reviewed with City Council the Body-Worn Camera (BWC) independent audit report of the La Crescent Police Department’s BWC program. The audit report found the La Crescent Police Department’s BWC program in compliance with statutory requirements with two minor discrepancies which were resolved. This was informational only, no action taken.

ITEM 3.3 – PLANNING COMMISSION MINUTES – 11/6/2024

City Council reviewed the November 6, 2024 Planning Commission Minutes. This was informational only, no action taken.

ITEM 3.4 – 2025 MARKETING/PROMOTIONAL AGREEMENTS

City Council reviewed the agreements regarding the 2025 lodging tax. The agreements are in substantially the same form as the last agreements with the exception of the term. The terms of these agreements would begin January 1, 2025, and end December 31, 2025.

Marketing and Promotional Agreements between the City of La Crescent and La Crosse Area Convention and Visitor Bureau, Inc. Following discussion, Member Hutchinson made a motion, seconded by Member O’Donnell-Ebner, as follows:

MOTION TO APPROVE THE MARKETING AND PROMOTIONAL AGREEMENT REGARDING THE 2025 LODGING TAX BETWEEN THE CITY OF LA CRESCENT AND THE LA CROSSE AREA CONVENTION AND VISITOR BUREAU, INC., 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
Mike Poellinger	Yes

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

Marketing and Promotional Agreements between the City of La Crescent and La Crescent Area Event Center, Inc. Following discussion, Member O'Donnell-Ebner made a motion, seconded by Member Jostad, as follows:

MOTION TO APPROVE THE MARKETING AND PROMOTIONAL AGREEMENT REGARDING THE 2025 LODGING TAX BETWEEN THE CITY OF LA CRESCENT AND THE LA CRESCENT AREA EVENT CENTER, INC., 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
Mike Poellinger	Yes

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

Marketing and Promotional Agreements between the City of La Crescent and La Crescent Area Chamber of Commerce and Tourism. Following discussion, Member Hutchinson made a motion, seconded by Member Williams, as follows:

MOTION TO APPROVE THE MARKETING AND PROMOTIONAL AGREEMENT REGARDING THE 2025 LODGING TAX BETWEEN THE CITY OF LA CRESCENT AND THE LA CRESCENT AREA CHAMBER OF COMMERCE AND TOURISM, 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
Mike Poellinger	Yes

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

ITEM 3.5 – AUTHORIZE EXPENDITURE – GRINDER PUMP

Public Works Director Tyler Benish reviewed with City Council for authorization Grinder Pump replacement quotes from two contractors to remove existing tanks and install new sealed tanks at specific residences on Shore Acres Rd. The City has received \$65,408 in mitigation funds and has \$13,077 in unspent disaster relief funds from the 2023 federally declared disaster that impacted the grinder pump system along Shore Acres Road. The mitigation that has been approved will involve the replacement of five existing grinder pump tanks with new sealed tanks as well as elevate the access point to reduce the impacts of future flooding. The following were the provided quotes:

Grinder pump tanks:

Zenke inc. - \$9,825 per tank
 Heintz Excavating, LLC - \$13,056.25 per tank

Grinder pump tank and installed sheeting:

Zenke inc. -\$12,000-\$15,000 budget
 Heintz Excavating, LLC - \$25,000 budget

It was recommended that City Council approve the quote from Zenke, inc. and utilize the mitigation and disaster relief funds from the 2023 disaster declaration. Following discussion, Member Williams made a motion, seconded by Member O'Donnell-Ebner as follows:

MOTION TO APPROVE THE QUOTE OF \$9,825 PER GRINDER PUMP TANK AND \$12,000-\$15,000 BUDGET FOR GRINDER PUMP TANK AND INSTALLED SHEETING FROM ZENKE, INC. AND AUTHORIZE THE USE OF THE MITIGATION AND DISASTER RELIEF FUNDS FROM THE 2023 DISASTER DECLARATION FOR PAYMENT.

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 – AUTHORIZE EXPENDITURE – ICE ARENA

Public Works Director Tyler Benish reviewed with City Council for authorization two quotes to replace and paint a set of doors on the north side of the La Crescent Community Arena. The quotes are as follows:

- La Crosse Glass** - \$8,225 to remove existing and install new doors
- Rucker Painting** - \$900 to paint the doors

The City of La Crescent and Lancer Youth Hockey continue to have a partnership to make improvements and upgrades to the Ice Arena, Lancer Youth Hockey has agreed to pay for half of the cost to replace and paint the doors. The City has funds in the general fund to pay for the improvements at the Ice Arena. It was recommended that City Council approve the quotes to replace and paint the doors and authorize the use of the City’s general fund to pay the City’s portion. Following discussion, Member Williams made a motion, seconded by Member Hutchinson as follows:

MOTION TO APPROVE THE QUOTE FROM LA CROSSE GLASS FOR \$8,225 TO REMOVE EXISTING DOORS AND INSTALL NEW DOORS ON THE NORTH SIDE OF THE LA CRESCENT COMMUNITY ICE ARENA AND RUCKER PAINTING FOR \$900 TO PAINT THE NEW DOORS WITH LANCER YOUTH HOCKEY PAYING FOR ONE-HALF THE COST AND AUTHORIZE THE CITY’S PORTION TO COME FROM THE GENERAL FUND.

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 – AUTHORIZE EXPENDITURE – COMPUTERS

City Council reviewed a letter from City Finance Director Kara Tarrence regarding the need for the City to purchase five replacement computers for the Administrative Assistant, Finance Director, City Clerk, Building & Zoning Official, and Police Secretary for \$7,832.21 from Morris Electronics. The current computers for those five offices were installed in 2019 with warranties expiring in September 2022 and their five-year life ending in August 2024. In addition, City Council previously approved the City to

purchase three new computers for the Motor Vehicle Department to be paid from the Capital Equipment Certificate. Due to a change in IT Vendor's the DMV office computers were never purchased. It was recommended that City Council authorize the expenditure for the additional five computers to come from the 2024 General Fund Budget with the three Motor Vehicle Department computer replacement funds still coming from the Capital Equipment Certificate. Following discussion, Member Hutchinson made a motion, seconded by Member O'Donnell-Ebmer as follows:

MOTION TO AUTHORIZE \$7,832.21 FROM MORRIS ELECTRONICS FOR FIVE REPLACEMENT COMPUTERS FOR THE CITY OFFICES AS STATED WITH THE FUNDS COMING FROM THE 2024 GENERAL FUND AND FUNDS FOR THE THREE COMPUTERS FOR THE MOTOR VEHICLE DEPARTMENT TO REMAIN WITH THE CAPITAL EQUIPMENT CERTIFICATE.

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 – WIESER PARK – MEMORANDUM OF AGREEMENT

City Administrator Bill Waller reviewed with City Council for approval a Memorandum of Understanding agreement between the City and the La Crosse Community Foundation to reimburse the City each year for the cost of planting and maintaining flowers and other decorations at Wieser Park. The City will receive the funds each year from an endowment made by a private individual to the La Crosse Community Foundation. Appendix A explaining the terms and conditions of the fund agreement will be added to the MOU if approved. It was recommended that City Council approve the memorandum of agreement with a change to the footer stating "City of La Crescent" instead of "City of Onalaska", and authorize the Mayor's signature. Following discussion, Member Williams made a motion, seconded by Member O'Donnell-Ebner as follows:

MOTION TO APPROVE THE MEMORANDUM OF UNDERSTANDING AGREEMENT BETWEEN THE CITY AND THE LA CROSSE COMMUNITY FOUNDATION TO REIMBURSE THE CITY EACH YEAR FOR THE COST OF PLANTING AND MAINTAINING FLOWERS AND OTHER DECORATIONS AT WIESER PARK WITH THE RECOMMENDED CHANGE AND AUTHORIZE THE MAYOR'S SIGNATURE.

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 – 2025 LICENSE RENEWALS

City Council reviewed a list of proposed license renewals for 2025. The applications appear to be in order, and it was recommended to City Council to approve the license renewal applications. Following discussion, Member Williams made a motion, seconded by Member Hutchinson as follows:

MOTION TO APPROVE THE PRESENTED LIST OF LICENSE RENEWALS FOR 2025 FOR THE FOLLOWING:

CIGARETTES:

Pump 4 Less and Quillin's Inc.

GAS INSTALLERS:

B & C Plumbing; Benedict Sales & Service; Bob's Appliance Service; Cary Heating & Air Conditioning; Deml Controls; Midwest TV & Appliance; Mike Sherman Plumbing & Heating; Newman Heating & Cooling; Niebuhr Plumbing & Heating; Prime Source Plumbing & Heating; Risch Heating & Air Conditioning; River City Heating & Air Conditioning; Ron Hammes Registration; Savage Heating & Air; Schneider Heating & Air Conditioning; Winona Controls

ON SALE 3.2:

Corky's Pizza

ON SALE WINE:

Corky's Pizza

OFF SALE 3.2:

Quillins Inc.

LIQUOR OFF SALE:

Apple Village Liquor; La Crescent Wine & Spirits; Minegars Sports Hub; Pump 4 Less; Schmitt's TimeOut Tavern

LIQUOR ON SALE:

Minegar's Sports Hub; Schmitt's TimeOut Tavern

LIQUOR SUNDAY:

Minegar's Sports Hub; Schmitt's TimeOut Tavern

SOLID WASTE:

Richard's Sanitation; Waste Management

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 – GAMBLING PERMIT APPLICATION

City Council reviewed a memo from Administrative Assistant Chris Fortsch regarding a temporary gambling permit application for the La Crescent Softball Boosters Raffle to be held on February 8, 2025, at the La Crescent Area Event Center. The application appears to be in order and it was recommended that City Council approve the application and authorize that it be forwarded to the Minnesota Gambling Control Board. Following discussion, Member Hutchinson made a motion, seconded by Member Williams as follows:

MOTION TO APPROVE THE TEMPORARY GAMBLING PERMIT APPLICATION FOR THE LA CRESCENT SOFTBALL BOOSTERS RAFFLE TO BE HELD ON FEBRUARY 8, 2025, AT THE LA CRESCENT AREA EVENT CENTER AND AUTHORIZE THAT IT BE FORWARDED TO THE MINNESOTA GAMBLING CONTROL BOARD.

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 – TAX CERTIFICATION RESOLUTION

City Administrator Bill Waller reviewed with City Council a Resolution presented annually for properties making special levies for the collection with real estate taxes payable in the Calendar Year 2025. Following discussion, Member Williams introduced the following resolution and moved its passage and adoption:

**RESOLUTION NO. 11-24-40
RESOLUTION MAKING SPECIAL 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 found and determined and declared that the amounts set forth in a column at the right to be levied as a special assessment against the listed property and to be collected in the calendar year 2025 as provided by law.

HOUSTON CO. AUDITOR REF. NUMBER	PROPERTY OWNER	CITY ACCOUNT #	AMOUNT TO BE LEVIED IN 2024	CODE
25.0225000	ALEXANDER POLLARD	10103001	127.48	80
25.1141000	SUSAN MUELLER	10804002	48.81	80
25.0067000	WEBNECHT HOLDINGS LLC	11010003	63.49	80
25.2038000	JASON CLINE	12211103	405.72	80
25.0537000	DUSTIN ARENTZ	21600816	153.92	80
25.1257003	BILL KISTLER	30302902	477.15	80
25.1257060	BILL KISTLER	30305504	85.68	80
25.1257011	BILL KISTLER	30306800	462.86	80
25.1314000	JOSHUA & JENNIFER WEIKER	30903605	203.24	80
25.1266025	AMANDA KLOSS	31304901	428.74	80
25.1064000	MARK MC ALEAR	INV 3072	165.00	80
25.1765000	ALICIA FINLEY	INV 3081	165.00	80

ADOPTED this 25th day of November 2024.

SIGNED:

Mayor

ATTEST:

City Administrator

The motion for the adoption of the foregoing resolution was duly seconded by Member Hutchinson and upon a roll call vote taken and tallied by the City 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.

6. STAFF CORRESPONDENCE/COMMITTEE UPDATES:

- 6.1 EXPLORE LA CROSSE – City Council reviewed the November 19, 2024, Explore La Crosse Board Meeting Agenda and the October 22, 2024, Board Meeting Minutes.
- 6.2 HOLIDAY TRAIN, DECEMBER 10, 2024 – City Council reviewed CPKC Holiday Train Schedule for December 10, 2024.

There being no further business to come before the Council at this time, Member O'Donnell-Ebner made a motion, seconded by Member Hutchinson 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 5:40 P.M.

APPROVAL DATE: _____.

SIGNED:

Mayor

ATTEST:

City Administrator

#1.2

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
ACENTEK						
11/24 STMT	PUBLIC WORKS PHONE CHARGES	11/30/2024	91.40	.00		
11/24 STMT	CITY HALL PHONE CHARGES	11/30/2024	411.34	.00		
11/24 STMT	ARENA PHONE CHARGES	11/30/2024	299.31	.00		
11/24 STMT	BLDG/ZNG PHONE CHARGES	11/30/2024	91.40	.00		
11/24 STMT	LIC BUR PHONE CHARGES	11/30/2024	170.15	.00		
11/24 STMT	FIRE DEPT PHONE CHARGES	11/30/2024	476.75	.00		
11/24 STMT	POOL PHONE CHARGES	11/30/2024	89.85	.00		
11/24 STMT	GOLF COURSE PHONE CHARGES	11/30/2024	441.42	.00		
11/24 STMT	POLICE DEPT PHONE CHARGES	11/30/2024	315.67	.00		
11/24 STMT	WATER PHONE CHARGES	11/30/2024	153.85	.00		
11/24 STMT	LIBRARY PHONE CHARGES	11/30/2024	144.92	.00		
11/24 STMT	SEWER PHONE CHARGES	11/30/2024	125.05	.00		
11/24 STMT	PARKS PHONE CHARGES	11/30/2024	164.90	.00		
11/24 STMT	STREET PHONE CHARGES	11/30/2024	44.13	.00		
Total 24:			3,020.14	.00		
ADVANCED BUSINESS SYSTEMS INC						
102905	POSTAGE METER INK - LIBRARY	11/27/2024	9.97	.00		
102905	POSTAGE METER INK - GC	11/27/2024	9.97	.00		
102905	POSTAGE METER INK - WATER	11/27/2024	39.91	.00		
102905	POSTAGE METER INK - B & Z	11/27/2024	9.97	.00		
102905	POSTAGE METER INK - PD	11/27/2024	19.95	.00		
102905	POSTAGE METER INK - LIC BUR	11/27/2024	9.97	.00		
102905	POSTAGE METER INK - SEWER	11/27/2024	39.91	.00		
102905	POSTAGE METER INK - CLERK	11/27/2024	39.91	.00		
102905	POSTAGE METER INK - ARENA	11/27/2024	9.97	.00		
102905	POSTAGE METER INK - PUB WORKS	11/27/2024	9.97	.00		
Total 41:			199.50	.00		
AFLAC						
11/24 STMT	INSURANCE PREMIUMS	12/01/2024	42.00	.00		
Total 72:			42.00	.00		
AFSCME						
11/24 DUES	PAYROLL DEDUCTED UNION DUES	12/01/2024	722.40	.00		
Total 25:			722.40	.00		
ALEX AIR APPARATUS 2, LLC						
8961	FD - ANNUAL TEST	11/26/2024	1,160.98	.00		
Total 74:			1,160.98	.00		
AMAZON CAPITAL SERVICES						
176V-HYGG-CV1	LIBRARY - BOOKS GRANT FUNDED	11/23/2024	63.95	.00		
1CK3-1HFF-7XF	PD - EQUIPMENT	12/01/2024	34.92	.00		
1DJT-66V4-Y1V7	LIBRARY - OFFICE SUPPLIES	12/03/2024	27.18	.00		
1FWH-LW1D-461	PD - OFFICE SUPPLIES CREDIT	11/25/2024	85.44-	.00		
1JHW-PQ9V-H7	GC - SAFETY EQUIPMENT	11/21/2024	99.99	.00		
1KK1-71PC-KG4	CITY HALL - COPY PAPER	11/26/2024	175.96	.00		
1MCJ-46QM-LPL	FD - OFFICE SUPPLIES	11/24/2024	11.85	.00		
1MCJ-46QM-LPL	STREETS - FIRST AID KITS	11/24/2024	124.33	.00		
1MCJ-46QM-LPL	CITY HALL - CLEANING SUPPLIES	11/24/2024	9.94	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
1MKG-PDFG-7N	LIBRARY - BOOKS GRANT FUNDED	12/01/2024	54.44	.00		
1RQ7-6KG1-6P	LIBRARY - PROGRAM SUPPLIES	12/02/2024	47.54	.00		
1RRY-33C6-7NG	PD - OFFICE SUPPLIES	11/26/2024	80.34	.00		
1TX9-6Q1Y-9LG	LIBRARY - BOOKS	11/19/2024	9.49	.00		
1XHQ-DVPW-K3	LIBRARY - BOOKS GRANT FUNDED	12/01/2024	46.20	.00		
1XHQ-DVPW-W	LIBRARY - BOOKS GRANT FUNDED	12/02/2024	22.49	.00		
1YTP-HL3M-9NT	GC - COMMERCIAL FREEZER FOR CLUBHOUSE	11/26/2024	2,818.99	.00		
Total 9956:			3,542.17	.00		
AMERICAN LEGAL PUBLISHING CORP						
38093	CITY CLERK- CODE OF ORDINANCE SUPPLEMENTAL PA	11/30/2024	1,078.65	.00		
38224	CODE OF ORD. SUPPLEMENT PAGES	11/30/2024	195.00	.00		
Total 8057:			1,273.65	.00		
AUTOMATIC SYSTEMS CO.						
042517	REPAIR CRESCENT HILLS RESERVOIR	11/20/2024	4,356.02	.00		
Total 8881:			4,356.02	.00		
B & T TECHNICAL SERVICES, LLC						
1626	COMM BLDG - SOLAR ELECTRICAL SERVICE	10/31/2024	400.10	.00		
Total 9680:			400.10	.00		
BAUER'S MARKET & NURSERY, INC.						
60591	FALL DECOR FOR CITY ENTRANCE SIGNS & KISTLER PA	10/07/2024	260.40	.00		
Total 133:			260.40	.00		
BEAM INSURANCE ADMINISTRATORS LLC						
12/24 STMT	A/R - DENTAL -BARB GILE	12/04/2024	85.36	85.36	12/04/2024	
12/24 STMT	A/R - DENTAL -DEB OLIVER	12/04/2024	85.36	85.36	12/04/2024	
12/24 STMT	A/R - DENTAL -PAUL KENAGA	12/04/2024	85.36	85.36	12/04/2024	
12/24 STMT	A/R - DENTAL -PHYLLIS FEIOCK	12/04/2024	42.67	42.67	12/04/2024	
12/24 STMT	A/R - DENTAL -ROSE ALBRECHT	12/04/2024	42.67	42.67	12/04/2024	
12/24 STMT	DENTAL INSURANCE WITHHELD	12/04/2024	379.04	379.04	12/04/2024	
12/24 STMT	EMPLOYER PAID DENTAL -SEWER	12/04/2024	45.40	45.40	12/04/2024	
12/24 STMT	EMPLOYER PAID DENTAL -PD	12/04/2024	379.00	379.00	12/04/2024	
12/24 STMT	EMPLOYER PAID DENTAL -PARKS	12/04/2024	34.15	34.15	12/04/2024	
12/24 STMT	EMPLOYER PAID DENTAL -REC	12/04/2024	8.95	8.95	12/04/2024	
12/24 STMT	EMPLOYER PAID DENTAL -CLERK	12/04/2024	111.58	111.58	12/04/2024	
12/24 STMT	EMPLOYER PAID DENTAL -FD	12/04/2024	5.87	5.87	12/04/2024	
12/24 STMT	EMPLOYER PAID DENTAL -LIBRARY	12/04/2024	42.67	42.67	12/04/2024	
12/24 STMT	EMPLOYER PAID DENTAL -LIC BUREAU	12/04/2024	146.83	146.83	12/04/2024	
12/24 STMT	EMPLOYER PAID DENTAL -STREET	12/04/2024	93.47	93.47	12/04/2024	
12/24 STMT	EMPLOYER PAID DENTAL -WATER	12/04/2024	60.76	60.76	12/04/2024	
Total 9858:			1,649.14	1,649.14		
BOBCAT OF THE COULEE REGION						
01-76412	GC - EQUIPMENT RENTAL	11/14/2024	214.75	.00		
Total 216:			214.75	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
BOLTON, KELSEY						
12/4/24	LIBRARY - PROGRAM SUPPLIES/HOLIDAY BASKET	12/04/2024	250.00	.00		
Total 10244:			250.00	.00		
BREYER'S SALES AND SERVICE INC						
80491	GC - OIL FOR CHAINSAWS	11/18/2024	75.97	.00		
Total 131:			75.97	.00		
CITY OF LA CRESCENT						
11/24 ANIMAL	WATER/SEWER UTIL - ANIMAL SHELTER	11/30/2024	320.42	.00		
11/24 OLD HICK	WATER/SEWER UTIL.-OLD HICKORY PARK SHELTER	11/30/2024	84.63	.00		
Total 196:			405.05	.00		
CITY TREASURER'S OFFICE						
199645 - OCT	WASTEWATER TO LA CROSSE	10/31/2024	30,264.71	.00		
Total 1086:			30,264.71	.00		
CULLIGAN WATER CONDITIONING						
285X21640309	MAINT - WATER COOLER RENTAL	12/01/2024	39.95	.00		
285X21640309	PD - WATER COOLER RENTAL	12/01/2024	39.95	.00		
285X21640309	CITY HALL - WATER COOLER RENTAL	12/01/2024	39.95	.00		
285X21663103	FD - WATER COOLER RENTAL	12/01/2024	39.95	.00		
Total 231:			159.80	.00		
CUSTOM ALARM						
593918	GC - MONTHLY ALARM MONITORING SYSTEM	12/01/2024	44.65	.00		
Total 290:			44.65	.00		
DAVY LABORATORIES						
24K0358	WATER - TESTING	11/25/2024	108.00	.00		
Total 312:			108.00	.00		
DEPT OF NATURAL RESOURCES						
11/19/24-11/25/2	WEEKLY RECREATIONAL VEH. REGIST.	11/25/2024	168.10	168.10	12/02/2024	
11/26/24-12/02/2	WEEKLY RECREATIONAL VEH. REGIST.	12/02/2024	351.10	351.10	12/06/2024	
Total 318:			519.20	519.20		
DOBECK, RHODA						
11/24 LIBRARY	LIBRARY- CLEANING	11/30/2024	193.75	.00		
Total 10098:			193.75	.00		
EFTPS - ELECTRONIC FEDERAL TAX						
11/22/24 P/R	FED/FICA/MEDICARE	11/27/2024	19,359.41	19,359.41	11/27/2024	
Q4 2024 PD HOL	FED/FICA/MEDICARE	12/04/2024	2,627.27	2,627.27	12/04/2024	
Total 1127:			21,986.68	21,986.68		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
FARRELL EQUIPMENT & SUPPLY CO.						
187865	STREETS - SMALL TOOLS	11/07/2024	179.00	.00		
Total 8459:			179.00	.00		
FIRE SAFETY U.S.A., INC.						
194317	FD - FOAM	11/20/2024	886.50	.00		
Total 8851:			886.50	.00		
FIVE STAR TELECOM INC						
57187	PAVILION/WIESER PARK CAMERA REPAIR	11/26/2024	238.06	.00		
Total 9587:			238.06	.00		
GOPHER STATE ONE-CALL						
4110521	SEWER - LOCATE	11/30/2024	22.28	.00		
4110521	WATER - LOCATE	11/30/2024	22.27	.00		
Total 620:			44.55	.00		
GRAFIX SHOPPE						
160849	FD - TRUCK MAINTENANCE	11/21/2024	1,780.00	.00		
Total 9867:			1,780.00	.00		
HILLTOPPER REFUSE & RCYL SRVC						
11/24 BAGS	MONTHLY REFUSE P/U	11/30/2024	5,038.80	.00		
11/24 GOLF	RECYCLING & REFUSE P/U GOLF COURSE	11/30/2024	146.72	.00		
11/24 STMT	REFUSE P/U LIBRARY	11/30/2024	10.45	.00		
11/24 STMT	RECYCLING P/U FIRE DEPT	11/30/2024	16.48	.00		
11/24 STMT	REFUSE P/U ARENA	11/30/2024	159.56	.00		
11/24 STMT	REFUSE P/U PARKS	11/30/2024	248.10	.00		
11/24 STMT	REFUSE P/U CITY HALL	11/30/2024	67.89	.00		
11/24 STMT	CITYWIDE RECYCLING P/U	11/30/2024	7,528.95	.00		
11/24 STMT	REFUSE P/U MAINT SHOP	11/30/2024	230.71	.00		
11/24 STMT	REFUSE P/U ANIMAL SHELTER	11/30/2024	76.42	.00		
11/24 STMT	REFUSE P/U FIRE DEPT	11/30/2024	26.11	.00		
Total 9233:			13,550.19	.00		
HOUSTON CNTY TREASURER						
20240000836	COPY OF RECORDED DEED FOR MN LAND TRUST	11/26/2024	4.00	.00		
Total 721:			4.00	.00		
IMPERIAL DADE						
4303986	PARKS - CLEANING SUPPLIES	11/01/2024	296.48	.00		
4306034	CITY HALL - CLEANING SUPPLIES	11/07/2024	51.84	.00		
4312271	PARKS - FLOOR BUFFER PAD FOR WIESER PAVILION	11/22/2024	50.09	.00		
Total 10243:			398.41	.00		
INNOVATIVE OFFICE SOLUTIONS						
IN4705030	PD - OFFICE SUPPLIES	11/27/2024	91.04	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 9471:			91.04	.00		
KANSAS CITY LIFE INSURANCE CO.						
12/24 STMT	EMPLOYER PAID INS. - LIBRARY	12/03/2024	26.40	26.40	12/03/2024	
12/24 STMT	EMPLOYER PAID INS. - PARKS	12/03/2024	13.09	13.09	12/03/2024	
12/24 STMT	EMPLOYER PAID INS. - PD	12/03/2024	69.82	69.82	12/03/2024	
12/24 STMT	EMPLOYER PAID INS. - REC	12/03/2024	4.05	4.05	12/03/2024	
12/24 STMT	EMPLOYER PAID INS. - SEWER	12/03/2024	15.54	15.54	12/03/2024	
12/24 STMT	EMPLOYER PAID INS. - STREET	12/03/2024	38.64	38.64	12/03/2024	
12/24 STMT	EMPLOYER PAID INS. - WATER	12/03/2024	18.24	18.24	12/03/2024	
12/24 STMT	EMPLOYER PAID INS. - FD	12/03/2024	.54	.54	12/03/2024	
12/24 STMT	EMPLOYER PAID INS. - CLERK	12/03/2024	10.26	10.26	12/03/2024	
12/24 STMT	P/R DEDUCTIONS	12/03/2024	354.90	354.90	12/03/2024	
Total 8915:			551.48	551.48		
KITZMANN, ANNA						
11/24 REIMB	LIBRARY - REIMB. PROGRAM SUPPLIES	11/22/2024	46.91	.00		
Total 10174:			46.91	.00		
KOCH, ANDREW						
11/24 REIMB	REIMBURSE - FUEL	11/18/2024	85.66	.00		
Total 9661:			85.66	.00		
KWIK TRIP INC						
11/24 STMT	WATER - FUEL	11/30/2024	56.02	.00		
11/24 STMT	PD - WATER	11/30/2024	13.60	.00		
11/24 STMT	STREETS - FUEL	11/30/2024	481.27	.00		
11/24 STMT	B&Z - FUEL	11/30/2024	141.00	.00		
11/24 STMT	PD- FUEL	11/30/2024	723.46	.00		
11/24 STMT	FD - FUEL	11/30/2024	133.67	.00		
11/24 STMT	PARKS - FUEL	11/30/2024	313.32	.00		
11/24 STMT	PARKS - COFFEE FOR DOG PARK RIBBON CUTTING	11/30/2024	38.61	.00		
11/24 STMT	SEWER - FUEL	11/30/2024	56.02	.00		
Total 1014:			1,956.97	.00		
LA CRESCENT ROCK PRODUCTS INC						
24-533	STREETS - REPLACE GRAVEL FOR STOCK PILE	11/30/2024	1,037.11	.00		
Total 1121:			1,037.11	.00		
LAPHAM'S CLEANING LLC						
22	CITY HALL - CLEANING	11/30/2024	1,200.00	.00		
Total 10121:			1,200.00	.00		
LAW ENFORCEMENT LABOR SERVICES						
11/24 DUES	PD - PAYROLL DEDUCTED UNION DUES	12/01/2024	493.50	.00		
Total 1134:			493.50	.00		
LEASE SERVICING CENTER, INC.						
51602	PD TESLA - LEASE PYMT INTEREST	12/01/2024	357.48	357.48	12/02/2024	

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
51602	PD TESLA - LEASE PYMT PRINCIPAL	12/01/2024	909.84	909.84	12/02/2024	
Total 10152:			1,267.32	1,267.32		
LUDWIGSON, JASON						
11/1/24 - 11/30/2	MILEAGE	11/30/2024	9.38	.00		
11/1/24 - 11/30/2	SUSTAINABILITY SERVICES	11/30/2024	3,800.00	.00		
Total 9632:			3,809.38	.00		
MAYO CLINIC AMBULANCE SERVICE						
2408075	CPR CLASS	11/21/2024	17.00	.00		
Total 8150:			17.00	.00		
MENARDS-LA CROSSE						
5755	GC - COURSE REPAIR	11/05/2024	16.79	.00		
5755	GC - BUILDING MAINT	11/05/2024	29.55	.00		
5755	GC - SMALL TOOLS	11/05/2024	2.96	.00		
5755	GC - EQUIPMENT MAINT	11/05/2024	80.47	.00		
6658	STREET - PLOW TRUCK REPAIR	11/26/2024	22.77	.00		
6658	MAINT - SMALL TOOLS	11/26/2024	49.98	.00		
6658	FD - TRUCK MAINT	11/26/2024	77.31	.00		
6720	PARKS - CLEANING SUPPLIES FOR WIESER PAVILION	11/27/2024	51.91	.00		
Total 1352:			331.74	.00		
MIDWEST TAPE						
506370961	LIBRARY- MOVIES GRANT FUNDED	11/22/2024	75.72	.00		
Total 9851:			75.72	.00		
MINNESOTA CHILD SUPPORT PAYMENT CENTER						
11/22/24PR0015	MN CHILD SUPPORT	11/25/2024	497.46	497.46	11/25/2024	
Total 9597:			497.46	497.46		
MINNESOTA DEPARTMENT OF HEALTH						
2024 4TH QTR	QTRLY STATE WATER CONNECTION FEE	12/01/2024	5,068.98	.00		
Total 1396:			5,068.98	.00		
MINNESOTA DEPT OF REVENUE						
11/22/24 P/R	MN STATE WHT	11/26/2024	3,936.00	3,936.00	11/26/2024	
Q4 2024 PD HOL	MN STATE WHT	12/03/2024	978.00	978.00	12/03/2024	
Total 227:			4,914.00	4,914.00		
MINNESOTA PUMP WORKS						
INV026162	5 GRINDER PUMP TANKS	11/22/2024	29,229.00	.00		
Total 9637:			29,229.00	.00		
MINNESOTA STATE RETIREMENT SYS						
11/22/2024 P/R	DEFERRED COMP. DEDUCTIONS/CONTRIBUTIONS	11/26/2024	4,451.20	4,451.20	11/26/2024	

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 1285:			4,451.20	4,451.20		
MN FOREST NURSERY						
S-ORD107146	TREE SEEDLINGS FOR ARBOR DAY	11/20/2024	432.84	.00		
Total 10242:			432.84	.00		
MORRIS ELECTRONICS INC.						
10983	LODGING - HOTEL FOR ON SITE VISIT	11/19/2024	130.45	.00		
Total 10081:			130.45	.00		
NATIONAL BAND & TAG COMPANY						
289639	PET LICENSE TAGS FOR 2025	11/07/2024	170.80	.00		
Total 9038:			170.80	.00		
NCPERS GROUP LIFE INSURANCE						
11/24 STMT	LIFE INSURANCE PREMIUMS	12/01/2024	144.00	.00		
Total 1619:			144.00	.00		
NORTHLAND TRUST SERVICES, INC.						
12/01/24 2021A	BOND INTEREST - 2021A	12/03/2024	3,258.75	3,258.75	12/03/2024	
12/01/24 2021A	BOND PRINCIPAL - 2021A	12/03/2024	65,000.00	65,000.00	12/03/2024	
Total 8772:			68,258.75	68,258.75		
PER MAR SECURITY SERVICES						
3461208	LIBRARY - SERVICE CALL SECURITY SYSTEM	11/19/2024	147.00	.00		
Total 1642:			147.00	.00		
POINT C						
11/24STMT PCH	ADMIN FEE	12/03/2024	75.00	75.00	12/03/2024	
12/2/24 K.TARRE	MEDICAL REIMB P/R DEDUCTED- K. TARRENCE	12/05/2024	136.80	136.80	12/05/2024	
Total 10202:			211.80	211.80		
PROLOGUE PLANNING GROUP						
11/1/24 - 11/30/2	ECONOMIC DEVELOPMENT SERVICES	11/30/2024	2,206.26	.00		
Total 10006:			2,206.26	.00		
PUBLIC EMPLOYEES RETIREMENT						
11/22/24 P/R	RETIREMENT DEDUCTIONS/CONTRIB.-CORD & PF	11/29/2024	16,405.06	16,405.06	11/29/2024	
PD HOLIDAY 202	RETIREMENT DEDUCTIONS/CONTRIB.-CORD & PF	12/03/2024	6,474.55	6,474.55	12/03/2024	
Total 1612:			22,879.61	22,879.61		
QUADIENT FINANCE USA, INC						
11/24 STMT	Postage Meter Postage- Arena	11/14/2024	3.00	3.00	12/02/2024	
11/24 STMT	Postage Meter Postage- B & Z	11/14/2024	21.00	21.00	12/02/2024	
11/24 STMT	Postage Meter Postage- Clerk	11/14/2024	45.00	45.00	12/02/2024	
11/24 STMT	Postage Meter Postage- Golf course	11/14/2024	9.00	9.00	12/02/2024	
11/24 STMT	Postage Meter Postage- FIRE DEPARTMENT	11/14/2024	12.00	12.00	12/02/2024	

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
11/24 STMT	Postage Meter Postage- Library	11/14/2024	9.00	9.00	12/02/2024	
11/24 STMT	Postage Meter Postage- Animal Rescue	11/14/2024	3.00	3.00	12/02/2024	
11/24 STMT	Postage Meter Postage- Lic Bur	11/14/2024	30.00	30.00	12/02/2024	
11/24 STMT	Postage Meter Postage- Police	11/14/2024	21.00	21.00	12/02/2024	
11/24 STMT	Postage Meter Postage- Pool	11/14/2024	6.00	6.00	12/02/2024	
11/24 STMT	Postage Meter Postage- Public works	11/14/2024	15.00	15.00	12/02/2024	
11/24 STMT	Postage Meter Postage- Sewer	11/14/2024	63.00	63.00	12/02/2024	
11/24 STMT	Postage Meter Postage- Water	11/14/2024	63.00	63.00	12/02/2024	
Total 9799:			300.00	300.00		
QUILLINS LA CRESCENT						
11/24 STMT	ELECTIONS - FOOD, SNACKS, & BEVERAGES	11/30/2024	126.93	.00		
11/24 STMT	GC - GLOVES FOR CLEANING	11/30/2024	7.96	.00		
11/24 STMT	ELECTIONS - WATER	11/30/2024	3.99	.00		
11/24 STMT	PD - FOOD FOR CHIEFS MEETING	11/30/2024	8.49	.00		
11/24 STMT	PARKS - WATER & SNACKS FOR VOLUNTEERS EAGLE B	11/30/2024	14.66	.00		
Total 1707:			162.03	.00		
RENDON, MARCIE						
2024122043	LIBRARY - READING & BOOK SIGNING	12/03/2024	1,500.00	.00		
Total 10241:			1,500.00	.00		
SAFE-FAST, INC.						
INV300446	MAINT - SAFETY GLOVES	11/22/2024	175.35	.00		
INV300447	MAINT - SAFETY EQUIP	11/22/2024	808.18	.00		
Total 8644:			983.53	.00		
SAM'S CLUB						
11/24 STMT	CITY HALL - OFFICE SUPPLIES	11/30/2024	113.76	113.76	12/02/2024	
11/24 STMT	CITY HALL - CLEANING SUPPLIES	11/30/2024	19.98	19.98	12/02/2024	
11/24 STMT	PARKS - GARBAGE BAGS	11/30/2024	171.84	171.84	12/02/2024	
11/24 STMT	CITY HALL - CLEANING SUPPLIES	11/30/2024	27.96	27.96	12/02/2024	
11/24 STMT	CITY HALL - OFFICE SUPPLIES	11/30/2024	24.98	24.98	12/02/2024	
11/24 STMT	MAINT - OFFICE SUPPLIES	11/30/2024	24.98	24.98	12/02/2024	
Total 1861:			383.50	383.50		
SOUTHEAST LIBRARIES COOP						
052999	LIBRARY- ILS PACKAGE AND PC SUPPORT	12/01/2024	809.32	.00		
Total 1962:			809.32	.00		
STREICHER'S						
11727079	PD - UNIFORMS FOR LCPD RESERVE	11/01/2024	54.99	.00		
11730175	PD - DEPT EQUIPMENT	11/19/2024	53.94	.00		
Total 1922:			108.93	.00		
SUMMIT FIRE PROTECTION						
2849695	MAINT - FIRE EXT SERVICE	11/27/2024	24.00	.00		
Total 50:			24.00	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
TRI-STATE BUSINESS MACHINES IN						
614804	CITY COPIERS/PRINTERS	11/19/2024	20,060.00	.00		
614915	DMV - COPY/PRINTER CREDIT	11/15/2024	24.00-	.00		
Total 2024:			20,036.00	.00		
UNITED STATES POSTMASTER						
11/24 CYCLE 1	POSTAGE - WATER/SEWER BILL	11/29/2024	197.96	197.96	11/29/2024	
11/24 CYCLE 1	POSTAGE - WATER/SEWER BILL	11/29/2024	197.96	197.96	11/29/2024	
11/24 PASTDUE	PAST DUE WATER/SEWER - SEWER	11/29/2024	43.40	43.40	11/29/2024	
11/24 PASTDUE	PAST DUE WATER/SEWER - WATER	11/29/2024	43.40	43.40	11/29/2024	
Total 2102:			482.72	482.72		
UNITED TACTICAL SYSTEMS, LLC						
0082608	PD - SELF DEFENSE EQUIP PEPPERBALL BLAST	11/18/2024	244.00	.00		
Total 10091:			244.00	.00		
VISA						
11/24 STMT	PD - TRANSCRIPTION SERVICE	11/30/2024	17.00	.00		
11/24 STMT	PD - POSTAGE	11/30/2024	34.85	.00		
11/24 STMT	CITY - COATS	11/30/2024	135.98	.00		
11/24 STMT	LIBRARY - HOTEL & MEALS FOR TRAINING	11/30/2024	211.71	.00		
11/24 STMT	AD - PUBLIC HEARING NOTICE VACATION OF STREET	11/30/2024	128.92	.00		
11/24 STMT	PD - INTERNET PEOPLE SEARCH	11/30/2024	76.00	.00		
11/24 STMT	PD - OFFICE SUPPLIES	11/30/2024	50.00	.00		
11/24 STMT	FOOD FOR ELECTIONS	11/30/2024	256.20	.00		
11/24 STMT	PD - TESLA CHARGING	11/30/2024	25.67	.00		
11/24 STMT	STREETS - COOLANT TANK FOR FORD 1 TON	11/30/2024	256.14	.00		
11/24 STMT	LIBRARY - PROGRAM SUPPLIES	11/30/2024	192.81	.00		
11/24 STMT	COMPUTER MONITOR FOR WATER TREATMENT PLANT	11/30/2024	137.13	.00		
11/24 STMT	B&Z - TRAINING	11/30/2024	115.00	.00		
11/24 STMT	LIFEGUARD CERTIFICATION - A. SEBO	11/30/2024	285.00	.00		
11/24 STMT	FOOD FOR ELECTIONS	11/30/2024	47.19	.00		
11/24 STMT	FOOD FOR ELECTIONS	11/30/2024	373.04	.00		
11/24 STMT	B&Z - CODE BOOK	11/30/2024	142.50	.00		
Total 2208:			2,485.14	.00		
WIESER LAW OFFICE PC						
11/24 CITY	WATER DEPT - LEGAL FEES	11/30/2024	564.13	.00		
11/24 CITY	BLDG/ZNG - LEGAL FEES	11/30/2024	1,128.26	.00		
11/24 CITY	CLERK - LEGAL FEES	11/30/2024	1,128.26	.00		
11/24 CITY	SEWER DEPT - LEGAL FEES	11/30/2024	564.13	.00		
11/24 CITY	COUNCIL - LEGAL FEES	11/30/2024	1,128.26	.00		
11/24 POLICE	PD - LEGAL FEES	11/30/2024	3,883.25	.00		
Total 2361:			8,396.29	.00		
Grand Totals:			273,551.21	128,352.86		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Dated:	_____					
Mayor:	_____					
City Council:	_____					

City Recorder:	_____					
City Treasurer:	_____					

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

5:00 Public Hearing



TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator *Bill*
DATE: December 5, 2024
RE: Public Hearing – Street Vacation

At 5:00 the City Council will hold a public hearing regarding the petition to vacate a street.

A copy of the public hearing notice and the petition are included.

For City Council information, the applicant has decided to not proceed with the vacation request. Based on this, we would suggest that at the conclusion of the public hearing the City Council formally deny the vacation request.

The City Attorney will review this with the City Council at the meeting.

**CITY OF LA CRESCENT
COUNTY OF HOUSTON
STATE OF MINNESOTA**

**NOTICE OF PUBLIC HEARING ON VACATION OF A STREET PURSUANT TO MINNESOTA
STATUTE §412.851**

NOTICE IS HEREBY GIVEN that a hearing will be held before the City Council of the City of La Crescent on the 9th day of December 2024, at the La Crescent Community Building located at 336 South 1st Street, La Crescent, Minnesota at 5:00 p.m. to consider a proposed vacation of a street that runs adjacent to South Chestnut Street legally describes as:

See Exhibit A and illustrated on Exhibit B

Dated this 13th day of November, 2024.

SIGNED BY:

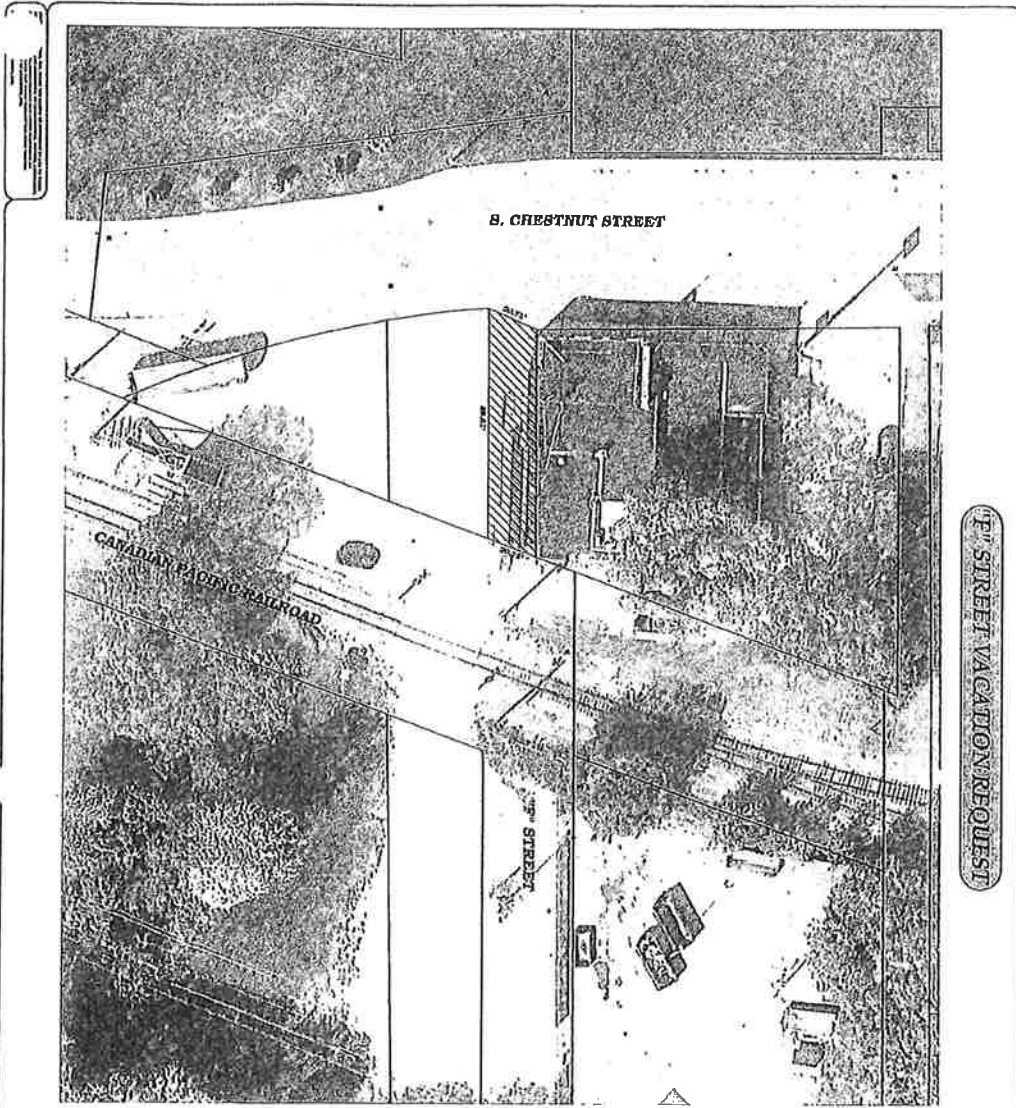

City Clerk

Exhibit A

Legal Description of Proposed Alley Vacation

The south 19 feet of that part of "F" street in said city between the right of way of the Chicago, Milwaukee, St. Paul and Pacific Railroad Company and the easterly boundary line of the easterly right of way of South Chestnut Street.


Exhibit B



7" STREET VACATION REQUEST



DESCRIPTION:
 REQUEST FOR VACATION OF SECTION OF 7" STREET LOCATED TO THE WEST OF CANADIAN PACIFIC RAILROAD ROW AND EAST OF S. CHESTNUT STREET, CITY OF LA CRESCENT, HOUSTON COUNTY, MINNESOTA.

LEGEND:
 7" STREET VACATION AREA

POB
 Civil Engineering
 Land Surveying
 Landscape Architecture
 4743 Harding Court
 Silverdale, WA 98131
 206.221.1177 FAX 206.221.1122 (WA)

**DO BE KIND DISPENSARY
 NEW BUILDING PROJECT
 CITY OF LA CRESCENT
 HOUSTON CO, MINNESOTA**

STREET VACATION REQUEST MAP





November 6, 2024

City of La Crescent
Attn: City Council Members
315 Main Street
La Crescent, Minnesota 55947

Re: Vacation Petition
Do Be Kind Dispensary – "F" Street Easement
215 South Chestnut Street
La Crescent, Minnesota 55947

To the La Crescent City Council Members:

On behalf of Webnecht Holdings, LLC, Wieser Brothers General Contractor, Inc. is submitting a vacation petition for the south 19 feet of that part of "F" Street between the Chicago, Milwaukee, St. Paul and Pacific Railroad Company and the easterly boundary line of the easterly right of way of South Chestnut Street. We are requesting this petition in association with the proposed Do Be Kind Dispensary development.

From a site planning perspective, we would like to present the following key points:

1. The "F" Street easement has already been partially vacated, and the existing Commodore building is encroaching on the remaining easement.
2. The "F" Street easement currently provides no value regarding the accessibility to the properties located on the east side of the railroad right of way.
3. The existing Houston County ingress-egress easement located south adjacent to the "F" Street easement is proposed to become the designated path for accessibility to the properties located on the east side of the railroad right of way.
4. The "F" Street easement vacation would allow for off-street parking that would alleviate the density of on-street parking that may impact the accessibility to the properties located on the east side of the railroad right of way.

If you have any questions, please reach out to me at (507) 895-8903.

Sincerely,

A handwritten signature in black ink, appearing to read 'BP', is written over a faint, larger signature.

Brian Pinnow
Vice President of Pre-Construction
Wieser Brothers General Contractor, Inc.

VACATION PETITION

To the City of La Crescent, Houston County, Minnesota:

The undersigned owner of land abutting South Chestnut Street hereby petition you to vacate the following described section of alley:

The south 19 feet of that part of "F" street in said city between the right of way of the Chicago, Milwaukee, St. Paul and Pacific Railroad Company and the easterly boundary line of the easterly right of way of South Chestnut Street.

See attached description and attached map.

and Petition you to Order all of the above vacated streets' right of way attached to the adjoining property owners.

Owners

Webnecht Holdings, LLC

We ask that you proceed with such vacation pursuant to Minn. Stat. §412.851.


Dated this 5th day of November, 2024.

Petitioners

Webnecht Holdings, LLC

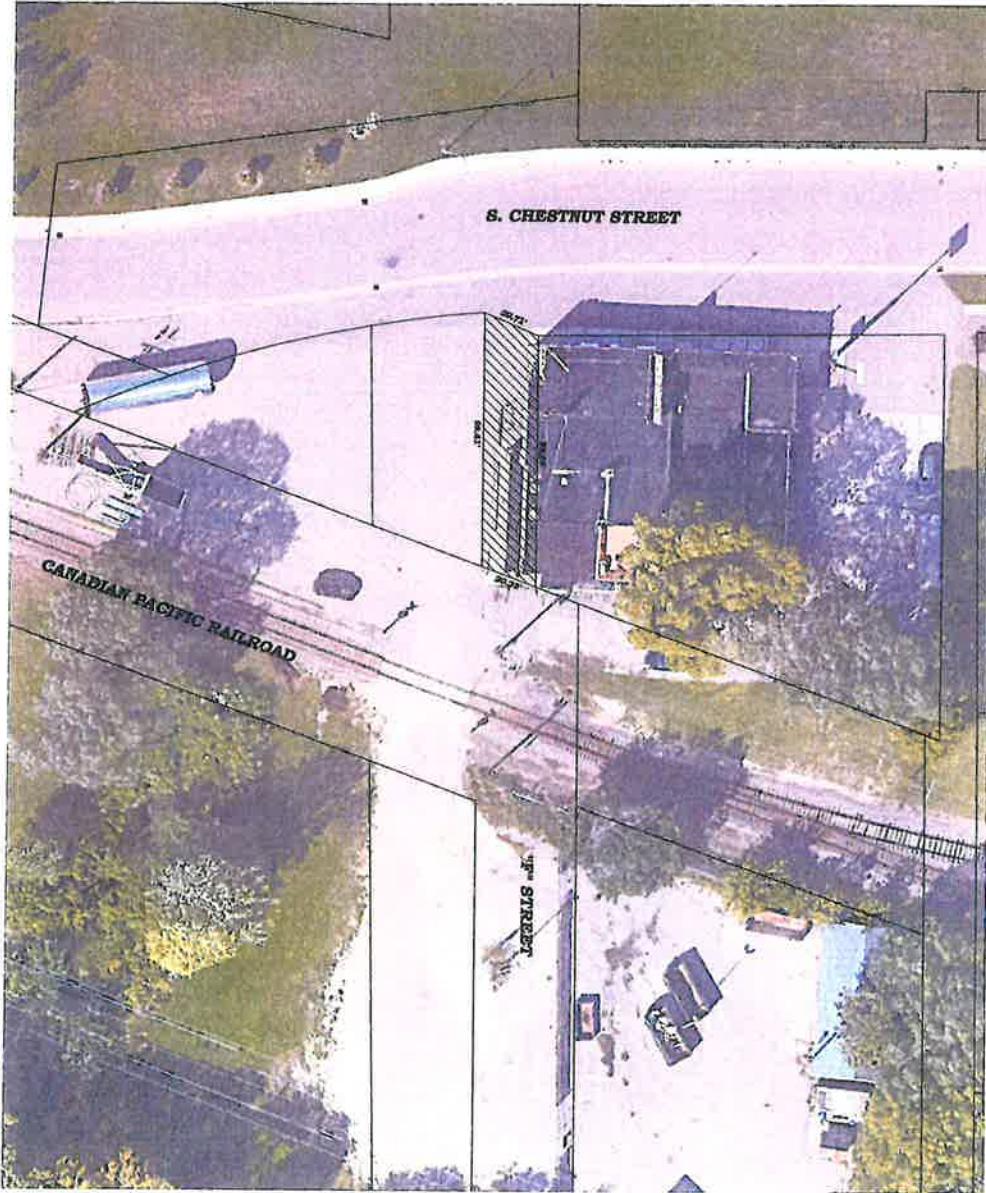


By: Maxwell Weber, Owner of Webnecht Holdings, LLC



By: Maxwell Weber, Owner of Webnecht Holdings, LLC

7th STREET VACATION REQUEST



DESCRIPTION:

REQUEST FOR VACATION OF SECTION OF 7th STREET LOCATED TO THE WEST OF CANADIAN PACIFIC RAILROAD ROW AND EAST OF S CHESTNUT STREET IN CITY OF LA CRESCENT, HOUSTON COUNTY, MINNESOTA.

LEGEND:

7th STREET VACATION AREA



POB
Point of Beginning

Civil Engineering
Land Surveying
Landscape Architecture
4941 Kirching Court
Stevens Point, WI 54481
715.344.9999 (PH) 715.344.9922 (FX)

**DO BE KIND DISPENSARY
NEW BUILDING PROJECT
CITY OF LA CRESCENT
HOUSTON CO, MINNESOTA**

STREET VACATION REQUEST MAP

NO.	DATE	BY	REVISION

412.851 VACATION OF STREETS.

The council may by resolution vacate any street, alley, public grounds, public way, or any part thereof, on its own motion or on petition of a majority of the owners of land abutting on the street, alley, public grounds, public way, or part thereof to be vacated. When there has been no petition, the resolution may be adopted only by a vote of four-fifths of all members of the council. No vacation shall be made unless it appears in the interest of the public to do so after a hearing preceded by two weeks' published and posted notice. The council shall cause written notice of the hearing to be mailed to each property owner affected by the proposed vacation at least ten days before the hearing. The notice must contain, at minimum, a copy of the petition or proposed resolution as well as the time, place, and date of the hearing. In addition, if the street, alley, public grounds, public way, or any part thereof terminates at, abuts upon, or is adjacent to any public water, written notice of the petition or proposed resolution must be served by certified mail upon the commissioner of natural resources at least 60 days before the hearing on the matter. The notice to the commissioner of natural resources does not create a right of intervention by the commissioner. At least 15 days prior to convening the hearing required under this section, the council or its designee must consult with the commissioner of natural resources to review the proposed vacation. The commissioner must evaluate:

- (1) the proposed vacation and the public benefits to do so;
- (2) the present and potential use of the land for access to public waters; and
- (3) how the vacation would impact conservation of natural resources.

The commissioner must advise the city council or its designee accordingly upon the evaluation. After a resolution of vacation is adopted, the clerk shall prepare a notice of completion of the proceedings which shall contain the name of the city, an identification of the vacation, a statement of the time of completion thereof, and a description of the real estate and lands affected thereby. The notice shall be presented to the county auditor who shall enter the same in the transfer records and note upon the instrument, over official signature, the words "entered in the transfer record." The notice shall then be recorded with the county recorder. Any failure to file the notice shall not invalidate any vacation proceedings.

History: 1949 c 119 s 102; 1953 c 735 s 12; 1957 c 383 s 1; 1967 c 289 s 15; 1969 c 9 s 85; 1973 c 123 art 2 s 1 subd 2; 1973 c 494 s 11; 1976 c 181 s 2; 1986 c 444; 1989 c 183 s 4; 1990 c 433 s 2; 2005 c 4 s 105; 2005 c 117 s 2

#3.1



TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator *BW*
DATE: December 5, 2024
RE: MS4 Stormwater Annual Meeting

City Engineer Tim Hruska and City Sustainability Coordinator Jason Ludwigson will be in attendance at the meeting to conduct the City's annual stormwater meeting. This is one of the requirements of the City's stormwater permit.

This public meeting satisfies one of the requirements of the public participation/involvement sections of the stormwater permit. At this meeting the public is given the opportunity to review and comment on the City's Public Education, Outreach and Public Involvement Program Implementation Plan/SWPPP. A copy of that document is included.



Stormwater Public Education, Outreach and Public Involvement Program Implementation Plan

TABLE OF CONTENTS

Section 1: Introduction

Section 2: Partnerships

Section 3: Implementation Plan—Target Audiences

General Public

Students

Contractors

Developers & Private BMP Owners

Design Engineers

Local Businesses

Section 4: Annual Evaluation and Documentation

Section 1: Introduction

The City of La Crescent (City) is expanding stormwater-specific education, outreach and public involvement. The MS4 permit requires the distribution of educational materials or equivalent outreach focused on at least two specific stormwater-related issues of high priority.

This plan outlines the City's stormwater related public education, outreach and public involvement programs, initiatives and partnerships. The plan emphasizes the importance of making small behavior changes related to one's pets, home, and car, as well as storm drain illicit discharge, to create a larger, positive impact on water quality. Specific target audiences are identified with associated goals, objectives and activities to meet those goals. This plan acts as a dynamic document and is reviewed and updated annually to reflect the sustained programs and changing annual focus. Illicit discharge education, specifically, will be distributed through multiple platforms including social media, City website and city newsletter. The City of La Crescent's Sustainability Coordinator is responsible for implementing this plan.

Section 2: Partnerships

- **Houston, Fillmore, Winona County Soil & Water Conservation Districts (SWCD), USFWS, UMN Extension, Trout Unlimited, MnDNR, MPCA:** The City works with these partners to create and coordinate public education. The city relies on professional staff from these organizations provide educational assistance during stormwater improvement projects and the annual Waterfestivals event.
- **Hamline University:** The city coordinates with Hamline University to implement the St. Cloud-based Adopt-a-Storm Drain program. This program started in the City of La Crescent in 2021.
- **Local Artists:** The city works with local community artist(s) to implement the Storm Drain Art Program.
- **La Crescent Service Clubs (Healthy Community Partnership, Rotary Club of La Crescent, and Lions)** provide volunteer resources and assist with education outreach for the stormwater program.

- **La Crosse Urban Stormwater Group.** The city partners with the group to create a Soak It Up Award for the City of La Crescent.

- **Local Businesses and Community Groups** provide participants for stormwater outreach/volunteer programs and opportunities to distribute education materials. The city will work with the local Chamber of Commerce to distribute education materials.

- **The Houston County Highway Department** partners with the city on road projects within the city limits to identify and limit stormwater runoff.

- **La Crescent Partners with MnDOT** to implement Landscape Partnership Program Projects on MnDOT right of way within the city.

Section 3: Implementation Plan

Generally, the City of La Crescent focuses its public education, outreach and involvement programs towards specific target audiences. The target audiences with their respective goals, objectives, and emphasis are described below. Each activity/program is reviewed annually and modified as needed.

Target Audience: General Public

Goal: Encourage individuals to protect local water resources by taking action through simple behavior changes and awareness of water quality issues and related pollution prevention tactics. Consideration should be given to low-income residents, people of color, and non-native English-speaking residents.

ACTIVITY/PROGRAM: Rain Garden Construction Program	
Objectives	Rain Garden Street Reconstruction Program
Schedule	Annual review – implement with road reconstruction projects
Documentation	E:\MS4 Stormwater\Public Education and Outreach\La Crescent Rain Garden Program

ACTIVITY/PROGRAM: Adopt-a-Storm Drain	
Objectives	<p>Attend local events to encourage residents to adopt storm drains and keep them clear.</p> <p>Promote the Adopt-a-Drain program through various media and marketing strategies.</p> <p>Goal: to have at least 50 new drains adopted in 2022 and maintain current adoptions.</p> <p>Promote the Adopt-a-Drain program to City building managers with a goal to have each City building adopt at least one drain.</p>
Schedule	Spring promotion blitz (e.g. press release, newsletter, social media, paid advertising, door hangers)

	Attend at least three events annually to promote the program. Annually promote and market the program.
Documentation	E:\MS4 Stormwater\Public Education and Outreach\Adopt-A-Drain

ACTIVITY/PROGRAM: City social media	
Objectives	Post stormwater education and water quality improvement project materials (e.g. Adopt-a-Drain, Soak It Up Award, and storm drain art) to the City's social media platforms.
Schedule	At least two stormwater specific posts annually.
Documentation	Details in Stormwater Binder

ACTIVITY/PROGRAM: City Website Stormwater Page	
Objectives	Review and update existing stormwater-related information on the City's website to provide relevant education information to the public, contractors, and engineers, as well as information about water quality improvement projects, outreach and other education programs. Maintain information about the Adopt-a-Drain and storm drain art programs. Provide the City's stormwater SWPPP and illicit discharge reporting information on the City's website. Provide a link to the city website
Schedule	Annually review and update.
Documentation	<u>Website Location</u>

ACTIVITY/PROGRAM: Storm Drain Art Program	
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Objectives	Partner with the local art community, artists, events and/or groups to implement a storm drain art program to provide public education and involvement/participation opportunities. Implement art on at least 3 storm drains in 2024. – SWPIG Grant
Schedule	At least 1 storm drain art event annually.
Documentation	Details in Stormwater Binder

ACTIVITY/PROGRAM: Storm Drain Marking	
Objectives	Provide public opportunities to participate in the City's storm drain marking program. Use partnerships with United Way, HCP, Lions, Rotary, and neighborhood contacts to recruit volunteers.
Schedule	Annually
Documentation	Details in Stormwater Binder

ACTIVITY/PROGRAM: Stormwater Education Mailings	
Objectives	Distribute at least one annual stormwater education mailing through the City's Newsletter. Distribute targeted mailings to residents within stormwater improvement project areas. Distribute targeted mailings to areas of specific pollution prevention concern (e.g. yard waste).
Schedule	Annually
Documentation	City Newsletter for the City of La Crescent, MN (cityoflacrescent-mn.gov)

ACTIVITY/PROGRAM: Stormwater Education Presentations	
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Objectives	Provide stormwater education presentations to groups and organizations as requested.
Schedule	At least one presentation/general education distribution annually
Documentation	Details in Stormwater Binder

ACTIVITY/PROGRAM: Deicing Salt Education	
Objectives	<p>Distribute deicing salt educational materials and outreach through Chamber of Commerce, City social media, Adopt-a-Drain program, and faith-based organizations. Education will include at a minimum the impacts of deicing salt use on receiving waters, methods to reduce deicing salt use, and proper storage of salt or other deicing materials.</p> <p>Additional education distribution for problem areas will occur as necessary.</p>
Schedule	Annually
Documentation	<u>File Location - TBD</u>

ACTIVITY/PROGRAM: Pet Waste Education	
Objectives	<p>Utilize the city newsletter to distribute general pet waste public education.</p> <p>Distribute education to pet owners when they renew the dog-license each year. The information will focus on the impacts of pet waste on receiving waters, proper management of pet waste, and City ordinances prohibiting improper disposal of pet waste.</p>

Schedule	Annually
Documentation	Details in Stormwater Binder

Target Audience: Students

Goal: Encourage students to protect local water resources through simple behavior changes and by awareness of water quality and conservation issues in our area.

ACTIVITY/PROGRAM: Waterfestivals	
Objectives	Partner with the Houston and Winona County SWCD to implement Water Festivals educating all area fourth graders about water quality information. City staff will provide a presentation at each Waterfestival.
Schedule	Annual waterfestival
Documentation	File Location - E:\MS4 Stormwater\Public Education and Outreach\Waterfestivals Event

ACTIVITY/PROGRAM: Stormwater Education Presentations Students	
Objectives	Provide annual stormwater education presentations to LCHS classes (e.g. LCHS Environmental Science class) and for local schools and student organizations as requested.
Schedule	At least one presentation annually
Documentation	Details in Stormwater Binder

Target Audience: Contractors

Goal: Provide sediment control, erosion and pollution prevention related education and information to land disturbance contractors.

ACTIVITY/PROGRAM: Deicing Salt Education Contractors	
Objectives	Distribute deicing salt educational materials directly to private contractors at least once during the MS4 permit cycle. Additional education distribution for problem areas will occur as necessary.
Schedule	Annually
Documentation	Details in Stormwater Binder

ACTIVITY/PROGRAM: Land Disturbance Permit Information	
Objectives	Distribute erosion control packet for all approved building permits within the city.
Schedule	Record number of erosion control packets distributed each year.
Documentation	City Website File Location

Target Audience: Developers & Private BMP Owners

Goal: Provide guidance and resources to developers and property owners about permanent structural stormwater BMPs to ensure they are functioning properly and required maintenance is being performed.

ACTIVITY/PROGRAM: Distribute Education Materials Developers & Private BMP's	
Objectives	Distribute educational materials and guidance as requested to private structural stormwater BMP owners and developers.

	<p>Provide example maintenance plans for new projects.</p> <p>Provide educational materials & resources during routine compliance inspections of private BMPs.</p>
Schedule	Annually
Documentation	Maintenance Plan Examples

Target Audience: Design Engineers

Goal: Provide a stormwater design checklist and other resources to ensure projects meet city stormwater design requirements and proper submittals are received.

ACTIVITY/PROGRAM: City Stormwater Design Checklist & Standards	
Objectives	<p>Provide a stormwater design checklist on the City's website and directly to private civil design engineers when major checklist updates are made. The checklist will be reviewed and updated annually based on regulation changes and MN Stormwater Manual updates.</p> <p>Encourage designers to explore a variety of structural and non-structural stormwater BMPs through MN Stormwater Manual guidance.</p> <p>Create new stormwater related standard plates/specifications from the City's internal working list.</p> <p>Review and update existing stormwater related standard plates and specifications.</p>
Schedule	Annually
Documentation	<p>Checklist</p> <p>Standard Plates</p> <p>File Location</p>

Target Audience: Local Businesses

Goal: Provide educational materials and resources to local businesses and facilities where illicit discharge and pollution prevention concerns have been identified.

ACTIVITY/PROGRAM: Identification of High Priority Businesses	
Objectives	Identify high priority businesses/locations to receive targeted education. Focus may be on businesses/locations of past concern, industrial stormwater permit holders and/or business types/locations that have a higher potential to generate pollutants as identified in the illicit discharge program priority area assessment.
Schedule	Annually
Documentation	Details in Stormwater Binder

Section 4: Annual Evaluation and Documentation

An annual evaluation of the objectives and measurable goals is conducted by the City's Sustainability Coordinator. All stormwater education and outreach programs, objectives, goals, target audiences, partnerships and implementation summaries will be reviewed. Documentation of the review will occur in the City's annual SWPPP program review spreadsheet and within the implementation plan year-end summary. This implementation plan will be adjusted and updated annually.

To effectively assess the measurable goals and outcomes, the Sustainability Coordinator will use tracking documentation associated with each program and activity. Tracking documentation methods vary per program. The City of La Crescent is committed to the continued implementation and development of educational initiatives focused on protecting our water resources.



#3.2



MEMORANDUM

TO: Mayor, City Council
FROM: Larry Kirch, Community Development Director
DATE: December 9, 2024
SUBJECT: Resolution authorizing MnDOT Transportation Alternatives Grant Application

The city is applying for a Transportation Alternatives grant through MnDOT District 6 Areawide Transportation Partnership (ATP) group. A total of \$2.1 million dollars is available to the ATP area. A city council resolution is required as part of the grant application submittal process. The resolution authorizes the application and commits the city to the project, if the grant is awarded. The funding source for this program is federal funds and is administered by MnDOT. The city applied for Transportation Alternative funds in 2024 to construct a multi-use path from along South Chestnut Street from the Wagon Wheel Bridge to South 14th Street but that application was not funded. The city is revising the application to align the multi-use path project more closely with MnDOTs 2027 intersection reconstruction project for the U.S. Highway 14/61/ MN STH 16 intersection.

The project would be constructed in 2029 or 2030. The funding request amount for the final application needs to be finalized with city staff and the City Engineer. This program requires matching funds of at least 20 percent. The city can also look for additional funding sources that are non-federal funds to assist the city with its 20 percent cost share. The city must pay the cost of engineering design, project administration, construction contingency as well as the 20 percent share of actual construction costs. The application process opens on Monday, Dec. 2, 2024 and full applications are due on Friday, Jan. 10, 2025. This application is supported by the recently adopted Active Transportation Action Plan and the Downtown Vision and Strategic Plan, Bicycle and Pedestrian Plan and Safe Routes 2 School plan

The city staff is requesting a motion to approve the attached resolution.

Attachment: Resolution

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

RESOLUTION NO. 12-24-41

**A RESOLUTION AUTHORIZING SUBMITTAL OF AND SPONSORSHIP OF A
MINNESOTA DEPARTMENT OF TRANSPORTATION
TRANSPORTATION ALTERNATIVES PROGRAM GRANT APPLICATION
FOR THE CITY OF LA CRESCENT, MN**

WHEREAS, the Minnesota Department of Transportation has funding available from the federal government for the Transportation Alternatives (TA) program for 80 percent of the cost of planning, design and construction of surface transportation projects including on-road and off-road trail facilities for pedestrians, bicyclists and other non-motorized forms of transportation; and

WHEREAS, the City of La Crescent has completed several planning processes including the City Comprehensive Plan, the Downtown Vision and Strategic Plan and an Active Transportation Action Plan for the Highway 16 corridor between the Wagon Wheel Trail and Wagon Wheel Bicycle-Pedestrian bridge to Miller's Corner, all of which have had extensive public involvement and broad community support; and

WHEREAS, the Active Transportation Action Plan outlines both in-town on-road and off-road trail facilities along the Minnesota Highway 16 corridor including Oak Street and S. Chestnut Street; and

WHEREAS, S. Chestnut Street is part of the Mississippi River Trail and U.S. Bike Route 45 and is adjacent to the Great River Road and Bluff Country National Scenic Byways and the city intends to implement the Active Transportation Action Plan in the Highway 16 corridor by planning, designing and constructing a multi-use bicycle and pedestrian facility along S. Chestnut Street and Mn Hwy 16 from the Wagon Wheel Bridge to S. 14th Street for transportation and recreational purposes which will also provide safe routes for non-drivers including children, older adults and individuals with disabilities to access daily needs; and

WHEREAS, a multimodal shared-use trail facility will connect the Wagon Wheel Trail to an eventual Root River Trail along the busy stretch of the MRT/U.S. Bike Route 45 and serve to connect several state and regional corridors for safe bicycling and walking; and

WHEREAS, the City of La Crescent fully supports this project and commits to cost-sharing the local share of 20 percent and has the ability to maintain the project improvements and is capable and ready to fully manage the project and understands that it is responsible for all costs not covered by federal funding; and

WHEREAS, the City of La Crescent agrees to maintain such improvements for the lifetime of the improvements; and

WHEREAS, the city desires to proactively implement the Active Transportation Action Plan for the Highway 16 corridor, the adopted Bicycle and Pedestrian plan, and Safe Routes to School Plan and its Complete Streets policy to improve bicyclist and pedestrian safety, improve accessibility for all user groups, and improve community connectedness especially for vulnerable users and underserved members of the community.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the City Council of the City of La Crescent authorizes the submittal of a Transportation Alternatives Grant Application to the Minnesota Department of Transportation and, if awarded, agrees to act as project sponsor and carry out the following responsibilities:

- 1) Execute the standard Grant Contract and be the fiscal agent and have funds flow from MnDOT to the city and to the contractor.
- 2) Request SAP/SP number for the project.
- 3) Ensure the project meets milestones and dates.
- 4) Develop, review and/or approve the plan, submit plan, engineers estimate, and proposal to the DSAE.
- 5) Advertise, let, and award the project.
- 6) Submit pay requests to State Aid.
- 7) Communicate progress and updates with the DSAEs and State Aid Programs Engineer.
- 8) Ensure that the project receives adequate supervision and inspection.
- 9) Assist with project close out.

BE IT FURTHER RESOLVED that the City Council of the City of La Crescent agrees to act as sponsoring agency for the project identified as MRT/USBR 45 – Root River Trail Connector Phase 1 seeking Federal funding under the Transportation Alternatives program and has reviewed and approved the project as proposed. Sponsorship includes a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules and regulations.

BE IT FURTHER RESOLVED that City Administrator and Community Development Director are hereby authorized to act as agent(s) on behalf of this sponsoring agency.

Certification

I hereby certify that the foregoing resolution is a true and correct copy of a resolution adopted by the City Council of the City of La Crescent, Minnesota on this 9th day of December, 2024.

SIGNED:

(Signature)

Mayor Mikel Poellinger

(Title)

(Date)

WITNESSED:

(Signature)

City Administrator Bill Waller

(Title)

(Date)

#3.3



MEMORANDUM

TO: Mayor, City Council
FROM: Larry Kirch, Community Development Director
DATE: December 9, 2024
SUBJECT: Resolution authorizing MnDOT Active Transportation Infrastructure Grant Application

The city is applying for an Active Transportation Infrastructure grant from MnDOT and a council resolution is required as part of the grant application submittal process. The resolution authorizes the application and commits the city to the project, if the grant is awarded. The Active Transportation program is the MnDOT program that funded the South 6th Street Bike-Ped project to the community pool and park. This application implements the 2017 Bicycle Pedestrian plan by installing sidewalks as sidewalk infill project in various locations in the city where sidewalks are missing or intermittent. The city submitted a Letter of Intent (LOI) which was favorably received by MnDOT which now allows the city to submit a full application. The city is working with the County Highway Engineer on this application as some of the sidewalks are adjacent to county highway 25 and 29. The project would be constructed in 2025 or 2026.

The funding request amount for the final application needs to be finalized with city staff and the City Engineer. This program does not require matching funds but MnDOT, in its review, does consider the overall project costs, including city funding.

Attachment: Resolution

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

RESOLUTION NO. 12-24-42

**A RESOLUTION AUTHORIZING SUBMITTAL OF AND SPONSORSHIP OF A
MINNESOTA DEPARTMENT OF TRANSPORTATION
ACTIVE TRANSPORTATION PROGRAM INFRASTRUCTURE GRANT
APPLICATION FOR THE CITY OF LA CRESCENT, MN**

WHEREAS, the Minnesota Department of Transportation has \$12.502 million dollars available in Active Transportation funding available statewide, with a minimum of \$50,000 and cap of \$1 for each project; and

WHEREAS, the City of La Crescent adopted a bicycle and pedestrian plan in and identified projects for implementation which included sidewalk infill projects throughout the city to buildout a connected sidewalk system; and

WHEREAS, the City of La Crescent is a state aid city and is the sponsor of this requested active transportation infrastructure project; and

WHEREAS, the active transportation infrastructure project may include installation of sidewalks adjacent to county highways 25 and 29 and therefor the city is coordinating with the Houston County Highway Engineer and the city is looking for the Houston County Board of Supervisors to pass a resolution in support of this project; and

WHEREAS, the City's project was deemed eligible for submittal of a final application after review of the city's Letter of Intent (LOI) by MnDOT; and

WHEREAS, the City of La Crescent fully understands that it is responsible for all costs not covered by Active Transportation funding including but not limited to consultant engineering, right-of-way acquisition, construction administration and inspection, utility construction, as well as construction costs above the Active Transportation grant award; and

WHEREAS, the City of La Crescent agrees to maintain such improvements for the lifetime of the improvements; and

WHEREAS, the city desires to proactively implement the adopted bicycle and pedestrian plan to improve bicyclist and pedestrian safety, improve accessibility for all user groups, improve community connectedness, especially for vulnerable users and underserved members of the community.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the City Council of the City of La Crescent authorizes the submittal of an Active Transportation (AT) Program Infrastructure Grant Application to the Minnesota Department of Transportation and, if awarded, agrees to act as project sponsor and carry out the following responsibilities:

- 1) Execute the grant agreement be the fiscal agent and have funds flow from MnDOT to the city and to the contractor.

- 2) Request SAP/SP number for the project.
- 3) Ensure the project meets milestones and dates.
- 4) Develop, review, and/or approve the plan, submit plan, engineer's estimate, and proposal to the DSAE.
- 5) Advertise, let, and award the project.
- 6) Submit pay requests to State Aid.
- 7) Communicate progress and updates with the DSAEs and State Aid Programs Engineer.
- 8) Ensure that the project receives adequate supervision and inspection. 9) Assist with project closeout.

Adopted this 9th day of December, 2024
City of La Crescent

Mikel Poellinger, Mayor

Attest: _____
Angie Boettcher, City Clerk

Street	From	To	Linear Feet	Cost
Maple east side	Main	S 1st	300	\$ 75,000
Maple east side	S1st	alley	150	\$ 37,500
Maple East side	s2nd	s4th	575	\$ 143,750
Maple West side	Alley	S4th	170	\$ 42,500
CO RD 25 East side	Skunk hollow	S7th	1500	\$ 375,000
s 7th	Birch	CO RD 25	300	\$ 75,000
S 4th st	Elm	S hill st	915	\$ 228,750

\$250 per foot per WHKS

3910 \$ 977,500

Did not include in LOI

Main st north side	Elm	Maple	520	\$ 130,000
N 1st North side	Oak	Walnut	515	\$ 128,750
CO RD 25 West side	Skunk hollow	Crescent Ave	1100	\$ 275,000
Oak st East side	S3rd	S6th	950	\$ 237,500
Oak st West side	S6th	S7th	300	\$ 75,000
s 7th both sides	Elm	Oak	1000	\$ 250,000
Maple West side	Main	Alley	200	\$ 50,000
Maple east side	Main	N 1st	300	\$ 75,000



LaCrescent
MINNESOTA
Growing from River to Ridge

**PROPOSED SIDEWALK
FIGURE 1**

whks
engineers • planners • land consultants
WHKS No. 10218

#3.4



MEMORANDUM

TO: Mayor, City Council Members
FROM: Larry Kirch, Community Development Director
DATE: December 9, 2024
SUBJECT: Minnesota Department of Employment and Economic Development (MnDEED) Small Cities Development Program (SCDP) Grant – Streetscaping - Authorize Expenditures

The city applied to MnDEED's SCDP Grant Program for streetscaping funding for the Walnut Street corridor project. The city was awarded \$600,000 in federal funding. The funding is from the U.S. Department of Housing and Urban Development Community Development Block Grant (CDBG) funds under what is known as the Small Cities program. The federal funds are administered by the State of Minnesota. Of the \$600,000, \$580,000 can be used for streetscaping and \$20,000 for administration of the grant. The city also committed to match that grant with \$33,500 of city funds. City funds can be used for other costs related to the streetscaping project such as engineering services or streetscaping elements related to the streetscaping portion of the Walnut Street corridor project. The project is scheduled for 2026 construction.

City staff is requesting that the Mayor and City Administrator be authorized to execute the grant agreement, authorize the expenditure of grant funding and the local matching funds.

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

STATE OF MINNESOTA
UEI NO. FFKFBWSX12E6
GRANT CONTRACT AGREEMENT NO. CDAP-23-0100-O-FY24

This grant contract agreement is between the State of Minnesota, acting through the Department of Employment and Economic Development ("State") and City of La Crescent, 315 Main Street, La Crescent, MN 55947, Federal Tax ID # 41-6005291 ("Grantee").

Recitals

1. Under Minn. Stat. 116J.401 the State is empowered to enter into this grant contract agreement.
2. The State is in need of local government to administer projects in accordance with the Small Cities Development Program (SCDP), Minnesota Rules, Chapter 4300.
3. The funds are intended to provide grant funds for eligible SCDP activities.
4. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract agreement to the satisfaction of the State. Pursuant to Minn. Stat. §16B.98, Subd.1, the Grantee agrees to minimize administrative costs as a condition of this grant contract agreement.

Grant Contract Agreement

1 Term of Grant Contract Agreement

- 1.1 ***Effective date:***
September 10, 2024, or the date the State obtains all required signatures under Minn. Stat. §16B.98, Subd. 5, whichever is later. Per Minn. Stat. §16B.98, Subd. 5, the Grantee must not begin work until this grant contract agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence. Per Minn. Stat. §16B.98 Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed. Per 24 CFR 570.489 the Grantee may receive reimbursement for eligible expenses that occurred prior to the execution of this grant contract agreement.
- 1.2 ***Expiration date:***
September 30, 2027, or until all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3 ***Survival of Terms.***
The following clauses survive the expiration or termination of this grant contract agreement: 10. Liability; 11. State Audits; 12. Government Data Practices and Intellectual Property Rights; 14. Publicity and Endorsement; 15. Governing Law, Jurisdiction and Venue; 17. Data Disclosure; 20. Assessments; and 31. Program Income.

2 Grantee's Duties

The Grantee, who is not a state employee, will:

Comply with required grants management policies and procedures set forth through Minn. Stat. §16B.97, Subd. 4 (a) (1).

The Grantee has made application to the State for the purpose of administering a SCDP project in the manner described in Grantee's "Application," which is incorporated into this grant contract agreement by reference.

The Grantee, who is not a state employee, is awarded funds to provide financial assistance to address the need for decent, safe, affordable housing, economic development and public facility needs, and provide a suitable living environment by expanding economic opportunities, principally benefiting low to moderate income households. The activities may include: Housing Rehabilitation – (This includes owner-occupied and single family, duplex and multi-family rental units), Commercial Rehabilitation and Public Facility Improvements: (i.e., construction or improvements to water and wastewater systems, etc.).

Specific grantee activity will be detailed and set forth in Clause 4.1(a).

2.1 **Provisions for Contracts and Sub-grants**

- (a) Contract Provisions.** The Grantee must include in any contract and sub-grant, in addition to provisions that define a sound and complete agreement, such provisions that require contractors and sub-grantees to comply with applicable state and federal laws. Along with such provisions, the Grantee must require that contractors performing work covered by this grant be in compliance with all applicable OSHA regulations, especially the federal Hazardous Waste Operations and Emergency Response Standards (29 CFR 1910.120 and 29 CFR 1926.65).
- (b) Ineligible Use of Grant Funds.** The dollars awarded under this grant contract agreement are grant funds and shall only be used by Grantee and not be awarded by Grantee to third parties as grant funds
- (c) Job Listing Agreements.** Minn Stat. § 116L.66, subd.1, requires a business or private enterprise to list any vacant or new positions with the state workforce center if it receives \$200,000 or more a year in grants from the State. If applicable, the business or private enterprise shall list any job vacancy in its personnel complement with MinnesotaWorks.net at www.minnesotaworks.net as soon as it occurs.
- (d) Payment of Contractors and Subcontractors.** The Grantee must ensure that all contractors and subcontractors performing work covered by this grant are paid for their work that is satisfactorily completed.

3 **Time**

The Grantee must comply with all the time requirements described in this grant contract agreement. In the performance of this grant contract agreement, time is of the essence.

4 **Consideration and Payment**

4.1 **Consideration**

The State will pay for all services performed by the Grantee under this grant contract agreement as follows:

(a) Compensation

Fed. Obj.	Activity Code	Activity Title	Unit Goal	Number of households /persons served	Number of LMI households /persons served	SCDP Funds	Other Funds	Total
SBA	03L	Streetscape	1			\$580,000.00	\$4,816,225.00	\$5,396,225.00
	21A	Administration				\$20,000.00	\$0.00	\$20,000.00
		Totals				\$600,000.00	\$4,816,225.00	\$5,416,225.00

(b) Travel Expenses

Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Grantee as a result of this grant contract agreement will not exceed \$0.00; provided that the Grantee will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget (MMB). The Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received the State's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state.

(c) Total Obligation

The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract agreement will not exceed \$600,000.00.

(i) Pre-award Costs. Grantee may incur administrative costs prior to the fully executed grant contract agreement. This would include work on the environmental clearance, producing rehabilitation policies and procedures, and costs associated with attending SCDP implementation training.

(ii) Eligible Costs. Eligible costs include the costs identified in the Section 4(a) of this Grant Contract Agreement that are incurred during the contract period and are also eligible for the CDBG program.

4.2 **Payment**

(a) Invoices

The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted timely and according to the following schedule:

Payment requests will be processed on a bi-weekly calendar basis with the calendar being provided by the State. The total amount of grant funds requested must be two thousand dollars (\$2,000) or more in each payment request. The final payment request, and payment requests made in the two-week periods prior to June 30 and September 30 of each year, may be under \$2,000.

The State has authority to withhold payment of administrative funds if adequate progress on contractual goals is not being met.

(b) Federal funds

Payments under this grant contract agreement will be made from federal funds obtained by the State through CFDA number 14.228, Title 1 of the Housing and Urban Development Act of 1974. Federal Award number B-24-DC-27-0001. The Grantee is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for any requirements imposed by the Grantee's failure to comply with federal requirements.

Funds made available pursuant to this grant contract agreement shall be used only for expenses incurred in performing and accomplishing such purposes and activities during the grant period described above. Notwithstanding all other provisions of this grant contract agreement, it is understood that any reduction or termination of Housing and Urban Development funds provided to the State may result in a reduction to the Grantee.

Where provisions of the Grantee's Application are inconsistent with other provisions of this grant contract agreement, the other provisions of this grant contract agreement shall take precedence over the provisions of the Application.

(c) Unexpended Funds

The Grantee must promptly return to the State any unexpended funds that have not been accounted for annually in a financial report to the State due at grant closeout.

4.3 Contracting and Bidding Requirements

Per Minn. Stat. §471.345, grantees that are municipalities as defined in Subd. 1 must follow the law.

- (a)** Support documentation of the bidding process utilized to contract services must be included in the grantee's financial records, including support documentation justifying a single/sole source bid, if applicable.

5 Reporting Requirements

Grantee shall submit reports annually during the grant period to the State by October 15, or the date designated by the State. Progress Reports will be submitted quarterly and include reporting on outcomes. All other reports must be in accordance with the reporting requirements set forth in Minnesota Rule 4300.3200. Grantee shall use the reporting forms provided by the State.

6 Conditions of Payment

All services provided by the Grantee under this grant contract agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state and local laws, ordinances, rules and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state or local law.

7 Monitoring and Corrective Action

The State shall monitor grantee performance as outlined in its Action Plan to HUD. The Grantee will make all books, records, documents, and accounting procedures and practices accessible for any monitoring.

Monitoring will be based on forms provided by the State. The monitor may be in person or a request for information at any time during the grant and any time after grant closeout as needed.

The grantee will monitor the activities of the sub-recipient according to 2 CFR §200.303 and 2 CFR §200.331 as necessary to ensure that the sub-award is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the Sub-award; and that sub-award performance goals are achieved. Pass-through entity monitoring of the sub-recipient must include:

- (a) Reviewing financial and programmatic reports required by the pass-through entity.
- (b) Following-up and ensuring that the sub-recipient takes timely and appropriate action on all deficiencies pertaining to the Federal award provided to the sub-recipient from the pass-through entity detected through audits, on-site reviews, and other means.
- (c) Issuing a management decision for audit findings pertaining to the Federal award provided to the sub-recipient 2 CFR §200.332 from the pass-through entity as required by 2 CFR §200.521 management decision.

8 Authorized Representative

The State's Authorized Representative is Zachary Klehr, Small Cities Grants Specialist, Great Northern Building, 12th Floor, 180 East Fifth Street, St. Paul, MN 55101-1351, (651) 259-7460, zachary.klehr@state.mn.us, or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is The Honorable Mike Poellinger, Mayor of City of La Crescent, 315 Main Street, La Crescent, MN 55947, (507) 895-4356, mpoellinger@cityoflacrescent-mn.gov, or his/her successor. If the Grantee's Authorized Representative changes at any time during this grant contract agreement, the Grantee must immediately notify the State.

9 Assignment, Amendments, Waiver and Grant Contract Agreement Complete

9.1 Assignment

The Grantee shall neither assign nor transfer any rights or obligations under this grant contract agreement without the prior written consent of the State, approved by the same parties who executed and approved this grant contract agreement or their successors in office.

9.2 Amendments

Any amendments to this grant contract agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant contract agreement or their successors in office.

9.3 Waiver

If the State fails to enforce any provision of this grant contract agreement, that failure does not waive the provision or the State's right to enforce it.

9.4 Grant Contract Agreement Complete

This grant contract agreement contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant contract agreement, whether written or oral, may be used to bind either party.

10 Liability

The Grantee must indemnify, save and hold the State, its agents and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract agreement by the Grantee or the Grantee's agents, employees or independent contractors. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant contract agreement.

11 State Audits

Under Minn. Stat. § 16B.98, Subd.8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant contract agreement or transaction are subject to examination by the Commissioner of Administration, by the State granting agency and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant contract agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

Accounting methods must be in accordance with generally accepted accounting principles. The Grantee shall comply with the requirements of the Single Audit Act Amendments of 1996 (P.L. 104-156). When a Grantee expends over \$750,000 in federal funds during their fiscal year, a single audit is required to be submitted for that year.

12 Government Data Practices and Intellectual Property Rights

12.1 *Government Data Practices*

The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this grant contract agreement, and as it applies to all data created, collected, received, stored, used, maintained or disseminated by the Grantee under this grant contract agreement. The civil remedies of Minn. Stat. §13.08 apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

12.2 *Intellectual Property Rights*

The Grantee represents and warrants that Grantee's intellectual property used in the performance of this grant contract agreement does not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause 10, the Grantee will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless the State, at the Grantee's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of Grantee's intellectual property used in the performance of this grant contract agreement infringe upon the intellectual property rights of others. The Grantee will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs and damages, including but not limited to, attorney fees. If such a claim or action arises or in the Grantee's or the State's opinion is likely to arise, the Grantee must, at the State's discretion, either procure for the State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing intellectual property as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition to and not exclusive of other remedies provided by law.

13 Workers Compensation

The Grantee certifies that it is in compliance with Minn. Stat. §176.181, Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

14 Publicity and Endorsement

14.1 *Publicity*

Any publicity regarding the subject matter of this grant contract agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications or services provided resulting from this grant contract agreement. All projects primarily funded by state grant appropriations must publicly credit the State of Minnesota, including on the grantee's website when practicable.

14.2 *Endorsement*

The Grantee must not claim that the State endorses its products or services.

15 Governing Law, Jurisdiction and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this grant contract agreement. Venue for all legal proceedings out of this grant contract agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

16 Termination

16.1 *Termination by the State*

16.1(a) *Without Cause*

The State may terminate this grant contract agreement without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

16.1(b) *With Cause*

The State may immediately terminate this grant contract agreement if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

16.2 *Termination by the Commissioner of Administration*

The Commissioner of Administration may immediately and unilaterally cancel this grant contract agreement if further performance under the agreement would not serve agency purposes or is not in the best interest of the State.

16.3 *Termination for Insufficient Funding*

The State may immediately terminate this grant contract agreement if:

- (a) Funding for Grant No. CDAP-23-0100-O-FY24 is withdrawn by the United States Department of Housing and Urban Development.
- (b) Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the grant contract agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

16.4 In the Event of Cancellation

In the event of any cancellation under this provision, the Grantee shall cooperate fully with the State and help facilitate any transition for the provision of services by a different vendor. Failure to cooperate with or withholding any information or records requested by the State or a different vendor that impairs in any way the transition of the provision of services shall constitute a material breach of this grant contract agreement, subjecting Grantee to liability for all damages incurred by the State resulting from such breach.

17 Data Disclosure

Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Grantee 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 the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

18 Conflicts of Interest

The State will take steps to prevent individual and organizational conflicts of interest in reference to Grantees per Minn.Stat. §16B.98 and Department of Administration, Office of Grants Management, Policy Number 08-01 Conflict of Interest Policy for State Grant-Making (Current Policies tab). When a conflict of interest concerning State grant-making is suspected, disclosed or discovered, transparency shall be the guiding principle in addressing it.

In cases where a potential or actual individual or organizational conflict of interest is suspected, disclosed, or discovered by the Grantee throughout the life of the grant contract agreement, they must immediately notify the State for appropriate action steps to be taken, as defined above.

The Grantee must complete a Conflict-of-Interest Disclosure Form.

19. Uniform Relocation Assistance and Real Property Acquisition Policies Act

Permanent easements of land required for any public facilities improvement made using SCDP funds, or in conjunction with SCDP activities, must be acquired in conformance with the provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (49 CFR 24). Budget modification, if necessary to achieve compliance, must be approved in writing by the State.

Unless otherwise approved in writing by State, use of SCDP funds to purchase real property is limited to the value established by appraisal(s) conducted in accordance with the Uniform Relocation Assistance and Real

Property Acquisition Policies Act of 1970, as amended. Reuse of real property that is acquired with SCDP funds must be approved by the State.

20. Assessments

Grantee will not assess the SCDP funds share of any public facilities project.

21. Debarment and Suspension Certification

(If applicable) The Grantee agrees to follow the President's Executive Order 12549 and the implementing regulation "Non-procurement Debarment and Suspension: Notice and Final Rule and Interim Final Rule," found at 53 FR 19189, May 26, 1988, as amended at 60 FR 33041, June 26, 1995, including Appendix B, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions;" unless excluded by law or regulation. Evidence that contractors are not debarred will be maintained over the life of the grant.

Eligible Contractors: All Grantees are required to verify that all contractors, subcontractors and sub-recipients are not listed on the Federal publication that lists debarred, suspended and ineligible contractors. Evidence of this determination must be readily available to the State throughout the life of the project:

<https://sam.gov/>

22. Conflict of Interest Screening

The Grantee must comply with the Conflict of Interest provisions of Minn. Stat. § 471.87 – 471.88 and Subpart K of 24 CFR, Part 570.611 of the Code of Federal Regulations. Grantee will screen for conflicts of interest in any activity that involves individual assistance and exceptions for participation for individual assistance must be approved by DEED.

23. Federal Environmental Standards

Unless the State indicates otherwise and prior to release of funds, the Grantee is required to conduct an environmental review on project activities to comply with the National Environmental Policy Act of 1969 (NEPA), as amended. Disbursement of funds from the State will not occur until State has issued an environmental clearance to the Grantee.

Grantee must maintain environmental review documentation and records and make them available to the public.

24. Drug-free Workplace/Drug-Free Workplace Awareness Program

The Grantee agrees to provide a drug free workplace by notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the Grantee's workplace and specifying actions that will be taken against employees for violation of such prohibition. The Grantee must have an Awareness Program, or establish a drug free workplace awareness program to inform employees about the dangers of drug abuse, the availability of drug counseling and penalties for violations of the drug free workplace policy. Prior to release of funds, Grantee will provide evidence of a drug-free workplace to the State. If applicable, all secondary communities involved with this project will adhere to this condition.

25. Prohibition of Excessive Force Policy

The Grantee agrees to adopt and enforce a policy to prohibit the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations (P.L. 101-144, Section 519). Prior to release of funds, Grantee will provide evidence of a Prohibition of Excessive

Force Policy to the State. If applicable, all secondary communities involved with this project will adhere to this condition.

26. Residential Anti-displacement and Relocation Assistance Plan

The Grantee agrees to adopt, make public and follow a "residential anti-displacement and relocation assistance plan" in accordance with Section 104(d) of the Housing and Community Development Act of 1974, as amended. This plan must include steps to minimize displacement of residents caused by project activities. Prior to release of funds, Grantee will provide evidence of a Residential Anti-displacement and Relocation Assistance Plan to the State. If applicable, all secondary communities involved with this project will adhere to this condition.

27. Fair Housing

Grantee agrees to adopt a Fair Housing plan and abide by and promote all Fair Housing Regulations during the grant period, including conducting at least one unique activity to affirmatively further fair housing each year that the grant remains open. Activities must be reported via the State's Annual Report each year.

28. Policies and Procedures

Where applicable and prior to release of funds, Grantee must approve and maintain policies and procedures which are consistent with the Application and consistent with current SCDP guidance and policy. All policies and procedures must adhere to federal and/or state requirements.

29. Federal Labor Standards

When applicable, Grantee must comply with all federal Davis Bacon and Related Act requirements (DBRA). Grantee must follow DEED's "12 Step Instructions" that are available on the SCDP portion of the DEED website in order to comply with DBRA. Grantee must submit the DEED "Notice of Contract Award" to DEED staff within 14 days of each contract award where DBRA applies and before using grant funds to pay contractors or subcontractors. For projects involving a public facility or rental rehabilitation of eight or more units, copies of the first payroll for each contractor and/or subcontractor working on the project will be provided to DEED staff for review before any cash disbursements for the activity are issued by the State.

30. Use of Out of State Contractors

The Grantee must comply with Minnesota Statutes, Section 290.9705 by either:

- a) Depositing with the State, eight percent of every payment made to non-Minnesota construction contractors, where the contract exceeds \$50,000; or
- b) Receiving an exemption from this requirement from the Minnesota Department of Revenue.

31. Program Income

Program Income is defined as any income equal to or exceeding \$35,000 in a federal fiscal year (October 1-September 30) received by the Grantee from repayments on deferred or installment loans made from SCDP grants. Any income received from these SCDP loans that total less than \$35,000 in a federal fiscal year, is not Program Income, but must be reused for an SCDP approved purpose. Total Program Income expenditures for the year must be reported on the expenditures section of the annual report. Program Income must all be used before SCDP will provide a payment request form, if applicable.

Grantee agrees to have a "SCDP Income Reuse Plan" on file that states how Program Income and other funds generated from the grant will be reused. This plan should prescribe that funds will be reused for an

approved SCDP purpose and be consistent with the Grantee's Application. If the funds received by the Grantee cannot be utilized by the Grantee within a reasonable amount of time, the State may ask for the funds.

Annual Post Closeout Program Income Reporting: Following grant closeout, the Grantee must report Program Income to the state by October 15 of each year. Reporting must include Program Income:

- Funds received during the federal fiscal year,
- Expended during the federal fiscal year, and the funds
- Balance at the end of the federal fiscal year.

This reporting will be completed online using the "Post Closeout Online Reporting" and if applicable the "Post Closeout Program Income Expenditure Reporting Form" located on the DEED/SCDP website. These forms can be found on this webpage: <http://mn.gov/deed/government/financial-assistance/community-funding/>.

Grantees should track Program Income (\$35,000 or more received in a fiscal year) and other income from SCDP loans (under \$35,000 in a year) with separate accounts. These funds do not include Minnesota Investment Funds.

Refer to SCDP A-Z Reference Guide for additional information.

32. Procurement

The Grantee must maintain documentation that shows that professional services were procured in accordance with 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Services obtained from an HRA, RDC, or nonprofit organization do not have to be procured by competitive negotiation if exemption has been requested and approved by DEED, but contracts for these services must only be on a cost reimbursement basis, accounted for in accordance with 2 CFR Part 200.

33. Equal Employment & Section 3

Grantee must adhere to the Subparts A, C and D of the Section 3 regulations at 24 CFR 75 if the financial assistance provided to the project exceeds a threshold of \$200,000 in HUD program funding. If the project is found to be a Section 3 project, requirements at 24 CFR 75.19 must be followed. The Grantee will report labor hours in the Annual Report as described in 24 CFR 75.25(a), provide the qualitative efforts to assist low and very low-income persons described at 24 CFR 75.25(b) if reporting benchmarks are not met, must include Section 3 requirements and language in bidding documents and contracts, and retain necessary Section 3 documentation as described in 24 CFR 75.31. Additionally, the Grantee will include The Standard Federal Equal Employment Opportunity Construction Contract Specifications (Executive Order 11246, as amended) in the bidding and contract documents. Grantees will adopt an "Affirmative Contractor Outreach Plan – Section 3, MBE and WBE" which will outline how the Grantee will adhere to Section 3 requirements and will promote the use of Section 3 business concerns and Women- or Minority-Owned Businesses. The plan will include a requirement that contractors and subcontractors will complete the Section 3 and Women- or Minority-Owned Business Certification form.

34. Public Hearing

The Grantee will hold a second public hearing (first was held for submission of Application) that includes a citizen participation opportunity midway through the implementation period to solicit public feedback on grant progress and results. The public hearing must be publicly advertised and minutes from the hearing and

evidence that the hearing was publicly advertised will be provided to the State, if requested. Documentation that the second public hearing was held will be made on the final report to DEED.

35. Bid Specifications

For projects that involve construction of public facilities, conversion for new housing, or rehabilitation of 8 housing units or more under 1 site: Grantee will provide State with bid specifications (not maps or architectural drawings) for review and approval.

36. Rental Development Agreement

When applicable and prior to release of funds, the Grantee will provide the State with a development agreement between the Grantee and developer and, if applicable, the management company who will manage the building(s). The agreement(s) will include provisions to ensure that rents and utility costs charged for housing units meet current DEED standards and incomes of tenants are within the current HUD section 8 limits. If applicable, the agreement would also ensure against the economic displacement (rents and utilities raised to above 30% of a household's gross, monthly income) of any current housing tenants.

37. National Objectives

All activities outlined in the Grantee Application and table contained in 4.1 shall meet a National Objective as outlined by the CDBG program. In the event that any facility used for multi-family rental housing no longer meets the Benefit to Low and Moderate Income People National Objective, the SCDP construction funds used to construct or renovate the facility will be returned to the State within a reasonable time frame. This provision will expire five years after the closeout date associated with the final Grant Adjustment Notice, unless a different time period is contained in the Application.

38. Lead Based Paint

For activities that involve the rehabilitation of housing, the Grantee will follow the DEED lead policy.

39. Equal Opportunity, Americans with Disabilities Act, and Minnesota Human Rights Act

The Grantee agrees to comply with all nondiscrimination assurances described in: Section 188 of the Workforce Innovation and Opportunity Act (WIOA); the Americans with Disabilities Act, as amended (ADA), Title I and Title II, as amended; and the Minnesota Human Rights Act.

40. Build America, Buy America Act (BABAA)

Domestic Preference Requirements for Federal Financial Assistance to Non-Federal Entities. Federal Financial Assistance to Non-Federal Entities, defined pursuant to 2 CFR 200.1, shall be governed by the requirements of Section 70914 of the Build America, Buy America Act (BABAA), under Title IX of the Infrastructure Investment and Jobs Act, Pub. L. 177-58. BABAA will apply to individual projects containing iron or steel and with total federal financial assistance greater than \$250,000.

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15.

Signed: Robin Culbertson

Date: 11/15/24

SWIFT Contract/PO No(s): 260073 PR 91208 PO 3-587186

2. GRANTEE

The Grantee certifies that the appropriate person(s) has executed the grant contract agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

3. STATE OF MINNESOTA: DEPARTMENT OF EMPLOYMENT AND ECONOMIC DEVELOPMENT

By: _____
(WITH DELEGATED AUTHORITY)

Title: _____

Date: _____

Distribution:
Agency
Grantee
State's Authorized Representative

#3.5



MEMORANDUM

TO: Mayor, City Council Members
FROM: Larry Kirch, Community Development Director
Josh Tarrence, Interim Fire Chief, Building Inspector
DATE: December 9, 2024
SUBJECT: Taylor Family Farms Foundation Fire Department Grant – Expenditure Authorization

The city applied to the Taylor Family Farms Foundation (TFFF) (a new grant making organization for southern Minnesota and northern Iowa). The city and Houston County are in their service area. The city requested \$25,000 for three items, a LUCAS Device (automatic chest compression device) a multi parameter monitor/cuffs and a smoke house. The total cost of all three items is \$33,407. The city agreed to match the grant with both funding and 456 hours of training, if awarded. A grant was awarded in the amount of \$10,000. Staff is proposing to purchase all three items outlined in the grant application using the \$10,000 in grant funds plus \$8,000 in 2024 Fire Department donation and up to \$15,407 from city capital budget dollars. Attached is a copy of the grant award letter, project narrative and product quotes for the three life saving devices.

La Crescent Fire Department - Project Budget
Taylor Family Farms Foundation – Lifesaving Equipment

Table with 3 columns: Equipment Purchase, Cost, Device Details. Rows include LUCAS Device, Multi parameter monitor/cuffs, Smoke House, TOTAL, City Match, Grant Request, and In-kind - training hours on LUCAS device and monitor.

As part of the grant, the city agrees to give some recognition to the TFFF as part of implementing the grant with the new life-saving equipment. The city will place a story and picture on the city website and will issue a press release and conduct a press conference when the new equipment is unveiled. The city will involve the Heart Safe Committee with a press conference. The Heart Safe Committee provided a letter of support for the grant application along with Gundersen Lutheran Health Systems/Tri State Ambulance.

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



RECEIVED
NOV 06 2024
CITY OF LA CRESCENT

Dear Larry Kirch:

We are pleased to present you with a Grant from the Taylor Family Farms Foundation ("TFFF") of \$10,000 for the City of La Crescent, Minnesota - La Crescent Fire Department.

At the TFFF, our goal is to positively impact people's lives and/or enhance life in rural communities in Southern Minnesota or Northwest Iowa. The website, Taylorfff.org, specifically lists the counties included in our granting area.

This grant is subject to the following terms:

- By accepting the grant, your organization acknowledges that this gift is not intended to fulfill a pre-existing pledge and that no individual will receive any goods, services, or other benefits because of the gift.
- If you are planning to acknowledge this grant publicly, please see our Grant Acceptance Agreement (included with this letter).
- Once the Grant Acceptance Agreement is received by TFFF and you have secured funds matching this grant, we will issue the check for your project.
- It is not necessary to send a receipt for this gift. If you wish to acknowledge this grant, you may send a note of appreciation to:

Taylor Family Farms Foundation
Attn: James Mulvihill
1725 Roe Crest Drive
North Mankato, MN 56003

Sincerely,
Taylor Family Farms Foundation

A handwritten signature in black ink, appearing to read "Kristin Duncanson", written over a horizontal line.

Kristin Duncanson
President



Grant Acceptance Agreement

Terms and Conditions

- Any grant awarded from the Taylor Family Farms Foundation (“TFFF”) needs to be expended within 12 months of receipt of the funds without prior approval.
- A final report is required within 30 days of the end of the project completion, and should include the answers to the following questions:
 1. What did you use the funding for?
 2. What was the impact on your community or organization?
 3. What if anything, would you do differently in the future?
- If for some reason the project is not implemented within one year or you have not secured a match of the funds granted by the TFFF, the Foundation requests the return of the contribution or an email/letter with an explanation if an extension is required.
- The TFFF will not provide additional funding until all the current Foundation supported projects are complete, the final report is submitted in a timely manner and all the requirements have been met.
- If there will be a ribbon cutting or a community event for your project/program, the Foundation requests prior notice. This provides the opportunity for a representative from the Foundation to possibly attend.
- If there is a change in contact information at your organization or if there are other project changes, please contact:

Chris Austin
507-386-3230
Chris.Austin@taylor.com

The TFFF requests recognition on all materials stating, “This project is funded in part through a philanthropic gift from the Taylor Family Farms Foundation.”

An electronic logo will be sent to you upon request.

I have read the accompanying grant award letter from the TFFF and hereby do accept these terms and conditions set forth.

Signature of Authorized Representative

Date

Name and title (Please print)

Organization Name

#3.6



MEMORANDUM

TO: Mayor, City Council Members
FROM: Larry Kirch, Community Development Director
DATE: December 9, 2024
SUBJECT: Minnesota Department of Public Safety ARMER Radio Grant – Police Department - Authorize Expenditures

The city applied to the Minnesota Department of Public Safety Emergency Communication Networks division (DPS-ECN) for their 2024-2026 Allied Radio Matrix for Emergency Response (ARMER) Equipment Grant Program. The city applied for \$86,450 and was awarded \$40,000 for the purpose of replacing the Police Departments hand held radios (see attached award letter). The city must match that grant with five percent of city funds (\$2,105.26). The city committed to this match in Resolution 06-24-20. The original request was for 10 radios and backup batteries. The grant and city match cover the cost of five radios but not batteries. City staff is requesting to spend an additional \$2,500 for the necessary backup batteries.

City staff is requesting approval to execute the grant agreement and authorize the Police Department to expend the grant funds (\$40,000), as well as the required city match (\$2,105.26) plus an additional \$2,500 for the purchase of radios and backup batteries. The matching funds and funds for the backup batteries will utilize the 2022 Capital Equipment Certificate.

CITY OF LA CRESCENT
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cityoflacrescent-mn.gov



Alcohol
and Gambling
Enforcement

Bureau of
Criminal
Apprehension

Driver
and Vehicle
Services

Emergency
Communication
Networks

Homeland
Security and
Emergency
Management

Minnesota
State Patrol

Office of
Communications

Office of
Justice Programs

Office of
Traffic Safety

State Fire
Marshal

Emergency Communication Networks

445 Minnesota Street • Suite 1725 • Saint Paul, Minnesota 55101-5137
Phone: 651.201.7547 • Fax: 651.296.2665 • TTY: 651.282.6555
www.ecn.state.mn.us

September 24, 2024

Larry Kirch, Community Development Director

City of La Crescent

315 Main Street

La Crescent, MN 55947

RE: State Fiscal Year 2024-2026 ARMER Equipment Grant Program

Congratulations! The Department of Public Safety, division of Emergency Communication Networks (DPS-ECN) has selected your application submitted in response to the State Fiscal Year (SFY) 2024-2026 Allied Radio Matrix for Emergency Response (ARMER) Grant Program.

DPS-ECN received a strong response to the ARMER Grant Program request for proposals, far exceeding the \$4 million in funds available. Over 170 entities applied to this grant, with projects totaling over \$23 million in requested grant funds. The average grant funding request was \$130,000, more than our initial estimate of \$40,000 per applicant. DPS-ECN in collaboration with stakeholders and ARMER subject matter experts have scored and awarded this grant based on highest overall scores and funding available and have determined the final grant offer for awardees.

The total grant offer for City of La Crescent is \$40,000.00 with a 5% local match requirement of \$2,105.26.

Records of all applicants will be retained in the event funds are returned or reallocated through the life of the grant. DPS-ECN reserves the right to offer grant amounts that differ from the applicant's request. The award decisions of DPS-ECN are final and not subject to appeal.

The tentative grant period is November 1, 2024 through June 30, 2026, pending the execution date of your grant contract with DPS-ECN. **Please do not incur any expenditures until the grant contract agreement is fully executed. Any expenditures you make prior to the full execution of the grant contract agreement will be your sole responsibility to pay.**

To begin contracting for this grant, please review and complete the following administrative steps.

1. Register as a vendor in the Minnesota Statewide Integrated Financial Tool System (SWIFT): [SWIFT Vendor Resources](#).
2. Register in the [E-Grants Grants Management Platform](#). E-Grants user instructions have been provided alongside this letter. In order to register in E-Grants, grantees will need to provide their legal organization name, federal employer identification number (FEIN), SWIFT vendor number, and legal address.
3. Complete the 2024 DECN (ARMER) Equipment Grant application in E-Grants. Note that the E-Grants application forms may not be immediately available for all grantees at the time of receiving this letter. DPS-ECN will notify grantees directly if this is the case. To complete the E-Grants application, be prepared to provide the following information using your application submitted to DPS-ECN:
 - Grantee, authorized representative, program and other contact information.
 - Financial information about your organization, including your fiscal year beginning and end dates, financial reports or audits (as applicable), administrative system information, and grant management information.
 - Grant application narrative responses (copied from your grant application).
 - Budget line item information (copied from your grant application).
 - Sub-award information, if applicable.

Once these steps are complete and your organization information has been reviewed and approved by DPS-ECN, the contract will be made available for execution in E-Grants.

Applicants recommended for an award must wait until they receive the fully-executed grant contract before procuring any services and incurring expenditures. DPS-ECN reserves the right to cancel the solicitation or withdraw this recommendation for award if it is considered to be in the entity's best interest due to a lack of funding, agency priorities, or other considerations.

If you have any questions about this award notification or the E-Grants application process, please contact Rebecca Roberts, ECN Grants Coordinator, rebecca.m.roberts@state.mn.us. This will be your administrative contact for the duration of the grant. You may also request to schedule a discussion of the feedback from your grant application materials.

On behalf of DPS-ECN, we look forward to working with you.

Sincerely,

Rebecca Roberts, ECN Grants Coordinator

rebecca.m.roberts@state.mn.us

612-280-2456

#3.7



MEMORANDUM

TO: Honorable Mayor and City Council Members
FROM: Jason Ludwigson, Sustainability Coordinator
DATE: December 2nd, 2024
RE: Safe Routes to School Infrastructure (SRTS) Program Grant

The city is applying for a Safe Routes to School grant through MnDOT District 6 Areawide Transportation Partnership (ATP) group. The Minnesota Safe Routes to School (SRTS) Infrastructure Program was established by the Minnesota Legislature in 2012 and is defined in Minnesota Statute 174.40. MnDOT State Aid for Local Transportation (SALT) and the Office of Transit and Active Transportation (OTAT) share responsibilities for the administration and oversight of the SRTS program. SALT administers the SRTS infrastructure funds on local roads (county, city, township, and Tribal owned roadways), and OTAT administers the non-infrastructure SRTS funds. Up to \$8,500,000.00 in grant funds are available for this 2024 SRTS infrastructure solicitation.

The projects included in the application would be for installation of curb extensions, ADA compliant curb ramps, and a Rectangular Rapid Flashing Beacon at the intersection of 4th Street and Elm Street, sidewalk installation on the west side of Lancer Blvd, sidewalk and curb installation on South 2nd Street, installation of a raised crosswalk and ADA compliant curb ramps at the Elementary School drop off, installation of curb extensions at the intersection of South 2nd Street and Oak Street, narrow driveway apron to accommodate only one vehicle at the South 14th St and east parking lot access, installing side walk on the south side of S 14th St to improve safety at the S 14th St and parking lot exit. The projects are identified in the Safe Routes to School plan adopted in 2020.

The funding request amount for the final application would be \$485,000. This program does not cover engineering costs. The city must pay the cost of engineering design, project administration, and construction contingency. The project would be constructed in 2026. The application process opens on Monday, November 4th, 2024 and full applications are due on Friday, Jan. 17, 2025.

The city staff is requesting a motion to approve the attached resolution.

Attachment: Resolution No. 102-24-43

RESOLUTION NO. 12-24-43

**A RESOLUTION AUTHORIZING SUBMITTAL OF AND SPONSORSHIP OF A
MINNESOTA DEPARTMENT OF TRANSPORTATION
SAFE ROUTES TO SCHOOL INFRASTRUCTURE GRANT APPLICATION
FOR THE CITY OF LA CRESCENT, MN**

WHEREAS, the Minnesota Department of Transportation has \$10.9 million dollars available in Safe Routes to School Infrastructure funding available statewide, with a minimum of \$50,000 and cap of \$1,000,000 for each project; and

WHEREAS, the City of La Crescent adopted a Safe Routes to School plan in 2020 and identified projects for implementation which include projects on 4th Street, Elm Street, Lancer Boulevard, and Redwood Drive which will address safety hazards by shortening pedestrian crossing distances and making intersections safer, and

WHEREAS, the project will benefit students, pedestrians, and cyclists across the city, and making changes to the streetscape will make walking and bicycling to school safer; and

WHEREAS, the City of La Crescent is a state aid city and is the sponsor of this requested active transportation infrastructure project and supports the construction of the Safe Routes to School projects and submittal of the Safe Routes to School application; and

WHEREAS, the Safe Routes to School infrastructure project borders Minnesota Highway 16 and the project is identified in a recently completed and MnDOT-sponsored Active Transportation Action Plan for the Highway 16 corridor; and

WHEREAS, the City of La Crescent fully understands that it is responsible for all costs not covered by Safe Routes to School Infrastructure grant funding including but not limited to consultant engineering, right-of-way acquisition, construction administration and inspection, utility construction, as well as construction costs above the Active Transportation grant award; and

WHEREAS, the City of La Crescent agrees to maintain such improvements for the lifetime of the improvements; and

WHEREAS, the city desires to proactively implement the adopted Safe Routes to School plan to improve the safety of school age children, improve bicyclist and pedestrian safety, improve accessibility for all user groups, improve community connectedness, especially for vulnerable users and underserved members of the community.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the City Council of the City of La Crescent authorizes the submittal of a Safe Routes to School Infrastructure Grant Application to the Minnesota Department of Transportation and, if awarded, agrees to act as project sponsor and carry out the following responsibilities:

- 1) Execute the grant agreement and be the fiscal agent and have funds flow from MnDOT to the city and to the contractor.
- 2) Request SAP/SP number for the project.
- 3) Ensure the project meets milestones and dates.

- 4) Develop, review and/or approve the plan, submit plan, engineers estimate, and proposal to the DSAE.
- 5) Advertise, let, and award the project.
- 6) Submit pay requests to State Aid.
- 7) Communicate progress and updates with the DSAEs and State Aid Programs Engineer.
- 8) Ensure that the project receives adequate supervision and inspection.
- 9) Assist with project close out.

Adopted this 9th day of December, 2024

City of La Crescent

Mike Poellinger, Mayor

Attest: _____
Angie Boettcher, City Clerk

#3.8



MEMORANDUM

To: City Council

From: Jason Ludwigson, Sustainability Coordinator

Date: 12/03/2024

Re: Carl and Verna Schmidt Foundation Donation and The Nature Conservancy Donation

Attached for your information is a letter from the Carl and Verna Schmidt Foundation. The city is receiving a grant award in the amount of \$25,000 for the restoration of Pine Creek. We have received the \$25,000 check and it will come before the council on a future donation resolution. We are also working with The Nature Conservancy on another \$10,000 donation to cover the engineering costs for the restoration of Pine Creek. These funds will come before the council on a future donation resolution.



CARL AND VERNA SCHMIDT FOUNDATION

121-14th Street NE-Suite D PO Box 638 Rochester, Minnesota 55903 507.285.2517 Fax 507.288.8886

November 25, 2024

City of La Crescent
Attention: Jason Ludwigson
315 Main Street
La Crescent, MN 55947

Dear Mr. Ludwigson:

The Grants Committee of the Carl and Verna Schmidt Foundation has reviewed your grant application dated October 22, 2024, requesting funds in the amount of \$25,000. The committee voted to fund your request in the amount of \$25,000 and a check is enclosed. It is the intention of the board that the grant be used for the restoration of Pine Creek, as described in your application.

The funds are to be used for payment of the project costs described above. If you are not able to utilize all or part of the grant funds for this purpose, please contact the Carl & Verna Schmidt Foundation Office at (507) 285-2517 or kay@schmidtfoundation.com. Furthermore, if the funds cannot be spent within one year, please request, in writing, an extension of time or else return the funds not spent.

So that our files are complete, we request that you complete the enclosed Project Completion Report and return it to us together with a picture, if possible, when the grant money has been spent.

We wish you every success with your project.

Sincerely,

Alan C. Anderson

Trustee

ACA/dw
Enclosure

3.9



MEMORANDUM

TO: Honorable Mayor and City Council Members
FROM: Jason Ludwigson, Sustainability Coordinator
DATE: December 2nd, 2024
RE: Sustainability Coordinator's 2024 Year End Report

The City of La Crescent has been a participant in the GreenSteps cities program since 2015. This program has been the catalyst for many projects that have improved the economic, environmental, and health sustainability of the city. The goal of this report is to highlight the grant funding secured for the city and completed projects from 2024. As you will find in this report there have been many projects accomplished in 2024. These projects align with the framework developed by the MPCA to improve community sustainability with the GreenStep program. I will be in attendance to answer any questions.

...

2024 YEAR END REPORT

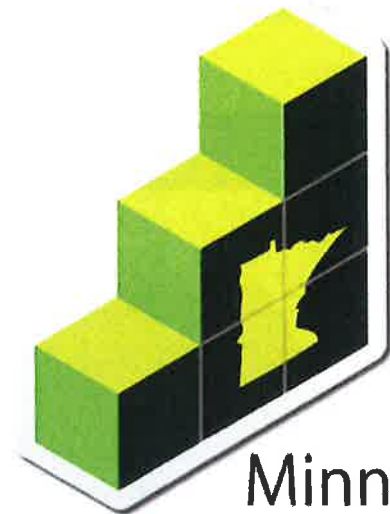
Prepared By :
Jason Ludwigson

Presented To :
La Crescent City Council



Sustainability and the City of La Crescent

The City of La Crescent has been a participant in the GreenSteps cities program since 2015. This program has been the catalyst for many projects that have improved the economic, environmental, and health sustainability of the city. The goal of this report is to highlight the grant funding secured for the city and completed projects from 2024. As you will find in this report there have been many projects accomplished in 2024. These projects align with the framework developed by the MPCA to improve community sustainability with the GreenStep program.



Minnesota
GreenStep Cities

Sustainability and the City of La Crescent - Grants & Funding 2024

- **Conservation Partners Legacy Grant - Pine Creek Restoration Project - \$500,000**
- **Community Foundation - Waterfestivals Event - \$75**
- **SRTS Infrastructure Grant - SRTS Projects 2025 - \$348,011.00**
- **CPL Expedited Grant - Stoney Point Forest Restoration - \$45,700**
- **Outdoor Recreation Grant - Wieser Playground and Pickleball - \$166,115**
- **Solar on Public Buildings Grant - Solar La Crescent Pool Building - \$51,000**
- **Solar on Public Buildings Elective Pay Tax Credit - \$25,500**
- **Carbon Reduction Program Funds 25-28 - \$32,000**
- **SHIP Grant - Park Entrance Signs - \$5,000**
- **GreenCorps Member - \$40,000 (Value)**
- **WinLac Pine Creek Restoration Project - Funding to Cover Engineering Costs - \$35,000.00**
- **Carl and Verna Schmidt Foundation - \$25,000.00**
- **The Nature Conservancy Grant Pine Creek Restoration - Donation to Cover Engineering Costs - \$10,000.00**
- **Carbon Reduction Program Funds 27-29 - \$33,000**

Total Grant Funds 2024 = \$1,316,401.00

Sustainability and the City of La Crescent - Projects 2024

- **Electric Police Cruiser Tesla Model Y**
- **Stormwater Murals - Veterans Park**
- **Rain Gardens and Soak It Up Signs John S. Harris Park and McIntosh/Eagles Bluff Road**
- **MnDOT Landscape Partnership Project - Bike/Ped Bridge**
- **Invasive Species Eradication - Buckthorn, Roundleaf Bittersweet, Purple Loosestrife, Japanese Knotweed, Canada Thistle, and Queen Anne's Lace**
- **Native prairie seedings 7 acres (HELP Grant)**
- **Tree Planting - ReLeaf Grant and Cedar Valley Tree Farm Donation - 145 Trees in 2024**
- **Creation of the Boulevard Tree Program**
- **Trail Maps Eagles Bluff Park**
- **South 1st Street Planting Flowers/Trees/Fescue**
- **Dry Bluff Prairie Restorations Eagles Bluff Park**



Awards/Designations

- GreenSteps Cities Level 5
- SolSmart Platinum
- Tree City USA
- Bird City USA
- EV Smart Silver



La Crescent
Minnesota
Platinum Designation

June 6, 2024

Dear La Crescent, Minnesota,

The SolSmart program is honored to announce that you have earned a Platinum Designation. This achievement shows you have met national best practices specified in the SolSmart criteria to reduce local barriers to solar energy growth.

The SolSmart designation recognizes cities, towns, counties, and regional organizations as national solar energy leaders. The actions you have taken will help make solar energy more affordable, accessible, and widespread. We encourage you to promote your SolSmart designation as a sign that your community is "open for solar business."

Expanding solar energy use brings many local benefits, including reduced carbon emissions, economic development, job growth, and improved community health and welfare, to name just a few. On behalf of the entire SolSmart team, we send our congratulations and encourage you to reach out as you continue to advance toward your clean energy goals.

Again, congratulations on your SolSmart Platinum Designation.

Sincerely,

Brandy O'Quinn
Program Director, SolSmart
Interstate Renewable Energy Council
(IREC)

Debra Perry
Senior Project Manager
International City/County Management
Association (ICMA)

3.10



TO: Honorable Mayor and City Council Members
FROM: Chris Fortsch, Administrative Assistant *CF*
DATE: December 5, 2024
RE: 2025 License Renewals

The City has received the attached 2025 license renewals since the last city council meeting.

The applications appear to be in order, and I would suggest that the City Council approve the license renewal applications for 2025.



2025 LICENSES RENEWALS		\$45.00	\$100.00	\$280.00	\$300.00	\$150.00	\$1,150.00	\$200.00	\$45.00	\$500.00	\$150.00	\$50.00	REC'D/ DATE PAID
BUSINESS	CIGS	OFF-SALE 3.2	ON-SALE 3.2	WINE	LIQUOR OFF SALE	LIQUOR ON SALE	LIQUOR SUNDAY	GAS INSTALLERS	SOLID WASTE	MASSAGE BUSINESS	MASSAGE TECHNICIAN		
7 Rivers Mechanical								X					12.3.24
Harter's Quick Clean-Up									X				12.5.24
Hilltopper Refuse & Recycling									X				12.3.24
Kwik Trip #437	X	X											11.27.24
Kwik Trip #614	X	X											11.27.24
La Crescent Hotel Group / Best Western Plus			X										11.27.24
La Crescent Massage										X	X		11.26.24
La Crosse Fireplace Company								X					11.25.24
Paul's Heating & Air Conditioning								X					12.2.24

for 12.9.24 council meeting

3.11

RESOLUTION NO. 12-24-44

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

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

1. Gregory Fiegen wishes to donate \$1,000.00 to the La Crescent Fire Department.

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

ADOPTED this 9th Day of December 2024.

SIGNED:

Mayor

ATTEST:

City Clerk

3.12



WIESER LAW OFFICE, P.C.

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

KELLY M. IVERSON
AL "SKIP" WIESER, III
KAYLA C. SCHMITZ

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

TO: Honorable Mayor and City Council Members
CC: Bill Walker, City Administrator 12/6/24
FROM: Skip Wieser, City Attorney
DATE: December 6, 2024
RE: Cannabis Regulations

Attached for City Council consideration find two (2) ordinances.

The first regulates cannabis businesses within the City. The second being the corresponding changes to the City Zoning Ordinance. This item has been on several recent City Council agendas.

Legislative changes in 2023 permitted the legalization of adult use cannabis. Sales of adult use cannabis are expected to begin in 2025. The first ordinance is based off of Model Rules provided by the Office of Cannabis Management. Since the last time the ordinance was before the City Council, the following paragraphs have been changed: 2.2.1, 2.3.2(b)(3) – (c)(ii), 3.3.5, 3.6. Principally, the changes since the last meeting relate to potential applicants/developers that may be constructing a new retail location. These changes will be reviewed with City Council at the meeting.

Our moratorium expires at the end of the calendar year. We are requesting City Council take action on the two (2) ordinances at the meeting.

Additionally, if the ordinances are approved, we will be asking City Council to approve summary publication and approve conceptually the map prepared by WHKS.

I look forward to discussing this with you at the upcoming City Council meeting.

ORDINANCE NO. 587

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

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

SECTION 1 – ADMINISTRATION

1.1 Findings and Purpose

City of La Crescent makes the following legislative findings:

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

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

1.2 Authority & Jurisdiction

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

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

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

1.3 Severability

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

1.4 Enforcement

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

1.5 Definitions

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

indoor area used by the general public, including, but not limited to, restaurants; bars; any other food or liquor establishment; hospitals; nursing homes; auditoriums; arenas; gyms; meeting rooms; common areas of rental apartment buildings, and other places of public accommodation.

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

SECTION 2 – REGISTRATION OF CANNABIS BUSINESSES

2.1 Consent to registering of Cannabis Businesses

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

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

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

Any Cannabis Retailer that proposes to occupy or construct a new building for the purposes of operating a Cannabis Retail Business must prepare and submit the appropriate and applicable land use applications concurrently to the required City Registration application. The Applicant agrees that the application for Registration shall be conditional and will only become effective upon the Certificate of Occupancy being granted at the completion of construction. The conditional Registration shall be communicated to the OCM during the Zoning Compliance check process identified in subsection 2.2. The conditional Registration shall be counted towards the City's identified allocation in subsection 2.6 of this ordinance.

2.2 Compliance Checks Prior to Retail Registration

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

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

and building code.

2.3 Registration & Application Procedure

2.3.1 Fees

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

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

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

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

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

2.3.2 Application Submittal

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

- A. An applicant for a retail registration shall fill out an application form, as provided by the City of La Crescent. Said form shall include, but is not limited to:
 - i. Full name of the property owner and applicant;
 - ii. Address, email address, and telephone number of the applicant;
 - iii. The address and parcel ID for the property which the retail registration is sought;
 - iv. Certification that the applicant complies with the requirements of local ordinances established pursuant to Minn. Stat. 342.13.
- B. The applicant shall include with the form:
 - i. the application fee as required in Section 2.3.1;
 - ii. a copy of a valid state license or written notice of OCM license preapproval;
 - iii. If new development, summary of proposed Project and timeline for construction. Description must include required land use approvals

and/or zoning permits identified by the City's Building and Zoning Department.

- C. If an application is for an existing location, and no other land use or zoning approvals are necessary, the City shall determine that the application for Registration is complete or request additional information from the applicant. The City of La Crescent shall inform the applicant as such, process the application fees, and forward the application to the Building and Inspections Department for approval or denial.
 - i. If the Registration sought is associated with a new development and the building is not yet constructed, the applicant must obtain a Conditional Registration concurrently to the land use application process. The Conditional Registration will become effective once the applicable land use applications are deemed complete and approved. The Conditional Registration shall count towards the City's registration allocation identified in Section 2.6. In order to obtain a conditional registration, the City reserves the right to require an applicant to enter into a Development Agreement ("Development Agreement") with the City to ensure the compliance with all applicable ordinances and state law.
 - ii. The Conditional Registration may be converted to a full Registration when 1) all land use approvals are obtained; 2) all conditions of the land use approval process are met; 3) site work is complete; 4) the building is constructed; and 5) a Certificate of Occupancy for the identified location is issued. If the Certificate of Occupancy is not obtained within the timeframe contained in the Development Agreement, the City will have the option to rescind and revoke any conditional registration without recourse or liability.
- D. The application fee shall be non-refundable once processed.

2.3.3 Application Approval

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

2.3.4 Annual Compliance Checks

The City of La Crescent shall complete at minimum one compliance check per calendar year of every cannabis business to assess if the business meets age

verification requirements, as required under Minn. Stat. 342.22 Subd. 4(b) and Minn. Stat. 342.24 and this ordinance.

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

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

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

2.3.5 Location Change

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

2.4 Renewal of Registration

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

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

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

2.4.1 Renewal Fees.

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

2.4.2 Renewal Application.

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

- Items required under Section 2.3.2 of this Ordinance.

2.5 Suspension of Registration

2.5.1 When Suspension is Warranted.

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

cannabis retail business in writing the grounds for the suspension.

2.5.2 Notification to OCM.

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

2.5.3 Length of Suspension.

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

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

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

2.5.4 Civil Penalties.

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

2.6 Limiting of Registrations

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

SECTION 3. REQUIREMENTS FOR CANNABIS BUSINESSES

3.1 Minimum Buffer Requirements

The City of La Crescent shall prohibit the operation of a cannabis business within 475 feet of a school.

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

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

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

Pursuant to Minn. Stat. 462.367 subd. 14, nothing in Section 3.1 shall prohibit an active cannabis business or a cannabis business seeking registration from continuing

operation at the same site if a school/daycare/residential treatment facility/attraction within a public park that is regularly used by minors moves within the minimum buffer zone.

3.2 Limits on Location

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

3.3 Zoning and Land Use

3.3.1 Cultivation.

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

- I, Industrial District

3.3.2 Cannabis Manufacturer.

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

- I, Industrial District

3.3.3 Hemp Manufacturer.

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

- I, Industrial District

3.3.4. Wholesale.

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

- I, Industrial District

3.3.5. Cannabis Retail.

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

- C-1, Commercial District
- CBD-2, Central Business District
- Commercial-Planned Development Overlay, if Waiver is granted, or as

explicitly identified within the Planned Development Agreement.

3.3.6. Cannabis Transportation.

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

- I, Industrial District

3.3.7. Cannabis Delivery.

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

- C-1, Commercial District

3.4 Hours of Operation

Cannabis businesses are limited to retail sale of cannabis, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products between the hours of 10:00 a.m. and 9:00 p.m. seven (7) days per week.

3.5 Advertising

Cannabis businesses are permitted to erect signs in compliance with City of La Crescent Ordinance No. 531.

3.6 No cannabis business shall be allowed in any residentially zoned district.

SECTION 4. TEMPORARY CANNABIS EVENTS

4.1 License or Permit Required for Temporary Cannabis Events

4.1.1 License Required

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

4.1.2 Registration & Application Procedure

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

4.1.3 Application Submittal & Review

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

- A. An applicant for a retail registration shall fill out an application form, as provided by the City of La Crescent. Said form shall include, but is not limited to:

- i. Full name of the property owner and applicant;

- ii. Address, email address, and telephone number of the applicant;
- iii. Site plan of event space, including location and number of access points;
- iv. Proposed capacity of event space;
- v. Other information as required by the City based on the type or size of the event.

B. The applicant shall include with the form:

- i. the application fee as required in Section 4.1.2;
- ii. a copy of the OCM cannabis event license application, submitted pursuant to 342.39 subd. 2;
- iii. The application shall be submitted to the City Clerk or designee for review. If the designee determines that a submitted application is incomplete, they shall return the application to the applicant with the notice of deficiencies.

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

C. Once an application is considered complete, the designee shall inform the applicant as such, process the application fees, and forward the application to the Building and Inspections Department for approval or denial.

D. The application fee shall be non-refundable once processed.

E. The application for a license for a Temporary Cannabis Event shall meet the following standards:

- i. Liability insurance satisfactory to City of La Crescent;
- ii. Minimum Buffer Zone Required: A temporary cannabis event shall provide a minimum buffer zone from the following uses:
 - 1. Four Hundred Seventy-Five (475) feet from a school;
 - 2. Two Hundred Fifty (250) feet of a daycare;
 - 3. Two Hundred Fifty (250) feet of a residential treatment facility;
 - 4. Two Hundred Fifty (250) feet of an attraction within a public park that is regularly used by minors, including a playground or athletic field.

- iii. Temporary cannabis events shall only occur between the hours of 10:00 a.m. and 9:00 p.m., unless extended by the City Council with approval of a special event permit.
 - iv. Adequate security for the event is in place to ensure compliance with the requirements of state law at applicant's sole expense.
- F. A request for a Temporary Cannabis Event that meets the requirements of this Section shall be approved.
- G. A request for a Temporary Cannabis Event that does not meet the requirements of this Section shall be denied. The City of La Crescent shall notify the applicant of the standards not met and basis for denial.

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

SECTION 5. USE IN PUBLIC PLACES

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

SECTION 6 – PERFORMANCE STANDARDS

6.01 Operation of a cannabis business of the types established by Minnesota Statutes section 342.10 within the city shall comply with the provisions of this chapter and the following:

- A. Building Code. The cannabis business shall comply with Minnesota State Building Code.
- B. Zoning Ordinance. The cannabis business shall comply with the provisions of Zoning Ordinance.
- C. Ventilation: A cannabis business shall be ventilated so that the odor of marijuana cannot be detected by a person with a normal sense of smell at the exterior of the cannabis business at the property line.
- D. Age Limitations: No person under twenty-one (21) years of age shall be within the cannabis business premises.
- E. Public View:
 - i. All activities of a cannabis business businesses, including, without limitation, cultivating, growing, processing, displaying, manufacturing, selling, and storage, shall be conducted out of public view.

- ii. No cannabis or paraphernalia shall be displayed or kept in a business so as to be visible from outside the licensed premises.

F. Prohibited Activities:

- i. Consumption or use of cannabis products onsite of a cannabis retail business is prohibited unless an onsite license is first obtained.
- ii. There shall be no outdoor events or sales associated with a cannabis business; all such activities shall occur within a principal or accessory building, including temporary structures in compliance.
- iii. No cannabis business shall occupy a residential dwelling unit.

G. Odor Mitigation. All cannabis cultivation operations, production and processing facilities, including but not limited to any: drying, aging, trimming and packing facilities shall be equipped with the following odor mitigation measures:

- i. Installation and maintenance of activated carbon filters on all exhaust outlets to the building exteriors.
- ii. Location of exhaust outlets a minimum of 10 feet from the property line and 10 feet above finished grade.
- iii. Maintenance of negative air pressure within the facility, or an alternative odor control system approved by the person(s) responsible for enforcing this ordinance, based upon a mechanical engineer licensed in the State of Minnesota, demonstrating the alternative system will control odor equally or better than the required activated carbon filtration system.
- iv. All cultivation sites shall utilize dust control measures on access roads and all ground disturbing activities.

H. Security/Theft Mitigation.

- i. A plan to prevent individuals from loitering on the premises of the business if they are not engaging in activity expressly related to the cannabis business.
- ii. Twenty-four-hour emergency contact information for the owner or an on-site employee which shall be provided to the La Crescent Police Department.
- iii. A professionally installed, maintained, and monitored alarm system.
- iv. Except for live cannabis plants being cultivated at a cannabis cultivation facility, and limited amounts of cannabis for display purposes, all cannabis and cannabis products shall be stored in a

secured and locked structure, and in a secured and locked safe room, safe, or vault, and in a manner as to prevent diversion, theft or loss.

- v. Twenty-four-hour security cameras to monitor all entrances and exits to the cannabis business, all interior spaces open and accessible to the public, and all interior spaces where cannabis, cash, or currency is being stored for any period of time on a regular basis. The holder of the cannabis license shall be responsible for ensuring that the security cameras footage is accessible. The footage shall be retained for a minimum of ninety days and shall be made available to the person(s) responsible for enforcing this ordinance, as well as the La Crescent Police Department upon demand.
- vi. Sensors shall be installed to detect entry/exit from all secure areas.
- vii. Any bars installed on the windows/doors of a cannabis business shall be installed only on the interior of the building.

SECTION 7 – EFFECTIVE DATE AND EXPIRATION

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

PASSED AND ENACTED this _____ day of _____, 2024.

Mayor

ATTEST:

City Administrator

ORDINANCE NO. 588

AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE CITY OF LA
CRESCENT REGARDING THE ZONING OF CANNABIS BUSINESSES

The City Council of La Crescent ordains:

SECTION 1. That the following provisions of the Zoning Ordinance of the City of La Crescent are hereby amended as follows:

12.21 CBD – CENTRAL BUSINESS MIXED USE DISTRICT (CBD-1 and CBD-2)

Is hereby amended to include the following provisions with subparts relabeled accordingly.

Subd. 2. PERMITTED USES. Within the CBD district, no structure or land may be used, except for one or more of the following uses:

- A. Bakery.
- B. Cannabis businesses licensed or endorsed for cannabis retail.
- C. Copy shop.
- D. Financial services, without drive-through.
- E. Hotels, motels, inns and bed and breakfast establishments serving transient guests.
- F. Multi-family attached residential dwellings, with a minimum density of 8 units per acre, which may include units combining living and working space within the unit, if all units on the same floor of a building are such.
- G. Office, including medical and dental.
- H. Public buildings.
- I. Public infrastructure.
- J. Restaurants, without drive-through.
- K. Retail goods and services within a fully enclosed building.
- L. Places of assembly

Subd. 3. CONDITIONAL USES. Within the CBD district, no structure or land may be used for one or more of the following except by Conditional Use permit:

- A. Taverns.
- B. Childcare.

- C. Dry cleaning drop-off, incidental pressing and repair without on-site cleaning.
- D. Financial services, with drive through.
- E. Health clubs and fitness centers.
- F. Laundromats.
- G. Mortuary or funeral home.
- H. Multi-family attached residential dwellings, with a minimum density of 8 units per acres, if purely residential units and units combining living and working space within the units are mixed on the same floor of a building.
- I. Museum.
- J. Manufactured Home Park.
- K. Theater with a maximum of one screen or stage.
- L. Age Restricted, Senior Living Facility including Assisted Living.

12.22 C-1 HIGHWAY COMMERCIAL DISTRICT

Is hereby amended to include the following provisions with subparts relabeled accordingly.

Subd. 2. PERMITTED USES. Within any C-1 Highway Commercial District, no structure or land shall be used except for one or more of the following uses:

- A. Bakery
- B. Bowling Alley with no more than eight (8) lanes
- C. Cannabis businesses licensed or endorsed for cannabis retail
- D. Copy Shop
- E. Financial Services, without drive through
- F. Health clubs and fitness centers
- G. Hotels, Motels, Inn
- H. Office, including Medical and Dental
- I. Public Buildings
- J. Public Infrastructure
- K. Restaurants, without drive through

L. Retail goods and services within a fully enclosed building

M. Temporary/seasonal outdoor sales use, subject to the provisions of this title.

Subd. 4. CONDITIONAL USES. Within a C-1 district, no structure or land shall be used for the following uses except by a conditional use permit:

A. Animal hospital

B. Auto filling station, car wash or oil change, and auto repair and maintenance.

C. Auto sales and rental.

D. Cannabis businesses licensed or endorsed delivery.

E. Childcare

F. Dry cleaning drop-off, incidental pressing and clothing repair without on-site cleaning

G. Financial services, with drive through

H. Garden supply store or greenhouse with or without outdoor storage or display

I. Laundromats

J. Mortuary or funeral home

K. Museum

L. Pawn shops, provided the operator meets license requirements established by the City Council and provided an inventory in the shop is provided on a weekly basis to the Chief of Police.

M. Personal Services, such as beauty shops

N. Private clubs and lodges

O. Repair shops, excluding engine repair

P. Restaurants, with drive through

Q. School

R. Showroom (indoors only)

S. Theater, assembly hall or arena

12.24 I - INDUSTRIAL DISTRICT

Subd 4. CONDITIONAL USES.

- A. Heavy manufacturing, no emission industries
- B. Food processing industries
- C. Manufacturing industries with emissions
- D. Waste disposal sites and facilities
- E. Bulk fuel storage facilities
- F. Mini Storage Buildings.
- G. Cannabis businesses licensed or endorsed for cultivation.
- H. Cannabis businesses licensed or endorsed for cannabis manufacturer.
- I. Cannabis businesses licensed or endorsed for wholesale.
- J. Cannabis businesses licensed or endorsed for transportation.
- K. Other industrial uses

12.55 DEFINITIONS LISTED

Is hereby amended to include the following:

Adult-Use Cannabis Product: As defined under Minnesota Statutes, section 342.01 , subd .4.

Cannabis Business. A cannabis microbusiness, cannabis mezzobusiness, cannabis cultivator, cannabis manufacturer, dispensary, cannabis wholesaler, cannabis transporter, cannabis testing facility, cannabis delivery services, or medical cannabis combination business licensed, or any use otherwise authorized, under Minnesota Statutes, Chapter 342.

Cannabis Cultivation: A cannabis business licensed for planting, growing, harvesting, drying, curing, grading, or trimming of cannabis plants cannabis flower, hemp plants, or hemp plant parts by a business licensed or authorized to cultivate cannabis or medical cannabis pursuant to Minnesota Statutes Chapter,342.

Cannabis delivery service. A person or entity licensed or otherwise authorized to purchase cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products from licensed cannabis microbusinesses with a retail endorsement, cannabis mezzobusinesses with a retail endorsement, dispensaries, medical cannabis dispensaries, and medical cannabis combination businesses; transport and deliver cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumable products to customers; and perform other actions pursuant to Minnesota Statutes, Chapter 342.

Cannabis or lower-potency hemp edible manufacturing. An entity licensed or otherwise authorized for the creation of cannabis concentrate and manufacture of cannabis products and

hemp-derived consumer products for public consumption pursuant to Minnesota Statutes, Chapter 342, an entity licensed or authorized to purchase hemp and artificially derived cannabinoids to make hemp concentrate; manufacture artificially derived cannabinoids and hemp edibles for public consumption; package and label lower-potency hemp edibles for sale to customers; sell hemp concentrate, artificially derived cannabinoids, and lower-potency hemp edibles to other cannabis businesses and hemp businesses; and perform other actions pursuant to Minnesota Statutes, Chapter 342, or an entity in possession of a medical cannabis processor license pursuant to Minnesota Statutes, Chapter 342

Cannabis mezzobusiness. A person or entity licensed to cultivate, manufacture, and sell products containing cannabis and related supplies and products and perform other actions authorized under a cannabis mezzobusiness license pursuant to Minnesota Statutes, Chapter 342.

Cannabis microbusiness. A person or entity licensed to cultivate, manufacture, and sell products containing cannabis and related supplies and products and perform other actions authorized under a cannabis microbusiness license pursuant to Minnesota Statutes, Chapter 342.

Cannabis Retail Business: A state licensed retail location and the retail location(s) of a mezzobusinesses with a retail operations endorsement, microbusinesses with a retail operations endorsement, medical combination businesses operating a retail location, excluding lower-potency hemp edible retailers, pursuant to Minnesota Statutes, Chapter 342.

Cannabis Retailer: Any person, partnership, firm, corporation, or association, foreign or domestic, selling cannabis product to a consumer and not for the purpose of resale in any form.

Cannabis testing facility. A facility licensed to obtain and test immature cannabis plants and seedlings, cannabis flower, cannabis products, hemp plant parts, hemp concentrate, artificially derived cannabinoids, lower-potency hemp edibles, and hemp-derived consumer products from cannabis microbusinesses, cannabis mezzobusinesses, cannabis cultivators, cannabis manufacturers, cannabis wholesalers, lower-potency hemp edible manufacturers, medical cannabis cultivators, medical cannabis processors, medical cannabis combination businesses, and industrial hemp growers pursuant to Minnesota Statutes, Chapter 342.

Cannabis transporter. An entity licensed or otherwise authorized to transport immature cannabis plants and seedlings, cannabis flower, cannabis products, artificially derived cannabinoids, hemp plant parts, hemp concentrate, lower-potency hemp edibles, and hemp-derived consumer products from a cannabis business to a cannabis business pursuant to Minnesota Statutes, Chapter 342.

Cannabis wholesaler. An entity licensed or authorized to obtain, store, and sell or otherwise transfer cannabis or hemp seeds, plants, flower, or other products for the purpose of resale or other transfer to a cannabis business but not to consumers, pursuant to Minnesota Statutes, Chapter 342.

Dispensary. An entity in possession of a cannabis retailer license or otherwise authorized to acquire, possess, transfer, sell, dispense, or distributes products containing cannabis and related supplies and products pursuant to Minnesota Statutes, Chapter 342.

Lower Potency Hemp Edible: As defined under Minnesota Statutes, section 342.01 , subd .50.

Lower-potency hemp edible retailer. A person or entity licensed or authorized to acquire, possess, transfer, sell, dispense, or distribute lower-potency hemp edible products and related supplies and products pursuant to Minnesota Statutes, Chapter 342.

Medical cannabis combination business. An entity authorized to cultivate, manufacture, and sell cannabis, hemp, and cannabis and hemp related supplies and products, and perform other actions authorized under a medical cannabis combination license pursuant to Minnesota Statutes, Chapter 342.

Office of Cannabis Management: State of Minnesota Office of Cannabis Management, as may be referred to as "OCM" in reference to this title.

Public Place: A public park or trail, public street or sidewalk; any enclosed, indoor area used by the general public, including, but not limited to, restaurants; bars; any other food or liquor establishment; hospitals; nursing homes; auditoriums; arenas; gyms; meeting rooms; common areas of rental apartment buildings, and other places of public accommodation.

Retail Registration: An approved registration issued by the city to a cannabis retail business.

State License: An approved license issued by the Office of Cannabis Management to a cannabis retail business.

12.10 GENERAL PROVISIONS

Is hereby amended to include the following:

Subd. 19. GENERAL PERFORMANCE STANDARDS – CANNABIS BUSINESS

All cannabis businesses must be in compliance with Ordinance No. _____ of the City of La Crescent and all applicable state laws and regulations relating to the operation of a cannabis business.

SECTION II. This provision shall become effective from an after due passage and enactment and publication, according to law.

Passed and enacted this _____ day of _____, 2024.

SIGNED;

Mayor

ATTEST:

City Clerk

FOR ILLUSTRATIVE PURPOSES ONLY

