

CITY OF LA CRESCENT
AGENDA
REGULAR MEETING
LA CRESCENT COMMUNITY BUILDING
336 SOUTH FIRST STREET
DECEMBER 16, 2024
5:00 P.M.

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

1. CONSENT AGENDA

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

- 1.1 MINUTES – DECEMBER 9, 2024
- 1.2 BILLS PAYABLE THROUGH DECEMBER 13, 2024

2. PUBLIC HEARING/MEETING

6:00: PUBLIC MEETING–2025 GENERAL FUND BUDGET/LEVY

3. ITEMS FOR CONSIDERATION

- 3.1 2024 EXPLORE LA CROSSE ANNUAL REPORT
- 3.2 PROPOSAL TO PROVIDE AUDIT SERVICES
- 3.3 2025 FEE SCHEDULE
- 3.4 2025 SERVICE AGREEMENTS
- 3.5 2025 CITY COUNCIL MEETING SCHEDULE
- 3.6 2025 NEWSPAPER DESIGNATION
- 3.7 RETURN EXCESS TAX INCREMENT FUNDS
- 3.8 2025 LICENSE RENEWALS
- 3.9 GAMBLING PERMIT APPLICATION
- 3.10 LIQUOR LICENSE APPLICATION
- 3.11
- 3.12
- 3.13

4. UNFINISHED BUSINESS

- 4.1

CITY OF LA CRESCENT
AGENDA
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336 SOUTH FIRST STREET
DECEMBER 16, 2024
5:00 P.M.

5. MAYOR'S COMMENTS

5.1

6. STAFF CORRESPONDENCE/COMMITTEE UPDATES

6.1 REVISED CANNABIS MAP

6.2

6.3

6.4

6.5

7. CORRESPONDENCE

7.1

7.2

7.3

8. CHAMBER OF COMMERCE

8.1

9. ITEMS FOR NEXT AGENDA

10. ADJOURNMENT

MINUTES, REGULAR MEETING
CITY COUNCIL, CITY OF LA CRESCENT, MINNESOTA
DECEMBER 09, 2024

Pursuant to due call and notice thereof, the first meeting of the City Council of the City of La Crescent for the month of December was called to order by Mayor Mike Poellinger at 5:00 PM in the La Crescent Community Building, La Crescent, Minnesota, on Monday, December 09, 2024.

Upon a roll call taken and tallied by the City Clerk, the following members were present: Members Ryan Hutchinson, Cherryl Jostad, Teresa O'Donnell-Ebner, Dale Williams, and Mayor Mike Poellinger. Members absent: None. Also present were, Public Works Director Tyler Benish, City Engineer Tim Hruska (via Zoom), Community Development Coordinator Larry Kirch, Sustainability Coordinator Jason Ludwigson, City Attorney Skip Wieser, and City Clerk Angie Boettcher.

Interim Fire Chief Josh Tarrence was also in attendance.

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 25, 2024
- 1.2 BILLS PAYABLE THROUGH – DECEMBER 6, 2024

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

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

A MOTION TO APPROVE THE CONSENT AGENDA AS PRESENTED.

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

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

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

2. PUBLIC HEARING/MEETING – STREET VACATION

At 5:00 PM Mayor Poellinger closed the regular meeting for City Council to hold a public hearing to consider a street vacation. City Attorney Wieser reviewed the street vacation request and stated that prior to the meeting, the applicant withdrew his request to vacate the street. Attorney Wieser suggested that the public hearing continue as planned. Mayor Poellinger asked for questions or public comment. Max Weber, the applicant, addressed City Council regarding the street vacation. There were no further questions or comments.

Mayor Poellinger closed the public hearing and resumed the regular council meeting.

It was recommended that City Council make a motion to deny the request due to the following findings:

- 1. the applicant is no longer seeking the request and;
- 2. an agreement could not be reached with the applicant regarding sharing the City’s access to the dog park to the East.

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

MOTION TO DENY THE STREET VACATION REQUEST DUE TO THE STATED FINDINGS.

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

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

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

ITEM 3.1 – STORMWATER ANNUAL MEETING

City Sustainability Coordinator Jason Ludwigson and City Engineer Tim Hruska (via Zoom) were in attendance to conduct the City’s annual stormwater meeting. This satisfies one of the requirements of the stormwater permit's public participation/involvement sections. The public was allowed to review and comment on the City’s Public Education, Outreach, and Public Involvement Program Implementation

Plan/SWPPP. A copy of the document was included. No public comment was received from those in attendance at the meeting.

ITEM 3.2 – RESOLUTION – TRANSPORTATION ALTERNATIVES GRANT

Community Development Coordinator Larry Kirch reviewed with City Council for approval a Resolution authorizing the submittal of and sponsorship of a MnDOT Transportation Alternatives Program Grant Application. Following discussion, Member Hutchinson introduced the following Resolution and moved its passage and adoption as follows:

RESOLUTION NO. 12-24-41

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

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

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

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

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

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

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

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

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

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

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

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

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

Certification

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

SIGNED:

(Signature)

Mayor Mikel Poellinger

(Title)

(Date)

WITNESSED:

(Signature)

City Administrator Bill Waller

(Title)

(Date)

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

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

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

ITEM 3.3 – RESOLUTION – ACTIVE TRANSPORTATION GRANT

Community Development Coordinator Larry Kirch reviewed with City Council for approval a Resolution authorizing the submittal of and sponsorship of a MnDOT Active Transportation Program Infrastructure Grant Application. Following discussion, Member Jostad introduced the following Resolution and moved its passage and adoption as follows:

RESOLUTION NO. 12-24-42

A RESOLUTION AUTHORIZING SUBMITTAL OF AND SPONSORSHIP OF A MINNESOTA DEPARTMENT OF TRANSPORTATION

ACTIVE TRANSPORTATION PROGRAM INFRASTRUCTURE GRANT APPLICATION FOR THE CITY OF LA CRESCENT, MN

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

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

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

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

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

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

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

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

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

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

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

Mikel Poellinger, Mayor

Attest: _____
Angie Boettcher, City Clerk

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

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

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

ITEM 3.4 – SMALL CITIES DEVELOPMENT GRANT CONTRACT

Community Development Coordinator Larry Kirch reviewed with City Council information regarding an application made by the City to the MnDEED's Small Cities Development Grant Program for the Walnut Street corridor project. The City was awarded \$600,000 in federal funding, from the U.S. Department of Housing and Urban Development Community Development Block Grant (CDBG) funds under the Small Cities program. Of the \$600,000, \$580,000 can be used for streetscaping and \$20,000 for grant administration. The City also committed to match that grant with \$33,500 of city funds. City funds can be used for other costs related to the streetscaping project such as engineering services or streetscaping elements associated with the streetscaping portion of the Walnut Street corridor project which is scheduled for construction in 2026. It was recommended that the City Council authorize the Mayor and City Administrator to execute the grant agreement, authorize the expenditure of grant funding, and authorize the City's local matching funds. Following discussion, Member O'Donnell-Ebner made a motion, seconded by Member Hutchinson as follows:

MOTION TO AUTHORIZE THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE THE GRANT AGREEMENT FOR \$600,000 IN FEDERAL FUNDING FROM THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT COMMUNITY DEVELOPMENT BLOCK GRANT FOR THE WALNUT STREET CORRIDOR PROJECT TO BE USED AS STATED AND AUTHORIZE THE CITY TO MATCH THE GRANT WITH \$33,500 OF CITY FUNDS.

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

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

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

ITEM 3.5 – FIRE DEPARTMENT GRANT – AUTHORIZE EXPENDITURE

Community Development Coordinator Larry Kirch reviewed with City Council information regarding an application made by the City requesting \$25,000 to the Taylor Family Farms Foundation (TFFF) for a LUCAS Device (automatic chest compression device), a multi-parameter monitor/cuff, and a smoke house. The total cost of the three items when the grant was submitted was \$33,407 however, in that time the cost of the LUCAS Device increased by \$300.00 for a new total cost of \$33,707. The city agreed to match the grant with funding and 456 hours of training. A grant was awarded to the City for \$10,000. Staff is proposing to purchase all three items using the \$10,000 in grant funds plus \$8,000 in 2024 Fire Department

donation, and up to \$15,707 from city capital budget dollars. As part of the grant, the city agrees to give some recognition to the TFFF as part of implementing the grant with the new life-saving equipment. The city will place a story and picture on the city website, issue a press release, and conduct a press conference when the new equipment is unveiled. The La Crescent Heart Safe Committee provided a letter of support for the grant application along with Gundersen Lutheran Health Systems/Tri-State Ambulance. It was recommended that City Council approve the grant agreement and authorize the expenditure as stated. Following discussion, Member Williams made a motion, seconded by Member O'Donnell-Ebner as follows:

MOTION TO APPROVE THE GRANT AGREEMENT AND AUTHORIZE \$10,000 IN TAYLOR FAMILY FARMS FOUNDATION FUNDS, \$8,000 IN 2024 FIRE DEPARTMENT DONATION, AND UP TO \$15,707 FROM CITY CAPITAL BUDGET DOLLARS TO PURCHASE A LUCAS DEVICE, MULTI-PARAMETER MONITOR/CUFF, AND A SMOKE HOUSE FOR THE FIRE DEPARTMENT.

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

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

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

ITEM 3.6 – ARMER RADIO GRANT AGREEMENT – AUTHORIZE EXPENDITURE

Community Development Coordinator Larry Kirch reviewed with City Council information regarding an application made by the City to the Minnesota Department of Public Safety Emergency Communication Networks division (DPS-ECN) for their 2024-2026 Allied Radio Matrix for Emergency Response (ARMER) Equipment Grant Program. The city applied for \$86,450 and was awarded \$40,000 for the purpose of replacing the Police Departments hand-held radios. The city must match that grant with five percent of city funds (\$2,105.26). The city committed to this match in Resolution 06-24-20 and the original request was for ten radios and backup batteries. The grant and city match cover the cost of five radios but not batteries. City staff is requesting to spend an additional \$2,500 for the necessary backup batteries. It was recommended that City Council approve the grant agreement and authorize the execution of the grant agreement and authorize the Police Department to expend the grant funds of \$40,000, as well as the required city match of \$2,105.26 plus an additional \$2,500 for the purchase of radios and backup batteries. The matching funds and funds for the backup batteries will utilize the 2022 Capital Equipment

Certificate. Following discussion, Member Hutchinson made a motion, seconded by Member Jostad as follows:

MOTION TO APPROVE THE GRANT AGREEMENT AND AUTHORIZE \$40,000 IN DPS-ECN GRANT FUNDS, A CITY MATCH OF \$2,105.26, AND AN ADDITIONAL \$2,500 FOR THE PURCHASE OF RADIOS AND BACKUP BATTERIES FOR THE LA CRESCENT POLICE DEPARTMENT WITH THE MATCHING FUNDS AND FUNDS FOR THE BACKUP BATTERIES COMING FROM THE 2022 CAPTIAL EQUIPMENT CERTIFICATE.

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

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

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

ITEM 3.7 – RESOLUTION – SAFE ROUTES TO SCHOOL GRANT

Sustainability Director Jason Ludwigson reviewed with City Council for approval a Resolution authorizing the submittal of and sponsorship of a MnDOT Safe Routes to School Infrastructure Grant Application. Following discussion, Member Hutchinson introduced the following Resolution and moved its passage and adoption as follows

RESOLUTION NO. 12-24-43

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

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

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

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

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

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

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

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

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

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

- 10) Execute the grant agreement and be the fiscal agent and have funds flow from MnDOT to the city and to the contractor.
- 11) Request SAP/SP number for the project.
- 12) Ensure the project meets milestones and dates.
- 13) Develop, review and/or approve the plan, submit plan, engineers estimate, and proposal to the DSAE.
- 14) Advertise, let, and award the project.
- 15) Submit pay requests to State Aid.
- 16) Communicate progress and updates with the DSAEs and State Aid Programs Engineer.
- 17) Ensure that the project receives adequate supervision and inspection.
- 18) Assist with project close out.

Adopted this 9th day of December, 2024

City of La Crescent

Mike Poellinger, Mayor

Attest:

Angie Boettcher, City Clerk

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

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

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

ITEM 3.8 – PINE CREEK CPL PROJECT – GRANT AWARDS

Sustainability Coordinator Jason Ludwigson reviewed with City Council a letter from the Carl and Verna Schmidt Foundation awarding the city \$25,000 in grant funds for the restoration of Pine Creek. The \$25,000 has been received and will come before the council on a future donation resolution. It was recommended that City Council approve the grant funds. Following discussion, Member Williams made a motion, seconded by Member O'Donnell-Ebner as follows:

MOTION TO APPROVE \$25,000 IN GRANT FUNDS FROM THE CARL AND VERNA SCHMIDT FOUNDATION FOR THE PINE CREEK RESTORATION PROJECT.

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

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

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

ITEM 3.9 – SUSTAINABILITY COORDINATOR’S 2024 YEAR-END REPORT

Sustainability Coordinator Jason Ludwigson reviewed his 2024 year-end report with the city council to highlight the grant funding secured for the city and the many completed projects from 2024. These projects align with the framework developed by the MPCA to improve community sustainability with the GreenStep program. This was informational only; no action was required.

ITEM 3.10 – 2025 LICENSE RENEWALS

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

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

CIGARETTES:

Kwik Trip #437 and Kwik Trip #614

GAS INSTALLERS:

7 Rivers Mechanical, La Crosse Fireplace Company, and Paul’s Heating & Air Conditioning

ON SALE 3.2:

La Crescent Hotel Group/Best Western Plus

OFF SALE 3.2:

Kwik Trip #437 and Kwik Trip #614

SOLID WASTE:

Harter’s Quick Clean-Up, Hilltopper Refuse & Recycling

MASSAGE BUSINESS:

La Crescent Massage

MASSAGE TECHNICIAN:

La Crescent Massage

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

Ryan Hutchinson	Yes
Cherryl Jostad	Yes
Teresa O’Donnell-Ebner	Yes
Dale Williams	Yes

Mayor Poellinger

Yes

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

3.11 – DONATION RESOLUTION

City Council reviewed a Resolution regarding the acceptance of a donation to the City for the Month of November. Following review and discussion, Member Jostad introduced the following Resolution and moved its passage and adoption:

RESOLUTION NO. 12-24-44

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

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

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

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

ADOPTED this 9th Day of December 2024.

SIGNED:

Mayor

ATTEST:

City Clerk

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

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

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

3.12 – CANNABIS ORDINANCE/ZONING ORDINANCE TEXT AMENDMENTS

City Attorney Skip Wieser reviewed with City Council for approval an Ordinance regarding the City of La Crescent to regulate cannabis businesses within the city. Following discussion, Member Hutchinson introduced the following Ordinance and moved it passage and adoption:

ORDINANCE NO. 587

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

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

SECTION 1 – ADMINISTRATION

1.1 Findings and Purpose

City of La Crescent makes the following legislative findings:

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

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

1.2 Authority & Jurisdiction

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

- a) Minn. Stat. 342.13(c), regarding the authority of a local unit of government to adopt reasonable restrictions of the time, place, and manner of the operation of a cannabis

business provided that such restrictions do not prohibit the establishment or operation of cannabis businesses.

- b) Minn. Stat. 342.22, regarding the local registration and enforcement requirements of state-licensed cannabis retail businesses and lower-potency hemp edible retail businesses.
- c) Minn. Stat. 152.0263, Subd. 5, regarding the use of cannabis in public places.
- d) Minn. Stat. 462.357, regarding the authority of a local authority to adopt zoning ordinances.

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

1.3 Severability

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

1.4 Enforcement

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

1.5 Definitions

- 1. Unless otherwise noted in this section, words and phrases contained in Minn. Stat. 342.01 and the rules promulgated pursuant to any of these acts, shall have the same meanings in this ordinance.
- 2. Cannabis Cultivation: A cannabis business licensed to grow cannabis plants within the approved amount of space from seed or immature plant to mature plant, harvest cannabis flower from mature plant, package and label immature plants and seedlings and cannabis flower for sale to other cannabis businesses, transport cannabis flower to a cannabis manufacturer located on the same premises, and perform other actions approved by the office.
- 3. Cannabis Retail Businesses: A retail location and the retail location(s) of a mezzobusinesses with a retail operations endorsement, microbusinesses with a retail operations endorsement, medical combination businesses operating a retail location, excluding lower-potency hemp

edible retailers.

4. Cannabis Retailer: Any person, partnership, firm, corporation, or association, foreign or domestic, selling cannabis product to a consumer and not for the purpose of resale in any form.
5. Daycare: A location licensed with the Minnesota Department of Human Services to provide the care of a child in a residence outside the child's own home for gain or otherwise, on a regular basis, for any part of a 24-hour day.
6. Lower-potency Hemp Edible: As defined under Minn. Stat. 342.01 subd. 50.
7. Office of Cannabis Management: Minnesota Office of Cannabis Management, referred to as "OCM" in this ordinance.
8. Place of Public Accommodation: A business, accommodation, refreshment, entertainment, recreation, or transportation facility of any kind, whether licensed or not, whose goods, services, facilities, privileges, advantages or accommodations are extended, offered, sold, or otherwise made available to the public.
9. Preliminary License Approval: OCM pre-approval for a cannabis business license for applicants who qualify under Minn. Stat. 342.17.
10. Public Place: A public park or trail, public street or sidewalk; any enclosed, indoor area used by the general public, including, but not limited to, restaurants; bars; any other food or liquor establishment; hospitals; nursing homes; auditoriums; arenas; gyms; meeting rooms; common areas of rental apartment buildings, and other places of public accommodation.
11. Residential Treatment Facility: As defined under Minn. Stat. 245.462 subd. 23.
12. Retail Registration: An approved registration issued by the City of La Crescent to a state-licensed cannabis retail business.
13. School: A public school as defined under Minn. Stat. 120A.05 or a nonpublic school that must meet the reporting requirements under Minn. Stat. 120A.24.
14. State License: An approved license issued by the State of Minnesota's Office of Cannabis Management to a cannabis retail business.

SECTION 2 – REGISTRATION OF CANNABIS BUSINESSES

2.1 Consent to registering of Cannabis Businesses

No individual or entity may operate a state-licensed cannabis retail business within City of La

Crescent without first registering with City of La Crescent.

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

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

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

2.2 Compliance Checks Prior to Retail Registration

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

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

2.3 Registration & Application Procedure

2.3.1 Fees

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

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

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

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

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

2.3.2 Application Submittal

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

- A. An applicant for a retail registration shall fill out an application form, as provided by the City of La Crescent. Said form shall include, but is not limited to:
 - i. Full name of the property owner and applicant;
 - ii. Address, email address, and telephone number of the applicant;
 - iii. The address and parcel ID for the property which the retail registration is sought;
 - iv. Certification that the applicant complies with the requirements of local ordinances established pursuant to Minn. Stat. 342.13.
- B. The applicant shall include with the form:
 - i. the application fee as required in Section 2.3.1;
 - ii. a copy of a valid state license or written notice of OCM license preapproval;
 - iii. If new development, summary of proposed Project and timeline for construction. Description must include building permits or approvals identified by the City's Building and Zoning Department.
- C. If an application is for an existing location, and no other land use or zoning approvals are necessary, the City shall determine that the application for Registration is complete or request additional information from the applicant. The City of La Crescent shall inform the applicant as such, process the application fees, and forward the application to the Building and Inspections Department for approval or denial.
 - i. If the Registration sought is associated with a new development and the building is not yet constructed, the applicant must obtain a Conditional Registration concurrently to the land use application process. The Conditional Registration will become effective once the applicable land use applications are deemed complete and approved. The Conditional Registration shall count towards the City's registration allocation identified in Section 2.6. In order to obtain a conditional registration, the City reserves the right to require an applicant to enter

into a Development Agreement (“Development Agreement”) with the City to ensure the compliance with all applicable ordinances and state law.

- ii. The Conditional Registration may be converted to a full Registration when 1) all land use approvals are obtained; 2) all conditions of the land use approval process are met; 3) site work is complete; 4) the building is constructed; and 5) a Certificate of Occupancy for the identified location is issued. If the Certificate of Occupancy is not obtained within the timeframe contained in the Development Agreement, the City will have the option to rescind and revoke any conditional registration without recourse or liability.

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

2.3.3 Application Approval

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

2.3.4 Annual Compliance Checks

The City of La Crescent shall complete at minimum one compliance check per calendar year of every cannabis business to assess if the business meets age verification requirements, as required under Minn. Stat. 342.22 Subd. 4(b) and Minn. Stat. 342.24 and this ordinance.

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

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

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

2.3.5 Location Change

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

2.4 Renewal of Registration

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

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

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

2.4.1 Renewal Fees.

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

2.4.2 Renewal Application.

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

- Items required under Section 2.3.2 of this Ordinance.

2.5 Suspension of Registration

2.5.1 When Suspension is Warranted.

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

2.5.2 Notification to OCM.

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

2.5.3 Length of Suspension.

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

customers if their registration is suspended.

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

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

2.5.4 Civil Penalties.

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

2.6 Limiting of Registrations

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

SECTION 3. REQUIREMENTS FOR CANNABIS BUSINESSES

3.1 Minimum Buffer Requirements

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

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

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

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

Pursuant to Minn. Stat. 462.367 subd. 14, nothing in Section 3.1 shall prohibit an active cannabis business or a cannabis business seeking registration from continuing operation at the same site if a school/daycare/residential treatment facility/attraction within a public park that is regularly used by minors moves within the minimum buffer zone.

3.2 Limits on Location

Distances shall be computed by direct measurement from the nearest property line of the land use listed above to the nearest portion of the building being used for the cannabis business.

Distances shall be verified by the applicant and confirmed by the person(s) responsible for

enforcing this ordinance, via a method deemed acceptable by City of La Crescent.

3.3 Zoning and Land Use

3.3.1 Cultivation.

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

- I, Industrial District

3.3.2 Cannabis Manufacturer.

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

- I, Industrial District

3.3.3 Hemp Manufacturer.

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

- I, Industrial District

3.3.4. Wholesale.

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

- I, Industrial District

3.3.5. Cannabis Retail.

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

- C-1, Commercial District
- CBD-1 and CBD-2, Central Business District
- Commercial-Planned Development Overlay, if Waiver is granted, or as explicitly identified within the Planned Development Agreement.

3.3.6. Cannabis Transportation.

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

- I, Industrial District

3.3.7. Cannabis Delivery.

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

- C-1, Commercial District

3.4 Hours of Operation

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

3.5 Advertising

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

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

SECTION 4. TEMPORARY CANNABIS EVENTS

4.1 License or Permit Required for Temporary Cannabis Events

4.1.1 License Required

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

4.1.2 Registration & Application Procedure

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

4.1.3 Application Submittal & Review

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

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

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

B. The applicant shall include with the form:

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

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

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

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

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

- i. Liability insurance satisfactory to City of La Crescent;
- ii. Minimum Buffer Zone Required: A temporary cannabis event shall provide a minimum buffer zone from the following uses:
 - 1. Four Hundred Seventy-Five (475) feet from a school;
 - 2. Two Hundred Fifty (250) feet of a daycare;
 - 3. Two Hundred Fifty (250) feet of a residential treatment facility;

4. Two Hundred Fifty (250) feet of an attraction within a public park that is regularly used by minors, including a playground or athletic field.
- iii. Temporary cannabis events shall only occur between the hours of 10:00 a.m. and 9:00 p.m., unless extended by the City Council with approval of a special event permit.
- iv. Adequate security for the event is in place to ensure compliance with the requirements of state law at applicant's sole expense.
- F. A request for a Temporary Cannabis Event that meets the requirements of this Section shall be approved.
- G. A request for a Temporary Cannabis Event that does not meet the requirements of this Section shall be denied. The City of La Crescent shall notify the applicant of the standards not met and basis for denial.

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

SECTION 5. USE IN PUBLIC PLACES

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

SECTION 6 – PERFORMANCE STANDARDS

- 6.01 Operation of a cannabis business of the types established by Minnesota Statutes section 342.10 within the city shall comply with the provisions of this chapter and the following:
- A. Building Code. The cannabis business shall comply with Minnesota State Building Code.
 - B. Zoning Ordinance. The cannabis business shall comply with the provisions of Zoning Ordinance.
 - C. Ventilation: A cannabis business shall be ventilated so that the odor of marijuana cannot be detected by a person with a normal sense of smell at the exterior of the cannabis business at the property line.
 - D. Age Limitations: No person under twenty-one (21) years of age shall be within the cannabis business premises.
 - E. Public View:

- i. All activities of a cannabis business businesses, including, without limitation, cultivating, growing, processing, displaying, manufacturing, selling, and storage, shall be conducted out of public view.
- ii. No cannabis or paraphernalia shall be displayed or kept in a business so as to be visible from outside the licensed premises.

F. Prohibited Activities:

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

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

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

H. Security/Theft Mitigation.

- i. A plan to prevent individuals from loitering on the premises of the business if they are not engaging in activity expressly related to the cannabis business.
- ii. Twenty-four-hour emergency contact information for the owner or an on-site employee which shall be provided to the La Crescent Police Department.

- iii. A professionally installed, maintained, and monitored alarm system.
- iv. Except for live cannabis plants being cultivated at a cannabis cultivation facility, and limited amounts of cannabis for display purposes, all cannabis and cannabis products shall be stored in a secured and locked structure, and in a secured and locked safe room, safe, or vault, and in a manner as to prevent diversion, theft or loss.
- v. Twenty-four-hour security cameras to monitor all entrances and exits to the cannabis business, all interior spaces open and accessible to the public, and all interior spaces where cannabis, cash, or currency is being stored for any period of time on a regular basis. The holder of the cannabis license shall be responsible for ensuring that the security cameras footage is accessible. The footage shall be retained for a minimum of ninety days and shall be made available to the person(s) responsible for enforcing this ordinance, as well as the La Crescent Police Department upon demand.
- vi. Sensors shall be installed to detect entry/exit from all secure areas.
- vii. Any bars installed on the windows/doors of a cannabis business shall be installed only on the interior of the building.

SECTION 7 – EFFECTIVE DATE AND EXPIRATION

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

PASSED AND ENACTED this _____ day of _____, 2024.

Mayor

ATTEST:

City Administrator

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

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

and Member Jostad voted no. The motion was declared duly carried by a 4-1 vote. Following discussion, Member O'Donnell-Ebner made a motion, seconded by Member Hutchinson as follows:

MOTION THAT A PRÉCIS FORMAT OF SAID ORDINANCE 587 BE PUBLISHED IN THE OFFICIAL NEWSPAPER OF THE CITY AND WITH "OFFICIAL COPY" SO MARKED BE KEPT ON FILE IN THE OFFICE OF THE CITY ADMINISTRATOR.

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

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

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

City Attorney Wieser reviewed with City Council for approval an Ordinance amending the Zoning Ordinance of the City of La Crescent regarding the zoning of cannabis businesses within the city. Following discussion, Member Hutchinson introduced the following Ordinance and moved its passage and adoption:

ORDINANCE NO. 588

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

The City Council of La Crescent ordains:

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

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

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

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

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

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

- A. Taverns.
- B. Childcare.
- C. Dry cleaning drop-off, incidental pressing and repair without on-site cleaning.
- D. Financial services, with drive through.
- E. Health clubs and fitness centers.
- F. Laundromats.
- G. Mortuary or funeral home.

- H. Multi-family attached residential dwellings, with a minimum density of 8 units per acres, if purely residential units and units combining living and working space within the units are mixed on the same floor of a building.
- I. Museum.
- J. Manufactured Home Park.
- K. Theater with a maximum of one screen or stage.
- L. Age Restricted, Senior Living Facility including Assisted Living.

12.22 C-1 HIGHWAY COMMERCIAL DISTRICT

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

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

- A. Bakery
- B. Bowling Alley with no more than eight (8) lanes
- C. Cannabis businesses licensed or endorsed for cannabis retail
- D. Copy Shop
- E. Financial Services, without drive through
- F. Health clubs and fitness centers
- G. Hotels, Motels, Inn
- H. Office, including Medical and Dental
- I. Public Buildings
- J. Public Infrastructure
- K. Restaurants, without drive through
- L. Retail goods and services within a fully enclosed building
- M. Temporary/seasonal outdoor sales use, subject to the provisions of this title.

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

- A. Animal hospital
- B. Auto filling station, car wash or oil change, and auto repair and maintenance.
- C. Auto sales and rental.
- D. Cannabis businesses licensed or endorsed delivery.
- E. Childcare
- F. Dry cleaning drop-off, incidental pressing and clothing repair without on-site cleaning
- G. Financial services, with drive through
- H. Garden supply store or greenhouse with or without outdoor storage or display
- I. Laundromats
- J. Mortuary or funeral home
- K. Museum
- L. Pawn shops, provided the operator meets license requirements established by the City Council and provided an inventory in the shop is provided on a weekly basis to the Chief of Police.
- M. Personal Services, such as beauty shops
- N. Private clubs and lodges
- O. Repair shops, excluding engine repair
- P. Restaurants, with drive through
- Q. School
- R. Showroom (indoors only)
- S. Theater, assembly hall or arena

12.23 C-PD COMMERCIAL PLANNED DEVELOPMENT OVERLAY

Subd. 1. PURPOSE AND INTENT. The purpose of the C-PD Planned Development District is to promote planned, high-quality development in the commercial area along Highway 61 at the east gateway to the City, as a Planned Unit Development.

Subd. 2. CANNABIS BUSINESSES. Cannabis businesses licensed or endorsed for cannabis retail if Waiver is granted, or as explicitly identified within the Planned Development Agreement.

Subd. 3. USES. Permitted, accessory and conditional in the C-PD District shall be the same as the respective permitted, accessory and conditional uses in the C-1 except for the following additional Conditional Use.

- a. Auto Repair
- b. Auto Sales and Rental
- c. Construction Yards, for the storage of construction equipment and materials, are conditionally permitted, as well as any necessary buildings for the storage of construction equipment and construction materials, which comply with zoning and applicable building codes. The conditions for approval are as follows and no other conditions are placed on this Conditional Use, including those in 12.06, that are not listed below:
 - 1) that the construction yard be proximal to a construction company's primary office and not be located on the highway frontage.
 - 2) that construction materials be stored on racks or pallets in an orderly and safe manner with perimeter screening of the site by a secure fence and landscaping so the outside storage is screened from view from of public right-of-ways and adjacent properties.

Subd. 4. DEVELOPMENT STANDARDS. Lot standards and general provisions for development within the C-PD shall be the same as for the C-1 District, except for the setback of buildings to the Highway 14/61 frontage, which shall require a build-to line of twenty feet (20') minimum and forty feet (40') maximum.

Subd. 5. MASTER PLAN REQUIRED. All rezoning, plats, site plan approvals or redevelopment plans will be approved by the City within the C-PD District only if a master development plan is submitted and approved which comprises at least three (3) acres of land and is agreed to by all property owners within the master plan area. Such master plan shall be prepared and reviewed according to the Planned Unit Development (PUD) standards of this title.

Subd. 6. WAIVER. The City Council may waive the requirement that a master plan be prepared and reviewed in accordance with the Planned Unit Development (PUD) standards of this title, if what is proposed for the site is in accordance with all other provisions of the Zoning Ordinance, is consistent

with the City's Comprehensive Plan and is presented to the Planning Commission, who shall hold a public meeting, and provide a recommendation prior to City Council action.

Subd. 7. USES IN COMMERCIAL DISTRICTS

Use – P = Permitted, C = Conditional	C-1	CBD	C-PD
Animal hospitals	C		
Assembly Halls		C	
Auto filling station, car wash or oil change and auto repair and maintenance.	C		
Auto sales and rental.	C		C
Bakery	P	P	P
Bowling Alley no more than 8 lanes	P		P
Childcare	C	C	C
Copy shop	P	P	P
Dry cleaning drop-off, incidental pressing and repair without on-site cleaning	C	C	C
Financial services, without drive through	P	P	P
Financial services, with drive through	C	C	C
Garden supply store or greenhouse with or without outdoor storage or display	C		C
Health clubs and fitness centers	C	C	C
Hotels, motels, inns, bed and breakfast	P	P	P
Laundromats	C	C	C
Mortuary or funeral home	C	C	C
Multi-family attached residential dwellings, with a minimum density of 8 units per acres, which may include units combining living and working space within the unit, if all units on the same floor of a building are such		P	

Multi-family attached residential dwellings, with a minimum density of 8 units per acres, if purely residential units and units combining living and working space within the units are mixed on the same floor of a building		C	
Museum	C	C	C
Office, including medical and dental	P	P	P
Outdoor seating within the public right-of-way		C	
Personal services, such as beauty shops	C	C	C
Private clubs and lodges	C	C	C

Use – P = Permitted, C = Conditional	C-1	CBD	C-PD
Assembly Halls	P	P	P
Public buildings	P	P	P
Public infrastructure	P	P	P
Repair shops, excluding engine repair	C	C	C
Restaurants, without drive through	P	P	P
Restaurants, with drive-through	C		C
Retail goods and services in a fully enclosed building	P	P	P
School	C	C	C
Showroom (indoors only)	C	C	C
Tavern		C	
Theaters and arenas	C	C	C
Auto Repair	C		C
Auto Sales and Rental	C		C
Construction yards (with limitations)			C

12.24 I - INDUSTRIAL DISTRICT

Subd 4. CONDITIONAL USES.

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

12.55 DEFINITIONS LISTED

Is hereby amended to include the following:

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

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

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

Cannabis delivery service. A person or entity licensed or otherwise authorized to purchase cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products from licensed cannabis microbusinesses with a retail endorsement, cannabis mezzobusinesses with a retail endorsement, dispensaries, medical cannabis dispensaries, and medical cannabis combination businesses; transport and deliver cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived

consumable products to customers; and perform other actions pursuant to Minnesota Statutes, Chapter 342.

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

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

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

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

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

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

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

Cannabis wholesaler. An entity licensed or authorized to obtain, store, and sell or otherwise transfer cannabis or hemp seeds, plants, flower, or other products for the purpose of resale or other transfer to a

cannabis business but not to consumers, pursuant to Minnesota Statutes, Chapter 342.

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

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

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

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

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

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

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

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

12.10 GENERAL PROVISIONS

Is hereby amended to include the following:

Subd. 19. GENERAL PERFORMANCE STANDARDS – CANNABIS BUSINESS

All cannabis businesses must be in compliance with Ordinance No. 587 of the City of La Crescent and all applicable state laws and regulations relating to the operation of a cannabis business.

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

Passed and enacted this _____ day of _____, 2024.

SIGNED:

Mayor

ATTEST:

City Clerk

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

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

and Member Jostad voted no. The motion was declared duly carried by a 4-1 vote.

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

MOTION THAT A PRÉCIS FORMAT OF SAID ORDINANCE 588 BE PUBLISHED IN THE OFFICIAL NEWSPAPER OF THE CITY AND WITH "OFFICIAL COPY" SO MARKED BE KEPT ON FILE IN THE OFFICE OF THE CITY ADMINISTRATOR.

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

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

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

City Attorney Wieser reviewed with City Council for approval a map of the cannabis business dispensary off-limit areas with a correction to remove the canoe/kayak launch which does not meet the definitions of a park or attraction. Attorney Wieser will provide a copy of the corrected map at the December 16, 2024 Council Meeting. Following discussion, Member Hutchinson made a motion, seconded by Member Williams as follows:

MOTION TO APPROVE THE CANNABIS BUSINESS DISPENSARY OFF-LIMIT AREA MAP WITH A CORRECTION TO REMOVE THE CANOE/KAYAK LAUNCH AND ATTORNEY WIESER PROVIDING THE CORRECTED COPY AT THE DECEMBER 16, 2024 CITY COUNCIL MEETING.

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

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

and Member Jostad voted no. The motion was declared duly carried by a 4-1 vote.

6. STAFF CORRESPONDENCE/COMMITTEE UPDATES:

6.1
6.2

7. CORRESPONDENCE:

8. CHAMBER OF COMMERCE:

Chamber of Commerce Representative Ben Horn was in attendance and provided an update.

Council Member Hutchinson announced this would be his last council meeting after ten years of having a council seat. Member Hutchinson expressed his pleasure in working with city staff, the Mayor, and Council Members over that time.

Newly elected Council Member Chris Langen was in attendance and was introduced by the Mayor. Council Member Langen will begin his term at the January 13, 2025, City Council meeting.

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

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

and none voted against the same. The motion was declared duly carried and the meeting duly adjourned at 5:53 P.M.

APPROVAL DATE: _____.

SIGNED:

Mayor

ATTEST:

City Administrator

#1.2



TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator *Bill*
DATE: December 13, 2024
RE: Bills Payable

Attached for review and consideration by the City Council are the bills payable for the period ending December 13, 2024. We would suggest that the City Council approve the payment of the bills payable as presented.

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
A1 PRECISION PUMPING INC						
13127	PUMP GRINDER PIT AT 120 SHORE ACRES	12/05/2024	400.00	.00		
13144	JET OUT VALVE BOX FOR GRINDER REPLACEMENT	12/10/2024	400.00	.00		
Total 9080:			800.00	.00		
ABILITY BUILDING CENTER INC						
23074	CITY HALL - SHREDDING	11/30/2024	23.66	.00		
23074	CITY HALL - CLEANING	11/30/2024	78.71	.00		
23075	FD - CLEANING COMM RM	11/30/2024	318.00	.00		
23075	FD - CLEANING STATION	11/30/2024	201.00	.00		
Total 8085:			621.37	.00		
ALL STAR PRO GOLF INC						
INV38875	GC - PENCILS	12/01/2024	277.30	.00		
INV39319	GC - GLOVES FOR RESALE	12/01/2024	268.68	.00		
Total 51:			545.98	.00		
AMAZON CAPITAL SERVICES						
17X6-LWKD-LW	LIBRARY - BOOKS GRANT FUNDED	12/07/2024	55.97	.00		
19HL-CWG1-LQ	MAINT - EYE WASH STATIONS	11/29/2024	74.86	.00		
19TL-4KX9-D3X	LIBRARY - BOOKS GRANT FUNDED	12/09/2024	53.96	.00		
1D7C-77YT-FPN	CITY HALL - EYE WASH STATIONS	11/29/2024	74.86	.00		
1NW3-N4CK-F74	LIBRARY - BOOKS GRANT FUNDED	12/09/2024	23.80	.00		
1VTF-4C4L-JR1	WATER DEPT - AIR FILTERS FOR BLOWERS AT TREATME	12/01/2024	279.96	.00		
1VTF-4C4L-JR1	PARKS - CLEANING SUPPLIES FOR WIESER PAVILION	12/01/2024	99.92	.00		
Total 9956:			663.33	.00		
AUTO VALUE LA CROSSE						
516514280	STREETS - 2 BATTERIES FOR DUMP TRUCK	12/02/2024	271.98	.00		
516514488	STREETS - PLOW TRUCK REPAIR	12/03/2024	38.35	.00		
Total 2106:			310.33	.00		
B & B TREE SERVICE, LLC						
354075	PARKS - STUMP REMOVAL	12/02/2024	390.00	.00		
Total 147:			390.00	.00		
BAKER & TAYLOR						
2038682211	LIBRARY - BOOKS GRANT FUNDED	11/05/2024	237.70	.00		
2038708676	LIBRARY - BOOKS GRANT FUNDED	11/18/2024	379.73	.00		
2038725404	LIBRARY - BOOKS GRANT FUNDED	11/26/2024	404.50	.00		
H70696590	LIBRARY - MOVIES	11/14/2024	30.74	.00		
Total 8022:			1,052.67	.00		
BOBCAT OF THE COULEE REGION						
01-77029	PARKS - TRACK MACHINE REPAIR	12/11/2024	181.98	.00		
Total 216:			181.98	.00		
BOB'S SERVICE						
713392	MAINT SHOP - 2 NEW HEATERS	12/09/2024	4,616.18	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 8841:			4,616.18	.00		
CINTAS CORPORATION						
4210271337	CITY HALL - MATS, CLEANING RAGS & TOWELS	11/04/2024	83.75	.00		
4210271389	GC- CLEANING RAGS FOR CLUBHOUSE AND SHOP	11/04/2024	43.39	.00		
4211727770	GC- CLEANING RAGS FOR CLUBHOUSE AND SHOP	11/18/2024	53.01	.00		
4211727775	CITY HALL - MATS, CLEANING RAGS & TOWELS	11/18/2024	83.75	.00		
Total 9696:			263.90	.00		
CLEARWAY COMMUNITY SOLAR LLC						
10/24 STMT	523 S. CHESTNUT ST. - ANIMAL SHELTER	10/31/2024	38.41	.00		
10/24 STMT	1450 HWY 16 - LIFT STATION	10/31/2024	28.47	.00		
10/24 STMT	608 S 7TH ST - POOL	10/31/2024	488.72	.00		
10/24 STMT	400 LARCH AVE - WELL 2	10/31/2024	620.34	.00		
10/24 STMT	31 MCINTOSH RD - LIFT STATION	10/31/2024	10.79	.00		
10/24 STMT	520 S 14TH ST - ICE ARENA	10/31/2024	2,445.36	.00		
10/24 STMT	219 CHESTNUT ST - BRIDGE LIGHT	10/31/2024	53.54	.00		
10/24 STMT	407 ORCHARDVIEW - BOOSTER STATION	10/31/2024	289.63	.00		
10/24 STMT	321 MAIN ST - LIBRARY	10/31/2024	156.27	.00		
10/24 STMT	193 MCINTOSH RD - BOOSTER STATION	10/31/2024	175.08	.00		
10/24 STMT	202 MAIN ST - FLAG LIGHT	10/31/2024	3.04	.00		
10/24 STMT	209 S WALNUT ST - LAC SIGN	10/31/2024	13.42	.00		
10/24 STMT	608 S. 7TH ST. - TENNIS COURT LIGHTS	10/31/2024	9.55	.00		
10/24 STMT	336 S 1ST ST - COMMUNITY BLDG	10/31/2024	147.12	.00		
10/24 STMT	110 MIDNIGHT ST - LIFT STATION	10/31/2024	49.65	.00		
10/24 STMT	722 N 2ND ST - RADIUM PLANT	10/31/2024	1,898.95	.00		
10/24 STMT	219 MAIN ST - UNIT LIGHTS	10/31/2024	74.69	.00		
10/24 STMT	1200 JONATHAN LANE - PARK SHELTER	10/31/2024	40.86	.00		
10/24 STMT	200 STONEY POINT - WELL HOUSE	10/31/2024	758.38	.00		
10/24 STMT	1323 SPRUCE DR - ABNET FIELDS	10/31/2024	30.01	.00		
Total 9854:			7,332.28	.00		
CMI, INC.						
8069634	PD - DMT/PBT BREATH TUBES	12/04/2024	100.38	.00		
Total 443:			100.38	.00		
CORKY'S PIZZA & ICE CREAM						
12/11/24	PROJECT MEETING LUNCH	12/11/2024	51.20	.00		
Total 241:			51.20	.00		
CUSTOM ALARM						
595790	GC - SERVICE CALL ON ALARM	11/29/2024	526.06	.00		
Total 290:			526.06	.00		
DRIFTLESS CUSTOMS						
11/25/24	STREETS - REPAINT & SAND BLAST PLOW TRUCK	11/25/2024	1,477.50	.00		
Total 10247:			1,477.50	.00		
EFTPS - ELECTRONIC FEDERAL TAX						
12/6/24 P/R	FED/FICA/MEDICARE	12/11/2024	19,818.70	19,818.70	12/11/2024	

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 1127:			19,818.70	19,818.70		
FIRST SUPPLY LLC - LA CROSSE						
14457890-00	WATER DEPT - SMALL TOOLS	12/06/2024	259.90	.00		
14462230-00	COMMUNITY BLDG - 4 NEW FAUCETS	12/10/2024	405.96	.00		
Total 557:			665.86	.00		
GEGEN, MARY						
11/01/24 - 11/30/	REIMBURSE MILEAGE	11/30/2024	159.46	.00		
Total 10238:			159.46	.00		
GRAF ELECTRIC, INC.						
23811	REPAIR POLE WIRING ON SPRUCE & 14TH ST.	11/22/2024	498.94	.00		
23818	GRINDER PUMP REPAIR - 202 SHORE ACRES	12/04/2024	105.00	.00		
Total 619:			603.94	.00		
HYDRO TECH SERVICE						
2933	WELL #3 REPAIR	12/05/2024	2,300.00	.00		
2934	INSTALL NEW VALVE AT WELL #3	11/20/2024	2,700.00	.00		
2935	INSTALL NEW PIPING AT WELL #3	11/26/2024	5,500.00	.00		
Total 10246:			10,500.00	.00		
IDEAL CRANE RENTAL						
499430	RENT BOOMLIFT	11/27/2024	900.00	.00		
499716	RENT SCISSORS LIFT	11/29/2024	225.00	.00		
Total 9445:			1,125.00	.00		
JUNIOR LIBRARY GUILD						
703027	LIBRARY - BOOKS	12/09/2024	795.80	.00		
Total 9003:			795.80	.00		
KLM ENGINEERING, INC.						
10581	WATER RESERVIOR INSPECTION - STONEY POINT	12/05/2024	3,500.00	.00		
10581.1	WATER RESERVIOR INSPECTION - CRESCENT HILLS	12/05/2024	3,500.00	.00		
Total 10245:			7,000.00	.00		
LA CRESCENT ACE HARDWARE						
11/24 STMT	MAINT - SMALL TOOLS	11/30/2024	21.98	.00		
11/24 STMT	STREETS - REPAIR PLOW TRUCK BRINE TANK	11/30/2024	80.50	.00		
11/24 STMT	GC - PIPE PARTS FOR #9 FAIRWAY	11/30/2024	37.14	.00		
11/24 STMT	MAINT - SMALL TOOLS	11/30/2024	3.99	.00		
11/24 STMT	GC - COURSE MAINT	11/30/2024	10.76	.00		
11/24 STMT	MAINT - SMALL TOOLS	11/30/2024	24.99	.00		
11/24 STMT	MAINT - SMALL TOOLS	11/30/2024	17.98	.00		
11/24 STMT	WATER DEPT - RESERVIOR MAINT	11/30/2024	18.17	.00		
11/24 STMT	MAINT - WORK GLOVES	11/30/2024	7.59	.00		
11/24 STMT	MAINT - SMALL TOOLS	11/30/2024	29.99	.00		
11/24 STMT	MAINT - SHOP LADDER	11/30/2024	239.99	.00		
11/24 STMT	PARKS - GLOVES FOR MARY	11/30/2024	18.99	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
11/24 STMT	MAINT - HEATER REPAIR	11/30/2024	31.99	.00		
11/24 STMT	MAINT SHOP SIGNAGE	11/30/2024	21.96	.00		
11/24 STMT	GC - BARRICADE SUPPLIES FOR PARKING LOT	11/30/2024	32.95	.00		
11/24 STMT	GC - BARRICADE SUPPLIES FOR PARKING LOT	11/30/2024	44.91	.00		
11/24 STMT	STREETS - REPAIR PLOW TRUCK BRINE TANK	11/30/2024	12.63	.00		
11/24 STMT	MAINT - EQUIPMENT REPAIR	11/30/2024	25.74	.00		
11/24 STMT	GC - GOLF CAR MAINT	11/30/2024	15.18	.00		
11/24 STMT	PARKS - WINTERIZE BATHROOMS AT OLD HICKORY	11/30/2024	9.18	.00		
11/24 STMT	WATER DEPT - LINE REPAIR	11/30/2024	6.99	.00		
11/24 STMT	MAINT - HEATER REPAIR	11/30/2024	3.00	.00		
11/24 STMT	MAINT - SMALL TOOLS	11/30/2024	16.78	.00		
11/24 STMT	MAINT - BATTERIES FOR TRUCK FOB	11/30/2024	16.99	.00		
11/24 STMT	MAINT - SMALL TOOLS	11/30/2024	10.00	.00		
11/24 STMT	GC - WATER SOFTENER SALT	11/30/2024	33.96	.00		
11/24 STMT	WATER DEPT - BATTERIES FOR METER READER	11/30/2024	16.99	.00		
Total 717:			811.32	.00		
LA CROSSE SEED CORPORATION						
SI-2517013	PARKS - FROST SEED FOR WINLAC RAIN GARDEN	12/10/2024	126.50	.00		
Total 1198:			126.50	.00		
LEMKE, ROY						
2024 BOOT	BOOT REIMBURSEMENT - 2024	12/10/2024	127.50	.00		
Total 1109:			127.50	.00		
Little Dutch Repair & Diagnostics LLC						
0656	STREETS - 07 DUMP TRUCK REPAIR	12/05/2024	1,727.91	.00		
Total 10150:			1,727.91	.00		
MENARDS-LA CROSSE						
6968	GC - CLEANING SUPPLIES	12/03/2024	45.81	.00		
6968	GC - EQUIPMENT MAINT	12/03/2024	59.39	.00		
6968	GC - SMALL TOOLS	12/03/2024	44.13	.00		
6968	GC - OFFICE SUPPLIES	12/03/2024	19.99	.00		
Total 1352:			169.32	.00		
MIDWEST TAPE						
506439796	LIBRARY- MOVIES GRANT FUNDED	12/06/2024	16.99	.00		
Total 9851:			16.99	.00		
MIENERGY COOPERATIVE						
11/24 STMT	ELECT UTILITIES - HORSETRACK MEADOWS LIFT STATI	11/30/2024	135.00	.00		
11/24 STMT	ELECT UTILITIES-GC POP MACH.	11/30/2024	69.47	.00		
11/24 STMT	ELECT UTILITIES-CRESC.HGTS & WILDWOOD SEC LIGH	11/30/2024	230.00	.00		
11/24 STMT	ELECT UTILITIES - WIESER PARK	11/30/2024	633.74	.00		
11/24 STMT	ELECT UTILITIES-GC IRRIGATION & PARKING LOTS LIGH	11/30/2024	187.41	.00		
11/24 STMT	ELECT UTILITIES-GC CLUBHOUSE	11/30/2024	396.51	.00		
Total 2012:			1,652.13	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
MINNESOTA CHILD SUPPORT PAYMENT CENTER						
12/10/24PR0015	MN CHILD SUPPORT	12/10/2024	497.46	497.46	12/10/2024	
Total 9597:			497.46	497.46		
MINNESOTA DEPT OF REVENUE						
12/6/24 P/R	MN STATE WHT	12/11/2024	3,980.00	3,980.00	12/11/2024	
Total 227:			3,980.00	3,980.00		
MINNESOTA PUMP WORKS						
INV026261	POWER WIRES FOR NEW GRINDER PUMPS	12/05/2024	1,155.00	.00		
Total 9637:			1,155.00	.00		
MINNESOTA STATE RETIREMENT SYS						
12/6/24 P/R	DEFERRED COMP. DEDUCTIONS/CONTRIBUTIONS	12/11/2024	4,323.27	4,323.27	12/11/2024	
Total 1285:			4,323.27	4,323.27		
MORRIS ELECTRONICS INC.						
10573	LODGING -10/23 & 10/25 HOTEL FOR ON SITE VISIT	10/23/2024	163.34	.00		
11095	SET UP & TESTING NEW COMPUTERS - PD	11/26/2024	75.00	.00		
11095	SET UP & TESTING NEW COMPUTERS - B&Z	11/26/2024	75.00	.00		
11095	SET UP & TESTING NEW COMPUTERS - CLERK	11/26/2024	225.00	.00		
11095	SET UP & TESTING NEW COMPUTERS - DMV	11/26/2024	225.00	.00		
Total 10081:			763.34	.00		
MUNICIPAL EMERGENCY SERVICES, INC.						
IN2166680	FD - ANNUAL SCBA TESTING	12/10/2024	1,140.00	.00		
Total 8816:			1,140.00	.00		
NESS PUMPING SERVICE						
10058	KISTLER PARK/POOL - TOILET RENTAL	12/11/2024	2,415.00	.00		
10059	BIKE BRIDGE - TOILET RENTAL	12/11/2024	1,267.00	.00		
10060	VETCH PARK - TOILET RENTAL	12/11/2024	1,635.00	.00		
10061	VETERANS PARK- TOILET RENTAL	12/11/2024	1,670.00	.00		
10062	GC- TOILET RENTAL	12/11/2024	250.00	.00		
10063	HARRIS PARK - TOILET RENTAL	12/11/2024	2,415.00	.00		
Total 10061:			9,652.00	.00		
P & T ELECTRIC INC						
26495	GC - FIX ELECTRICAL & PUT POWER TO STORAGE SHED	12/04/2024	1,684.24	.00		
Total 1643:			1,684.24	.00		
PUBLIC EMPLOYEES RETIREMENT						
12/6/24 P/R	RETIREMENT DEDUCTIONS/CONTRIB.-CORD & PF	12/11/2024	16,051.99	16,051.99	12/11/2024	
12/6/24 P/R	RETIREMENT DEDUCTIONS/CONTRIB.-DCP	12/11/2024	220.00	220.00	12/11/2024	
Total 1612:			16,271.99	16,271.99		
RONCO ENGINEERING SALES INC						
3379137	STREETS - EQUIPMENT REPAIR	12/04/2024	38.03	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 1813:			38.03	.00		
THEIN WELL COMPANY, INC.						
19744	WELL #3 REPAIR & REPLACEMENT	11/29/2024	43,474.68	.00		
Total 2038:			43,474.68	.00		
UNIVERSAL TRUCK EQUIPMENT INC						
64290	STREETS - SNOW PLOW BLADE MAINT	12/11/2024	2,130.26	.00		
Total 2105:			2,130.26	.00		
VERIZON WIRELESS						
6100119021	SEWER DEPT - WIRELESS	11/30/2024	57.76	.00		
6100119021	WATER DEPT - WIRELESS	11/30/2024	57.76	.00		
9979825751	FD - MOBILE	11/28/2024	180.09	.00		
9979848375	B&Z - COMPUTER DATA	11/28/2024	60.03	.00		
9979848375	WATER DEPT - DATA	11/28/2024	35.01	.00		
9979848375	PD - COMPUTER DATA & PHONE SERVICE	11/28/2024	496.45	.00		
9979848375	SEWER DEPT - DATA	11/28/2024	35.01	.00		
Total 8973:			922.11	.00		
Grand Totals:			150,265.97	44,891.42		

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

City Treasurer: _____

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

6:00 Public Meeting



TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator *BW*
DATE: December 12, 2024
RE: 2025 General Fund Budget and Levy

At 6:00 the City Council will hold a public meeting at which time the proposed budget and levy will be discussed and public input allowed, prior to final budget and levy determination.

As a point of clarification, in April of each year the City Council holds the Board of Appeal and Equalization meeting, at which time property owners can ask questions about their proposed property value and property classification. Questions about property value and property classification will need to wait until the Board of Appeal and Equalization meeting which will be held in April of 2025.

The items included for review and consideration by the City Council are the proposed resolution setting the 2025 levy, the memo presented in November of 2024 that summarizes the 2025 general fund budget, and a copy of the proposed 2025 general fund budget.

The action for the City Council to consider at this meeting is as follows:

1. By motion, adopt the 2025 general fund budget.
2. By resolution, set the 2025 final levies. A copy of the levy resolution is included.



TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator *Bill*
DATE: November 6, 2024
RE: Proposed 2025 General Fund Budget/Levy

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

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

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

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

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

The proposed budget has been modified since the first City Council meeting in October when it was last reviewed with the City Council. In the street department budget the funds for the cost to pave a portion of the parking lot at Old Hickory Park were removed, and were replaced with funds for the CPL project at Stoney Point. This change, along with removing the funds to demolish the house at 333 Main Street, allow for the addition of a ninth Police Officer position to the budget. The new position would begin in July of 2025.

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

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

1. This is the ad valorem tax.
2. This is the City's local government aid for 2024, which is an increase of \$585 from 2024 to 2025.
3. This is the Municipal State Aid funds for the reconstruction of a portion of Oak Street.
4. This is the MnDOT grant for the Safe Routes to School project.
5. These are the MnDNR grants for the Stoney Point CPL project and the Pine Creek Restoration project.
6. The revenues for the recreation portion of the budget have been set at zero for the programming activities that the City will no longer be providing in 2025. This will also be reflected on the expenditure side of the budget.
7. This is a proposed transfer from one of the City's tax increment funds.
8. These are the bond proceeds for the South 6th Street project issued under the City's street reconstruction bonding authority.
9. For items 3,4,5, and 8, there are corresponding expenditures on the expense side of the budget.
10. The audit budget figure has been increased due to the City's current auditor no longer performing the service in 2025.
11. The proposed budget does not include funds for an election.
12. The proposed budget includes funds to begin converting files and records to an electronic format, and for computer replacement.
13. The proposed budget includes funds for the lease purchase of the current Tesla, along with 2 new vehicles in 2025 that will be purchased utilizing carbon reduction funding.
14. The proposed budget has been adjusted to include funds for a 9th Police Officer. The position would begin in July of 2025.
15. The proposed budget was adjusted to add the costs for the CPL Stoney Point Project and the cost to pave a portion of the parking lot at Old Hickory Park was removed from the budget.
16. The proposed budget includes funds for a transfer to the ice arena fund, along with a set a side of funds for ongoing building maintenance at the ice arena.
17. The library levy was adjusted based on the adopted preliminary levy resolution. A copy of the proposed library budget is attached.
18. The funds to demolish the City owned house at 333 Main Street were removed from the proposed budget. We are suggesting that the City Council allow Healthy Community Partnership to use the building in 2025, and that the structure be removed in 2026.

As in the past, we will continue to review the proposed budget and evaluate changes or modifications. This will be the last time that the budget will be reviewed prior to the public meeting in December when the budget and levy will be considered.

RESOLUTION 12-24-45

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

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

1. It is hereby determined and declared that there shall be and there is hereby levied upon all taxable property within the City for the general purposes of the City, as provided by law, to be collected in the year 2025 as part of the general taxes due and payable in the year 2025 a direct ad valorem tax in the amount of \$2,608,988.00 as provided by State law to be levied and collected in the manner provided by law.
2. Be it also hereby determined and declared that there shall be and there is hereby levied upon taxable property within the City of La Crescent for public library service, a tax in the amount of \$196,290.00 to be collected in the year 2025, as authorized by Minnesota Statutes, Section 134.33 and 134.34.
3. It is hereby found, determined, and declared that the amounts set forth in a column at the right to be levied with taxes to be collected in the calendar year 2025, in conjunction with the various bonds issued and sinking funds described below:

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

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

ADOPTED this 16th day of December 2024.

SIGNED:

Mayor

ATTEST:

City Administrator

Account Number	Account Title	2022 Pri Year 2 Actual	2023 Pri Year Actual	2024 Cur YTD Actual	2024 Current year Budget	2024 Current YTD Remaining	2025 Proposed Budget
GENERAL FUND							
TAXES							
101-31010	CURRENT AD VALOREM TAXES	2,068,910	2,259,443	.00	2,431,002	2,431,002	2,612,988 ①
101-31011	REFUND TAX-ANNEXED-TWNSHP	6,029-	.00	.00	4,000-	4,000-	.00
101-31050	TAX ABATEMENT	.00	.00	.00	.00	.00	.00
101-31051	EXCESS TIF REVENUE REFUND	.00	.00	.00	.00	.00	.00
101-31410	LODGING TAX - HOTEL/MOTEL	3,553	8,776	1,999-	3,500	5,499	5,000
101-31810	FRANCHISE FEES-CABLE TV	49,864	49,784	60,911	50,000	10,911-	60,000
101-31900	INT. ON DELINQUENT TAXES	109	1,410	.00	300	300	300
Total TAXES:		2,116,407	2,319,413	58,912	2,480,802	2,421,890	2,678,288
LICENSES & PERMITS							
101-32110	LIQUOR/WINE - ON SALE	4,375	4,505	25	4,600	4,575	4,600
101-32111	LIQUOR OFF SALE	1,350	750	.00	1,350	1,350	1,350
101-32112	BEER ON SALE	280	560	.00	280	280	300
101-32113	BEER OFF SALE	.00	300	.00	.00	.00	.00
101-32115	SOFT DRINK LICENSE	.00	.00	.00	.00	.00	.00
101-32116	CIGARETTE LICENSE	225	180	.00	200	200	200
101-32117	CANNABIS LICENSE	.00	.00	.00	.00	.00	1,500
Budget notes: ~2025 3 @ \$500							
101-32119	GARBAGE PICKUP PERMIT	2,000	2,000	.00	2,000	2,000	2,000
101-32160	MASSAGE LICENSE	400	500	250	300	50	400
101-32162	ICE CREAM VENDER LICENSE	.00	.00	.00	.00	.00	.00
101-32210	BUILDING PERMITS (EXC SUR	70,578	61,388	41,977	40,000	1,977-	45,000
101-32211	EXCAVATION PERMITS	231	316	500	200	300-	300
101-32212	PLUMBING PERMITS	3,505	3,985	2,875	3,000	125	3,000
101-32213	FENCE PERMITS	500	700	275	400	125	400
101-32214	DEMOLITION PERMITS	.00	.00	.00	.00	.00	.00
101-32215	SIGN PERMIT	105	185	100	150	50	100

Account Number	Account Title	2022 Pri Year 2 Actual	2023 Pri Year Actual	2024 Cur YTD Actual	2024 Current year Budget	2024 Current YTD Remaining	2025 Proposed Budget
101-32216	FILL PERMITS	.00	.00	.00	.00	.00	.00
101-32217	CONDITIONAL USE PERMIT	600	250	250	300	50	300
101-32218	VARIANCE FEE	1,080	400	250	500	250	400
101-32219	MECHANICAL PERMIT	3,000	3,360	2,695	3,000	305	3,000
101-32220	GAS INSTALLERS LICENSE	1,260	1,485	135	1,000	865	1,200
101-32221	SHORT-TERM RENTAL PERMIT FEE	.00	400	100	.00	100-	.00
101-32240	DOG\MULTIPLE PET LICENSES	300	475	350	325	25-	400
101-32241	DOG LICENSES	6,611	7,291	3,755	5,000	1,245	6,000
101-32242	CAT LICENSES	1,800	1,600	885	1,000	115	1,500
101-32243	CAT\MULTIPLE PET LICENSES	275	300	225	200	25-	200
101-32244	CHICKEN PERMIT APPLICATION FE	.00	50	.00	.00	.00	.00
101-32245	BEEKEEPING PERMIT	.00	.00	50	.00	50-	.00
101-32260	PEDDLERS PERMIT	.00	.00	70	.00	70-	.00
101-32261	FILING FEES	8	.00	6	.00	6-	.00
101-32262	HAND GUN PERMITS	.00	.00	.00	.00	.00	.00
Total LICENSES & PERMITS:		98,483	90,980	54,773	63,805	9,032	72,150

INTERGOVERNMENTAL AID

101-33124	FEDERAL FLOOD RELIEF AID	.00	.00	130,739	.00	130,739-	.00
101-33125	FEDERAL GRANT-TRANSIT	.00	77,600	77,600	.00	77,600-	.00
101-33126	FEDERAL OJP VEST AID	981	.00	.00	.00	.00	.00
101-33127	FEDERAL AID - ARPA	.00	184,891	.00	.00	.00	.00
101-33159	FEDERAL OJP BODY-WORN CAME	.00	.00	.00	.00	.00	.00
101-33160	FEDERAL COPS GRANT FUNDS	.00	.00	.00	.00	.00	.00
101-33161	FEDERAL CARES ACT FUNDS	.00	.00	.00	.00	.00	.00
101-33165	FEDERAL AID-WAGON WHEEL PRO	452,242	.00	.00	.00	.00	.00
101-33401	LOCAL GOVERNMENT AID	662,884	684,957	398,200	796,400	398,200	796,985
101-33402	MARKET VALUE HOMESTEAD CRE	.00	.00	.00	.00	.00	.00
101-33403	STATE MV CREDIT - AGRICULTURA	.00	.00	.00	.00	.00	.00

②

Account Number	Account Title	2022 Pri Year 2 Actual	2023 Pri Year Actual	2024 Cur YTD Actual	2024 Current year Budget	2024 Current YTD Remaining	2025 Proposed Budget
101-33404	STATE AID-MN DOT	.00	57,680	66,868	12,000	54,868-	<u>229,000</u>
	Budget notes: ~2024 \$12,000 Tesla Grant ~2025 \$12,000 Tesla \$16,000 Carbon Reduction Funds (2 new vehicles) \$201,000 S 6th Street						
101-33405	STATE AID-DISASTER CREDIT	.00	.00	.00	.00	.00	<u>.00</u>
101-33416	STATE AID-POLICE TRNG REIMB.	10,148	8,082	7,096	11,000	3,905	<u>8,000</u>
101-33418	STATE AID FOR STREET MAINT.	65,588	64,063	69,889	64,000	5,889-	<u>70,000</u>
	Budget notes: 25% of allotted MSA Funding						
101-33419	STATE AID FOR STREET CONST.	.00	.00	.00	.00	.00	<u>412,000</u> ③
	Budget notes: ~2025 Oak Street Project						
101-33420	STATE FIRE DEPT AID	43,006	49,263	.00	35,000	35,000	<u>35,000</u>
	Budget notes: Pass-thru to Firefighters Relief Assoc.(comes in Oct)						
101-33424	STATE FLOOD RELIEF AID	.00	.00	39,222	.00	39,222-	<u>.00</u>
101-33425	STATE PERA AID	.00	.00	.00	.00	.00	<u>.00</u>
101-33427	STATE - MPO - WAGON WHEEL	2,850	.00	.00	.00	.00	<u>.00</u>
101-33428	STATE POLICE AID & GRANTS	75,264	307,785	85,130	74,000	11,130-	<u>75,000</u>
	Budget notes: Funding comes in October						
101-33429	STATE OF MN-ELECTION FUNDING	.00	.00	4,045	.00	4,045-	<u>.00</u>
101-33430	STATE TRANSIT FUNDING	229,969	207,160	209,334	225,000	15,666	<u>283,994</u>
	Budget notes: Pass-thru to City of La Crosse - MTU						
101-33432	STATE AID - WAGON WHEEL PROJ.	1,553,274	113,921	.00	.00	.00	<u>.00</u>
	Budget notes: ~2022 PHASE 3 - PEDESTRIAN BRIDGE						
101-33433	STATE-MNDOT LANDSCAPE PARTN	5,429	6,235	.00	8,000	8,000	<u>8,000</u>
101-33434	STATE GRANT-MN DOT PROJECT	230,143	48,253	.00	.00	.00	<u>348,011</u> ④
	Budget notes: ~2023 MN DOT BOOST GRANT SRTS Funding up to \$33,061.00, no city match ~2025 Safe Routes to School Grant						
101-33435	STATE AID-LOCAL PERFORMANCE	.00	.00	.00	.00	.00	<u>.00</u>
101-33436	STATE AID - MN DNR	.00	.00	8,682	.00	8,682-	<u>549,700</u> ⑤
	Budget notes: ~2022 \$86,210 - WAGON WHEEL PHASE 1 FINAL PAVING GRANT 75% \$128,106 - WEST CHANNEL BOAT LANDING ROAD						

Account Number	Account Title	2022 Pri Year 2 Actual	2023 Pri Year Actual	2024 Cur YTD Actual	2024 Current year Budget	2024 Current YTD Remaining	2025 Proposed Budget
(see 101-43100-403 for expenses)							
~2025 \$40,700 CPL Grant Stoney Pt							
\$500,000 CPL Grant Pine Creek							
\$9,000 Releaf Grant							
101-33437	STATE GRANT - MPCA	.00	.00	85,356	.00	85,356-	.00
101-33438	STATE GRANT-COMM. OF COMMER	.00	.00	.00	.00	.00	.00
101-33439	STATE GRANT - MN DEPT LABOR	.00	.00	1,131	.00	1,131-	20,000
Budget notes:							
~2024 BOT GRANT							
~2025 BOT GRANT							
101-33440	STATE GRANT - MN DEPT HEALTH	.00	.00	7,000	.00	7,000-	.00
Budget notes:							
2024: Source Water Protection Implementation Grant - Stormwater Murals							
~2024 2024: Source Water Protection Implementation Grant - Stormwater Murals							
101-33624	HO. CO. PD ASSISTANCE AID-TZD	2,088	2,464	1,123	1,500	377	1,500
101-33625	HO. CO. - SHIP GRANT FUNDING	6,077	3,303	.00	4,000	4,000	5,000
101-33626	HO. CO.-CONSTRUCTION PROJ AID	.00	.00	.00	.00	.00	50,000
Budget notes:							
~2025 \$50,000 S 6th Street							
101-33627	HO CO VOTER/ELECTION FUNDS	.00	.00	1,740	.00	1,740-	.00
101-33630	WINONA CO-CONSTRUCTION PRO	.00	.00	.00	.00	.00	35,000
Budget notes:							
~2025 WinLac - CPL Pine Creek							
101-33640	ISD #300 AID - PEDESTRIAN XING	.00	.00	.00	.00	.00	.00
101-33641	GRANT-SO MN INITIATIVE FOUNDA	.00	.00	.00	.00	.00	.00
Total INTERGOVERNMENTAL AID:		3,339,942	1,815,657	1,193,154	1,230,900	37,746	2,927,190
PUBLIC CHARGES FOR SERVICE							
101-34102	RECORDING OF LEGAL INSTRU	92	.00	.00	.00	.00	.00
101-34103	ZONING & SUBDIVISION FEES	200	650	.00	200	200	200
101-34105	SALE OF MAPS & PUBLICATIONS	.00	.00	.00	.00	.00	.00
101-34110	PLAN CHECK FEES	23,546	21,284	13,002	17,500	4,498	17,500
101-34112	COPY & FAX CHARGES	11	54	4	.00	4-	.00
101-34113	SITE PLANNING FEE	.00	.00	.00	.00	.00	.00
101-34114	ANNEXATION FILING FEE	.00	.00	.00	.00	.00	.00
101-34115	INVESTIGATION FEE-BLDG/ZNG	152	50	.00	.00	.00	.00

Account Number	Account Title	2022 Pri Year 2 Actual	2023 Pri Year Actual	2024 Cur YTD Actual	2024 Current year Budget	2024 Current YTD Remaining	2025 Proposed Budget
101-34201	SPECIAL POLICE SERVICES	669	1,077	.00	500	500	750
101-34202	ISD#300 POLICE LIASON FUNDING	.00	.00	.00	.00	.00	.00
101-34203	ACCIDENT/DRIVING RECORDS/CD'	40	16	.00	.00	.00	.00
101-34204	FINGERPRINTING/BACKGRND FEE	3,295	3,325	3,135	3,000	135-	3,200
101-34205	TRANSCRIPTION SERVICES	.00	.00	.00	.00	.00	.00
101-34206	POLICE NSF COLLECTION SERVIC	60	.00	.00	.00	.00	.00
101-34302	STREET & STREET SIGN REPAIRS	.00	.00	.00	.00	.00	.00
101-34303	STREET SWEEPING	2,700	.00	.00	2,000	2,000	2,000
101-34304	SNOW REMOVAL	400	150	.00	.00	.00	.00
101-34305	VEHICLE IMPOUND	445	200	.00	.00	.00	.00
101-34306	TRANSPORTATION PLAN REVENUE	.00	.00	.00	.00	.00	.00
101-34405	WEED CUTTING,CONTROL, MOW	2,200	550	.00	200	200	500
101-34409	BRUSH SITE USAGE FEE-TOWNHSI	2,000	.00	.00	2,000	2,000	2,000
101-34718	POOL SOFT DRINK REBATE	.00	.00	.00	.00	.00	.00
101-34719	SWIMMING POOL ADMISSIONS	49,868	57,660	56,640	48,000	8,640-	55,000
101-34720	POOL MEMBERSHIPS-FAMILY-CITY	24,080	26,864	26,667	24,000	2,667-	25,000
101-34721	POOL MEMBERSHIPS-SINGLE-CITY	3,808	3,322	3,378	3,500	122	3,500
101-34722	CONCESSIONS - POOL	25,678	29,200	29,024	24,000	5,024-	27,500
101-34723	SWIM POOL ID PICTURES	.00	.00	.00	.00	.00	.00
101-34724	BASEBALL PROGRAM - CITY	2,508	2,096	2,419	2,300	119-	.00
101-34725	SOFTBALL PROGRAM - CITY	1,469	1,170	1,305	1,300	5-	.00
101-34726	GYMNASTICS LESSONS - CITY	.00	.00	.00	.00	.00	.00
101-34727	SWIMMING LESSONS - CITY	13,585	15,130	15,015	12,000	3,015-	15,000
101-34728	TENNIS LESSONS - CITY	2,640	2,920	2,790	2,400	390-	.00
101-34729	TOWNSHIP FEES	22,610	24,057	.00	19,000	19,000	10,000
101-34731	GOLF LESSONS - CITY	1,730	2,030	1,225	1,500	275	.00
101-34732	BASKETBALL LESSONS - CITY	1,890	1,510	2,720	1,500	1,220-	.00
101-34733	VOLLEYBALL LESSONS - CITY	1,180	1,220	855	1,000	145	.00

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Account Number	Account Title	2022 Pri Year 2 Actual	2023 Pri Year Actual	2024 Cur YTD Actual	2024 Current year Budget	2024 Current YTD Remaining	2025 Proposed Budget
101-34734	YOUTH TRIATHLON ENTRY FEE	.00	.00	.00	.00	.00	.00
101-34736	BASEBALL PROGRAM - TOWNSHIP	636	487	632	600	32-	.00
101-34737	SOFTBALL PROGRAM - TOWNSHIP	262	112	253	200	53-	.00
101-34738	GOLF LESSONS - TOWNSHIP	480	450	705	450	255-	.00
101-34739	VOLLEYBALL LESSONS - TOWNSHI	450	240	405	400	5-	.00
101-34740	BASKETBALL LESSONS - TOWNSHI	580	450	460	500	40	.00
101-34741	SWIMMING LESSONS - TOWNSHIP	5,600	6,135	5,690	5,000	690-	5,500
101-34742	POOL MEMB. - FAMILY - TOWNSHIP	5,956	6,124	5,684	5,000	684-	5,500
101-34743	POOL MEMB. - SINGLE - TOWNSHIP	828	646	711	600	111-	700
101-34744	TENNIS LESSONS - TOWNSHIP	520	680	540	500	40-	.00
101-34745	BASEBALL PROGRAM - OTHER	473	725	720	400	320-	.00
101-34746	SOFTBALL PROGRAM - OTHER	346	220	318	200	118-	.00
101-34747	GOLF LESSONS - OTHER	915	870	1,060	800	260-	.00
101-34748	VOLLEYBALL LESSONS-OTHER	325	85	385	300	85-	.00
101-34749	BASKETBALL LESSONS - OTHER	630	235	495	500	5	.00
101-34750	SWIMMING LESSONS - OTHER	9,810	5,715	6,710	8,000	1,290	6,500
101-34751	POOL MEMB. - FAMILY - OTHER	5,773	5,408	7,612	5,500	2,112-	7,000
101-34752	POOL MEMB. - SINGLE - OTHER	1,179	1,642	1,142	1,200	58	1,200
101-34753	TENNIS LESSONS - OTHER	405	360	605	350	255-	.00
101-34754	LOG ROLLING LESSONS - CITY	560	480	315	500	185	500
101-34755	LOG ROLLING LESSONS - TOWNSH	160	200	225	100	125-	200
101-34756	LOG ROLLING LESSONS - OTHER	45	225	55	150	95	100
101-34757	SWIM TEAM - CITY	1,095	823	926	800	126-	850
101-34758	SWIM TEAM - TOWNSHIP	346	430	304	300	4-	300
101-34759	SWIM TEAM - OTHER	168	337	268	100	168-	250
101-34780	PARK USE FEES	3,961	10,064	9,960	7,500	2,460-	16,000
101-34781	DONATIONS	.00	.00	.00	.00	.00	.00
101-34950	SEMINAR REGIST FEES-BLDG/ZNG	.00	.00	.00	.00	.00	.00

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Account Number	Account Title	2022 Pri Year 2 Actual	2023 Pri Year Actual	2024 Cur YTD Actual	2024 Current year Budget	2024 Current YTD Remaining	2025 Proposed Budget
Total PUBLIC CHARGES FOR SERVICE:		228,360	237,679	204,359	205,850	1,491	206,750
FINES & FORFEITURES							
101-35101	COURT FINES	18,564	19,566	14,956	13,000	1,956-	13,000
101-35102	PARKING FINES	20	180	40	.00	40-	.00
101-35103	ADMINISTRATIVE COMPLAINT	.00	.00	.00	.00	.00	.00
101-35104	ANIMAL CONTROL PICKUP FEE	.00	.00	.00	.00	.00	.00
101-35105	ANIMAL CONTROL KENNEL BOA	.00	.00	.00	.00	.00	.00
101-35107	RESTITUTION-COURT ORDERED	135	.00	.00	.00	.00	.00
101-35108	PROSECUTION FEES	.00	.00	.00	.00	.00	.00
101-35200	FORFEITURES-POLICE DEPT	.00	.00	.00	.00	.00	.00

Budget notes:

MN Surplus Auction

Total FINES & FORFEITURES:		18,718	19,746	14,996	13,000	1,996-	13,000
SPECIAL ASSESSMENTS							
101-36101	SPECIAL ASSESSMENTS-ALLEYS&	35,655	.00	.00	.00	.00	.00
101-36102	SPECIAL ASSMTS - INTEREST	1,798	103	.00	.00	.00	.00
101-36103	SPECIAL ASSMTS-STORM WATER	.00	.00	.00	.00	.00	.00
101-36104	PAYMENT IN LIEU OF SPEC ASSMT	.00	.00	.00	.00	.00	.00
101-36200	MISCELLANEOUS REVENUE	1,977	41,475	2,477,618	.00	2,477,618-	.00
101-36201	UNCLAIMED PROPERTY	219	.00	208	.00	208-	.00
101-36202	BAD CHECK CHARGE	.00	70	20-	.00	20	.00
101-36210	INTEREST ON INVESTMENTS	10,449	22,520	2,427	10,000	7,573	10,000
101-36211	MARKET VALUE ADJUSTMENT	.00	.00	.00	.00	.00	.00
101-36220	LAND LEASE PAYMENTS	4,064	4,186	.00	4,186	4,186	22,000
101-36221	RENTAL PROPERTY - HOUSE	.00	.00	10	.00	10-	.00
101-36222	SOLAR RENT-MAINT/ANIMAL/RADI	250	350	.00	150	150	150

Budget notes:

Annual Solar Equipment & Roof Rental

101-36230	CONTRIB./DONATIONS-PRIVATE	6,348	15,132	23,155	.00	23,155-	.00
101-36232	WELLNESS INCENTIVE PROG-SSC	.00	.00	.00	.00	.00	.00

Budget notes:

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

Budget notes:

~2025 Gundersen TIF - So. 2nd St. Reconst. - \$60,000

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Account Number	Account Title	2022 Pri Year 2 Actual	2023 Pri Year Actual	2024 Cur YTD Actual	2024 Current year Budget	2024 Current YTD Remaining	2025 Proposed Budget
101-39204	TRANSFER FROM DEBT SERV.	.00	.00	.00	.00	.00	.00
101-39300	BOND PROCEEDS	.00	.00	.00	.00	.00	412,000
Budget notes: ~2022 GO Imp. Street Reconstruction Bonds ~2025 \$412,000 S 6th Street							
101-39301	NOTE PROCEEDS	.00	.00	.00	.00	.00	.00
101-39330	INCEPTION - CAPITAL LEASE	.00	49,320	.00	.00	.00	.00
Total OTHER FINANCING SOURCES:		535,994	126,794	539,827	60,000	479,827-	472,000

**COUNCIL
COUNCIL**

101-41100-101	WAGES & SALARIES-REGULAR	25,200	32,700	24,525	32,700	8,175	32,700
Budget notes: \$625/Month Mayor \$525/Month Council							
101-41100-119	TECHNOLOGY ALLOWANCE	750	750	750	750	.00	750
101-41100-121	FICA CONTRIBUTIONS	1,985	2,511	1,933	2,510	577	2,510
Budget notes: 7.65%							
101-41100-122	PERA CONTRIBUTIONS	1,020	1,295	990	1,635	645	1,635
Budget notes: 5%							
101-41100-210	OPERATING SUPPLIES	1,211	207	195	500	305	500
101-41100-220	CITY BRANDING EXPENSES	.00	.00	.00	.00	.00	.00
101-41100-300	PROFESSIONAL SERVICES	83,422	108,502	72,930	89,500	16,570	93,500
Budget notes: ~2022 \$3,500 Houston County Victim Services \$16,000 Community Development Services \$45,000 Sustainability Coord Services ~2023 \$3,500 Houston County Victim Services \$34,000 Community Development Services \$47,000 Sustainability Coord Services ~2024 \$3,500 Houston County Victim Services \$36,000 Community Development Services \$50,000 Sustainability Coord Services ~2025 \$3,500 Houston County Victim Services \$38,000 Community Development Services \$52,000 Sustainability Coord Services							
101-41100-310	OTHER CONTRACTED SERVICES	2,000	2,326	10,998	.00	10,998-	5,000
101-41100-331	TRAVEL EXPENSE	1,940	3,017	1,044	1,500	456	1,500
101-41100-350	PRINTING & PUBLISHING	182	242	78	100	22	100

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

Account Number	Account Title	2022 Pri Year 2 Actual	2023 Pri Year Actual	2024 Cur YTD Actual	2024 Current year Budget	2024 Current YTD Remaining	2025 Proposed Budget
Total COUNCIL:		180,029	210,852	137,551	202,829	65,278	211,829
CITY CLERK							
101-41400-101	WAGES & SALARIES-REGULAR	142,009	140,103	124,460	165,000	40,540	171,600
101-41400-102	WAGES & SALARIES-OT	1,460	1,860	1,688	1,000	688	2,200
101-41400-111	SEVERANCE PAY-CLERK	38,190	.00	.00	.00	.00	.00
101-41400-121	FICA CONTRIBUTIONS	11,256	10,576	9,391	12,700	3,309	13,200
Budget notes: 7.65%							
101-41400-122	PERA CONTRIBUTIONS	10,041	9,300	8,577	12,375	3,798	12,900
Budget notes: 7.5%							
101-41400-131	EMPLOYER PAID HEALTH INS.	26,483	16,215	11,832	25,000	13,168	25,000
101-41400-152	WC BENEFITS	.00	.00	.00	1,000	1,000	1,000
101-41400-200	OFFICE SUPPLIES	9,950	12,004	4,890	8,000	3,110	8,000
101-41400-210	WELLNESS INCENTIVE PROG-SSC	.00	.00	.00	.00	.00	.00
Budget notes: Pass-thru funding from Southeast Service Cooperative (see Revenue Acct. 101-36232)							
101-41400-300	PROFESSIONAL SERVICES	11,477	8,028	9,566	10,000	434	10,000
101-41400-301	ACCTG & AUDITING SERVICES	17,500	19,796	800	18,000	17,200	40,000
Budget notes: Winona County Assmt. Fees Annual City Audit Fees							
101-41400-310	OTHER CONTRACTED SERVICES	9,707	21,676	7,408	25,000	17,592	25,000
Budget notes: Computer Support Copy Mach. Maint ~2023 \$12,300 Document Management Services ~2024 \$14,000 Document Management Services							
101-41400-321	TELEPHONE	4,825	5,075	3,692	5,200	1,508	5,200
101-41400-322	POSTAGE	2,023	2,193	1,323	2,000	677	2,000
101-41400-325	NEWSLETTER	108	190	28	500	472	500
101-41400-331	TRAVEL EXPENSE	1,433	2,405	.00	2,000	2,000	2,500
101-41400-350	PRINTING & PUBLISHING	261	722	83	700	617	700
101-41400-360	INSURANCE	141,148	148,223	10,557	125,000	114,443	140,000

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Account Number	Account Title	2022 Pri Year 2 Actual	2023 Pri Year Actual	2024 Cur YTD Actual	2024 Current year Budget	2024 Current YTD Remaining	2025 Proposed Budget
101-41400-365	ACA TRP FEE	.00	.00	.00	.00	.00	.00
101-41400-404	REPAIR/MAINT-EQUIPMENT	.00	.00	.00	.00	.00	.00
101-41400-406	REPAIR/MAINT-COMPUTERS	.00	.00	.00	500	500	500
101-41400-430	MISCELLANEOUS	.00	2,169	.00	.00	.00	.00
101-41400-431	CASH OVER/SHORT	.00	.00	2	.00	2-	.00
101-41400-433	DUES AND SUBSCRIPTIONS	2,289	2,818	2,071	2,500	429	2,500
101-41400-437	PROPERTY TAX EXPENSE	2,012	.00	.00	2,100	2,100	.00
101-41400-490	DONATIONS TO OTHER PROG.	.00	.00	.00	.00	.00	.00

Budget notes:
Pass-Thru

Total CITY CLERK:

432,171	403,352	196,368	418,575	222,207	462,800
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ELECTIONS

101-41410-101	WAGES & SALARIES-REGULAR	13,061	.00	4,349	13,100	8,751	.00
101-41410-218	SAFETY EQUIPMENT & STRUCTUR	.00	.00	.00	.00	.00	.00
101-41410-331	TRAVEL & TRAINING EXPENSE	2,383	.00	1,701	2,400	699	.00

Budget notes:
Mileage & Meals

101-41410-350	PRINTING & PUBLISHING	763	.00	12	800	788	.00
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Budget notes:
Ballots & Notices in Paper

101-41410-430	MISCELLANEOUS	328	.00	86	350	264	.00
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Budget notes:
Meals

Total ELECTIONS:

16,535	.00	6,148	16,650	10,502	.00
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LEGAL SERVICES

101-41600-304	LEGAL SERVICES-CITY CLERK	15,238	22,629	10,225	20,000	9,775	22,000
101-41600-305	LEGAL SERVICES-POLICE DEPT.	46,058	53,167	38,702	40,000	1,298	42,000
101-41600-306	LEGAL SERVICES-BLDG & ZONING	15,238	22,629	10,225	20,000	9,775	22,000
101-41600-308	LEGAL SERVICES-COUNCIL	15,238	22,629	10,225	20,000	9,775	22,000

Total LEGAL SERVICES:

91,773	121,056	69,378	100,000	30,622	108,000
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CAPITAL OUTLAY

101-41700-510	C.O.-LAND & LAND IMPROVEMENT	.00	.00	.00	.00	.00	.00
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Account Number	Account Title	2022 Pri Year 2 Actual	2023 Pri Year Actual	2024 Cur YTD Actual	2024 Current year Budget	2024 Current YTD Remaining	2025 Proposed Budget
101-41700-520	C.O.-BLDGS & STRUCTURES	5,910	11,644	.00	.00	.00	.00
101-41700-521	C.O.-SWIMMING POOL	.00	.00	.00	.00	.00	.00
101-41700-540	C.O.-HEAVY MACHINERY	.00	.00	.00	.00	.00	.00
101-41700-550	C.O.-MOTOR VEHICLES	4,987	200,374	58,506	.00	58,506-	.00
101-41700-570	C.O.-OFFICE EQUIP & FURNISHING	2,525	10,767	.00	.00	.00	.00
101-41700-575	C.O.-COMPUTER EQUIPMENT	9,460	10,638	10,078	30,000	19,922	15,000
101-41700-576	C.O.-COMPUTER SOFTWARE	.00	942	12,592	35,000	22,408	25,000
Budget notes: ~2024 \$15,000 Park & Rec Signup \$20,000 Electronic Records Management ~2025 \$20,000 Electronic Records Management							
101-41700-579	C.O.-RADIO/COMMUNICATION	.00	.00	37,043	.00	37,043-	.00
101-41700-580	C.O.-OTHER EQUIPMENT	700	49,681	99,797	.00	99,797-	.00
101-41700-602	CAPITAL LEASE PRINCIPAL	25,810	88,408	7,953	10,926	2,973	24,000
Budget notes: ~2022 VSC Note - 332 South 1st Street Property ~2024 PD Lease - Tesla City Share ~2025 PD Lease - Tesla City Share 2 additional vehicles							
101-41700-612	LONG TERM OBLIGATION INT.	3,843	2,555	4,818	5,459	641	6,000
Budget notes: ~2022 VSC Note - 332 South 1st Street Property ~2024 PD Lease - Tesla City Share							
101-41700-720	OPERATING TRANSFER	.00	307,498	.00	.00	.00	.00
Total CAPITAL OUTLAY:		53,235	682,508	230,787	81,385	149,401-	70,000

CITY HALL

101-41900-103	WAGES & SALARIES-PT	.00	.00	.00	.00	.00	.00
101-41900-121	FICA CONTRIBUTIONS	.00	.00	.00	.00	.00	.00
Budget notes: 7.65%							
101-41900-122	PERA CONTRIBUTIONS	.00	.00	.00	.00	.00	.00
101-41900-131	EMPLOYER PAID HEALTH INS.	.00	.00	.00	.00	.00	.00
101-41900-211	CLEANING SUPPLIES	2,814	3,966	2,215	3,000	785	3,000
101-41900-218	SAFETY EQUIPMENT AND SUPPLIE	.00	.00	45	250	205	50
101-41900-240	SMALL TOOLS & MINOR EQUIP.	8	35	.00	50	50	50

Account Number	Account Title	2022 Pri Year 2 Actual	2023 Pri Year Actual	2024 Cur YTD Actual	2024 Current year Budget	2024 Current YTD Remaining	2025 Proposed Budget
101-41900-310	CONTRACTED SERVICES	16,783	17,470	11,891	12,000	109	15,000
Budget notes: City Hall Cleaning & Pest Control Services							
101-41900-350	PRINTING & PUBLISHING	.00	.00	.00	.00	.00	.00
101-41900-381	UTILITIES-ELECTRIC	7,117	6,676	4,782	7,500	2,718	7,000
101-41900-383	UTILITIES-GAS	3,291	2,397	930	3,500	2,570	3,000
101-41900-401	REPAIR/MAINT-BUILDINGS	15,327	11,081	2,269	5,000	2,731	7,500
101-41900-404	REPAIR/MAINT-EQUIPMENT	569	337	825	750	75-	750
101-41900-415	RENTALS-OTHER EQUIPMENT	1,411	479	361	600	239	600
Budget notes: Water Cooler							
101-41900-430	MISCELLANEOUS	158	181	254	200	54-	200
Total CITY HALL:		47,478	42,624	23,573	32,850	9,277	37,150

POLICE DEPARTMENT**POLICE DEPARTMENT**

01-42100-101	WAGES & SALARIES-OFFICERS	572,761	645,018	524,919	670,600	145,681	728,000
101-42100-102	WAGES & SALARIES-OT	41,738	41,621	28,513	25,000	3,513-	30,000
101-42100-103	WAGES & SALARIES-PT	5,854	7,703	19,845	18,800	1,045-	20,000
101-42100-104	WAGES-POLICE RESERVES	9,829	10,804	6,472	10,500	4,028	10,500
101-42100-105	WAGES & SALARIES-CLERICAL	48,360	51,293	40,497	64,000	23,503	65,000
101-42100-106	HOLIDAY PAY	17,980	20,092	.00	24,000	24,000	24,000
101-42100-111	SEVERANCE PAY-PD	10,412	9,267	3,806	.00	3,806-	.00
101-42100-112	AMMUNITION ALLOWANCE	3,189	3,788	363	6,000	5,637	4,500
101-42100-113	UNIFORM ALLOWANCE	12,645	6,398	11,771	6,975	4,796-	7,000
Budget notes: ~2022 - 8 Officers @ \$775 each ~2023 - 8 Officers @ \$775 each ~2024 9 Officers @\$775 Each ~2025 9 Officers @\$775 Each							
101-42100-115	GUN ALLOWANCE	.00	1,700	.00	850	850	850

Budget notes:

~2022 - 1 Gun @ \$425
~2023 - 2 Guns @ \$425
~2024 2 Guns @ \$425
~2025 2 Guns @ \$425

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Account Number	Account Title	2022 Pri Year 2 Actual	2023 Pri Year Actual	2024 Cur YTD Actual	2024 Current year Budget	2024 Current YTD Remaining	2025 Proposed Budget
101-42100-121	FICA CONTRIBUTIONS	13,958	15,717	12,442	16,480	4,038	18,200
Budget notes: 1.45% - Chief and Officers 7.65% - Secretary & Reserves							
101-42100-122	PERA CONTRIBUTIONS	109,749	120,035	96,839	134,535	37,696	145,310
Budget notes: 17.7% Chief & Police Officers 7.5% Clerical							
101-42100-131	EMPLOYER PAID HEALTH INS.	78,743	102,947	41,707	60,000	18,293	60,000
101-42100-132	EMPLOYER PD PERA DISAB INS	.00	.00	.00	5,000	5,000	.00
101-42100-142	UNEMPLOY COMP BENEFITS	148	81	218	.00	218-	.00
101-42100-152	WORKERS COMP BENEFITS	18-	1,205	738	1,000	262	1,000
101-42100-200	OFFICE SUPPLIES	2,963	4,039	2,031	3,000	969	3,000
101-42100-207	NEIGHBORS NIGHT OUT EXPENSE	3,544	5,728	5,236	4,000	1,236-	4,000
101-42100-210	OPERATING SUPPLIES	2,522	1,588	331	2,000	1,669	2,000
101-42100-212	MOTOR FUELS/LUBRICANTS	22,442	20,537	9,946	20,000	10,054	20,000
101-42100-217	UNIFORMS - POLICE/ RESERVES	1,679	5,221	1,121	2,000	879	2,000
101-42100-218	SAFETY EQUIPMENT	150	337	497	3,000	2,503	1,000
101-42100-240	SMALL TOOLS & MINOR EQUIPMEN	.00	406	1,118	500	618-	750
101-42100-300	PROFESSIONAL SERVICES	3,661	10,361	782	2,000	1,218	2,000
101-42100-310	CONTRACTED SERVICES	13,042	9,290	8,931	20,000	11,069	20,000
Budget notes: Software Support & Managed Print Service							
101-42100-321	TELEPHONE	10,577	10,569	6,890	12,000	5,110	12,000
101-42100-322	POSTAGE	286	294	235	300	65	300
101-42100-331	TRAVEL EXPENSE	15,348	18,375	11,732	10,000	1,732-	12,000
101-42100-350	PRINTING & PUBLISHING	.00	477	.00	200	200	200
101-42100-404	REPAIR/MAINT-EQUIPMENT	2,659	1,646	1,043	3,000	1,957	3,000
101-42100-405	REPAIR/MAINT-VEHICLES	10,514	10,375	9,970	10,000	30	11,000
101-42100-406	REPAIRS/MAINT-COMPUTERS	.00	32	56	500	444	100
101-42100-415	RENTALS-OTHER EQUIPMENT	479	479	360	500	140	500
101-42100-430	MISCELLANEOUS	.00	.00	.00	.00	.00	.00

Account Number	Account Title	2022 Pri Year 2 Actual	2023 Pri Year Actual	2024 Cur YTD Actual	2024 Current year Budget	2024 Current YTD Remaining	2025 Proposed Budget
101-42100-433	DUES AND SUBSCRIPTIONS	1,022	7,385	7,534	7,000	534-	8,000
101-42100-580	POLICE - CAPITAL EQUIP.	.00	.00	.00	.00	.00	.00
Total POLICE DEPARTMENT:		1,016,236	1,144,812	855,943	1,143,740	287,797	1,216,210
FIRE DEPARTMENT							
101-42200-720	OPERATING TRANSFER	185,591	259,234	.00	225,000	225,000	230,000
Budget notes: City Share of Fire Dept. Budget							
Total FIRE DEPARTMENT:		185,591	259,234	.00	225,000	225,000	230,000
BUILDING/ZONING							
101-42400-101	WAGES & SALARIES-REGULAR	31,587	46,248	50,073	66,060	15,987	69,000
Budget notes: ~2022 50% of New Position - 4 months							
101-42400-102	WAGES & SALARIES-OT	10	10	70	500	430	500
101-42400-103	WAGES & SALARIES-PT	2,350	2,050	.00	2,500	2,500	2,500
Budget notes: - Planning Commission Members \$50/meeting							
101-42400-111	SEVERANCE PAY-BLDG/ZONING	.00	.00	.00	.00	.00	.00
101-42400-119	TECHNOLOGY ALLOWANCE	1,000	1,000	125	1,000	875	1,000
101-42400-121	FICA CONTRIBUTIONS	2,663	3,695	3,841	5,055	1,214	5,300
Budget notes: 7.65%							
101-42400-122	PERA CONTRIBUTIONS	2,058	2,935	3,241	5,000	1,759	5,200
Budget notes: 7.5%							
101-42400-131	EMPLOYER PAID HEALTH INS.	.00	.00	.00	.00	.00	.00
101-42400-152	WORKERS COMP BENEFITS	.00	.00	.00	1,000	1,000	1,000
101-42400-200	OFFICE SUPPLIES	1,492	2,185	3,205	1,000	2,205-	3,000
101-42400-207	TRAINING & INSTRUCTIONAL COST	.00	.00	.00	.00	.00	.00
101-42400-212	MOTOR FUELS/LUBRICANTS	798	1,237	1,052	2,000	948	2,000
101-42400-217	UNIFORMS	125	346	.00	150	150	150
101-42400-220	GENERAL DEPARTMENT SUPPLIES	.00	.00	12	.00	12-	.00
101-42400-240	SMALL TOOLS & MINOR EQUIP.	56	188	127	100	27-	150
101-42400-300	PROFESSIONAL SERVICES	184	199	46	500	454	250

Account Number	Account Title	2022 Pri Year 2 Actual	2023 Pri Year Actual	2024 Cur YTD Actual	2024 Current year Budget	2024 Current YTD Remaining	2025 Proposed Budget
101-42400-303	ENGINEERING FEES	.00	2,038	434	1,000	566	1,000
101-42400-310	CONTRACTED SERVICES	6,587	13,503	7,279	6,000	1,279-	8,000
Budget notes:							
~2022 \$2,900 - Permit Software Annual Fee							
\$2,000 - Computer Support							
\$1,300 - Managed Print Service							
\$400 - Misc. Services							
~2023 \$3,100 Permit Software Annual Fee							
\$2,400 Computer Support & Duo Authentication							
\$1,400 Managed Print Service							
~2024 \$3,400 Permit Software Annual Fee							
Computer Support							
Misc Services							
~2025 \$3,400 Permit Software Annual Fee							
Computer Support							
Misc Services							
101-42400-311	PLANNING COMM. MTGS	.00	.00	.00	.00	.00	.00
101-42400-321	TELEPHONE	1,819	2,483	2,012	3,400	1,388	3,000
101-42400-322	POSTAGE	210	168	188	300	112	300
101-42400-331	TRAVEL EXPENSE	1,014	1,284	2,042	1,500	542-	2,000
101-42400-350	PRINTING & PUBLISHING	442	734	294	750	456	750
101-42400-404	REPAIR/MAINT-EQUIPMENT	.00	40	106	.00	106-	.00
101-42400-405	REPAIR/MAINT-VEHICLES	167	1,032	183	2,000	1,817	2,000
101-42400-406	REPAIR/MAINT-COMPUTERS	.00	.00	21	.00	21-	.00
101-42400-409	SCDP - DEED GRANT EXPENSES	.00	.00	.00	.00	.00	.00
101-42400-433	DUES AND SUBSCRIPTIONS	341	551	220	1,000	780	1,000
Total BUILDING/ZONING:		52,903	81,928	74,572	100,815	26,243	108,100

EMERGENCY SERVICES

101-42500-200	OFFICE SUPPLIES	.00	.00	.00	1,000	1,000	1,000
Budget notes:							
~2024 Heart Safe Promo Products							
~2025 Heart Safe Promo Products							
101-42500-321	TELEPHONE	.00	.00	.00	.00	.00	.00
101-42500-322	POSTAGE	.00	.00	.00	.00	.00	.00
101-42500-331	TRAVEL & TRAINING EXPENSE	.00	.00	.00	.00	.00	.00
101-42500-403	2007 FLOOD EXPENSES	.00	.00	.00	.00	.00	.00

Account Number	Account Title	2022 Pri Year 2 Actual	2023 Pri Year Actual	2024 Cur YTD Actual	2024 Current year Budget	2024 Current YTD Remaining	2025 Proposed Budget
101-42500-404	REPAIR/MAINT-EQUIPMENT	1,433	4,105	2,024	2,000	24-	2,200
Budget notes: Sirens, Boat & UTV Repairs							
101-42500-430	MISCELLANEOUS	.00	.00	.00	.00	.00	.00
Total EMERGENCY SERVICES:		1,433	4,105	2,024	3,000	976	3,200
ANIMAL CONTROL							
101-42700-210	OPERATING SUPPLIES	214	280	.00	200	200	200
101-42700-310	CONTRACTED SERVICES	5,600	5,100	7,500	6,000	1,500-	7,500
101-42700-322	POSTAGE	143	63	30	200	170	100
Budget notes: Animal Licensing Notices							
101-42700-381	UTILITIES-ELECTRIC-ANIMAL	2,915	2,406	2,071	4,000	1,929	3,000
101-42700-382	UTILITIES-WATER/SEWER-ANIMAL	1,067	1,133	796	1,000	204	1,000
101-42700-383	GAS UTILITIES - ANIMAL SHELTER	1,417	1,250	213	1,500	1,287	1,500
101-42700-384	REFUSE DISPOSAL-ANIMAL SHELT	890	890	611	1,100	489	1,100
101-42700-401	REPAIR/MAINT-BUILDINGS	721	429	.00	3,000	3,000	3,000
101-42700-404	REPAIR/MAINT-EQUIPMENT	.00	.00	.00	100	100	.00
101-42700-520	C.O.-BLDGS & STRUCTURES-ANIM	.00	.00	.00	.00	.00	.00
Total ANIMAL CONTROL:		12,967	11,550	11,222	17,100	5,878	17,400
PUBLIC WORKS							
PUBLIC WORKS							
101-43050-101	WAGES & SALARIES-REGULAR	104,217	106,556	84,915	113,200	28,285	118,000
101-43050-102	WAGES & SALARIES-OT	.00	.00	.00	.00	.00	.00
101-43050-103	WAGES & SALARIES-PT-INTERNSHI	.00	.00	.00	.00	.00	.00
101-43050-111	SEVERANCE PAY-PUBLIC WORKS	.00	.00	.00	.00	.00	.00
101-43050-121	FICA CONTRIBUTIONS	7,954	8,131	6,488	8,660	2,172	9,000
Budget notes: 7.65%							
101-43050-122	PERA CONTRIBUTIONS	7,034	7,314	5,849	8,500	2,651	8,900
Budget notes: 7.5%							
1-43050-131	EMPLOYER PAID HEALTH INS.	.00	.00	.00	.00	.00	.00

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

Account Number	Account Title	2022 Pri Year 2 Actual	2023 Pri Year Actual	2024 Cur YTD Actual	2024 Current year Budget	2024 Current YTD Remaining	2025 Proposed Budget
101-43100-218	SAFETY EQUIPMENT	1,964	2,634	1,586	1,500	86-	1,500
101-43100-220	SUPL, CR. ROCK,SALT,SAND,	14,092	18,071	21,610	30,000	8,390	24,000
101-43100-221	TREES	.00	.00	.00	.00	.00	.00
101-43100-224	STREET MAINTENACE MAT'LS	5,815	15,570	9,918	12,000	2,082	15,000
101-43100-225	LANDSCAPING MATERIALS	6,620	8,054	13,446	11,000	2,446-	11,000

Budget notes:

- ~2023 - \$8,000 MNDOT Landscaping Partnership
- \$3,000 Landscaping Flower Beds & Trees
- ~2024 \$8,000 MN DOT Landscape Partnership
- ~2025 \$8,000 MN DOT Landscape Partnership

101-43100-227	STORM DRAIN MAINTENANCE	8,576	6,773	20,180	15,000	5,180-	15,000
101-43100-240	SMALL TOOLS & MINOR EQUIPMEN	9,029	5,424	3,394	4,000	606	4,000
101-43100-300	PROFESSIONAL SERVICES	431	27,796	7,003	500	6,503-	1,000
101-43100-302	ENGINEERING FEES-ST AID STREE	.00	.00	.00	1,000	1,000	62,000

Budget notes:

- ~2025 \$62,000 Oak Street Engineering WHKS

101-43100-303	ENGINEERING FEES	265,829	193,321	115,236	15,000	100,236-	226,000
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Budget notes:

- ~2022 - \$200,000 Wagon Wheel Project Phase 3 (see 101-33432)
- \$125,000 Local Street Project for 2022
- \$32,000 Boat Landing Road
- \$8,000 Wagon Wheel Phase 4
- ~2025 \$71,000 Safe Routes To School
- \$60,000 CPL Pine Creek Restoration
- \$95,000 S 6th Street

101-43100-310	CONTRACTED SERVICES	4,813	2,135	5,904	3,000	2,904-	4,000
101-43100-321	TELEPHONE	1,792	2,084	2,166	2,000	166-	2,300
101-43100-322	POSTAGE	36	27	.00	.00	.00	.00
101-43100-331	TRAVEL EXPENSE	3,806	1,532	582	1,000	418	1,000
101-43100-350	PRINTING & PUBLISHING	490	88	9	500	491	500
101-43100-365	INSURANCE DEDUCTIBLE	.00	1,000	.00	1,000	1,000	1,000
101-43100-381	UTILITIES-ELECTRIC	90,721	87,818	51,746	80,000	28,254	80,000
101-43100-383	UTILITIES GAS	5,826	4,767	1,876	5,500	3,624	5,500
101-43100-384	REFUSE DISPOSAL	2,800	4,396	3,790	3,000	790-	4,000
101-43100-401	REPAIR/MAINT-BUILDINGS	35,400	3,952	1,316	5,000	3,684	12,000

Budget notes:

- ~2025 \$10,000 Maintenance Shop Heater

Account Number	Account Title	2022 Pri Year 2 Actual	2023 Pri Year Actual	2024 Cur YTD Actual	2024 Current year Budget	2024 Current YTD Remaining	2025 Proposed Budget
101-43100-402	REPAIR/MAINT-STRUCTURES	4,312	18,594	959	5,000	4,041	5,000
Budget notes: Street Lights							
101-43100-403	REPAIR/MAINT-STRTS/ALLEYS	2,237,366	221,904	47,342	70,000	22,658	1,876,700
Budget notes: ~2022 Phase 3 Wagon Wheel Project - Pedestrian Bridge \$3,000,000 (see 101-33432) Phase 1 Wagon Wheel Project - Final Paving \$116,500 (see 101-33436) 2022 Street Project - \$875,000 (Bond & MSA Funds) West Channel Boat Landing Road - \$128,106 (see 101-33436) Sidewalk Projects - \$10,000 ~2024 Sidewalks OHP Parking Lot ~2025 \$60,000 Sealcoating \$10,000 Sidewalk \$40,700 CPL Stoney Pt Project \$348,011 Safe Routes to School \$500,000 CPL Pine Creek \$918,000 (\$350,000 Oak St + \$670,000 S 6th St - \$102,000 ARPA)							
101-43100-404	REPAIR/MAINT-EQUIPMENT	8,628	18,088	8,558	10,000	1,442	10,000
101-43100-405	REPAIR/MAINT-VEHICLES	8,994	27,845	12,495	15,000	2,505	15,000
101-43100-415	RENTALS-OTHER EQUIPMENT	2,531	3,783	1,178	3,000	1,822	3,000
101-43100-430	MISCELLANEOUS	.00	.00	.00	.00	.00	.00
101-43100-432	UNCOLLECTIBLE ACCOUNTS	.00	.00	.00	.00	.00	.00
101-43100-433	DUES AND SUBSCRIPTIONS	210	100	114	150	36	150
101-43100-603	NOTE PAYABLE-PRINCIPAL-ST MN	.00	.00	.00	.00	.00	.00
Total STREETS & ALLEYS:		2,970,315	955,779	544,921	583,600	38,679	2,681,300

BRUSH SITE

101-43200-102	WAGES & SALARIES-OT	479	172	.00	400	400	400
101-43200-103	WAGES & SALARIES-PT	5,580	5,388	1,199	6,500	5,301	6,000
101-43200-121	FICA CONTRIBUTIONS	455	428	92	600	508	600
Budget notes: 7.65%							
101-43200-122	PERA CONTRIBUTIONS	446	420	90	580	490	580
Budget notes: 7.5%							
101-43200-312	CONTRACTED GRNDR/HAUL SERV.	.00	4,465	.00	2,000	2,000	2,000
101-43200-321	TELEPHONE	439	284	.00	450	450	.00
101-43200-322	POSTAGE	.00	.00	.00	.00	.00	.00

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

Account Number	Account Title	2022 Pri Year 2 Actual	2023 Pri Year Actual	2024 Cur YTD Actual	2024 Current year Budget	2024 Current YTD Remaining	2025 Proposed Budget
101-45100-300	PROFESSIONAL SERVICES	.00	.00	.00	.00	.00	.00
Budget notes: CPR & Bloodbourne Pathogen Training							
101-45100-310	CONTRACTED SERVICES	.00	.00	.00	.00	.00	.00
101-45100-321	TELEPHONE	247	.00	.00	.00	.00	.00
101-45100-322	POSTAGE	.00	.00	.00	.00	.00	.00
101-45100-331	TRAVEL EXPENSE	.00	2,516	1,695	.00	1,695-	.00
Budget notes: ~2023 CPO Training/Recertification \$350/each							
101-45100-350	PRINTING AND PUBLISHING	357	498	540	750	210	.00
101-45100-381	UTILITIES-ELECTRIC	839	1,018	59-	750	809	750
Budget notes: Abnet Field Restrooms							
101-45100-383	UTILITIES- GAS	2,000	1,346	615	2,000	1,386	2,000
Budget notes: Abnet Field Restrooms							
101-45100-402	REPAIR/MAINT-STRUCTURES	234	67	.00	250	250	.00
101-45100-404	REPAIR/MAINT-EQUIPMENT	.00	467	.00	500	500	.00
101-45100-415	RENTALS-OTHER EQUIPMENT	.00	.00	.00	.00	.00	.00
101-45100-430	MISCELLANEOUS	.00	.00	.00	.00	.00	.00
101-45100-431	CASH OVER/SHORT	.00	.00	.00	.00	.00	.00
101-45100-433	DUES AND SUBSCRIPTIONS	.00	.00	.00	.00	.00	.00
101-45100-720	OPERATING TRANSFER	40,000	40,000	.00	40,000	40,000	40,000
Budget notes: ~2022 - Transfer to Arena \$25,000 - Transfer Set Aside Funds to Arena \$15,000 ~2023 - Transfer to Arena \$25,000 - Transfer Set Aside Funds to Arena \$15,000 ~2024 Transfer to Arena \$25,000 Transfer set Aside Funds to Arena \$15,000 ~2025 Transfer to Arena \$25,000 Transfer set Aside Funds to Arena \$15,000							
Total RECREATION:		86,826	95,041	45,699	90,030	44,331	65,400
AQUATIC CENTER							
101-45110-101	WAGES & SALARIES-REGULAR	59	868	42	.00	42-	.00
101-45110-102	WAGES & SALARIES-OT	7,276	11,121	11,312	10,000	1,312-	12,000

Account Number	Account Title	2022 Pri Year 2 Actual	2023 Pri Year Actual	2024 Cur YTD Actual	2024 Current year Budget	2024 Current YTD Remaining	2025 Proposed Budget
101-45110-103	WAGES & SALARIES-PT	152,097	150,908	178,082	165,000	13,082-	185,000
101-45110-113	UNIFORMS - SWIM SUITS	.00	.00	1,845	.00	1,845-	2,000
101-45110-121	FICA CONTRIBUTIONS	12,197	12,462	14,492	13,220	1,272-	15,000
101-45110-122	PERA CONTRIBUTIONS	.00	.00	.00	.00	.00	.00
101-45110-142	UNEMPLOYMENT BENEFITS	.00	.00	.00	.00	.00	.00
101-45110-152	WORKER'S COMP. BENEFITS	.00	1,955	.00	1,000	1,000	1,000
101-45110-200	OFFICE SUPPLIES	.00	676	47	200	153	200
101-45110-207	INSTRUCTIONAL MATLS & SUPPLIE	.00	48	507	500	7-	600
101-45110-211	CLEANING SUPPLIES	526	887	1,280	900	380-	1,200
101-45110-214	KITCHEN SUPPLIES/PAPER PRODU	89	.00	.00	250	250	250
101-45110-216	CHEMICALS	19,536	21,151	21,205	23,000	1,795	23,000
101-45110-217	UNIFORMS	2,293	2,076	18	2,500	2,482	2,500
101-45110-218	SAFETY SUPPLIES	73	99	162	350	188	100
101-45110-240	SMALL TOOLS & MINOR EQUIPMEN	304	376	220	200	20-	200
101-45110-259	CONCESSION FOOD PURCHASES	20,517	22,593	24,684	20,000	4,684-	25,000
101-45110-300	PROFESSIONAL SERVICES-POOL	.00	.00	250	.00	250-	.00
101-45110-321	TELEPHONE	978	1,538	1,036	1,100	64	1,100
101-45110-322	POSTAGE	79	84	60	100	40	100
101-45110-331	TRAVEL & TRAINING EXPENSE	1,763	.00	4,820	1,500	3,320-	5,000
Budget notes:							
Lifeguard CPR & Bloodbourne Pathogin Training							
101-45110-350	PRINTING & PUBLISHING	18	.00	.00	500	500	500
101-45110-381	UTILITIES-ELECTRIC	8,159	10,798	6,700	7,500	800	7,500
101-45110-382	UTILITIES-WATER-POOL	.00	388	.00	400	400	400
101-45110-383	UTILITIES-GAS	14,403	10,870	5,823	14,000	8,177	1,200
101-45110-401	REPAIR/MAINT-BUILDINGS	2,480	8,340	2,133	2,500	367	2,500
101-45110-402	REPAIR/MAINT-STRUCTURES	8,384	9,768	17,469	15,000	2,469-	12,000

Budget notes:

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

Account Number	Account Title	2022 Pri Year 2 Actual	2023 Pri Year Actual	2024 Cur YTD Actual	2024 Current year Budget	2024 Current YTD Remaining	2025 Proposed Budget
101-45110-404	REPAIR/MAINT-EQUIPMENT	9,824	2,908	3,539	9,000	5,461	8,000
Budget notes: ~2022 3 Starters - Installed ~2024 \$6,000 Feature Pump Drive ~2025 \$3,500 Chlorine Pump							
101-45110-415	RENTALS-OTHER EQUIPMENT	363	.00	.00	400	400	400
101-45110-431	CASH OVER/SHORT	9-	94	116	.00	116-	.00
101-45110-432	UNCOLLECTIBLE ACCOUNTS	.00	.00	.00	.00	.00	.00
101-45110-433	DUES AND SUBSCRIPTIONS	905	905	770	1,000	230	1,000
Budget notes: MN Dept of Health - Concession Licensing MN Dept of Public Safety - Hazardous Chemical Fee							
Total AQUATIC CENTER:		262,316	270,912	296,612	290,120	6,492-	307,750
PARKS							
101-45200-101	WAGES & SALARIES-REGULAR	51,151	57,422	47,064	53,560	6,496	60,000
101-45200-102	WAGES & SALARIES-OT	778	1,425	774	1,500	726	1,600
101-45200-103	WAGES & SALARIES-PT	23,816	23,862	21,582	24,000	2,418	25,000
101-45200-111	SEVERANCE PAY	.00	.00	.00	.00	.00	.00
101-45200-121	FICA CONTRIBUTIONS	5,751	6,285	5,356	5,940	584	7,000
Budget notes: 7.65%							
101-45200-122	PERA CONTRIBUTIONS	3,698	4,227	3,455	5,820	2,365	6,000
Budget notes: 7.5%							
101-45200-131	EMPLOYER PAID HEALTH INS	5,194	7,736	5,182	7,000	1,818	8,000
101-45200-142	UNEMPLOY COMP BENEFITS	.00	804	.00	.00	.00	.00
101-45200-152	WORKERS COMP BENEFITS	.00	.00	.00	1,000	1,000	1,000
101-45200-211	CLEANING & SANITARY SUPPLIES	2,332	6,371	4,020	3,000	1,020-	6,000
101-45200-212	MOTOR FUELS/LUBRICANTS	10,681	8,694	6,410	8,500	2,090	8,500
101-45200-216	CHEMICALS	958	976	331	2,000	1,669	1,000
101-45200-217	UNIFORMS - PARKS	532	85	.00	500	500	500
101-45200-218	SAFETY EQUIPMENT	.00	531	26	500	474	500
101-45200-220	REPAIR & MAINT. SUPPLIES	.00	405	.00	500	500	500

Account Number	Account Title	2022 Pri Year 2 Actual	2023 Pri Year Actual	2024 Cur YTD Actual	2024 Current year Budget	2024 Current YTD Remaining	2025 Proposed Budget
101-45200-225	LANDSCAPING MATERIALS	27,494	24,373	33,203	22,000	11,203-	22,000
Budget notes: ~2022 \$10,000 Tree Planting Project 50 @ \$200 each \$3,000 Veterans Park Wildflowers \$4,800 Bark for 2nd 1/2 of Old Hickory Park \$1,500 General Maintenance - all parks ~2023 \$10,000 Tree Planting \$3,000 Park Wildflowers \$5,000 Vets Park Playground Bark \$1,500 General Maintenance ~2024 \$12,500 Tree Planting \$3,000 Park Wildflowers \$5,000 Playground Bark \$1,500 General Maintenance ~2025 \$10,000 Tree Planting \$3,000 Park Wildflowers \$5,000 Playground Bark \$4,000 General Maintenance							
101-45200-240	SMALL TOOLS & MINOR EQUIPMEN	1,113	3,826	2,002	2,500	498	2,500
101-45200-300	PROFESSIONAL SERVICES	38,877	24,642	18,977	.00	18,977-	.00
Budget notes: ~2022 Park & Rec Plan Update ~2023 2023 ADA Transition Plan							
101-45200-303	ENGINEERING FEES	13,868	33,398	10,496	5,000	5,496-	5,000
101-45200-310	CONTRACTED SERVICES	2,080	5,557	2,191	2,000	191-	10,000
101-45200-321	PARKS - PHONE/INTERNET ACCES	.00	1,322	1,319	.00	1,319-	1,700
101-45200-331	TRAINING & TRAVEL EXPENSE	157	626	32	250	218	2,500
Budget notes: ~2025 2 Certified Playground Inspectors @ \$750							
101-45200-350	PRINTING & PUBLISHING	44	1,735	.00	.00	.00	.00
101-45200-381	UTILITIES-ELECTRIC	3,032	7,255	5,160	6,000	840	6,000
101-45200-382	UTILITIES-WATER/SEWER	670	709	655	1,000	345	1,000
101-45200-383	UTILITIES-GAS	.00	.00	.00	.00	.00	.00
101-45200-384	REFUSE DISPOSAL	1,762	5,011	1,493	1,500	7	1,750
101-45200-401	REPAIR/MAINT-BUILDINGS	2,054	3,853	2,688	2,000	688-	3,000
101-45200-402	REPAIR/MAINT-STRUCTURES	12,368	28,557	16,245	20,000	3,755	15,000
Budget notes: ~2023 \$10,000 Frank Kistler Park ~2024 \$10,000 Frank Kistler Park \$10,000 Misc Park Repair ~2025 \$7,500 Frank Kistler Park \$7,500 Misc Park Repair							

Account Number	Account Title	2022 Pri Year 2 Actual	2023 Pri Year Actual	2024 Cur YTD Actual	2024 Current year Budget	2024 Current YTD Remaining	2025 Proposed Budget
101-45200-404	REPAIR/MAINT-EQUIPMENT	7,426	7,854	15,847	5,000	10,847-	8,000
101-45200-405	REPAIR/MAINT-VEHICLES	679	521	187	750	563	750
101-45200-415	RENTALS OTHER EQUIPMENT	5,263	9,487	927	2,500	1,573	2,500

Budget notes:

Portable Toilets

101-45200-437	PROPERTY TAX EXPENSE	.00	.00	.00	.00	.00	.00
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Total PARKS:

221,781	277,546	205,621	184,320	21,301-	207,300
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LIBRARY LEVY

101-45500-720	OPERATING TRANSFER	.00	.00	.00	188,520	188,520	196,290
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Budget notes:

City Levy for Library

Total LIBRARY LEVY:

.00	.00	.00	188,520	188,520	196,290
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17

URBAN REDEVELOPMENT & HOUSING

URBAN REDEVELOPMENT & HOUSING

101-46300-401	BUILDING DEMOLITION	941	19,940	.00	.00	.00	.00
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Budget notes:

~2023 Demo 332 S 1st Street

Total URBAN REDEVELOPMENT & HOUSING:

941	19,940	.00	.00	.00	.00
-----	--------	-----	-----	-----	-----

18

SPECIAL ASSESSMENTS

SPECIAL ASSESSMENTS

101-47000-602	SPECIAL ASSESSMENT - PRINCIPA	4,924	5,170	2,714	4,900	2,186	5,200
101-47000-612	SPECIAL ASSESSMENT INTEREST	9,480	9,233	4,487	9,500	5,013	9,500

Total SPECIAL ASSESSMENTS:

14,403	14,403	7,202	14,400	7,198	14,700
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OTHER FINANCING USES

OTHER FINANCING USES

101-49300-432	UNCOLLECTIBLE ACCOUNTS	.00	.00	.00	.00	.00	.00
101-49300-610	MARKET VALUE ADJUSTMENT	.00	.00	.00	.00	.00	.00
101-49300-720	OPERATING TRANSFER	.00	184,891	.00	.00	.00	.00

Total OTHER FINANCING USES:

.00	184,891	.00	.00	.00	.00
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TRANSIT SERVICES

101-49800-310	CONTRACTED TRANSIT SERV.	64,393	55,001	7,392	16,197	8,805	19,575
101-49800-311	MTU STATE TRANSIT FUNDS	229,969	207,160	209,334	225,000	15,666	283,994

Budget notes:

Pass - thru to La Crosse MTU

Account Number	Account Title	2022 Pri Year 2 Actual	2023 Pri Year Actual	2024 Cur YTD Actual	2024 Current year Budget	2024 Current YTD Remaining	2025 Proposed Budget
101-49800-350	PRINTING & PUBLISHING	.00	.00	.00	.00	.00	.00
101-49800-402	REPAIR/MAINT-BUS SHELTERS	.00	.00	.00	400	400	400
101-49800-405	REPAIR/MAINT-VEHICLES	19	.00	43	.00	43-	.00
Budget notes:							
Reserve							
101-49800-810	REFUND MN DOT PER AUDIT	.00	1,175	.00	.00	.00	.00
Total TRANSIT SERVICES:		294,381	263,336	216,768	241,597	24,829	303,969
GENERAL FUND Revenue Total:		6,489,209	4,705,234	4,570,953	4,082,493	488,460-	6,416,928
GENERAL FUND Expenditure Total:		6,076,222	5,186,330	3,029,966	4,084,471	1,054,505	6,395,728
Net Total GENERAL FUND:		412,987	481,097-	1,540,987	1,978-	1,542,965-	21,200
Net Grand Totals:		412,987	481,097-	1,540,987	1,978-	1,542,965-	21,200

RARY BUDGET PROPOSAL 2025 W/ 4% COL INCREASE

45500 LIBRARY	2022	2022	2023	2023	2024	2024	2025
	Approved	Spent (FY)	Approved	Spent	Approved	Spent (8/31)	Proposed
101 WAGES - FULL TIME	92,248.00	98,294	101,899	69,547.12	124,000	78,774	132,505.00
102 OVERTIME PAY							
103 PART-TIME LIBRARY AIDES	37,846.00	32,960	39,491	22,308.68	38,000	24,740	33,340.00
121 EMPLOYER FICA EXPENSE - 7.65%	9,952.00	10,186	10,816	7,366.61	12,400	7,850	12,250.00
122 PERA CONTRIBUTIONS - 7.5%	9,757.00	9,156	10,604	6,675.84	12,150	7,198	11,230.00
131 EMPLOYER PAID HEALTH INS	12,500.00	4,629	12,875	4,457.6	12,348	4,783	13,000.00
200 LIBRARY OFFICE SUPPLIES	2,400.00	1,522	2,000	585.77	1,100	1,475	2,000.00
202 COPY MACHINE SUPPLIES							
203 COMPUTER PRINTER SUPPLIES	100.00	0	100	0			0.00
211 CLEANING & SANITARY SUPPLIES	400.00	788	800	387.8	600	491	600.00
220 PROGRAMMING SUPPLIES	3,000.00	4,022	3,000.00	4,724.95	3,000	2,518.60	4,000.00
221 WINTER READING PROGRAM SUPPLIES							
310 OTHER CONTRACTED SERVICES	4,500.00	6,691	4,600	2,065.17	4,000	1,813.00	4,000.00
321 TELEPHONE-LIBRARY	1,800.00	1,647	1,800	949.04	1,800	964	1,800.00
322 POSTAGE-LIBRARY	250.00	110	250	101.76	200	81	200.00
331 TRAVEL EXPENSES	1,500.00	258	1,500	763.91	1,500	49	1,500.00
350 PRINTING AND PUBLISHING	200.00	0	200	0	100		100.00
360 INSURANCE AND BONDS	5,000.00	5,751	5,800	6,658	6,000	7,000	7,000.00
381 UTILITIES - ELECTRIC	2,800.00	2,849	2,900	671.71	3,000	1,133.00	3,000.00
382 UTILITIES - WATER/SEWER	400.00	403	400	200.55	450	232	500.00
383 UTILITIES - GAS	1,200.00	1,267	1,000	747.03	1,300	459	1,500.00
384 REFUSE DISPOSAL	120.00	120	120	70	120	73	120.00
401 REPAIR/MAINT-BUILDINGS	400.00	555	600	4029.12	600	792	2,500.00
404 REPAIR/MAINT-EQUIPMENT							
406 COMPUTER EXPENSES-LIBRARY (leasing)	4,145.00	4,920	4,920	4,920	4,920	4,920	4,920.00
414 LIMITED ACCESS LINE	22,500.00	17,835	22,500	12,837.35	16,000	9,283.00	17,500.00
415 RENTALS-OTHER EQUIPMENT	120.00	72	120	44	120	56	120.00
430 MISCELLANEOUS							
434 LEGACY GRANT EXPENDITURES							
433 DUES & MEMBERSHIPS	500.00	176	400	912.41	1,000	1,033	1,000.00
503 BOOKS PURCHASED CONTRIBUTION							
504 BOOKS - GRANT FUNDED				5,551.43		16,000	
505 BOOKS, PERIODICALS	12,750.00	9,666	11,750	8,281.51	11,750	6,862.00	13,000.00
506 PROCESSING MATERIALS	1,200.00	1,189	1,200	1,051.64	1,200	928	1,200.00
570 OFFICE EQUIPMENT, FURNISH							
575 C.O. - COMPUTER EQUIPMENT							
580 CAP IMPROVEMENT ITEMS							
610 INTEREST EXPENSE	749.00	90	400		400	-53	500.00
GENERAL FUND	10,000.00		10,000		10,000		10,000.00

TOTAL FUND 211 LIBRARY 238,337.00 215156 252,045 166009 268,058 179454.6 279,385.00

LIBRARY REVENUE DRAFT 2025

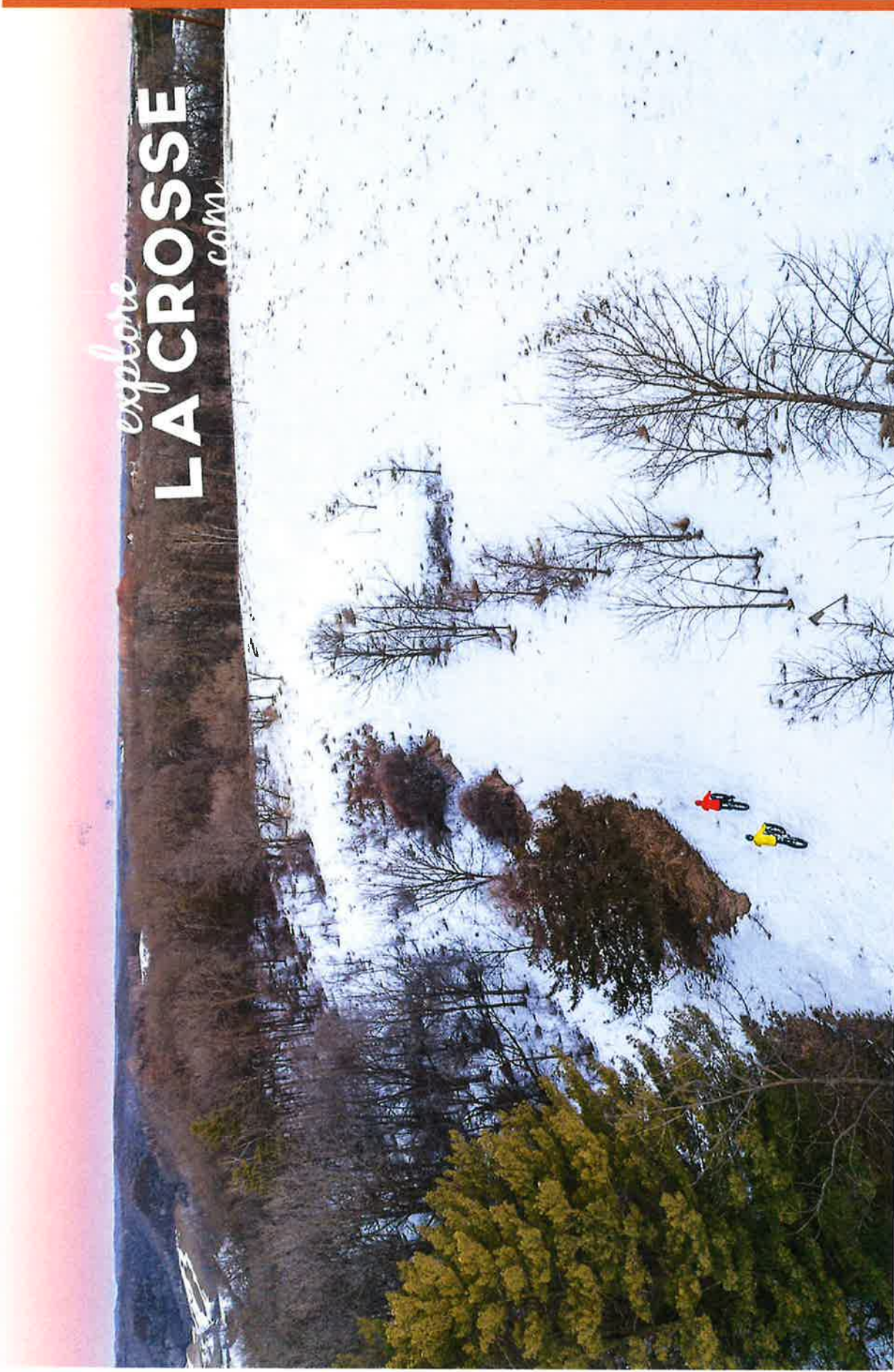
REVENUES

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

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

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

2024 Programming Budget						
Supplies	Amount	Presenter/Performer	Amount	Sponsored	Amount	By
Amazon: makerspace, storytime	85.96	Jennifer John - Repro Health	50	Nigar Alam	500	SELCO Community Read Grant
Walmart: senior social, hygge	45.78	Joni Welda - Bluebirding	100	Home Depot	745.26	NNLM Grant
Quillins: food, Matoaka program	49.88	Elizabeth Digby-Britten - Pocahontas	100	Amazon: cookbooks	856.11	NNLM Grant
Amazon: storytime	76.33	Carmel Irving - SoulCollage	117.5	Baker & Taylor	828.36	SELCO Community Read Grant
Target: CHAI program	15.79	Cathy Coats	488	Amazon: program supplies	1442.39	NNLM Grant
Priya's Spice Bazaar	329.36	BJ Hollars	100	Amazon: program supplies	20.97	NNLM Grant
		Dean Klinkenberg - Big Rivers	300	Anna Kitzmann	290.69	NNLM Grant
		Willomina Art Studios	660	Amazon: storywalk books	95.26	SRP Sponsors
		Happy Dancing Turtle	75	Walmart	46.93	NNLM Grant
				Walmart	92.56	SRP Sponsors
				Luke Therling	300	SELCO Community Read Grant
				Amazon	215	NNLM Grant
				Festival	1000	NNLM Grant
				Pearl Street Books	302.4	SELCO Community Read Grant
				Amazon: program supplies	685.17	NNLM Grant
				Isaiah Foster - Foam Party	275	SRP Sponsors
				Isaiah Foster - Magic Show	350	SRP Sponsors
				Pint Size Polkas	375	FOL
				CSLP	375.62	SRP Sponsors
				Amazon: program supplies	18.78	SRP Sponsors
				Ryan Friesen	100	SRP Sponsors
				Marcus Cinema	25	SRP Sponsors
				Amazon: program supplies	49.98	SRP Sponsors
				Joni Welda	100	SRP Sponsors
				Walmart	133.04	SRP Sponsors
				Pint Size Polkas	375	FOL
				Dawn Quigley	2500	Community Collaboration Grant
Total	603.1	Total	1990.5	Total	12098.52	



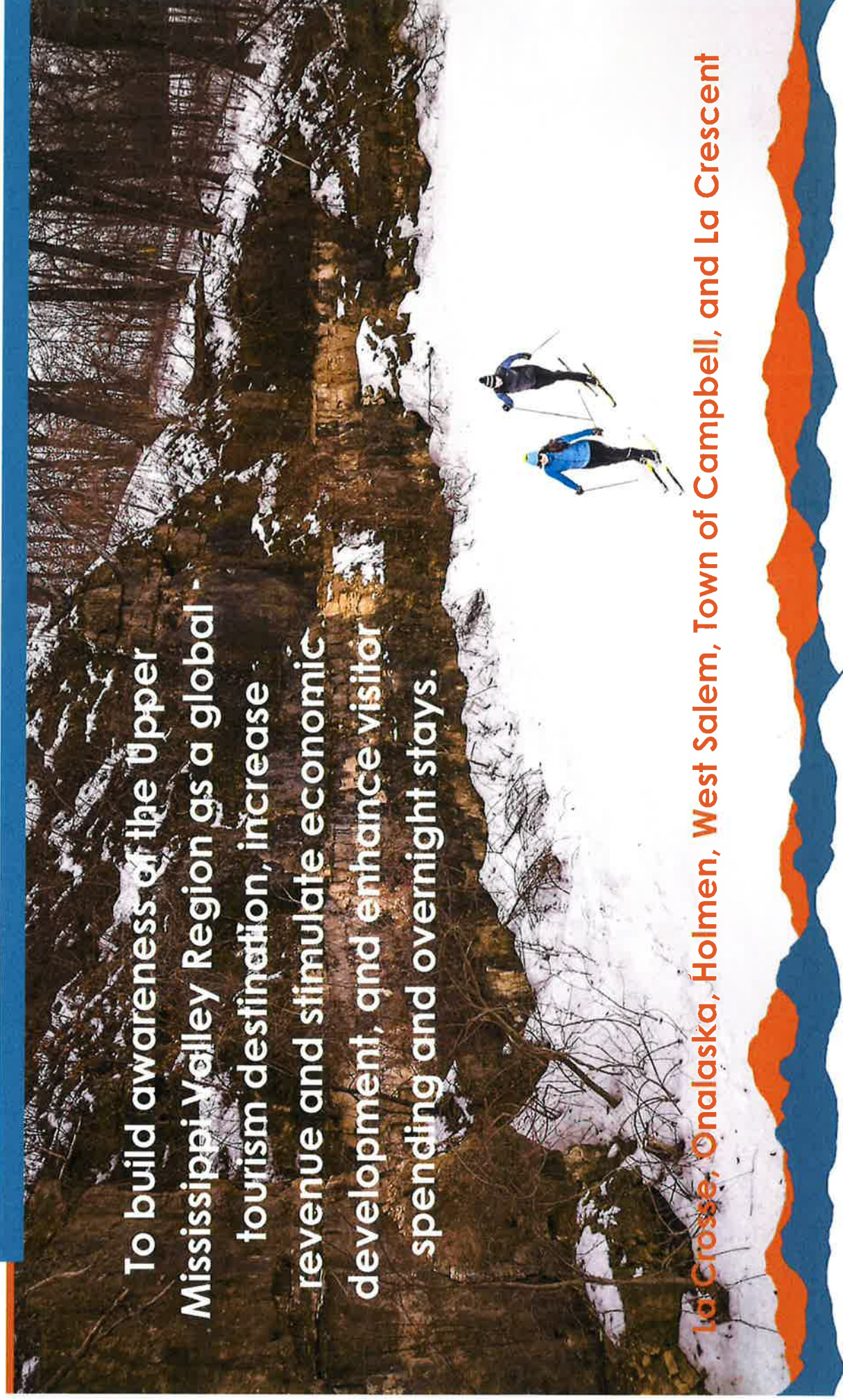
La Crosse - Annual Report

November, 2024 | La Crosse County Convention & Visitors Bureau

Our Mission

To build awareness of the Upper Mississippi Valley Region as a global tourism destination, increase revenue and stimulate economic development, and enhance visitor spending and overnight stays.

La Crosse, Onalaska, Holmen, West Salem, Town of Campbell, and La Crescent



Economic Impact for 2023

- **La Crosse Region Total Economic Impact:**
\$502 Million (*489 Million in 2022*)
- **La Crosse Region Tourism Related Jobs:**
3,931 Jobs/Employment
- **State & Local Taxes: 35.3 Million**
Without the taxes tourism generates, each WI household would have had to pay an additional \$660 in taxes in 202
- **La Crosse Region 2022 Direct Visitor Spending:**
\$307.3 Million
 - 2019 was a previous banner year with the La Crosse County seeing \$281.4 Million in Direct Visitor Spending.
 - 2022 was the previous "Best Year Yet" with \$304.6 Million
- **In Wisconsin, La Crosse County ranked**
#9 of 72 counties statewide for Direct Visitor Spending



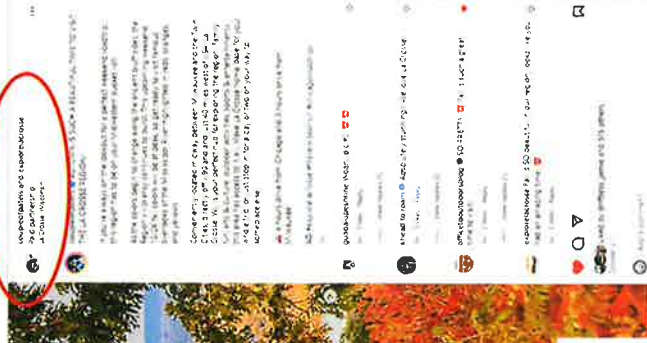
Members

Explore La Crosse Membership: 438

La Crescent Membership: 16

Examples of Promotion:

- **General Content Types:**
 - TikTok, Instagram, Facebook
 - Reels/Video, Posts, Highlights
 - Blogs, E-Newsletters
 - Event Features, Member Features
 - Driftscope App Business Listings
 - Bluff to Bluff Trolley Tours
- **Sweepstake Participants:**
 - Country Boom: Swing Bridge
 - Mpls St. Paul Sweepstake: River View Winery
- **Influencer/Content Creator Visits:**
 - **Couple of Patels:** Apple Blossom Overlook
 - **Reel RV Wives:** Apple Blossom Overlook
 - **Shrpa Creator:** Family Visiting Applefest & Autumn Fun
 - **Emily Krumm:** Stoney Creek, Apple Blossom Overlook
 - **Taylor Jo Hildreth:** Kaddy's Cafe, Affogato, Apple Blossom
- **Member Features:**
 - Apple Valley Gifts
 - Riverview Winery
- **Media Hits:**
 - Light Up La Crescent Parade
 - Kicks off Applefest
 - 3+ Additional Features



Explore La Crosse Grants

Explore La Crosse offers community grants for events and festivals:

\$95,500 Total Grant Dollars Given in 2024 YTD
\$120,000 Committed to La Crosse Region Events and Festivals YTD

- The application can be found on our website
- The Grant Committee reviews all applications
- Dollars can be awarded to be used to market the event
- Non-members can also apply

We encourage additional La Crosse events to apply for Explore La Crosse Grants in 2025 and beyond!

A Few 2024 Grant Recipients:

- | | | |
|------------------|--|-------------------------------|
| • River Roast | | Ho-Chunk Founders Day Pow Wow |
| • Features Fest | | Oktoberfest |
| • Deecefest | | Great River Folk Festival |
| • And Many More! | | |

We also remind partners to submit upcoming events to our Events Calendar - the #1 or 2 Viewed Web Page on ExploreLaCrosse.com



@theandyschultz

Tourism Services & Events

Welcome Center Locations:
Over 20,000 Visitors 2024 as of October 31st

- I-90 Rest Stop / Welcome Center
- Great River Landing
- Explore La Crosse Lobby
- La Crosse Center
- Mobile Center

Digital Map Locations - 190, GRL, Lobby

**Informational Videos - 190, GRL, Lobby,
La Crescent Event Center, Trade Shows**

**Mobile Visitor Center: Over 15 Outings in 2024
as of October 31st**

Trolley Rides: 280 attendees in 2024

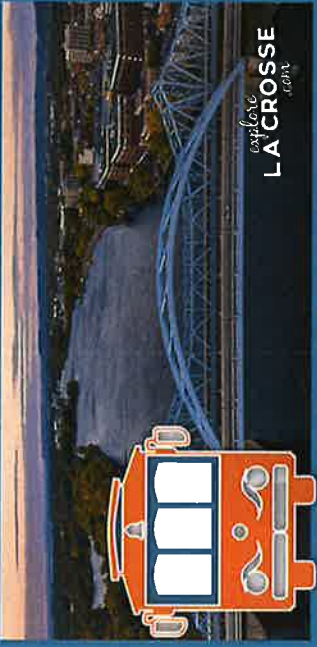
- New Mansions & Memories Experience
- New This is La Crosse Experience
- Bluff to Bluff Experience 3rd Year starts Sept. 7th - 3 of 6 tours sold out!

2024 Between the Bluffs Beer, Wine & Cheese:

- 3086 Attendees
- 75 Vendors

2024 Between the Bluffs Frothbite Fest Dec. 7

The Latest in 2024: Trolley Tours!



HISTORIC TROLLEY EXPERIENCES

Explore the La Crosse Region on Guided Trolley Tours.

explore LA CROSSE

 THIS IS LA CROSSE TROLLEY TOUR Tour of La Crosse's past with a stop at the Historic Hixon House, a stop-off at the Heritage Center, a wine tasting, local food sampling and a surprise sweet treat.	 DARK LA CROSSE EXPERIENCE Learn about La Crosse's macabre past, tour the Pump House Regional Art Center, enjoy a private Theater Performance and refreshments.
 Mansions & MEMORIES ARCHITECTURAL LA CROSSE TOUR This tour highlights La Crosse's most significant homes and their stories. Explore and enjoy refreshments at the Historic Hixon House and tour Castle La Crosse.	 THE BLUFF TO BLUFF EXPERIENCE From La Crosse to La Crosse, experience this Mississippi River haven by exploring blufftop views, historic sites, an apple orchard, and savory bites at Le Chateau.

LEARN MORE AND BUY TICKETS ONLINE OR CALL (608) 782-2366 | EXPLORELACROSSE.COM

2024 Between the Bluffs Frothbite Fest Dec. 7

2025 Visitor Guide & Website

Visitor Guide: 75,000 Print Copies | **Digital Edition on Website**

Sneak Peak: '25 Editorial Preview

- | | | | | |
|------------------------------------|--|----------------------------|--|-----------------------|
| ● Elements of the La Crosse Region | | International Flavors | | Municipality Listings |
| ● Can't Miss '25 Live Performances | | Trails that Will Transform | | Sporting Events |
| ● The Wonders of Local Wildlife | | Meet the Makers | | Member Biz Ads |
| ● And MORE! | | | | |

ExploreLaCrosse.com: 2024 Year to Date Highlights

Website Analytics: (11/13/24)

- **Total Users:** 410,628 **Sessions:** 564,049
- **Organic Acquisition:** 306,089
- **Events Calendar:** 125,779 Page Views
- **Campaign Landing Page:** 83,904 Page Views
- **Top Keywords:** Things to do in La Crosse today, La Crosse events calendar, things to do this weekend in La Crosse, La Crosse restaurants, La Crosse events



**Launched & Promoting the New
Explore La Crosse Travel Planning App**

2024 Print + Digital Campaigns

It's In Our Nature!

- ★ Festive Spirit... It's In Our Nature!
- ★ Inspiration... It's In Our Nature!
- ★ Elevated Adventure... It's In Our Nature!

The La Crosse Region has it all, but what sets us apart from the rest is our ancient, Driftless topography. This campaign leans into our unique "nature" in both the physical and persona sense. We can use it in different contexts based on the theme of our content or ad.

Leisure Travel Digital Campaign: 2024 Madden Media Contract:

SEM: January - Oct 31, 2024 (hit 150% of 2024 Goal)
37,562 Clicks, 257,187 Impr., 14.60% CTR

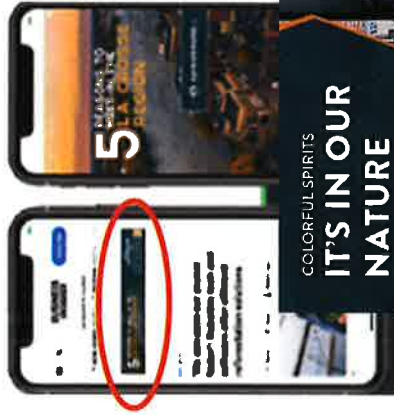
Meta Prospecting: May - October 31 (hit 171% of Goal)
33,196 Clicks, 2,179,359 Impr., 1.53% CTR

Prospecting/Display Ads: April - Oct 25 (hit 148% of Goal)
67,202 Clicks, 7,087,777 Impr., .95% CTR

M&C Geofencing: 1,704,935 Total Impressions in 2024



"The La Crosse Region provides adventure as unique as each explorer, from exploring downtown to hitting epic trails. Sponsored by La Crosse Area Convention and Visitors Bureau."



ADVENTURE AWAITS! NESTLED BETWEEN THE BLUFFS AND ALONG THE MISSISSIPPI RIVER, the La Crosse Region bursts with inspired adventure as unique as each explorer. Discover exciting parks, charming history, vibrant views, and epic outdoor recreation just a road trip away!

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Experience the La Crosse Region

CREATIVE CULTURE
IT'S IN OUR NATURE
LET'S GO



LA CROSSE

Social & Digital Mediums

(Stats per 11/13/24)

Facebook: 32,008 Followers
Instagram: 12,556 Followers
Total Reach: 18,978 (30 days)
TikTok: 5,134 Followers
YouTube: 5.55K Followers
LinkedIn: 323 Followers
E-Newsletter:

- 44,610 Subscribers
- 31% Open Rate

WE WENT VIRAL:

- **Kinstone**
 - 474k views
 - 40k likes
 - 13k shares
 - 11k saves
- **Sullivan's Supper Club**
 - 142k views
 - 9,291 likes
 - 1,313 shares
 - 1,579 saves



Public Relations & Creators

Creator Breakdown:

- 7+ Influencers & Ambassadors
- 2 Travel Writers
(1 Travel Wisconsin Co-op, 1 of our own)
- 3 Shropa Adventurers
- 4 have/will attend local festivals/events!

PR: Recent Hits

- October: [Picture-Perfect Autumn: Your Guide to Bluff Country's Byways](#) | Fillmore County Journal
- September: [Light Up La Crescent Parade Kicks Off Applefest](#) | WXOW
- August: [La Crescent, MN to Host the 2025 and 2026 Gravel National Championships](#) | USA Cycling
- July: [10 Best Road Trips to Take in Minnesota](#) | World Atlas
- June: [Farmers Markets Serve Up Seasonal Treasures Straight from the Fields](#) | Fillmore County Journal

Some Year-to-Date Highlights

5.7%
Engagement
Rate



300.7K
Total
Views



53+ Members Featured
6 Municipalities Represented
Posts on Instagram, TikTok,
Facebook, YouTube



26,000
Engagements



456.4K Total
Impressions

One Influencer is Left
For 2024 and will
Feature the
Rotary Lights + Winter Fun



Conventions, Meetings & Sports

Recent Highlights of 2024:

American Cornhole Organization

- La Crosse Center
- Dates: October 25-27, 2024
- **Estimated Economic Impact: \$63,900**

B.A.S.S. Open

- Mississippi River
- Dates: September 11-13, 2024
- **Estimated Economic Impact: \$534,400**

Knights & Ladies of the Holy Sepulchre

- La Crosse Center
- Dates: October 4-7, 2024
- **Estimated Economic Impact: \$155,400**

USA Curling National Qualifier

- Onalaska Omni Center
- Dates: September 6-8, 2024
- **Estimated Economic Impact: \$145,200**

MN Association of CVB's Annual Meeting

- La Crescent Area Event Center
- Dates: October 2-4, 2024
- **Estimated Economic Impact: \$14,420**

Leads Sent to Lodging Partners:

2016: No. of Leads - 124, Sleeping Rooms - 71,398
2017: No. of Leads - 94, Sleeping Rooms - 46,312
2018: No. of Leads - 122, Sleeping Rooms - 66,829
2019: No. of Leads - 85, Sleeping Rooms - 41,841
2020: No. of Leads - 105, Sleeping Rooms - 68,206
2021: No. of Leads - 87, Sleeping Rooms - 58,290
2022: No. of Leads - 117, Sleeping Rooms - 46,108
2023: No. of Leads - 170, Sleeping Rooms - 85,904
2024: No. of Leads - 176, Sleeping Rooms - 92,937

Total Since Inception:

No. of Leads - 1,080 | Sleeping Rooms - 577,825





explore
LACROSSE
.com

A.J. Frels, Executive Director

608.782.2367 | frels@explorelacrosse.com

#3.2



TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator *Bill*
DATE: December 12, 2024
RE: Audit Proposal

Attached for review and consideration by the City Council is a proposal to perform the City's auditing services for the next 3 years. As has been discussed during the preparation of the City's 2025 general fund budget, the current City auditor will no longer be providing that service to the City.

The 2025 general fund budget includes funds for this expenditure, and in order to continue to move forward we would suggest that the City Council accept the proposal submitted by Hancock & Robinson CPAS.

2024

RFP to provide professional audit services to:
CITY OF LA CRESCENT, MINNESOTA

HANCOCK & ROBINSON CPAS
1425 State Highway 16
La Crosse, WI 54601

Prepared by:
Derek Wilber, CPA, Audit Partner
Derek.Wilber@lacrossecpas.com
Phone: 608-518-3751

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Peer Review Report.....	13

Title Page

Subject: CITY OF LA CRESCENT, MINNESOTA
Request for Proposals: Professional Auditing Services

Firm Information: HANCOCK & ROBINSON CPAs

1425 State Highway 16
La Crosse, WI 54601

(608) 518-3754 *phone*

(608) 519-5155 *fax*

www.lacrossecpas.com

Contact: Derek Wilber, CPA, Audit Partner

Derek.Wilber@lacrossecpas.com

Chassidy Hastings, CPA, Manager

Chassidy.Hastings@lacrossecpas.com

Cindy Brown, Manager

Cindy.Brown@lacrossecpas.com

Date: December 3, 2024

The undersigned offers and agrees to furnish the services in accordance with attached proposal herein.

Hancock & Robinson CPAs

Hancock & Robinson CPAs

Derek Wilber, CPA

Audit Partner

608-518-3754

Derek.Wilber@Lacrossecpas.com

Federal ID Number: 46-1410019

HANCOCK & ROBINSON

CERTIFIED PUBLIC ACCOUNTANTS

Letter of Transmittal

Thank you for inviting us to propose our services to you. The following responds to your request for proposal of audit services dated December 3, 2024, for three years, beginning with the year ended December 31, 2024.

We understand City of La Crescent, Minnesota is soliciting the services of a qualified certified public accounting firm to audit its financial statements. We welcome the opportunity to bid on these contracts to meet the needs of City of La Crescent, Minnesota (the City).

The major provisions of the required services are as follows:

- City of La Crescent, Minnesota desires the auditor to express an opinion on the fair presentation of its financial statements in conformity with accounting principles generally accepted in the United States of America.
- The audit shall be performed in accordance with auditing standards generally accepted in the United States of America, as set forth by the American Institute of Certified Public Accountants and the standards for financial audits set forth in the U.S. General Accounting Office's *Government Auditing Standards*. The audit shall be performed in accordance with American Institute of Certified Public Accountants (AICPA), Generally Accepted Auditing Standards (GAAS), and *Government Auditing Standards*. At the completion of the audit, the auditor will issue the required reports in accordance with the standards listed above and identified in the request for the proposal.
- If the City of La Crescent, Minnesota requires a Single Audit during any part of the engagement, it will be performed in accordance with U.S. General Accounting Office's *Government Auditing Standards* and Uniform Guidance for Federal Funds (formerly OMB Circular A-133), *Audits of States, Local Governments and Non-Profit Cities*.
- The audit will include a management letter of comments and recommendations, which shall contain observations noted during the course of the examinations.

City of La Crescent, Minnesota

Hancock & Robinson CPAs understand the significance of quality service at a fair price. Our long-standing approach to professional engagements is to ensure that we offer our clients services beyond completion of the engagement. We can provide assistance and training regarding accounting and auditing pronouncements, audit risk alerts, newly adopted and proposed regulations, and aid with understanding compliance requirements unique to the City of La Crescent, Minnesota's operations.

Sincerely,

Hancock & Robinson CPAs

Hancock & Robinson CPAs

Derek Wilber, CPA
Audit Partner
608-518-3754
Derek.Wilber@Lacrossecpas.com

Firm Overview

Hancock & Robinson CPAs is located in La Crosse, Wisconsin. We are committed to our staff and maintaining continuity throughout the proposed engagement years and beyond. As a small firm, we offer a more casual work environment that differs from the traditional corporate atmosphere by stressing a healthy work/life balance in addition to financial incentives.

Being a smaller firm, we are able to provide personal service and partner access that is rarely available from larger firms. However, we are large enough to have the experience and resources available to provide excellent service to our clients.

We pride ourselves on having a solid working relationship with our clients and being available to assist when the need arises. When you are a client with Hancock & Robinson CPAs ("the Firm"), you are more than a number or a line item on our client list, you are a valuable member of our firm.

We also understand that being a small firm has its challenges when it comes to workload and deadlines. To help meet this challenge, the Firm has adopted emerging technologies to help with the time consuming and monotonous parts of the audit process. We utilize artificial intelligence (AI) to help automate portions of planning, substantive testing, and analysis. We also use cloud-based software to help with communicating audit needs and deadlines to make the process as stress free as possible for our clients.

Our services do not end when the audit is issued; we will to be a resource and partner for you when needed. We are available for questions at no additional cost, and welcome these as an investment in our ongoing relationship with the City. We believe our attention to our clients and their needs, along with the implementation of technology sets our firm apart from other firms.

Firm Qualifications and Experience

Derek Wilber, CPA, is the Audit Partner and will be responsible for the timely completion of your accounting services including, the audited financial statements. Derek has extensive accounting experience and has worked on audits of governments and a variety of non-profits, including the Minnesota State Lottery, Volunteers of America, Chileda, the Family & Children's Center, the Great Rivers United Way, and the Salvation Army.

Cindy Brown, Manager, will be responsible for managing the audit. She has worked in public accounting for over 22 years, with more than 17 years of governmental and non-profit auditing and accounting experience. Cindy came to us from another accounting firm where she audited the following governmental entities: City of Rollingstone, City of Stockton, City of Goodview, City of Buffalo City, City of Fountain City, and Village of Cochrane. She has also audited a variety of entities such as Wilson Fire Relief Association, several non-profit organizations, DHS compliance, and regulatory basis audits.

Chassidy Hastings, CPA, Manager, will be responsible for auditing the Proprietary Funds and other audit areas where needed. She has worked in public accounting for over 8 years and has experience in for-profit auditing, audits of local governments, and a variety of non-profit audits.

Shawna Merriman, Support Staff, will be assigned to the audit as administrative support staff.

Office Size and Key Professional Staff Assigned

	<u>Firm Wide</u>	<u>Assigned Governmental Audit Staff</u>
Partners	3	1
Managers	6	2
Seniors	3	0
Staff	9	0
Support Staff	3	1
	<u>24</u>	<u>4</u>

Risk Areas and Audit Approach

The key to our firm's audit approach involves communication and setting clear expectations for the audit process.

Our firm uses practice guides for Auditing Local Governments provided through our software, Engagement Manager, published by Thomson Reuters. These guides provide for a specific audit approach that combine authoritative requirements with specifically tailored practice aids to help the auditor work both effectively and efficiently. These guides are tailored to address the specific needs and requirements of each engagement. Our audit work would commence upon the approval of our engagement letter with City of La Crescent, Minnesota. An outline of our audit approach follows:

Planning and Interim Audit Procedures

The objective for this phase is to ensure that the audit (including the Single Audit, if applicable) has been properly planned, including the development of an audit strategy, the appropriate assessment of audit risk, and development of an audit plan. In subsequent years, we would ensure that changes to planning matters have been adequately considered and documented. This phase will include the following procedures:

- Review of correspondence files, workpapers, permanent files and audit reports of the predecessor auditor. We would also review any current year interim financial reports.
- Inquire of management about whether there were findings and recommendations from previous audits, attestation engagements, or other studies that directly relate to the objectives of the audit being undertaken and whether the recommendations have been implemented.
- Evaluate whether appropriate corrective action was taken to address findings and recommendations that could have a material effect on the financial statements.
- Determine whether a Single Audit in accordance with Uniform Guidance or a financial audit in accordance with *Government Auditing Standards* will be performed through discussion with appropriate client officials and consideration of applicable statutes.
- Identification of laws and regulations that may have a direct and material effect on the determination of financial statement amounts.
 - Review of Board minutes, budgets and contracts.
 - Determine potential related parties.
 - Apply analytical procedures to preliminary financial data, analyze results and document significant changes.

Risk Areas and Audit Approach (Continued)

Planning and Interim Audit Procedures (Continued)

- Perform risk assessment procedures to obtain an understanding of the City and its environment, including its internal control, and to identify the risks of material misstatement. Procedures will be designed to obtain (or in subsequent years, update) understanding of internal controls and will include inquiries of management and others within the City, observation of entity procedures and controls, inspection of documents and records, and tracing transactions through the system (walkthroughs). When obtaining our understanding of the design and implementation of internal controls, we will focus on the identified risks to the financial statements, the controls the City has in place to mitigate those risks, whether or not those controls are properly designed and implemented, and the significant audit areas or transaction classes that are covered by those controls.

We anticipate this phase of the engagement to require between 30 and 35 hours.

Year-end Fieldwork

The nature and extent of audit procedures, size and type of samples and analytical procedures performed will be determined, in large part, based on the results of our planning and interim audit procedures. Our tests and procedures will be designed to obtain adequate audit evidence to support management's financial statement assertions. While we are unable to determine the specific audit procedures required without a proper evaluation of control procedures, we anticipate test work in the following areas:

- Cash and Investments
- Payroll and Related Liabilities
- Inventories, if any
- Revenue, Receivables and Receipts - Governmental Funds
- Service Revenue and Receivables - Proprietary Funds
- Capital Assets and Expenditures
- Debt and Debt Service Expenditures
- Equity and Financial Statement Reconciliation
- Insurance and Self-insurance
- Grants and Similar Programs
- Expenditures/Expenses for Goods and Services and Accounts Payable and Other Liabilities
- Federal Awards

We anticipate this phase of the engagement to require between 55 and 60 hours.

Risk Areas and Audit Approach (Continued)

Concluding the Audit

Prior to the issuance of the auditors' report, the following procedures will be performed:

- Determine that the City's financial statements are clerically accurate and agree with detailed accounting records.
- Determine annual operating and program budgets and amendments thereto are properly prepared documented and approved.
- Evaluation of commitments and contingencies, subsequent events and related party transactions and determine if these are adequately recorded or disclosed in the financial statements.
- Obtain written representations from management.
- Evaluate misstatements discovered during the audit, including findings and questioned costs.
- Apply final review analytical procedures to audited opinion unit amounts and consider the adequacy of evidence gathered in response to unusual or unexpected balances or relationships identified.
- Determine that financial statements are presented in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.
- Determine that disclosures are complete, clearly expressed, and understandable, and contain financial and other information that is fairly disclosed at appropriate amounts.
- Complete the City financial reporting form for the Office of the State Auditor's reporting requirement of the Minnesota Legal Compliance Audit Guide for Local Government, promulgated by the State Auditor pursuant to Minn. Sta. #6.65.
- Determine that all required supplementary information is presented in accordance with generally accepted accounting principles.
- Evaluate the effect, if any, on the auditors' report for any generally accepted accounting principles departures.
- If applicable, the results of audit procedures have been considered in the preparation of the Yellow Book or Single Audit Reports.

Risk Areas and Audit Approach (Continued)

Concluding the Audit (Continued)

- Internal control related matters, fraud or illegal acts, abuse, and other matters related to the conduct of the audit will be communicated to the appropriate parties.
- Express an opinion of the City's basic financial statements.
- Compute and prepare adjusting journal entries for, but not limited to, the following:
 - Government-Wide Statement adjustments.
 - Convert to accrual basis.
 - Reclassify capital outlay.
 - Record depreciation expense by function.
 - Adjust deferred revenue and pledges to full-accrual.
 - Reclassify municipal contributed capital.
 - Adjust accrued interest payable.
 - Reclassify principal debt payments.
 - Adjust compensated absences.
 - Record fixed assets contributed by developers.
 - GASB 68 journal entries
 - Other journal entries as needed.
- Assist in the preparation of the basic financial statements and supplementary information, depreciation schedules, and the City financial reporting form for the Office of the State Auditor.

We anticipate this phase of the engagement to require between 70 and 75 hours.

Use of Samples

There are two possible approaches to the issue of audit sampling. Statistical and nonstatistical sampling, if properly applied, are capable of producing appropriate audit evidence. The types of procedures that the auditor applies are not determined by the sampling approach used. Our sampling method will be determined based on circumstances presented in each unique situation. We will use professional judgment in the evaluation of the sufficiency of audit evidence generated by our selected audit approach.

Risk Areas and Audit Approach (Continued)

Analytical Procedures

Analytical procedures are used in general planning to enhance the auditor's understanding of the entity's operations to identify areas that may represent specific risks. Auditing standards also require the auditor to apply analytical procedures as an overall review in the final stage of the audit. Generally, our analytical procedures would include, but not be limited to, the following:

- Developing expectations by identifying and using relationships that are expected to exist based on an understanding of City of La Crescent, Minnesota and the environment in which they operate.
- Comparing recorded amounts or ratios developed from recorded amounts to expectations.
- Trend analysis - the study of the change in accounts over time.
- Ratio analysis - the study of the relationship between two financial statement amounts.
- Reasonableness tests - estimate a financial statement amount or the change in an amount from a prior year.

We are able to perform extensive analytical procedures and schedules using our engagement software program. We also utilize the software program for additional testing when applicable.

Approach to Internal Control Structure

An entity's internal control structure consists of the policies and procedures established to provide reasonable assurance that specific objectives will be achieved. For the purposes of this audit, the relevant policies and procedures pertain primarily to the ability to record, process, summarize and report financial data and to ensure compliance with laws and regulations.

In order to gain an understanding of City of La Crescent's internal control structure, we would perform the following:

- Analytical procedures
- Inquiries of appropriate management and staff personnel
- Inspection of documents and records
- Review of system narratives
- Observation of operations

We would document our understanding in the form of checklists provided by the Engagement Manager, as well as narratives for each significant audit area.

Risk Areas and Audit Approach (Continued)

Approach to Laws and Regulations

In order to determine the laws and regulations that will be subject to audit testing, we will request City of La Crescent to provide us with information regarding applicable grants and contracts.

An important aspect of the annual audit is the emphasis placed on compliance with State laws and regulations. We will complete the Minnesota Legal Compliance Audit Guide for Local Government, promulgated by the State Auditor pursuant to Minn. Sta. #6.65.

Anticipated Audit Problems/Project Completion Time

We understand that the audit is to be fully completed by June 30th of each year. Our firm is fully prepared to schedule pre-planning meetings and fieldwork with the City to complete the audit by the due date. If selected as the auditor, we will meet with the City as needed to address audit planning matters and communications to eliminate potential delays in the completion of the audit.

We have included our most recent peer review letter with our proposal. We received a rating of pass, which is the most positive report a firm can receive. This rating is evidence of our commitment to quality and technical excellence.

Schedule of Professional Fees

<u>Year</u>	<u>Annual Audit</u>	<u>Single Audit (if applicable)</u>	<u>Total Fees</u>
2024	\$36,500	\$4,000	\$40,500
2025	\$38,000	\$5,000	\$43,000
2026	\$39,500	\$6,000	\$45,500
Total Term of the Contract	<u>\$114,000</u>	<u>\$15,000</u>	<u>\$129,000</u>

ADDITIONAL SERVICES

The audit fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Additional fees for unusual or unexpected services will be billed based on time spent on additional services performed using the hourly rate of personnel assigned.

Sincerely,

Hancock & Robinson CPAs

Hancock & Robinson CPAs

Derek Wilber, CPA

Audit Partner

608-518-3754

Derek.Wilber@lacrossecpas.com



Report on the Firm's System of Quality Control

August 18, 2023

To The Owners of Hancock & Robinson Certified Public Accountants and the Peer Review Committee of the Peer Review Alliance.

We have reviewed the system of quality control for the accounting and auditing practice of Hancock & Robinson Certified Public Accountants (the firm) in effect for the year ended April 30, 2023. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards). A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System review as described in the standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included an audit of an employee benefit plan.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Hancock & Robinson Certified Public Accountants in effect for the year ended April 30, 2023, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Hancock & Robinson Certified Public Accountants has received a peer review rating of *pass*.

Henderson Hutcherson
& McCullough, PLLC

3.3



TO: Honorable Mayor and City Council Members

FROM: Angie Boettcher, City Clerk

DATE: 12/10/2024

SUBJECT: **PROPOSED CHANGES TO FEES CHARGED BY THE CITY FOR 2025**

Attached are the proposed changes to the fee schedule for 2025, 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. 589

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, 571, 579, AND NO. 583

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, July 24, 2023, and December 11, 2023 by Ordinance to amend certain fees.
3. The Fee Schedule has been reviewed by City Staff and amended each year from 2016 to 2024 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	PAGE 1, 2
BUILDING INSPECTIONS AND PERMITTING ADD - A. CANNABIS RETAIL BUSINESS B. SHORT-TERM RENTAL C. DEMOLITION D. FOUNDATION E. MOBILE HOME F. ROOFING G. SIDING H. SOLAR PANELS	PAGE 3
A. MECHANICAL PERMITS B. PLUMBING PERMITS	PAGE 4
PERMIT FEES – UNIFORM BUILDING CODE	PAGE 5
OTHER INSPECTION FEES	PAGE 6

Adopted March 8, 2004
Ordinance #404
Updated

CITY OF LA CRESCENT - FEE SCHEDULE 2025

BUILDING INSPECTIONS AND PERMITTING

BUILDING INSPECTIONS AND PERMITTING	2025
ADD - Cannabis Retail Business - Initial Registration Fee	\$500.00
ADD - Cannabis Retail Business - Renewal Registration Fee	\$1,000.00
Short-term Rental Permit - Annual	\$100.00
Beekeeping Permit - One-time fee	\$50.00
<u>Demolition permits -</u> The 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) 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)	\$100.00 plus \$1.00 state surcharge \$35.00 plus \$1.00 state surcharge
<u>Foundation only permit</u> This permit fee would be in addition to any regular building permit fee. This fee is only for excavating, footing, and foundation of 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 will be waived if the plan review takes longer than 10 working days</i>	\$100.00 plus \$1.00 state surcharge
Mobile Home - all new that are moved into town	~~\$100.00~~ to \$150.00 plus \$1.00 state surcharge
<u>Roofing permits</u> Commercial Residential structure and/or attached/detached garage Garage or accessory bldg. only	\$100.00 plus \$1.00 state surcharge \$50.00 plus \$1.00 state surcharge \$25.00 plus \$1.00 state surcharge
<u>Siding/Windows/Doors/Radon Control System/Retaining Walls/Drain tile</u> Add - Deck boards/Railing replacement	\$50.00 plus \$1.00 State surcharge
Solar Array Panels	\$35.00 plus \$1.00 State Surcharge

CITY OF LA CRESCENT - FEE SCHEDULE 2025

<u>Mechanical permits</u>	
Gas burning equipment, conversion burner or gas-designed heating appliance, alteration to existing gas burner equipment or remodeling permit, -	\$35.00 plus \$1.00 state surcharge
400,000 BTU	\$45.00 plus \$1.00 state surcharge
Over 400,000 BTU	\$72.00 plus \$1.00 state surcharge
Gas dryer, gas ranges, gas fireplaces, or other gas appliance permits, other than those used in connection with a heating system, primary or secondary; all permits this section.	\$35.00 plus \$1.00 state surcharge
Gas piping only.	\$35.00 plus \$1.00 state surcharge
Heating and ventilation equipment permits to include, but are not limited to, coal, Air Conditioner, Duct Work, oil, steam, solar, conversion burners, and wood burning appliances.	\$35.00 plus \$1.00 state surcharge
PLUMBING PERMITS	
For issuing each plumbing permit	\$20.00
State surcharge on each permit	\$1.00
For each plumbing fixture or trap set of fixtures on one trap including water, drainage piping, and backflow protection thereof	\$5.00
For each water heater	\$5.00
For each water softener	\$5.00
For each new or replacement water service line and/or sewer line	\$5.00
For installation, alteration, or repair of water piping	\$15.00
For installation, alteration, or repair of drainage or vent piping	\$15.00
Whenever any work for which a plumbing and mechanical permit is required has been commenced without first obtaining said permit, an investigation fee, in addition to the permit fee, shall be collected, whether or not a permit is then or subsequently issued. The investigation fee shall be equal to the amount of the permit fee as shown above.	

CITY OF LA CRESCENT - FEE SCHEDULE 2025

BUILDING PERMIT FEES – UNIFORM BUILDING CODE - 1997

TOTAL VALUATION	2025
\$1.00 to \$500.00	\$23.00
\$501.00 to \$2,000.00	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00 or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.15 for each additional \$1,000.00 or fraction thereof.
Plan Review Fee	½ of the Building Permit Fee
Plan Review Fee	¼ of the Building Permit fee for residential Deck, Garage, Addition/ Alteration
Add - Plus State Surcharge Fee	

CITY OF LA CRESCENT - FEE SCHEDULE 2025

GOLF

2025 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~~ to \$650.00
SINGLE	~~\$440.00~~ to \$460.00
SINGLE WITH CAR	~~\$750.00~~ to \$775.00
COUPLES WITH CAR (2 ADULTS SAME RESIDENCE)	~~\$980.00~~ to \$1,000.00
GOLF CAR TRAIL PASS	\$140.00 (FOR USE OF PERSONAL RIDING CAR FOR THE SEASON)
\$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/ \$2.00 Pull Cart Rental	
DAILY RATE SPECIALS	
~~“EARLY BIRD” RATE BEFORE 9:00 AM Saturday/Sunday – \$12.00 GOLF 9 Hole~~ RATE PER PERSON AND EXCLUDES HOLIDAYS REMOVE	
2025 DAILY FEES	
9 HOLES	~~\$15.00~~ to \$16.00
18 HOLES	~~\$22.00~~ to \$23.00 OR \$35.00 W/RIDING CAR
RIDING CAR	\$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** **Subject to availability of tee times, pricing not valid for groups or group outings	
SENIOR (60+)	
9 HOLES	~~\$13.00~~ to \$14.00
18 HOLES – WEEKDAY	~~\$19.00~~ to \$20.00 OR \$32.00 W/RIDING CAR
JUNIOR RATES – 11-17 YEARS	
9 HOLES	~~\$7.00~~ to \$8.00
18 HOLES – EVERY DAY	~~\$9.00~~ to \$10.00 - MAY RIDE FREE WITH PAID ADULT

CITY OF LA CRESCENT - FEE SCHEDULE 2025

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~~ to \$70.00/10 ROUND GOLF ONLY ~~\$120.00~~ to \$125.00	
5 PUNCH CAR \$45.00*/10 PUNCH CAR \$80.00*	
5 ROUND PLAY & RIDE ~~\$110.00*~~ to \$115.00*/10 ROUND PLAY & RIDE ~~\$200.00*~~ to \$205.00*	
LEAGUE ONLY CARDS —SENIOR 10 ROUND GOLF \$80.00/SENIOR 10 PUNCH PLAY & RIDE \$150.00*	
6 ROUND MEN'S, LADIES LEAGUE \$55.00/ ~~add~~ 6 ROUND PLAY & RIDE \$100.00*	
LEAGUE RATES	
SENIOR LEAGUE ~~\$8.50~~ TO \$9.00 9 HOLES/\$9.00 RIDING CAR	
MENS, LADIES \$10.00 9 HOLES/\$9.00 RIDING CAR	
COUPLES LEAGUE ~~\$8.50~~ TO \$9.00 PER PERSON 9 HOLES/\$9.00 PER PERSON RIDING CAR	
<i>DISCOUNTS FOR GROUP OR COMPANY OUTING - GROUP CATERING AVAILABLE</i>	
*RECIPROCAL COURSES ARE SUBJECT TO CHANGE, MUST CALL FOR TEE TIMES, AND RECIPROCAL COURSE RESTRICTIONS.	
*PUNCH PLUS \$3.00 WHEN RIDING ALONE USING A RIDING CAR PUNCH CARD	

CITY OF LA CRESCENT - FEE SCHEDULE 2025

LIBRARY

LIBRARY	2025
Library Cards:	
- Replacements	\$ 1.00
- Non-resident	\$ 45.00
Fines - ~~per day~~ (New Items Only): Remove	
- ~~Adult books~~ Remove	~~\$.20~~
- Damaged or Lost Material	Retail Price of Item
Computer Print-Outs - B/W	\$ ~~.20~~ to \$.25
Computer Print-Outs - Color	\$ ~~.20~~ to \$.25
Copy Machine - 8 1/2 x 11	\$ ~~.20~~ to \$.25
Copy Machine - Legal	\$ ~~.20~~ to \$.25
Copy Machine - Ledger	\$ ~~.20~~ to \$.25
Fax - Incoming/Outgoing - Per Page - **for long distance only**	\$ 1.00

CITY OF LA CRESCENT - FEE SCHEDULE 2025

PARKS

FACILITY	2025 FEES
Old Hickory Park - Open-air shelter with two sides available for rent	~~\$45.00~~ to ~~\$50.00~~ /side/ day Add - No Charge – Monday, Tuesday, Wednesday, Thursday for Civic/Non-Profit / ~~up to 4 hours~~
Wieser Park Pavilion – All-Season Pavilion	~~\$50.00 – Civic/Non-Profit / up to 6 hours~~ ~~\$75.00 – City/Township Resident / up to 6 hours~~ ~~\$200.00 – Non-Resident / up to 6 hours~~ ~~\$100.00 – Civic/Non-Profit / 6+ hours~~ ~~\$150.00 – City/Township Resident / 6+ hours~~ ~~\$400.00 – Non-Resident / 6+ hours~~ to \$150.00 per day No Charge – Monday, Tuesday, Wednesday, Thursday for Civic/Non-Profit / ~~up to 4 hours~~ \$75.00 – Civic/Non-Profit – Friday, Saturday, Sunday
Wieser Park Shelter – Open-air Shelter	No Charge Reservations suggested

CITY OF LA CRESCENT - FEE SCHEDULE 2025

Transcription Fee	\$42.00
BWC - \$19.00 per video/\$1.00 per minute + actual cost of staff time	

PUBLIC WORKS

PUBLIC WORKS	2025
<u>Equipment use:</u>	
Sweeper per hour	~~\$100.00~~ to \$125.00
Dump Truck per hour	~~\$100.00~~ to \$125.00
Mower/Skid Steer/Loader per hour	~~\$100.00~~ to \$125.00
Labor per hour/per person - This fee is in addition to the Equipment use fees listed above.	~~\$50.00~~ to \$60.00

CITY OF LA CRESCENT - FEE SCHEDULE 2025

RECREATION

RECREATION	2025	
	CITY/TWN	OUT OF
~~Remove~~ BASEBALL	~~Remove~~ \$45.00	~~Remove~~ \$55.00
~~Remove~~ SOFTBALL	~~Remove~~ \$45.00	~~Remove~~ \$55.00
~~Remove~~ TENNIS	~~Remove~~ \$45.00	~~Remove~~ \$55.00
~~Remove~~ GOLF		
~~YOUTH~~	~~Remove~~ \$45.00	~~Remove~~ \$55.00
~~ADULT~~	~~Remove~~ \$55.00	~~Remove~~ \$70.00
~~Remove~~ VOLLEYBALL	~~Remove~~ \$45.00	~~Remove~~ \$55.00
~~Remove~~ BASKETBALL	~~Remove~~ \$45.00	~~Remove~~ \$55.00
LOG ROLLING	\$45.00	\$55.00
SWIMMING LESSONS	\$40.00	\$55.00
LITTLE MATES	\$40.00	\$55.00
SWIM TEAM	\$45.00	\$55.00
<u>POOL ADMISSION</u>		
- per entry	\$3.00	\$6.00
POOL MEMBERSHIPS		
FAMILY	\$135.00	\$185.00
INDIVIDUAL	\$65.00	\$95.00

CITY OF LA CRESCENT - FEE SCHEDULE 2025

WATER	
WATER	2025
Water hookup fee	\$1,000.00
Pressure reducer valves - charge is price city pays per invoice from manufacturer	Charge would be rate the city is charged to purchase the pressure-reducing valve. This charge will fluctuate.
MXU charge (new construction)	~~\$140.00~~ to \$165.00- this is the rate the city is presently charged to purchase the remote reader. This charge will fluctuate.
Reconnection fee (for non-payment of water bill)	\$30.00
Water Meter Replacement	Property owners that refuse to give the City access to their water meter or fail to respond after receiving notification to change out a water meter when necessary will be charged \$50.00/Month, until access is allowed.
Hydrant use -	Minimum \$20.00 or \$15.00 being charged per thousand gallons (Minimum charge excluding sales tax). Commercial water sales are taxable.
Rates	See pages 21 and 22.

WATER USAGE	RATE
0-5,000 GALLONS	\$6.43 PER THOUSAND GALLONS
5,001 - 10,000 GALLONS	\$7.78 PER THOUSAND GALLONS
10,001 - 25,000 GALLONS	\$7.83 PER THOUSAND GALLONS
25,001 - 35,000 GALLONS	\$7.88 PER THOUSAND GALLONS
GREATER THAN 35,000 GALLONS	\$8.08 PER THOUSAND GALLONS
RESIDENTIAL SEWER	MINIMUM, - \$65.37 ADD'L .26 CENTS PER THOU. GAL OF WTR (OVER 30,000 GAL.) USED IN SPRING QTR.
COMMERCIAL SEWER	MINIMUM \$65.37 ADD'L .33 CENTS PER THOU. GAL. OF WTR (OVER 30,000 GAL.) USED IN SPRING QTR.

CITY OF LA CRESCENT - FEE SCHEDULE 2025

ZONING

ZONING	2025
Abatement – per incident	\$ 40.00 administrative fee plus abatement charges
Conditional use permit – per each individual request	~~\$250.00~~ to ~~\$300.00~~
District zoning changes – per each individual request	~~\$250.00~~ to ~~\$300.00~~
<u>Erosion control:</u> Reinspection fee <u>Surety deposit</u> (to be returned upon completion of erosion control and building permit final inspection minus any violations): New residential/commercial construction Additions/garages Land alterations Building demolition <i>NOTE: DECKS AND ADDITIONS BUILT ON POSTS FOR THE FOUNDATION ARE EXCLUDED FROM SURETY DEPOSIT</i>	\$50.00 \$500.00 \$100.00 \$250.00 \$250.00
Excavation permits	\$ 30.00 plus \$1.00 per sq/lin. Foot
Fence permit – Non-Profits exempt from fee	\$25.00
Grading permit	$\frac{1}{4}$ acre or less - \$50.00 $\frac{1}{4}$ acre to 1 acre - \$250.00 over 1 acre - \$500.00 IF REVIEWED BY CITY ENGINEER – APPLICANT WILL PAY FOR THE FULL COST OF ALL ENGINEERING SERVICES INSTEAD OF ABOVE RATE
Home Occupation – Per Each Individual Request	~~\$250.00~~ to ~~\$300.00~~
Interim Conditional Use Permit – Each Individual Request	~~\$250.00~~ to ~~\$300.00~~

CITY OF LA CRESCENT - FEE SCHEDULE 2025

Platting Preliminary plat **Developer is to pay all other related expenses for the platting process. ***All fees pending must be paid in full before proceeding with the final plat. Final plat	\$ 250.00 plus \$50.00 per lot \$ 150.00
Sign permit - per sign 'Non-Profits exempt from fee'	\$50.00
Variance fee - per each individual request	\$250.00 to \$300.00

#3.4



TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator *Bill*
DATE: December 12, 2024
RE: 2025 Professional Service Agreements/Contract Renewals

The City has the following professional service agreements/contracts:

1. Engineering – WHKS
2. Legal – Wieser Law Office
3. Sustainability Coordinator – Jason Ludwigson
4. Community Development Director – Larry Kirch/Prologue Planning Group, LLC

We would suggest that the City Council accept the 2025 fee schedules for WHKS and Wieser Law Office, copies of which are included.

We would suggest that the City Council approve the contracts for 2025 with Jason Ludwigson and Larry Kirch/Prologue Planning Group LLC, copies of which are included. The agreements with Mr. Ludwigson and Mr. Kirch reflect a 4% increase from their 2024 rate of pay.

WHKS & Co. 2025 Fee Schedule – City of La Crescent, MN**WHKS Schedule of Hourly Billing Rates – Effective January 1, 2025**

Classification	Hourly Rate
Principal	\$250
Project Manager	\$177
Project Engineer	\$157
Land Surveyor	\$166
Design Engineer	\$141
*Engineering Technician IV	\$129
*Engineering Technician III	\$120
*Engineering Technician II	\$105
*Engineering Technician I	\$85
*Clerical	\$91

Reimbursable expenses include mileage at the current IRS mileage rate; actual cost of reproduction and printing; and actual out-of-pocket expenses such as field supplies, cost of recording documents, permit fees, etc.

*NOTE: Time and a half pay applies for overtime, if applicable.

Twelfth Addendum to June 2011 Agreement

**Wieser Law Office, P.C.
2025 Fee Schedule for City of La Crescent**

General Counsel Work	\$197.75
Prosecution Work	\$183.40
Legal Assistant Time	\$ 69.25

All other terms of the June 2011 contract will remain in full force and effect.

Approved by City of La Crescent on December 16, 2024.

By: _____
Bill Waller, City Administrator

Approved by Wieser Law Office, P.C. on December 16, 2024.

By: _____
Al Wieser, III

Contract for Professional Services

THIS CONTRACT was made and entered into on the 1st day of January, 2025, by and between Jason Ludwigson (hereinafter "Contractor") and the City of La Crescent, a Minnesota municipal corporation in the State of Minnesota (hereinafter "City"); to define the terms by which Contractor shall provide sustainability coordinating services to the City.

WHEREAS, the City is desirous of entering into a contract for sustainability services within the City;

WHEREAS, the Contractor is desirous of entering into a contract with the City with respect to such services;

NOW, THEREFORE, it is mutually agreed between the parties as follows:

- I. Term. This Contract will commence on January 1, 2025, and will terminate on December 31, 2025, with the option to extend for one additional year with written agreement of both parties.

The agreement may be terminated earlier in its term upon thirty (30) days written notice by Contractor to the City or by the City to Contractor for any reason.

- II. Agreement Scope and Purpose. The City hereby retains Contractor to perform to its benefit the services described in paragraph III, effectively accomplishing:

- A. Plans, develops, manages and tracks new and existing Solar Projects;
- B. Grant Writing and Grant Administration;
- C. Federal, State and Private Funding Sources;
- D. B-3 Benchmarking;
- E. City's Representative on the Committee on Transit and Active Transportation (CTAT);
- F. Green Step Program. Administration while continuing to advance through the Green Step designation process;
- G. Annual Arbor Day Celebration and Activities;
- H. Review/Evaluate/Make Recommendations Regarding City Waste Reduction Program;
- I. Expansion of Green Initiatives to Local Business, including an annual recognition award;

- J. Natural Spaces – Coordinate efforts to eradicate invasive species as identified in the MN Department of Agriculture Noxious Weed List;
- K. Beekeeping Ordinance and permit management;
- L. Establishment of the drive electric corridor and expand the installation of electric charging stations as a means to foster sustainable community development;
- M. Development and coordination of the Landscape Partnership Program;
- N. Prepare annual greenhouse gas emissions inventory, carbon footprint, and annual sustainability reports;
- O. Draft ordinances with the assistance and advice of the City Attorney or their designee aligned with the Green Step's benchmarks;
- P. Build and expand relationships with Xerces, Houston County, MPCA, MnDOT, Xcel Energy, MN Tree Steward Program, and other partnering agencies or companies;
- Q. City's representative to the Bluffland Coalition. Coordinate meetings with property owners as necessary to develop components of the Bluffland's Plan;
- R. LEED for Cities Local Government Program;
- S. Plant, design, and maintain native planting projects within the city, including administration of the HELP grant and rain gardens.
- T. Execute stormwater public education and outreach campaign, including Adopt-a-Drain and La Crosse Urban Stormwater Group, manage MS4 stormwater permit, and represent La Crescent on the WinLac planning work group; and
- U. Coordination of SRTS plan partnerships with MnDOT, Houston County DOT, City Schools, and other agencies.

III. Services to be Provided by Contractor. Contractor agrees to provide expertise to the City. Services, and associated materials, will be provided in order to facilitate and support the accomplishment of the City's undertakings to the ends described in the preceding paragraph. Contractor shall be made available toward efforts in the following specific arenas of the City's needs and operations:

- A. Coordinate the development of the City's Climate Action Plan;
- B. Draft City's Sustainability Work Plan;

- C. Recommend Energy Efficiency Improvements at City Owned Buildings and Facilities;
- D. Complete Best Management Practices Identified in Green Step Program;
- E. Prepare Agenda and Meeting Minutes for Green Step Committee Meetings;
- F. Coordinate and Host Sustainability Forums;
- G. Update and Maintain Green Step/Sustainability Section on City's Website;
- H. Grant Writing and Grant Administration;
- I. Update the City Council quarterly, or as requested, on progress made on services provided by Contractor

IV. Obligations of the City.

- A. The City shall pay Contractor the sum of \$39.52 per hour, not to exceed twenty-five (25) hours per week. The Contractor shall invoice the City monthly for services rendered. The City shall also reimburse Contractor for mileage for travel to and from meetings assigned by the City. The mileage will be reimbursed at Internal Revenue Service approved rates.
- B. Materials, conferences, meetings and the like shall be paid for on a unit basis agreed to by the City in writing prior to the provision of the materials.
- C. The City shall be responsible to provide payment to Contractor within thirty (30) days of the submission of each invoice provided by Contractor.

V. Obligations of Contractor.

- A. Nothing contained in this agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Contractor shall at all times remain an independent Contractor with respect to the services to be performed under this contract. Any and all employees of Contractor or other persons engaged in the performance of any work or services required by Contractor under this Contract shall be considered employees or sub-contractors of the Contractor only and not of the City; and any and all claims that might arise, including Worker's Compensation claims under the Worker's Compensation Act of the State of Minnesota or any other state, on behalf of said employees or other persons while so engaged in any of the work or services provided to be rendered herein, shall be the sole obligation and responsibility of the Contractor.

- B. Unless otherwise approved by the City, Contractor has no authority or right, express or implied, to assume or create any obligation or responsibility on behalf of the City or to bind the City in any manner. Contractor will not represent the contrary, either expressly or implicitly, to anyone.
 - C. City and Contractor hereby acknowledge and agree that Contractor shall perform the services hereunder as an independent Contractor and not as an employee of City. Contractor agrees that he will file his own tax returns on the basis of his status as an independent contractor for the reporting of all income, social security, employment and other taxes due and owing on the consideration received by him under this agreement, and that he is responsible for the payment of such taxes.
 - D. Contractor shall not be entitled to benefits specifically associated with employment status, such as medical and dental insurance, workers' compensation, unemployment compensation, paid vacations, paid holidays or other available retirement plans.
- VI. Indemnification. To the fullest extent permitted by law, the Contractor agrees to defend, indemnify and hold harmless the City, and its employees, officials, volunteers and agents from and against all claims, actions, damages, losses and expenses, including attorney fees, arising out of the Contractor's negligence or the Contractor's performance or failure to perform its obligations under this Agreement. The Contractor's indemnification obligation shall apply to the Contractor's subcontractor(s), or anyone directly or indirectly employed or hired by the Contractor, or anyone for whose acts the Contractor may be liable. The Contractor agrees this indemnity obligation shall survive the completion or termination of this Agreement. Contractors' total liability hereunder is limited to the amount paid to Contractor during the preceding twelve (12) month period.
- VIII. Dispute Resolution. The Parties shall cooperate and use their best efforts to ensure that the various provisions of the Agreement are fulfilled. The Parties agree to act in good faith to undertake resolution of disputes, in an equitable and timely manner and in accordance with the provisions of this agreement. If disputes cannot be resolved informally by the Parties, the following procedures shall be used:
- A. Whenever there is a failure between the Parties to resolve a dispute on their own, the Parties shall first attempt to mediate the dispute. The parties shall agree upon a mediator, or if they cannot agree, shall obtain a list of court-approved mediators from the Houston County District Court Administrator and select a mediator by alternately striking names until one remains. The City shall strike the first name followed by the Contractor and shall continue in that order until one name remains.
 - B. If the dispute is not resolved within thirty (30) days after the end of mediation proceedings, the Parties may litigate the matter.

IX. General Provisions

- A. Entire Agreement. This Agreement supersedes any prior or contemporaneous representations or agreements, whether written or oral, between the Parties and contains the entire agreement.
- B. Assignment. The Contractor may not assign this Agreement to any other person unless written consent is obtained from the City.
- C. Amendments. Any modification or amendment to this Agreement shall require a written agreement signed by both Parties.
- D. Nondiscrimination. In the hiring of employees to perform work under this Agreement, the Contractor shall not discriminate against any person by reason of any characteristic protected by state or federal law.
- E. Force Majeure. Except for payment of sums due, neither party shall be liable to the other or deemed in default under this Agreement, if and to the extent that such party's performance is prevented by reason of Force Majeure, as determined by the City.
- F. Notices. All notices and other communications under this Agreement must be in writing and must be given by registered or certified mail, postage prepaid, or delivered by hand at the addresses set forth below:

To City: City Administrator
 City of La Crescent
 315 Main Street
 La Crescent, MN 55947

With Copy To: Al Wieser, III
 Wieser Law Office, P.C.
 33 South Walnut Street, Suite 200
 La Crescent, MN 55947

To Contractor: Jason Ludwigson
 175 Eagles Bluff Road
 La Crescent, MN 55947

- G. Governing Law. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota. All proceedings related to this Agreement shall be venued in the County of Houston, State of Minnesota.
- H. Waivers. The waiver by either party of any breach or failure to comply with any provision of this Agreement by the other party shall not be construed as or

constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this Agreement.

- I. Ownership of Documents. All reports, plans, specifications, data, maps, and other documents produced by the Contractor in the performance of services under this Agreement shall be the property of the City.
- J. Government Data. The Contractor agrees to maintain all data received from the City in the same manner as the City as required under the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.
- K. Counterparts. This Agreement may be signed in counterparts, each of which shall be deemed an original, and which taken together shall be deemed to be one and the same document.
- L. Savings Clause. If any court finds any portion of this Agreement to be contrary to law, invalid, or unenforceable, the remainder of the Agreement will remain in full force and effect.
- X. Construction of Agreement. This Agreement is to be performed and construed under Minnesota law, and supersedes any and all prior agreements and contains the entire agreement of the parties.

SIGNATURES ON FOLLOWING PAGE

Dated: _____

CITY OF LA CRESCENT

By: _____
Mikel Poellinger, Mayor

By: _____
Bill Waller, City Administrator

Dated: _____

CONTRACTOR

By: _____
Jason Ludwigson

Contract for Professional Services

THIS CONTRACT is made and entered into this 1st day of January, 2025, by and between Prologue Planning Group, LLC (hereinafter "Contractor") and the City of La Crescent, a Minnesota municipal corporation in the State of Minnesota (hereinafter "City"); to define the terms by which Contractor shall provide community and economic development services to the City.

WHEREAS, the City is desirous of entering into a contract for community and economic development services within the City;

WHEREAS, the Contractor is desirous of entering into a contract with the City with respect to such services;

NOW, THEREFORE, it is mutually agreed between the parties as follows:

- I. Term. The Contract will commence on January 1, 2025, and will terminate on December 31, 2025, with the option to extend for one additional year with written agreement of both parties.

The agreement may be terminated earlier in its term upon thirty (30) days written notice by Contractor to the City or by the City to Contractor for any reason.

- II. Agreement Scope and Purpose. The City hereby retains Contractor to perform to its benefit the services described in paragraph III, effectively accomplishing:

- A. Senior Housing Development;
- B. Park and Bike Trail Development;
- C. Grant Writing and Grant Administration;
- D. Federal, State and Private Funding Sources;
- E. Revitalization of neighborhoods and increase residential development opportunities;
- F. Attraction of businesses that choose to locate in the City;
- G. Retention of businesses within the City;
- H. The expansion of business opportunities for all entrepreneurs; and
- I. Assistance to the City's Planning Commission.

- III. Services to be Provided by Contractor. Contractor agrees to provide expertise to the City. Services, and associated materials, will be provided in order to facilitate and support the accomplishment of the City's undertakings to the ends described in the preceding paragraph. Contractor shall be made available toward efforts in the following specific arenas of the City's needs and operations:

- A. Drafting the City's Economic Development Work Plan;

- B. Accessing of grantor funding for the City's economic development programming
- C. Planning, facilitating, and/or directly conducting the City's community and business development projects. These efforts shall include (but are not limited to), the following:
 - i. developing relationships and partnerships to enhance the City's goals
 - ii. preparing economic development guidelines
 - iii. promoting the use of local assets to support and promote value-added processes and unique based businesses
- D. Assisting with local surveys related to business and industry, community, and land and buildings;
- E. Assisting with the City's economic development marketing efforts;
- F. Coordinating and hosting economic development forums;
- G. Grant writing and administration;
- H. Works with Development Commission. Attends and presents at Development Commission Meetings; and
- I. Assists City Building Official by serving as staff to the Planning Commission. Prepares and distributes public notices, meeting agendas, public correspondences, and minutes. Attends Planning Commission meetings. Works in conjunction with the City's Sustainability Coordinator to complete these responsibilities.

IV. Obligations of the City.

- A. The City shall pay Contractor the sum of \$44.99 per hour, not to exceed sixteen (16) hours per week. The Contractor shall invoice the City monthly for services rendered. The City shall also reimburse Contractor for mileage for travel to and from meetings assigned by the City. The mileage will be reimbursed at Internal Revenue Service approved rates.
- B. Materials, conferences, meetings and the like shall be paid for on a unit basis agreed to by the City in writing prior to the provision of the materials.
- C. The City shall be responsible to provide payment to Contractor within thirty (30) days of the submission of each invoice provided by Contractor.

V. Obligations of Contractor.

- A. Nothing contained in this agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Contractor shall at all times remain an independent Contractor with respect to the services to be performed under this contract. Any and all employees of Contractor or other persons engaged in the performance of any work or services required by Contractor under this Contract shall be considered employees or sub-contractors of the Contractor only and not of the City; and any and all claims that might arise, including Worker's Compensation claims under the

Worker's Compensation Act of the State of Minnesota or any other state, on behalf of said employees or other persons while so engaged in any of the work or services provided to be rendered herein, shall be the sole obligation and responsibility of the Contractor.

- B. Unless otherwise approved by the City, Contractor has no authority or right, express or implied, to assume or create any obligation or responsibility on behalf of the City or to bind the City in any manner. Contractor will not represent the contrary, either expressly or implicitly, to anyone.
- C. City and Contractor hereby acknowledge and agree that Contractor shall perform the services hereunder as an independent Contractor and not as an employee of City. Contractor agrees that they will file their own tax returns on the basis of their status as an independent contractor for the reporting of all income, social security, employment and other taxes due and owing on the consideration received by them under this agreement, and that they are responsible for the payment of such taxes.
- D. Contractor shall not be entitled to benefits specifically associated with employment status, such as medical and dental insurance, workers' compensation, unemployment compensation, paid vacations, paid holidays or other available retirement plans.

VI. Indemnification. To the fullest extent permitted by law, the Contractor agrees to defend, indemnify and hold harmless the City, and its employees, officials, volunteers and agents from and against all claims, actions, damages, losses and expenses, including attorney fees, arising out of the Contractor's negligence or the Contractor's performance or failure to perform its obligations under this Agreement. The Contractor's indemnification obligation shall apply to the Contractor's subcontractor(s), or anyone directly or indirectly employed or hired by the Contractor, or anyone for whose acts the Contractor may be liable. The Contractor agrees this indemnity obligation shall survive the completion or termination of this Agreement.

VIII. Dispute Resolution. The Parties shall cooperate and use their best efforts to ensure that the various provisions of the Agreement are fulfilled. The Parties agree to act in good faith to undertake resolution of disputes, in an equitable and timely manner and in accordance with the provisions of is agreement. If disputes cannot be resolved informally by the Parties, the following procedures shall be used:

- A. Whenever there is a failure between the Parties to resolve a dispute on their own, the Parties shall first attempt to mediate the dispute. The parties shall agree upon a mediator, or if they cannot agree, shall obtain a list of court-approved mediators from the Houston County District Court Administrator and select a mediator by alternately striking names until one remains. The City shall strike the first name followed by the Contractor, and shall continue in that order until one name remains.
- B. If the dispute is not resolved within thirty (30) days after the end of mediation proceedings, the Parties may litigate the matter.

IX. General Provisions

- A. Entire Agreement. This Agreement supersedes any prior or contemporaneous representations or agreements, whether written or oral, between the Parties and contains the entire agreement.
- B. Assignment. The Contractor may not assign this Agreement to any other person unless written consent is obtained from the City.
- C. Amendments. Any modification or amendment to this Agreement shall require a written agreement signed by both Parties.
- D. Nondiscrimination. In the hiring of employees to perform work under this Agreement, the Contractor shall not discriminate against any person by reason of any characteristic protected by state or federal law.
- E. Force Majeure. Except for payment of sums due, neither party shall be liable to the other or deemed in default under this Agreement, if and to the extent that such party's performance is prevented by reason of Force Majeure, as determined by the City.
- F. Notices. All notices and other communications under this Agreement must be in writing and must be given by registered or certified mail, postage prepaid, or delivered by hand at the addresses set forth below:

Notice to City: City of La Crescent
Attn: City Administrator
315 Main Street
La Crescent, MN 55947

with Copy to:
Wieser Law Office, PC
Attn: Al Wieser, III
33 S. Walnut St, # 200
La Crescent, MN 55947

Notice to Contractor: Prologue Planning Group, LLC
Attn: Larry Kirch
3513 N Carhill Ave
Scottsdale, AZ 85251-5723

- G. Governing Law. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota. All proceedings related to this Agreement shall be venued in the County of Houston, State of Minnesota.
- H. Waivers. The waiver by either party of any breach or failure to comply with any provision of this Agreement by the other party shall not be construed as, or constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this Agreement.
- I. Ownership of Documents. All reports, plans, specifications, data, maps, and other documents produced by the Contractor in the performance of services under this Agreement shall be the property of the City.

- J. Government Data. The Contractor agrees to maintain all data received from the City in the same manner as the City as required under the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.
- K. Counterparts. This Agreement may be signed in counterparts, each of which shall be deemed an original, and which taken together shall be deemed to be one and the same document.
- L. Savings Clause. If any court finds any portion of this Agreement to be contrary to law, invalid, or unenforceable, the remainder of the Agreement will remain in full force and effect.
- X. Construction of Agreement. This Agreement is to be performed and construed under Minnesota law, and supersedes any and all prior agreements and contains the entire agreement of the parties.

Dated: _____

Dated: _____

CITY OF LA CRESCENT

CONTRACTOR

By: _____
Mikel Poellinger, Mayor

By: _____
Prologue Planning Group, LLC
By: Larry Kirch

By: _____
Bill Waller, City Administrator

#3.5



2025 Council Meeting Calendar

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

JANUARY

S	M	T	W	T	F	S
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FEBRUARY

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NOVEMBER

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DECEMBER

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#3.6



TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator *BW*
DATE: December 12, 2024
RE: 2025 Newspaper Designation

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

3.7



TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator *File*
DATE: December 12, 2024
RE: Return Excess Tax Increment Funds

For City Council information, in 2008 the City approved a tax increment project for the construction of the new Gundersen Clinic on North Second Street. A portion of the new taxes generated from the improvement, or 45% of the tax increments, are reimbursed to Gundersen for costs associated with their portion of the improvement project.

As of 12/31/2023, the fund balance in the Gundersen TIF account is \$168,766. The majority of these funds are excess tax increment funds, as the district has generated revenue in excess of obligations.

Prior to the 2025 bond issue, we are evaluating options to improve the City's financial position. This is being done, in part, to support the City's bond rating. Moody's Investors Service, the agency that rates the City's bonds, considers fund and cash balances when evaluating the City's financial performance.

We are suggesting that the City Council approve the return of \$150,000 in excess tax increment funds to Houston County. These funds will then be redistributed based on taxing percentages to the City, County and School District pursuant to Minnesota Statutes that govern the use of tax increment financing.

The Gundersen TIF district will remain in place no later than December 31, 2035, or until the date the final obligations of the development are satisfied, whichever occurs first.

The City of La Crescent can expect to receive approximately \$60,000 when the funds are returned. The returned funds are no longer tax increment funds and can be used for any municipal purpose. We anticipate the \$60,000 will be accounted for as a receivable in the City's 2024 financial statements, increasing the General Fund balance, which will be a positive going into the 2025 bond rating review process. The timing of this transaction is important and will determine the City's ability to record this receivable in 2024.

#3.8



TO: Honorable Mayor and City Council Members
FROM: Chris Fortsch, Administrative Assistant *mf*
DATE: December 12, 2024
RE: 2025 License Renewal

The City has received the following 2025 license renewal since the last city council meeting:

1. Bagniefski Heating & Air Conditioning – gas installers license

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

#3.9



TO: Honorable Mayor and City Council Members

FROM: Chris Fortsch, Administrative Assistant

A handwritten signature in blue ink, appearing to read "Chris", is written over the name "Chris Fortsch" in the "FROM" line.

DATE: December 10, 2024

RE: Gambling Permit Application

The City has received the following gambling permit application:

1. Ability Building Center, Inc. – raffle date is May 3, 2025.

The application for the raffle drawing to be held at Schmitt's TimeOut Tavern 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 Gambling Control Board.

#3.10

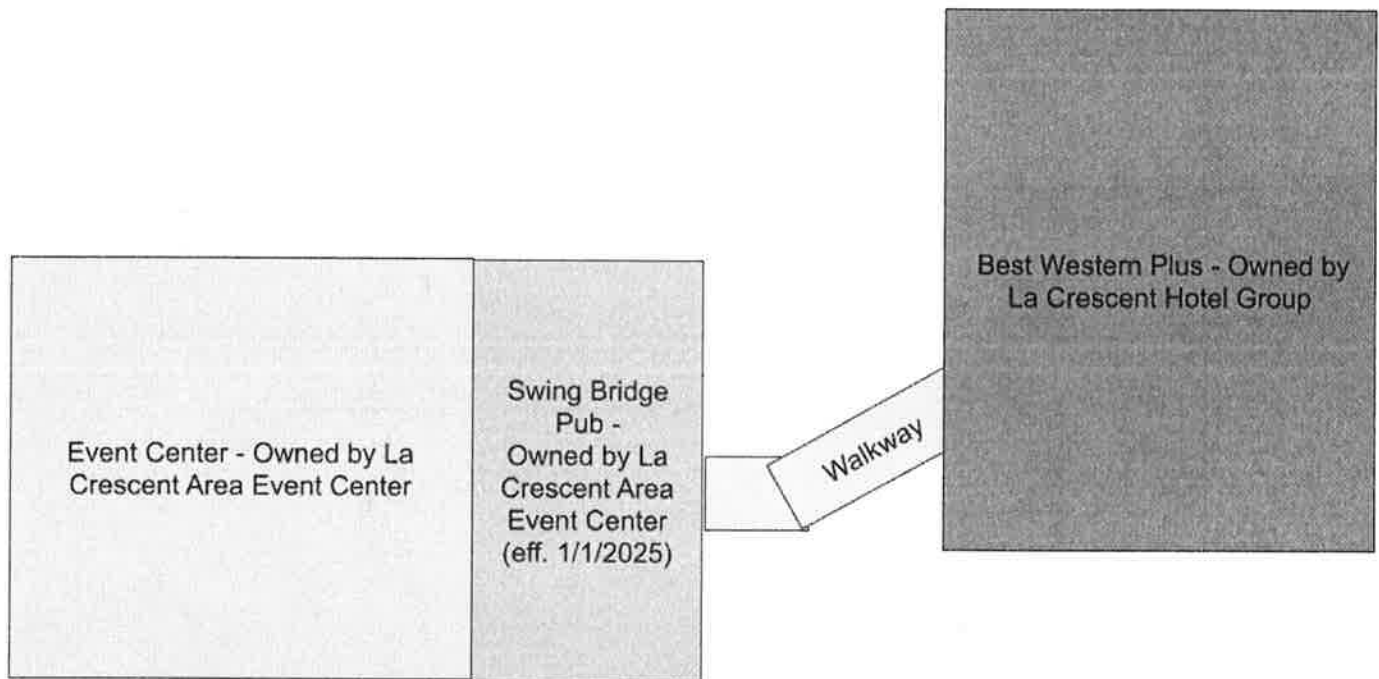


TO: Honorable Mayor and City Council Members
FROM: Chris Fortsch, Administrative Assistant 
DATE: December 11, 2024
RE: Liquor License

The City has been notified that Shorey Acres, dba Swing Bridge Pub, will be terminating their lease with the La Crescent Area Event Center as of 12-31-2024. Shorey Acres will cease to operate the restaurant and liquor services. Also on that date, Shorey Acres' liquor license will expire and they will not be renewing it.

Upon termination, the La Crescent Area Event Center plans to reopen the restaurant and catering services under their ownership – La Crescent Area Event Center, dba Swing Bridge Pub. They have submitted a liquor license application for an On Sale Liquor License (plus Sunday).

The application appears to be in order, and I would suggest that the City Council approve the license application for 2025.



- La Crescent Area Event Center – 595 Veterans Pkwy, Ste 100 and Swing Bridge Pub - 595 Veterans Pkwy, Ste 200
 - Effective January 1st, the La Crescent Area Event Center organization will own both the Event Center and Swing Bridge Pub
 - License needed is an Intoxicating Liquor License and Sunday sales license
- La Crescent Hotel Group / Best Western Plus – 509 N Chestnut St, La Crescent MN – currently holds On Sale 3.2 License
 - Owned by the La Crescent Hotel Group
 - Currently holds a 3.2 license

As you can see, there are two separate spaces with separate owners with a connecting walkway between the spaces

6.1

