

CITY OF LA CRESCENT
AGENDA
REGULAR MEETING
LA CRESCENT COMMUNITY BUILDING
336 SOUTH FIRST STREET
DECEMBER 11, 2023
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 27, 2023
- 1.2 BILLS PAYABLE THROUGH DECEMBER 8, 2023
- 1.3
- 1.4

2. PUBLIC HEARING/MEETING

3. ITEMS FOR CONSIDERATION

- 3.1 WALNUT STREET CORRIDOR PLAN
- 3.2 MnDOT ACTIVE TRANSPORTATION PLAN
- 3.3 REVIEW 2024 STATE CAPITAL BONDING APPLICATION
- 3.4 RESOLUTION – DNR ROAD LANDING PROJECT
- 3.5 DNR GRANT AGREEMENT – RELEAF PROJECT
- 3.6 Mn HEALTH DEPARTMENT GRANT AGREEMENT –
DRINKING WATER PROTECTION PROJECT
- 3.7 LOCAL BOARD OF APPEAL & EQUALIZATION OR OPEN
BOOK FORUM FOR 2024
- 3.8 AMENDMENT TO CHICKEN ORDINANCE
- 3.9 DONATION RESOLUTION
- 3.10 LICENSE RENEWALS - 2024
- 3.11 FEE SCHEDULE ORDINANCE AMENDMENT
- 3.12 2024 CITY COUNCIL MEETING SCHEDULE
- 3.13 PERSONNEL COMMITTEE RECOMMENDATIONS
- 3.14 ONE DAY LIQUOR LICENSE APPLICATION

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336 SOUTH FIRST STREET
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4. UNFINISHED BUSINESS

4.1

5. MAYOR'S COMMENTS

5.1

**6. STAFF CORRESPONDENCE/COMMITTEE
UPDATES**

6.1

6.2

6.3

6.4

7. CORRESPONDENCE

7.1

7.2

7.3

8. HOUSTON COUNTY

8.1

9. CHAMBER OF COMMERCE

9.1

10. ITEMS FOR NEXT AGENDA

11. ADJOURNMENT

1.1
MINUTES, REGULAR MEETING
CITY COUNCIL, CITY OF LA CRESCENT, MINNESOTA
NOVEMBER 27, 2023

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 27th, 2023.

Upon a roll call taken and tallied by the City Administrator, 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 Attorney Skip Wieser, City Administrator Bill Waller, Sustainability Coordinator Jason Ludwigson, and Deputy Clerk Angie Boettcher.

Mayor Poellinger asked if anyone wished to take action to change the agenda as presented. Prior to the meeting, Mike Sexauer requested to have Item 3.2 removed from the agenda.

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 13, 2023
- 1.2 BILLS PAYABLE THROUGH NOVEMBER 22, 2023
- 1.3

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 Williams, as follows:

A MOTION TO APPROVE THE CHANGE TO THE AGENDA AND THE CONSENT AGENDA AS PRESENTED.

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

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

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

ITEM 3.1 – AGENDA REQUEST – HEATHER STOKELY/INSTALL FENCE ON CITY PROPERTY

City resident Heather Stokely addressed City Council with a request to install a fence on the city-owned property that abuts her property at 523 S. Oak Street, or if there is an option for her to purchase that land. Following discussion, Member Williams made a motion, seconded by Member O'Donnell-Ebner as follows:

MOTION TO DENY THE REQUEST FROM MS. STOKELY TO INSTALL A FENCE OR PURCHASE THE CITY-OWNED PROPERTY THAT ABUTS HER PROPERTY AT 523 S. OAK STREET, MS. STOKELY CAN CONTINUE TO UTILIZE THE CITY PROPERTY.

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

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

and Member Jostad voted against the same. The motion was declared duly carried by a 4-1 vote.

ITEM 3.2 – AGENDA REQUEST – MIKE SEXAUER/LETTER OF RECOMMENDATION

This item was removed from the agenda.

ITEM 3.3 – SHORE ACRES NO WAKE ZONE – HOUSTON COUNTY

Shore Acres residents Ron Wilke and Dave Haniff addressed City Council regarding the no-wake zone.

Mayor Poellinger requested approval from City Council for Attorney Wieser and City Administrator Waller to draft a letter signed by the City Council members requesting an audience by the Mayor to meet with the County Board to reconsider their decision for a no-wake zone on Shore Acres. Following discussion, Member Jostad made a motion, seconded by Member Hutchinson as follows:

MOTION FOR ATTORNEY WIESER AND CITY ADMINISTRATOR WALLER TO DRAFT A LETTER SIGNED BY THE CITY COUNCIL TO THE COUNTY BOARD REQUESTING AN AUDIENCE WITH MAYOR POELLINGER TO RECONSIDER THE REQUEST FOR A NO-WAKE ZONE AT SHORE ACRES.

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

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

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

ITEM 3.4 – PLANNING COMMISSION MINUTES – OCTOBER 3 & OCTOBER 30, 2023

City Council reviewed the Planning Commission Minutes from November 7, 2023. This was informational only, no action taken.

ITEM 3.5 – PLANNING COMMISSION MINUTES – NOVEMBER 7, 2023

City Council reviewed the Planning Commission Minutes from November 7, 2023. This was informational only, no action taken.

ITEM 3.6 – 2024 GENERAL FUND BUDGET REVIEW

City Administrator Waller reviewed the proposed 2024 general fund budget/levy with City Council. The council was given the opportunity to ask questions regarding the budget/levy.

ITEM 3.7 – DONATION RESOLUTION

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

RESOLUTION NO. 11-23-49

RESOLUTION ACCEPTING DONATIONS MADE TO THE CITY OF LA CRESCENT IN NOVEMBER, 2023

WHEREAS, the following donations were made to the City of La Crescent in the month of November 2023:

1. ESB Bank wishes to donate \$100.00 to the La Crescent Kayak Launch/Fishing Dock Project.
2. Marine Credit Union Foundation wishes to donate \$300.00 to the La Crescent Kayak Launch/Fishing Dock Project.
3. Crucifixion Cemetery Association wishes to donate \$100.00 to the La Crescent Fire Department.

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

ADOPTED this 27th day of November 2023.

SIGNED:

Mayor _____

ATTEST:

Deputy Clerk

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

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

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

ITEM 3.8 – LICENSE RENEWALS - 2024

City Council reviewed a list of proposed license renewals for 2024. 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 O'Donnell-Ebner as follows:

MOTION TO APPROVE THE PRESENTED LIST OF LICENSE RENEWALS FOR 2024 FOR THE FOLLOWING:

CIGARETTES:

Kwik Trip #437; Kwik Trip #614; Quillins, Inc; Pump 4 Less, Inc.; Quillins Inc.

GAS INSTALLERS:

American Home Fireplace & Patio, Inc; B & C Plumbing & Heating, Inc; Bob's Appliance Service; Halcy Comfort Systems, Inc.; Hengel Brothers, Inc.; Midwest TV & Appliance, LLC; Mike Sherman Plumbing & Heating, Inc.; Niebuhr Plumbing & Heating; Risch Heating & Air Conditioning; Winona Controls, Inc.

ON SALE 3.2:

Corky's Restaurant, Inc/Corky's Pizza; La Crescent Hotel Group LLC/Best Western Plus

ON SALE WINE:

Corky's Restaurant, Inc/Corky's Pizza

OFF SALE 3.2:

Kwik Trip #437; Kwik Trip #614; Quillin's Inc.

LIQUOR OFF SALE:

DMV Enterprises LLC/La Crescent Wine & Spirits; M-V Enterprises, Inc/Apple Village Liquor; Pump 4 Less, Inc.; Schmitz Ventures LLC/Schmitt's TimeOut Tavern

LIQUOR ON SALE:

Schmitz Ventures LLC/Schmitt's TimeOut Tavern; Shorey Acres, LLC/Swing Bridge Pub

LIQUOR SUNDAY:

Schmitz Ventures LLC/Schmitt's TimeOut Tavern

MASSAGE BUSINESS:

Affeldt, Dawn/La Crescent Massage

MASSAGE TECHNICIAN:

Affeldt, Dawn/La Crescent Massage; Vogel, Jennifer

SOLID WASTE:

Richard's Sanitation LLC; Waste Management

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

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

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

ITEM 3.9 – ELECTRIC VEHICLE LEASE AGREEMENT

City Sustainability Coordinator Ludwigson reviewed with City Council for approval an Electric Vehicle Lease Agreement between NCL Government Capital and the City of La Crescent for the lease of a Tesla Model Y. The vehicle will be used by the La Crescent Police Department as a squad car. Following discussion, Member Hutchinson made a motion, seconded by Member O'Donnell-Ebner as follows:

MOTION TO APPROVE THE ELECTRIC VEHICLE LEASE AGREEMENT BETWEEN NCL GOVERNMENT CAPITAL AND THE CITY OF LA CRESCENT FOR THE LEASE OF A TESLA MODEL Y TO BE USED BY THE LA CRESCENT POLICE DEPARTMENT AS A SQUAD CAR.

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

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

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

ITEM 3.10 – 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 2024. Following discussion, Member Williams introduced the following resolution and moved its passage and adoption:

RESOLUTION 11-23-50
RESOLUTION MAKING SPECIAL LEVIES FOR
COLLECTION WITH REAL ESTATE TAXES PAYABLE IN THE
CALENDAR YEAR 2024

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 2024 as provided by law.

HOUSTON CO. AUDITOR REF. NUMBER	PROPERTY OWNER	CITY ACCOUNT #	AMOUNT TO BE LEVIED IN 2024	CODE
25.0071000	TIPPETTS RENTALS, LLC	11102507	336.49	80
25.0071000	TIPPETTS RENTALS, LLC	11103523	504.92	80
25.0022000	TIPPETTS RENTALS, LLC	11101011	155.52	80
25.0022000	TIPPETTS RENTALS, LLC	11101012	112.41	80
25.1257003	BILL KISTLER	30301304	116.52	80
25.1257006	BILL KISTLER	30305504	83.76	80
25.1257006	BILL KISTLER	30306800	455.61	80
25.1266025	AMANDA KLOSS	31304901	427.68	80
25.0657000	JACQUELINE GERKE-EDWARDS	40119902	213.84	80
25.0640000	LEONARD GREENWOOD	INV 2894	1430.00	80
25.1064000	MARK MC ALEAR	INV 2893 & 3001 & 2986	825.00	80

ADOPTED this 27th day of November, 2023.

SIGNED:

Mayor

ATTEST:

City Administrator

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

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

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

ITEM 3.11 – PERSONNEL COMMITTEE RECOMMENDATIONS

City Administrator Waller reviewed with City Council the following recommendations from the Personnel Committee for approval.

1. That the City Council approve a conditional offer of employment to Kaleb Peterson as a Police Officer for the City of La Crescent, and that based on Mr. Peterson's experience in law enforcement he starts at step 2 of the LEIS union contract. A letter from the Police Chief was included. Following discussion, Member Williams made a motion, seconded by Member Jostad as follows:

MOTION TO APPROVE A CONDITIONAL OFFER OF EMPLOYMENT TO KALEB PETERSON AS A POLICE OFFICER FOR THE CITY OF LA CRESCENT AND THAT MR. PETERSON STARTS AT STEP 2 OF THE LEIS UNION CONTRACT BASED ON HIS EXPERIENCE.

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

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

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

2. Effective January 1, 2024, the rate of pay for members of the La Crescent Police Department Reserve Unit be increased from \$11.01 per hour to \$15.00 per hour. A letter from the Police Chief regarding the recommendation was included. The proposed 2024 general fund budget was adjusted in anticipation of an increase in 2024. Following discussion, Member O'Donnell-Ebner made a motion, seconded by Member Hutchinson as follows:

MOTION TO APPROVE EFFECTIVE JANUARY 1, 2024, TO INCREASE THE RATE OF PAY FOR MEMBERS OF THE LA CRESCENT POLICE DEPARTMENT RESERVE UNIT FROM \$11.01 PER HOUR TO \$15.00 PER HOUR WITH THE PROPOSED 2024 GENERAL FUND BUDGET ADJUSTED IN ANTICIPATION OF AN INCREASE IN 2024.

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

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

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

ITEM 3.12 – MARKETING & PROMOTIONAL AGREEMENTS – 2024

City Council reviewed the agreements regarding the 2024 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, 2024, and end December 31, 2024.

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 2024 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 Administrator, the following Members voted in favor thereof, viz;

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

Mike Poellinger

Yes

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

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

MOTION TO APPROVE THE MARKETING AND PROMOTIONAL AGREEMENT REGARDING THE 2024 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 Administrator, the following Members voted in favor thereof, viz;

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

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

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

MOTION TO APPROVE THE MARKETING AND PROMOTIONAL AGREEMENT REGARDING THE 2024 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 Administrator, the following Members voted in favor thereof, viz;

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

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

6. STAFF CORRESPONDENCE/COMMITTEE UPDATES

6.1 City Council reviewed the October 17th, 2023 Explore La Crosse meeting minutes and the November 14, 2023 meeting agenda.

9. CHAMBER OF COMMERCE

Houston County Commissioner Dewey Severson was in attendance and gave an update.

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 Administrator, the following Members present voted in favor thereof, viz;

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

and none voted against the same. The motion was declared duly carried and the meeting duly adjourned at 6:02 P.M.

APPROVAL DATE: _____.

SIGNED:

Mayor

ATTEST:

City Administrator

#1.2



TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator
DATE: December 8, 2023
RE: Bills Payable

SA

Attached for review and consideration by the City Council are the bills payable for the period ending December 8, 2023. We would suggest that the City Council approve the payment of the bills as presented.

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
A-1 EXCAVATING INC						
HTM PAY REQ #	HORSETRACK MEADOWS UTILITY EXTENSION	11/20/2023	190,655.43	.00		
Total 26:			190,655.43	.00		
ABILITY BUILDING CENTER INC						
18329	FD - CLEANING COMM RM	10/31/2023	247.50	.00		
18329	FD - CLEANING STATION	10/31/2023	338.00	.00		
Total 8085:			585.50	.00		
ACENTEK						
11/23 STMT	LIBRARY PHONE CHARGES	11/30/2023	140.78	.00		
11/23 STMT	WATER PHONE CHARGES	11/30/2023	88.30	.00		
11/23 STMT	ARENA PHONE CHARGES	11/30/2023	290.31	.00		
11/23 STMT	STREETS PHONE CHARGES	11/30/2023	42.90	.00		
11/23 STMT	SEWER PHONE CHARGES	11/30/2023	124.75	.00		
11/23 STMT	POLICE DEPT PHONE CHARGES	11/30/2023	311.34	.00		
11/23 STMT	POOL PHONE CHARGES	11/30/2023	104.85	.00		
11/23 STMT	GOLF COURSE PHONE CHARGES	11/30/2023	429.87	.00		
11/23 STMT	CITY HALL PHONE CHARGES	11/30/2023	405.36	.00		
11/23 STMT	LIC BUR PHONE CHARGES	11/30/2023	168.92	.00		
11/23 STMT	PUBLIC WORKS PHONE CHARGES	11/30/2023	90.06	.00		
11/23 STMT	FIRE DEPT PHONE CHARGES	11/30/2023	463.60	.00		
11/23 STMT	PARKS PHONE CHARGES	11/30/2023	164.90	.00		
11/23 STMT	BLDG/ZNG PHONE CHARGES	11/30/2023	90.06	.00		
Total 24:			2,916.00	.00		
AFLAC						
11/23 STMT	INSURANCE PREMIUMS	12/01/2023	42.00	.00		
Total 72:			42.00	.00		
AFSCME						
11/23 DUES	PAYROLL DEDUCTED UNION DUES	12/01/2023	721.98	.00		
Total 25:			721.98	.00		
ALEX AIR APPARATUS 2, LLC						
7599	FD - COMPRESSOR SERVICE	11/21/2023	924.10	.00		
Total 74:			924.10	.00		
ALL STAR PRO GOLF INC						
INV35767	GC - GLOVES FOR RESALE	11/27/2023	267.24	.00		
Total 51:			267.24	.00		
AMAZON CAPITAL SERVICES						
1C4M-R1K3-FW	LIC BUR - OFFICE SUPPLIES	11/21/2023	66.24	.00		
1C4M-R1K3-FW	PUBLIC WORKS - OFFICE SUPPLIES	11/21/2023	47.99	.00		
1C4M-R1K3-FW	B&Z - OFFICE SUPPLIES	11/21/2023	14.99	.00		
1CTY-PCJ3-6PLL	LIBRARY - BOOKS GRANT FUNDED	11/24/2023	19.95	.00		
1CX6-PRCY-6GN	STREETS - VEHICLE MAINT	11/15/2023	11.43	.00		
1CX6-PRCY-6GN	PARKS - SMALL TOOLS	11/15/2023	204.00	.00		
1CX6-PRCY-6GN	PARKS - CHIANS AW OIL	11/15/2023	7.99	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
1CX6-PRCY-6GN	PARKS - CHAINSAW CHAIN	11/15/2023	17.85	.00		
1HX9-3RQQ-PR	HEADLIGHTS FOR HONDA	12/02/2023	68.45	.00		
1JPR-TDXQ-WLJ	PD- COFFEE CUPS	12/03/2023	56.51	.00		
1JPR-TDXQ-WLJ	CITY - COFFEE CUPS	12/03/2023	56.52	.00		
1JPR-TDXQ-WLJ	MAINT - COFFEE CUPS	12/03/2023	56.51	.00		
1MY7-7PDR-9D	LIBRARY - BOOKS GRANT FUNDED	12/04/2023	19.96	.00		
1NFX-RTK7-K13	FD - CODDEE/CIDER DISPENSER	12/01/2023	79.99	.00		
1TLM-QKMF-HW	LIBRARY - BOOKS GRANT FUNDED	11/21/2023	21.95	.00		
1VYF-GF4K-6T1	B&Z- OFFICE SUPPLIES	11/29/2023	6.79	.00		
Total 9956:			757.12	.00		
ANCHOR SOLAR INVESTMENTS LLC						
#49	ANIMAL RESCUE - SOLAR	11/01/2023	198.47	198.47	12/05/2023	
#49	MAINTENANCE BLDG - SOLAR	11/01/2023	387.07	387.07	12/05/2023	
#49	RADIUM PLANT - SOLAR	11/01/2023	387.07	387.07	12/05/2023	
Total 9859:			972.61	972.61		
APPLIED CONCEPTS, INC.						
429353	PD - RADAR REMOTE	11/27/2023	165.00	.00		
Total 8279:			165.00	.00		
AUTO VALUE LA CROSSE						
516472657	STREET - PLOW TRUCK REPAIR	11/13/2023	5.98	.00		
Total 2106:			5.98	.00		
BOBCAT OF THE COULEE REGION						
01-68033	BOBCAT SWEEPER BROOM REPLACED	11/28/2023	1,188.42	.00		
01-68034	BOBCAT REPAIR	11/28/2023	30.15	.00		
Total 216:			1,218.57	.00		
BOB'S LOCK & SAFE INC.						
42168	CITY HALL - DOOR REPAIR	11/29/2023	105.00	.00		
Total 123:			105.00	.00		
BOB'S SERVICE						
844780	MAINT SHOP - CLEANED HEAT VENT	11/30/2023	95.00	.00		
Total 8841:			95.00	.00		
CGMC						
11/23 CONF	B WALLER CGMC CONFERENCE FEE	11/17/2023	175.00	.00		
Total 8321:			175.00	.00		
CITY OF LA CRESCENT						
11/23 ANIMAL	WATER/SEWER UTIL-ANIMAL SHELTER	11/30/2023	290.25	.00		
11/23 OLD HICK	WATER/SEWER UTIL-OLD HICKORY PARK SHELTER	11/30/2023	92.08	.00		
Total 196:			382.33	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
CITY TREASURER'S OFFICE						
193320 - OCT	WASTEWATER TO LA CROSSE	10/31/2023	28,207.55	.00		
Total 1086:			28,207.55	.00		
CLEARWAY COMMUNITY SOLAR LLC						
10/23 STMT	209 S WALNUT STREET - LAC SIGN	10/31/2023	9.19	.00		
10/23 STMT	321 MAIN STREET - LIBRARY	10/31/2023	107.05	.00		
10/23 STMT	608 S 7TH STREET - POOL	10/31/2023	334.76	.00		
10/23 STMT	31 MCINTOSH RD - LIFT STATION	10/31/2023	7.39	.00		
10/23 STMT	523 S CHESTNUT STREET - ANIMAL SHELTER	10/31/2023	26.31	.00		
10/23 STMT	1450 HWY 16 - LIFT STATION	10/31/2023	19.50	.00		
10/23 STMT	400 LARCH AVE - WELL 2	10/31/2023	424.92	.00		
10/23 STMT	219 CHESTNUT STREET - BRIDGE LIGHT	10/31/2023	36.66	.00		
10/23 STMT	407 ORCHARDVIEW - BOOSTER STATION	10/31/2023	198.41	.00		
10/23 STMT	722 N 2ND STREET - RADIUM PLANT	10/31/2023	1,300.87	.00		
10/23 STMT	193 MCINTOSH RD - BOOSTER STATION	10/31/2023	119.94	.00		
10/23 STMT	219 MAIN STREET - UNIT LIGHTS	10/31/2023	51.17	.00		
10/23 STMT	520 S 14TH STREET - ICE ARENA	10/31/2023	1,675.19	.00		
10/23 STMT	1323 SPRUCE DR - ABNET FIELDS	10/31/2023	20.56	.00		
10/23 STMT	110 MIDNIGHT STREET - LIFT STATION	10/31/2023	34.01	.00		
10/23 STMT	608 S 7TH STREET - TENNIS CT LIGHTS	10/31/2023	6.54	.00		
10/23 STMT	202 MAIN STREET - FLAG LIGHT	10/31/2023	2.08	.00		
10/23 STMT	200 STONEY POINT - WELL HOUSE	10/31/2023	519.52	.00		
10/23 STMT	1200 JONATHAN LANE - PARK SHELTER	10/31/2023	27.99	.00		
10/23 STMT	336 S 1ST STREET - COMM BLDG	10/31/2023	100.79	.00		
9/23 STMT	209 S WALNUT STREET - LAC SIGN	09/30/2023	11.69	.00		
9/23 STMT	1450 HWY 16 - LIFT STATION	09/30/2023	24.80	.00		
9/23 STMT	31 MCINTOSH RD - LIFT STATION	09/30/2023	9.40	.00		
9/23 STMT	202 MAIN STREET - FLAG LIGHT	09/30/2023	2.64	.00		
9/23 STMT	608 S. 7TH ST - TENNIS COURT LIGHTS	09/30/2023	8.32	.00		
9/23 STMT	407 ORCHARDVIEW - BOOSTER STATION	09/30/2023	252.32	.00		
9/23 STMT	219 MAIN STREET - UNIT LIGHTS	09/30/2023	65.07	.00		
9/23 STMT	523 S CHESTNUT STREET - ANIMAL SHELTER	09/30/2023	33.46	.00		
9/23 STMT	336 S. 1ST ST - COMMUNITY BUILDING	09/30/2023	128.17	.00		
9/23 STMT	722 N. 2ND STREET - RADIUM PLANT	09/30/2023	1,654.33	.00		
9/23 STMT	1323 SPRUCE DR - ABNET FIELDS	09/30/2023	26.14	.00		
9/23 STMT	110 MIDNIGHT STREET - LIFT STATION	09/30/2023	43.25	.00		
9/23 STMT	1200 JONATHAN LANE - PARK SHELTER	09/30/2023	35.60	.00		
9/23 STMT	520 S. 14TH STREET - ICE ARENA	09/30/2023	2,130.36	.00		
9/23 STMT	400 LARCH AVE - WELL 2	09/30/2023	540.37	.00		
9/23 STMT	193 MCINTOSH RD - BOOSTER STATION	09/30/2023	152.53	.00		
9/23 STMT	321 MAIN STREET - LIBRARY	09/30/2023	136.14	.00		
9/23 STMT	608 S. 7TH ST - POOL	09/30/2023	425.72	.00		
9/23 STMT	219 CHESTNUT STREET - BRIDGE LIGHT	09/30/2023	46.64	.00		
9/23 STMT	200 STONEY POINT - WELL HOUSE	09/30/2023	660.69	.00		
Total 9854:			11,410.51	.00		
CORE & MAIN LP						
T863752	WATER METERS	11/01/2023	27,360.00	.00		
T869850	WATER METERS	11/02/2023	45,900.00	.00		
T897053	WATER METERS/MXUS - CREDIT	11/06/2023	1,350.00	.00		
Total 9647:			71,910.00	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
COULEE REGION ECOSCAPES						
2834	FINAL PMT WINLAC RAIN GARDEN MCINTOSH & EAGLES	11/20/2023	6,138.50	.00		
Total 10003:			6,138.50	.00		
CUSTOM ALARM						
564089	GC - MONTHLY ALARM MONITORING SYSTEM	12/01/2023	41.34	.00		
Total 290:			41.34	.00		
DALCO ENTERPRISES INC						
4165585	CITY - CLEANING SUPPLIES	11/29/2023	348.53	.00		
Total 313:			348.53	.00		
DAVY LABORATORIES						
23L0037	WATER - SAMPLES	12/06/2023	96.30	.00		
Total 312:			96.30	.00		
DEBAUCHE TRUCK & DIESEL INC						
01W10184	2015 INTERNATIONAL REPAIR & MAINT	11/28/2023	316.71	.00		
Total 297:			316.71	.00		
DEPUTY #031 LA CRESCENT						
2015 DODGE CP	2015 DODGE CHRGR-TAX EXEMPT PLATE AND REGISTR	12/01/2023	29.25	29.25	12/01/2023	
Total 9750:			29.25	29.25		
DOBECK, RHODA						
11/23 LIBRARY	LIBRARY- CLEANING	11/30/2023	190.00	.00		
Total 10098:			190.00	.00		
DRIFTLESS AREA NATIVES						
45	WINLAC RAIN GARDEN PLANTS	11/20/2023	560.00	.00		
Total 9895:			560.00	.00		
E O JOHNSON CO INC - LEASE						
35377322	SEWER DEPT - COPY MACHINE MAINT	11/20/2023	76.35	.00		
35377322	PUBLIC WORKS - COPY MACHINE MAINT	11/20/2023	114.53	.00		
35377322	CITY HALL - COPY MACHINE MAINT	11/20/2023	190.88	.00		
35377322	POLICE - COPY MACHINE MAINT	11/20/2023	114.52	.00		
35377322	BLDG/ZNG - COPY MACHINE MAINT	11/20/2023	114.52	.00		
35377322	FIRE DEPT - COPY MACHINE MAINT	11/20/2023	76.35	.00		
35377322	WATER DEPT - COPY MACHINE MAINT	11/20/2023	76.35	.00		
Total 9397:			763.50	.00		
EARL F ANDERSEN INC						
0134745-IN	CITY HALL - SIGNS	11/22/2023	112.80	.00		
Total 404:			112.80	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
FURTH, SAMUEL						
11/1/23 - 11/30/2	KEEP COMPANY INTERN	11/30/2023	202.50	.00		
12/1/23 - 12/6/23	KEEP COMPANY INTERN	12/06/2023	105.00	.00		
Total 10107:			307.50	.00		
GOPHER STATE ONE-CALL						
3110516	WATER - LOCATE	11/30/2023	29.03	.00		
3110516	SEWER - LOCATE	11/30/2023	29.02	.00		
Total 620:			58.05	.00		
GRAF ELECTRIC, INC.						
21097	GRINDER PUMP REPAIR - 122 SHORE ACRES	11/09/2023	320.28	.00		
Total 619:			320.28	.00		
GRAINGER						
9802641938	MAINT - GLOVES	11/02/2023	25.64	.00		
Total 8358:			25.64	.00		
HILLTOPPER REFUSE & RCYL SRVC						
11/23 BAGS	MONTHLY REFUSE P/U	11/30/2023	3,346.20	.00		
11/23 GOLF	RECYCLING & REFUSE P/U GOLF COURSE	11/30/2023	120.09	.00		
11/23 STMT	RECYCLING P/U FIRE DEPT	11/30/2023	16.00	.00		
11/23 STMT	REFUSE P/U CITY HALL	11/30/2023	66.41	.00		
11/23 STMT	REFUSE P/U ARENA	11/30/2023	148.30	.00		
11/23 STMT	CITYWIDE RECYCLING P/U	11/30/2023	7,245.40	.00		
11/23 STMT	REFUSE P/U MAINT SHOP	11/30/2023	397.76	.00		
11/23 STMT	REFUSE P/U FIRE DEPT	11/30/2023	25.00	.00		
11/23 STMT	REFUSE P/U ANIMAL SHELTER	11/30/2023	74.19	.00		
11/23 STMT	REFUSE P/U LIBRARY	11/30/2023	10.00	.00		
11/23 STMT	REFUSE P/U PARKS - DEMO OF 1214 GRANDVIEW CT	11/30/2023	4,323.36	.00		
Total 9233:			15,772.71	.00		
HOKAH CO-OP OIL ASSOCIATION						
227176	PARKS - LANDSCAPING	11/15/2023	173.55	.00		
227176	PARKS - CHEMICALS	11/15/2023	129.95	.00		
Total 715:			303.50	.00		
HOUSTON CNTY TREASURER						
HTM N. FINAL P	FILING FEES - HTM NORTH FINAL PLAT	11/27/2023	56.00	56.00	11/28/2023	
Total 721:			56.00	56.00		
INNOVATIVE OFFICE SOLUTIONS						
IN4379976	NAME PLATES FOR COUNCIL MEETINGS	11/13/2023	71.92	.00		
IN4379976	SIGNS FOR B&Z OFFICE	11/13/2023	29.52	.00		
IN4383164	PUBLIC WORKS - OFFICE SUPPLIES	11/15/2023	174.14	.00		
IN4383164	CITY - OFFICE SUPPLIES	11/15/2023	.85	.00		
IN4391039	CITY - CHAIR MATS	11/24/2023	240.75	.00		
Total 9471:			517.18	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
ITL PATCH CO						
LACPD-001	PD - RESERVE UNIT UPDATED PATCHES	12/01/2023	305.00	.00		
Total 10078:			305.00	.00		
KATIE NIEBELING CLEANING, INC.						
33100	CITY HALL - CARPET CLEANING	11/28/2023	315.00	.00		
Total 9452:			315.00	.00		
KWIK TRIP INC						
11/23 STMT	PD- FUEL	11/30/2023	1,179.91	.00		
11/23 STMT	WATER - FUEL	11/30/2023	58.07	.00		
11/23 STMT	PARKS - FUEL	11/30/2023	440.88	.00		
11/23 STMT	PD - FUEL	11/30/2023	216.07	.00		
11/23 STMT	B&Z - FUEL	11/30/2023	90.47	.00		
11/23 STMT	SEWER - FUEL	11/30/2023	58.07	.00		
11/23 STMT	STREETS - FUEL	11/30/2023	1,185.75	.00		
Total 1014:			3,220.22	.00		
LA CRESCENT AREA EVENT CENTER, INC.						
10/23 LODGING	LODGING TAX - MARKETING & PROMO AGREEMENT	11/28/2023	1,584.70	.00		
Total 9810:			1,584.70	.00		
LA CRESCENT AUTO REPAIR, INC						
28535	REPAIR BOBCAT AFTER USED AT ICE ARENA	11/28/2023	145.80	.00		
Total 8168:			145.80	.00		
LA CRESCENT CHAMBER OF COMMERCE						
10/23 LODGING	LODGING TAX - MARKETING & PROMO AGREEMENT	11/28/2023	1,584.70	.00		
Total 1142:			1,584.70	.00		
LA CRESCENT FIREMEN'S RELIEF A						
2023 FSA 11/15/2	FIRE DEPT - STATE AID PASS THRU	11/15/2023	41,683.49	41,683.49	12/04/2023	
2023CONTRIB.1	BUDGETED - FIRE DEPT CONTRIBUTION	11/15/2023	6,000.00	6,000.00	12/04/2023	
2023FSA SUPP1	FIRE DEPT - SUPP ST AID PASS THRU	11/15/2023	7,579.85	7,579.85	12/04/2023	
Total 1162:			55,263.34	55,263.34		
LA CRESCENT ROCK PRODUCTS INC						
23-584	STORM WATER PIPES	11/30/2023	348.22	.00		
Total 1121:			348.22	.00		
LA CROSSE AREA CONVENTION AND						
10/23 LODGING	LODGING TAX - MARKETING & PROMO AGREEMENT	11/28/2023	4,957.28	.00		
Total 9824:			4,957.28	.00		
LACKORE ELECTRIC MOTOR REPAIR						
257498	WATER PLANT - EXHAUST FANS	11/17/2023	924.22	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 1169:			924.22	.00		
LAPHAM'S CLEANING LLC						
5	CITY HALL - CLEANING NOVEMBER 2023	11/30/2023	1,200.00	.00		
Total 10121:			1,200.00	.00		
LAW ENFORCEMENT LABOR SERVICES						
11/23 DUES	PD - PAYROLL DEDUCTED UNION DUES	12/01/2023	405.00	.00		
Total 1134:			405.00	.00		
LEWIS, CHAD						
29101	LIBRARY - PROGRAM SPEAKER	12/05/2023	350.00	.00		
Total 10151:			350.00	.00		
Little Dutch Repair & Diagnostics LLC						
0426	07 PLOW TRUCK - REAR BRAKE	12/04/2023	1,132.55	.00		
Total 10150:			1,132.55	.00		
LUDWIGSON, JASON						
11/1/23 - 11/30/2	MILEAGE	11/30/2023	82.53	.00		
11/1/23 - 11/30/2	SUSTAINABILITY SERVICES	11/30/2023	4,526.08	.00		
Total 9632:			4,608.61	.00		
MENARDS-LA CROSSE						
92019	DUMP SHED - THERMOSTAT	11/16/2023	31.99	.00		
92019	HOCKEY BOARDS	11/16/2023	85.80	.00		
92171	HOCKEY BOARD REPAIR	11/20/2023	126.11	.00		
92796	ICE MELT	12/04/2023	259.80	.00		
92796	HOCKEY BOARD REPAIR	12/04/2023	32.80	.00		
Total 1352:			536.50	.00		
MIENERGY COOPERATIVE						
MR 1084 #111	FIRE STATION RENOVATION LOAN	12/01/2023	3,000.00	.00		
Total 9578:			3,000.00	.00		
MINNESOTA CHILD SUPPORT PAYMENT CENTER						
11/24/23PR0015	MN CHILD SUPPORT	11/27/2023	640.97	640.97	11/27/2023	
Total 9597:			640.97	640.97		
MINNESOTA DEPARTMENT OF HEALTH						
4TH QTR 2023	QTRLY STATE WATER CONNECTION FEE	12/01/2023	5,032.53	.00		
Total 1396:			5,032.53	.00		
MN DEPT OF TRANSPORTATION						
00000768648	REFUND - AUDIT CY 2020-2021	11/14/2023	1,174.96	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 1364:			1,174.96	.00		
MPCA						
2023 DORSCHN	J. DORSCHNER CLASS SC WASTEWATER CERTIFICATIO	11/30/2023	45.00	45.00	11/30/2023	
Total 1316:			45.00	45.00		
MPPOA						
2024	PD - 2024 MPPOA MEMBERSHIP DUES	11/13/2023	70.00	.00		
Total 1318:			70.00	.00		
MPPOA LDF						
2024 DUES	PD - 2024 LEGAL DEFENSE FUND DUES	11/13/2023	200.00	.00		
Total 9563:			200.00	.00		
NATIONAL BAND & TAG COMPANY						
243580	2024 PET LICENSE TAGS	11/29/2023	145.69	.00		
Total 9038:			145.69	.00		
NCPERS GROUP LIFE INSURANCE						
11/23 STMT	LIFE INSURANCE PREMIUMS	12/01/2023	128.00	.00		
Total 1619:			128.00	.00		
ORGANIZATION DEVELOPMENT CONSULTANTS INC						
13937	PD - PSYCH TESTING FOR PROSPECTIVE NEW HIRE	11/15/2023	700.00	.00		
Total 10149:			700.00	.00		
PRIZM						
38834	B&Z - WARNING TAGS	12/05/2023	150.00	.00		
Total 9431:			150.00	.00		
PROLOGUE PLANNING GROUP						
11/1/23 - 11/30/2	ECONOMIC DEVELOPMENT SERVICES	11/30/2023	3,764.80	.00		
MNDEED APP	REIMB - ECONOMIC DEV SERVICE GRANT APP EXPENS	11/29/2023	306.31	.00		
Total 10006:			4,071.11	.00		
QUILLINS LA CRESCENT						
11/23 CITY	BEVERAGES FOR SENATOR VISIT	11/30/2023	35.93	.00		
11/23 CITY	CUPS FOR SENATOR VISIT	11/30/2023	2.02	.00		
Total 1707:			37.95	.00		
R C T SEWER & VAC						
1693	SEWER - BACK UP ON SPRUCE	10/24/2023	2,000.00	.00		
1698	SEWER - JET/VAC & INSPECT SPRUCE/N 2ND ST	11/18/2023	8,083.00	.00		
Total 9511:			10,083.00	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
RELIABLE PEST MANAGEMENT						
14800	CITY HALL - PEST MANAGEMENT	10/30/2023	45.00	.00		
14886	MAINT - PEST CONTROL	11/13/2023	155.11	.00		
14887	ICE ARENA - PEST CONTROL	11/06/2023	65.00	.00		
Total 9871:			265.11	.00		
RIVER CITY READY MIX, INC						
106595	SIDEWALK - ELM & S 6TH ST	11/06/2023	536.00	.00		
Total 9998:			536.00	.00		
RIVER VALLEY MEDIA GROUP						
11/23 STMT	AD - ORD 577	11/30/2023	32.92	.00		
11/23 STMT	AD - ORD 576	11/30/2023	32.92	.00		
Total 8163:			65.84	.00		
RIVERLAND COMMUNITY COLLEGE						
1188782	FD - SCBA TRAINING	10/30/2023	1,800.00	.00		
Total 1837:			1,800.00	.00		
RONCO ENGINEERING SALES INC						
3342717	PLOW TRUCK REPAIR	11/27/2023	388.86	.00		
Total 1813:			388.86	.00		
SAM'S CLUB						
11/23 STMT	PD - CANDY FOR TRUNK OR TREAT	11/30/2023	100.48	100.48	12/05/2023	
11/23 STMT	CITY - CANDY FOR DOWNTOWN TRICK OR TREATING	11/30/2023	181.31	181.31	12/05/2023	
11/23 STMT	MAINT - OFFICE SUPPLIES	11/30/2023	13.98	13.98	12/05/2023	
11/23 STMT	PD - CANDY FOR DOWNTOWN TRICK OR TREATING	11/30/2023	139.86	139.86	12/05/2023	
11/23 STMT	MAINT - OFFICE SUPPLIES	11/30/2023	19.98	19.98	12/05/2023	
Total 1861:			455.61	455.61		
SHELDON VALLEY SPORTSMANS ASSOC						
401	PD - ANNUAL MEMBERSHIP FOR FIREARMS RANGE	11/27/2023	100.00	.00		
Total 9835:			100.00	.00		
SOUTHEAST LIBRARIES COOP						
051847	LIBRARY - SELCO AUTOMATION FEE	12/04/2023	791.52	.00		
Total 1962:			791.52	.00		
STAVENAU, DOUG						
11/30/23	REIMBURSE - HONDA REPAIR PARTS	11/30/2023	65.68	.00		
Total 1875:			65.68	.00		
SUMMIT COMPANIES						
182013699	PD - RECHARGE FIRE EXTINGUISHERS	11/15/2023	32.75	.00		
Total 50:			32.75	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
THORSON GRAPHICS LLC						
9191	CITY OF LAC ENVELOPES	11/30/2023	894.44	.00		
Total 8998:			894.44	.00		
TRI-STATE BUSINESS MACHINES IN						
587650	DMV - COPY/PRINTER	11/28/2023	71.88	.00		
Total 2024:			71.88	.00		
UNITED STATES POSTMASTER						
11/23 CYCLE 1	POSTAGE - WATER/SEWER BILL	11/30/2023	184.62	184.62	11/30/2023	
11/23 CYCLE 1	POSTAGE - WATER/SEWER BILL	11/30/2023	184.62	184.62	11/30/2023	
Total 2102:			369.24	369.24		
VISA						
11/23 STMT	B&Z - WINTER COAT EXCHANGE SIZE SHIPPING	11/30/2023	13.23	.00		
11/23 STMT	PUBLIC WORKS - WINTER COATS	11/30/2023	143.26	.00		
11/23 STMT	PD - TRAINING FOR GEHRKE	11/30/2023	299.00	.00		
11/23 STMT	PD - INTERNET PEOPLE SEARCH	11/30/2023	75.00	.00		
11/23 STMT	LUNCH FOR WORKSHOP TRAINING	11/30/2023	30.28	.00		
11/23 STMT	HOTEL FOR CGMC CONFERENCE	11/30/2023	165.20	.00		
11/23 STMT	CONTRACTED EMPLOYEE - WINTER COATS	11/30/2023	143.26	.00		
11/23 STMT	B&Z - WINTER COATS	11/30/2023	143.26	.00		
11/23 STMT	PD - BCA TRAINING FOR 301	11/30/2023	75.00	.00		
11/23 STMT	PD - COMPUTER SPEAKERS	11/30/2023	31.64	.00		
11/23 STMT	POSTAGE - DOCUMENTS TO LARRY	11/30/2023	26.75	.00		
11/23 STMT	B&Z - WINTER COAT EXCHANGE SIZE	11/30/2023	26.48	.00		
11/23 STMT	PARKS - WINTER COATS	11/30/2023	71.63	.00		
11/23 STMT	LIBRARY - PROGRAM SUPPLIES	11/30/2023	103.00	.00		
11/23 STMT	PROJECT REVIEW MEETING LUNCH	11/30/2023	49.17	.00		
11/23 STMT	PD - ASSOC. OF TRAINING OFFICERS OF MN MEMBERS	11/30/2023	160.00	.00		
11/23 STMT	STATE OF THE REGION TRAINING REGISTRATION - 3	11/30/2023	101.55	.00		
11/23 STMT	PD - FIREARMS INSTRUCTOR TRAINING - GEHRKE	11/30/2023	1,185.00	.00		
11/23 STMT	STREETS - WINTER COATS	11/30/2023	286.51	.00		
Total 2208:			3,119.22	.00		
WALLER, HARRIS W.						
5/23 & 11/23	REIMBURSE - MILEAGE 11/17 CGMC CONFERENCE	11/17/2023	352.39	.00		
5/23 & 11/23	REIMBURSE - MILEAGE 5/10/23 TAG MEETING	11/17/2023	5.24	.00		
Total 2331:			357.63	.00		
WHKS & CO.						
49689	FEASIBILITY STUDY OF CRESCENT HILLS SANITARY SE	10/27/2023	1,275.84	.00		
49697	FLOOD RESILIENCY PLAN	10/27/2023	3,842.50	.00		
49703	STREETS - MCINTOSH RAIN GARDEN	10/27/2023	290.00	.00		
49703	STREETS - SRTS & SPEED LIMITS	10/27/2023	489.00	.00		
49703	STREET - STATE AID MEETINGS	10/27/2023	489.00	.00		
49703	STREETS - RR COORDINATOIN	10/27/2023	978.00	.00		
49703	PARKS - DOG PARK	10/27/2023	562.50	.00		
49703	MILEAGE	10/27/2023	468.33	.00		
49703	STREET - MONTHLY STAFF MEETING	10/27/2023	652.00	.00		
49703	STREETS - 5TH STREET RECONSTRUCTION	10/27/2023	1,922.00	.00		
49703	STREET - HWY14/16/61 SCOPING ASSIST	10/27/2023	326.00	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
49704	WALNUT STREET PRELIMINARY ENGINEERING	10/27/2023	1,150.50	.00		
49705	5TH STREET SOUTH RECONSTRUCTION	10/27/2023	1,144.99	.00		
Total 8290:			13,590.66	.00		
WIESER LAW OFFICE PC						
11/23 CITY	WATER DEPT - LEGAL FEES	11/30/2023	649.04	.00		
11/23 CITY	CLERK - LEGAL FEES	11/30/2023	1,298.06	.00		
11/23 CITY	SEWER DEPT - LEGAL FEES	11/30/2023	649.04	.00		
11/23 CITY	BLDG/ZNG - LEGAL FEES	11/30/2023	1,298.07	.00		
11/23 CITY	COUNCIL - LEGAL FEES	11/30/2023	1,298.07	.00		
11/23 POLICE	PD - LEGAL FEES	11/30/2023	3,966.01	.00		
Total 2361:			9,158.29	.00		
Grand Totals:			471,906.79	57,832.02		

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

City Treasurer: _____

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

#3.1



MEMORANDUM

TO: Mayor, City Council Members
FROM: Larry Kirch, Community Development Director
DATE: December 11, 2023
SUBJECT: Public Hearing: Walnut Street Corridor Plan

The city staff along with Economic Development Commission has been working on a corridor plan since last April. MSA Professional Services assisted the city with the planning process. The plan was funded with La Crosse Area Planning Committee (LAPC) funds under their Local Studies Program. The LAPC is the regional Metropolitan Planning Organization (MPO). The purpose of the planning project was to develop a plan for Walnut Street from South 3rd Street to North 4th Street and to Veterans Park (see excerpt from the consultant solicitation Request for Proposals). The planning process involved obtaining both community-wide input and input from residents and businesses along the corridor including the new hotel, tavern and the event center. The goal of the project was to gain community consensus on a plan for the corridor.

The City of La Crescent's Economic Development Commission (EDC) served as the project steering committee and reviewed the draft final plan on October 2nd and again on October 16th, 2023. The EDC recommended approval of the Plan on October 16th, 2023 with the following additions:

- 1) All lighting must be Dark Sky compliant;
- 2) More modern light fixtures are preferred and should be like those depicted on Page 23 as the city has chosen those already for the Wagon Wheel Bike-Ped bridge area;
- 3) Light fixtures should accommodate cameras, banner arms, possible hanging baskets, Wi-Fi capability, etc.;
- 4) Add more angle parking on the east side of Walnut Street north of the new coffee shop up to N. 1st Street;
- 5) Continue to carry the 10' multi-use path on the west side of Walnut Street into the downtown, if possible, in the final engineering design;
- 6) On the east side of Walnut Street, do not put the sidewalk directly behind the curb so to allow for both snow storage and boulevard trees;
- 7) As part of the implementation of the plan, the city needs to address the two-hour parking zones;
- 8) The city should reconstruct the alleys on the east and west side of Walnut Street between Main Street and S. 1st Street (between Quillin's and the hardware store) and between the laundromat and pizza parlor);
- 9) The burial of overhead wires is not addressed in the plan and all the overhead wires should be buried during construction.

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The Planning Commission reviewed the plan at two meetings and approved the plan with the nine recommendations of the EDC but with the elimination of the multi-use path along south side of N 4th Street and Park Street.

Staff is recommending approval of the Walnut Street Corridor Plan as approved by the EDC and Planning Commission. Staff is recommending that the multi-use path be placed on the east side of Walnut Street to N 4th Street and the west side of Walnut Place. The multi-use path would continue north into Veterans Park with a bridge structure. A multi-use path would extend within the park west to Park Street (as approved in the recently adopted Park and Rec Plan).

A short presentation will be made at the City Council meeting to present the highlights of the plan. Property owners have been notified of the council meeting and the council should hold a public hearing on the project.

The plan does needs to be adopted by the end of 2023 to satisfy the LAPC's Local Studies Program requirements.

City of La Crescent Walnut Street Corridor Planning Proposal - September 19, 2022

Project Overview

The city would like to re-imagine the Walnut Street corridor into a walkable/bikeable complete street that meets the needs of downtown businesses, community residents, and visitors. The city identified in its 2017 Downtown Plan, a vision of the downtown as a trailhead to a regional system of interconnected walking, biking, hiking trails in the community including the bluffs, streets and waterways. With the 2022 completion of the Wagon Wheel bicycle and pedestrian bridge over U.S. 14/61, one important linkage has been completed. The next critical linkage is from the bridge landing at Walnut St. and 1st St. north to Veteran's Park (one of the access points to the City's bluffland trails) and the new La Crescent Area Event Center and Best Western Hotel. Walnut Street has sidewalks on only one side of the street and has no accommodations for safe biking. There are neither walking nor biking accommodations that connect safely to the park or the event center. This planning project would engage residents and property owners in the planning of a complete street connection, including options to provide for safe driving, transit, truck route, parking, walking and biking in this corridor while balancing the needs of all stakeholders.

City of La Crescent, Minnesota

Walnut Street Corridor Plan

Adopted 2023





Acknowledgments

Economic Development Commission

Sarah DeLacy

Troy Nolop

Mike Welch

Lori Kadlec

Al Voss

Brett Kemmer

Cherryl Jostad, *City Council Member*

MSA Professional Services, Inc.

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Hannah Cramer, *Landscape Designer*

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Steve Tremlett, AICP, CNU-A, *Senior Planner*

Jason Valerius, AICP, *Principal in Charge*

Brad Vowels-Katter, *Urban Designer*

Technical Committee

Bill Waller, *City Administrator*

Tim Hruska, *City Engineer*

Jason Ludwigson, *Sustainability Coordinator &
SRTS Coordinator*

Tyler Benish, *Public Works Director*

Larry Kirch, *Community Development Director*

Table of Contents

1 Introduction

2 Public Engagement

3 Streetscaping

4 Design Alternatives

5 Implementation

6 Appendices



MSA

planning + design
studio

Project Summary

Public Meeting Memorandum

At the Planning Commission Meeting on October 3rd, 2023, staff presented the draft of the Walnut Street Corridor Plan. No action was taken by the Planning Commission at this meeting as the item was on the agenda as a presentation and discussion item only.

The city funded the corridor plan with funds from the La Crosse Area Planning Committee (LAPC) under their Local Studies Program. The LAPC is the regional Metropolitan Planning Organization (MPO). The purpose of the planning project was to develop a plan for Walnut Street from South 3rd Street to North 4th Street and to Veterans Park. The planning process involved obtaining both community-wide input and input from residents and businesses along the corridor including the new hotel, tavern and the event center north of N. 4th Street. The goal of the project is to gain community consensus on a plan for the corridor.

City of La Crescent Walnut Street Corridor Planning Proposal Summary September 19, 2022

The city would like to re-imagine the Walnut Street corridor into a walkable/bikeable complete street that meets the needs of downtown businesses, community residents, and visitors. The city identified in its 2017 Downtown Plan, a vision of the downtown as a trailhead to a regional system of interconnected walking, biking, hiking trails in the community including the bluffslands, streets and waterways. With the 2022 completion of the Wagon Wheel bicycle and pedestrian bridge over U.S. 14/61, one important linkage has been completed. The next critical linkage is from the bridge landing at Walnut St. and 1st St. north to Veteran's Park (one of the access points to the City's bluffland trails) and the new La Crescent Area Event Center and Best Western Hotel. Walnut Street has sidewalks on only one side of the street and has no accommodations for safe biking. There are neither walking nor biking accommodations that connect safely to the park or the event center. This planning project would engage residents and property owners in the planning of a complete street connection, including options to provide for safe driving, transit, truck route, parking, walking and biking in this corridor while balancing the needs of all stakeholders.

Recommendations

Economic Development Commission

The City of La Crescent's Economic Development Commission (EDC) served as the project steering committee for the planning process. The EDC has reviewed the draft final plan on October 2nd and again on October 16th, 2023. The EDC recommended approval of the Walnut Street Corridor Plan on October 16th, 2023 with the following additions:

1. All lighting must be Dark Sky compliant;
2. More modern light fixtures are preferred and should be like those depicted on Page 23 as the city has chosen those already for the Wagon Wheel Bike-Ped bridge area;
3. Light fixtures should accommodate cameras, banner arms, possible hanging baskets, wifi capability, etc.;
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6. On the east side of Walnut Street, do not put the sidewalk directly behind the curb so to allow for both snow storage and boulevard trees;
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8. The city should reconstruct the alleys on the east and west side of Walnut Street between Main Street and S. 1st Street (between Quillin's and the hardware store) and between the laundromat and pizza parlor);
9. The burial of overhead wires is not addressed in the plan and all the overhead wires should be buried during construction;

The Planning Commission will make its own separate recommendation to the City Council on the draft plan. City staff will give a short presentation on the recommended plan as recommended by the Economic Development Commission, followed by a Public Hearing. The Commission may choose to recommend approval, denial or continue to their next meeting. The City Council will also hold a public hearing on the plan. The plan does need to be adopted by the end of 2023 to satisfy the LAPC's Local Studies Program requirements.

*Larry Kirch, Community Development Director
City of La Crescent Economic Development Commission
October 30, 2023*

Introduction

Plan **Purpose** **Transform Walnut Street**

A vibrant community requires a variety of unique districts or spaces where people interact and find desired services and activities. In creating the city's Comprehensive Plan, La Crescent residents identified the Walnut Street corridor and Wagon Wheel Trail as areas needing public investment.

This plan outlines the city's long-range approach for improvements, redevelopment, beautification, and the overall revitalization of Walnut Street. The recommendations within this plan are intended to achieve the following objectives:

1. Establish a pedestrian and bicycle network that connects downtown La Crescent and its surrounding neighborhoods to Veteran's Park.
2. Enhance the overall aesthetics and cohesion of the corridor – including private building design, private site design, and public streetscaping – in order to attract residents and potential businesses.
3. Generate strategies to encourage visitors and residents to explore downtown La Crescent and the Walnut Street corridor.

4. Better utilize city right-of-way throughout the corridor, especially in the residential area north of downtown La Crescent.

The detailed conceptual images and action steps contained in this plan improve the city's ability to facilitate public and private investment in the corridor. As specific projects come forward, whether public or private, they will be subject to additional community discussion and scrutiny. That process may lead to new perspectives and different outcomes than envisioned in this plan.

This plan builds upon existing city plans, especially La Crescent's Comprehensive Plan, Downtown Master Plan, Bike and Pedestrian Plan, and Safe Routes to School Plan. Recommendations and actions in this plan will help provide concrete steps to implement the vision within these documents.

This planning project presents a once-in-40-year opportunity to improve the Walnut Street corridor. Transforming Walnut Street into a Complete Street for all residents and visitors will be the first step towards transforming all of downtown La Crescent's streets.



Project Study Area

This plan document focuses on the entire Walnut Street corridor, stretching from the S 3rd Street intersection to the N 4th Street intersection. The project also aims to determine the best ways to connect Walnut Street to Veteran's Park, encouraging safer and more seamless pedestrian and cyclist movement between downtown La Crescent and the park, Event Center, and bluffland trails beyond.

While this project is mainly focused on the Walnut Street corridor itself, special consideration has been given to its integration into La Crescent as a whole. The project team explored the street renovation's impact on surrounding traffic, parking, community assets, and commercial and residential areas. The map (at right) shows the parcels that were directly impacted by this planning process, but on-site observations and feedback were collected from around the community.



Existing Plan Document Review

Comprehensive Plan (2016)

In 2016, the City of La Crescent adopted its Comprehensive Plan with a vision of advocating for "balanced growth, with high regard for health, safety, and environmental stewardship". Guiding principles and implementation recommendations were developed to help the city achieve this vision within various community aspects like housing, economic development, downtown enhancement, and transportation.

Of the seven Essential Themes outlined in the Comprehensive Plan, two are particularly relevant to the Walnut Street Corridor Plan:

1. A proactive city role in new housing and downtown redevelopment – with few options for outward growth, the city can lead the way with "catalytic" infill projects by acquiring parcels and facilitating redevelopment.
2. Health and safety as a priority – attention to health and safety in all projects and decisions, including continued investments in bicycle and pedestrian facilities.

The Downtown Enhancement, Transportation and Mobility, and Land Use sections of the Comprehensive Plan each contain goals that will inform the recommendations generated by the Walnut Street Corridor Plan process. The general objectives of these goals include:

1. Creating and articulating a downtown district through dense "urban" development, intentional streetscaping, and incorporation of residential

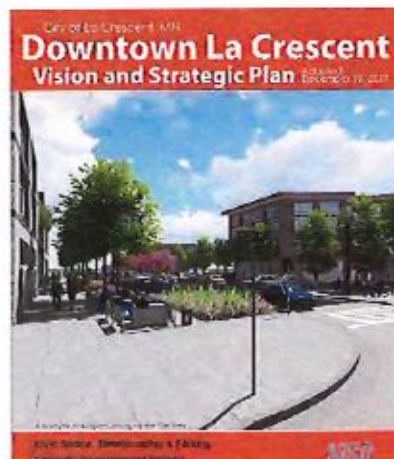
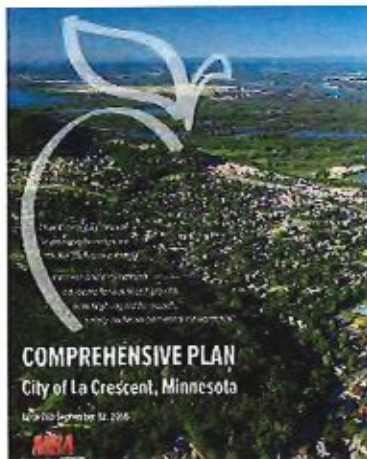
and commercial uses;

2. Maintaining convenient parking facilities;
3. Enabling efficient and safe vehicular circulation throughout the community; and
4. Following Complete Streets principles and further addressing community health through provisions like street trees and stormwater management.

Downtown Vision & Strategic Plan (2017)

Adopted in late 2017 as an extension of the Comprehensive Plan, this plan directly addresses density, housing and commercial development, traffic patterns, and the pedestrian realm in downtown La Crescent. The project area extended from La Crescent-Hokah Elementary to Veteran's Park, completely encapsulating the Walnut Street corridor.

Among the plan's highest priorities is establishing a distinct downtown district and enhancing pedestrian/vehicular circulation throughout the space. One of these accompanying initiatives – the Wagon Wheel Trail trailhead and bridge over Hwy 14/61 – was completed in August 2022. While the Downtown Vision and Strategic Plan does not discuss connecting downtown La Crescent to Veteran's Park and the new hotel/Event Center, nor emphasizing the South Walnut Street–South 3rd Street intersection as a downtown corridor gateway, its recommendations offer specific design improvements and public facility ideas that can be incorporated into the Walnut Street Corridor Plan's overarching vision.



Veteran's Park Master Plan (2017)

This set of site plans outlines proposed improvements to Veteran's Park, including pickleball courts, pedestrian pathways, a building for restrooms and gatherings, and enhanced stormwater management. The Master Plan also overhauls the site's existing hotel and parking lot in favor of a proposed convention center and hotel complex, relocating parking facilities further into the park and adding an entry driveway from Park Street. The La Crescent Area Event Center and Best Western Hotel complex was completed in 2019. An eventual parking lot expansion and connection to Park Street was proposed but was not included in the implementation.

Bluffland Plan (2016)

Following the completion of a regional blufflands plan (commissioned by the La Crosse Area Planning Committee for bluffland conservation and recreation throughout the La Crosse-La Crescent region), the City of La Crescent adopted its own Blufflands Plan to protect these lands from future development. This plan works to educate and rally property owners to protect the community's blufflands through conservation easements, land purchase, and other means. The plan also identifies recreation improvements that will lead to a more cohesive system of trails and recreational amenities in the city's bluffland areas.

Park and Recreation Plan (2022)

This plan amends the 2012 Park and Recreation Plan and offers master plans for Eagles Bluff, Vetsch/Vollenweider/Stoney Point, Horsetrack Meadows,

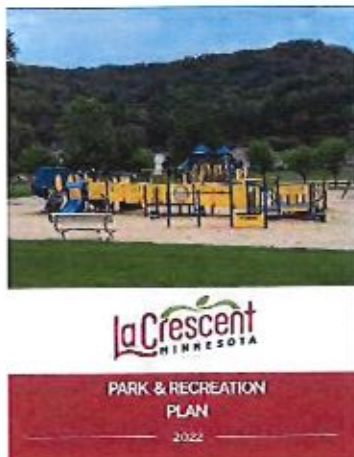
and Wieser Park. The plan starts with broad goals and strategies aimed at enhancing residents' quality of life and natural resiliency through green space. Through quantitative analysis and community feedback, each park in La Crescent is then prescribed specific recommendations with accompanying prioritizations and cost estimates. Similar to the Veteran's Park Master Plan, this plan recommends a trail connection from Veteran's Park to Park Street, better connecting the park to surrounding residential areas.

Bike and Pedestrian Plan (2013)

Adopted in 2013 and updated in 2017, this plan seeks to improve pedestrian and cyclist-oriented elements throughout the community. The primary principles of the plan include fixing infrastructure that needs repair, improving intersections for bicyclists and pedestrians, improving integration of bike and pedestrian-friendly policies in everyday activities, and developing a connected system for bicyclists and pedestrians throughout the city. The plan recommends improvements that provide continuous, safe facilities for people traveling by a variety of transportation modes.

Coulee Vision 2050 (2013)

In 2013, the City of La Crescent participated in the preparation of the Coulee Vision 2050, a long-term, regional transportation and land use plan facilitated by the La Crosse Area Planning Committee. This plan envisions limits on new road construction, enhanced public transit systems, and more compact development patterns throughout the region.



Planning Process

This plan was developed over approximately seven months, beginning in March 2023 through October 2023. The process included the following activities:

Staff Coordination Meetings

The project team met with city staff at every stage of the project to outline the planning process, share information, brainstorm community engagement events, and review and discuss draft materials.

EDC Meetings

The Economic Development Commission (EDC) served as the city's project planning committee and acted as a sounding board for the project. The project team met with the EDC four times over the course of the planning process to walk the corridor, present draft materials, and finalize logistics of engagement events and other major project milestones.

Public Engagement

Throughout the duration of the planning process, the project team collected public input through a variety of methods including pop-up events, focus group interviews, and public meetings. The processes and results of these events are summarized in the Public Engagement chapter.

Project Timeline

1

Investigate (March – June)

- Public kickoff meeting.
- Existing plan document review.
- Corridor evaluation.
- First round of focus group meetings & public input meeting.



2

Envision (June – July)

- Public engagement summarization.
- Goals and strategies development.
- Design alternatives/concepts development.
- Draft Corridor Plan document.



3

Revise (July – September)

- Second round of focus group meetings & public input meeting.
- Revise design alternatives/concepts.
- Review/edit Corridor Plan document.



4

Adopt (September - October)

- Finalize Corridor Plan document.
- Final Committee review/recommendation.
- City Council action.

Initial Corridor Evaluation

Early in the planning process, the project team evaluated the existing state of the Walnut Street corridor through a variety of methods, including surveying, on-site observation, and conversations with city staff. The following are the themes that emerged from this analysis:

Pedestrian/Cycling Infrastructure

- Inconsistent sidewalk conditions and ADA compliance.
- Inconsistent sidewalk coverage throughout the corridor.
- Unmarked or unsafe crosswalks.
- No dedicated "family friendly" bike lane/route.

Car Infrastructure

- Unnecessarily wide/underutilized streets and rights-of-way.
- Adequate number/placement of parking facilities, lack of awareness of parking locations.

Urban Design

- Lack of consistent street furniture style and opportunities for city branding.
- Lack of directional/wayfinding signage.



Public Engagement

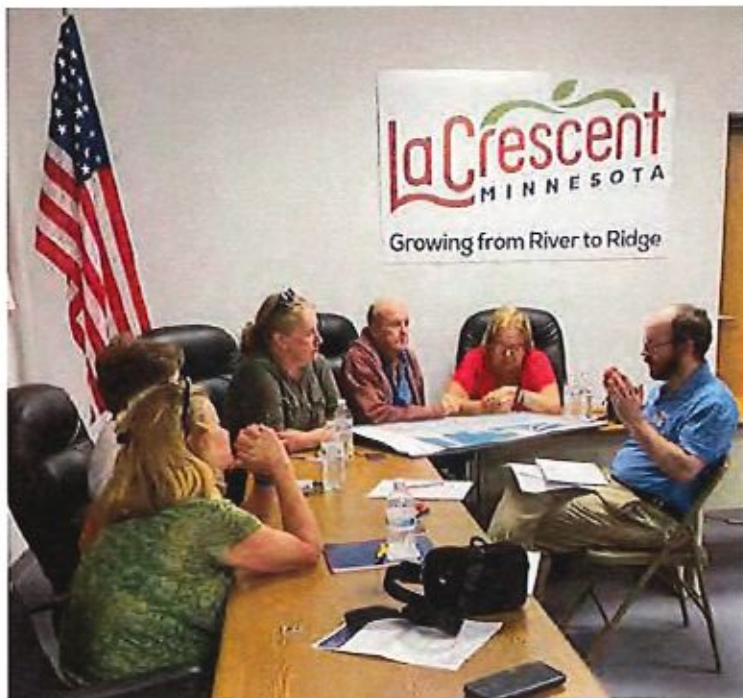
Introduction

Community engagement was a crucial part of the planning process, creating a direct line of communication between the project team and the residents of La Crescent. Various methods of engagement were utilized throughout the project's duration to generate preliminary corridor-specific priorities and obtain input on resulting concepts. Community engagement events included the following:

Farmer's Market Pop-Up #1

Veteran's Park | June 13, 2023

MSA and city staff set up a booth at the La Crescent Farmer's Market to gather general input from community members and promote upcoming public events. Activities at the booth included a visioning exercise, in which participants could vote on their image preferences with stickers, and a board to jot down answers to basic prompts. Alongside the activities, the project team had numerous one-on-one conversations with residents about their priorities and concerns for the Walnut Street corridor.



First Round of Focus Group Meetings

La Crescent City Hall & Community Building

June 14, 2023

Two separate focus group meetings were held to gather input from specific demographics from the Walnut Street corridor: residents and business owners. At each meeting, attendees were divided into small groups to have guided discussions with members of the project team.

At the resident focus group, the following themes emerged:

- Concern about the unsafe intersection in front of Kwik Trip (N 4th St, Veterans Pkwy, and U.S. 61).
- Opportunity for beautification throughout downtown La Crescent – additional planters, cohesive streetlights, improved signage, increased tree canopy, etc.
- Concern about pedestrian safety along corridor – improve sidewalk coverage and maintenance, safe crossings, traffic calming measures, preventing jaywalking, widen sidewalks.
- Concern about loss of trees and driveway access, and having to shovel sidewalks in winter.

At the business owner focus group, the following themes emerged:

- Downtown La Crescent is hidden from highway traffic/potential customers – improve appearance of highway frontage and add wayfinding to guide traffic into downtown.
- Accommodating bike traffic – prevent cyclists from riding on sidewalks, add more bike racks, encourage cycling tourism from other cities.
- Make downtown La Crescent a destination – add new shops and interest points, provide central gathering spaces, community events, tourism kiosks, seating, move Farmer's Market downtown, enhance sense of unity and branding along corridor.
- Improve parking situation – better promote existing public parking lots, provide designated spots for "transient" traffic (e.g. daily delivery trucks and take-out customers), longer-term employee parking, repurpose underutilized diagonal parking spots.



Public Input Meeting #1

Community Building | June 14, 2023

Attendees of the public input meeting received a brief introductory presentation about the project's objectives and timeline, then were given plenty of time to roam around the room and leave comments on the numerous project area maps. The project area was divided into nine aerial maps – each blown up to 24"x36" – allowing community members to identify and annotate specific changes that they would want to see along the Walnut Street corridor. Through this activity, as well as multiple one-on-one and small group conversations, the project team gathered useful insight to inform the next stages of the project.

Farmer's Market Pop-Up #2

Veteran's Park | August 8, 2023

City staff engaged the public at the La Crescent Farmer's Market and invited visitors to comment on preliminary design concepts and place stickers on a street furniture-specific visual preference board.

Second Round of Focus Group Meetings

La Crescent City Hall & Community Building

August 9, 2023

Similar to the first round of focus group meetings, residents and business owners attended separate meetings to provide feedback on preliminary design concepts for each major section of the Walnut Street corridor. Attendees were sorted into small groups and walked through each section with a member of the project team. The following themes emerged:



- Attendees from both meetings generally agreed that Park Street and Walnut Place offered the best access points to Veteran's Park. Attendees almost unanimously disliked the idea of pedestrians accessing Veteran's Park from N Chestnut Street (near Kwik Trip and MN 14 intersection).
- Business owners disliked the parallel parking proposed in each design concept, requesting to prioritize existing angled parking instead of adding a dedicated bicycle facility.
- Residents re-emphasized the importance of safer crosswalks and improved pedestrian and bicycle infrastructure in the residential segment of the Walnut Street Corridor.

Public Input Meeting #2

Community Building | August 9, 2023

The materials displayed and annotated at the second Farmer's Market pop-up event and focus group meetings were brought to this public input meeting, allowing community members to see previous comments and add their own thoughts to the boards. Attendees received a brief project update, then were sorted into small groups to discuss the materials.

Streetscaping

Streetscape Overview

Some of the major objectives of the Walnut Street Corridor Plan are to better balance pedestrian and bicycle facilities, enable safer vehicular circulation, and maintain parking access. Doing so will provide more equitable access for visitors and residents to enjoy downtown businesses and events and further boost economic activity.

Recent implementation of the new Wagon Wheel bridge and realignment of the Mississippi River Trail present an opportunity to recreate Walnut Street as a more balanced Complete Street corridor. The new Wagon Wheel Bridge provides a safe and reliable crossing for trail users traveling between downtown La Crescent and La Crosse, WI. The bridge is an important element of the Wagon Wheel Trail that will allow access to the Mississippi River trail system

and other local trails in Minnesota and Wisconsin. Presently, however, the trail ends at S First Street with no continuation of bicycle facilities onto Walnut Street.

The increase in bicycle traffic and visitors to La Crescent is expected to steadily increase as more regional bicycle facilities are added to the area over the next decade. It is in the best interest of the city to anticipate this growth and capture these economic benefits to continue to develop and thrive.

The streetscapes envisioned in this plan will help make La Crescent a more connected community. This goal is accomplished by re-imagining Walnut Street with a more activated Complete Street profile that improves functionality and safety for cyclists, pedestrians, and motorists alike.



Streetscape is a term used to describe the natural and built environment of the street, including the roadway and the sidewalk terrace. It is typically defined as the design quality and visual character of the street. The concept recognizes that a street is a public place where people engage in various activities and experiences. Streetscapes and their visual impact largely influences public places where people interact. Making targeted streetscape improvements will ultimately help define a community's aesthetic quality, economic activity, public health, and environmental sustainability.

Public Realm

The “public realm” consists of any structures, materials, and design elements that are located within the public right-of-way and any publicly-owned adjacent lands. The components of the public realm include softscape elements such as trees and landscape material and hardscape elements such as lighting, wayfinding signage, street furniture, crosswalks and active transportation facilities (i.e. parking, bike lanes, bus stops, etc.).

Unique structures and elements can also be placed in high activity areas to encourage interaction with the space and create a sense of place – often called “placemaking.” Examples of these placemaking elements includes outdoor art/sculpture, gateway features and interpretive signage often decorated with municipal or district logos.

Intentional placemaking elements along the Walnut Street corridor would increase economic activity by creating a welcoming atmosphere for residents and visitors, aiding in pedestrian and vehicular circulation, and reinforcing a memorable brand for La Crescent. However, these components should be considered with their holistic maintenance or operational cost trade-offs.

Street Trees & Landscaping

Incorporating softscape elements such as trees and landscaping into streetscapes helps create resilient communities. These features make the sidewalk more inviting for pedestrians and support a more active street profile with vertical and overhead plant mass. Integrating vegetative material into the street environment can also help mitigate the effects of climate change and reduce the city’s carbon footprint.

There are a variety of ways that these softscape elements provide multi-purpose benefits along the Walnut Street corridor:

- Installing shade trees will provide shade and some shelter from wind.
- Street trees also capture stormwater runoff, filter pollutants and reduce the heat island effect.
- Native plants provides visual interest and supports biodiversity of local wildlife and insects.
- Landscaping – especially trees and other vertical elements – can assist with traffic calming by appearing to narrow the roadway.
- Similar to rain gardens, properly designed sidewalk terraces can capture, filter, and infiltrate stormwater runoff.
- Raised-bed or moveable planters can be used to add vegetation where space is limited.
- These streetscape features can be used to attract attention to public spaces, provide passive seating opportunities, and buffer pedestrian spaces from automobile traffic.
- Hanging baskets can complement the assortment of landscape features with more strategic color and character.

Street Furnishings

Street furniture activates the public realm by providing functional objects that complement the aesthetic character of the community. The environment created with these features often increases foot traffic because the space is more comfortable and welcoming for pedestrians. Examples of street furniture include benches, planters, seat walls, tree grates, light poles, trash receptacles, water fountains, bike racks and bus shelters.

Complete Streets are roads and adjacent areas designed with a balanced approach that better supports all modes of transportation. This is accomplished by adding more room for pedestrian and bicycle traffic while optimizing over-designed automobile infrastructure. With a Complete Street profile, visitors and residents of different ages and abilities can more safely access community events, shopping areas, and public amenities with the transportation mode that fits their lifestyle. If implemented properly, this redeveloped corridor can serve the dual purpose of creating a vibrant place (placemaking) and providing a more functional transportation network.

Currently, a variety of furniture brands and styles are scattered sporadically throughout the Walnut Street corridor. The city's Brand Guidelines (2019) and the recently completed work at the Walnut Street and S 3rd Street intersection provided inspiration for the styles that were considered most appropriate for the corridor moving forward. Public engagement provided more targeted input that can be used to select the final furniture style list for the corridor that can be adapted to fit the commercial and residential areas.

As the Walnut Street design development process proceeds with more detailed design development, the city should work with local property owners and stakeholders to determine the appropriate style and frequency of furnishings to be used in the corridor. The final selection should be complementary to other styles already used in recent street projects to support broader cohesion across the city's street furniture selection.

The Complete Street ideal does not support a "one size fits all" approach to streetscape design. Unique areas throughout the city or even along the Walnut Street corridor can have their own identity. For example, one district could use a more traditional, classic style

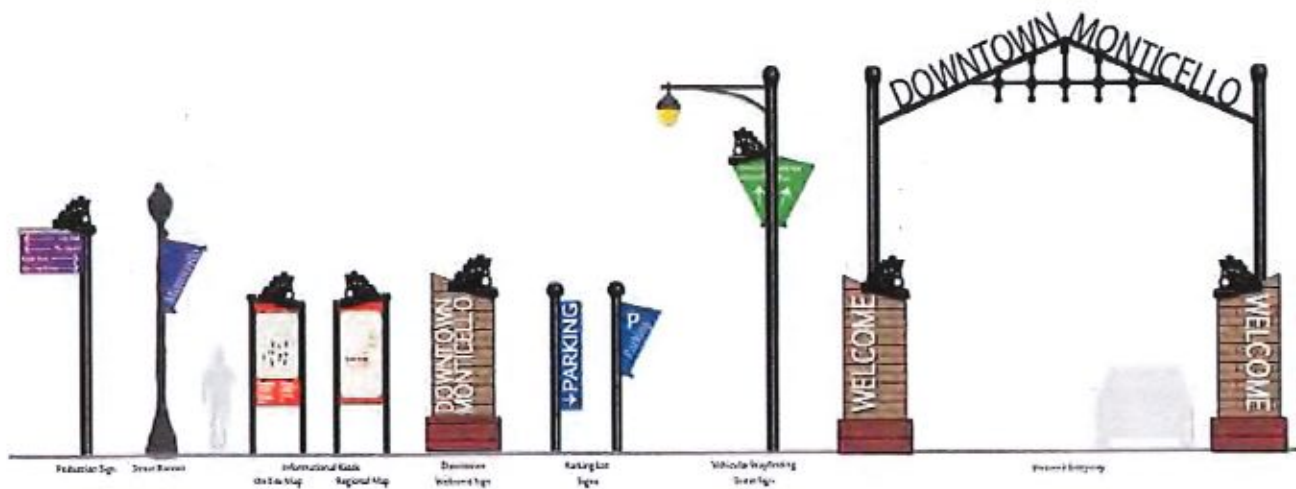
while another area uses a more modern style. There is an opportunity to delineate districts by tailoring the street furnishings with their unique environmental characteristics and recognizing their commercial, residential, or park uses.

Lighting

Effective lighting improves the aesthetic character and sense of comfort in a space, but should also support a safe environment for all users throughout the day and night. Lights can also be used to highlight key public spaces or accentuate placemaking elements and interesting buildings. A variety of scales of lighting can be applied to the corridor – larger and brighter lights for streets and parking-centric areas, and pedestrian-scaled options for areas with high foot traffic or gathering spaces. Any lighting options should prioritize public safety while also limiting light pollution as both a cost-saving and environmental benefit.

Signage

One way to visually unite the public realm is through a coordinated signage program. A hierarchy of signage helps to convey locational or event information for residents and visitors along the corridor. Signage throughout the corridor can include wayfinding signage, traffic signage, and more specialized interpretive or gateway signage.



Wayfinding *Is the process of determining and following a route or path between two points. Maps and signage are examples of active wayfinding. Finding your way using landmarks or other spatial features is an example of passive wayfinding. Streetscape design and corridor planning should support both types of wayfinding to enhance the corridor placemaking effort.*

Wayfinding Signage

Wayfinding signage provides environmental cues to pedestrians, cyclists and motorists. Street signs and directional signage are the most commonly used wayfinding signs. However, within the Walnut Street character districts (or other key locations across La Crescent), there may be opportunities to include unique branding coupled with seasonal markers or banners to further enhance the placemaking effort. Other types of wayfinding signage can be used to inform visitors and residents of various locations, areas of interest and tourist destinations including commercial activity areas, parks and recreation sites, and/or seasonal events. Overall the signage should be designed depending upon the speed and eye height of the user based on their transportation mode: walking, biking, or driving.

Public Parking

La Crescent has an abundance of public parking opportunities located throughout the corridor study area. While on-street parking does help to provide visual and physical separation between vehicles and pedestrians/cyclists, it may have negative impacts on overall traffic flow. The Walnut Street reconstruction project is an opportunity to evaluate the holistic parking needs of downtown La Crescent and implement Complete Street principles to support more active and accessible modes of transportation.

On-Street Parking

Existing on-street parking along Walnut Street between N 1st Street and S 2nd Street consists of a total 57 parking spaces configured as parallel parking and angled parking. In this area, there are 25 unmarked parallel parking spaces. The angled parking portion is limited to a two-block area of Walnut Street representing a total of 32 parking spaces.

An additional 139 parallel parking spots are in the more residential portion of the study area north of N 1st Street to Veteran's Park. In the section of Walnut Street north to N 4th Street, there are 49 parking spots. N 4th Street from Walnut Place to Park Street can accommodate 28 parallel parking spots. Another 43 parking spots are located along Park Street up to Veteran's Park, which are primarily used as overflow space for park events. Walnut Place, a short dead-end street off of N 4th Street, has room for 19 parking spaces.

Municipal Parking Lots

Currently, six public parking lots serve the immediate corridor area – three within downtown La Crescent and three in the Veteran's Park commercial district.

Downtown public parking lots have a total capacity of 110 cars. A parking lot with capacity for approximately 36 cars is located behind City Hall with midblock access via S 1st Street. Another parking lot with capacity for 28 cars is located at the southeast corner of S Oak Street and S 1st Street. The city also maintains a long-term lease for a parking lot behind buildings at 31-33 S Walnut Street (Southeast of Walnut Street/Main Street intersection) with capacity for 46 cars. All three parking lots are within a 1/8 mile walk of La Crescent's downtown core at the Main Street and Walnut Street intersection.

At the Veteran's Park commercial district, three parking lots serve the Event Center and park with 187 total parking spaces. The westernmost parking lot serving the ballfield and the Eagle's Bluff Park access trailhead has 44 parking spaces. The central parking lot serving the Event Center and playground area has 108 parking spaces. The easternmost parking lot directly north of the stormwater basin has 35 parking spaces.

Character Districts

The Walnut Street corridor is unique in that it has three different character types in its half-mile span, each with their own distinct look, feel, and land uses. These types are sorted into distinct districts, which are color-coded on the map on the following page. These districts are as follows:

Downtown District

The southernmost district located from S 3rd Street north to N 1st Street. This district includes a mixture of commercial uses including retail, professional services, and restaurants/cafes along with some mixed-density residential included throughout.



Residential District

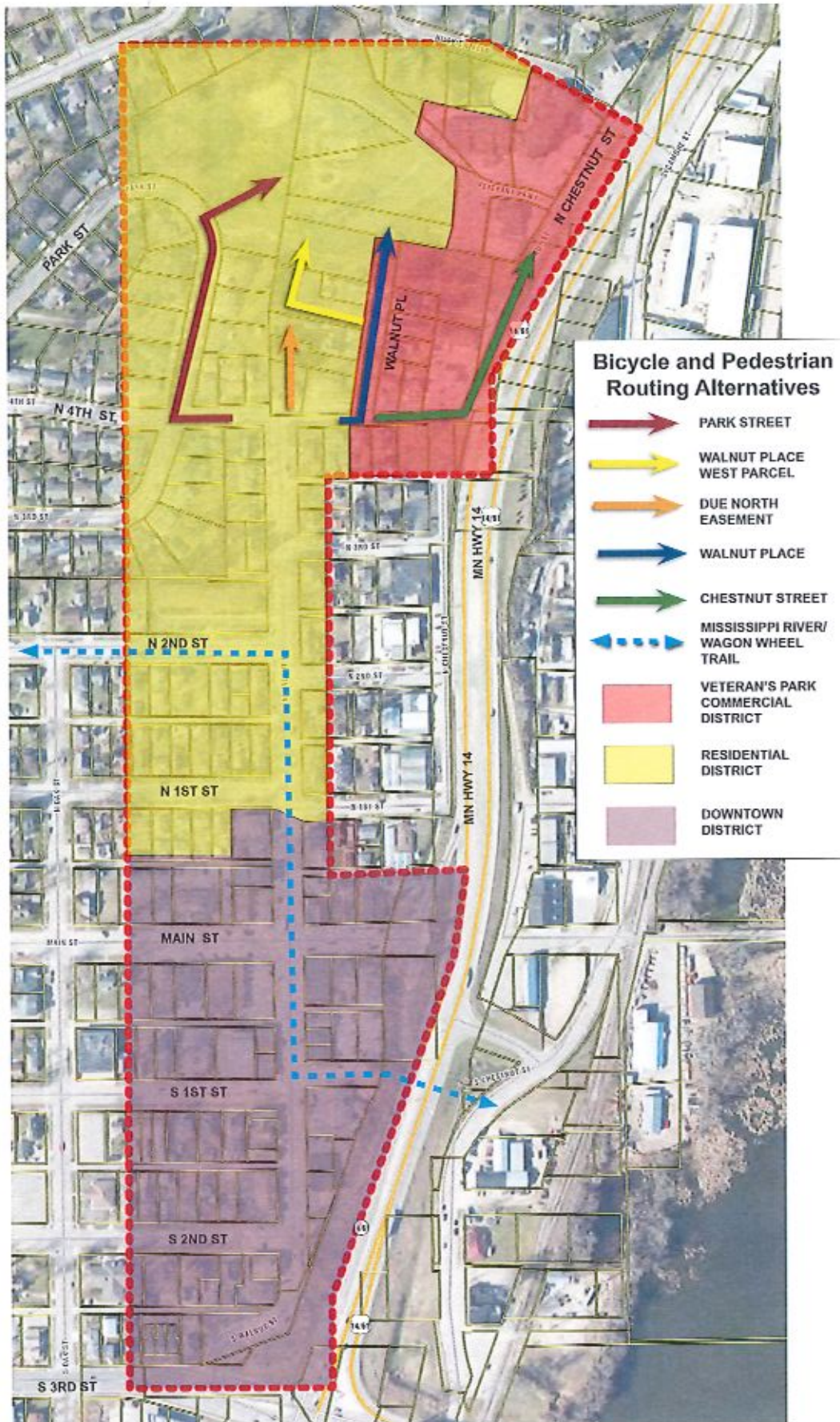
The middle portion of the project area including from N 1st Street north to N 4th Street and branching off to Park Street to the west and Walnut Place to the east. The area is predominantly single-family residential housing with some medium- and higher-density residential buildings located along Walnut Street. This district includes the western portions of Veteran's Park.



Veteran's Park/Highway Commercial District

The northernmost area of the corridor from N 4th Street north to Hillview Boulevard and including N Chestnut Street (14/61 Frontage Rd). This district mainly consists of convenience, food and beverage, and lodging-related businesses. However, the eastern, more developed portions of Veteran's Park are included in this area due to the number of seasonal events held there each year.





Design Alternatives

Design Alternatives

To support a more nuanced discussion of the design and planning of the whole corridor, Walnut Street was divided up into nine segments between S 3rd Street and Veteran's Park. Each segment has different roadway and sidewalk/terrace requirements when considering the variety of adjacent uses, right-of-way width, and parking needs along the corridor. Each segment is described in further detail on the following pages along with the preferred design profile and examples of streetscape features that can be modified to fit the Walnut Street corridor.

Park Street Route: The most feasible route and designated for future path/trail route improvements per the 2022 Park & Recreation Plan. The mixed use path would turn west from N 4th Street onto the south side of N 4th Street and then cross at the controlled intersection currently located at Park Street. After crossing N 4th Street, the wider sidewalk route would follow the east side of Park Street up to Veteran's Park so that overflow parallel parking can be maintained on both sides of the street.

Walnut Place Route: An existing right-of-way easement connects Walnut Place into Veteran's Park. However, steep terrain limits access into the park which poses a significant engineering and cost challenge. Developing the mixed-use path across N 4th Street and on the west side of Walnut Place can further support park access. One proposed solution was a pedestrian and bicycle bridge into the park from Walnut Place; however, this option would still be expensive and difficult to implement.

Alternate Walnut Place Route: Another potential Walnut Place route would involve the city-owned parcel that forms an L shape from mid-block Walnut Place turning north into Veteran's Park. The route could then cross the drainage ditch either with a bridge or run west to Park Street and double back east into the park. While the terrain is not as severe as that running due north of Walnut Place, this routing still poses significant engineering challenges if a

wider path is to be carved into the hillside. Another limitation to consider is that this alternate route would lessen the development potential of that park-adjacent parcel.

North Chestnut Street: The mixed-use path could be directed over to N Chestnut Street and then north into Veteran's Park. The narrow roadway corridor could transition into a one-way street where one travel lane could be converted into a bike and pedestrian route buffered from automobile traffic. Accessing N 4th Street as a pedestrian/cyclist requires crossing and navigating the HWY 14/61 and N 4th Street intersection and, with more traffic conflicts, can pose significant safety risks. Additionally, this route was also deemed as "uncomfortable" and "unaccommodating" for pedestrians/cyclists due to noisy, unprotected conditions.

One related alternative explored routing vehicles, bikes and pedestrians along sections of park property currently partially occupied by a shared driveway. If N Chestnut Street were eventually connected to Walnut Place, the N 4th Street and Hwy 14/61 intersection would be improved by removing the close intersections.

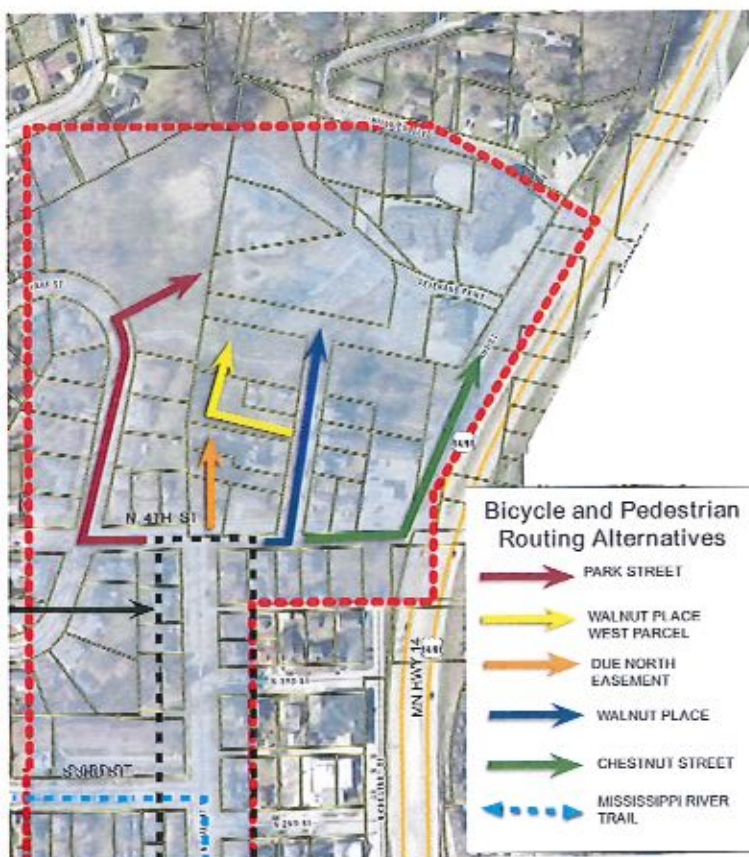
Due North Easement: Continuing Walnut Street due north was also considered as a route alternative. This option was not preferred because it would suffer from similar topographical constraints while also involving the negotiation of property easements.

In the preferred alternative, the proposed mixed use path would eventually split at N Walnut Street as non-vehicular traffic is directed toward Veteran's Park. One path would stay on the south side of N 4th Street as it progresses west to Park Street. The other path section would cross N 4th Street and proceed east to Walnut Place and eventually north into the park.

Corridor Segment Key Map

The following map index was used to break down the overall corridor into smaller segments to be designed with unique characteristics of each section impacting the overall design. The designs that follow are organized with these corridor segments.

Alternate Bicycle & Pedestrian Routing

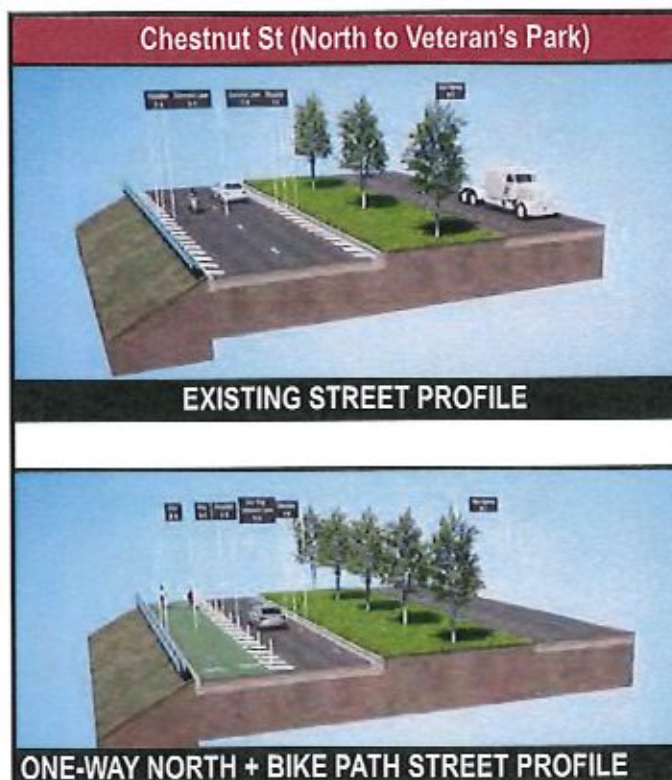




Segment 1 & 2: Chestnut Street (North to Veteran's Park)

Observations/Issues:

- Not preferred as one-way traffic for bicycle and pedestrian traffic – not an inviting atmosphere and current intersection alignment/spacing creates several traffic conflict points that should be avoided.
- Right-of-way width is too narrow with steep slopes and adjacent roadway conflicts.
- N 4th Street/N Chestnut Street/MN Hwy 14 (Kwik Trip) intersection is viewed as unsafe for mixing pedestrians, cyclists, and motorists.
- Potential rerouting of N Chestnut Street to Walnut Place via property acquisition to close off one leg of the N 4th Street/N Chestnut Street/MN Hwy 14/61 intersection.

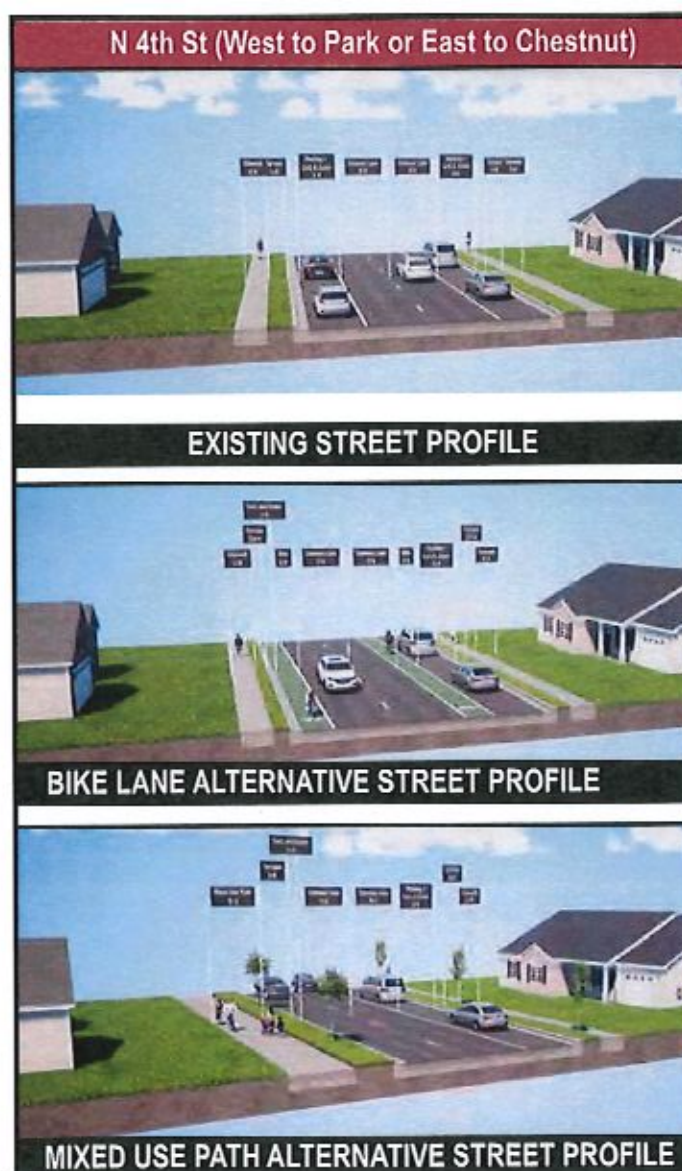




Segment 3: N 4th Street (West to Park Street or East to Walnut Place)

Observations/Issues:

- Narrowest right-of-way location at 58 feet wide.
- Can only apply dedicated bicycle facilities by sacrificing parallel parking on one side.
- Parking opportunities limited for homes located on north side of N 4th Street.
- Higher volumes of 'cut-through' traffic and unevenly spaced controlled/uncontrolled intersections create potential for increased traffic conflicts with more pedestrians and cyclists.
- Potential to continue dedicated bicycle facilities or mixed use path routing farther west along N 4th Street to connect with other existing bicycle lanes on Elm Street (Apple Blossom Drive).





Segment 4: Park Street (From N 4th Street to Veteran's Park)

Observations/Issues:

- Controlled intersection at N 4th Street and Park Street provide crosswalk opportunity for shared-use path north into Veteran's Park.
- Narrow 62-foot right-of-way width along with steeper topography adjacent to Veteran's Park may prevent parking and sidewalks to be placed on both sides.
- Public meetings favored keeping shared use path on east side and allowing buffered yard space for closer homes and steeper topography while keeping parking on both sides.
- Public input also included the idea of expanding parking into southern portion of Veteran's Park without 'cut-through' access to the Event Center.





Segment 5 & 6: N Walnut Street (200+ Blocks, Residential)

Observations/Issues:

- Serves as transition from downtown to residential character district to the north.
- Wide right-of-way that does not feel appropriate for residential streets.
- Residents in this segment expressed concern about unsafe and staggered intersections, fast vehicular speed, and lack of crosswalks.

N 1st to N 2nd



N 2nd/N 3rd to N 4th



N Walnut St (200 + Block Typical Section)



EXISTING WALNUT STREET PROFILE



BIKE LANE ALTERNATIVE STREET PROFILE



MIXED USE PATH ALTERNATIVE STREET PROFILE



Segment 7: N Walnut Street (100 Block, Downtown)

Observations/Issues:

- Transition from downtown to residential character district allows more area for shared-use bicycle and pedestrian path.
- Wider terraces and curb extensions provide space for green infrastructure like rain gardens or pollinator gardens that can also add character to the street.
- On-street parking areas can be converted to parklets. These extensions of the sidewalk terrace area allow outdoor seating, dining, or landscape amenities to be temporarily added to high traffic areas and then removed for winter traffic.





Segment 8: S Walnut Street (100 Block, Downtown)

Observations/Issues:

- The right-of-way width of 78 feet does currently allow parallel and angled parking.
- Wider sidewalks on west side with limited trees and furniture of various styles
- Sidewalk slope and conditions do not support universal accessibility.
- Adding dedicated bicycle facility will require at least 10-foot wide area; cannot accommodate angled parking with comfortable sidewalk space.





Segment 9: S Walnut Street (200-300 Block, 3rd Street Intersection)

Observations/Issues:

- Recently completed landscaping and city signage project provides examples of furniture styles and material palettes to be modified and used for northern portions of Walnut Street corridor.
- Lighting and materials used for Wagon Wheel Bridge can be used to supplement existing furniture and streetscape amenity choices.



Recommended Concept Summary

Committee Recommendations

The Walnut Street Corridor Plan should be modified with the following additions prior to developing the project's engineering phase:

1. All lighting must be Dark Sky compliant;
2. More modern light fixtures are preferred and should be like those depicted on Page 23 as the city has chosen those already for the Wagon Wheel Bike-Ped bridge area;
3. Light fixtures should accommodate cameras, banner arms, possible hanging baskets, wifi capability, etc.;
4. Add more angle parking on the east side of Walnut Street north of the new coffee shop up to N. 1st Street;
5. Continue to carry the 10' multi-use path on the west side of Walnut Street into the downtown, if possible, in the final engineering design;
6. On the east side of Walnut Street, do not put the sidewalk directly behind the curb so to allow for both snow storage and boulevard trees;
7. As part of the implementation of the plan, the city needs to address the two-hour parking zones;
8. The city should reconstruct the alleys on the east and west side of Walnut Street between Main Street and S. 1st Street (between Quillin's and the hardware store) and between the laundromat and pizza parlor);
9. The burial of overhead wires is not addressed in the plan and all the overhead wires should be buried during construction;

Recommended Plan Notes

The concepts in the following pages reflect input by those who attended public meetings and focus group sessions. The planning process revealed two stakeholder priorities:

1. a dedicated bike facility along Walnut Street from the bike bridge at South 1st St to Veteran's Park (either bike lanes in the street or a two-way path located outside the curb of the street, or a combination of those methods)
2. no reduction in the number of parking stalls in the downtown segment of Walnut St.

Unfortunately, these two priorities are not compatible. The Walnut Street right-of-way is too narrow in the downtown area (76 feet at the narrowest) to safely accommodate a dedicated bike facility AND the same amount of parking. A dedicated bike facility IS possible with a modest reduction in Walnut St. parking, either by removing parallel parking from the west side or converting the angled parking to parallel on the east side. The effect of this change, besides enabling a safe bike route, would be a shift in the location of parking for some users at peak demand. Some customers would need to utilize existing parking stalls along Main Street, increasing the typical walk from the car to the building entrance from about 20 seconds to about 60 seconds.

Recommended Concept

Introduction

The following section provides a summary of the preferred concept design and the major streetscape features included in the final corridor plan. However, multiple alternative streetscape sections were used to evaluate the possibilities in detail for this planning project. Those alternatives are provided alongside the preferred option as a reference for future engineering design input.

Key Streetscape Features

- Increased sidewalk width downtown for improved pedestrian space along Walnut St for more seating, furniture, and other streetscape amenities.
- Narrower 11-foot travel lanes to reduce traffic speeds and increase awareness of potential pedestrian/bicycle/automobile traffic conflicts
- Curb extensions (sidewalk 'bumpouts') at most intersections and prominent crossings to decrease lane width and discourage faster cut-through traffic.
- Expanded sidewalk terrace areas to be used by local businesses for outdoor seating, landscape features, or bike parking.
- Crosswalk materials and markings with bolder contrast to better delineate the crossing area
- 10-foot-wide mixed use walking/bicycle path to Veterans Park starting at N 1st St to promote more bicycle and pedestrian connectivity along Walnut St

Mixed-Use Path/Bicycle Path

- The preference to keep angled parking downtown does not allow for dedicated bike facilities to be placed south of N 1st St. Pull-in/back-out angled parking and bicycle facilities do not work well together and limited right-of-way width does not allow for proper buffering.
- Wider sidewalks downtown will allow bike riders to walk their bikes to the mixed-use path that starts at N 1st St and stays on Walnut St's west side
- The 10-foot mixed use path continues up to N 4th St and turns east toward Park St where it narrows to approximately 8 feet to accommodate right-of-way limitations.

Veteran's Park

(Corridor Segments 1 – 4)

- The most preferred option for access to Veteran's Park included placing a wider 8-foot sidewalk on the east side of Park St from N 4th St north to Veteran's Park where a trees have been pre-planted to line an eventual path into the park from Park St toward the Event Center.
- Due to steeper slopes and narrower 60-foot right-of-way mean keeping parallel parking on both sides is and sidewalks on both sides would not be possible without requiring engineered solutions to handle severe grade changes adjacent to existing driveways
- Mixed-use path can maintain 10-foot width to south of N 4th St with crossings at Park St stop sign and/or due north of Walnut with a more prominent rectangular rapid flashing beacon (RRFB) to better announce crosswalk locations

Residential Walnut Street

(Corridor Segment 5 & 6)

- Narrower lanes and sidewalk bumpouts at intersections and crosswalks provides more opportunities for seating, landscaping, and other streetscape amenities.
- A mixed-use pedestrian/bicycle path starts at N 1st St on the west side of Walnut St and continues onto Veteran's Park
- Adding a 6-foot sidewalk on the east side of Walnut St delivers better connectivity and accessibility while providing more space for streetscaping features.

Downtown Walnut Street

(Corridor Segments 7 - 9)

- Reallocating the space from narrower travel lanes lets nearly at least 6-feet of sidewalk to be added for streetscape amenities like outdoor seating/dining, landscaping, and lighting
- Angled and parallel parking spots along the street can be repurposed for temporary 'parklets' during warmer months to further expand useable sidewalk/café space

Recommended Concept

N 1st Street to Veteran's Park



S 1st Street to N 1st Street



Recommended Typical Sections



Park St to Veteran's Park



N 4th St to Park St



N Walnut St Residential

Recommended Typical Sections



N Walnut St Downtown



S Walnut St Downtown

Segment 4: Park Street (From N 4th Street to Veteran's Park)



Divided Multi-use Path



Raised Crosswalk to calm traffic



Multi-use Path Instructional Signage

Segment 5 & 6: N Walnut Street (200+ Blocks, Residential)



Multi-use Path Character Examples



Temporary/Seasonal Curb Extensions

N 1st to N 2nd

N 2nd/N 3rd to N 4th



Segment 7: N Walnut Street, N 1st Street to Main Street (100 Block, Downtown)



Green Infrastructure for Stormwater



Sidewalk Environment



Seasonal Parklet Cafes for Outdoor Dining



Segment 8: N Walnut Street, Main Street to S 1st Street (100 Block, Downtown)



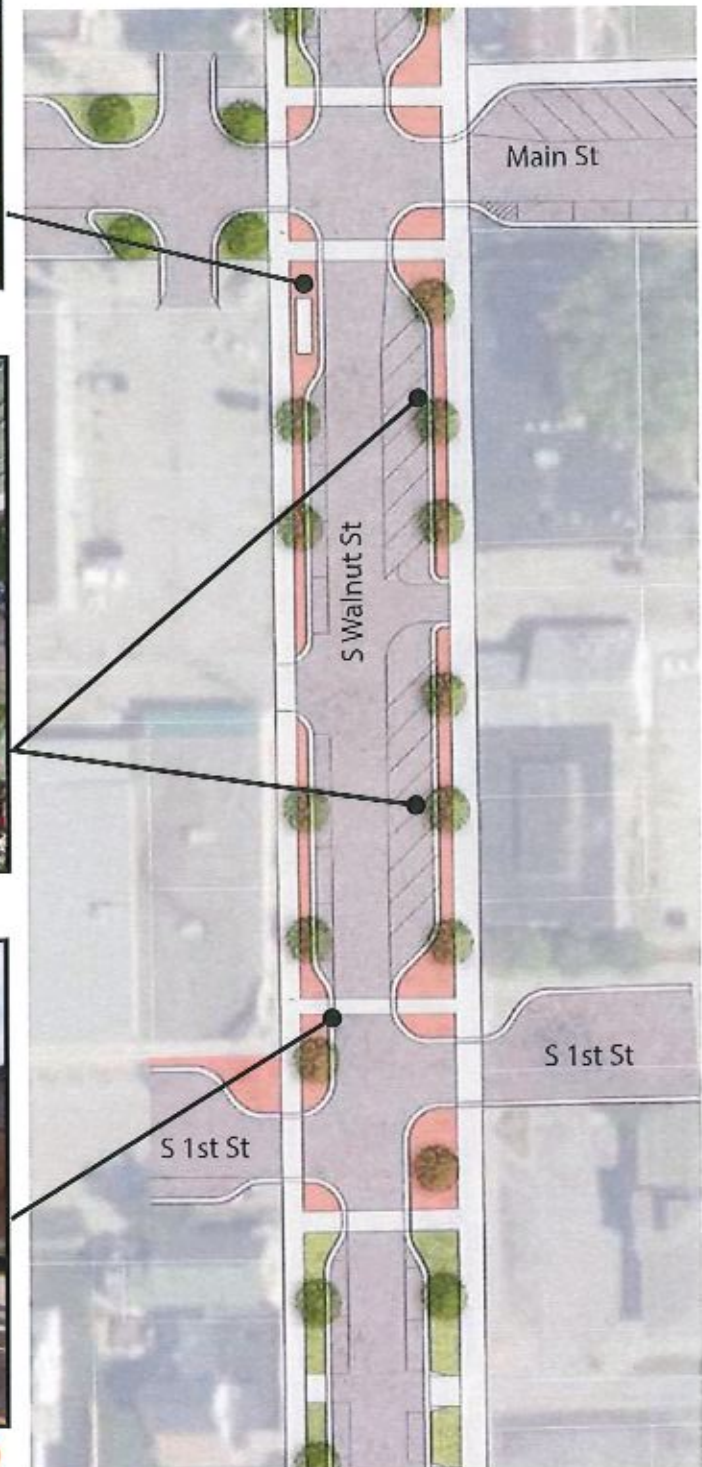
Bus Stop Curb Extension



Sidewalk Character



Rectangular Rapid Flashing Beacons (RRFBs)



Implementation

Preliminary Cost Estimates

Most of this plan focuses on reimagining the curb/roadway alignment and sidewalk environment of the Walnut Street corridor as it connects the Wagon Wheel Bridge to Veteran’s Park and beyond. Implementing this plan will primarily rely on creating engineering drawings and specifications for the preferred concept. The preliminary cost estimate for the project can range from \$800,000 to \$1.5 million. This range includes the following: mobilization, bonding, insurance, erosion control, removals, unclassified excavation, curb and gutter, asphalt and aggregate road base, crosswalk/parking/bike enhancements, paving markings, regulatory signs, restoration, bio-swale and landscaping assumptions, 10% contingency and 16% design engineering costs. Notable exclusions include lighting, landscaping, utility work, street furniture, and plaza enhancements.

Standard Roadway & Sidewalk/Terrace Construction	\$859,000.00
Subsurface Water/Sanitary Sewer Installation	\$970,000.00
Mobilization, Removals, and Subsurface Preparation Work	\$898,000.00
Estimated Construction Subtotal	\$2,727,000.00
Inflation Factor (3% per year)	\$164,000.00
Estimated Construction Cost (2025)	\$2,891,000.00
Contingency Estimate (15%)	\$434,000.00
Design Engineering (10%)	\$290,000.00
Construction Engineering (10%)	\$290,000.00
Total Estimated Roadway Construction Project Cost	\$3,905,000.00

Placemaking (PM) Actions

Along with the engineering and reconstruction of Walnut Street, the city may also wish to consider additional actions supported during the planning process that can bolster the proposed changes along Walnut Street.

PM-1. Support the creation of a bicycle and pedestrian entry plaza on the western side of the Wagon Wheel Trail bridge. This area provides a potential gateway/rest area and wayfinding opportunity as visitor enter La Crescent. A protected bicycle parking facility can be located here along with a map kiosk and/or a bike repair station.



PM-2. Create a parklet program to allow businesses to utilize parking spaces immediately adjacent to their businesses as extended terrace patios. Keeping abundant parking downtown allows for the opportunity to create usable space for sitting, eating, and other social activities.



PM-3. Use existing logo and branding guidelines to create banners that can be installed on existing light poles. These installations can be a quick a way to brand the corridor as it transitions through redevelopment. The long-term plan will be to incorporate similar banners onto light poles and signage in the expanded terrace and bumpout areas. Double banners could be considered to promote the corridor on one side and seasonal (or park events) on the other.

PM-4. Plan for and install additional trees within the street terrace. There are gaps in the tree canopy along the Walnut Street corridor leading up to Veteran's Park. The wider right-of-way along some sections of the study area would allow new trees to be planted and get established prior to more mature trees being removed. Planting trees where minimal construction disturbance will happen can help minimize the impact of temporarily losing large areas of tree canopy.

PM-5. Install temporary curb extension (sidewalk bump-outs) at intersections identified for those redevelopment improvements. All non-alley intersecting streets were proposed to have narrower streets with expanded curbs in the preferred corridor design. Placing removable/seasonal bollards or painting approximate curb locations can give users a better understanding of how the improvements will

impact the travel lane alignment. These temporary bumpouts can use community art installations to promote community-project ownership.

PM-6. Improve awareness and access to already owned /leased public parking lots to alleviate the need for on-street parking along Walnut Street.

The city has 3 public parking lots within its downtown. However, these lots are often only accessible from side streets or dead-end streets, encouraging reliance on more visible and accessible on-street parking. Wayfinding signage and maps can help guide visitors to these parking lots.

Administrative (A) Actions

Along with the planned streetscape improvements that will be pursued over the next decade, the city may also choose from a variety of administrative or policy actions that can support infrastructure improvement effort.

- ***A-1. Review action plan on an annual basis as part of the city's budgeting and strategic planning processes.*** To provide lasting value and influence, this plan should be used and referenced regularly, especially during budgeting processes, to support implementation of this plan's actions. This review should discuss items completed over the prior year, re-evaluate the actions based on funding and existing opportunities, and adjust action timeline based on the evaluation.

Timeline: Ongoing, Annually

- ***A-2. Initiate business retention efforts to support the corridor's existing businesses, including the following initiatives.***

1. Meet with business owners annually, or send a business survey to assess needs and economic stability of the corridor businesses. This could be done in conjunction with efforts in the downtown.
2. Promote and supply businesses with available grants or support services to continue to be a sustainable business operation in the corridor.
3. Work with existing businesses to improve façades. This could include design services to help the owner realize updates and costs to initiate the façade enhancement. Additional considerations could be a façade grant program.

Timeline: Ongoing

- ***R-5. Begin acquiring parcels along the corridor for additional city-led development opportunities, as available.*** Watch for opportunities to acquire parcels in areas proposed for redevelopment. Acquiring available parcels, especially those lacking buildings or have a history of vacancies, can help to prepare for future development needs where the city would like to maintain an active role.

Timeline: Ongoing

- ***A-3. Consider creating and managing a city building improvement matching grant program to encourage exterior building improvements.*** This program can focus on updating, restoring and maintenance of exterior façades. This could be a matching grant that uses the design guidelines in this plan for reviewing improvements with public financial assistance.

Program Creation Timeline: Short Term (2024-2026)

Administration Timeline: Ongoing

Preferred Furniture Palette

LIGHTING



BIKE STORAGE



SEATING



SIGNAGE

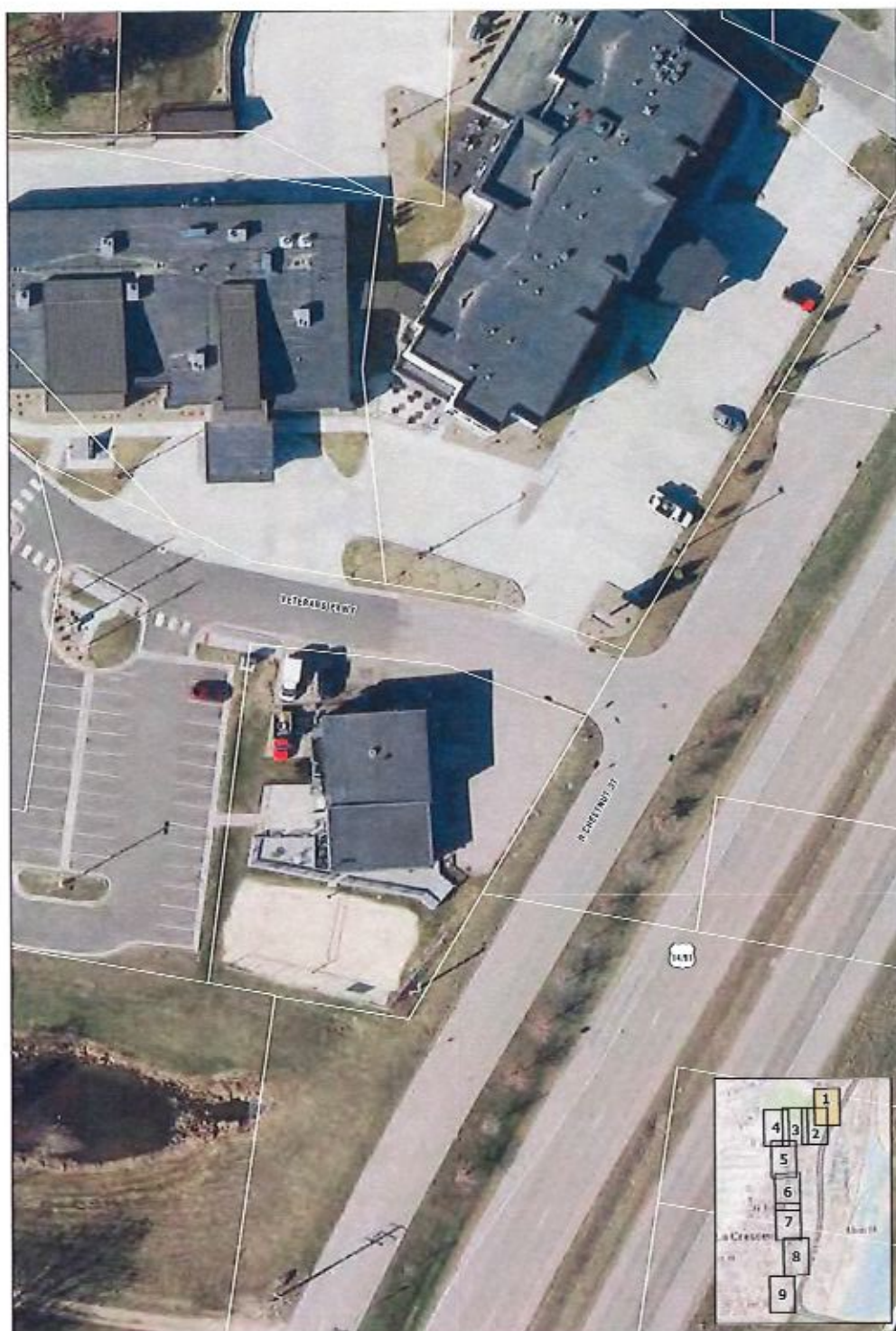


GREENERY



Appendix A

Segment Maps



MSA

0 10 20 Feet

Project Location Map

Walnut Street Corridor Plan

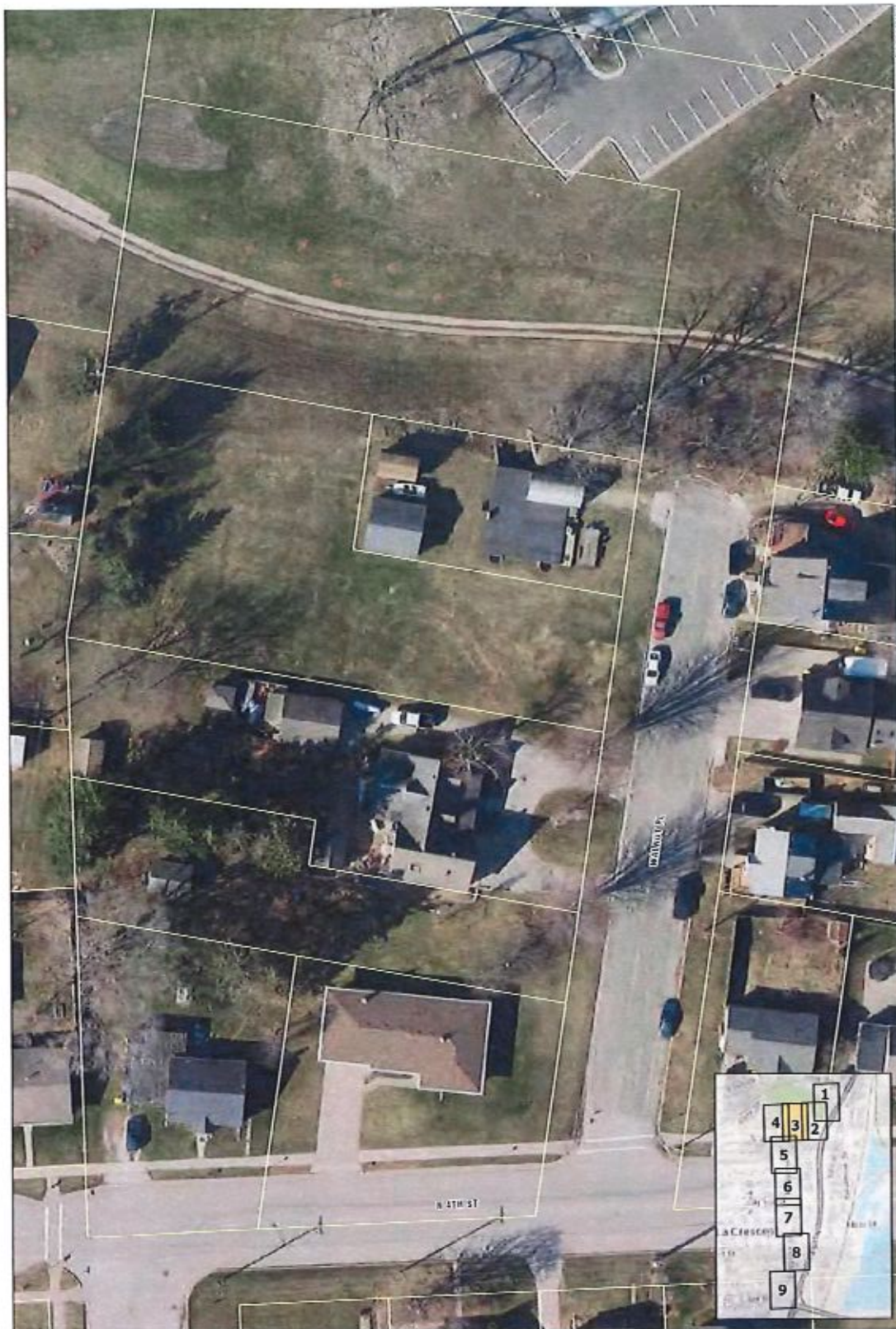


MSA

0 10 20 Feet

Project Location Map

Walnut Street Corridor Plan



MSA

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Project Location Map

Walnut Street Corridor Plan



MSA

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Project Location Map

Walnut Street Corridor Plan



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Project Location Map

Walnut Street Corridor Plan

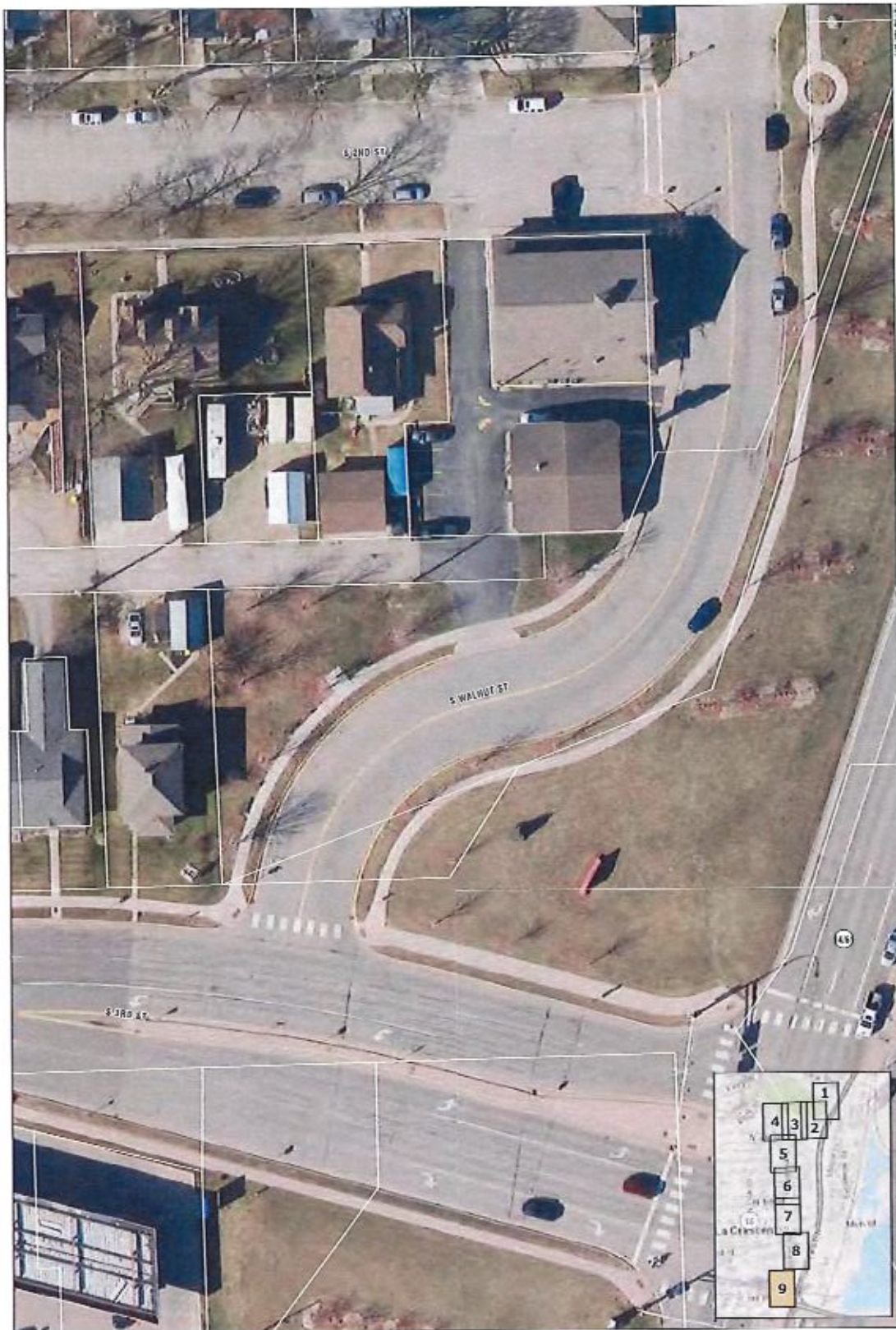


MSA

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Project Location Map

Walnut Street Corridor Plan



MSA

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Project Location Map

Walnut Street Corridor Plan

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Appendix B

Street Design & Parking

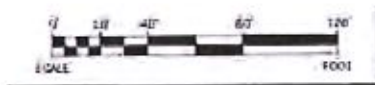




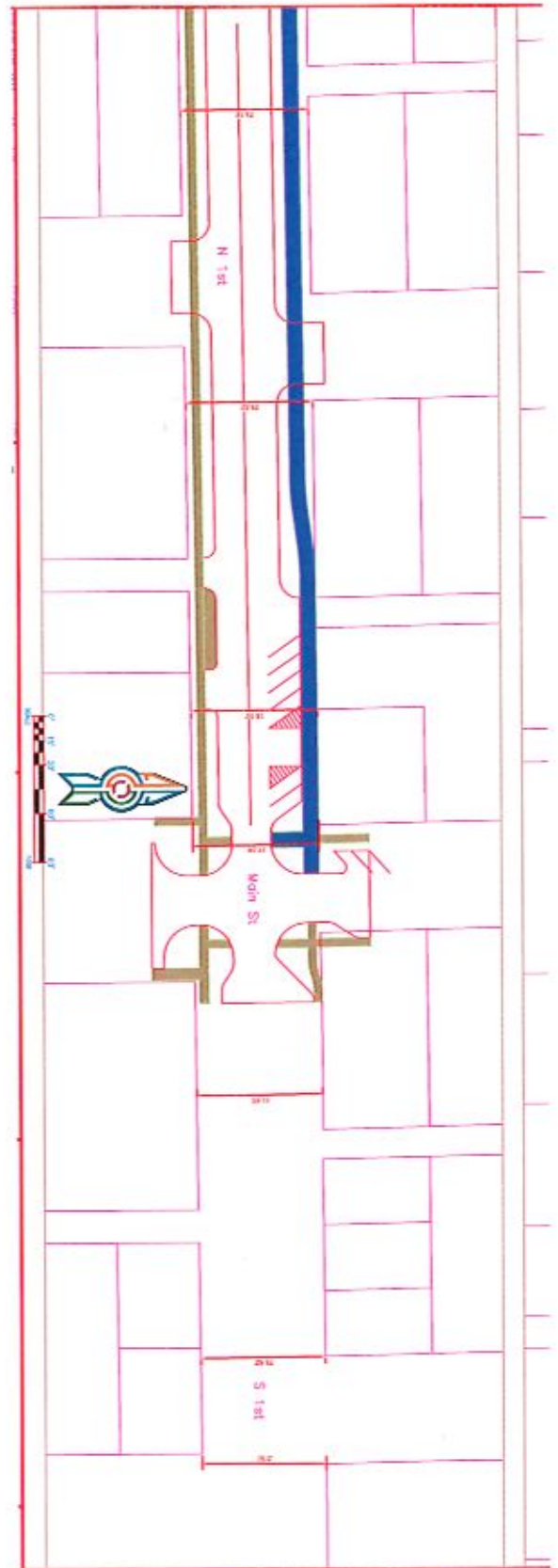
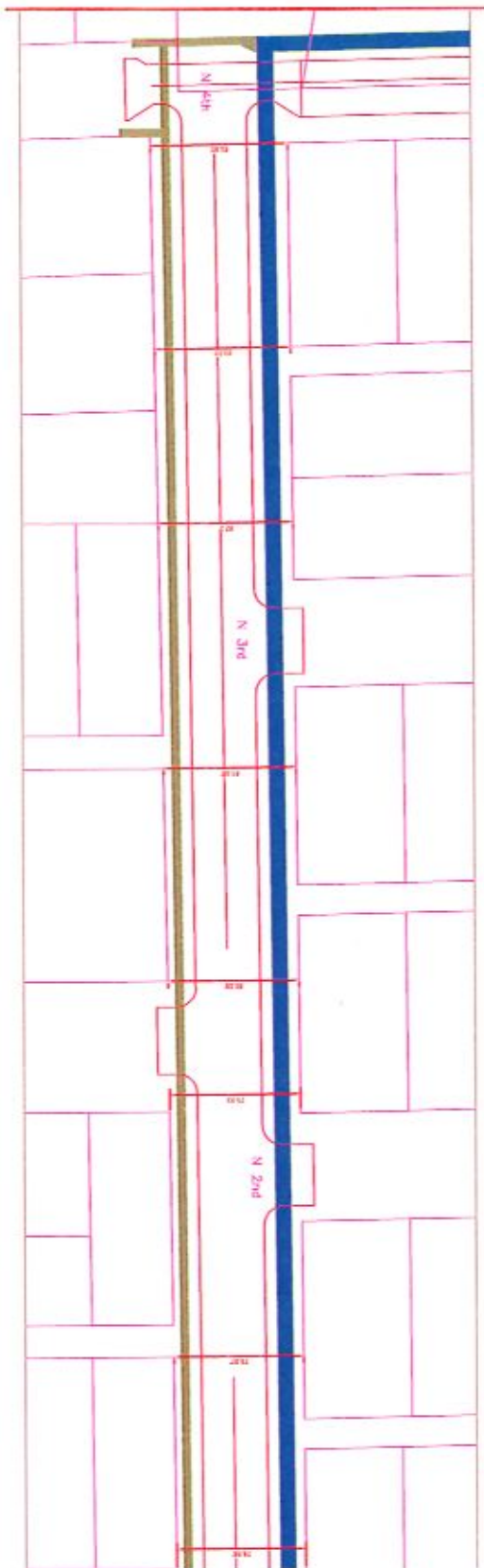
Appendix B

Street Design & Parking





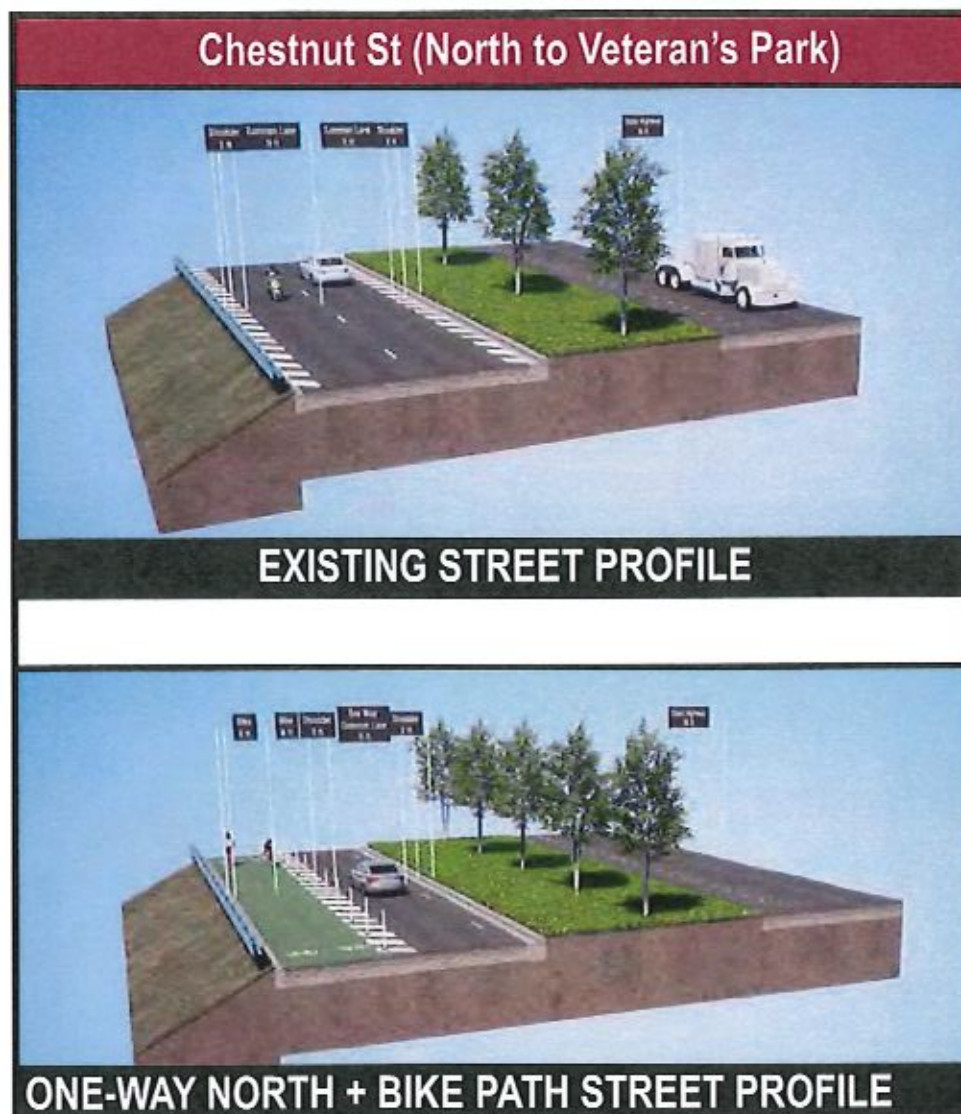
Approximate Right-of-Way Dimensions



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Appendix C

Streetscape Section Alternatives



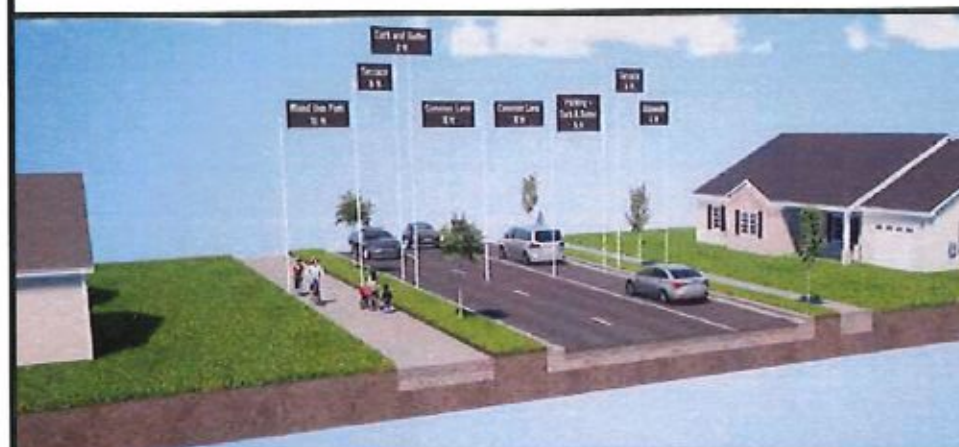
N 4th St (West to Park or East to Chestnut)



EXISTING STREET PROFILE



BIKE LANE ALTERNATIVE STREET PROFILE



MIXED USE PATH ALTERNATIVE STREET PROFILE

Park St (Southwest of Veteran's Park)



EXISTING STREET PROFILE



MORE PARKING, LESS SIDEWALK STREET PROFILE



MORE SIDEWALK, LESS PARKING STREET PROFILE

N Walnut St (200 + Block Typical Section)



EXISTING WALNUT STREET PROFILE



BIKE LANE ALTERNATIVE STREET PROFILE



MIXED USE PATH ALTERNATIVE STREET PROFILE

N Walnut St (100 Block Typical Section)



EXISTING WALNUT STREET PROFILE



BIKE LANE ALTERNATIVE STREET PROFILE



MIXED USE PATH ALTERNATIVE STREET PROFILE

S Walnut St (100 Block Typical Section)



EXISTING WALNUT STREET PROFILE



BIKE LANE ALTERNATIVE STREET PROFILE



MIXED USE PATH ALTERNATIVE STREET PROFILE

MEMORANDUM

TO: Mayor, City Council

FROM: Larry Kirch, Community Development Director

DATE: December 11, 2023

SUBJECT: Public Hearing: Active Transportation Action Plan – Hwy 16 to Miller's Corner

The city applied for and received technical assistance from the Minnesota Department of Transportation (MnDOT) Active Transportation Program. MnDOT selected a consultant team to work with the city to study the corridor of U.S. Highway 14/61 and Trunk Highway 16 to Miller's Corner for bicycle and pedestrian users (active transportation). The plan and planning process was fully funded by the Minnesota DOT Active Transportation Program.

The purpose of the corridor planning project was to develop a plan from the Wagon Wheel Bridge to Miller's Corner to improve the connectivity and safety of bicyclists and pedestrians in the corridor. The corridor planning was supported in the City's adopted Downtown Vision and Strategic Plan. The City of La Crescent created a technical committee for this project that included 26 people including citizens, the Houston County Engineer, city staff, MnDNR and MnDOT staff. The major effort of the committee concluded in May. The technical committee recommended approval of the Action Plan in September.

City staff presented the plan at the Planning Commission meetings of October 3rd and October 30th 2023. City staff will give a short presentation on the final draft plan as recommended by the technical committee and Planning Commission followed by a Public Hearing. To date, there have not been formal comments on the draft plan from MnDOT District 6.

Staff is recommending approval of the Active Transportation Action Plan.



Active Transportation ACTION PLAN

City of La Crescent, Minnesota



Growing from River to Ridge



May 2023

Acknowledgement

Corridor Planning Team

- Bill Waller, City of La Crescent, City Administrator
- Larry Kirch, City of La Crescent, Community Development Director
- Cody Bellock, City of La Crescent, Police Officer
- Jason Ludwigson, City of La Crescent, Sustainability Coordinator
- Teresa O'Donnell-Ebner, La Crescent City Council
- Willow Arden, Bike Advisory Committee
- Maseray Bangura, Bike Advisory Committee
- Linda Larson, La Crescent Community Bike Shoppe
- Steve Gund, Community Member
- Donald Smith, Former La Crescent Planning Commission Chair
- Bob Spencer, Community Member
- Bob Schultdt, City of Hokah, Chief of Police, Houston County Commissioner
- Bri Ceaser, Houston County Public Health
- Brian Pogodzinski, Houston County, Engineer
- Jeff Copp, La Crescent-Hokah Public Schools
- Carl Ekern, La Crescent-Hokah Public Schools
- Beth Theede, La Crescent-Hokah Public Schools
- Peter Fletcher, La Crosse Area Planning Committee, Director
- Tracy Schnell, MnDOT, District Planner
- Kurt Wayne, MnDOT, District Planning Director
- Bob Storlie, Minnesota Department of Natural Resources, Area Supervisor
- Tim Hruska, WHKS, La Crescent Engineer
- Dorian Grilley, Bike Alliance of Minnesota (BikeMN)
- Jacob Rueter, MnDOT Active Transportation Program
- Cole Norgaarden, MnDOT Active Transportation Program



The Action Plan was funded through the Minnesota Department of Transportation's (MnDOT) Active Transportation Program.

Learn more:

<https://www.dot.state.mn.us/active-transportation-program/>

Planning Assistance Team:

*Terra Soma, LLC – Samantha Lorenz
HDR, Inc. – Jamie Kennedy, Mindy Moore*

Contents

Plan Purpose and Need, Executive Summary

1. Introduction

Why an Active Transportation Action Plan – How Active Transportation Benefits La Crescent & Minnesotans – Why Trails & Active Transportation – Safe System Approach – Making Safety a Top Priority Over Speed – Active Transportation Principles – All Ages and Abilities

2. Plan Process

How the Plan Was Developed – Vision and Goals

3. Assessment of Existing Conditions

Building on Existing Plans and Efforts – Existing Conditions Summary – Existing Conditions Maps – Multi-Use Path Options: Challenges and Opportunities – Trail Options: Design Along Highway Corridor

4. Envisioning a Multimodal Corridor

What We Learned from the Community – Why Focus on Highway 16 Corridor – Highway 16 Today – From Vision to Starter Concept – Multi-Use Alignment Preferences and Considerations – Options: In-Town Routes – Hwy 16/MRT Vision Concept – Rural Section – Path Within Existing Pavement Width – Interim Option: Buffered Shoulder or Bike Lanes

5. Action Plan

Key Action Items for the Multi-Use Connection – Key Action Items for Active Transportation Connections – Future Re-Envisioning of the Highway

6. Active Transportation Toolbox

Active Transportation Planning & Design – Trail and Bicycle Facility Design Guidance – Multi-Use Paths – Rural Paved Paths/Trails – Pacific Rim Trail, Tofino, BC – Rail-with-Trail – Buffered and Separated Bike Lanes – Rural Bike Lanes – Right-Sizing Streets – Roundabouts – Protected Intersections – Pedestrian Hybrid Beacons – Trail Amenities – Winter Maintenance – State and Federal Funding Opportunities for Active Transportation

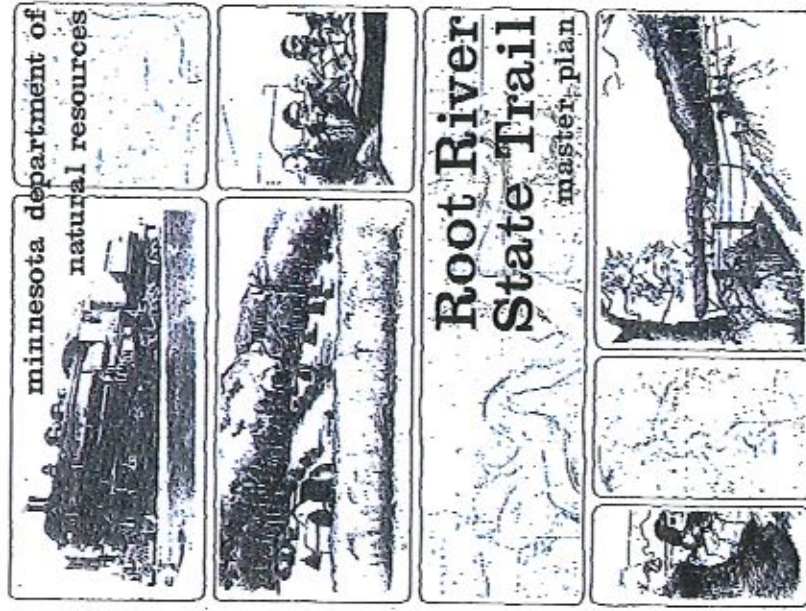
7. Moving Forward

Next Steps – A Call to Action

Plan Purpose and Need

The need for a Root River Trail (RRT) connection between La Crescent (Wagon Wheel Trail (WWT) terminus) and the Cities of Hokah and Houston has been a major challenge to address over the past 30 years. The cities and region need to define a safe corridor between Walnut Street (WWT bridge terminus) and Miller's Corner (MN 16/26). The WWT bicycle and pedestrian bridge was completed over U.S. Highway 14/61 in the summer of 2022 into downtown La Crescent.

Connecting the region from the WWT to La Crosse, WI and to the Mississippi River Trail (MRT) / U.S. Bike Route 45 and the Root River Trail has been a long-term goal of the city and county to address transportation inequities of underserved populations. The La Crescent Bicycle and Pedestrian Plan Update (2017) identifies the connection from downtown La Crescent to Miller's Corner as a critical link but lacks an implementable corridor plan (p. 59). Houston County, Hokah, Houston and La Crescent have entered into a formal agreement to cooperate to complete the RRT trail corridor. The first RRT plan was approved 40 years ago in 1983.



Minnesota Department of Natural Resources
Trails & Waterways Unit
Trails Planning Section
November 1983

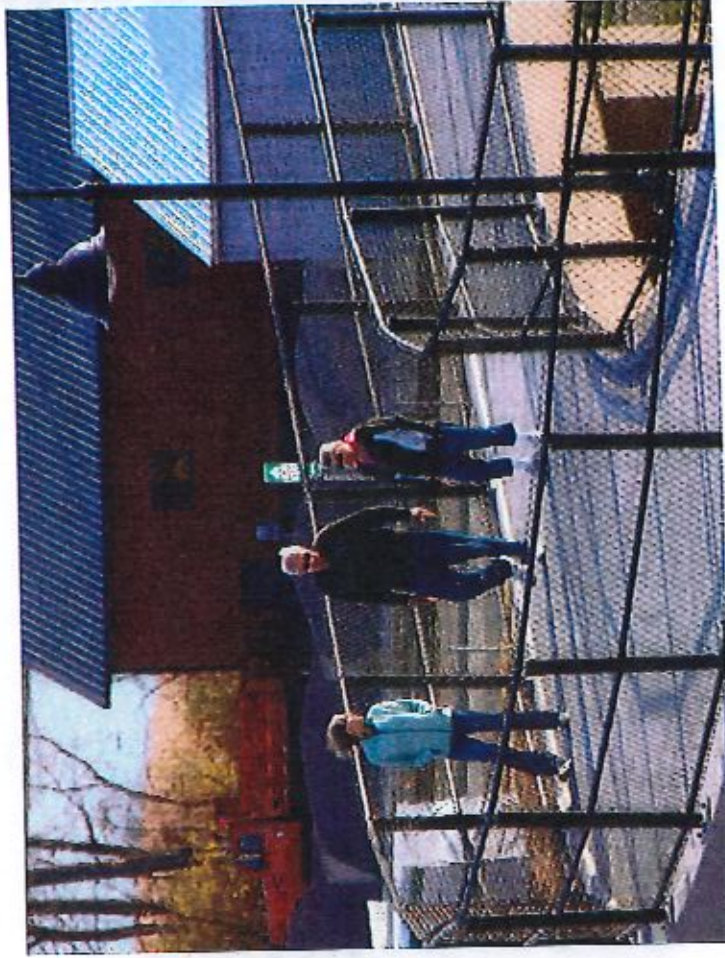
Executive Summary

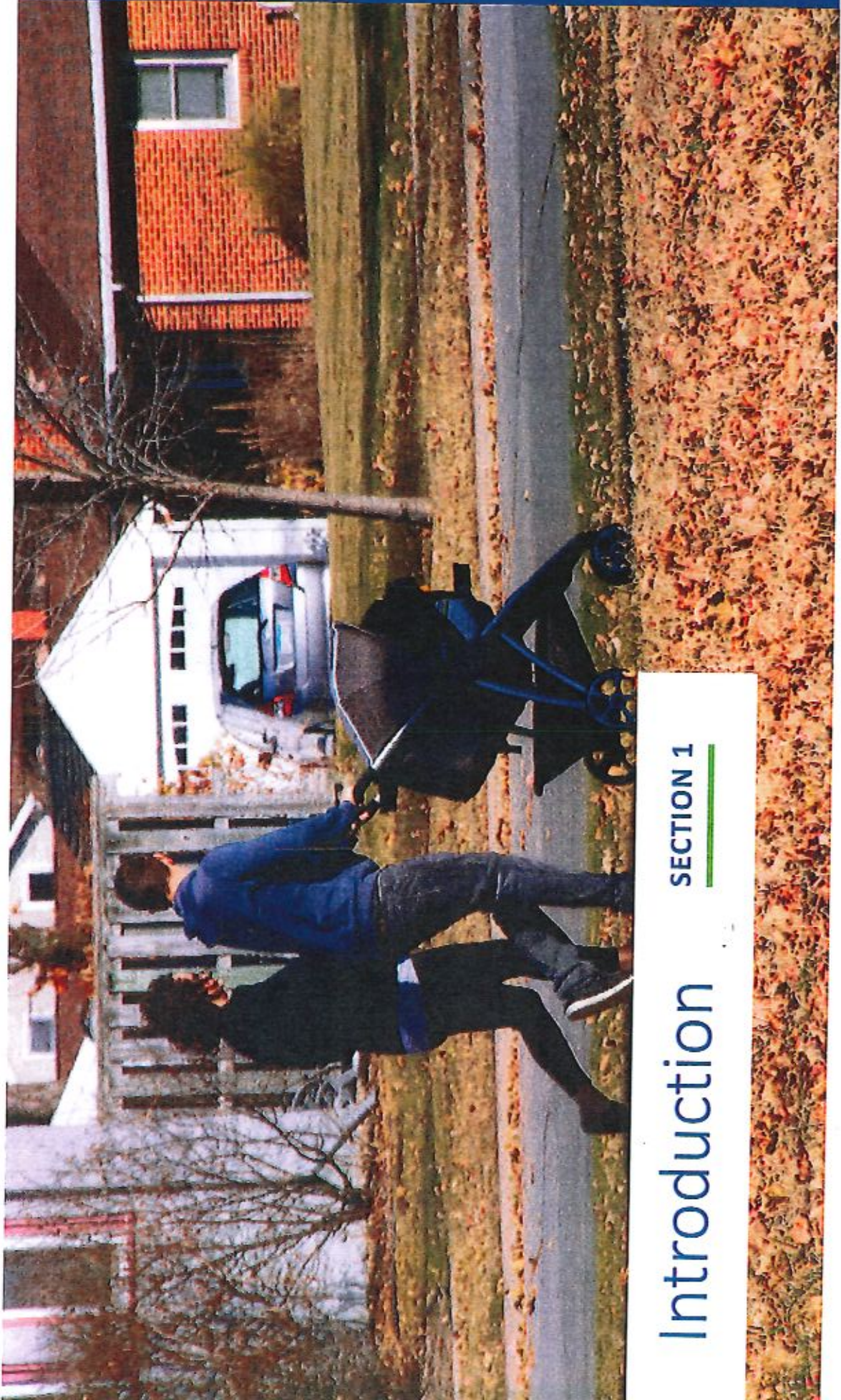
The Active Transportation Action Plan is the result of a eight-month collaboration from October 2022 to May 2023. A diverse Local Planning Team came together to set direction, co-create strategy and lead a walking audit, bicycle audit and trail planning workshop. An online interactive map and survey was used to collect broader input.

The study corridor is along Highway 16, which is under the jurisdiction of MnDOT. Part of the corridor is in the City of La Crescent and part is within unincorporated Houston County. Therefore, implementation of this plan will rely upon a strong partnership between the City, County and MnDOT. The route is also adjacent to an active railroad line and the Upper Mississippi River National Fish and Wildlife Refuge.

The Action Plan serves as a living guide. It establishes clear, evidence-based and action-oriented priorities to guide future investments in developing a trail connection from the Wagon Wheel Trail Bridge in La Crescent to Miller's Corner (intersection of Highways 16 and 26), with a longer-range goal to connect to the Root River Trail. The preferred vision is to construct a multi-use sidepath to the east of Highway 16, with separation from both the highway and the parallel railroad. Due to the complexity of the project, an interim measure to paint buffered bike lanes along the highway's paved shoulders would provide a short-term incremental improvement.

The Plan builds on existing plans, conversations with residents, lessons learned from other cities and careful observation to establish recommendations that can help La Crescent, Houston County and MnDOT move toward achieving this trail connection.





Introduction

SECTION 1

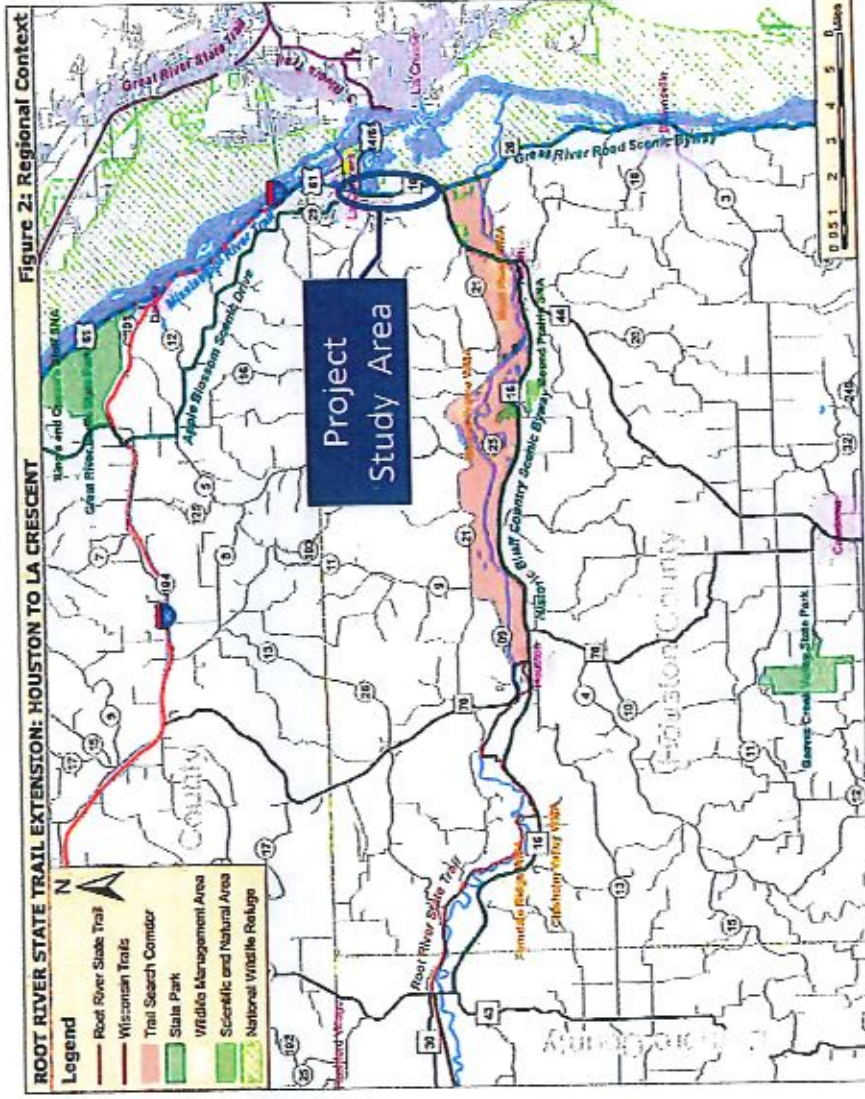
Why an Active Transportation Action Plan

The City of La Crescent is working to be the hub where local, regional and state trails, including a national bike route—Mississippi River Trail—meet. A key goal is to connect to the Root River Trail, which currently terminates in the City of Houston. A vision for this connection has been recognized in numerous plans. La Crescent has made significant progress to achieve its vision for a biking and walking friendly community. The Wagon Wheel Trail connects to La Crosse, WI. The pedestrian and bicycle bridge (opened Fall 2022) provides trail users direct access to downtown La Crescent with a grade separated crossing of U.S. 14/61-MN Highway 16.

The next step: a multi-modal connection from the Wagon Wheel Trail and bridge terminus south to the intersection of Minnesota Highways 16 and 26, locally referred to as “Miller’s Corner.” Due to physical and jurisdictional constraints along the corridor, the vision of the trail in this segment has been murky. There are bluffs characteristic of the driftless region, constrained sections of highway right-of-way, an active Canadian Pacific Kansas City Railroad line, privately-owned properties and the U.S. Fish and Wildlife Service (Upper Mississippi Fish and Wildlife Refuge.

However, the physical constraints of bluffs and wetlands are also what makes this a scenic and desirable route. This segment of Highway 16 is designated as the Great River Road National Scenic Byway/All American Highway, Historic Bluff Country National Scenic Byway and the Mississippi River Trail/U.S. Bicycle Route 45.

This Action Plan includes alignment options and offers incremental steps to continue to build momentum, awareness and support. This project will be a centerpiece for how bicycle and pedestrian facilities can advance city, regional and statewide active transportation network goals connecting residents and visitors alike to nature and neighboring towns.



Source: Root River Trail Extension Master Plan, 2011

How Active Transportation Benefits La Crescent & Minnesotans

Multi-use paths/trails and other active transportation facilities are valuable assets for communities. From large cities to small towns, communities see active transportation as a prime opportunity to benefit equitable mobility, environmental resiliency, economic vitality and community well-being. Multi-use paths offer separated routes that are inviting for people of all ages and abilities. They are often built along river valleys, active and abandoned railroad lines, rural highways, main streets and through parks and natural spaces. Additional facilities help connect to places we live and work for everyday transportation needs.

La Crescent is working to create family-friendly connections to the national and regional trails that showcase the beauty of the bluffs, valleys and wetlands.

The envisioned corridor will expand the comfort and reach of the MRTI—one of two official U.S. Bicycle Routes in Minnesota—for families by providing a separated multi-use path along Highway 16 and/or through the adjacent wetlands.

Long-term, the corridor will expand the 42-mile Root River State Trail—one of the longest paved trails in Minnesota—creating a continuous multi-use path from Houston (east end of Root River Trail) through Hokah to La Crescent. When completed, and paired with the Harmony-Preston State Trail, the route will be approximately 120 miles.

The benefits of active transportation infrastructure are many and include:

HEALTH	ACTIVE LIVING & MODE SHIFT	ENVIRONMENTAL RESILIENCY	ECONOMIC VITALITY	COMMUNITY IDENTITY & PRIDE
Provide recreational opportunities helping to increase physical activity and connections to nature, improving well-being.	Create a seamless, regional multi-modal transportation system, connecting people to the places they want to go in a low-stress environment. Trails give people a safe and enjoyable transportation choice, encouraging people to walk/bike more often.	Benefit the natural habitat through native plantings and bioretention to better manage stormwater and protect and preserve wetlands and animals. They can provide routes that support emergency evacuation.	Strengthen the local economy through trail-based tourism, connecting people to downtowns and providing a significant economic driver for many small communities.	Make the community stronger by being a source of community identity and pride.

Why Trails & Active Transportation



Minnesota's multimodal transportation system maximizes the health of the people, the environment, and our economy."

-Minnesota GO Vision Statement

Health

Trails, paths and safe streets encourage physical activity as part of daily life.

Walking and biking is as effective as structured workouts for improving health.
Only 52% of Minnesotans meet daily physical activity recommendations.



Bike commuting at least **2 miles, 3 times per week** is linked to:

46% lower odds of heart disease or diabetes
31% lower odds of obesity
28% lower odds of high blood pressure

All of which lowers medical costs.

"Minnesota Walks," Minnesota Department of Transportation, n.d.

"Active Transportation: Benefiting health, safety and equity," American Public Health Association, n.d.

"Health Benefits of Bicycle Commuting," Minnesota Department of Transportation and University of Minnesota, n.d.

Why Trails & Active Transportation

Economy

Active transportation stimulates local economies: job creation, tourism, and business development.



Economic impact of cycling in MN is \$780 Million annually.

Over 5,500 jobs tied to biking industry.

**Assessing the economic impact and health effects of bicycling MN*, University of Minnesota and Minnesota Department of Transportation, n.d.

Environment

Less driving means cleaner air.



Minnesota must reduce transportation related greenhouse gas emissions by 80% and vehicle miles traveled by 20% by 2050.

Active transportation networks help people shift from driving, reducing carbon emissions.

**Statewide Pedestrian System Plan*, Minnesota Department of Transportation, n.d.

Equity

Active transportation supports equitable mobility.



Owning one car costs roughly \$10,730 per year (AAA). Vehicle ownership should not be a requirement for getting around safely and efficiently.

10% of U.S. households don't have access to a car; 56% of no-car households are in rural communities.

Complete Streets. Advancing Transportation Equity - Complete Streets - MnDOT.

Bellis, Rayla. "More than One Million Households without a Car in Rural America Need Better Transit." Smart Growth America.

Safe System Approach

Minnesota Department of Transportation (MnDOT) follows the Safe System Approach to traffic safety, advocated by the Federal Highway Administration (FHWA), which aims to eliminate fatal and serious injuries for all road users, including people walking and bicycling.

Safe Systems Approach focuses roadway safety efforts on ways to effectively:

1. Design for the people in the system;
2. Manage vehicle speeds by design;
3. Employ proactive tools to manage risks across an entire roadway network, especially for the most vulnerable users; and
4. Foster integrated, collaborative and coordinated action.

Street Design Influences Behavior

The design of streets and highways directly influences behavior. Most motorists drive to match the “design speed” of the road, using cues such as lane width, street texture, the distance between buildings, street trees, other edge features and sight-line distances rather than solely relying on the posted speed limit. In turn, streets should be designed to promote safety by taking a proactive design approach to ensure lower “target” speeds—the speed drivers *should* be going.

The design of intersections and crossings become very important, especially on higher speed roads. Roadway crossings must be designed to promote visibility and ensure safety of the most vulnerable users by slowing motorized traffic and encouraging trail users and motorists to see one another. This way, the physical design of the crossings reinforces the legal protections granted to people walking and biking.

“MnDOT can prevent traumatic life-altering, costly crashes by focusing on creating low-speed environments in population centers and around other destinations where people are likely to walk [and bike].” - Statewide Pedestrian Systems Plan

Safe System: When to Mix, When to Separate?

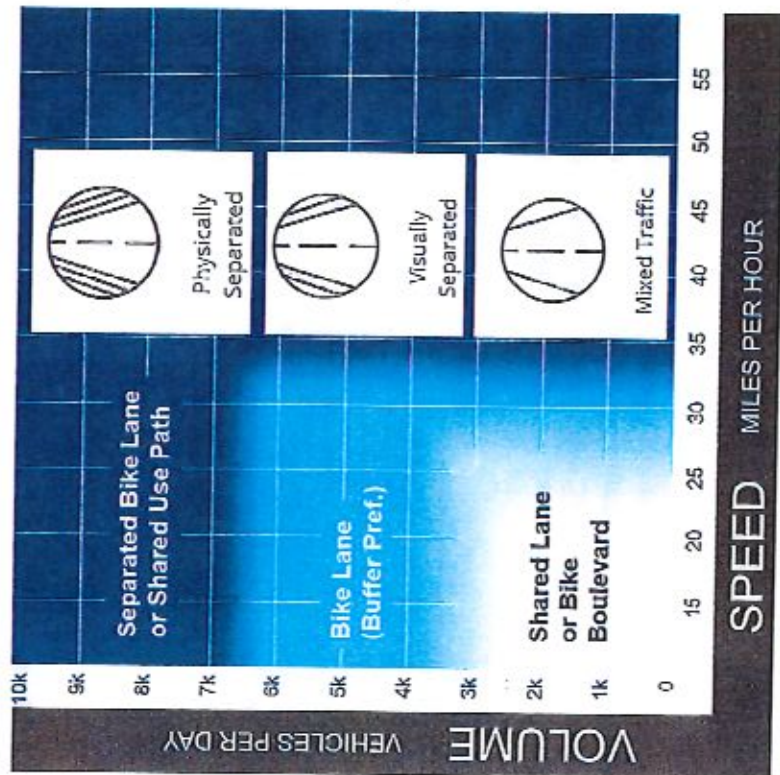


Chart adapted from *Federal Highway Administration Bicycle Selection Guide*.
 Note: Chart assumes operating speeds are similar to posted speeds. If they differ, operating speed should be used rather than posted speed.

The greater the vehicle speed, the greater the physical separation needs to be between vehicle traffic and people walking, biking and rolling.

A shared street environment, where users are mixed, can be created for people walking, biking, rolling and driving when target speeds are at or below 20 mph.

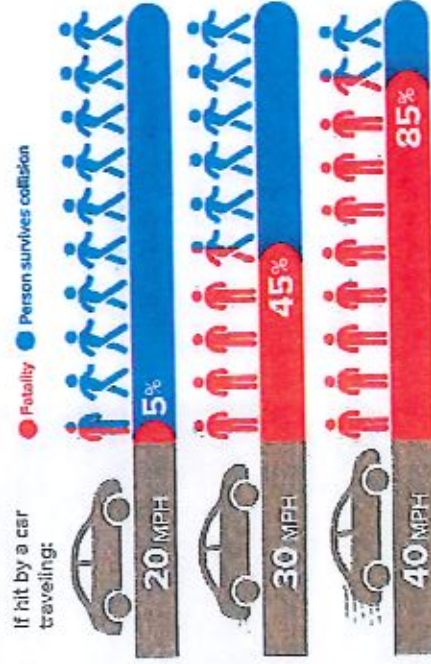
Separate and protect people from traffic when vehicle speeds are above 20 mph.

Making Safety a Top Priority Over Speed

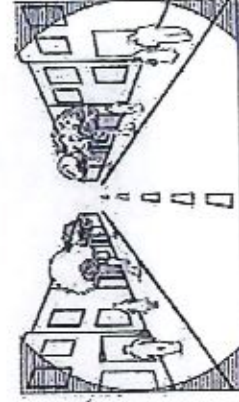
Why Speed Matters

The impact of motor vehicle travel speed on crashes that involve people walking and biking is well-documented. For example, a person walking has a 95 percent chance of surviving the crash if struck by a person driving at 20 mph. The chances of survival decrease by almost 50 percent when the person driving is traveling only 10 mph faster. Traffic crashes that kill and injure people are a serious transportation and public health concern. Many communities are joining the Vision Zero initiative, which works toward eliminating all traffic fatalities and serious injuries to ensure safe, healthy and equitable movement for all.

Lower speed streets also better support businesses by increasing visibility. At lower speeds, drivers can see more of their surroundings and have more time to react, yield and stop for people crossing, parking and to avoid potentially fatal crashes.



National Traffic Safety Board (2017). Reducing Speeding-Related Crashes Involving Passenger Vehicles. Available from <https://www.nhtsa.gov/safety/safety-related-documentation/sto101.pdf>



Field of vision at 15 MPH



Field of vision at 30 to 40 MPH

Active Transportation Principles

To provide transportation choice and ensure active trips, routes must be:

Safe: Does the route minimize risk of injury and danger (both traffic and personal security)?

Comfort: Does the route appeal to a broad range of age and ability levels and are there user amenities (e.g., places to sit, protection from the weather)?

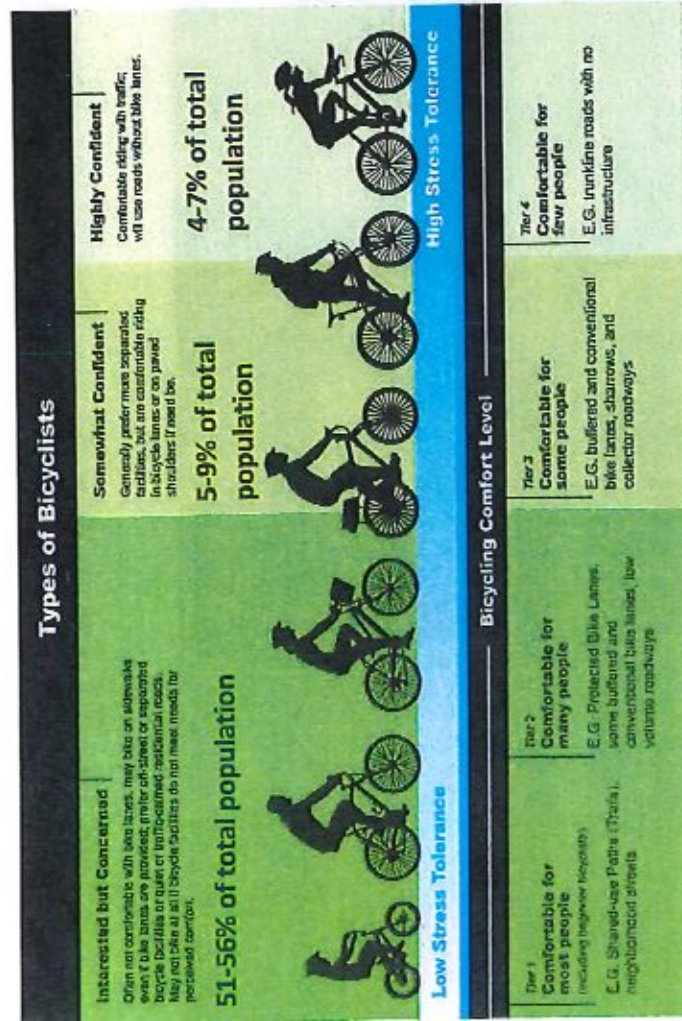
Coherent: How easy is it to understand where to go, how to navigate a crossing or an intersection? How connected is the network?

Direct: Does the route provide direct and convenient access to destinations?

Attractive: Is the route green, well-maintained, and celebrate local identity?

These Active Transportation Principles are founded in a Safe System approach. As we consider how to make our built environment more conducive to walking and biking, we apply the Active Transportation Principles. The significance of each principle may vary from route to route and from person to person. For example, people walking or biking to the grocery store often prioritize directness. Whereas people out for a recreational bike ride value attractiveness and comfort more than a direct route. Regardless of trip type, safety is paramount for all users, especially when ensuring children have safe routes to school and parks.

All Ages and Abilities



Who Will Active Transportation Facilities Serve?

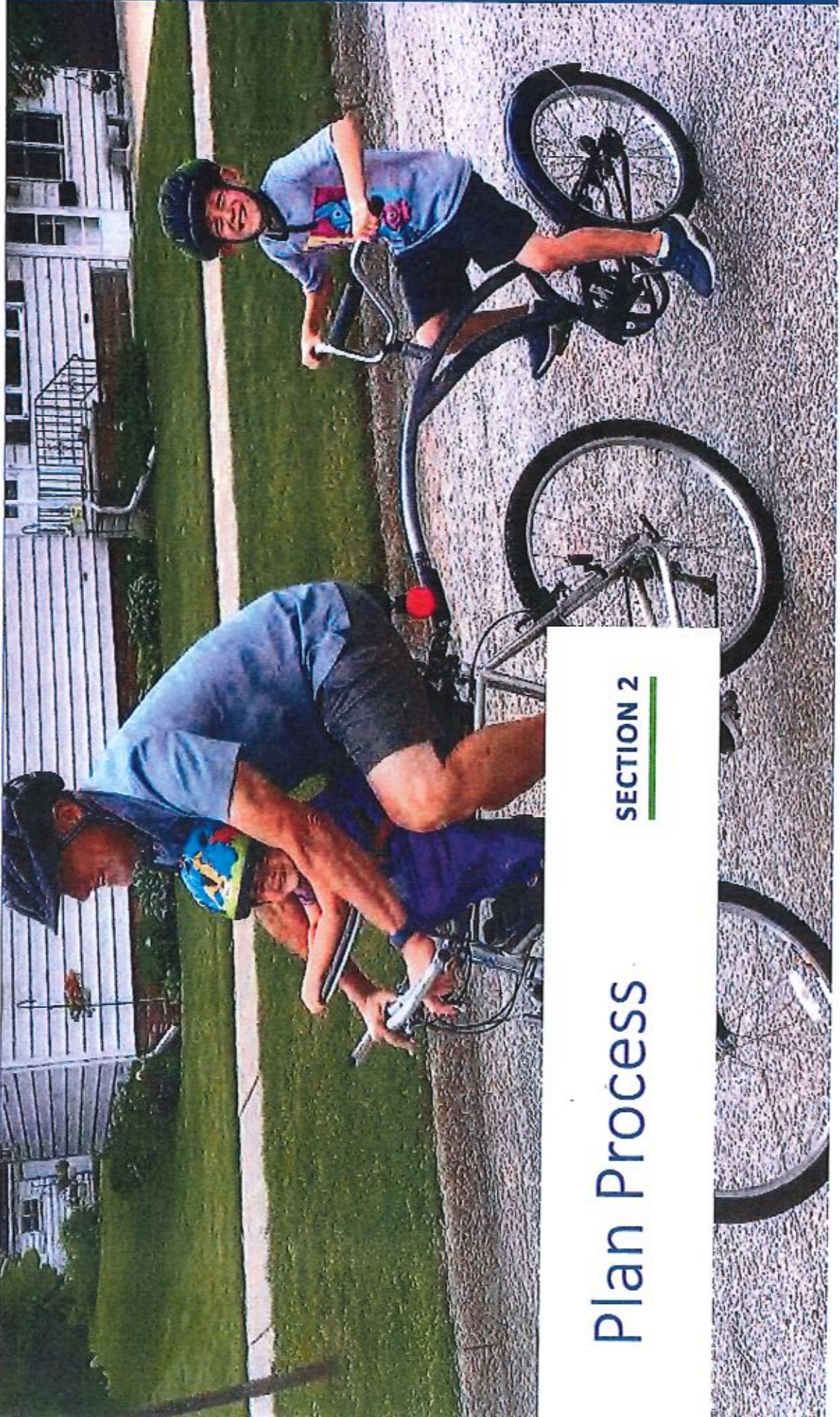
La Crescent envisions a multi-use path along MN Highway 16 to better support people of all ages and abilities in safely and comfortably connecting to where they want to go while enjoying the natural environment.

Highway 16 creates a gap in local, regional and state active transportation networks due to high vehicular speeds and paved shoulders. Today, the road only caters to the “highly confident” bicyclist who will ride regardless of roadway conditions and bicycle facility. Highly confident riders represent the smallest category of people willing to bike.

Interested but Concerned

To create a complete corridor and maximize the potential for more people to bike, it is important to design active transportation facilities with the “interested but concerned” bicyclist in mind.

MnDOT and national research continue to confirm just over half of the population are interested in bicycling more often but are concerned about having to share the road with motor vehicles. This group of “interested but concerned” people is who MnDOT typically considers when selecting a bicycle facility type (as noted in MnDOT Bicycle Facility Design Manual). Designing for this type of bicyclist will ensure a route and facility type that is lower stress and higher comfort to a wider audience, attracting more people of all ages and abilities to walk, bike and roll.



Plan Process

SECTION 2

How the Plan Was Developed

La Crescent Corridor Planning Team met with the MnDOT Planning Assistance Team over the course of the planning process to:

INSIGHT →

Process of discovery

OCTOBER-NOVEMBER 2022

Planning Team meetings (October 6 and November 3) to:

- Assess current policies, plans and existing built environment conditions
 - Co-develop engagement strategy
 - Develop and refine vision and goals
- Lead outreach for community mapping, walk and bike workshop



Curbside Coaching

IDEATE →

Turning key insights into actions

NOVEMBER 2022 – JANUARY 2023

Community Engagement (November 3):

- Walking audit in town
- Bike audit along Hwy 16 from Wagon Wheel Trail Bridge to Miller's Corner
- Community mapping workshop with over 34 people to identify preferred route

Conduct broader public engagement and outreach with online survey—316 responses, providing additional feedback



Curbside Coaching

ITERATE →

Putting the plan together

FEBRUARY-MAY 2023

Two Planning Team meetings (March 2 and April 26) to collaboratively:

- Assess and vet alignment options to confirm preferred alternative
 - Review concepts and priorities
 - Review and finalize Action Plan
- Take action, move Plan forward with final Planning Team Meeting on September 7, 2023



Curbside Coaching

How the Plan Was Developed



Photos (clockwise from top left):

Community members mapped opportunities, challenges and discussed potential solutions; walking audit participants discuss in-town connections and potential improvements; Corridor Planning Team members gathered for a bike audit of the Highway 16 corridor.

The Corridor Planning Team met with the MnDOT Planning Assistance Team four times over the course of the planning process. Together, they established vision and goals, identified stakeholders, evaluated route options based on existing plans, built and natural environment existing conditions and community input, discussed facility types and concepts and set a path forward.

The Corridor Planning Team hosted community members at a mapping workshop. They also conducted a walking audit in town and a bike audit along Highway 16 between the Wagon Wheel Trail Bridge and Miller's Corner.

An online survey drew a strong response with input from 316 community members, providing valuable feedback for the team to consider as they developed this Action Plan.

How the Plan Was Developed

To develop this Plan, the Corridor Planning Team:



Vision and Goals

The Corridor Planning Team completed a series of exercises during the first two committee meetings to identify a vision and goals for the Active Transportation Action Plan.



OUR VISION

La Crescent is a family-friendly hub of national and regional trails that showcase the beauty of the bluffs, valleys and wetlands.



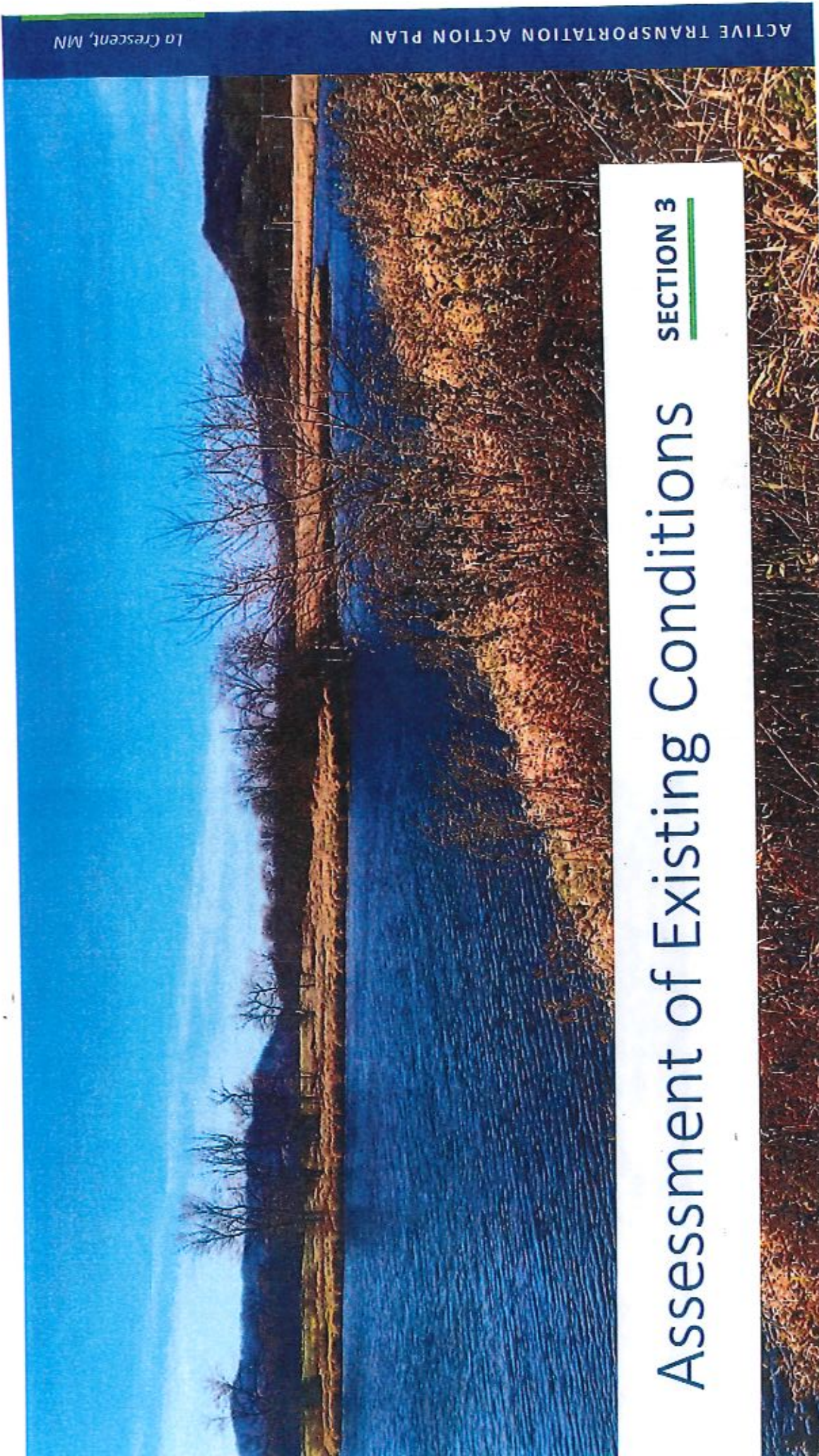
OUR GOALS

NATURE: Connect and educate residents and visitors with the natural beauty of the driftless region along the trail corridor.

INCLUSIVE: Appeal to people of all ages and abilities by creating a safe, comfortable and welcoming trail and street network.

TOURISM: Create a trail that connects destinations, attracts visitors and sparks economic development.

HEALTH: Improve community physical and mental well-being by providing accessible outdoor activity.



Assessment of Existing Conditions

SECTION 3

Building on Existing Plans and Efforts

First Priority is Safety

People have been historically left out of the design of Highway 16 through La Crescent. La Crescent is working to ensure people have a safe, comfortable route to enjoy the Mississippi River Trail and driftless region. Safety for all users is a top priority for MnDOT through its *Complete Streets Policy* and system plans. The *Statewide Bicycle System Plan* (SBSP) identifies four goals:

- 1) **Safety and comfort:** build and maintain safe and comfortable bicycling facilities for people of all ages and abilities
- 2) **Local bicycle network connections:** support regional and local bicycling needs
- 3) **State bicycle routes:** develop a connected network of state bicycle routes with partners
- 4) **Ridership:** increase ridership of people who already bicycle and people who don't

EXISTING PLANS



**MnDOT District 6 Bicycle Plan
(2019)**

A section of Highway 16 in La Crescent is identified in MnDOT District 6 Bicycle Plan as a Tier 1 priority route.

MnDOT Bicycle Facility Guide

"MnDOT is committed to supporting safe and comfortable bicycling travel for people of all ages and abilities."

Through the SBSP development, MnDOT learned that most people prefer bicycling on low-stress facilities separated from motor vehicle traffic. The Bicycle Facility Guide provides guidance to create **projects and a complete transportation system that are: usable, balanced, flexible and maintainable.**

Building on Existing Plans and Efforts

EXISTING PLANS, CONTINUED

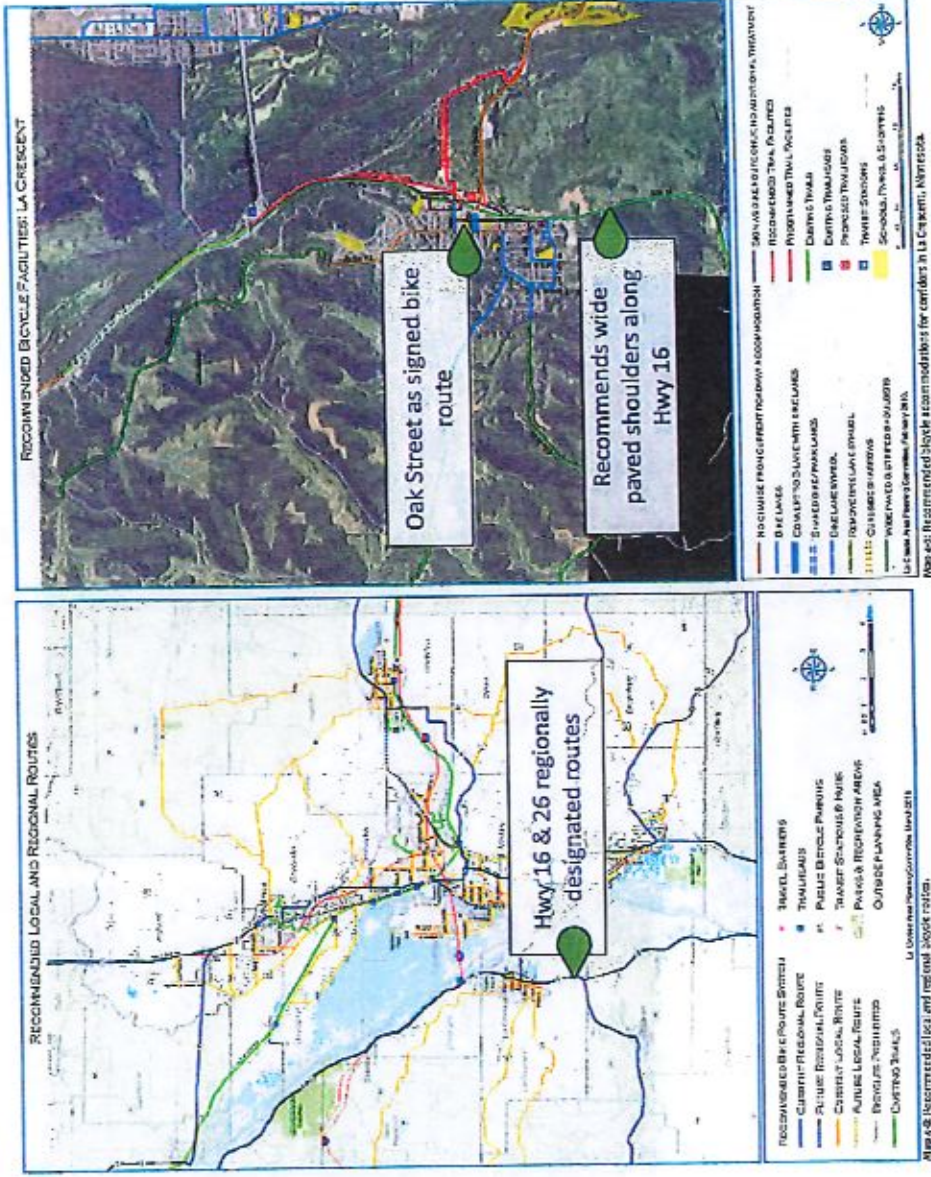
**MN DNR “Bluffland State Trail”
Preliminary Trail Alignment (1997)**

Preliminary engineering designs with trail alignment on the east side of Hwy 16 between the highway and railroad

Coulee Regional Bicycle Plan

La Crosse Area Planning Committee,
Metropolitan Planning Organization, 2010

As a regional plan, it shows a vision for regional routes to provide connectivity across communities with local routes completing in-town connections to **“identify significant bicycling corridors and recommend bicycle treatments that accommodate all classes of bicyclists”** and **“encourage tourism and economic development.”**



Building on Existing Plans and Efforts

EXISTING PLANS, CONTINUED

Root River State Trail Extension Houston to La Crescent Master Plan

Minnesota Department of Natural Resources, December 2011

"From the west end of the Wagon Wheel Trail, the trail corridor would turn south on the east side of MN 16. Given physical constraints, the most viable route for the trail is to continue between the railroad and MN 16 through La Crescent and south to Miller's Corner, where Highways 16 and 26 diverge."

This location fulfills the criteria for the location of a trail as identified in this plan:

- Provide a scenic route that showcases the Blufflands landscape.
- Minimize trail user exposure to vehicular traffic.
- Minimize impact on wetlands and floodplain. Avoid negative impacts on rare and endangered species and avoid fragmentation or disturbance of significant native plant communities.
- Provide snowmobile and horseback riding access where they can be safely accommodated.

In 1997, MinDNR prepared a preliminary alignment of the "Bluffland State Trail" between Miller's Corner and La Crescent. The preliminary design positioned the trail between Highway 16 and the railroad.



Building on Existing Plans and Efforts

EXISTING PLANS, CONTINUED



Bicycle and Pedestrian Plan Update identifies the connection from downtown La Crescent to Miller's Corner as a critical link but lacks an implementable corridor plan (p. 59).

Bicycle and Pedestrian Plan Update

City of La Crescent, 2017

This plan's vision is to create, "A vibrant community that encourages walking and bicycling for transportation and recreation."

The proposed network includes **neighborhood bikeways (bike boulevards) through traffic calming, access management and crossing treatments and buffered bike lanes along Oak Street**. The plan recommends **installing buffers along the paved shoulders** to make the **Mississippi River Trail route (MN 16) more comfortable**, while improving wayfinding signage and the intersection of Highway 14/61 and S 3rd Street.

Building on Existing Plans and Efforts

EXISTING PLANS, CONTINUED

Safe Routes to School (SRTS) Plan

City of La Crescent & Minnesota Department of Transportation, 2020

Relevant to this Active Transportation Action Plan, the SRTS Plan noted several issues along the Oak Street corridor, which could also serve as a connection between the Wagon Wheel Trail Bridge and the proposed trail along Highway 16 south of town.

South 3rd Street and Oak Street – This crossing is a challenge for walking to school. Despite the Rectangular Rapid Flash Beacon (RRFB), marked crosswalk and adult crossing guard, students and families are still uncomfortable with crossing four lanes of traffic. **Two curb extension crossings are planned to be installed.**

Oak Street South of 3rd Street – Motorists sometimes use Oak Street as a north/south alternative to Highway 16. To make sure this route remains pedestrian- and bicycle-friendly, traffic calming and diversion was recommended through tools like chicanes and curb extensions.

Oak Street Mid-Block Crossing – Near the Montessori and STEM school, a crosswalk is needed to alert drivers and provide a preferred location for students to cross from the school on the west to the sidewalk on the east side of Oak Street. Other recommendations include curb extensions, crosswalk signage and pavement markings.

South 14th Street and S Oak Street – South 14th Street has a painted bike lane, and this intersection is a logical connection between the Middle and High Schools along S 14th Street and the Montessori and STEM schools on S Oak Street. This intersection is adjacent to Highway 16 with large turn radii, which creates higher speed right turns. A crosswalk has been added across S Oak Street. Recommendations include curb extensions.

Kistler Court – The plan also recommends a path to connect the mobile home park to South 14th Street.



Building on Existing Plans and Efforts

EXISTING PLANS, CONTINUED

Pedestrian and Bicycle Scoping Recommendation Report

Minnesota Department of Transportation, 2020

The state will be doing a mill and overlay along a portion of the highway in 2026; this report provides the following recommendations within the Trail Action Plan study area:

A – Provide a continuous, separated 6-foot-wide sidewalk along Chestnut and Sycamore Street. Consider a 10-foot-wide shared use path to include bicycle facilities. If shared use path cannot be provided, consider an advisory shoulder between Chestnut and Main Street.

B – Provide a 10-foot-wide shared use path connection from the mobile home park at Kistler Drive to the local neighborhood sidewalk and bicycle network on Oak Street.

C – Provide an RRFB at 7th Street to provide a crossing for people walking and bicycling to reach South Chestnut Street and for people using the Mississippi River Trail (MRT) route.

F – Provide a minimum 10-foot-wide shared use path separated from the roadway on the northeast and southeast corners of the intersection. Provide smaller turning radius and narrower lane width for the channelized right turn lanes. Provide crosswalk markings and stop bar across turn lanes; consider a raised crosswalk or RRFB. Provide a leading pedestrian interval on the signals. Consider a protected intersection.

H – Consider bike lanes and neighborhood bike boulevards, especially along South Oak Street as it provides a parallel route to Highway 16.



Existing Conditions Summary

A key focus of the November community walk- and bike-audit was to better assess and identify potential opportunities to address both in-town routes and a safe route along Highway 16 to close the gap between the Wagon Wheel Trail, residents of the mobile home park, and the future Root River Trail connection. These connections would enable more people of all ages and abilities to enjoy the benefits of active transportation, and support local livability and economic vitality.



MAP 1

Existing Conditions



COMPLEX INTERSECTION; LACK OF GATEWAY
Hwy 16 and US 14/61 is a complex intersection with overly wide turning radii, long crossing distances due to multiple lanes and no bicycle facilities, which create an auto-dependent environment. This is a key intersection into La Crescent. It lacks a gateway or sense of welcome.

3rd STREET IS OVERBUILT FOR VEHICLES

S 3rd Street is a four-lane County Road (CR6), with a 2021 AADT of 7049. Multiple lanes and higher vehicle speeds make the crossing for people on foot, especially school-age kids, more complex requiring added crossing treatments like Rectangular Rapid Flash Beacons (RRFB).

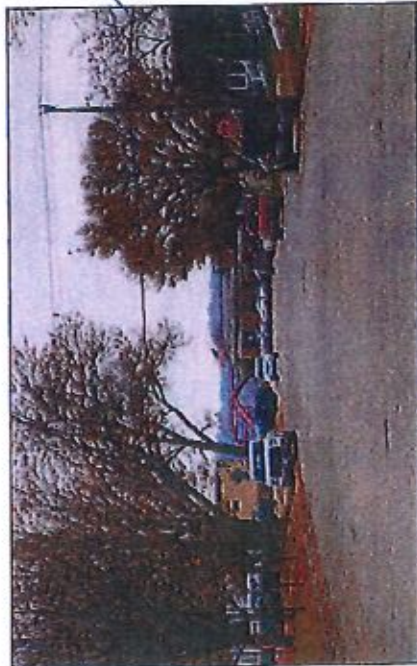


PAINTED CURB EXTENSIONS

As part of Safe Routes to School, La Crescent has tested painted curb extensions to improve sight lines and shorten crossing distance for children walking to school.



Existing Conditions



IMPORTANT CONNECTION
S 1st Street is an important route into downtown La Crescent for residents and a key connection to the Wagon Wheel Trail bridge. It is an overly wide neighborhood street and lacks marked bike lanes.



COMPLEX INTERSECTION
S 14th Street and S Oak Street are designated as local bike routes, but there is no crossing support for people biking to cross Hwy 16.



ROUTE TO SCHOOLS & ALTERNATE MRT ROUTE
S Oak Street is a key route to schools connecting the elementary school, STEM and Montessori school. It is also the signed alternate route to the Highway 16 Mississippi River Trail (MRT).

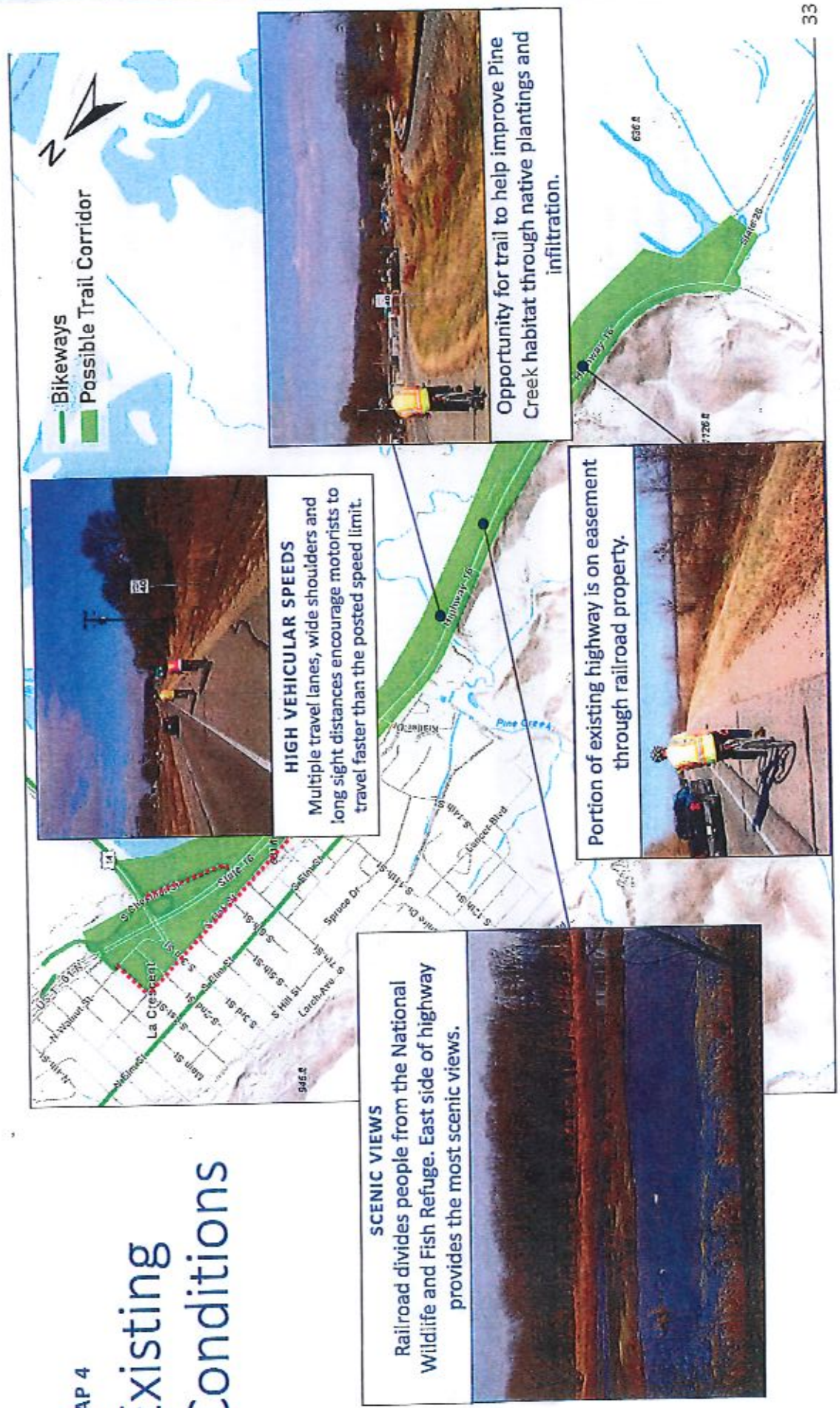


NEED FOR CONNECTION
There is no path to the mobile home park located south of 14th Street along Hwy 16. Today people walk along the highway shoulder.

Existing Conditions



Existing Conditions



SCENIC VIEWS

Railroad divides people from the National Wildlife and Fish Refuge. East side of highway provides the most scenic views.

HIGH VEHICULAR SPEEDS

Multiple travel lanes, wide shoulders and long sight distances encourage motorists to travel faster than the posted speed limit.

Portion of existing highway is on easement through railroad property.

Opportunity for trail to help improve Pine Creek habitat through native plantings and infiltration.

- Bikeways
- Possible Trail Corridor

Path Options: Challenges and Opportunities

With agreement on the vision and goals, the Corridor Planning Team carefully identified and evaluated alignment options along the highway, noting challenges such as landowners that might be impacted, the number of highway and railroad crossings and the need for bridges. Through discussion amongst the planning team and public outreach, the wetland option was identified as the most desired and scenic. However, the challenges proved that option to be impractical. The second-best option was the east side of the highway due to the scenic view, the lack of impact on private property owners, and absence of driveway crossings. The east side option was therefore the preferred concept.

	West side of highway	East side of highway	Both sides of highway	Through wetlands	Through bluffslands (See the Bluffslands Plan)
Landowners impacted	<ul style="list-style-type: none"> Private owners Tribal properties MnDOT 	<ul style="list-style-type: none"> MnDOT CP RR 	<ul style="list-style-type: none"> Private owners Tribal properties MnDOT CP RR 	<ul style="list-style-type: none"> Private owners MnDOT CP RR USFWS 	<ul style="list-style-type: none"> Private owners Tribal properties MnDOT County
Easements or acquisitions	Either	Easement, possible acquisition	Easement, possible acquisition	Easement	Either
Number of Hwy 16 crossings	1 (at Miller's Corner)	2 (Miller's Corner and S 14 th Street)	2 (Miller's Corner and S 14 th Street)	2 (Miller's Corner and S 14 th Street)	1 (Miller's Corner)
Number of RR crossings	0	0 – (portion in RR right-of-way)	0 – (portion in RR right-of-way)	2	0
Number of Bridges	Existing bridges to be evaluated and modified	1-2 (Potentially one long elevated trail over narrowest part of corridor)	Existing bridges to be modified	3-5	0

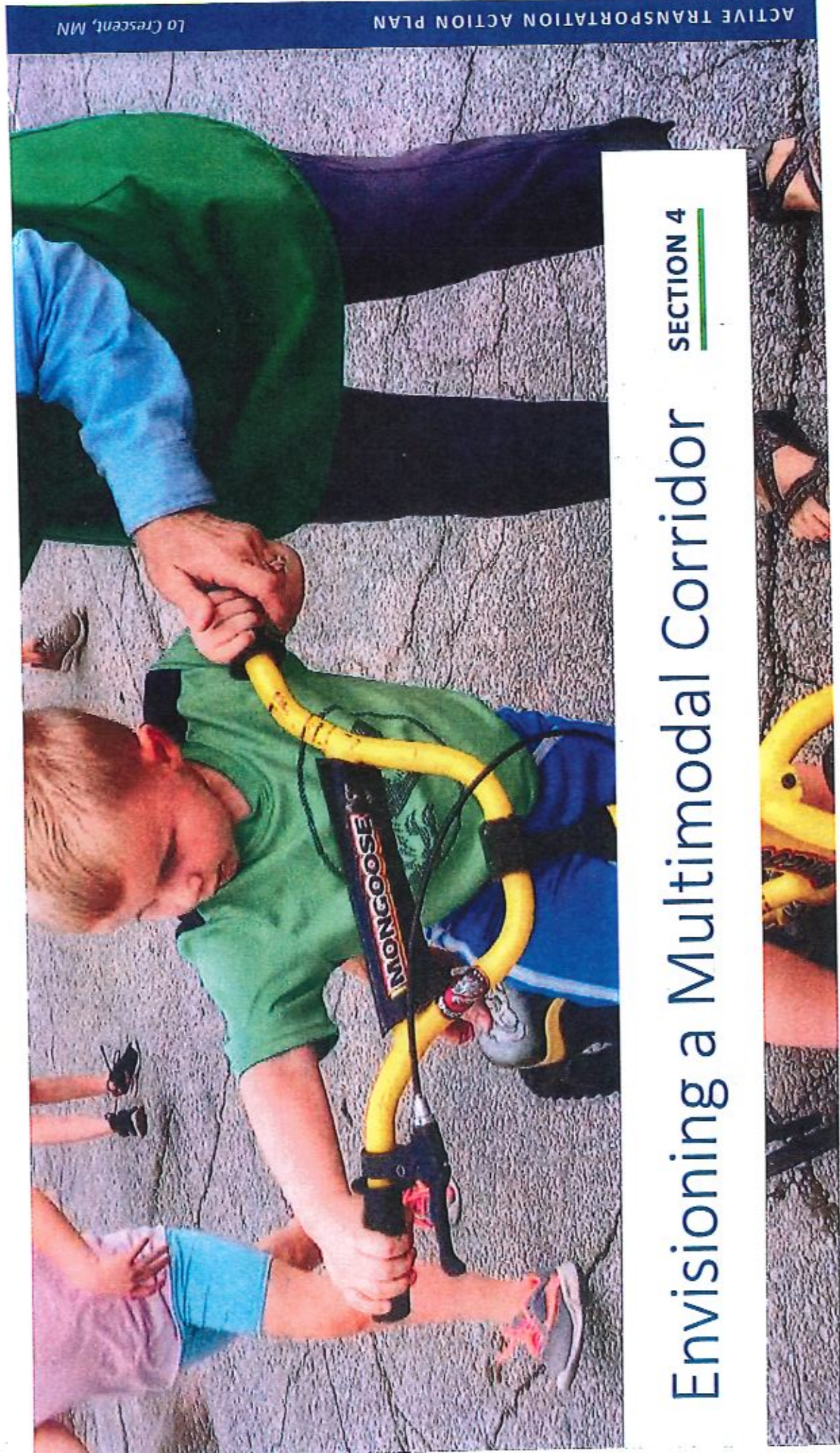
Path Options: Challenges and Opportunities

	West side of highway	East side of highway	Both sides of highway	Through wetland	Through bluffslands
Opportunities	<ul style="list-style-type: none"> No crossing needed in town Creates connection for mobile home neighborhood 	<ul style="list-style-type: none"> Connects directly to Wagon Wheel Trail Provides elevated view of wetlands May be least impactful to private property owners 	<ul style="list-style-type: none"> Narrower travel lanes required, may slow traffic May reduce need for roadway modification 	<ul style="list-style-type: none"> Most comfortable and scenic Unique trail experience could be tourism attractor Connects people to nature Most preferred at mapping workshop 	<ul style="list-style-type: none"> Fewest/no dangerous roadway/railroad crossings Scenic Connects trail users closer to nature
Challenges	<ul style="list-style-type: none"> Inside of curve at Miller's Corner could be most hazardous Private property owners may oppose potential acquisitions 	<ul style="list-style-type: none"> Narrowest space to fit trail Elevation difference between highway and railroad requires retaining walls Could be challenging due to railroad agreements Riders coming from the east would be able to "bypass" the downtown area. Signage may help encourage riders to connect to downtown. 	<ul style="list-style-type: none"> Not easily navigable by users (may get wrong-way riders) May not be comfortable to all users One-way travel emphasizes bike traffic, rather than multi-use trail Occupies shoulder space typically reserved for vehicular emergency stops 	<ul style="list-style-type: none"> Most interagency coordination Private property owner Requires 2 new railroad crossings Wetland impacts require mitigation (and avoiding already-mitigated wetland at SE Miller's Corner) More trains expected in future Extensive boardwalk may be difficult to access in an emergency 	<ul style="list-style-type: none"> Hills may discourage less enthusiastic riders Indirect route Private property owners may have opposition to potential acquisitions ADA considerations are necessary but may cause the trail footprint to be bigger and increase chances for drainage and erosion issues

Path Options: Design Along Highway Corridor

(Between S 14th Street and Miller's Corner)

Facility Type and Design Options	West side of highway	East side of highway	Both sides of highway	Through wetland	Through bluffslands
	<ul style="list-style-type: none">Separated trail setback from road – constructed along backslope of ditch, or relocate ditchSeparated sidepath trail on shoulder – use curb, concrete barriers, guardrail for vertical element (would require narrowed and shifting of travel lanes)	<ul style="list-style-type: none">Combination of types depending on constraintsElevated over highway and railroadSeparated trail setback from road as much as feasibleSeparated trail on shoulder – use curb, concrete barriers, guardrail for vertical element (would require narrowed and shifting of travel lanes)	<ul style="list-style-type: none">One-way routes on each side of highwayBoth sides would have a separated or buffered bike lane along the shoulder - use curb, concrete barriers, guardrail for vertical element (would require narrowed travel lanes)	<ul style="list-style-type: none">Boardwalk – could use composite (recycled materials) decking or concrete deckingCombination of trail along highway and boardwalk	<ul style="list-style-type: none">Paved or packed limestone trail surfaceSwitchbacks to manage the change in elevation
Precedent Imagery	 	  	 	 	 



Envisioning a Multimodal Corridor

SECTION 4

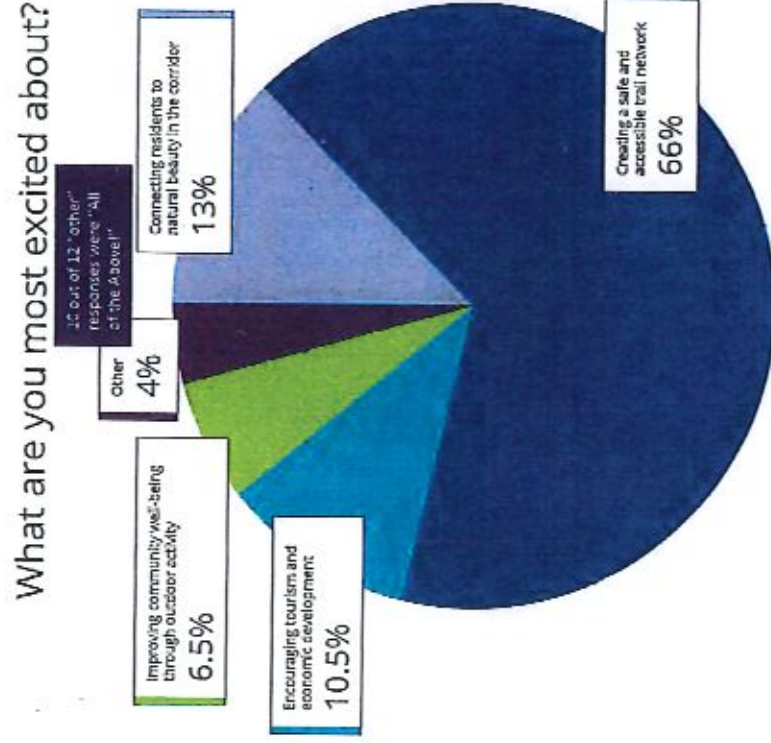
What We Learned From the Community

COMMUNITY SURVEY

An online survey was open from December 7, 2022 to January 23, 2023 to gain additional insight from residents and visitors on how people walk and bike.

- **68% say they would use a path to Miller's Corner and continue along the highway to Hokah!**
- 53% of respondents walk at least weekly
- 48% of respondents bike at least monthly
- 76% reported that Root River Trail trips are with another person (for recreational and social purposes)

316 responses
 67% were La Crescent residents
 52% Female, 43% Male
 65% age 35-64, 9% under 35



What We Learned From the Community

The community-wide survey asked participants to rank the importance of the active transportation principles to inform path alignment.

Safety was the most important. Considering the challenges of high traffic speed and the traffic volume along Highway 16, ensuring a safe space for people walking and biking is critical.

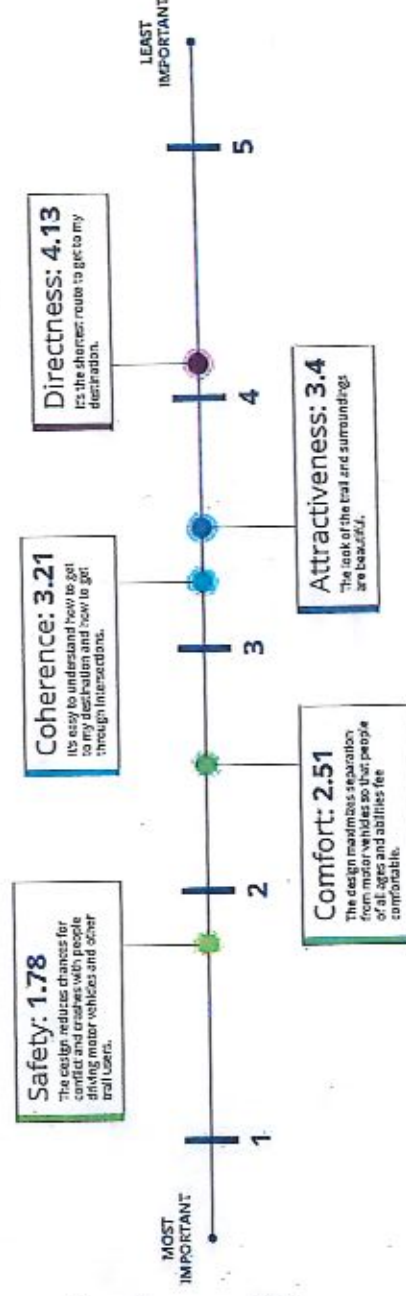
Comfort was ranked as the second most important to ensure a route will maximize separation and broaden usage of the trail to people of all ages and abilities.

Coherence fell in the middle. Considering the location of the corridor along the highway, the only decision-making points will be getting in and out of town and at Miller's Corner.

Attractiveness was close behind coherence. The beauty of the corridor is largely impacted by the setting in the driftless region.

Finally, directness ranked last. The linear nature of the corridor and the primary purpose of the trail for recreational use is likely why this characteristic was less important to respondents.

Which qualities are most important for the trail?
Rank the qualities shown below from 1 (most important) to 5 (least important).



What We Learned From the Community

COMMUNITY MAPPING WORKSHOP



PROCESS

- Attendees worked in groups to identify origins and destinations such as schools and parks.
- Next, they identified preferred routes and challenges such as major street crossings, steep topography and the active rail line.
- Using walking and biking infrastructure tools, they identified how challenges might be overcome.

KEY FINDINGS

- Strong support for creating a path connection to Miller's Corner and beyond.
- The idea of a path through the wetlands was most preferred because of the opportunities for a scenic and quiet route, but attendees recognized the challenges of approval for construction in the sensitive environment along with crossing the railroad multiple times, including a new rail crossing.
- **The next best option for the path was along the highway to provide a scenic route while connecting most people to key destinations within town.**

Why Focus on Highway 16 Corridor

As a result of the community workshop and existing conditions assessment, the Corridor Planning Team identified MN Highway 16, a state trunk highway, as being instrumental to supporting a future multi-use path alignment.

Taking a Complete Street and multi-modal approach to the future design of MN Highway 16 will:

- Provide transportation equity, connecting residents of two mobile home neighborhood located along Highway 16, and south of Downtown La Crescent, to schools and town
- Allow active transportation users to enjoy the beauty and unique characteristics that make Highway 16 a National Scenic Byway
- Ensure people of all ages and abilities can safely and comfortably enjoy a U.S., state and regionally designated bicycle route –Mississippi River Trail
- Close the gap in the Root River Trail extension, helping spur bicycle tourism

The need to address in-town routes and the Highway 16 corridor to better support active transportation users has been identified in numerous plans including:

- MN DNR Preliminary Trail Alignment for the "Bluffland State Trail" along Highway 16 (1997)
- Coulee Regional Bicycle Plan (2010)
- Root River State Trail Extension - Houston to La Crescent Master Plan (2011)
- City of La Crescent Bicycle & Pedestrian Plan Update (2017)
- MnDOT District 6 Bicycle Plan (2019)
- La Crescent Safe Routes to School Master Plan (2020)
- MnDOT Pedestrian & Bicycle Scoping Recommendation Report (2020)



Why Focus on Highway 16 Corridor

“ MnDOT is committed to improving the safety and comfort of local bicycle facilities by investing in infrastructure along or across state trunk highways – even if not part of a designated state bicycle route or a district bicycle plan.

- Statewide Bicycle Systems Plan

Who Will the Multi-use Path Serve?

La Crescent envisions a path that safely and comfortably connects people of all ages and abilities to where they want to go while enjoying the natural environment.

To maximize the potential for more people to bicycle, walk, roll and create a complete corridor that will bring residents, commuters, through bicyclists and recreational riders to La Crescent, it is important to design active transportation facilities to support safe and comfortable (separated, lower stress) travel for people of all ages and abilities along Highway 16.

MnDOT has a suite of policies, plans and guidance to support this shift in transportation funding, planning and design, including:

- Complete Streets Policy and Handbook
- MN GO Vision for Transportation
- Statewide and District Bicycle Systems Plans
- Bicycle Facility Design Manual

The following pages/slides outline starter concepts towards a multi-modal corridor.

Highway 16 Today

FOCUS AREA | CORRIDOR AT A GLANCE

HWY 16 between US 14/61/3rd Street/County Rd 6 & HWY 26/Miller's Corner

Corridor Length

~2.5 miles

Annual Average Daily Traffic (AADT) (2021)

10,090 vehicles per day between Miller's Corner and S 14th Street;
13,069 vehicles per day between S 14th Street and south side of US 14 intersection;
16,839 vehicles per day north of US 14 intersection

Right-of-Way Width

Varies from ~55 feet to 100+ feet

Posted Speed

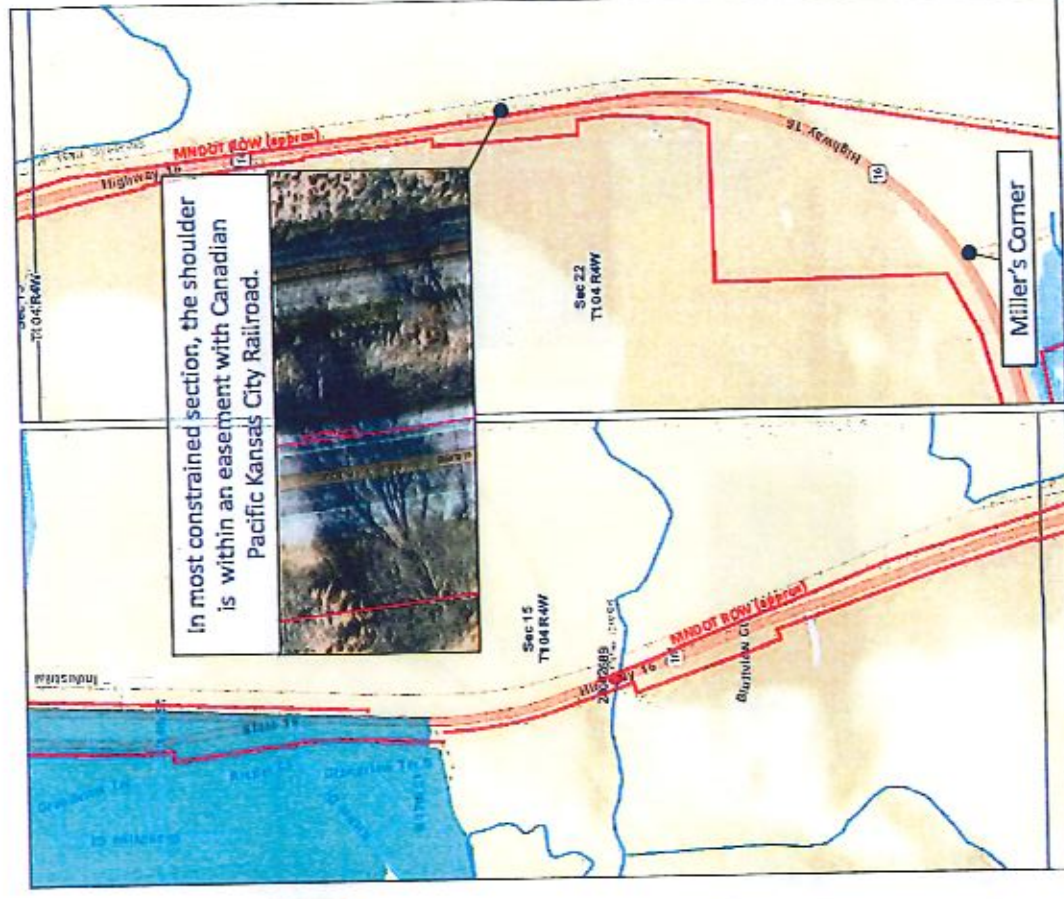
55 miles per hour (mph) between Miller's Corner and Pine Creek bridge;
40 mph within city limits between Pine Creek bridge and US 14 intersection

Active Transportation User Facility Type

Paved shoulders

Route Designation

National Scenic Byway, State Scenic Byway, Mississippi River Trail/U.S. Bicycle Route 45

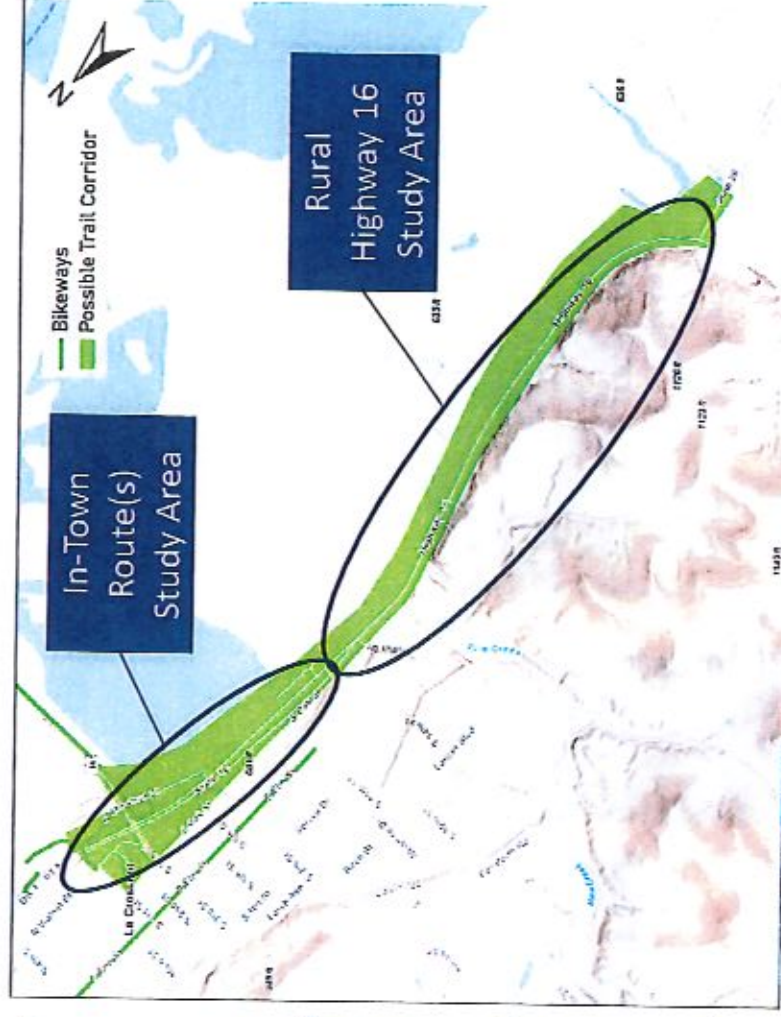


Source: Right of Way Mapping and Monitoring (arcgis.com)

From Vision to Starter Concept

To envision the multi-use path concept, the Corridor Planning Team separated the corridor into two main segments based upon their existing characteristics:

- 1. In-town Route(s) Study Area** – This segment would connect between the Wagon Wheel Trail Bridge and South 14th Street, a distance of approximately 0.7 miles. Highway 16 through this section is a four-lane divided highway. There are multiple route options for this connection including through town along South Oak Street as an on-street bikeway, and a combination of trail and on-street bikeways on the east side of the highway. If the four-lane cross section were to be re-envisioned as a two-lane cross section, a trail or other biking and walking facilities could be added along the entire corridor.
- 2. Rural Highway 16 Segment** – This segment connects from South 14th Street to Miller's Corner, a distance of approximately 1.75 miles. The rural 2-lane highway cross section begins near Kistler Drive (just south of South 14th Street) and continues south. To evaluate the trail options, the Corridor Planning Team considered routes through the wetlands, along the east and west sides of the highway, and even an alternative through the bluffs. Due to the complexities of this segment, the Corridor Planning Team's efforts were focused on vetting these trail alignment options, concluding that further conversation and feasibility with MnDOT and the railroad are needed.



Trail Alignment Preferences and Considerations

As described in the vision, the multi-use path should be family-friendly and showcase the natural beauty of the corridor.

A popular option to achieve this vision south of S 14th Street is to construct a boardwalk through the wetlands immediately east of the highway and railroad. The challenges with this option may result in it being unattainable due to:

- 1) Crossing the active rail line twice. Per the Rails to Trails Conservancy, "New at-grade trail-rail crossings... should only be proposed where there is no other reasonable alternative." Railroads often do not allow new crossings.
- 2) Securing approval for the boardwalk through the Fish and Wildlife Refuge owned by the U.S. Fish and Wildlife Service (USFWS), including an amendment to their Park Master Plan. Also, some of the wetland near Miller's Corner is a wetland mitigation bank which cannot be altered and must be protected.
- 3) Acquiring private land north of the USFWS Refuge to complete the connection into town.
- 4) Need for an improved highway crossing at S 14th Street.



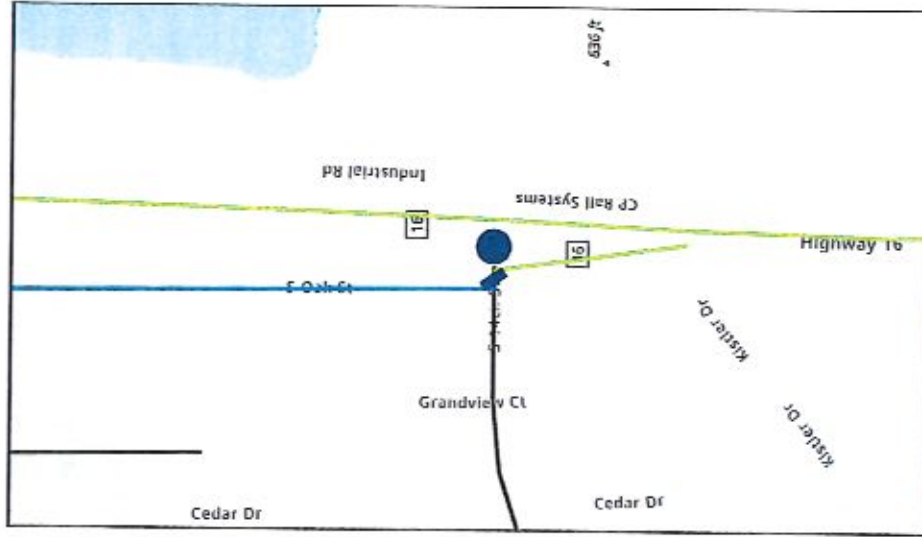
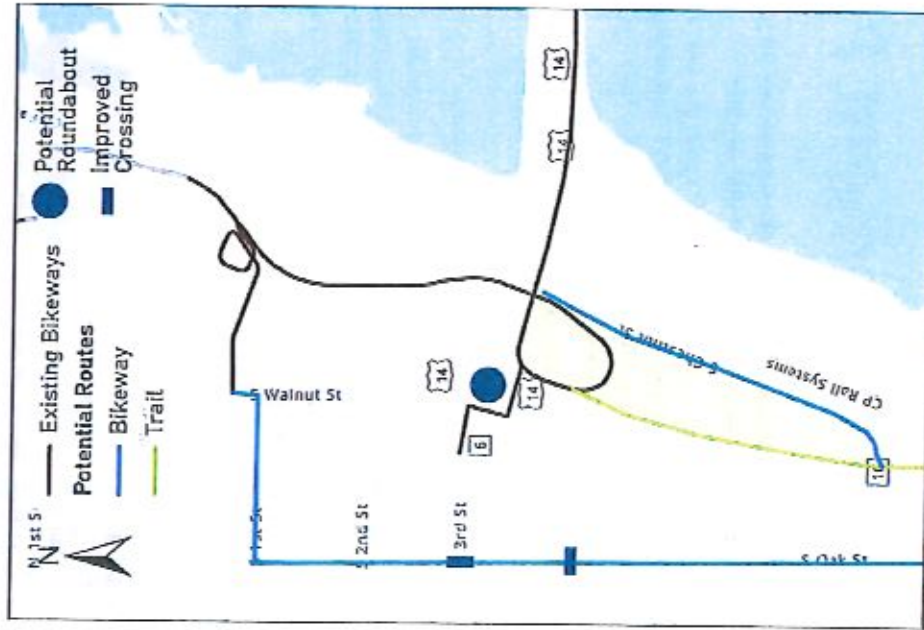
A second alignment option is to construct the trail along the east side of Highway 16, between the highway and railroad, while maximizing separation from both the road and the railroad to the extent possible. Considering that this route is also the Mississippi River Trail, a state and national bike route, biking and walking infrastructure improvements would be supported by those designations. This alignment also faces challenges, with suggested solutions, as noted below:

- 1) Lack of sufficient highway right-of-way along an approximately 0.3-mile and an approximately 0.5-mile segment in which the highway shoulder is constructed on an easement from the railroad.
 - Possible solution – Trail would be physically separated where possible. In constrained segments, the trail could be along the side of the highway, preferably with a vertical barrier between the motorized traffic and the trail.
- 2) Changes in topography
 - Possible solution - Retaining walls and barrier rails may be necessary in some segments or shifting the trail closer to the existing roadway with a vertical separation.
- 3) Need for an improved highway crossing at S 14th Street
 - Possible solution - Preferably, some intersections could be reconfigured to roundabouts to facilitate both vehicular traffic and safer trail crossings. Alternative, a Pedestrian Hybrid Beacon could be added at the intersection with South 14th Street.

In coordination with MnDOT, this alignment provides an option with fewer hurdles than going through the wetlands, yet it would still be family-friendly and scenic. In addition, the trail along the highway could increase safety for all users and enhance the attractiveness of the state's highway and city's gateway corridor into town.

For all options, the intersection of Highways 16 and 26 could be converted to a roundabout or a pedestrian hybrid beacon with a pedestrian refuge to facilitate crossing the highway(s).

Trail Options: In-Town Routes



The Corridor Planning Team recommended alignment options on both sides of the highway. The west side in-town bikeway could begin at the west side of the Wagon Wheel Trail Bridge, through downtown and along Oak Street to South 14th Street. A combination of bike lanes, traffic calming and intersection improvements would help establish this route.

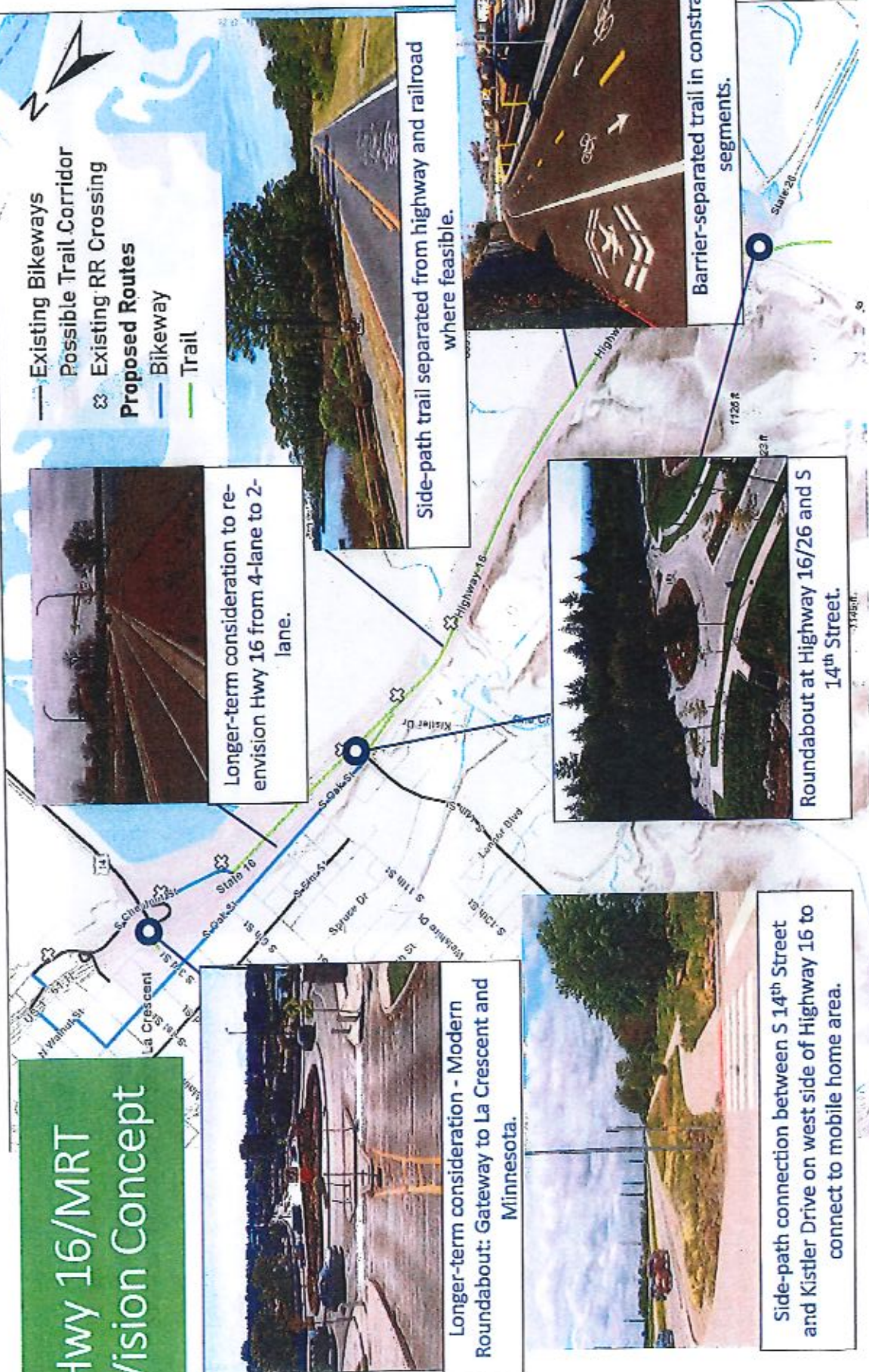
On the east side of the highway, a path could continue between South 14th Street and South Chestnut Street and then a bikeway could be marked on South Chestnut Street. Or a path can go all the way to Highway 14/61 intersection where it connect to the Wagon Wheel Trail and downtown.

The intersections of South 14th Street and Highway 16 and Highway 14/61 and South 3rd Street are important gateway intersections, and today lack crossing support for the most vulnerable roadway users – people walking, biking and rolling. Roundabouts are a proven safety countermeasure and create a strong gateway or sense of arrival and traffic calming effect. Roundabouts with dedicated multi-modal facilities should be considered at these intersections. An alternative treatment at the South 14th intersection, which is not currently signalized, would be a pedestrian hybrid beacon with a center pedestrian refuge.

In the longer-term vision, if the highway was re-envisioned to be a two-lane cross section with a center boulevard, opportunities for additional sidewalks, trails, separated bike lanes and crossings to better connect the town to the wetlands, lake and river to the east of the highway could be explored.

Hwy 16/MRT Vision Concept

- Existing Bikeways
- Possible Trail Corridor
- Existing RR Crossing
- Proposed Routes
- Bikeway
- Trail



Longer-term consideration to re-envision Hwy 16 from 4-lane to 2-lane.

Side-path trail separated from highway and railroad where feasible.

Barrier-separated trail in constrained segments.

Longer-term consideration - Modern Roundabout: Gateway to La Crescent and Minnesota.

Side-path connection between S 14th Street and Kistler Drive on west side of Highway 16 to connect to mobile home area.

Roundabout at Highway 16/26 and S 14th Street.

Rural Section

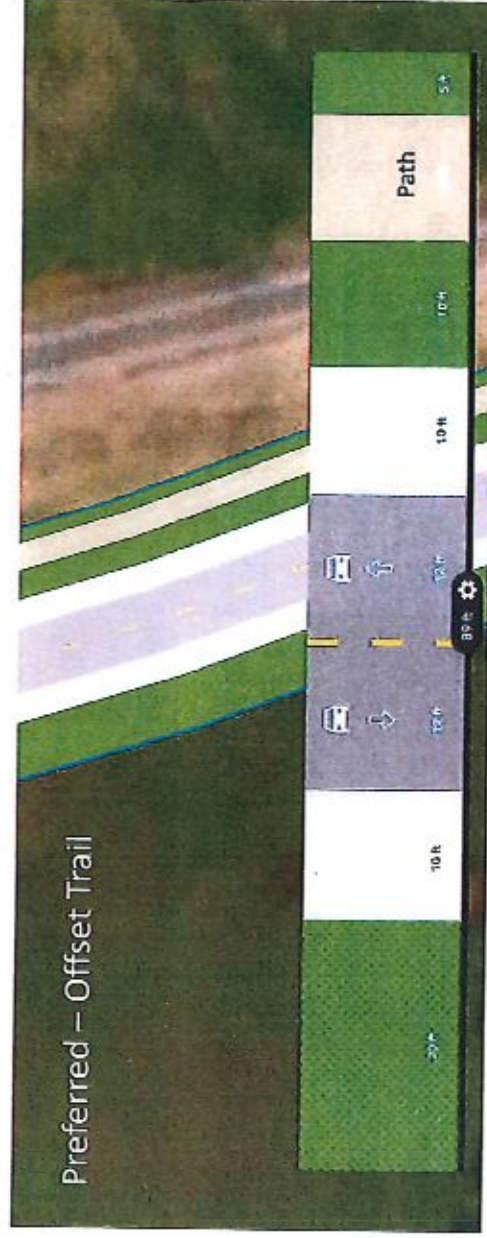
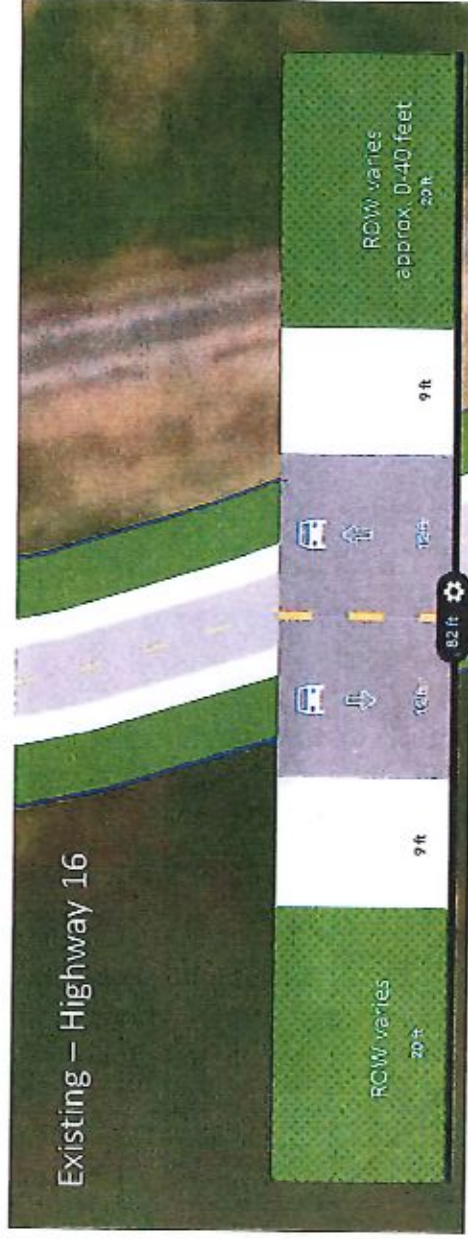
(Between S 14th Street and Miller's Corner)

Existing Highway Cross Section

- Existing travel lanes are 12-feet-wide
- Right-of-way width varies
- Paved shoulder width varies
- Some sections of highway shoulder are located on an easement on railroad right-of-way

Preferred Cross Section - Offset Path

- Paved trail separated from the highway by open space
- Between S 14th Street and Kistler Drive, this section would be located on both sides of the highway to allow for a path to the mobile home neighborhood



Path Within Existing Pavement Width

Constrained Section 1

- Narrow west shoulder, shift and narrow lanes to 11 feet wide
- Shoulder on east becomes 5-foot offset for trail
- Option for vertical barrier to be in buffer, with gaps for emergency stopping for vehicles

Constrained Section 2

- Narrow west shoulder, shift and narrow lanes to 11 feet wide
- Remove section of pavement to create grass strip between roadway and trail



Interim Option: Buffered Shoulder or Bike Lanes

The Corridor Planning Team evaluated the facility option of buffered or separated bike lanes on both sides of the highway. While the Team felt that this concept fell short of fulfilling the vision of a “family-friendly” trail, they acknowledged that this treatment option may provide an incremental improvement since today people bike along the shoulder and could help to build momentum for a trail facility in the future.

Since buffered bike lanes could be implemented by paint and signage alone, this would be the lowest cost facility and could be installed in the near-term without construction or lane shifting.

Interim Option: Buffered Bike Lanes or Buffered Bikeable Shoulder

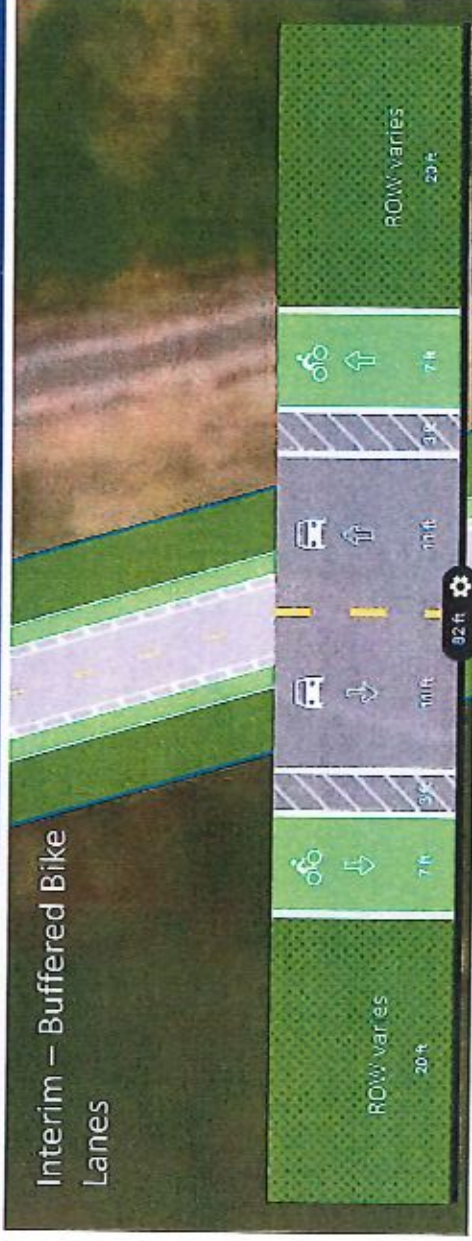
- Mark as bike lanes with pavement markings (pedestrians and other active transportation users still can use)
- Paint buffers (ideally at least 3-ft) to provide visual separation between active transportation users and motorists

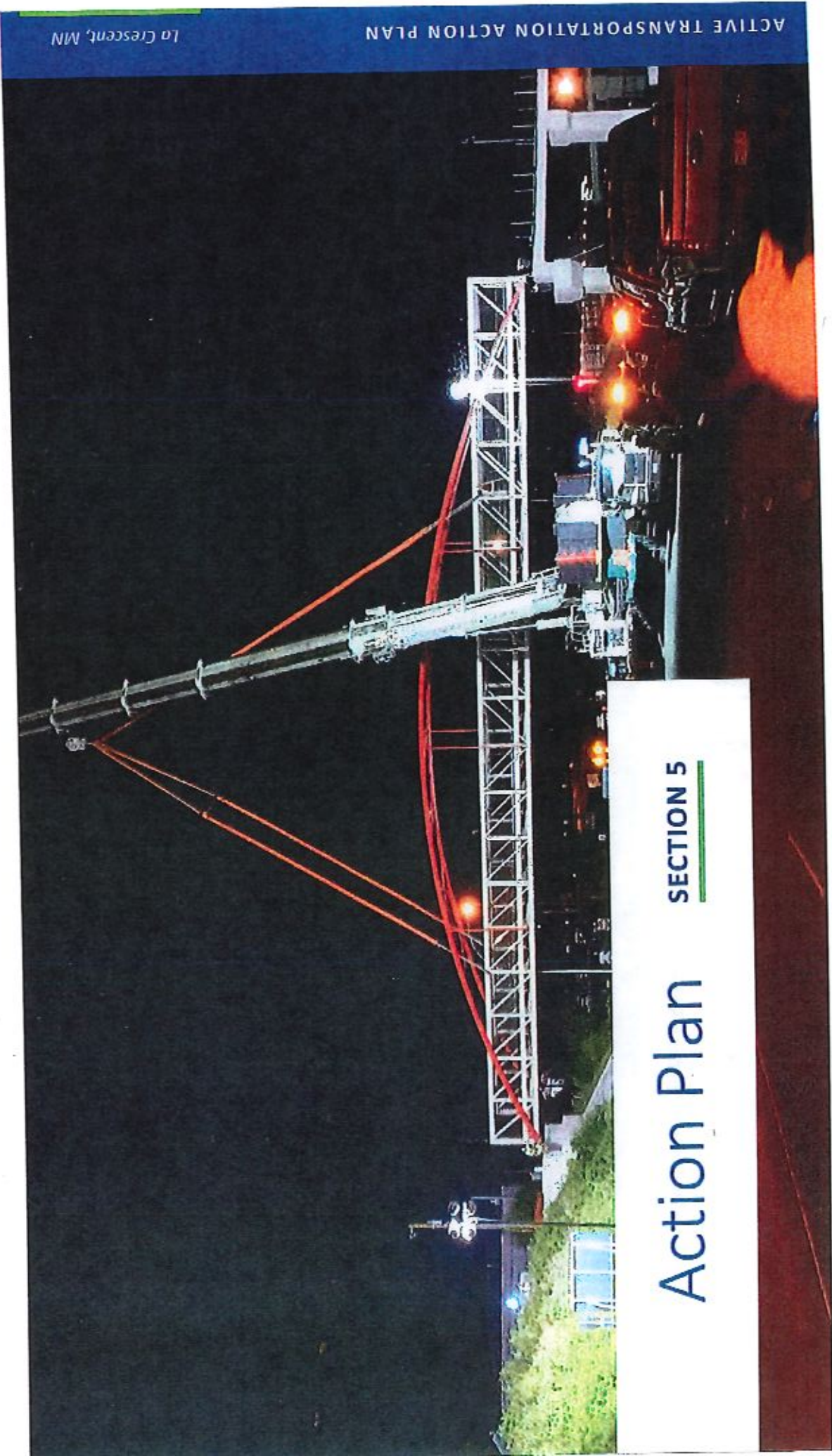
Optional Enhancements

- Narrow lanes to allocate more space to paved shoulders (as shown)
- Colorize bikeable shoulder with paint (e.g. green or coral) to provide more visual separation
- Provide physical separation with a vertical element in the buffer, such as flexible posts, with gaps for emergency stopping for vehicles
- If providing a vertical element, may need a 4-foot-wide buffer space to allow for shy distance and narrow bike lane to 6 feet wide

“The decision to modify the bikeway design should consider allowable flexibility and trade-offs. If the preferred facility type is not feasible, the next best facility should be considered. Only after balancing roadway cross-sectional elements within the right-of-way based on context and after exhausting a variety of design configurations should designers consider implementing the next best bicycle facility type.” FHWA Bikeway Selection Guide

Interim – Buffered Bike Lanes





Action Plan

SECTION 5

Key Action Items for the Multimodal Connection

The Corridor Planning Team and public engagement process identified the following projects as priorities to fulfill the vision.

Priority	Design Considerations/Strategies	Next Steps	Partners
1. THE BIG PICTURE Connect La Crescent to the Root River Trail to expand recreational opportunities and attract tourism.	<ul style="list-style-type: none"> Focus on creating a safe multimodal connection from La Crescent to Miller's Corner, then through Hokah and on to Houston. Plan a route that shows off the unique natural beauty of the driftless area. Due to the complexity of fulfilling the vision, consider interim approaches for incremental improvement to biking and walking. 	<ul style="list-style-type: none"> Incremental Infrastructure Step: Paint a 2- to 4-foot-wide buffer along the paved shoulders of MN Hwy 16. Add bike lane pavement markings and signage. <ul style="list-style-type: none"> Conduct bicycle and pedestrian counts both before and after the buffers are painted to document any change in use. Survey bicyclists and pedestrians to get feedback on the incremental improvements. Conduct a Feasibility Study: Work with MnDOT District 6 to determine right-of-way needs, alternatives to acquiring right-of-way in constrained sections and cost opinions. <ul style="list-style-type: none"> Use the trail alignment from MnDNR's 1997 preliminary design as starting point. Use the preferred and constrained sample sections in this Action Plan for guidance. Meet with representation from the railroad to discuss right-of-way impacts. Seek Funding: After completion of the feasibility study, apply for grant funding to construct the preferred vision of a trail along the east side of the highway. <ul style="list-style-type: none"> Use the bicycle and pedestrian counts and user feedback to support the application. Continue Root River Trail Extension: Actively participate in Citizen Exploratory Committee meetings to plan larger connection through Hokah to Houston and promote ongoing collaboration. 	<ul style="list-style-type: none"> City of La Crescent Houston County MnDOT MnDNR Canadian Pacific Kansas City Railroad Citizen Exploratory Committee
2. MILLER'S CORNER Improve traffic safety at Miller's Corner (Hwys 16 and 26), while also providing pedestrian and bicycle facilities.	<ul style="list-style-type: none"> Evaluate potential to install a roundabout with marked and signed crosswalks. 	<ul style="list-style-type: none"> Incremental Infrastructure Step: Use green paint to mark dashed bike lanes through the intersection. Add bike warning signs to alert motorists to the presence of bicyclists in the area. Conduct a Study: Apply a roundabout-first approach to: <ul style="list-style-type: none"> Evaluate safety risk factors of intersection for all modes and improvement provided by a roundabout as a countermeasure Identify right-of-way needs for a roundabout Provide cost opinion for roundabout 	<ul style="list-style-type: none"> City of La Crescent Houston County MnDOT MnDNR

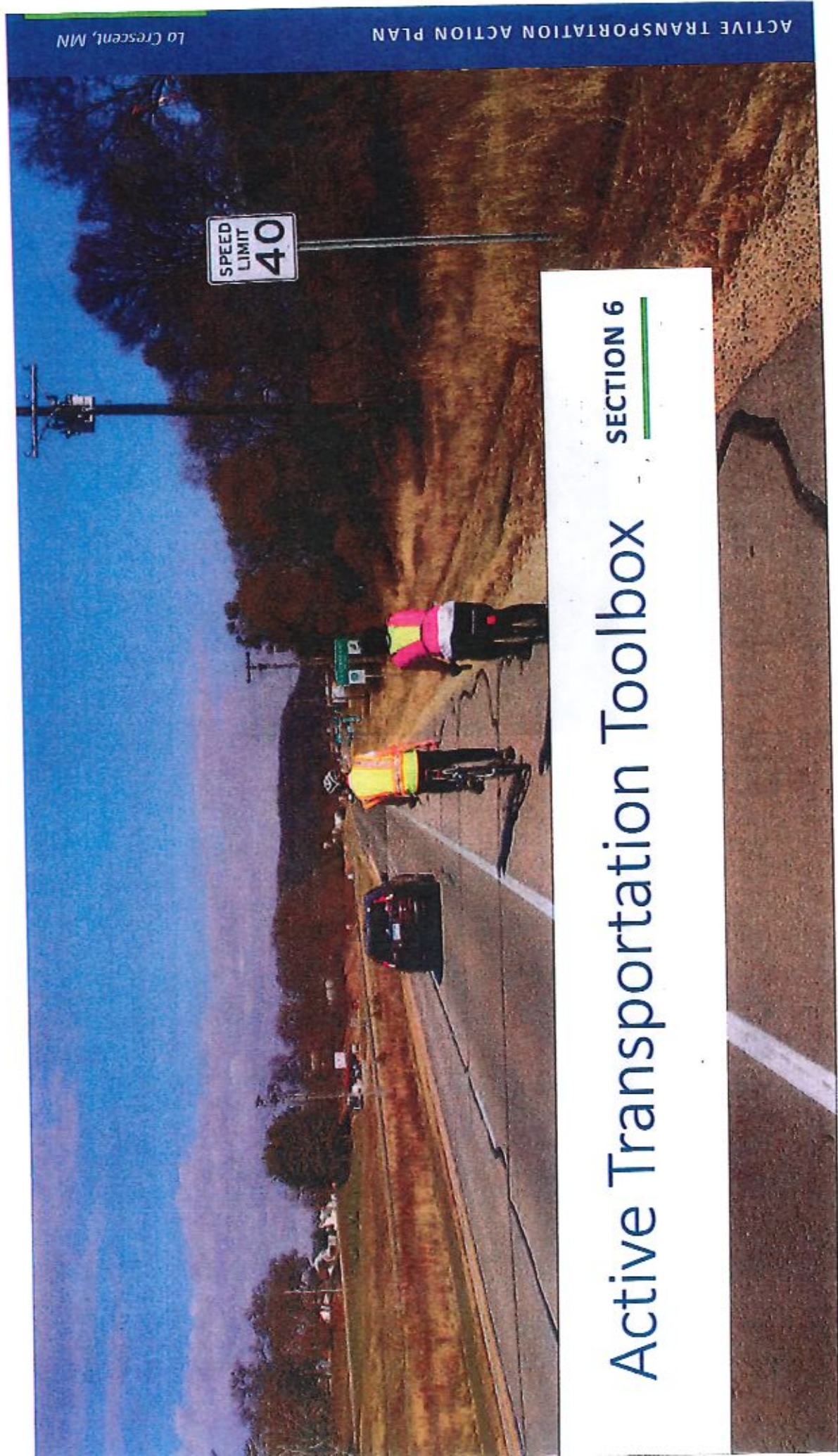
Key Action Items for Active Transportation Connections

Priority	Design Considerations/Strategies	Next Steps	Partners
4. HIGHWAY CROSSINGS Ensure that people walking and biking along the Mississippi River Trail can cross Highway 16 safely.	<ul style="list-style-type: none"> Provide dedicated time and space for people walking and biking to cross the highway. Shorten the distance of bicycle and pedestrian crossings to reduce the time people are exposed to motorized traffic while walking or biking. 	<ul style="list-style-type: none"> Improve the intersection of S 3rd Street and Highways 16/14/61 for people using the regional trail network. Construct a bicycle and pedestrian crossing at S 14th Street to create a connection between the future trail on the east side of the highway with the bike boulevard along S Oak Street that terminates at S 14th Street. For both crossing locations, evaluate the potential for a roundabout that can slow traffic and serve as a gateway announcing a change in the character of the highway. A single-lane roundabout is preferred. <ul style="list-style-type: none"> For the S 3rd Crossing location, consider a protected intersection as an alternative to the roundabout. This would be consistent with the 2017 Bicycle and Pedestrian Plan Update and MnDOT's 2020 Pedestrian and Bicycle Scoping Recommendation Report. For the S 14th Street crossing location, consider a pedestrian hybrid beacon as an alternative to the roundabout. On the west side of Highway 16, use Oak Street as a bike boulevard. Follow the recommendations of the SRTS Plan and MnDOT's 2020 Pedestrian and Bicycle Scoping Recommendation Report. On the east side of Highway 16, construct a sidepath trail consistent with the preferred vision. Fill sidewalk gaps to ice arena. Consider four to three lane conversion of S 3rd Street. Construct a paved connection separated from the highway. Follow the recommendations of the SRTS Plan and MnDOT's 2020 Pedestrian and Bicycle Scoping Recommendation Report. 	<ul style="list-style-type: none"> City of La Crescent MnDOT
5. IN-TOWN ROUTES Improve key routes through town for biking and walking.	<ul style="list-style-type: none"> Develop bike- and walk-friendly routes on both the east and west sides of Highway 16 between the Wagon Wheel Trail and south end of town. Connect to parks, schools and downtown. 	<ul style="list-style-type: none"> On the west side of Highway 16, use Oak Street as a bike boulevard. Follow the recommendations of the SRTS Plan and MnDOT's 2020 Pedestrian and Bicycle Scoping Recommendation Report. On the east side of Highway 16, construct a sidepath trail consistent with the preferred vision. Fill sidewalk gaps to ice arena. Consider four to three lane conversion of S 3rd Street. 	<ul style="list-style-type: none"> City of La Crescent
6. CONNECT NEIGHBORHOODS* Enable residents of the mobile home neighborhood to bike or walk to the rest of the city.	<ul style="list-style-type: none"> Construct a sidewalk or trail along the west side of Highway 16 between Kistler Drive and S 14th Street. 	<ul style="list-style-type: none"> Construct a paved connection separated from the highway. Follow the recommendations of the SRTS Plan and MnDOT's 2020 Pedestrian and Bicycle Scoping Recommendation Report. 	<ul style="list-style-type: none"> City of La Crescent MnDOT

*The mobile home neighborhood connection is important to ensure transportation equity and a safe route to school. In addition, ensuring safe crossing of MN Hwy 16 near Kistler Drive and S 14th Street will become even more critical with a trail on the east side of the highway.

Future Re-Envisioning of the Highway

Priority	Design Considerations/Strategies	Next Steps	Partners
7. RE-ENVISION THE HIGHWAY Re-envision Highway 16 as a leisurely driving route that appreciates the scenic byway, provides a welcoming entrance to the community, and enables bicycle and pedestrian mobility and crossings.	<ul style="list-style-type: none"> Convert Highway 16 to two-lanes in town and narrowed lanes throughout the study area to reduce prevailing speed, improve safety and character, and comfortably accommodate biking and walking (even through constrained sections). Consider unique entry features to announce arrival into La Crescent. Add pedestrian and bicycle crossings – consider roundabouts and pedestrian hybrid beacons. 	<ul style="list-style-type: none"> Conduct a traffic study to determine suitability to reduce four lanes to two lanes in-town. Develop graphic concepts for each section of the highway to convey the vision 	<ul style="list-style-type: none"> City of La Crescent MnDOT



Active Transportation Toolbox

SECTION 6

Active Transportation Planning & Design

A next step is to refine starter ideas and concepts presented in this Plan for the preferred location (alignment) of a multi-use path on the east side of MN Highway 16. Given right-of-way, topographic, railroad and wetland challenges, the facility type might need to vary.

This requires balancing community priorities based on relevant project constraints, data analysis and engineering judgement. There are many important factors, including the need for separation between modes, when determining location and where facility type may vary, all of which will drive trade-offs, conversations and decisions.

This Toolbox presents design techniques that can be used to create a multi-use path and experience that fulfills the active transportation principles of safety, comfort, coherence, directness and attractiveness. It provides a starting point to illustrate core concepts and further guide conversations, analysis and decision-making to advance the concept of ***an attractive, safe and comfortable roadway with bicycle and pedestrian facilities that serves the transportation needs of all users.***



Photo: MnDOT Bicycle Facility Design Manual

Trail and Bicycle Facility Design



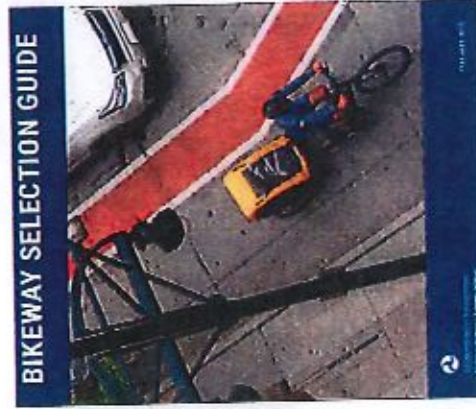
[Bicycle Facility Design Manual](#)

Minnesota
Department of
Transportation
(MnDOT), 2020



[Small Town and Rural Design Guide](#)

Federal Highway
Administration
(FHWA), 2016



[Bikeway Selection Guide](#)

Federal Highway
Administration
(FHWA), 2019

The recommendations presented in this Plan emerge from evidence-based best practices in active transportation design.

There are many excellent resources available for trails and bikeways. The *MnDOT Bicycle Facility Design Manual* serves as a key resource for how to design Minnesota's transportation system to support the safety, comfort and convenience for all people bicycling. The *Small Town and Rural Design Guide* provides design details for trails as well as on-street bikeways for rural settings. The *Bikeway Selection Guide* builds on FHWA's support for design flexibility to assist transportation agencies in the development of connected, safe and comfortable bicycle networks that meet the needs of people of all ages and abilities.

In addition to these, FHWA has a suite of other design guidance and references on proven safety countermeasures. It is time to put these into practice.

Multi-Use Trails / Shared Use Paths



Physically
Separated

FULLY SEPARATED PATHS / MULTI-USE TRAILS

Paved trails (also known as shared use paths) are completely separated from motorized traffic and are shared by people walking, biking and rolling traveling in both directions. They are generally 10 to 14 feet wide. In constrained circumstances, 8 feet wide is allowed.

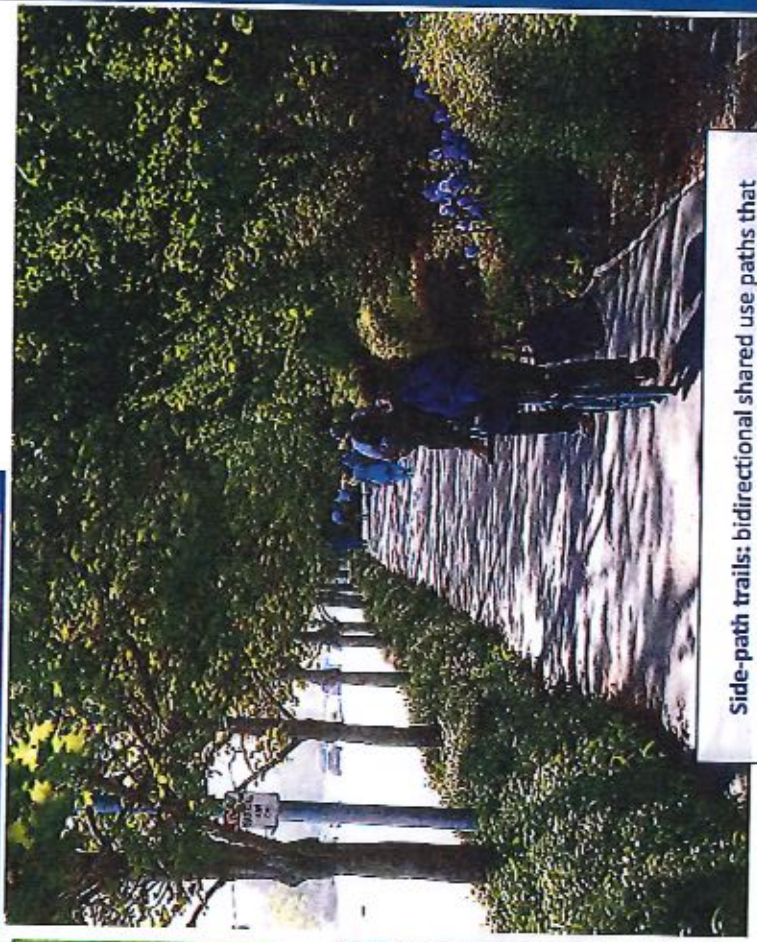
Source: AASHTO (2012), Guide for the Development of Bicycle Facilities, 4th Edition



People rolling and strolling along a multi-use trail or side-path.
Photo: Small Town & Rural Design Guide



Intersections and driveway crossings require additional care, and ideally the trail remains at the same grade while crossing (doesn't dip down). Where trail users need to stop, providing a lean bar is a helpful amenity.
Photo: Dan Burden



Side-path trails: bidirectional shared use paths that run parallel to the roadway. Trees create a powerful vertical buffer and help manage stormwater.
Photo: Dan Burden

ILLUSTRATING CORE CONCEPTS

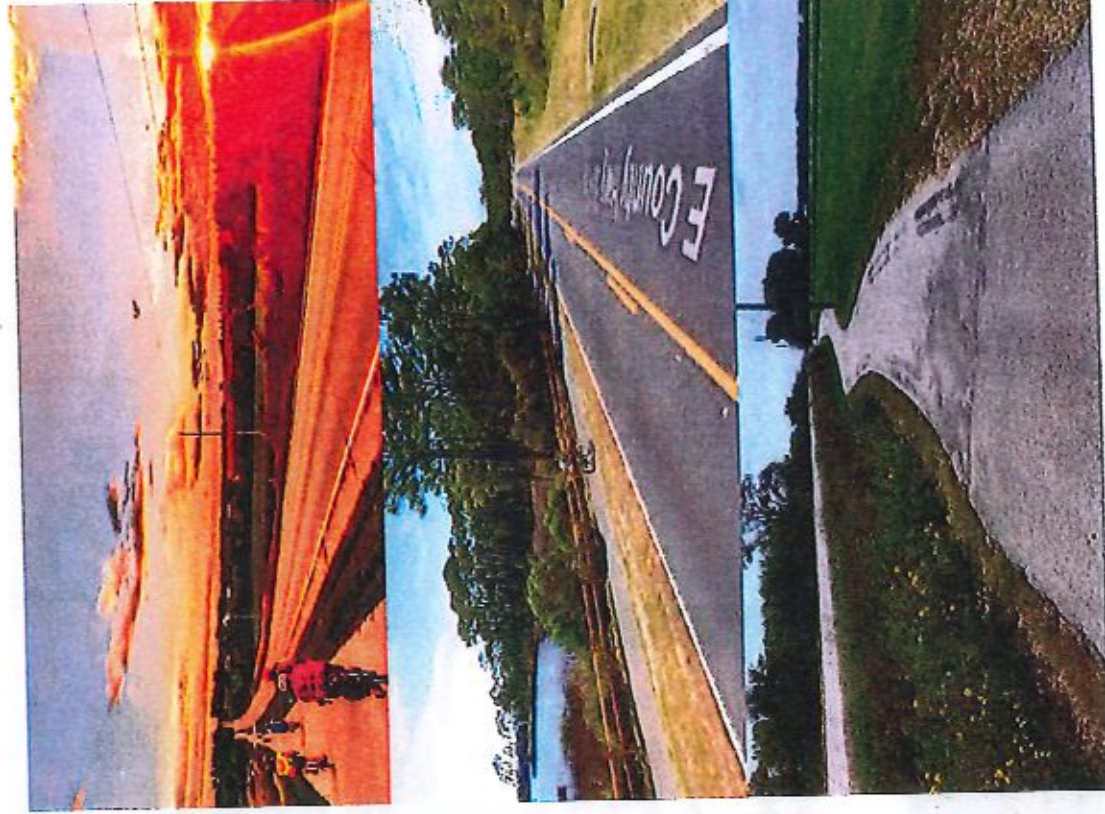
Rural Paved Trails



Physically
Separated

FOR ALL TYPES OF BIKE RIDERS AND WALKERS

The most comfortable and preferred trail design for all users is one that is completely separated from vehicular traffic. In a rural setting, a sidepath trail might be separated from the highway by a narrow grass strip or a wider drainage swale. In a constrained corridor, a sidepath trail might be separated by a concrete curb or other type of vertical barrier.



Pacific Rim Hwy, Tofino, BC

MULTI-USE TRAIL CONNECTING COMMUNITIES & LOCAL CULTURE

Completed in 2022, the 15.5-mile multi-use trail called ʔapsčik tašii (pronounced: ups-cheek ta-shee; meaning *going in the right direction on the trail*) connects the towns of Tofino and Ucluelet on the west coast of Vancouver Island, British Columbia. Not only does the trail connect communities by providing a safe path that is **family-friendly**, but it is also **beautiful, celebrating local culture**. It weaves through the temperate rain forest, along boardwalks over bogs, aside rural-style bioswales and improved creek crossings help restore important fish habitat. While the facility treatments vary to meet the constraints of the road and surrounding environment, it offers a **very coherent path for all to travel**.

📷 Photos (from left to right):

- Low-cost, artful buffer created to separate people driving and people walking, biking, and rolling in constrained sections.
- Where topography constraints exist, like at creek crossings, the trail was designed to also help restore fish habitat, a co-benefit.
- Boardwalk sections protect sensitive bogs while creating a quiet, off-road section. They are covered with a metal mesh that provides good traction—whether on foot or bike.



Rail-with-Trail

Side by Side Uses

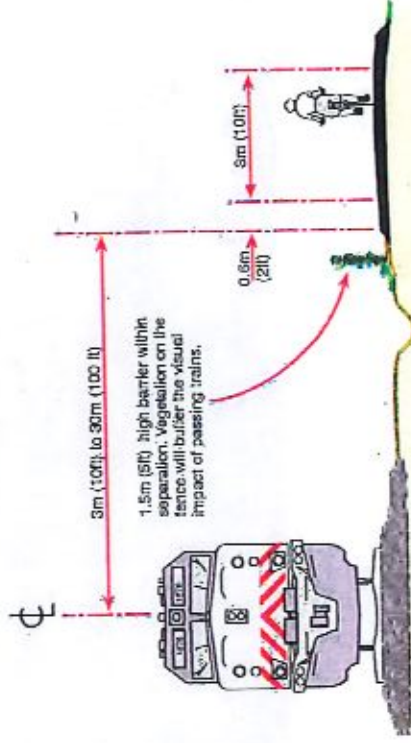
The Rails to Trails Conservancy has inventoried over 1,000 examples of rails with trails. Many of these were built with exceptions to the rules and policies that the railroads have in place, due to mitigations that the entities managing the trails were able to incorporate with the trail development (e.g., barriers between the trail and railroad).

The distance between the edge of the trail and the centerline of the closest active railroad track is referred to as the "setback." If no vertical barrier, such as a 6-foot-high fence, is included, the preferred minimum setback is 25 feet. The range of setbacks on existing rails-with-trails varies considerably, from 7 to 200 feet, with an average of approximately 32 feet. A comparison of rail-with-trail setbacks with both train speed and frequency reveals little correlation, with some trails reporting a narrow setback existing along high speed and frequently traveled rail lines.

Factors to consider in the setback include:

- Train speed, frequency and type
- Rail maintenance and operational needs
- Track curvature
- Topography and other environmental or physical constraints
- Trespassing patterns
- Type of separation, such as fences or vegetation
- Any applicable state standards

Source: Rails to Trails Conservancy



A trail bridge was built parallel to the rail bridge on the White River Greenway in Indiana. (Photo courtesy of the Rails-to-Trails Conservancy)

Rails-with-Trail, Various Communities

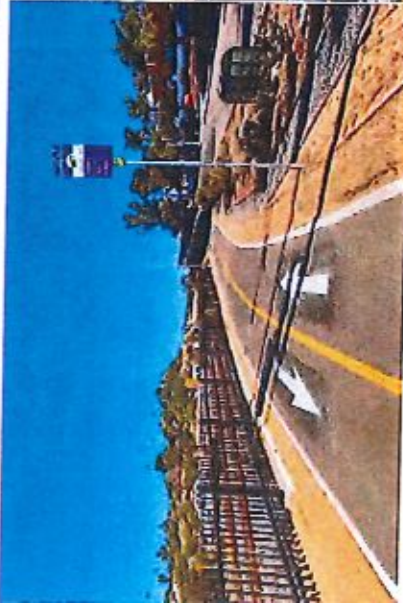
RAIL WITH TRAIL SUCCESSES

Trails have been developed successfully along active rail lines with various setbacks. Trail managers report few problems with trail operations or incidents due to the proximity to the rail line.

- La Crosse River State Trail (1987) – La Crosse, Wisconsin – This 21-mile-long trail is separated from the active rail line by approximately 100 feet of marshland or prairie. There are approximately 16 freight and Amtrak trains per day, with speeds up to 80 mph.
- Cedar Lake Trail (1980s) – Minneapolis, Minnesota – This 3.5-mile-long trail operates in a 25-foot-wide easement in the BNSF Railway. There are 10 to 12 trains per day traveling between 25 and 50 mph.
- Inland Rail Trail – San Diego County, California – There is a seven-foot setback between the trail and rail line. There are 70 trains per day traveling up to 60 miles per hour.
- Frisco Trail (2006) – Fayetteville, Arkansas – The trail is as close as two feet away from the Arkansas and Missouri Railroad line thorough downtown.
- Camp Chase Trail (2016) – Columbus Ohio – Parts of the trail are 10 feet from the Camp Chase Railway line at its narrowest point.
- Montour Trail – Allegheny County, Pennsylvania – Setback of 14 feet along the Wheeling and Lake Erie Railway line, which hosts one train per day traveling at 10-20 miles per hour. Source: Rails to Trails Conservancy

Photos (from left to right):

- The Inland Rail Trail is separated from the active rail line by an attractive fence. (Source: Keep San Diego Moving)
- North Cedar Lake Regional Trail is separated by a chain link fence. (Source: Minneapolis Public Works Department)
- The Camp Chase Trail runs alongside the active rail line with no vertical barrier. (Source: Trail Link and Orangedoug)



ILLUSTRATING CORE CONCEPTS

Buffered and Separated Bike Lanes

FOR MANY USERS

The standard 5-foot-wide bike lane has evolved to better meet the needs of all types of bicyclists. Increasing separation and protection of people biking improves comfort and safety for riders. It also improves coherence since the preferred place for people riding is clearly marked on the pavement and with signage.

Bike lanes are typically located on both sides of the road so that people biking are traveling the same direction as traffic.

In rural settings where sidewalks are not typically present, people may want to also use bike lanes for walking or running. Wider bike lanes can better accommodate multiple uses and allow for faster users to pass slower users.



Visually Separated



Buffered Bike Lanes: provide a painted buffer between the bike lane and the travel lane to increase the separation between the two modes. The buffer width is typically 2 to 3 feet wide, while the bike lane is typically 5 to 7 feet wide. In rural settings, rumble strips within the painted buffer can help to alert motorists if they start to veer toward the bike lane. Since buffered bike lanes do not provide a vertical barrier, they may be uncomfortable for some people when traveling along high-speed traffic.



Physically Separated



Physically Separated Bike Lanes: provide a vertical barrier between the bike lane and the motorized travel lane. This may be in the form of flexible bollards, a raised curb, guard rails, concrete barriers, landscaped planters and more! A non-flexible vertical barrier would provide the most comfort for users. A wider buffer of 3 to 4 feet accounts for a "shy distance" for the bicyclist from the vertical element. (Separated bike lanes are also known as protected bike lanes or cycle tracks.)

ILLUSTRATING CORE CONCEPTS

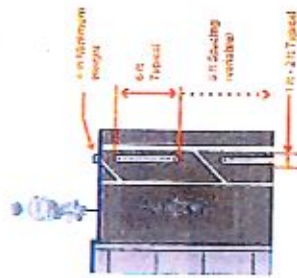
Separated Bike Lanes

Vertical elements can vary in the degree of "protection" provided. They may take the form of flexible bollards, parking stops, raised medians, or concrete barriers. Guard rails may also serve as separation.

Source: Separated Bike Lane Planning and Design Guide, FHWA, 2015

FORMS OF SEPARATION

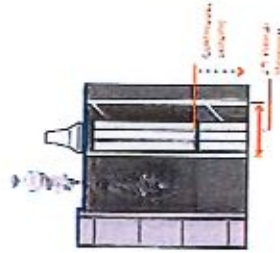
Parking Stops



Boulder Road Separated bike lane in Boulder, CO. (Source: City of Boulder)

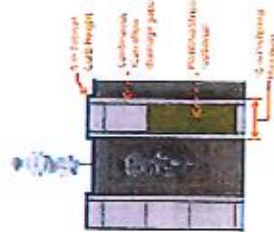
FORMS OF SEPARATION

Concrete Barrier



Seattle, WA (Source: Seattle DOT)

Raised Median



Austin, TX (Source: City of Austin)

ILLUSTRATING CORE CONCEPTS

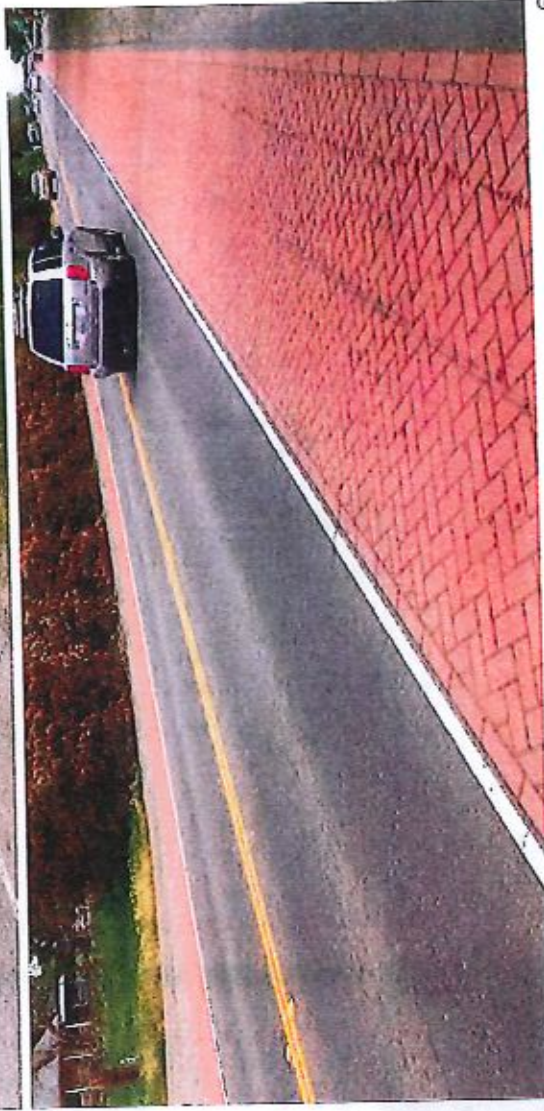
Rural Bike Lanes

FOR CONFIDENT RIDERS

A paved shoulder may be marked as a bike lane in rural areas. A slight upgrade would be to highlight the shoulder with a different color of paving material. Confident bike riders may be comfortable riding under these conditions and if traffic volumes are very low, some more cautious riders may join them. However, this type of treatment is unlikely to be comfortable to all ages and abilities.



Visually
Separated



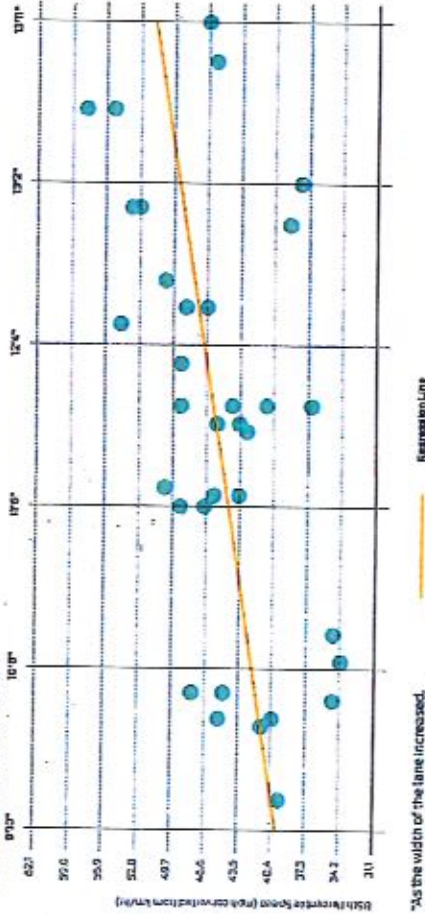
Source: Small Town and Rural Design Group

Right-Sizing Streets

Narrower Lanes: Narrowing lanes can reduce the operating speed of traffic while also providing the width needed for bikeways. Ten-foot-wide lanes have a positive impact on a street's safety without impacting traffic operations (NACTO.org). A default street width of 10 feet, with allowances to widen to 11 feet in certain circumstances (e.g., transit or truck routes), can improve traffic safety community-wide. On multiple-lane transit or truck routes, the outside lane may be 11-feet-wide, while the inside lanes remain at 10-feet-wide.

Reduced Number of Lanes: Right-sizing streets from 5- or 4-lane roads to 3- or 2-lanes works best on streets that have daily traffic volumes of less than 20,000 vehicles. As streets reach the higher traffic volumes additional intersection treatments such as the modern roundabout might be needed to more effectively manage the vehicular traffic.

Auricle Lane Vulture (last collected in 1965)



"As the width of the lane increased, the speed on the roadway increased... When lane widths are 1 m (3.3 ft) greater, speeds are predicted to be 15 km/h (9.4 mph) faster."

Chart source: Ruzaitis, Kai, Paul Carlson, Maureen Brown, and Paul Wouda. 2000. "Design Factors That Affect Street Speed on Suburban Streets." Transportation Research Record 1751: 13-25.

Main Street in Hamburg, NY is a major state truck route carrying 12,000 vehicles per day. The town of Hamburg and NYDOT removed two travel lanes and narrowed the remaining two lanes to 10-foot-wide, allowing wider sidewalks, park assist lanes and additional street trees.



Roundabouts

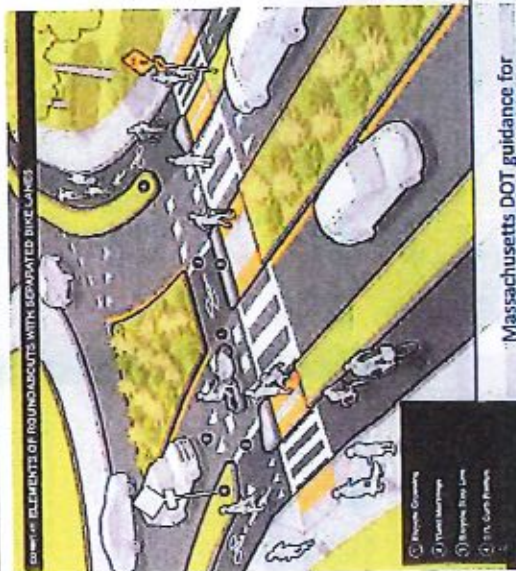
CONFLICT RESOLUTION

Intersections present the most conflict points between motorists and people biking and walking. Modern roundabouts are a Federal Highway Administration (FHWA) "Proven Safety Counter-Measure," creating a safer intersection for all users:

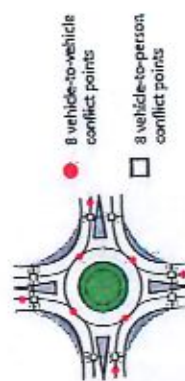
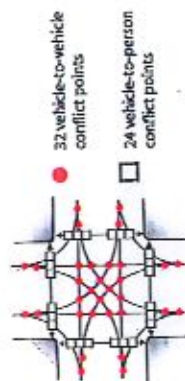
- 90% reduction in fatal crashes
- 75% reduction in injury crashes
- 30-40% reduction in pedestrian crashes
- 10% reduction in bicycle crashes
- 30-50% increase in traffic capacity

Roundabouts slow traffic to the design speed, often 15-23 mph, while accommodating **up to 25,000 vehicles per day**. The slower design speed increases drivers' ability to judge and react to other people driving, walking and biking. Roundabouts can be designed with dedicated space for people biking or walking with pavement markings, signage, and separation.

Roundabouts at the intersections of highways entering town can also serve as a gateway with landscaping or signage that signifies that travelers are now entering town and should slow down from their faster highway speeds. Consider roundabouts at the intersections of Highways 16 and 26 (Miller's Corner), Highway 16 and South 14th Street, and Highways 16 and 14/U.S. Highway 61/S 3rd Street.



Massachusetts DOT guidance for roundabouts with separated bike lanes.



The roundabout design reduces the number of potential conflict points.

Source: Massachusetts DOT

Protected Intersections

DEDICATED SPACE FOR EACH MODE

Protected intersections provide dedicated space for each mode of travel: walking, biking and driving. They can be implemented at stop-controlled or signalized intersections and are most often used with separated bike lanes, but may be used with conventional bike lanes, paved shoulders, or even shared lanes. A variation on the standard protected intersection can also be designed for two-way bicycle traffic on one side of the road.

Benefits include:

- Provide clear right-of-way assignment between modes
- Maintain physical separation between bicyclists and motor vehicles through an intersection
- Place queued bicyclists in front of and in clear view of drivers
- Improve visibility of bicyclists for motorists' while turning
- Clearly define pedestrian and bicycle operating spaces
- Reduce pedestrian and bicycle crossing distance
- Reduce motor vehicle turning speed

A protected intersection could be considered at the intersection of Highways 15 and U.S. Highway 61/S 3rd Street.

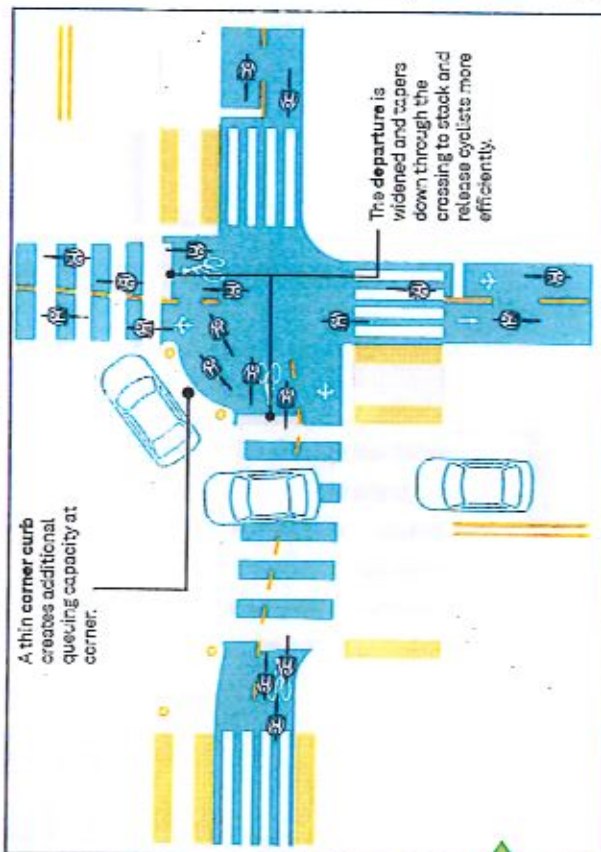
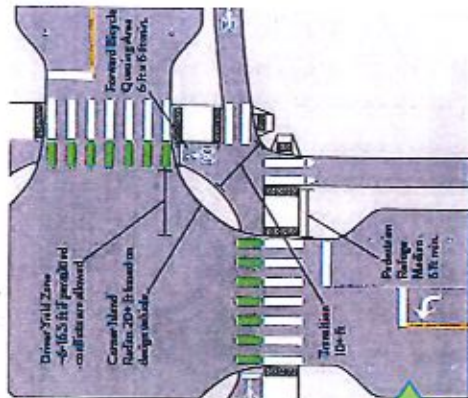
Source: MnDOT Bicycle Facility Design Manual, 5-37 and 5-38.

Alternative design for two-way bicycle traffic on one side of the road.

Source: NACTO, "Don't Give Up at the Intersection" [Variations](#) | National Association of City Transportation Officials (nacto.org)



Key features include a corner island, forward bicycle queueing area, driver yield zone and pedestrian refuge median.
Source: MnDOT Bicycle Facility Design Manual



ILLUSTRATING CORE CONCEPTS

Pedestrian Hybrid Beacons

MAKE MULTIPLE LANE, HIGH SPEED STREET CROSSINGS SAFER

Pedestrian Hybrid Beacons (PHB) (also known as HAWK - High-Intensity Activated Crosswalks) are a proven safety countermeasure suitable for crossing higher speed (35 mph or more) and higher volume (9,000 vehicles per day or more) roadways.

The signal remains dark until activated, then turns yellow to slow traffic before turning red to allow pedestrians to cross while motorists wait behind a stop bar. The crossing must also include a marked crosswalk and pedestrian countdown signals.

Pedestrian Hybrid Beacons are proven to reduce:

- Pedestrian crashes by 55%
- Total crashes by 29%
- Serious injury and fatal crashes by 15%

Source: <https://highways.dot.gov/safety/proven-safety-countermeasures/pedestrian-hybrid-beacons>



ILLUSTRATING CORE CONCEPTS

Trail Amenities

Amenities along the trail can help achieve the active transportation principles. For example, lighting can improve user safety by improving visibility. Wayfinding signage can improve coherence and directness. Restrooms, water, and seating areas can improve comfort. Artwork, scenic overlooks can improve aesthetics. Together, amenities can support a unique trail experience while also establishing character and sense of identity for the trail.

- Restrooms and water
- Wayfinding signage
- Bike fix-it stations
- Doggy waste stations
- Lighting and safety improvements
- Resting points, seating or picnic areas
- Scenic overlooks
- Offshoot trails into natural areas, such as a boardwalk into the wetlands
- Mountain bike trail offshoots or similar dirt trails
- Nature and signage describing the environment
- Historic features and signage describing history
- Play areas for children
- Outdoor exercise equipment
- Artwork/murals/sculpture



Enhanced entry features along the trail can be a character-defining amenity.

Photo credit: Walkable Livable Communities Institute and TDC Design

ILLUSTRATING CORE CONCEPTS

Winter Maintenance

PEOPLE WALK & BIKE YEAR ROUND

People biking and walking are susceptible to the negative impacts of delayed maintenance. People walking, biking or using a mobility aid are often discouraged from venturing outdoors when snow and ice can impede their ability to safely access their destination. Year-round maintenance of walking and biking surfaces, pavement markings, and signage are necessary to ensure equitable mobility for all.

Key principles to guide winter

maintenance policy and practice:

- **Priority Network:** Identify which routes are the highest priority for snow clearing (e.g., route to school).
- **Frequency of Clearing:** Specify the amount of accumulated snow that is acceptable before clearing will commence. Common accumulation is 1 inch.
- **Clear Width:** What minimum width of cleared path along a bikeway or multi-use trail is allowable? For example, cities specify a minimum of 4 feet for narrowest operable space along a separated bike lane.
- **Responsibility:** Identify the responsible party and put into place necessary agreements.



All Clear: Historic snow volumes didn't stop Cambridge, MA from prioritizing snow removal of separated bikeways. A small bobcat style plow was used.



A small portion of a trail could be plowed for biking and walking while another portion could be left unplowed for skiing and snowshoeing. Alternatively, some communities do not plow rural trails (but do plow in town), to allow for snowmobile, skiing, or snowshoeing usage. Snowmobiles with metal traction devices can damage paved surfaces and should not be used on trails.

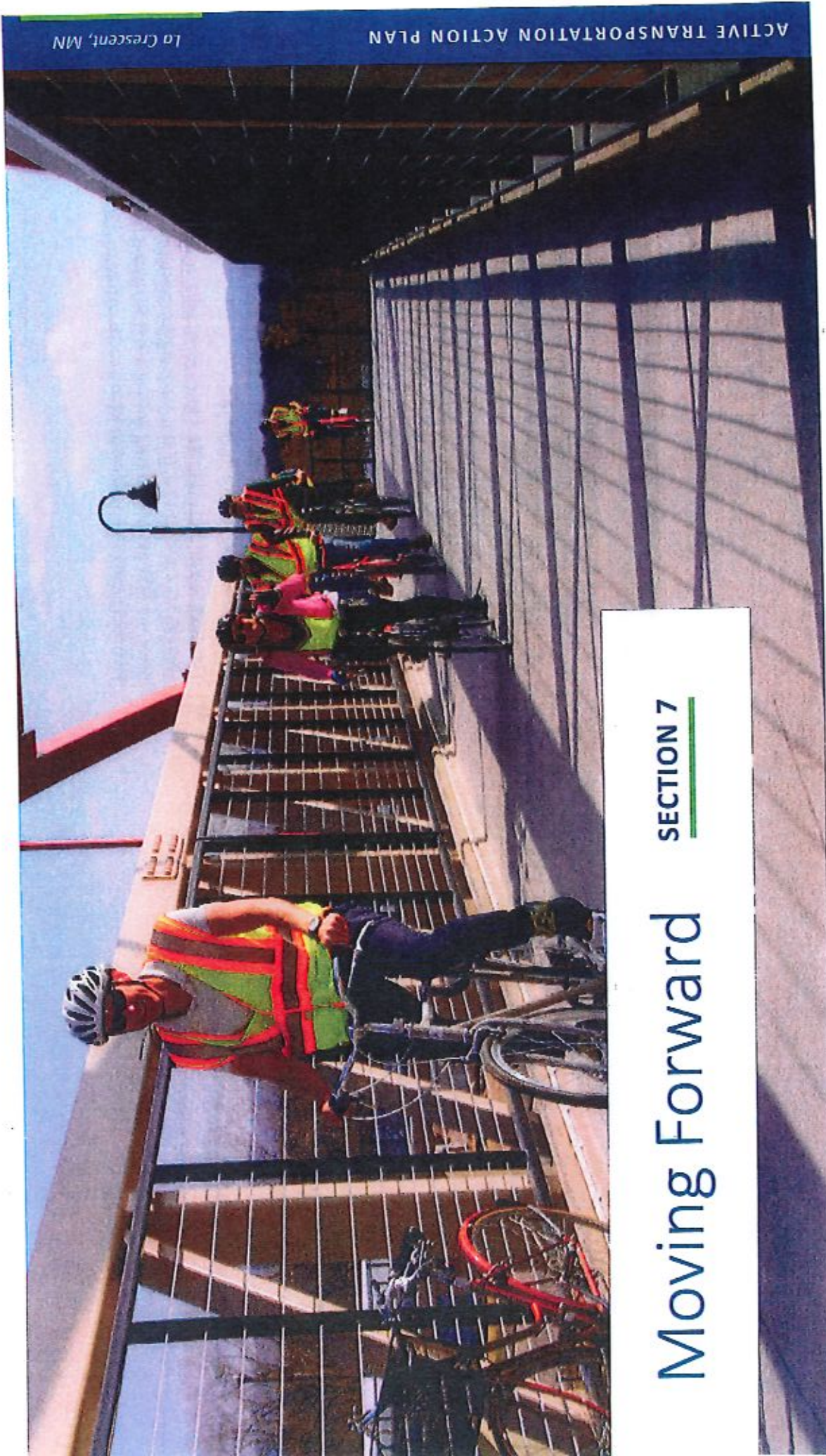
Source	Funds	Purpose
US DOT	Safe Streets and Roads for All (SS4A)	Low-cost infrastructure; education; monitoring and evaluation
US DOT	Rebuilding American Infrastructure with Sustainability and Equity (RAISE)	Infrastructure funds as well as planning for eligible surface transportation capital projects
US DOT	Rural Surface Transportation Grant	Improve and expand transportation infrastructure in rural areas
FHWA	National Byways Program	Funds improvements along byways, such as facilities, safety improvements and interpretive information implementation
FHWA	Carbon Reduction Program	Projects designed to reduce transportation emissions
MnDOT Active Transportation Program	Infrastructure Grants, Planning Assistance, Quick Build/Demonstration Projects	Support active transportation capacity building and facilities
MnDOT Safe Routes to School	Infrastructure Funds	Construct sidewalks; improve crossings
MnDOT (Federal Funding)	Transportation Alternatives (TAP)	New pedestrian and bike facilities
MnDOT	Local Road Improvement Program (LRIP)	Funding for constructing or reconstructing local roads
MN DNR	Regional Trail Grant	Motorized, non-motorized and joint trail usage
MN DNR	Outdoor Recreation Grant Program	Matching grant for the cost of acquisition, development, and/or redevelopment of local parks and recreation area
MN DNR	Local Trail Connections Program	Supports acquisition and development of trail linkages
MN DNR (Federal funding)	Federal Recreational Trail Program	New trails, trail maintenance and trailhead construction
Greater Minnesota Regional Parks and Trails Commission	Parks and Trails Legacy Grant Program	"Regionally Designated" parks and trails can be funded
Legislative-Citizen Commission on Minnesota Resources (LCCMR)	Environment and Natural Resources Trust Fund (ENRTF)	Activities that protect, conserve, preserve and enhance Minnesota's air, water, land, fish, wildlife and other natural resources

State and Federal Funding for Active Transportation

In addition to local Capital Improvement Program funds, local jurisdictions may seek state and federal funding to assist with development of the active transportation network. Most programs involve applying through one or more of these agencies:

- United States Department of Transportation (US DOT)
- Federal Highway Administration (FHWA)
- Minnesota Department of Transportation (MnDOT)
- Minnesota Department of Natural Resources (MN DNR)
- Greater Minnesota Regional Parks and Trails Commission (GMRPTC)
- Legislative-Citizen Commission on Minnesota Resources (LCCMR)

Grants are also available through organizations that support economic development and tourism, public health, and conservation. Parks and Trails Council of Minnesota has a guide: <https://www.parksandtrails.org/grants> with additional resources. Private donations are popular for projects that support community recreation and well-being.



Moving Forward

SECTION 7

Next Steps

- 1) **Keep building momentum, awareness and participation.** Share the vision for a trail alignment along the Highway 16 corridor and starter concepts with residents, partners and other stakeholders.
 - Host an Open House
 - Present to the City of La Crescent Planning Commission, Park and Recreation Commission, Bike-Ped Committee, Safe Routes to School Committee, Green Step Committee, Natural Resources Committee
 - Share with the Root River Trail Extension - Citizen Exploratory Committee
 - Share with US Fish and Wildlife Service (USFWS) and MN DNR representatives
 - La Crescent City Council and Houston County Commission adoption
 - Host conversations with businesses and landowners
 - Inform local legislators/representatives
 - Create a marketing and advocacy campaign
- 2) **Continue to coordinate, develop and maintain governmental partnerships.**
 - Work closely with MnDOT District 6 to advance the corridor vision through a design and engineering study
 - Further conversations with MN DNR on State Trail designation
 - Work with USFWS to understand flood mitigation measures and opportunities to strengthen the message on how trails provide environmental and emergency evacuation co-benefits
 - Continue to position the multi-modal/multi-use facility as a priority in regional planning with La Crosse Area Planning Committee (Metropolitan Planning Organization)
 - Establish a joint-governmental group for further coordination and negotiation with Canadian Pacific Kansas City (CPKC) Railroad
- 3) **Leverage upcoming projects.** Continue to take incremental steps in improving the active transportation network and steps toward a fully separated trail with MnDOT District 6 mill and overlay project of a section of Highway 16, scheduled for 2026.

A Call to Action

COMMUNITY CHARGE

It has been a long-held and studied vision to create a multi-use trail connection from La Crescent to the Root River Trail. Multiple plans and processes, including this one, keep affirming the need to re-envision the Highway 16 corridor to ensure it offers all people, regardless of mode, the ability to enjoy the natural beauty of the region, while also maximizing the health of people, the environment and local economies. La Crescent isn't new to trail building. The recent Wagon Wheel Bridge is a testament to the fortitude and collaboration it takes to successfully build trails and facilities dedicated to active transportation users. Continue to act together and take trail building in segments. Celebrate wins. Focus on incremental ways to further build momentum.

The MnDOT Active Transportation Program supports community-led Active Transportation planning in communities, cities, and counties across Minnesota. This planning process includes an analysis of existing conditions, public outreach and identification of potential infrastructure and non-infrastructure solutions that contribute to the State's goal of helping more people walk and bicycle safely to destinations where they live, work and play. Plans help lay the foundation for future engineering, design and construction work that will bring projects to fruition. A unified community vision and a commitment to advocacy are key to moving those projects forward. The following Plan is a living document that can be used to guide continued conversation and close collaboration with MnDOT and District 6 leaders, among other partners, to take the next steps in advancing active transportation for the City of La Crescent and surrounding region. La Crescent and MnDOT have a unique opportunity to model how rural highways can balance recreation, transportation and economic development needs by creating a multimodal corridor that maximizes public benefit.

MEMORANDUM

TO: Mayor, City Council

FROM: Larry Kirch, Community Development Director

DATE: December 11, 2023

SUBJECT: Update on the City's 2024 - Minnesota State Bonding Bill Requests

The State of Minnesota, Management and Budget coordinates the 2024 Capital Budget Request process for local units of government. The city sent in two applications by the June 16th 2023 deadline, the La Crescent Community Ice Arena ice system replacement and solar installation project and the Walnut Street Placemaking and Revitalization project (Great River – Walnut Street Byway Connector).

The Senate Capital Budget Committee stopped in La Crescent on Wednesday, November 29th to review the two projects. The committee had limited time in the city and met at the Community Ice Arena. Mayor Poellinger, Jason Ludwigson and Lancer Youth Hockey volunteers made a presentation to the Senate Committee and state staff on the details of the ice system/rooftop solar project. The ice arena projects seemed to be well received by the committee members. The committee was also briefed on the Walnut Street Corridor Project. The committee had a few questions for the staff and presenters on both projects.

The next step in the state Capital Budget process is for Governor Walz to submit his 2024 Capital Budget recommendations to the Legislature on January 16th and MMB publishes all requests.

A copy of the PowerPoint slides and the project brochures that were prepared by WHKS that were given to the committee members were placed in the council mailboxes and are also attached to this agenda item.

Community Ice Arena Improvements Ice System Replacement and Solar Installation



The 26 year-old ice arena features a standard NHL sized ice sheet and spectator seating for 300-500 people. It serves residents and youth hockey teams and is used for regional events and training camps.



The facility operates 8.5 months a year and is considering extending the season to 11 months.

This arena is well-utilized by regional organizations from across Southeast Minnesota and Western Wisconsin, including the Winona State University Men's Team, UW-La Crosse Men and Women's Club Teams, Five7 Club Teams and Camps.

Project Details

The Covid-19 Pandemic impacted use of the La Crescent Community Ice Arena, resulting in lost revenue and delay of planned improvements.

The City would now like to advance two capital projects:

Ice System Replacement

The current ice system has exceeded its useful life by 6 years.

The plan includes replacing the current R-22 system with an ecologically-friendly system utilizing ammonia, which is produced naturally.

Solar Roofing System

The roof was replaced in 2021, allowing the City to advance its Minnesota Green Step Community efforts to install solar on City buildings.

The rooftop solar project consists of 492 panels and is a 285 kw system. The proposed solar PV system is anticipated to generate approximately 110% of the building's annual electricity use.

Project Costs

- Estimated Cost of Ice System: \$1,753,920
- Estimate Cost of Rooftop Solar: \$450,000
- Local Funding: \$1,150,000
- State 2024 Capital Request: \$1,150,000

Project Timelines If Funded

- Capital Budget Award: May 1, 2024
- Design Complete: September 30, 2024
- Bidding: October 1 - November 15, 2024
- Construction: May - August, 2025

Project Benefits

Upgrading both systems will result in a decreased energy use and with the addition of the solar project, will assist the City to achieve its goal to reduce overall energy consumption.

Benefits to the Community



Growing from River to Ridge



Investments will extend the life and function of the ice system for another 25+ years.



Improvements to equipment and operational aspects contribute to the facility's overall efficiency and sustainability.



Extending the amount of time the facility is used promotes community involvement and provides wellness opportunities.



Energy efficient and sustainable solutions are cost-effective and contribute to the longevity and maintenance of the facility.

City of La Crescent, MN

Bill Waller

City Administrator

City of La Crescent

bwaller@cityoflacrecent-mn.gov

(507) 895-4668

Great River-Walnut Street By-Way Convergence



The reconstruction of Walnut Street will serve as the catalyst to revitalizing La Crescent's downtown helping to create a vibrant, pedestrian-friendly corridor.



The new hotel/event center is the only facility of it's kind in the City and is within walking distance of downtown.



Improvements to Walnut Street will continue connectivity to areas of La Crescent for residents and visitors.

Project Details

In its 2017 *Downtown Vision and Strategic Plan*, the City of La Crescent identified several connections to regional trail systems to downtown. With the completion of the Wagon Wheel Trail Bridge, the next phase of this critical linkage involves the area of Walnut Street, South 1st and 3rd Streets, Veterans Park, and the new Event Center / Hotel complex.

In addition to safety and connectivity benefits, reconstructing Walnut Street will extend the life of a busy downtown corridor and make it a more walkable urban downtown center.

The *Walnut Street Corridor Plan* is a result of a robust planning process that considered:

- » Sustainability
- » Land Use
- » Urban Design
- » Downtown Revitalization
- » Context Sensitive Solutions

Project Costs

- Est. Cost of Walnut Street: \$4,100,000
- Federal and Local Funding: \$2,050,000
- **State 2024 Capital Request: \$2,050,000**

Project Timelines If Funded

- Preliminary Design Complete: March 31, 2024
- 2024 Capital Budget Award: May 1, 2024
- Final Design: September 30, 2024
- Bidding: October 1-November 15, 2024
- Construction: March - November 2025

Project Benefits

The Great River-Walnut Street By-Way Convergence is the next phase of a multi-year plan to revitalize downtown La Crescent and include a mix of businesses, residences, and public spaces to appeal to the City's residents and tourists.

Benefits to the Community



Growing from River to Ridge



Links the heart of La Crescent to the Great River Road, the Bluff Country National Scenic Byways, and the regional trail system.



Connects areas of La Crescent improving safety and providing new opportunities to showcase the business district with new aesthetic and functional amenities.



Creates a safe and important link to new tourist attractions in La Crescent to the City's business hub.



Provides connectivity from a residential area and underserved populations to schools and downtown.

Need More Information?

Bill Waller
City Administrator
City of La Crescent
bwaller@cityoflacscent-mn.gov
(507) 895-4668

2023 Senate Bonding Tour



Community Ice Arena – Ice System Replacement/Solar Installation
Great River – Walnut Street By-way Convergence

Community Ice Arena Ice System Replacement/Solar Installation

Total Cost of Project	\$2,300,000
Amount of State Capital Request	\$1,150,000
List of Local Matching Funds	Lancer Youth Hockey - \$250,000 City 2021 Roof Replacement Match - \$250,000 City GO Bond Proceeds - \$650,000
Has project received capital investment dollars in previous years? • If yes, please include year and amount	NO
Year request first submitted • Previous legislative session Senate File numbers • Chief Author if introduced in previous year	N/A
Can the project be phased?	NO
Scope • Site acquisition, predesign, design, construction etc.	Final Design, Construction

Great River – Walnut Street By-way Convergence

Total Cost of Project	\$4,100,000
Amount of State Capital Request	\$2,050,000
List of Local Matching Funds	Federal Recovery Funds - \$300,000 Municipal State Aid Funds - \$750,000 City GO Bond Proceeds - \$1,000,000
Has project received capital investment dollars in previous years? • If yes, please include year and amount	NO
Year request first submitted • Previous legislative session Senate File numbers • Chief Author if introduced in previous year	N/A
Can the project be phased?	NO
Scope • Site acquisition, predesign, design, construction etc.	Final Design, Construction

Great River – Walnut Street By-way Convergence



Identify if a Trunk Highway Bond request - No

Please note if project needs mixed funding sources – Yes, multiple sources of funding are required including: water & sewer utility funds, Federal Recovery Funds, Small Cities Development Program (SCDP) funds, City funds, Municipal State Aid Funds, City Street Reconstruction Bond Proceeds



For road expansions and construction

Provide distance/ measurement of project (ex. 2-mile stretch)

The project is .65 miles in length.

Thank you!



Mayor Mikel Poellinger
City Council Members

Cherryl Jostad, Teresa O'Donnell-Ebner, Dale Williams, Ryan Hutchinson

MEMORANDUM

TO: Bill Waller, City Administrator
FROM: Tim Hruska, P.E.
DATE: December 1, 2023
RE: Sportsman's Road Reconstruction

The contractor, Mathiowetz Construction has completed all work on the project. We have reviewed the project with Staff and the contractor has completed all punch list items. They have also submitted all required documents for the project.

The project is funded by MnDOT's State Parks and Trails access funds. These funds are administered through the County. Houston County has requested that the City Council accept the project by formal resolution. Acceptance by the City will allow the County to submit for final reimbursement for the project.

Council Action Recommendation

We recommend that the Council approve the attached resolution accepting the project.

City of La Crescent
315 Main Street, La Crescent, MN 55947
SAP 028-600-001 DNR Landing Road
Final Payment No. 3

RESOLUTION NO. 12-23-51
City of La Crescent
Certificate of Final Acceptance
Board Acknowledgment

Contract Number: SAP 028-600-001 DNR Landing Road
Contractor: Mathiowetz Construction Company
Date Certified: 09-26-2023
Payment Number: 3

Whereas; Contract SAP 028-600-0001 has in all things been completed, and the City Council being fully advised in the premises, now then be it resolved; that we do hereby accept said completed project for and in behalf of City of La Crescent and authorize final payment as specified herein.

State of Minnesota

I, Bill Waller, La Crescent City Clerk, within and for said city do hereby certify that the foregoing resolution is a true and correct copy of the resolution on file in my office.

Dated this _____ day of _____, 20____

At La Crescent, Minnesota

Signed By _____

(SEAL)

#3.5



TO: Honorable Mayor and City Council Members
FROM: Jason Ludwigson, Sustainability Coordinator
DATE: December 6th 2023
RE: ReLeaf Community Forestry Grant Agreement

The city was awarded a ReLeaf Community Forestry Grant by the Minnesota DNR. The grant funds the purchase of 325 bare root trees over the next three years. The grant funds will also cover mulch, tree water bags, and tree trunk protectors for each of the new trees. The tree species include hackberry, honey locust, ironwood, white oak, swamp white oak, linden and hybrid elm. The trees will be planted in city parks, the golf course, and other locations in the city to diversify the tree canopy. The grant is for approximately \$38,484. No funds from the city are required, but the city will lead the planting of the trees over the next 3 years. Attached is the grant agreement for review by the council. We recommend approval of the agreement.

STATE OF MINNESOTA GRANT CONTRACT AGREEMENT

This grant contract agreement is between the State of Minnesota, acting through its Department of Natural Resources, Division of Forestry, 500 Lafayette Road, St. Paul, MN 55155 ("STATE") and City of La Crescent, 315 Main Street, La Crescent, MN 55947 ("GRANTEE").

Recitals

1. Under Minn. Stat. §84.026, §84.085, Subd. 1 and Minnesota Session Laws 2023, Regular Session, Chapter 60, Article 1, Sec. 3, Subd. 4 (j) the State is empowered to enter into this grant contract agreement.
2. The State is in need of Urban and Community Forestry Services for the ReLeaf project.
3. 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:*

12/11/2023, 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.

1.2 *Expiration date:*

6/30/2027 or until all obligations have been satisfactorily fulfilled, whichever occurs first.

1.3 *Survival of Terms.*

The following clauses survive the expiration or cancellation of this grant contract agreement: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15 Data Disclosure.

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).

Perform the duties specified in Exhibit A, Exhibit B and Exhibit C, which are incorporated and made a part of this agreement.

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*

The Grantee will be paid compensation in an amount not to exceed \$38,484.00 on a reimbursement basis for qualifying purchases. The Grantee shall submit payment requests with required expenditure documentation.

According to the breakdown of costs contained in Exhibit A, Exhibit B which are attached and incorporated into this grant contract. The Grantee certifies that a minimum \$1,000.00 matching requirement for the grant will be met by the City Of La Crescent. The total project cost is \$39,484.00. Grantee agrees to match at least \$1,000.00 of this project cost.

(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 \$38,484.00.

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:

June 3, 2024
December 2, 2024
June 2, 2025
December 1, 2025
June 1, 2026
December 1, 2026
June 30, 2027

(b) 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) For projects that include construction work of \$25,000 or more, prevailing wage rules apply per Minn. Stat. §§177.41 through 177.44. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.

(b) The grantee must not contract with vendors who are suspended or debarred in MN:
<https://mn.gov/admin/osp/government/suspended-debarred/index2.jsp>

5 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.

6 Authorized Representative

The State's Authorized Representative is Rachel Morice, Community Forest Project Specialist, 500 Lafayette Rd., St. Paul, MN 55155, 612-716-2922, ucf.dmr@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 Jason Ludwigson, Sustainability Coordinator, 315 Main Street, La Crescent, MN 55947, 507-313-9633, jludwigson@cityoflacscent-mn.gov. If the Grantee's Authorized Representative changes at any time during this grant contract agreement, the Grantee must immediately notify the State.

7 Assignment Amendments, Waiver, and Grant Contract Agreement Complete

7.1 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.

7.2 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, or their successors in office.

7.3 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.

7.4 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, whether written or oral, may be used to bind either party.

8 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 or employees. 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.

9 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.

10 Government Data Practices and Intellectual Property Rights

10.1 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, 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.

10.2 Intellectual Property Rights

The State owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents created and paid for under this contract. If intellectual property rights are identified, the grantee must contact the DNR immediately.

11 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.

12 Publicity and Endorsement

12.1 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. All projects primarily funded by state grant appropriations must publicly credit the State of Minnesota, including on the grantee's website when practicable.

12.2 Endorsement

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

13 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.

14 Termination

14.1 (a) Termination by the State

The State may immediately terminate this grant contract with or 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.

(b) Termination by The Commissioner of Administration

The Commissioner of Administration may 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.

14.2 Termination for 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.

14.3 Termination for Insufficient Funding

The State may immediately terminate this grant contract agreement if:

- (a) It does not obtain funding from the Minnesota Legislature.
- (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.

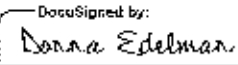
14.4 Additional alternate termination language may be negotiated on a case by case basis after the state agency has consulted with their legal and finance teams.

15 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.

1. STATE ENCUMBRANCE VERIFICATION

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

Signed: 
 DocuSigned by:
 79AC4A73BFFBDA74...
 Title: Contract and Grants Specialist
 Date: December 4, 2023
 SWIFT Contract/PO No(s): 240161 / 3000244343

2. GRANTEE

The Grantee certifies that the appropriate person(s) have 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 AGENCY

By: _____
 (with delegated authority)
 Title: _____
 Date: _____

Distribution:
 Agency
 Grantee
 State's Authorized Representative

Exhibit A: Grant Project Deliverables

2023 ReLeaf

City of La Crescent Deliverables

Grant Sum Total: \$38,484.00

Grant Contact Deliverables

- Adopting a management plan through this grant process if the community does not yet have one in place and it is appropriate
- Each ash tree removed must be replaced with a newly planted tree
- Grantee must be willing to participate in work by the Minnesota Department of Agriculture and University of Minnesota to evaluate project impacts

Regardless of requests for reimbursement, a written update must be submitted by each reporting deadline, to confirm project is moving forward and on track to completion. Add written reports directly below corresponding to each reporting date:

June 3, 2024 Update:

December 2, 2024 Update:

June 2, 2025 Update:

December 1, 2025 Update:

June 1, 2026:

December 1, 2026:

June 30, 2027:

Project Completion: All project work must be completed, paid for, submitted for reimbursement (along with corresponding final reports) by June 30, 2027.

As work is completed, thoroughly address all project-specific bullet points below. Add in the date of reporting (i.e. 6/3/24) and change the font color of your update to red, to show where information has been added. Continually add to this document over the lifetime of your grant, making sure that all bullet points are addressed by the time of the grant's completion.

Work with DNR to fully execute and report on the impacts of the work plan by meeting the requirements as submitted in the City of La Crescent's application:

Project Overview and Need

Our project proposes to plant 325 bare root trees at multiple locations within the city. This project would have a community wide impact and involve many community groups. For the past few years, the city has been able to complete a small tree planting each year on Arbor Day. Without funding from this grant, we will only be able to complete a small tree planting each year. The city currently has a significant percentage of maple trees. This project would move the cities tree canopy closer to the Minnesota DNR's 20-10-5 guidelines for tree canopy diversity. This project would provide the city trees to help replace the tree canopy lost when the Ash trees in the community were removed.

- The project will plant trees in the following locations, Stoney Point, Abnet Park, Old Hickory Park, Beacon Valley stormwater drainage, August Hills stormwater drainage, Pine Creek Golf Course, Elm Street Boulevard(s), La Crescent-Hokah Elementary School, and Pine Creek Golf Course.

The city has developed a strong volunteer network with community service clubs. These clubs assist the city each year with plantings on Arbor Day. This group of dedicated volunteers includes community members who have completed the Minnesota Tree Steward Training program. The city would work with these volunteers to complete 3 years of tree plantings with our proposed project. After 3 years our project will have increased the tree canopy cover in La Crescent.

Project Timeline

- Jan 1, 2024 Work Plans Approved, Contracts Executed, Grant Work Begins
- January 2024 La Crescent will place an order for 105 bareroot trees 1 1/4" diameter from the species list included in this application. The tree order would be delivered the 3rd week of April.
- April 1st, 2024 Site preparation for the 105 trees to be planted will start. This would include utility locates and permitting for plantings on county right-of-way (as needed).
- April 26th (Arbor Day 2024) the city will plant 105 trees from the grant. City staff and volunteers from local service clubs would help with the plantings. Water bags, tree guards and mulch would be applied when the trees are planted.
- January 2025 La Crescent will place an order for 110 bareroot trees 1 1/4" diameter from the species list included in this application. The tree order would be delivered the 3rd week of April.
- April 1st, 2025 Site preparation for an additional 110 trees to be planted will start. This would include utility locates and permitting for plantings on county right-of-way (as needed).
- April 25th (Arbor Day 2025) the city will plant 110 trees from the grant. City staff and volunteers from local service clubs would help with the plantings. Water bags, tree guards and mulch would be applied when the trees are planted.
- January 2026 La Crescent will place an order for 105 bareroot trees 1 1/4" diameter from the species list included in this application. The tree order would be delivered the 3rd week of April.
- April 1st, 2026 Site preparation for an additional 105 trees to be planted will start. This would include utility locates and permitting for plantings on county right-of-way (as needed).
- April 24th (Arbor Day 2026) the city will plant 105 trees from the grant. City staff and volunteers from local service clubs would help with the plantings. Water bags, tree guards and mulch would be applied when the trees are planted.

Project Budget Explanation

We are proposing purchasing 325 bareroot trees in our grant application. These trees would be a mix of seven different species. The majority on the project is eligible for grant dollars. The other funds would come from the city general fund budget. The city budget's funds each year for tree plantings on Arbor Day. Those funds would cover the tree planting expenses not covered with grant dollars. We included in our application funds for a wood chipper. We would like to utilize existing trees (cut down due to damage or other issues) to create mulch for our new tree plantings. A wood chipper would enable the city to recycle the tree material into a useful product. We will follow the best practices for tree planting and care from the Minnesota Tree Steward program. Our project is not proposing to remove any trees. Funding our grant application would result in a significant gain in the La Crescent tree canopy.

Project Impacts on Priority Landscapes and Populations

The proposed project for La Crescent would include tree plantings in and near industrial sites. These locations subject residents of La Crescent to disproportionate impacts of pollution. La Crescent has

involved these communities in the decision-making process for tree selection and planting during past Arbor Day plantings.

- We would conduct early outreach to these residents that would include invitations to attend the Minnesota Tree Steward Training program. The city will continue offering to cover the \$25 cost to attend the Minnesota Tree Steward Training program training to eliminate a potential cost barrier for residents.
- We will invite residents from these communities to participate in the tree plantings each year on Arbor Day.

By collaborating with the county to plant trees from this project along the county right of way that bisects the city, we would be increasing tree cover near low-income populations. These populations would benefit from the increased shade, higher property values, improved water quality, filtration of urban pollutants, energy savings, and improvements to physical and mental health.

Communication

La Crescent will utilize a number of methods to conduct outreach to the community.

- The city will use the platforms at its disposal to share stories, photos, and information about the grant project. Those include using the city Facebook page, city website and city newsletter.
- The city shares a spring and fall newsletter with members of the community. We will utilize the networks of the service clubs from the city to share stories, photos, and information about the grant project. This includes using the digital billboard at the entrance to La Crescent. This billboard is operated by the local Rotary Club.
- We will invite the local media organizations including both local television stations (WXOW and WKBT) to report about the grant project.
- We will write and submit stories about the grant project to the local and regional newspapers.
- We will invite local schools to participate in the tree plantings each year. This will include the opportunity to meet with members of the volunteer Tree Steward Program in La Crescent.

Key Personnel

Staff with the city's public works department have all completed the Minnesota Tree Steward Training program. The city has been planting trees on Arbor Day for a number of years. We will organize the planting of the trees with city staff. City staff will order the trees, inspect the trees upon arrival, place them in the city's gravel bed (if needed), mark all of the planting locations for utility locates, organize planting dates, prep the site (digging holes), complete staking and guying trees after planting, apply mulch, install tree guards, and add water bags. The city has a dedicated group of volunteers from local service clubs who help with each of the city tree plantings.

- Key personnel include Jason Ludwigson and Tyler Benish. Jason is the city sustainability coordinator and Tyler is the city public works director. These two staff members have years of experience coordinating other tree plantings within the city.

Tree Planting

Grant funds will not fund the purchase of trees that are over-represented in your community. Any genera that comprise 10% or more of the community forest make-up will not be funded. Numbers derived from the Minnesota Department of Natural Resources 2010 Rapid Assessment will be used

unless an updated inventory is provided. For your community this means grant funds cannot be spent on purchasing:

- *Acer* (maple): 43.8%
- *Fraxinus* (ash): 22.1%

All trees planted with grant funds are expected to be maintained based on the City of La Crescent's Three Year Tree Maintenance Plan submitted as Exhibit C. Trees that do not survive will need to be replaced prior to grant close-out utilizing the warranty the city has with the nursery that stock was purchased from, or at the expense of the City of La Crescent.

Requesting Reimbursement

Accomplishment reports and maps of completed work will be submitted with all requests for reimbursement.

- Partial payment form along with invoices and proof of payment for grant-funded purchases, Cash Match form along with proof of payment, and In-Kind Match form, if applicable
- Partial payments may be submitted as needed, following the above reporting date schedule, and must include all up-to-date required documents and accomplishment reports
- Accomplishment reports will include grant contract deliverables and their impacts
- Photo documentation of the project's progress at appropriate phases, and illustrations, diagrams, charts, graphs, and maps to show results
- Maps will:
 - Identify the location of ash that have been removed
 - Identify the location of ash stumps that have been ground
 - Identify the location and species of trees that have been planted
 - Identify the location of ash trees that have been treated
- All trees removed, treated, and planted will be mapped and submitted as shapefiles if possible, with the planted trees identified by species and size, to obtain grant fund reimbursement. If your community does not have access to shapefile-generating software, please notify your DNR Urban and Community Forestry Team Member, and they will work to assist you.

Following the submission of invoices and accomplishment reports, a compliance check will be conducted by Minnesota Department of Natural Resources staff. Staff will do a site evaluation ensuring that tree species submitted on maps are correctly identified and planted in accordance with the standards set in the Minnesota Department of Natural Resources [Pocket Guide to Planting Trees](#).

Staff will also ensure that the project adheres to the 20-10-5 guideline which means that following planting, a community has no more than 20% of their trees within a single family, no more than 10% of their trees within a single genus, and no more than 5% of their trees within a single species. Staff will confirm that planted tree stock is ¾"-2" caliper bareroot or a container class size #20 or smaller.

Ineligible Project Expenses

Ineligible project expenses include, but are not limited to:

- Costs incurred prior to the start date on the fully executed grant agreement
- Purchase of trees listed on the [Minnesota Invasive Terrestrial Plants](#) and [Minnesota Noxious Weed](#) lists, including Amur cork tree, Amur maple, autumn olive, black locust, buckthorn, Callery pear, Norway maple, Russian olive, Siberian elm, Tatarian maple, and tree of heaven

- Purchase of balled and burlapped trees, containerized trees larger than #20, and bareroot trees greater than 2" caliper diameter
- Purchase of tree species that already make up 10% or more of the community's public trees, or whose family makes up 20% or more of the public trees
- Purchase of plants such as shrubs, living ground covers, sod, grass seed, and flowers
- Purchase of land or easements
- Major soil and grade changes or construction
- Equipment purchases equal to or exceeding \$5,000
- Purchase of meals or snacks for volunteers
- Experimental practices not approved by DNR

Acknowledgments

Minnesota Department of Natural Resources

The Minnesota Department of Natural Resources needs to be acknowledged in publications, audiovisuals, and electronic media developed as a result of this award.

- Logo is permitted for use and can be obtained upon request.
- DNR will provide a media kit to assist with publications and outreach related to this grant program. Refer to this media kit for suggested acknowledgment language.

Exhibit B: Project Budget

2023 Relief

City of La Crescent

Item	State Grant Funds	Cash Match	In-kind Match	Total
Personnel and Owned Equipment				\$0.00
Eligible Expenses	\$38,484.00		\$1,000.00	\$39,484.00
Totals	\$38,484.00	\$0.00	\$1,000.00	\$39,484.00



3-Year Tree Maintenance Plan Template for Newly Planted Trees

LUG; La Crescent

Year and Season of Planting: Spring 2024

Project Coordinator: Jason Ludwigson

Phone: 507-313-9633

Email: jludwigson@cityoflacrescent-mn.gov

of Trees to be Planted: 225

Size (caliper for deciduous, height for conifers): 1 1/4"

Type of Stock to be Planted (Bare root, etc.): Bare Root

Describe how the activities below will be completed.

1. Tree Maintenance Personnel

- a. Describe who is responsible for maintenance.

Jason Ludwigson (Sustainability Coordinator) and Tyler Benish (Public Works Director) will coordinate the maintenance of the trees planted. We will use the city public works staff and community volunteers who have all been certified in the Minnesota Tree Steward Program from the University of Minnesota.

- b. Volunteers, homeowners, or inexperienced staff that will provide maintenance should receive basic training and literature on proper maintenance techniques. Is training needed and how will you do it?

Training is not needed. We have community volunteers who have been certified in the Minnesota Tree Steward Program from the University of Minnesota.

- c. How will you inspect tree maintenance work periodically to make sure it is being done correctly?

Tree maintenance work will only be completed by staff and volunteers certified in the Minnesota Tree Steward Program from the University of Minnesota.

2. Tree Watering Process

Describe in detail how trees will be watered, the time period and frequency of watering. Trees should be watered weekly for the first 3 to 5 years when the ground is thawed, unless it has rained 1 inch in a week.

In the grant application we have included a request to purchase tree watering bags. Public works staff will fill these bags twice per week. The bags are designed to apply the appropriate amount of water for the tree when filled twice per week.

3. Mulching Trees

Will you mulch your trees and if so, how will you maintain mulch?

We will follow the MNDNR pocket guide which states - Layer 3 inches of mulch over backfilled area, keeping mulch away from trunk.

4. Staking and Tying Trees

Explain if staking is necessary due to mowing, vandalism, or wind conditions, and describe plans for inspection and removal.

Staking is often unnecessary. The Minnesota Tree Steward program does not encourage staking. Occasionally, newly planted trees may require staking when:

They have unusually small root systems that can't physically support the larger, above-ground growth (stem and leaves). The stem bends excessively when not supported. The planting site is very windy and trees will be uprooted if they are not supported. There's a good chance that vandals will remove or damage

5. Checking Tree Health

The grantee will check trees every 6 – 12 months to identify and address problems. Describe inspection process and follow-up.

With trained city staff and volunteers we inspect all of the trees planted in the city twice a year. One inspection is done during the growing season (May-August) and another is completed (November-February). If problems are identified the city uses the guidelines from the Minnesota Tree Steward program to address any issues.

6. Tree Protection

Young trees in busy urban areas may be easily damaged by human activity, animals, and equipment. Describe how planted trees will be protected.

Each bare root tree planted will include a tree trunk protector. The protector will stay on the tree until it outgrows the tree trunk protector. The tree trunk protector we purchase will include a slotted design provides airflow to help prevent bark rot.

7. Pruning

Newly planted trees should need little pruning, if they were properly cared for in the nursery. In the first year after planting, remove only dead or broken branches. In later years, weakly attached limbs can be removed, and corrective pruning can be done if needed. Describe your pruning maintenance cycle.

Tree pruning work will be completed by staff and volunteers certified in the Minnesota Tree Steward Program from the University of Minnesota. These trained staff will be monitoring and evaluating these trees each week. The pruning will be done within the guidelines of the Minnesota Tree Steward Program.

8. Tree Warranty

Tree planting should include a warranty from the nursery for replacement (due to poor condition or mortality). The grantee should be prepared to fully replace all trees that are in poor condition or die prior to inspection at the end of the project grant agreement, unless loss was due to natural disaster. Describe your tree warranty or how trees will be replaced.

If trees die within the warranty period defined by the supplier the city will replace the trees from city funds.



Minnesota Department of Natural Resources

Conflict of Interest Disclosure

Conflict of Interest:

A conflict of interest occurs when a person has actual or apparent duty or loyalty to more than one organization and the competing duties or loyalties may result in actions which are adverse to one or both parties. A conflict of interest exists even if no unethical, improper or illegal act results from it.

Actual Conflict of Interest:

An actual conflict of interest occurs when a person's decision or action would compromise a duty to a party without taking immediate appropriate action to eliminate the conflict. Examples include, but are not limited to:

- One party uses his or her position to obtain special advantage, benefit, or access to the other party's time, services, facilities, equipment, supplies, badge, uniform, prestige, or influence.
- One party receives or accepts money (or anything else of value) from another party or has equity or a financial interest in or partial or whole ownership of the other party's organization.
- One party is an employee, board member or family member of the other party.

Potential Conflict of Interest:

A potential conflict of interest may exist if a person has a relationship, affiliation, or other interest that could create an inappropriate influence if the person is called on to make a decision or recommendation that would affect one or more of those relationships, affiliations, or interests.

Organizational Conflict of Interest:

A conflict of interest can also occur with an organization that is a grant applicant in a competitive grant process or grantee of a state agency. Organizational conflicts of interest occur when:

- A grantee's objectivity in carrying out the grant is impaired or compromised due to competing duties or loyalties
- A grantee, potential grantee or grant applicant has an unfair competitive advantage through being furnished unauthorized proprietary information or source selection information that is not available to all competitors

This section to be completed by Grantee's Authorized Representative (AR):

I certify that we will maintain an adequate Conflict of Interest Policy, and throughout the term of our agreement, we will monitor and report any actual, potential, individual, or organizational conflicts of interest to the State's Authorized Representative.

I also certify that I have read and understand the description of conflict of interest above and as of this date (check one of the two boxes below):

- ☐ I do not have any conflicts of interest relating to this project.
- ☐ I have an actual, potential, individual, or organizational (*indicate below*) conflict of interest. The nature of the conflict is as follows:

If at any time during the grant project I discover a conflict of interest, I will disclose that conflict immediately to the State's Authorized Representative.

Grantee AR's Printed Name: Ludwigson, Jason Date: _____

Grantee AR's Signature: _____

Organization Name: Jason David Ludwigson Sustainability Coordinator

Project Name: _____

Legal Citation: ML_____, Chapter _____, Article ___, Section ___, Subdivision _____

State AR's Printed Name: _____ Date: _____

State AR's Signature: _____

3.6



TO: Honorable Mayor and City Council Members
FROM: Jason Ludwigson, Sustainability Coordinator
DATE: December 6th 2023
RE: Minnesota Department of Health Drinking Water Protection Grant Agreement

The city was awarded a Drinking Water Protection Grant by the Minnesota Department of Health. The grant funds the design and installation of four stormwater murals in Veterans Park. The murals will be designed with community input and will serve to educate the public on the importance of protecting our water supply. Attached is the grant agreement for review by the council. We recommend approval of the agreement.



Minnesota Department of Health Grant Agreement Cover Sheet

You have received a grant agreement from the Minnesota Department of Health (MDH). Information about the grant agreement, including funding details, are included below. Contact your MDH Grant Manager if you have questions about this cover sheet.

ATTACHMENT: Grant Agreement

CONTACT FOR MDH: Eddie Wojski, 651-201-4576, eddie.wojski@state.mn.us

Grantee SWIFT Information	Grant Agreement Information	Program & Funding Information
Name of MDH Grantee (as it appears in SWIFT): City of La Crescent	SWIFT Contract Number: 240224*	MDH Program Name: Drinking Water Protection
Grantee SWIFT Vendor Number: 0000201625	Effective Date: 11/30/2023, OR the date all signatures are collected and the agreement is fully executed, whichever is later.	Total State Grant Funds: \$7,000.00 Total Federal Grant Funds: \$0.00 Total Grant Funds <i>(all funds)</i> : \$7,000.00
SWIFT Vendor Location Code: 001	Expiration Date: 12/15/2024	

Minnesota Department of Health

Grant Agreement

This grant agreement is between the State of Minnesota, acting through its Commissioner of the Department of Health ("MDH") and City of La Crescent ("Grantee"). Grantee's address is PO Box 142, 315 Main Street, La Crescent, Minnesota 55947-0142.

Recitals

1. MDH is empowered to enter into this grant agreement under Minn. Stat. §§ 144.05 and 144.0742 along with §114D.50 Clean Water Fund..
2. MDH is in need of assisting public water suppliers to protect the source of drinking water.
3. The vision of MDH is for health equity in Minnesota, where all communities are thriving and all people have what they need to be healthy. Health equity is achieved when every person has the opportunity to attain their health potential. Grantee agrees, where applicable, to perform its work with advancing health equity as a goal.
4. Grantee represents that it is duly qualified and will perform all the activities according to the terms of this grant agreement. Grantee agrees to minimize administrative costs as a condition of this grant agreement pursuant to Minn. Stat. § 16B.98, subd 1.

Grant Agreement

1. Term of Agreement

1.1. *Effective Date*

November 30, 2023, or the date MDH obtains all required signatures under Minn. Stat. § 16B.98, subd. 5, whichever is later. Per Minn. Stat. § 16B.98, subd 7, no payments will be made to the Grantee until this grant agreement is fully executed. Grantee must not begin work until this grant agreement is fully executed and MDH's Authorized Representative has notified Grantee that work may commence.

1.2. *Expiration Date*

December 15, 2024, or until all obligations have been fulfilled to the satisfaction of MDH, whichever occurs first.

1.3. *Survival of Terms*

The following clauses survive the expiration or cancellation of this grant agreement: Liability; Financial Examinations; Government Data Practices and Data Disclosure; Ownership of Equipment and Supplies; Intellectual Property; Publicity and Endorsement; and Governing Law, Jurisdiction, and Venue.



2. Activities

2.1. *MDH's Activities*

MDH activities, in accordance with the Minnesota Department of Administration's Office of Grants Management's policies and federal regulations, may include but are not limited to financial reconciliations, site visits, programmatic monitoring of activities performed, and grant activity evaluation.

2.2. *Grantee's Activities*

Grantee, who is not a state employee, shall conduct the activities specified in Exhibit A, which is attached and incorporated into this grant agreement.

3. Time

Grantee is required to perform all of the activities stated in this grant agreement, and any incorporated exhibits, within the grant agreement period. MDH is not obligated to extend the grant agreement period. Failure to meet a deadline may be a basis for a determination by MDH's Authorized Representative that Grantee has not complied with the terms of the grant agreement.

4. Award and Payment

MDH will award funds to Grantee for all activities performed in accordance with this grant agreement.

4.1. *Grant Award*

Reimbursement will be in accordance with the agreed upon budget contained in Exhibit B, which is attached and incorporated into this grant agreement.

4.2. *Travel Expenses*

Grantee will be reimbursed for mileage at the current IRS rate in effect at the time the travel occurred; meals and lodging expenses will be reimbursed 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"); or, at the Grantee's established rate (for all travel related costs), whichever is lower, at the time travel occurred. Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless Grantee has received MDH's prior written approval for out-of-state travel. Minnesota will be considered the home state for determining whether travel is out-of-state.

4.3. *Budget Modifications*

Grantee may modify any line item in the most recently agreed-upon budget by up to 10 percent without prior written approval from MDH. Grantee must notify MDH of any modifications up to 10 percent in writing no later than the next invoice. Grantee must obtain prior written approval from MDH for line-item modifications greater than 10 percent. Grantee's failure to obtain MDH's prior approval may result in denial of modification request, loss of funds, or both. The total obligation of MDH for all compensation and reimbursements to Grantee shall not exceed the total obligation listed under "Total Obligation."

4.4. *Total Obligation*

The total obligation of MDH for all compensation and reimbursements to Grantee under this grant agreement will not exceed \$7,000.00.

4.5. Terms of Payment

4.5.1. Invoices

MDH will promptly pay Grantee after Grantee presents an itemized invoice for the activities actually performed and MDH's Authorized Representative accepts the invoiced activities. Invoices must be submitted at least quarterly or according to a schedule agreed upon by the Parties. The final invoice is due 30 calendar days after the expiration date of the grant agreement.

Grantee shall email invoice to: health.swpgrants@state.mn.us

Or mail to:

Eddie Wojski
SWP Grant Coordinator
Minnesota Department of Health
PO Box 64975
St. Paul, MN 55164-0975

4.6. Contracting and Bidding Requirements

4.6.1. Municipalities

A grantee that is a municipality, as defined in Minn. Stat. § 471.345, subd. 1, is subject to the contracting requirements set forth under Minn. Stat. § 471.345. Projects that involve construction work are subject to the applicable prevailing wage laws, including those under Minn. Stat. § 177.41, et. seq.

4.6.2. Non-municipalities

Grantees that are not municipalities must adhere to the following standards in the event that activities assigned to Grantee are to be subcontracted out to a third party:

- i. Any services or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process consistent with the standards set forth under Minn. Stat. ch. 16B.
- ii. Services or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three verbal quotes or bids.
- iii. Services or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two verbal quotes or bids or awarded to a targeted vendor.
- iv. Grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through the following entities are used when possible:

- 1) Minnesota Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List (<http://www.mmd.admin.state.mn.us/process/search/>);
 - 2) Metropolitan Council's Targeted Vendor list: Minnesota Unified Certification Program (<https://mnucp.metc.state.mn.us/>); or
 - 3) Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: Central Certification Program (<https://www.stpaul.gov/departments/human-rights-equal-economic-opportunity/contract-compliance-business-development/central>).
- v. Grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, awarding and administration of contracts.
 - vi. Grantee must maintain support documentation of the purchasing or bidding process utilized to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.
 - vii. Notwithstanding parts (i) through (iv) above, MDH may waive the formal bidding process requirements when:
 - Vendors included in response to a competitive grant request for proposal process were approved and incorporated as an approved work plan for the grant agreement or
 - There is only one legitimate or practical source for such materials or services and Grantee has established that the vendor is charging a fair and reasonable price.
 - viii. Projects that involve construction work of \$25,000 or more, are subject to applicable prevailing wage laws, including those under Minn. Stat. §§ 177.41 through 177.44.
 - ix. Grantee must not contract with vendors who are suspended or debarred in Minnesota. The list of debarred vendors is available at: <http://www.mmd.admin.state.mn.us/debarredreport.asp>.

5. Conditions of Payment

All activities performed by Grantee pursuant to this grant agreement must be performed in accordance with the terms of this grant agreement, as determined in the sole discretion of MDH's Authorized Representative. Furthermore, all activities performed by Grantee must be in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. MDH will not pay Grantee for work that MDH determines is noncompliant with the terms and conditions of this grant agreement or performed in violation of federal, state, or local law, ordinance, rule, or regulation.

6. Authorized Representatives

6.1. MDH's Authorized Representative

MDH's Authorized Representative for purposes of administering this grant agreement is Eddie Wojski, SWP Grant Coordinator, 625 Robert Street N., PO Box 64975, St. Paul, MN 55164-0975, 651-201-4576, and eddie.wojski@state.mn.us, or their successor, and has the responsibility to monitor Grantee's performance and the final authority to accept the activities performed under this grant agreement. If

the activities performed are satisfactory, MDH's Authorized Representative will certify acceptance on each invoice submitted for payment.

6.2. *Grantee's Authorized Representative*

Grantee's Authorized Representative is Tyler Benish, Public Works Director, PO Box 142, 315 Main Street, La Crescent, MN 55947-0142, 507-313-9633, and jludwigson@cityoflacrescent-mn.gov, or their successor. Grantee's Authorized Representative has full authority to represent Grantee in fulfillment of the terms, conditions, and requirements of this grant agreement. If Grantee selects a new Authorized Representative at any time during this grant agreement, Grantee must immediately notify MDH's Authorized Representative in writing, via e-mail or letter.

7. *Assignment, Amendments, Waiver, and Grant Agreement Complete*

7.1. *Assignment*

Grantee shall neither assign nor transfer any rights or obligations under this grant agreement.

7.2. *Amendments*

If there are any amendments to this grant agreement, they must be in writing. Amendments will not be effective until they have been executed and approved by MDH and Grantee.

7.3. *Waiver*

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

7.4. *Grant Agreement Complete*

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

8. *Liability*

Grantee must indemnify and hold harmless MDH, its agents, and employees from all claims or causes of action, including attorneys' fees incurred by MDH, arising from the performance of this grant agreement by Grantee or Grantee's agents or employees. This clause will not be construed to bar any legal remedies Grantee may have for MDH's failure to fulfill its obligations under this grant agreement. Nothing in this clause may be construed as a waiver by Grantee of any immunities or limitations of liability to which Grantee may be entitled pursuant to Minn. Stat. ch. 466, or any other statute or law.

9. *Financial Examinations*

The relevant books, records, documents, and accounting procedures and practices of Grantee and any entity with which Grantee has engaged in carrying out the purpose of this grant agreement are subject to examination under Minn. Stat. § 16B.98, subd. 8. Examinations may be conducted by MDH, the Minnesota Commissioner of Administration, and the Minnesota State Auditor, or and the Minnesota Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant



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.

10. Government Data Practices and Data Disclosure

10.1. *Government Data Practices*

Grantee and MDH must comply with the Minnesota Government Data Practices Act, Minn. Stat. ch. 13, as it applies to all data provided by MDH under this grant agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by Grantee under this grant agreement pursuant to Minn. Stat. § 13.05, subd. 11(a). The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either Grantee or MDH. If Grantee receives a request to release the data referred to in this clause, Grantee must immediately notify MDH. MDH will give Grantee instructions concerning the release of the data to the requesting party before any data is released. Grantee's response to the request must comply with the applicable law.

10.2. *Data Disclosure*

Grantee consents to disclosure of its social security number, federal employee tax identification number, or Minnesota tax identification number—which may have already been provided to MDH—to federal and state tax agencies and state personnel involved in the payment of state obligations pursuant to Minn. Stat. § 270C.65, subd. 3, and all other applicable laws. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

11. Ownership of Equipment and Supplies

11.1. *Equipment.* "Equipment" is defined as tangible personal property having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds \$5,000. MDH shall have the right to require transfer of all Equipment purchased with grant funds (including title) to MDH or to an eligible non-State party named by MDH. MDH may require the transfer of Equipment if the grant program is transferred to another grantee. At the end of this grant agreement, grantee must contact MDH's Authorized Representative for further instruction regarding the disposition of Equipment.

11.2. *Supplies.* "Supplies" is defined as all tangible personal property other than those described in the definition of Equipment. Grantee must notify MDH's Authorized Representative regarding any remaining Supplies with an aggregate market value of \$5,000 or more for further instruction regarding the disposition of those Supplies. For the purpose of this section, Supplies includes but is not limited to computers and incentives.

12. Ownership of Materials and Intellectual Property Rights

12.1. *Ownership of Materials*

"Materials" is defined as any inventions, reports, studies, designs, drawings, specifications, notes, documents, software, computer-based training modules, and other recorded materials in whatever form. Grantee shall own all rights, title, and interest in all of the materials conceived, created, or otherwise arising out of the performance of this grant agreement by it, its employees, or subgrantees, either individually or jointly with others.

Grantee hereby grants to MDH a perpetual, irrevocable, no-fee license and right to reproduce, modify, distribute, perform, make, have made, and otherwise use the Materials for any and all purposes, in all forms and manners that MDH, in its sole discretion, deems appropriate. Grantee shall, upon the request of MDH, execute all papers and perform all other acts necessary to document and secure this right and license to the Materials by MDH. At the request of MDH, Grantee shall permit MDH to inspect the original Materials and provide a copy of any of the Materials to MDH, without cost, for use by MDH in any manner MDH, in its sole discretion, deems appropriate.

12.2. Intellectual Property Rights

Grantee represents and warrants that Materials produced or used under this grant agreement do not and will not infringe upon any intellectual property rights of another including but not limited to patents, copyrights, trade secrets, trade names, and service marks and names. Grantee shall indemnify and defend MDH, at Grantee's expense, from any action or claim brought against MDH to the extent that it is based on a claim that all or parts of the materials infringe upon the intellectual property rights of another. Grantee shall be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages including, but not limited to, reasonable attorney fees arising out of this grant agreement, amendments and supplements thereto, which are attributable to such claims or actions. If such a claim or action arises or in Grantee's or MDH's opinion is likely to arise, Grantee shall at MDH's discretion either procure for MDH the right or license to continue using the materials at issue or replace or modify the allegedly infringing materials. This remedy shall be in addition to and shall not be exclusive of other remedies provided by law.

13. Workers' Compensation

Grantee certifies that it is in compliance with Minn. Stat. § 176.181, subd. 2, which pertains to workers' compensation insurance coverage. Grantee's employees and agents, and any contractor hired by Grantee to perform the work required by this grant agreement and its employees, 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 MDH's obligation or responsibility.

14. Publicity and Endorsement

14.1. Publicity

Any publicity given to the program, publications, or activities performed resulting from this grant agreement, including but not limited to, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for Grantee or its employees individually or jointly with others, or any subgrantees, must identify MDH as the sponsoring agency. If publicity is not specifically authorized under this grant agreement, Grantee must obtain prior written approval from MDH's Authorized Representative. If federal funding is being used for this grant agreement, the federal program must also be recognized.

14.2. Endorsement

Grantee must not claim that MDH endorses its products, services, or activities.

15. Termination**15.1. Termination by MDH or Grantee**

MDH or Grantee may cancel this grant agreement at any time, with or without cause, upon 30 days' written notice (e.g., by mail, email, or both) to the other party.

15.2. Termination for Cause

If Grantee fails to comply with the provisions of this grant agreement, MDH may terminate this grant agreement without prejudice to the right of MDH to recover any money previously paid. The termination shall be effective five business days after MDH sends written notice (e.g., mail, email, or both) of termination to Grantee.

15.3. Termination for Insufficient Funding

MDH may immediately terminate this grant agreement if it does not obtain funding from the Minnesota Legislature or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the work scope covered in this grant agreement. Termination must be by written notice to Grantee; e.g., mail, email, or both. MDH is not obligated to pay for any work performed after notice and effective date of the termination. However, Grantee will be entitled to payment, determined on a pro rata basis, for activities satisfactorily performed to the extent that funds are available. MDH will not be assessed any penalty if this grant agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. MDH must provide Grantee notice of the lack of funding within a reasonable time of MDH receiving notice of the same.

15.4. Termination by Commissioner of Administration

The Commissioner of Administration may unilaterally and immediately cancel this grant agreement if, in the Commissioner's sole discretion, further performance does not serve MDH's purposes or is not in the best interests of the State of Minnesota.

16. Governing Law, Jurisdiction, and Venue

This grant agreement, amendments and supplements to it, shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this grant agreement, or for breach thereof, shall be in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.

17. Clerical Error

Notwithstanding Clause "Assignment, Amendments, Waiver, and Grant Agreement Complete" of this grant agreement, MDH reserves the right to unilaterally fix clerical errors, defined as misspellings, minor grammatical or typographical mistakes or omissions, that do not have a substantive impact on the terms of the Grant Agreement without executing an amendment. MDH must inform Grantee of clerical errors that have been fixed pursuant to this paragraph within a reasonable period of time.

18. Lobbying

18.1. Grantee must ensure that grant funds are not used for lobbying, which includes paying or compensating any person for influencing or attempting to influence legislators or other public officials on behalf or against proposed legislation, in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the

entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

- 18.2. In accordance with the provisions of 31 USC § 1352, if Grantee uses any funds other than federal funds from MDH to conduct any of the aforementioned activities, Grantee must complete and submit to MDH the disclosure form specified by MDH. Further, Grantee must include the language of this section in all contracts and subcontracts, and all contractors and subcontractors must comply accordingly.
- 18.3. Providing education about the importance of policies as a public health strategy, however, is allowed. Education includes providing facts, assessment of data, reports, program descriptions, and information about budget issues and population impacts, but stopping short of making a recommendation on a specific piece of legislation. Education may be provided to legislators, public policy makers, other decision makers, specific stakeholders, and the general community.
- 18.4. By signing this grant agreement, Grantee certifies that it will not use any funds received from MDH to employ, contract with, or otherwise coordinate the efforts of a lobbyist, as defined in Minn. Stat. § 10A.01, subd. 21. This requirement also applies to any subcontractors or subgrantees that Grantee may engage for any activities pertinent to this grant agreement.

19. Other Provisions

19.1. *Voter Registration Services Requirement*

If this grant agreement will disburse any state funds (as indicated on the Award Cover Sheet); AND Grantee is a local unit of government, city, county, township or non-profit organization, then Grantee is required to comply with Minn. Stat. § 201.162 by providing voter registration services for its employees and for the public served by the grantee.

19.2. *Debarment, Suspension and Responsibility Certification*

Federal regulation 2 CFR § 200.214 prohibits MDH from purchasing goods or services with federal money from any party that has been suspended or debarred by the federal government. Similarly, Minn. Stat. §§ 16C.03, subd. 2, and 16B.97, subd. 3, provides the Commissioner of Administration with the authority to debar and suspend any party that seeks to contract with MDH.

Anyone may be suspended or debarred when it is determined, through a duly authorized hearing process, that they have abused the public trust in a serious manner. In particular, the federal government expects MDH to have a process in place for determining whether a vendor has been suspended or debarred, and to prevent such vendors from receiving federal funds.

By signing this grant agreement, Grantee certifies that it and its principals:

- a) Are not presently debarred, suspended proposed for debarment, declared ineligible, or voluntarily excluded from transacting business by or with any federal, state or local governmental department or agency;
- b) Have not within a three-year period preceding this grant agreement: a) been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction or contract; b) violated any federal or state antitrust

- statutes; or c) committed embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
- c) Are not presently indicted or otherwise criminally or civilly charged by a governmental entity for: a) commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction; b) violating any federal or state antitrust statutes; or c) committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement or receiving stolen property; and
- d) Are not aware of any information and possess no knowledge that any subcontractor(s) that will perform work pursuant to this grant agreement are in violation of any of the certifications set forth above.

20. Incentives

When included in the approved Work Plan and or Budget, the following language applies.

20.1. *Handling of Incentives.*

Grantee is required to have policies and procedures in place addressing the purchasing, security, distribution, and asset tracking of incentives. All grantee staff involved in the purchase, distribution, security, and reconciling of incentives must be trained on the grantee's policies and procedures prior to the grantee placing any order for incentives. Those policies and procedures must, at a minimum, include the following:

20.2. *Separation of duties*

- a) More than one Grantee staff person must be involved in the management and handling of the incentives.
- b) The Grantee staff who authorizes the purchase of incentives must not have sole physical access to the incentives.
- c) The Grantee staff who will have physical access to the incentives cannot have sole access to modify the incentives records.
- d) Handoff of incentive from one person to another must be documented.

20.3. *Distribution of Incentives* (incentives may only be used for approved purposes by MDH)

- a) Only one incentive can be given to an individual per occurrence/event.
- b) Undistributed incentives must always be kept in a secure location. Incentive instruments must never be stored in any personal homes, they must always be securely stored in the grantee's business space.
- c) Grantee will purchase and have on hand no more than three months' worth of incentives at any given time. The three months' worth must be based off the most currently approved workplan. All incentives must be distributed prior to grantee purchasing additional incentives.
- d) Grantee will be responsible for the costs of any incentives that remain undistributed at the end of the grant agreement.
- e) If MDH provided the grantee with the incentives, the return of undistributed incentives to MDH must occur in person with the State's Authorized Representative within 30 calendar days of the grant expiration date. If in-person return is not possible, the grantee must return undistributed incentives via courier or via US Mail that requires signatures and a tracking number within 30 calendar days of the grant expiration date.
- f) The tracking log must be returned separately from the physical cards. Electronic return is

the preferred method for the tracking log.

20.4. Incentive tracking documentation.

The tracking documentation the Grantee must maintain must not contain any private data. The tracking system must record the following:

- a) Number of incentives on hand, including starting balance and any additional incentives purchased.
- b) description of the incentives
- c) quantity of incentive(s) distributed to each participant.
- d) the last four digits of any pre-paid card number
- e) value/amount
- f) a unique non-identifiable data point for each participant (e.g. case number, file number),
- g) date participant received incentive(s), and
- h) signature of Grantee staff member providing incentive(s) to participant(s)

20.5. Reconciliation.

At least two different Grantee staff must reconcile the incentives at least quarterly. The Grantee staff conducting the reconciliation must not also be the handlers of the incentives. The reconciliation must include the dates and signature of the two people who perform the reconciliation. Grantee must submit the reconciliation documentation to the State's Authorized Representative no less than two weeks after each reconciliation.

20.6. Subcontracting/Subgranting.

The Grantee must communicate and verify that their subcontracts/subgrants will only use incentives for MDH approved purposes. The Grantee will be responsible for monitoring, oversight, and reconciliation of any incentives that its subcontractors or subgrantees purchase and distribute and will include this same language in any of its subgrants or subcontracts that it enters as part of its work for MDH.

20.7. Lost or stolen incentives.

The Grantee bears all financial responsibility for any unaccounted for, lost, or stolen incentives.

20.8. Invoicing.

If the Grantee purchased the incentives themselves, the Grantee must only invoice MDH for the incentives after they've been distributed.

20.9. Failure to Comply.

For grantees who do not have effective written policies and procedures in place before purchasing incentives, MDH reserves the right to withhold payment and or request reimbursement in the amount equal to the unallowable costs. Withheld payments will be released when the grantee provides documentation to MDH that it has written effective policies and procedures in place. Grantees who do not comply with this requirement may be subject to increased monitoring and will be offered technical assistance. MDH also reserves the right to terminate a grant agreement for failure to comply with these requirements.

[Signatures on following page]



APPROVED:

1. State Encumbrance Verification

Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.

Signature: Sarah Martin Digitally signed by Sarah Martin
Date: 2023.12.05 13:43:42 -0500
SWIFT Contract & Initial PO: 240224 3000108868

2. Grantee

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

Signature: _____
Title: Sustainability Coordinator
Date: _____

Signature: _____
Title: _____
Date: _____

Signature: _____
Title: _____
Date: _____

Signature: _____
Title: _____
Date: _____

3. Minnesota Department of Health

Grant agreement approval and certification that State funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.

Signature: _____
(with delegated authority)
Title: _____
Date: _____

Distribution:

All parties on the DocuSign envelope will receive a copy of the fully executed grant agreement.

Exhibit A

1. Grantee's Duties

Grantee, who is not a state employee, shall:

- 1.1. Design and paint storm drain mural.
- 1.2. Grantee agrees that work shall take place only in the MDH approved Drinking Water Supply Management Area (DWSMA). Grantee will be reimbursed only for work that takes place in the DWSMA.
- 1.3. Grantee shall use the Clean Water Land and Legacy Amendment logo provided by MDH on all materials purchased or produced under this Grant Agreement (equipment, reports to the public, publications, displays, videos). Failure to display the logo may render the Grantee ineligible for reimbursement.
- 1.4. Grantee shall pay in full any licensed contractor or consultant hired for the purpose of completing any work under this Grant Agreement.
- 1.5. Upon completion of the project, Grantee shall complete and submit an itemized Grant Invoice and a Grant Narrative Report to MDH SWP Grant Coordinator. The Grant Narrative Report and the Grant Invoice shall be due no later than the expiration day of this Grant Agreement.
- 1.6. On or before the end date of this Agreement, the Grantee shall provide MDH with one electronic copy of all final products produced under this Grant Agreement, including reports, publications, software and videos. If required by the nature of the project, data collected during the project shall be reported in a format acceptable to MDH.
- 1.7. In the event the Grantee is unable to satisfactorily complete all the duties specified in this grant agreement, the Grantee will forfeit payment. A Grantee who has not satisfactorily fulfilled the grant obligations, including but not limited to paying the contractor in full for all work performed by the contractor, will be denied participation in the next grant cycle.

Exhibit B

1. Consideration and Payment

1.1. Consideration

MDH will compensate for all services performed by Grantee under this grant agreement as follows:

1.2. Compensation

Compensation will be paid according to the following breakdown of costs:

Activity Summary	Grant Amount
Design and paint storm drain mural	\$7,000.00
Total	\$7,000.00

1.2.1. Permitting fees payable to MDH (i.e. well construction fee; well sealing fee) are not eligible and will be deducted from the final invoice, before reimbursement.

1.2.2. Pressure tanks are grant eligible, as part of a new well construction and pump system project. The pressure tank must be appropriately sized for the pump being proposed for the new well and not sized for additional water storage. Pressure tank designed to serve the purpose of water storage, as well as the replacement or maintenance of pressure tanks, remains ineligible for grant reimbursement.

1.2.3. Water lines may be reimbursed only from the well to the pressure tank or to the building, whichever comes first.

#3.7

Bill Waller

From: Lee Langager <Lee.Langager@co.houston.mn.us>
Sent: Monday, November 6, 2023 1:40 PM
To: liztostenson1@gmail.com; btownship@goacentek.net; christinenovak@live.com; gjexp@acegroup.cc; amoon@mid-citysteel.com; Deevoel57@gmail.com; hokah-clerk1@outlook.com; leefarm@acegroup.cc; falken@umn.edu; kschuldt@acegroup.cc; noldenerin@gmail.com; amflorin@acegroup.cc; money.creek.twp.mn@gmail.com; mptclerk@gmail.com; sheldon.township@gmail.com; michaelwisto@gmail.com; uniontownmn@gmail.com; meljayschroeder@yahoo.com; winnebagotwpclerk@gmail.com; 1stagg@acegroup.cc; dewdrop@acegroup.cc; brownsvi@acegroup.cc; jdickson@caledoniamn.gov; eitzen@acegroup.cc; cityclerk@acegroup.cc; mquinn@houstonmn.us; Bill Waller; jana@springgrovemn.com
Cc: Lucas Onstad
Subject: Important: LBAE vs Open Book (response required)
Attachments: LBAE Form_2024.pdf

Dear City and Township Officials,

Over the past few years, several cities and townships have opted out of holding individual Local Board of Appeal and Equalization (LBAE) meetings. It is your right as a city or township to hold an LBAE meeting each spring, but there are some benefits to moving to an Open Book forum, both for the city/township officials and for the taxpayers.

When a city or township holds an LBAE meeting, city and township members are placed in the position of making a judgment on each taxpayer's claim. Although it is the taxpayer's responsibility to provide evidence to support their claim, you must pass a judgment based on their claim, or defer them to the County Board of Appeal and Equalization (CBAE) meeting. The taxpayer would then need to present their evidence again at the CBAE meeting.

Open Book defers all taxpayers to the CBAE to refute their property values. This takes the burden off the local city and township officials.

Open Book gives the taxpayers more time to work through their claim with the Assessor's office. This can result in adjustments to property values prior to the CBAE meeting, in which case, the taxpayer may not need to attend the CBAE meeting at all. The assessor may adjust the value prior to the meeting, or the assessor may present the evidence on behalf of the taxpayer at the CBAE meeting. Open Book saves taxpayers time, as they do not have to plead their case more than one time.

Lastly, Open Book saves cities, townships, and the county time and money. For each LBAE meeting held, at least two staff members from the assessor's office must be present resulting in additional hours worked and additional travel costs. A quorum must be present to represent the city or township, resulting in additional hours worked by the city and township officials. There is also a significant amount of time spent scheduling and communicating the LBAE meeting times to the city and township officials as well as to the taxpayers.

If your city or township plans to hold an LBAE meeting, at least one city/township official must take the Board of Appeal and Equalization Training offered by the Minnesota Department of Revenue. The deadline to complete the course is February 1.

Please complete the attached form and return it to lee.langager@co.houston.mn.us prior to December 31, 2023.

If you have any questions, please reach out to Luke: lucas.onstad@co.houston.mn.us.

Thank you,

Lee Langager

Technical Clerk | Houston County Assessor
304 S Marshall St | Caledonia, MN 55921
507-725-5801

Please complete this form and email it to:

lee.langager@co.houston.mn.us

City or township: _____

Form completed by: _____

For 2024, we choose (select 1 option below):

☐ To hold an LBAE meeting

☐ Open Book

Bill Waller

From: Lee Langager <Lee.Langager@co.houston.mn.us>
Sent: Tuesday, November 28, 2023 9:04 AM
To: Bill Waller
Subject: RE: Important: LBAE vs Open Book (response required)

Hi Bill,

I have not heard back from all the cities yet, but here is what I have so far. The deadline I gave for a response was December 31, so I should know more by then.

Brownsville City – no response
Caledonia City – Open Book
Eitzen City – no response
Hokah City – Open Book
Houston City – Open Book
Spring Grove City – Open Book

Please let me know if you have any additional questions.

Thank you,

Lee

From: Bill Waller <bwall@cityoflacrescent-mn.gov>
Sent: Tuesday, November 28, 2023 8:03 AM
To: Lee Langager <Lee.Langager@co.houston.mn.us>
Cc: Angie Boettcher <aboettcher@cityoflacrescent-mn.gov>
Subject: RE: Important: LBAE vs Open Book (response required)

Lee – Good morning. Regarding just the City's in Houston County, would you be able to tell us how many of the City's are still holding individual Board of Appeal meetings, and how many City's have taken the Open Book forum. Thank you. Bill

Bill Waller
City Administrator
City of La Crescent
315 Main Street
La Crescent, MN 55947
(507) 895-2595

#3.8



TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator
DATE: December 7, 2023
RE: Amend Chicken Ordinance

Attached for review and consideration is the ordinance regulating chickens that was adopted by the City Council in June of 2023. When the ordinance was adopted, Section II (a) (2) stated "No person shall keep more than six (6) total hen chickens." We are proposing that the language be amended to "No single- family residence shall keep more than six (6) total hen chickens."

Assuming that the City Council adopts the ordinance by motion, we would suggest a second motion to authorize a summary publication.

ORDINANCE NO. 578

AN ORDINANCE OF THE CITY OF LA CRESCENT REGULATING THE LIMITED KEEPING OF CHICKENS IN THE CITY OF LA CRESCENT, MINNESOTA

Ordinance No. 568 adopted on June 12, 2023 and titled "AN ORDINANCE OF THE CITY OF LA CRESCENT REGULATING THE LIMITED KEEPING OF CHICKENS IN THE CITY OF LA CRESCENT, MINNESOTA" is amended to read as follows:

SECTION I – PURPOSE.

The La Crescent City Council finds it necessary to regulate the limited keeping of chickens within the City of La Crescent to protect public health, safety, and welfare.

SECTION II – LIMITED KEEPING OF CHICKENS.

- A. The limited keeping of chickens may be permitted as an accessory use to a legally established single-family residence subject to the following:
1. The property shall be occupied with a single-family home. The owner of the chickens shall live in the dwelling on the property.
 2. No single-family residence shall keep more than six (6) total hen chickens.
 3. No person shall keep roosters or adult male chickens.
 4. Chickens shall be kept within a separate enclosed accessory building and fenced outdoor containment area subject to the following:
 - a. The accessory building shall be less than 120 square feet in size and not exceed six feet in height.
 - b. The accessory building shall comply with all standards for accessory buildings, unless otherwise stated herein.
 - c. Any outdoor containment areas shall be screened from view from all neighboring properties and rights-of-way. Outdoor containment areas shall not exceed 20 square feet per bird and shall not have a fenced enclosure greater than six (6) feet in height.
 - d. Any accessory building or containment area shall be located in the rear yard only and shall be at least 15 feet from any side or rear property lines.
 - e. Fencing used to contain chickens shall comply with applicable conditions of the City Code.
 - f. Chickens shall not be kept within the dwelling unit or garage.
 - g. The accessory building and/or containment area shall be maintained in good repair, in a clean and sanitary manner, free of vermin, and free of objectionable odors.
 - h. Chickens shall remain in the accessory building and/or containment area at all times and shall not run at large.

- i. Chickens shall remain in the accessory building from sunset to sunrise each day to prevent nuisance noise and the attraction of vermin and predators.
 - j. Accessory buildings for the purpose of this ordinance shall count towards the number of accessory buildings permitted or the size limitations as stated in Zoning Ordinance Chapter 12.
 - k. The slaughter of chickens on site is prohibited.
 - l. The raising of chickens for breeding purposes is prohibited.
 - m. The sale of eggs or other commercial activity on the premises is prohibited.
 - n. Feces and discarded feed shall be regularly collected and only stored temporarily on site in a leak-proof container with a tight-fitting cover to prevent nuisance odors and the attraction of vermin. Such waste may be composted on site if objectionable odors are not generated and maintained.
 - o. Chicken feed shall be stored in leak-proof containers with a tight-fitting cover to prevent attracting vermin.
- B. The keeping of farm animals other than chickens or in greater numbers than permitted by division A. above shall comply with all other requirements of the City Code.
- C. The limited keeping of chickens is permitted at established schools providing kindergarten through Grade 12 (K – 12) education.

SECTION III – PERMIT REQUIRED. No person shall keep or maintain chickens unless they have been granted a permit. The permit shall be subject to all terms and conditions of this ordinance, and any additional conditions deemed necessary by the City Council to protect the public health, safety, and welfare of the animal. The necessary permit applications are available in the City Clerk's Office. Included with the completed application, must be a scaled diagram that indicates the location of any chicken coop and run, the approximate size and distance from adjoining structures, and property lines.

SECTION IV – VIOLATION. A violation of this Ordinance is a petty misdemeanor subject to penalty not to exceed \$300.00.

SECTION V – EFFECTIVE. Ordinance No. 568, an ordinance regulating chickens dated June 12, 2023 is hereby amended upon this ordinance becoming effective.

PASSED AND ENACTED this _____ day of _____, 2023.

Mayor

ATTEST:

City Administrator

SUMMARY OF ORDINANCE NO. 578

**AN ORDINANCE REGULATING THE LIMITED KEEPING OF CHICKENS IN THE
CITY OF LA CRESCENT**

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

The full text of Ordinance No. 578 marked "OFFICIAL COPY" is on file in the Office of the City Administrator, City Hall, La Crescent, Minnesota 55947, along with a reference draft available and open for inspection to enable a convenient means to ascertain where in the voluminous enactments and in the voluminous regulations enacted/amended hereby are found.

Passed and enacted this 11th day of December 2023.

APPROVED:
Mikel Poellinger, Mayor

ATTEST:
Bill Waller, City Administrator

RESOLUTION NO. 12-23-52

RESOLUTION ACCEPTING DONATIONS MADE TO THE
CITY OF LA CRESCENT IN AUGUST 2023

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

WHEREAS, the following donations were made to La Crescent in the month of August, 2023:

1. Heidi Thesing, Kelly Iverson, Al "Skip" Wieser, III and Nathan Wieser wish to donate \$300.00 in memory of Karen Wieser to Wieser Memorial Park to be used for the purpose of installation of flowers at the shelter facility in 2024.

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

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

ADOPTED this _____ day of _____, 2023.

SIGNED:

Mayor

ATTEST:

City Administrator

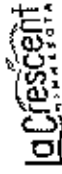
#3.10



TO: Honorable Mayor and City Council Members
FROM: Chris Fortsch, Administrative Assistant *Chris*
DATE: December 8, 2023
RE: 2024 License Renewals

The City has received the attached 2024 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 2024.



	\$45.00	\$100.00	\$200.00	\$300.00	\$450.00	\$1,150.00	\$200.00	\$200.00	\$45.00	\$500.00	\$150.00	\$50.00	REC'D/
	CIGS	OFF-SALE	ON-SALE	ON-SALE	WINE	LIQ. OR	LIQ. OR	LIQ. OR	LIQ. OR	WASTE	BUSINESS	TECHNICIAN	DATE
		3.2	3.2			ON SALE	ON SALE	SUNDAY	INSTALLERS				P.A.D
BUSINESS													
Absolute Comfort Heating & A/C									X				12.4.23
Bagnieski Heating & Air Conditioning									X				12.4.23
Bostrack Heating & Air Conditioning									X				11.29.23
G & T Heating and Air Conditioning									X				12.6.23
Hilltopper Refuse & Recycling Service										X			12.5.23
La Crosse Fireplace Co LLC									X				12.1.23
Minwies4 LLC / Minegar's Sports Hub								X					11.27.23
Newman Heating & Cooling LLC									X				11.27.23
Paul's Heating & Air Conditioning Inc									X				11.27.23
Prime Source Plumbing & Heating Corp									X				11.28.23
Ron Hammes Refrigeration Inc									X				11.27.23
Schneider Heating & Air Conditioning									X				12.1.23
Winona Heating & Ventilating Co Inc									X				12.5.23

#3.11



TO: Honorable Mayor and City Council Members

FROM: Angie Boettcher, Deputy Clerk

DATE: 12/11/2023

SUBJECT: **PROPOSED CHANGES TO FEES CHARGED BY THE CITY FOR 2024**

Attached are the proposed changes to the fee schedule for 2024, following review by staff. The review and adoption of fees is done yearly to ensure that costs to the City are sufficiently covered while at the same time being fair, reasonable, and proportionate to the cost of the service for which the fee is imposed. City Council action will require the adoption of the ordinance.

ORDINANCE NO. 579

AN ORDINANCE OF THE CITY OF LA CRESCENT AMENDING THE MASTER FEE SCHEDULE FOR THE CITY OF LA CRESCENT AS SET FORTH IN ORDINANCES NO. 404, NO. 438, NO. 448, NO. 459, NO. 483, NO. 492, NO. 500, NO. 540, NO. 542, NO. 544, NO. 545, NO. 548, NO. 552, NO. 554, NO. 557, NO. 564, NO. 565, NO. 566, NO. 569, NO. 571

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

1. The La Crescent City Code established on March 8, 2004, stated that certain fees may be set from time to time by the City Council.
2. The La Crescent City Code was amended on January 28, 2008, January 12, 2009, January 11, 2010, January 13, 2014, February 9, 2015, February 8, 2016, February 24, 2020, April 13, 2020, April 27, 2020, May 18, 2020, December 14, 2020, April 20, 2021, and December 13, 2021, December 19, 2022, February 13, 2023, April 24, 2023, June 26, 2023, and July 24, 2023, by Ordinance to amend certain fees.
3. The Fee Schedule has been reviewed by City Staff and amended each year from 2016 to 2023 by Motions passed by City Council. These amendments passed by City Council shall remain in effect.
4. The City staff has reviewed the fees which the City currently charges and is recommending that the fee schedule be amended as follows:

ADMINISTRATION

<u>ADMINISTRATION</u>	2024
Maps—Houston County—Each REMOVE	\$—3.00

BUILDING INSPECTIONS AND PERMITTING

BUILDING INSPECTIONS AND PERMITTING	2024
Short-term Rental Permit	\$100.00

<p><u>Demolition permits –</u></p> <p>Main structure on the property OR all structures on a property (if a building permit for a new structure is obtained at the same time, this fee is waived)</p> <p>Garage, shed or outbuilding on a property (if a building permit for a new structure is obtained at the same time this fee is waived)</p>	<p>\$100.00 plus \$1.00 state surcharge</p> <p>\$35.00 plus \$1.00 state surcharge</p>
<p>Foundation only permit This permit fee would be in addition to any regular building permit fee. This fee is only for the excavation, footing and foundation for a new structure. <i>This fee is an optional fee to be paid if the builder is unwilling to wait the requested 7-10 working days for the plan review process of a completed building permit application. This fee would be waived if the plan review takes longer than 10 working days</i></p>	<p>\$100.00 plus \$1.00 state surcharge</p>
<p>Mobile Home – all new that are moved into town</p>	<p>\$100.00 plus \$1.00 state surcharge</p>
<p><u>Roofing permits</u> (Add) Commercial Main Residential structure and/or attached/detached garage Garage or accessory bldg. only</p>	<p>\$100.00 plus \$1.00 state surcharge</p> <p>\$50.00 plus \$1.00 state surcharge</p> <p>\$25.00 plus \$1.00 state surcharge</p>
<p>Siding/Windows/Doors/Radon Control System/Retaining Walls/Drain tile</p>	<p>\$50.00 plus \$1.00 State surcharge</p>
<p>Solar Array Panels</p>	<p>\$35.00 plus \$1.00 State Surcharge</p>

<p><u>Mechanical permits</u></p>	
<p>Gas burning equipment, conversion burner or gas designed heating appliance, alteration to existing gas burner equipment or remodeling permit, –</p>	<p>\$30.00 to \$35.00 plus \$1.00 state surcharge</p>

400,000 BTU	\$40.00 to \$45.00 plus \$1.00 state surcharge
Over 400,000 BTU	\$72.00 plus \$1.00 state surcharge
Gas dryer, gas range, gas fireplace or other gas appliance permits, other than those used in connection with a heating system, primary or secondary; all permits this section.	\$30.00 to \$35.00 plus \$1.00 state surcharge
Gas piping only.	\$30.00 to \$35.00 plus \$1.00 state surcharge
Heating and ventilation equipment permits to include, but not limited to, coal, oil, steam, solar, conversion burners and wood burning appliance.	\$30.00 to \$35.00 plus \$1.00 state surcharge

PLUMBING PERMITS	
	\$15.00 to \$20.00
For issuing each plumbing permit	
	\$1.00
State surcharge on each permit	
	\$5.00
For each plumbing fixture or trap set of fixtures on one trap including water, drainage piping and backflow protection thereof	
	\$5.00
For each water heater	
	\$5.00
For each water softener	
	\$5.00
For each new or replacement water service line and/or sewer line	
	\$15.00
For installation, alteration or repair of water piping	
	\$15.00
For installation, alteration or repair of drainage or vent piping	
Whenever any work for which a plumbing and mechanical permit is required has been commenced without first obtaining said permit, an investigation fee, in addition to the permit fee, shall be collected, whether or not a permit is then or subsequently issued. The investigation fee shall be equal to the amount of the permit fee as shown above.	

GOLF COURSE

2024 SEASON PASSES – GOOD ANYTIME	
REQUIRES TEE TIME (ON A 1 ST COME BASIS)	
FAMILY – (2 ADULTS AND CHILDREN UNDER THE AGE OF 17)	\$600.00
SINGLE	\$440.00

SINGLE WITH CAR	\$750.00
COUPLES WITH CART (2 ADULTS SAME RESIDENCE)	\$980.00
GOLF CAR TRAIL PASS	\$140.00 (FOR USE OF PERSONAL RIDING CAR FOR THE SEASON)
<i>\$9.00 PER PERSON CAR RENTAL (\$5.00 for additional round)/PLAY AT RECIPROCAL COURSES*/SEASON PASSES MAY BE USED FOR LEAGUE PLAY & GROUP OUTING DISCOUNTS WHEN SPECIFIED/NO ADDITIONAL COST TO RIDE ALONE/(add) - \$2.00 Pull Cart Rental</i>	
2023 DAILY FEES	
9 HOLES Monday-Thursday	\$14.00 to \$15.00
Add—9 HOLES Friday—Sunday & Holidays	\$15.00 Remove
18 HOLES	\$21.00 to \$22.00 OR \$35.00 W/RIDING CART
RIDING CART	\$10.00 PER PERSON PER 9 HOLES/RIDE ALONE \$13.00 PER PERSON PER 9 HOLES.
PULL CARTS	\$4.00
TRAIL PASS	\$6.00 (DAILY RATE FOR USE OF PERSONAL CAR, WITHOUT SEASON TRAIL PASS)
"ALL DAY" RATE WALKING \$25 with car \$40** <i>**Subject to availability of tee times, pricing not valid for groups or group outings</i>	
DAILY RATE SPECIALS	
"EARLY BIRD" RATE BEFORE 9:00 AM Saturday/Sunday - \$12.00 GOLF "The NOONER" 12:00 PM to 2:00 PM Monday thru Thursday—\$12.00 GOLF 9 Hole RATE PER PERSON AND EXCLUDES HOLIDAYS	
SENIOR (60+)	
9 HOLES – Monday - Thursday	\$12.00 to \$13.00

9 HOLES Friday—Sunday & Holidays	\$13.00 Remove
18 HOLES – WEEKDAY	\$18.00 to \$19.00 OR \$32.00 W/RIDING CART
JUNIOR RATES – 11-17 YEARS	
9 HOLES - Monday - Thursday	\$7.00
9 HOLES Friday—Sunday & Holidays	\$7.00 Remove
18 HOLES – EVERY DAY	\$9.00 - MAY RIDE FREE WITH PAID ADULT
JUNIOR RATE (10 AND UNDER)	
9 HOLES – EVERY DAY (ALL DAY) WITH PAID ADULT & RIDE FOR FREE WITH PAID ADULT	\$5.00
PUNCH CARDS	
5 ROUND GOLF ONLY \$65.00/10 ROUND GOLF ONLY \$120.00	
5 PUNCH CAR \$45.00*/10 PUNCH CAR \$80.00*	
5 ROUND PLAY & RIDE \$110.00*/10 ROUND PLAY & RIDE \$200.00*	
LEAGUE ONLY CARDS—SENIOR 10 ROUND GOLF \$80.00/SENIOR 10 PUNCH PLAY & RIDE \$150.00*	
6 ROUND MEN'S, LADIES LEAGUE \$55.00	
LEAGUE RATES	
SENIOR LEAGUE \$8.50 9 HOLES/ \$8.50 to \$9.00 RIDING CAR	
MENS, LADIES \$10.00 9 HOLES/ \$8.50 to \$9.00 RIDING CAR	
COUPLES LEAGUE \$8.50 9 HOLES/ \$8.50 to \$9.00 RIDING CAR	
DISCOUNTS FOR GROUP OR COMPANY OUTING – GROUP CATERING AVAILABLE	

***RECIPRICAL COURSES ARE SUBJECT TO CHANGE, MUST CALL FOR TEE TIMES, AND RESCIPRICAL COURSE RESTRICTIONS.**

***PUNCH PLUS \$3.00 WHEN RIDING ALONE USING A RIDING CAR PUNCH CARD**

9 HOLES - Monday - Thursday	\$7.00
9 HOLES Friday - Sunday & Holidays	\$7.00 Remove
18 HOLES – EVERY DAY	\$9.00 - MAY RIDE FREE WITH PAID ADULT
JUNIOR RATE (10 AND UNDER)	
9 HOLES – EVERY DAY (ALL DAY) WITH PAID ADULT & RIDE FOR FREE WITH PAID ADULT	\$5.00
PUNCH CARDS	
5 ROUND GOLF ONLY \$65.00/10 ROUND GOLF ONLY \$120.00	
5 PUNCH CAR \$45.00*/10 PUNCH CAR \$80.00*	
5 ROUND PLAY & RIDE \$110.00*/10 ROUND PLAY & RIDE \$200.00*	
LEAGUE ONLY CARDS—SENIOR 10 ROUND GOLF \$80.00/SENIOR 10 PUNCH PLAY & RIDE \$150.00*	
6 ROUND MEN'S, LADIES LEAGUE \$55.00	
LEAGUE RATES	
SENIOR LEAGUE \$8.50 9 HOLES/ \$8.50 to \$9.00 RIDING CAR	
MENS, LADIES \$10.00 9 HOLES/ \$8.50 to \$9.00 RIDING CAR	
COUPLES LEAGUE \$8.50 9 HOLES/ \$8.50 to \$9.00 RIDING CAR	
DISCOUNTS FOR GROUP OR COMPANY OUTING – GROUP CATERING AVAILABLE	
*RECIPRICAL COURSES ARE SUBJECT TO CHANGE, MUST CALL FOR TEE TIMES, AND RESCIPRICAL COURSE RESTRICTIONS.	

*PUNCH PLUS \$3.00 WHEN RIDING ALONE USING A RIDING CAR PUNCH CARD

RECREATION

RECREATION	2024	
	CITY/TWN	OUT OF TOWN
BASEBALL	\$40.00 to \$45.00	\$45.00 to \$55.00
SOFTBALL	\$40.00 to \$45.00	\$45.00 to \$55.00
TENNIS	\$40.00 to \$45.00	\$45.00 to \$55.00
GOLF	\$40.00 to \$45.00	\$45.00 to \$55.00
YOUTH	\$50.00 to \$55.00	\$60.00 to \$70.00
ADULT		
VOLLEYBALL	\$40.00 to \$45.00	\$45.00 to \$55.00
BASKETBALL	\$40.00 to \$45.00	\$45.00 to \$55.00
LOG ROLLING	\$40.00 to \$45.00	\$45.00 to \$55.00
SWIMMING LESSONS	\$35.00 to \$40.00	\$45.00 to \$55.00
LITTLE MATES	\$35.00 to \$40.00	\$45.00 to \$55.00
SWIM TEAM	\$40.00 to \$45.00	\$45.00 to \$55.00
<u>POOL ADMISSION</u> – per entry	\$3.00	\$4.00 to \$6.00

POOL MEMBERSHIPS	\$135.00	\$175.00 to \$185.00
FAMILY	\$65.00	\$85.00 to \$95.00
INDIVIDUAL		

SOLID WASTE

SOLID WASTE	2024
Price Per Bag	\$2.80 to \$2.90
Recycling	\$3.40 to \$3.50 per month

ADOPTED this 11th day of December 2023.

SIGNED:

Mayor

ATTEST:

City Administrator

SUMMARY OF ORDINANCE NO. 579

AN ORDINANCE OF THE CITY OF LA CRESCENT AMENDING THE MASTER FEE SCHEDULE FOR THE CITY OF LA CRESCENT AS SET FORTH IN ORDINANCES NO. 404, NO. 438, NO. 448, NO. 459, NO. 483, NO. 492, NO. 500, NO. 540, NO. 542, NO. 544, NO. 545, NO. 548, NO. 552, NO. 554, NO. 557, NO. 564, NO. 565, NO. 566, AND NO. 569, NO. 571

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

The full text of Ordinance No. 579 marked "OFFICIAL COPY" is on file in the Office of the City Administrator, City Hall, La Crescent, Minnesota 55947, along with a reference draft available and open for inspection to enable a convenient means to ascertain where in the voluminous enactments and in the voluminous regulations enacted/amended hereby are found.

Passed and enacted this 11th day of December 2023.

APPROVED:
Mikel Poellinger, Mayor

ATTEST:
Bill Waller, City Administrator

#3.12



2024 Council Meeting Calendar

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

JANUARY

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

FEBRUARY

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MARCH

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31						

APRIL

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MAY

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JUNE

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JULY

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AUGUST

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SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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29	30	31				

#3.13



TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator *BW*
DATE: December 7, 2023
RE: Personnel Committee Recommendations

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

1. That the City Council approve the hiring of five (5) new Firefighters, contingent upon the successful completion of pre-employment screenings and conditions. A letter from the Fire Chief regarding the recommendation is included.
2. On January 1, 2024, Tyler Benish will have completed his six-month probationary period as the City Public Works Director. The Personnel Committee is recommending that effective January 1, 2024, Mr. Benish's probationary status be removed and that he be classified as the City Public Works Director. As proposed, effective January 1, 2024, Mr. Benish would move from step 1 to step 2 in the salary schedule for the position of Public Works Director.
3. On January 17, 2024 Josh Tarrence will have completed his six-month probationary period as the City Building Inspector. The Personnel Committee is recommending that effective January 17, 2024, Mr. Tarrence's probationary status be removed, and that he be classified as the City Building Inspector.
4. On November 27, 2023, Jevin Dorschner obtained his C licenses in both water and wastewater. The Personnel Committee is recommending that effective November 27, 2023 Mr. Dorschner be moved from step 4 in the Utility/Maintenance #1 position to step 2 in the Utility/Maintenance #2 position.
5. That the City Council approve a memorandum of understanding with the AFSCME Union to correct an error in the salary schedule. A recommendation from the Finance Director along with a copy of the memorandum of understanding are included.
6. Attached for review by the City Council is the job description for the new position of City Clerk. This was discussed in the past as part of the organizational meetings that the City held earlier in 2023. The description has been modified slightly with the transfer of the supervisory responsibility for the License Bureau from the Finance Director to the City Clerk. This item is not presented for action by the City Council at this meeting. The duties and responsibilities of the City Clerk expand the duties of the current Deputy Clerk position. The position will be a department head level supervisory position, and will not be part of a bargaining unit. As proposed, the position will have a point value of 330-360, and a 2024 wage schedule from \$35.08 to \$41.96 per hour. At the January 22, 2024 City Council meeting, we are proposing that the City Council take the following action:
 - A. Adopt the job description for the City Clerk position.
 - B. Establish the point value for the position at 330-360, and adopt a 2024 wage schedule of \$35.08 to \$41.96 per hour for the position.
 - C. Promote Angie Boettcher from Deputy Clerk to City Clerk. As proposed, Ms. Boettcher would serve a six-month probationary period and start at step one in the salary schedule.

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



La Crescent Fire/Rescue

Date: 12-05-2023

To: Personnel Committee

Subject: Personnel Memorandum and Request to Open Recruitment

From: Fire Chief, Tom Paulson

Fire Department Hiring Recommendation:

The La Crescent Fire Department has completed interviews of five (5) fire fighter/emergency medical responder candidates. The Fire Department respectfully requests permission to hire the following candidates, contingent upon their successful completion of remaining preemployment screenings and conditions, effective January 1, 2024.

Jevin J. Dorschner
Gregory S. Payne
Garrett S. Pritchard
Douglas J. Stavenau
Shawn B. Wetterlin

Each candidate offers a unique background that will be beneficial to the Fire Department and we look forward to their committed service to the community.

Thank you for your consideration and support.

Sincerely,

Tom Paulson
Fire Chief
La Crescent Fire Department



To: Honorable Mayor and City Council Members
From: Kara Tarrence, Finance Director *KT*
Date: Thursday, December 7, 2023
Re: AFSCME Memorandum of Understanding

While working on wage changes for employees effective January 1, 2024, I noticed that Step 5 for the Utility Maintenance Supervisor/Building Official on both the 2024 & 2025 AFSCME salary schedules was incorrect. It was discovered that a formula did not carry through correctly on the spreadsheet, which caused the errors. I asked Attorney Wieser to create a MOU correcting the errors and provided him with the correct wage amounts.

Attached is a copy of the MOU for your review. I respectfully ask for you to approve the MOU as presented.

Memorandum of Understanding

This Memorandum of Understanding is between the City of La Crescent, Minnesota, a municipal corporation (hereinafter "Employer") and the American Federation of State, County and Municipal Employees (AFSCME), Council 65 and Affiliated Local Union No. 2166 (hereinafter "Union").

RECITALS

WHEREAS, Union is the exclusive representative for certain employees employed by Employer in an appropriate unit (hereinafter "Bargaining Unit");

WHEREAS, the parties entered into a Labor Agreement effective January 1, 2023, and expiring December 31, 2025;

WHEREAS, the wages for the Utility Maintenance Supervisor and Building Official were incorrect in Appendix A in the Labor Agreement; and

WHEREAS, the parties wish to have a revised Appendix A included in the Labor Agreement.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual promises made herein, the parties agree as follows:

1. Effective January 1, 2024, Appendix A as revised on May 8, 2023 is hereby deleted in its entirety and replaced with the attached Appendix A effective on January 1, 2024.
2. The provisions of this Memorandum of Understanding shall expire on and remain in full force and effect for the same duration of the Labor Agreement.
3. This Memorandum of Understanding or any of its terms may only be amended or modified by written instrument signed by or on behalf of the parties hereto and ratified by the Union and City Council.
4. This Memorandum of Understanding is intended to be in conformity with all applicable and valid federal and state laws, rules and regulations promulgated thereunder having the force and effect of law. In the event any provision of this Memorandum of Understanding is found to be inconsistent with such statutes, rules or regulations, the provision of the latter shall prevail. If any provision of this Memorandum of Understanding is found to be invalid or unenforceable by a court or other competent authority having jurisdiction, then the provision shall be considered void, but all other provision shall remain in full force and effect.

5. This Memorandum of Understanding is intended for the sole and limited purpose specified herein. The parties expressly agree that this Memorandum of Understanding shall not constitute or establish any precedent, past practice or otherwise place any limitation on any management right of the Employer.
6. This Memorandum of Understanding is executed and effective on the last date affixed to the signatures hereto.

Dated: _____

Dated: _____

**COUNCIL 65 AMERICAN FEDERATION
OF STATE, COUNTY AND MUNICIPAL
EMPLOYEES, AFL-CIO AND
AFFILIATED LOCAL COUNCIL 2166**

CITY OF LA CRESCENT

President Chapter President

Mayor, City of La Crescent

Labor Representative

City Administrator, City of La Crescent

APPENDIX A: SALARY SCHEDULE - EFFECTIVE 1/1/2024 - 4% inc. over 2023 (REVISED 1/1/24)								
		START	6 MO		2 YR.	3 YR.	10 YR.	ANNUAL AT
JOB DESCRIPTION	STATUS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	LONGEVITY STEP	LONGEVITY STEP
315-345	APPROVED							
UTILITY MAINT. SUPERVISOR	3/26/1996	\$33.81	\$34.64	\$35.97	\$37.36	\$38.78	\$39.56	\$82,284.80
BUILDING OFFICIAL	5/8/2023							

APPENDIX A: SALARY SCHEDULE - EFFECTIVE 1/1/2025 - 4% inc. over 2024 (REVISED 1/1/24)								
		START	6 MO		2 YR.	3 YR.	10 YR.	ANNUAL AT
JOB DESCRIPTION	STATUS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	LONGEVITY STEP	LONGEVITY STEP
315-345	APPROVED							
UTILITY MAINT. SUPERVISOR	3/26/1996	\$35.16	\$36.03	\$37.41	\$38.85	\$40.33	\$41.14	\$85,571.20
BUILDING OFFICIAL	5/8/2023							



Job Description

JOB TITLE: City Clerk		DEPARTMENT: Administration
REPORTS TO: City Administrator	SUPERVISES: Administrative Assistant and DMV staff	FLSA STATUS: Exempt

DESCRIPTION OF WORK:

General Statement of Duties: Performs professional work. Conducts City elections; performs related duties as required. Assists City Administrator/Public Works Director and Finance Director.

Supervision Received: Works under the general and technical supervision of the City Administrator.

Supervision Exercised: Exercises general and technical supervision over Administrative Assistant and the DMV staff.

TYPICAL DUTIES PERFORMED:

The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.

Council

- Prepares Council agendas, and attaches supporting documentation.
- Attends meetings of the City Council; arranges and publishes notices of meetings and ordinances as required by law; records minutes of all proceedings and maintains accurate and complete records of all actions.
- Administer oaths and affirmations, and takes and certify acknowledgments as required.
- Makes sure technological needs are in place for all Council and Commission meetings as needed.
- Organizes the yearly Board of Review meeting in accordance with State statute.
- Attests the Mayor's signature on all official documents wherever required or sanctioned by law.

Administration

- Assists the City Administrator with:
- Attending outside meetings and training as directed and needed.
- scheduling meetings.
- research and determine possible solutions to problems and present alternatives for review by the Council.
- the development and implementation of City policies.

- drafting City ordinances, resolutions, and policies for Council consideration.
- the process and preparation of the City's annual budget.
- Other duties as assigned or apparent.
- Assists the Finance Director with:
- year-end reporting to the State and County including the Lobbyist Expenditure report, PERA Annual Leave report, and OSHA 300 Summary report.
- the PERA Fire Department/Police Department Certification report.
- the Workers' Compensation Insurance renewal.
- the Golf Course liquor licensing renewal.
- the Golf Course Computer and Credit Card Software.
- the Annual Consumer Confidence Report.
- the annual audit.
- Filing the Certificate of Compliance to the Minnesota Department of Revenue.
- Compiling information for Quarterly Billing of the Police Reserves.
- Monitoring and checking the Police Department EMR certification expirations.
- sewer connection fees.
- tracking and reporting health emergency data.
- tracking and updating of the City's fixed assets
- maintaining records for the reporting on the Tax Increment Financing Districts.
- Maintains official copies of City Resolutions.
- Maintains and monitors Certificates of Insurance for contractors performing City projects.
- Puts together and sends out 'Welcome' packets for new residents.
- Provides Notary Public services for City legal requirements, residents, staff, and the general public.
- Receives requests, complaints, and information from the public and transmits to the City Administrator and/or Council.
- Provides certified copies of proceedings and records of the City upon request.
- Assures that all meeting notices are posted in accordance with state and city requirements and applicable laws.
- Maintains and monitors ordinance books and resolution files.
- Responsible for annual updates to the City Code.
- Responsible for City corporate seal.
- Responsible authority to administer the requirements for collection, storage, use, and dissemination of data on individuals within the City.
- Assists the public by answering questions regarding various City related matters.
- Reviews and monitors City leases and agreements to ensure compliance.
- Coordinates mailing and postings of public hearings and meeting notices including determining appropriate parties to notify, typing, sending notices, and preparing affidavits as necessary.
- Primary responsibility for the preparation of the Assessment petitions.
- Preparing and filing annexation petitions.
- Creates and distributes the bi-annual City Newsletter
- Responsible for coordination of information between the City and the U.S. Census Bureau.
- Prepares and files official paperwork with County Recorder for all property changes approved by the City Council (i.e. - conditional use permits, street vacations, and variances to the City Zoning Ordinance).
- Establishes and maintains a complex filing system for City records including active and inactive files.

- Responsible for making sure the Marketing and Promotional Agreement is renewed annually. Monitors on a quarterly basis and provides updates to the City Council.
- Develops, maintains, and oversees a City-wide records retention/management system including policies, procedures, and schedules in accordance with state laws and guidelines; and prepares related reports to the State.
- Researches and recommends the purchase of new equipment used in the daily operation at City Hall, prepares written reports, and presents to Council as appropriate.
- Responsible for maintenance of the City's website, and automation of the City Council packet that is distributed for each City council meeting.
- Maintains and coordinates with City's insurance carrier claims filed for sanitary sewer backups.
- Responsible for developing and maintaining City promotional materials.
- Assists as needed to allow for continuity of operation at City Hall.
- Assists with coding invoices.
- Assists with Golf Course reports and end-of-year inventory.
- Establishes and oversees policies, procedures, and practices for efficient office operation.
- Oversees the NEOGOV Safety training for employees.
- Attends City Safety meetings and handles Agendas, records meeting minutes, and maintains and updates safety policies/manual.
- Drafts routine correspondence and prepares or oversees the preparation of a variety of documents for departments, and schedules meetings.
- Creates reports and forms for office use; establishes and maintains a City-wide forms control program.
- Creates spreadsheets as needed.
- Responsible for annual certification requirements to maintain Tree City USA, Bird City, and Heart Safe Community designations.
- Responsible for updating energy data into B3 Benchmark.

Deputy Registrar Appointee - As of November 7, 2023

- Serves the public interest of the people of Minnesota and subscribes by oath to faithfully discharge the duties of the appointment and to uphold the laws of the state.
- Faithfully discharges the duties of a Deputy Registrar to the people of MN requires each Deputy Registrar to extend prompt and courteous treatment to all customers regardless of race, color, creed, religion, national origin, sex, marital status, familial status, disability, public assistance status, age, sexual orientation, and local human rights commission activity in accordance with the Minnesota Human Rights Act.
- Required to train all employees on the administration of laws and rules of the State of Minnesota regarding motor vehicle registration and title transfer imposed under Minn. Stat. § 168 and 168A.
- Reports to the Commissioner of Public Safety (Registrar) each employee's proficiency in performing and carrying out their duties on an annual basis.
- Develop, publish, and train DMV staff on policies that are comparable with State of Minnesota Management and Budget policies on Respectful Workplace, Harassment and Discrimination Prohibited, Sexual Harassment Prohibited, and Code of Ethics.
- Report all complaints, findings, or determinations of administrative or legal claims related to protected-class harassment and/or discrimination to the Commissioner of Public Safety (Registrar) in a timely manner.
- Cooperate with the Commissioner of Public Safety (Registrar) to resolve complaints received by

the Registrar, including cooperating with any administrative investigation into allegations of discrimination, harassment, or other misconduct by the Deputy Registrar.

- Responsible for the acts of the contact person (Mary Loeffler) and must establish and document an internal control process of communication or reporting for oversight of the contact person.
- Make available for audit all motor vehicle fee and tax records for all transactions occurring during the state's biennial fiscal cycle.
- Comply with Minnesota Government Data Practices Act as it applies to all data provided by the State, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the DMV.
- Consult with the State's Authorized Representative as to how the Deputy Registrar should respond to a release of data request.
- Train all employees in data privacy compliance and annually certify each staff member's proficiency to the Registrar on an annual basis.

Human Resources

- Assists with the distribution, review, and data entry of employee packets for newly hired staff.
- Assists with pay equity, classification system, including job analysis and compensation.
- Assists the Finance Director with bi-weekly payroll withholding tax reporting and Minnesota Deferred Compensation reporting.
- Performs bi-weekly payroll duties including, but not limited to reviewing time sheets for accuracy and in accordance with City employee policies and union contracts, entering data necessary to generate payroll amounts, and uploading files to the bank for direct deposit to employee bank accounts.
- Assists with maintaining and updating employee records relative to pay, benefits, and deductions.
- Assists with maintaining vacation and sick leave schedules for all employees.
- Assists with quarterly and year-end reports and W-2s.
- Coordinates training of staff on the use of the computer; keeps fully informed and determines new procedures for changes; recommends software and equipment purchases.

Elections

- Attends educational sessions related to changes in election laws, including ranked-choice voting.
- Hire election judges and assign them to precincts.
- Administer health care facility absentee voting.
- Handles election budget.
- Works closely with Houston County Auditors Office during election proceedings.
- Conducts City elections in accordance with state and county requirements and applicable laws.
- Acts as the local authority for municipal elections.
- Responsible to notify the state of changes to regular City elections and precinct boundaries.
- Responsible for polling places, election judges, required judges training, campaign finance reports, and all posting and publications required.
- Responsible for making sure ballots and voting equipment are returned to the County at the end of the election day.

Supervisory duties as follows:

- Supervises the Administrative Assistant and DMV staff to effectively meet the fluctuating volume of work and ensure work is done in accordance with city procedures and meets the standards of the office.

- Develop new or revised office procedures for handling office functions.
- Provide on-the-job training as needed.
- Answer questions and provide assistance on complex matters.
- Approves any updated changes to City forms.
- Ensures all city licenses are processed accurately and according to State laws.
- Supervises election judges and other election personnel.

Has the authority to:

1. Assign work to subordinates;
2. Direct the work of subordinates;
3. Discipline subordinates for just cause (oral and written reprimands);
4. Reward subordinates (letter of commendation); and

Has the authority to effectively recommend:

1. Hiring of subordinates;
2. Discharge of subordinates for just cause;
3. Suspension of subordinates for just cause;
4. Transfer of subordinates; and
5. Promotion of subordinates.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of City operations.
- Considerable knowledge of state and federal laws, City ordinances, and policies and regulations applicable to City government, and general governmental operation.
- Considerable knowledge of election procedures.
- Considerable knowledge of the classification of public and private data.
- Thorough ability to communicate effectively, both orally and in writing, with City staff, elected local officials, state and county officials, and the general public.
- Considerable ability to work effectively with City staff and coordinate work to be performed.
- Considerable knowledge of computer hardware, operating systems, computer software, and website management.
- Considerable ability to organize work, complete multiple tasks at the same time, and develop goals, policies, and plans.

MINIMUM QUALIFICATIONS:

- Two-year Associate Degree in business or related field, with an emphasis on computer science, with 2 years minimum experience in business or municipal government.
- **Municipal Clerks certification or ability to obtain in four years of appointment.**
- **Two years experience supervising staff.**

#3.14



TO: Honorable Mayor and City Council Members

FROM: Chris Fortsch, Administrative Assistant

A handwritten signature in black ink, appearing to read "Chris", is written over the "FROM:" line.

DATE: December 6, 2023

RE: Liquor License Application

The City has received the following temporary on-sale liquor license application:

1. La Crescent Area Chamber of Commerce & Tourism

Event date: January 20, 2024

Event location: Wieser Park Pavilion, 1817 County 6, La Crescent

The application appears to be in order, and I would suggest that the City Council approve the application and authorize that it be forwarded to the Minnesota Department of Public Safety.