

# CITY OF LA CRESCENT

## AGENDA

### REGULAR MEETING

DECEMBER 20, 2021

5:30 P.M.

---

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

### **1. CONSENT AGENDA**

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

- 1.1 MINUTES – DECEMBER 13, 2021
- 1.2 BILLS PAYABLE THROUGH DECEMBER 16, 2021
- 1.3 CASH BALANCE/ACTIVITY REPORT – NOVEMBER 2021
- 1.4 LIBRARY REPORT – NOVEMBER 2021

### **2. PUBLIC HEARING/MEETING**

5:30 – STORMWATER ANNUAL MEETING

### **3. ITEMS FOR CONSIDERATION**

- 3.1 REVIEW ESTABLISHMENT OF STORMWATER UTILITY
- 3.2 ENGINEERING AGREEMENT – DNR GRANT
- 3.3 WAGON WHEEL PROJECT CHANGE ORDER
- 3.4 2022 LICENSE RENEWALS
- 3.5 COMMUNITY DEVELOPMENT PROPOSALS
- 3.6 2022 PROFESSIONAL SERVICES AGREEMENTS
- 3.7 PERSONNEL COMMITTEE RECOMMENDATIONS
- 3.8 HAZARDOUS BUILDING ASSESSMENT
- 3.9 COVID-19 REPORT
- 3.10 LA CRESCENT LIONS CLUB FROZEN APPLE HIKE
- 3.11 DONATION RESOLUTION

**CITY OF LA CRESCENT**  
**AGENDA**  
**REGULAR MEETING**  
**DECEMBER 20, 2021**  
**5:30 P.M.**

---

**4. UNFINISHED BUSINESS**

4.1

**5. MAYOR'S COMMENTS**

5.1

**6. STAFF CORRESPONDENCE/COMMITTEE  
UPDATES**

6.1  
6.2  
6.3  
6.4

**7. CORRESPONDENCE**

7.1  
7.2  
7.3

**8. CHAMBER OF COMMERCE**

8.1

**9. ITEMS FOR NEXT AGENDA**

**10. ADJOURNMENT**

#1.1

MINUTES, REGULAR MEETING  
CITY COUNCIL, CITY OF LA CRESCENT, MINNESOTA  
DECEMBER 13, 2021

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 5:30 PM in the La Crescent City Hall, La Crescent, Minnesota, on Monday, December 13, 2021.

Upon a roll call taken and tallied by the City Administrator, the following members were present: Members Ryan Hutchinson, Cherryl Jostad, Teresa O'Donnell-Ebner, Dale Williams, and Mayor Mike Poellinger. Members absent: None. Also present was City Administrator Bill Waller, City Attorney Skip Wieser, and City Administrative Assistant Angie Boettcher.

Mayor Poellinger asked if anyone wished to take action to change the agenda as presented. There were no changes requested.

**ITEM 1 – CONSENT AGENDA**

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

- 1.1 MINUTES – NOVEMBER 22, 2021
- 1.2 BILLS PAYABLE THROUGH DECEMBER 9, 2021

At the conclusion of the reading of the Consent Agenda, Mayor Poellinger asked if the Council wished to have any of the items removed from the Consent Agenda for further discussion. Member O'Donnell-Ebner made a motion, seconded by Member Hutchinson, as follows:

**A MOTION TO APPROVE THE CONSENT AGENDA AS PRESENTED.**

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

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

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

**ITEM 2.0 – PUBLIC HEARING – STREET VACATION**

At 5:30 pm the City Council held a public hearing to review and consider a Petition to vacate a part of South 1<sup>st</sup> Street. City Administrator Waller circulated a sign-up sheet and gave an overview of the process. City Attorney Wieser reviewed with City Council the Petition, a proposed resolution and a survey depicting the area of South 1<sup>st</sup> Street currently being occupied by the hardware store. Following review, Mayor

Poellinger opened the meeting for public comment. There were no public comments. Mayor Poellinger closed the public hearing. Following discussion, Member Jostad introduced the following resolution and moved its passage and adoption:

**RESOLUTION NO. 12-21-39**

**A RESOLUTION VACATING A PORTION OF SOUTH 1<sup>ST</sup> STREET UPON PETITION OF A MAJORITY OF ADJACENT LANDOWNERS.**

WHEREAS, a petition signed by the majority of property owners adjacent to a portion of South 1<sup>st</sup> Street in the city of La Crescent was received by the City Administrator; and

WHEREAS, the petition requested that the City Council pursuant to Minnesota Statute § 412.851 vacate a portion of South 1<sup>st</sup> Street legally described as:

See Exhibit A.

WHEREAS, the City Administrator reviewed and examined the signatures on said petition and determined that such signatures constituted a majority of the landowners adjacent to the portion of South 1<sup>st</sup> Street to be vacated; and

WHEREAS, a public hearing to consider the vacation of such street was held on the 13th day of December, 2021, before the City Council in the City Hall located at 315 Main Street, La Crescent, Minnesota at 5:30 p.m. after due published and posted notice had been given, as well as personal mailed notice to all affected property owners by the City Administrator on the 18th day of November, 2021 and all interested and affected persons were given an opportunity to voice their concerns and be heard; and

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LA CRESCENT, MINNESOTA AS FOLLOWS:**

That such petition for vacation is hereby granted and the portion of the street described as follows is hereby vacated:

See Exhibit A.

BE IT FURTHER RESOLVED, that the Mayor and City Administrator are hereby authorized to sign all documents necessary to effectuate the intent of this resolution and file notice of the vacation as required by law.

Passed by the City Council of La Crescent, Minnesota this 13th day of December, 2021.

SIGNED:

\_\_\_\_\_  
Mayor



ATTEST:

---

City Administrator

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

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

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

### **ITEM 3.1 – POLLING PLACE RESOLUTION**

City Administrative Assistant Boettcher reviewed with City Council the Polling Place Resolution for 2022 that designates the local polling places for elections. Following discussion, Member Hutchinson introduced the following resolution and moved its passage and adoption:

#### **RESOLUTION NO. 12-21-41**

#### **RESOLUTION DESIGNATING ANNUAL POLLING PLACE**

WHEREAS, it is important that citizens exercise their right to vote at their local polling place;

WHEREAS, Minn. Stat. § 204B.16 requires the City Council to designate its local polling places for elections annually;

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of La Crescent, Houston County, Minnesota, does hereby designate the following as its polling places for 2022:

Precinct 1: La Crescent Community Building, 336 S. 1<sup>st</sup> Street, La Crescent, Houston County, Minnesota.

Precinct 2: La Crescent Ice Arena, 520 S. 14<sup>th</sup> Street, La Crescent, Houston County, Minnesota.

Precinct 3: La Crescent Ice Arena, 520 S. 14<sup>th</sup> Street, La Crescent, Houston County, Minnesota.

Precinct 4: Mailed Ballot for Winona County, Minnesota, to City of La Crescent, 315 Main Street, La Crescent, MN 55947.

BE IT FINALLY RESOLVED, that the City notify residents of this designation by following the requirements of Minn. Stat. § 205.16.

ADOPTED this 13<sup>th</sup> day of December, 2021.

SIGNED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Administrator

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

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

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

### **ITEM 3.2 – ANNEXATION UPDATE**

City Attorney Wieser reviewed with City Council an Order Approving Annexation from the State of Minnesota – Office of Administrative Hearings. This order finalizes the annexation that was approved by the City Council and La Crescent Town Board on October 11, 2021 and annexes property that was in the Town of La Crescent to the City of La Crescent in the Crescent Valley Subdivision and Janell Avenue area. This item was informational, and no action was taken.

### **ITEM 3.3 – 2022 FEE SCHEDULE UPDATE**

City Administrative Assistant Boettcher reviewed with City Council the proposed changes to the Fee Schedule for 2022 which has been reviewed by City Staff. The review and adoption of fees is done on a yearly basis to ensure the costs to the City are sufficiently covered while at the same time being fair, reasonable and proportionate to the actual cost of the service for which the fee is imposed. It was recommended to City Council to adopt an Ordinance detailing the proposed changes to the Fee Schedule

for 2022. Following discussion, Member Hutchinson introduced the following Ordinance and moved its passage and adoption:

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

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

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

<b>BUILDING INSPECTIONS AND PERMITTING</b>	<b>2022</b>
<u>Demolition permits -</u>	
Main structure on the property OR all structures on a property (if a building permit for a new structure is obtained at the same time, this fee is waived)	\$100.00 plus \$1.00 state surcharge
Garage, shed or outbuilding on a property (if a building permit for a new structure is obtained at the same time this fee is waived)	\$35.00 plus \$1.00 state surcharge

<u>Foundation only permit</u> This permit fee would be in addition to any regular building permit fee. This fee is only for the excavation, footing and foundation for a new structure. <i>This fee is an optional fee to be paid if the builder is unwilling to wait the requested 7-10 working days for the plan review process of a completed building permit application. This fee would be waived if the plan review takes longer than 10 working days</i>	\$100.00 plus \$1.00 state surcharge
Mobile Home – all new that are moved into town	\$50.00 plus \$1.00 state surcharge
<u>Roofing permits</u> Main structure and/or attached/detached garage Garage or accessory bldg. only	\$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>	\$30.00 plus \$1.00 state surcharge To \$50.00 plus \$1.00 State surcharge
Solar Array Panels (moved from Zoning page)	\$35.00 plus \$1.00 State Surcharge

<b>POLICE</b>		<b>2022</b>
<b>Ordinance Violation Fine Schedule</b>		
Petty Misdemeanor-		\$ 40.00 +
Misdemeanor		\$ 75.00 +
Ordinance Parking Violation		\$ 20.00 +
Petty Misdemeanors and Misdemeanors: Fine Amount + <u>\$75.00 surcharge</u> – <i>The Surcharge Fee is Determined By The Court System.</i>		
Ordinance Parking Violations: Fine Amount + \$3.00 surcharge + \$10.00 Law Library Fee - <i>The Surcharge And Law Library Fee Are Determined By The Court System.</i>		
<b>Fee Schedules – Animals</b>		
License – yearly 1/1 – 12/31		\$15.00
Spayed/Neutered		\$10.00
Replacement Tag		\$1.00
Late Fee after January 15 <sup>th</sup> in addition to regular license fee		\$15.00
Multi Pet Permit – Yearly Fee (Plus individual license fees as stated above)		\$25.00
<b>Animal Impoundment</b>		\$50.00
Boarding (food/shelter) - Per day plus tax		\$10.00
<b>ADMINISTRATIVE FINE FEE SCHEDULE</b>		

General Parking Violation	\$20.00
Handicapped Parking	\$25.00
<b>Miscellaneous</b>	
Accident Reports - State Form	\$2.00
Copy of Incident Reports - per page/100 pages or less \$ .25/page. 100 or more assessed to actual cost of materials and staff time.	Refer to description at left
Print-out of driving record/registration check - per request	\$5.00
Police Reserves - School District #300 events - per hour/per person	\$12.00
Fingerprinting	\$35.00 to \$55.00
Vehicle Towing Fee	\$175.00 to \$225.00
Vehicle Impoundment Fee - per day	\$15.00
Yearly Permit to Acquire Firearms/Permit to Carry - per year	No Charge
NSF/ Account Closed Checks - service fee	\$30.00
DVD Only	\$10.00
Transcription Fee	\$42.00
BWC - \$19.00 per video/\$1.00 per minute + actual cost of staff time	

<b>PUBLIC WORKS</b>	<b>2022</b>
<b><u>Equipment use:</u></b>	
Sweeper per hour	\$75.00 to \$100.00
Dump Truck per hour	\$75.00 to \$100.00
add 'Mower/Skid Steer/Loader per hour	\$100.00
Labor per hour/per person - This fee is in addition to the Equipment use fees listed above.	\$47.00 to \$50.00

<b>ZONING</b>	<b>2022</b>
Abatement - per incident	\$ 40.00 administrative fee plus abatement charges
Conditional use permit - per each individual request	\$ 200.00
District zoning changes - per each individual request	\$ 200.00
<b><u>Erosion control:</u></b> Reinspection fee	\$35.00
<b><u>Surety deposit</u></b> (to be returned upon completion of erosion control and building permit final inspection minus any violations):	

New residential/commercial construction	\$500.00
Additions/garages	\$100.00
Land alterations	\$250.00
Building demolition	\$250.00
<i>NOTE: DECKS AND ADDITIONS BUILT ON POSTS FOR THE FOUNDATION ARE EXCLUDED FROM SURETY DEPOSIT</i>	
Excavation permits	\$ 30.00 plus \$1.00 per sq/lin. foot
Fence permit - Non-Profits exempt from fee	\$15.00 to \$25.00
Grading permit	¼ acre or less - \$50.00 ¼ acre to 1 acre - \$250.00 over 1 acre - \$500.00  IF REVIEWED BY CITY ENGINEER - APPLICANT WILL PAY FOR THE FULL COST OF ALL ENGINEERING SERVICES INSTEAD OF ABOVE RATE
Home Occupation – Per Each Individual Request	\$150.00
Interim Conditional Use Permit – Each Individual Request	\$150.00
Solar Array Panels Move to building inspections	\$35.00
Platting	
Preliminary plat	\$ 250.00
**Developer is to pay all other related expenses for the platting process.	plus \$50.00 per lot
***All fees pending must be paid in full before proceeding with the final plat.	
Final plat	\$ 150.00
Sign permit – per sign add 'Non-Profits exempt from fee'	\$ 35.00
Variance fee – per each individual request	\$ 150.00
Well permit	\$ 10.00

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

ADOPTED this 13<sup>th</sup> day of December, 2021.

SIGNED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Administrator

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

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

and none voted against the same. The ordinance was declared duly passed and adopted.

City Attorney Wieser then reviewed with Council the Summary Ordinance for publication. The Council made the following findings of facts: that publication of the summary informs the public of the intent and effect of the Ordinance.

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

**MOTION THAT A PRÉCIS FORMAT OF SAID ORDINANCE 554 BE PUBLISHED IN THE OFFICIAL NEWSPAPER OF THE CITY AND WITH "OFFICIAL COPY" SO MARKED BE KEPT ON FILE IN THE OFFICE OF THE CITY ADMINISTRATOR**

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

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

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



### **ITEM 3.4 – INCREASE COUNTY SOLID WASTE FEE**

City Council reviewed a Memo from City Accountant, Kara Tarrence, which included a correspondence from Houston County informing the City of a rate increase to the household solid waste fee. This is a pass-thru fee that the City collects on the water bills and remits to Houston County for the Recycling Center. It was recommended to City Council to approve this fee increase of \$4.00 per household per month effective January 1, 2022. Following discussion, Member Jostad made a motion, seconded by Member Williams as follows:

**MOTION TO APPROVE A FEE INCREASE OF \$4.00 PER HOUSEHOLD PER MONTH EFFECTIVE JANUARY 1, 2022 AS A PASS-THRU FEE THAT THE CITY COLLECTS ON THE WATER BILLS AND REMITS TO HOUSTON COUNTY FOR THE RECYCLING CENTER.**

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

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

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

### **ITEM 3.5 – 2022 LICENSE RENEWALS**

City Council reviewed a list of proposed license renewals for 2022. The applications appear to be in order, and it was recommended to City Council to approve the license renewal applications. Following discussion, Member Hutchinson made a motion, seconded by Member Jostad, as follows:

**MOTION TO APPROVE THE PRESENTED LIST OF LICENSE RENEWALS FOR 2022 FOR THE FOLLOWING:**

**LIQUOR OFF-SALE – MINEGAR'S SPORTS HUB, SWING BRIDGE PUB**

**LIQUOR ON-SALE - MINEGAR'S SPORTS HUB, SWING BRIDGE PUB**

**LIQUOR SUNDAY - MINEGAR'S SPORTS HUB, SWING BRIDGE PUB**

**GAS INSTALLERS – BAGNIEFSKI HEATING & AIR CONDITIONING; BOSTRACK HEATING & COOLING; CARY HEATING & AIR CONDITIONING; LA CROSSE FIREPLACE CO.; MYLES ESCH BUILDERS LLC; NEWMAN HEATING & COOLING LLC**

**SOLID WASTE – HARTER'S TRASH & RECYCLING INC.**

**MASSAGE-BUSINESS – HEAVEN’S HANDS INC; LA CRESCENT MASSAGE; THE SPIRITED MEDIUM LLC**

**MASSAGE-TECHNICIAN – HEAVEN’S HANDS INC; LA CRESCENT MASSAGE; THE SPIRITED MEDIUM LLC**

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

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

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

**ITEM 3.6 - PERSONNEL COMMITTEE RECOMMENDATION**

City Administrator Waller reviewed with City Council the following recommendations from the Personnel Committee:

1. That the City Council accept Heidi Lapham's resignation as a Deputy Registrar in the License Bureau. City Council reviewed a copy of Ms. Lapham's resignation letter.
2. Currently Kim Voshart works half-time as a Deputy Registrar in the License Bureau. That effective December 9, 2021, City Council would convert Ms. Voshart to full-time status.
3. That the City Council appoint Patricia Martell to fill the vacancy on the Park & Recreation Commission that was created by Randy Dobb's resignation. In the future when there is more than one application received for a given vacancy on a Board or Commission, the Personnel Committee will be making a recommendation to the City Council to fill the vacancy.
4. That the City Council approve a memorandum of understanding with the LELS Union regarding the appointment of Luke Ahlschlager as Interim Police Chief and that his rate of pay be increased by \$3 per hour for the duration of the time that he serves in that capacity. City Attorney Wieser reviewed with City Council the memorandum of understanding.
5. The deadline to apply for the position of Bookkeeper has closed, and the City received only one application for the position. Based on this, it was recommended to City Council to extend the application deadline to 12:00 noon, on December 21, 2021. The City intends to expand on the ways that the position is advertised.

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

**MOTION TO ACCEPT THE RESIGNATION OF HEIDI LAPHAM AS A DEPUTY REGISTRAR IN THE LICENSE BUREAU.**

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

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

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

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

**MOTION TO CONVERT KIM VOSHART FROM PART-TIME STATUS TO FULL-TIME STATUS AS DEPUTY REGISTRAR IN THE LICENSE BUREAU EFFECTIVE DECEMBER 9, 2021.**

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

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

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

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

**MOTION TO APPOINT PATRICIA MARTELL TO FILL THE VACANCY ON THE PARK & RECREATION COMMISSION THAT WAS CREATED BY RANDY DOBB'S RESIGNATION.**

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

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

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

It was the consensus of City Council that in the future when there is more than one application received for a given vacancy on a Board or Commission, the Personnel Committee will be making a recommendation to the City Council to fill the vacancy.

Following discussion, Member Williams made a motion, seconded by Member Jostad, as follows:

**MOTION TO APPROVE THE MEMORANDUM OF UNDERSTANDING WITH LELS UNION REGARDING THE APPOINTMENT OF LUKE AHLSCHLAGER AS INTERIM POLICE CHIEF AND THAT HIS RATE OF PAY BE INCREASED BY \$3.00 PER HOUR FOR THE DURATION OF THE TIME THAT HE SERVES IN THAT CAPACITY.**

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

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

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

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

**MOTION TO EXTEND THE APPLICATION DEADLINE FOR THE POSITION OF BOOKKEEPER TO 12:00 NOON, ON DECEMBER 21, 2021.**

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

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

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

**ITEM 3.7 – WAGON WHEEL PROJECT SHORT-TERM FINANCING**

City Administrator Waller reviewed with City Council that there have been on-going discussions with the City Council regarding the third phase of the Wagon Wheel improvement project, the construction of the bicycle/pedestrian bridge, and the possibility of needing short-term financing to cover costs associated with the bridge project. At the November 22, 2021 City Council meeting, the City Council called for a public hearing at the December 20, 2021 City Council meeting to consider activating the City's short-term borrowing authority. At this time, it was recommended to City Council to cancel the public hearing that was called for on December 20, 2021. The City is trying to avoid the \$7,500.00 - \$10,000.00 cost that would be incurred by going through the bonding process, along with any interest costs that would be incurred along the way. City Council reviewed the reimbursement requests that have been submitted to and received from the Minnesota Department of Natural Resources and the Minnesota Department of

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

**MOTION TO CANCEL THE PUBLIC HEARING ORIGINALLY CALLED FOR ON  
DECEMBER 20, 2021 REGARDING ACTIVATING THE CITY'S SHORT-TERM BORROWING  
AUTHORITY.**

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

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

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

**ITEM 3.8 – DONATION RESOLUTION**

City Council reviewed a Resolution regarding the acceptance of donations to the City for the months of November and December, 2021. Following review and discussion, Member Jostad introduced the following resolution and moved its passage and adoption:

**RESOLUTION NO. 12-21-42**

**RESOLUTION ACCEPTING DONATIONS MADE TO THE  
CITY OF LA CRESCENT IN NOVEMBER AND DECEMBER, 2021**

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

WHEREAS, the following donations were made to La Crescent in the months of November and December, 2021:

1. Crucifixion Cemetery Association wishes to donate \$100.00 to the La Crescent Fire Department for departmental purposes.
2. That an anonymous donor would like to donate \$20,000.00 to Wieser Memorial Park to be used for the specific purpose of improvements to the park shelter and bathroom facilities.

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

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

ADOPTED this 13<sup>th</sup> day of December, 2021.

SIGNED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Administrator

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

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

and none voted against the same. The ordinance was declared duly passed and adopted.

### **ITEM 3.9 – PLANNING COMMISSION MINUTES – DECEMBER 7, 2021**

City Council reviewed a Memo from Jason Ludwigson, Sustainability Coordinator, with the Minutes from the December 7, 2021 Planning Commission Meeting. This item was informational, and no action was taken.

### **ITEM 3.10 – NO PARKING REQUEST – SOUTH 9<sup>TH</sup> STREET**

City Council reviewed a Memo from La Crescent Police Chief Doug Stavenau regarding a request from a resident to place No Parking signs on the north side of the 500 block of South 9<sup>th</sup> Street. It was recommended that the City Attorney draft an Ordinance regarding this issue at the January 10, 2022 City Council meeting. Following discussion, Member Hutchinson made a motion, seconded by Member O'Donnell-Ebner, as follows:

**MOTION TO APPROVE THE CITY ATTORNEY TO DRAFT AN ORDINANCE REGARDING NO PARKING ON SOUTH 9<sup>TH</sup> STREET TO PRESENT TO CITY COUNCIL AT THE JANUARY 10, 2022 CITY COUNCIL MEETING.**

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

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

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

**ITEM 3.11 – LIFT STATION SERVICE AGREEMENT**

City Council reviewed an agreement with QualityFlow Systems for yearly inspections on the City's 5 lift stations and 4 air release valves. This is a new agreement, and the cost would be \$2,550.00 per year. It was recommended to City Council to approve the three-year agreement with QualityFlow Systems. Following discussion, Member Hutchinson made a motion, seconded by Member Williams, as follows:

**MOTION TO APPROVE A THREE-YEAR AGREEMENT WITH QUALITYFLOW SYSTEMS FOR YEARLY INSPECTIONS ON THE CITY OF LA CRESCENT'S 5 LIFT STATIONS AND 4 AIR RELEASE VALVES AT A COST OF \$2,550.00 PER YEAR.**

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

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

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

**ITEM 3.12 – DECERTIFY TAX INCREMENT FINANCING DISTRICT**

City Council reviewed a Memo from City Finance Director, Debbie Shimshak, regarding the Schumacher Kish TIF District 6-1 obligations. The obligations have all been met and early decertification is required. This economic development district was created October 24, 2011 with a required decertification by December 31, 2022. The excess funds of \$21,934.41 will be sent to Houston County for redistribution to all taxing authorities, with a portion coming back to the City of La Crescent. City Council reviewed the Resolution to decertify TIF District No. 6-1 and it was recommended that City Council adopt the Resolution. Following discussion, Member Hutchinson introduced the following resolution and moved its passage and adoption:



**RESOLUTION NO. 12-21-43**

**RESOLUTION DECERTIFYING  
TAX INCREMENT FINANCING DISTRICT NO. 6-1**

WHEREAS, on October 24, 2011, the City of La Crescent (the "City") established Tax Increment Financing Redevelopment District No. 6-1 (the "District");

WHEREAS, the maximum duration limit for the District is eight (8) years from the date of receipt by the authority of the first increment;

WHEREAS, the City has satisfied all outstanding obligations payable from tax increments from the District;

WHEREAS, the month and year of the first receipt of tax increment for the District is July 2014;

WHEREAS, the City desires by this resolution to decertify the District effective December 31, 2021, by which all taxing jurisdictions will benefit from an increased tax base effective for taxes payable in 2022; and

WHEREAS, the City Council acknowledges such action will be taken by Houston County to decertify the District as a tax increment district and to no longer remit tax increment from the District to the City after December 31, 2021.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of La Crescent that:

1. The City Administrator is authorized and directed to provide Houston County with documents related to decertification of the District, to submit the Confirmation of Decertified TIF District form to the Office of the State Auditor, and to take any other steps required for decertification by December 31, 2021.
2. The City Administrator is authorized and directed to determine the amount of excess tax increment, if any, in the account for the District and to return all excess tax increment to Houston County for redistribution to other taxing jurisdictions.

ADOPTED this 13<sup>th</sup> day of December, 2021.

SIGNED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Administrator

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

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

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

#### **ITEM 6.1 – STAFF CORRESPONDENCE/COMMITTEE UPDATES – EXPLORE LA CROSSE**

City Council reviewed the Agenda from the November 16, 2021 La Crosse County Convention & Visitors Bureau Virtual Board Meeting, which included the Minutes from the October 19, 2021 Board Meeting. No action taken.

#### **ITEM 6.2 – STAFF CORRESPONDENCE/COMMITTEE UPDATES – PARK AND RECREATION MINUTES – NOVEMBER 15, 2021**

City Council reviewed the Minutes from the November 15, 2021 La Crescent Park and Recreation Commission meeting. No action taken.

#### **ITEM 8 – CHAMBER OF COMMERCE**

Sarah Danielson and Travis Minegar from the La Crescent Chamber of Commerce updated City Council on Chamber activities including a Co-Working Grant, Christmas in La Crescent and a Christmas Mixer at the Best Western Hotel.

Houston County Commissioner, Dewey Severson, gave an update to City Council on the Houston County Board.

At 5:53 p.m., Mayor Poellinger recessed the meeting until 6:00 p.m. for the Public Meeting for the 2022 General Fund Budget and Levy.

#### **ITEM 2 – PUBLIC MEETING – 2022 GENERAL FUND BUDGET AND LEVY**

It being 6:00 p.m., Mayor Poellinger opened the public meeting on the 2022 General Fund Budget and Levy. City Administrator Waller circulated a sign-up sheet and gave an overview of the process. 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 2022. The items City Council reviewed for consideration were the proposed resolution setting the 2022 levy, the memo presented in the fall of

2021 that summarizes the 2022 general fund budget, a general overview of workloads as it relates to new positions included in the 2022 budget, and a copy of the revised 2022 general fund budget that has been updated based upon a pending retirement, revised staffing, additional engineering, and a reduction in the budget for the update to the City's Comprehensive Park & Recreation Plan. The changes to the final 2022 general fund budget were all highlighted in green for Council's review. The final budget has expenditures exceeding revenues by \$4,670. The City will receive additional revenue in 2022 that will compensate for this short-fall. There were no questions from City Council. The Mayor then asked if anyone present in the audience wished to make comments or had questions. The City was asked what the total amount of the budget will be in 2022. The answer was provided. There were no additional comments or questions. The public meeting was then closed.

Following discussion, Member Williams made a motion, seconded by Member Hutchinson, as follows:

**MOTION TO ADOPT THE 2022 GENERAL FUND BUDGET AS PROPOSED.**

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

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

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

Following review and discussion on the above information, Member Williams introduced the following resolution and moved its passage and adoption:

**RESOLUTION 12-21-40**

**RESOLUTION MAKING FINAL GENERAL LEVIES FOR  
COLLECTION WITH REAL ESTATE TAXES PAYABLE IN THE  
CALENDAR YEAR 2022**

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 2022 as part of the general taxes due and payable in the year 2022 a direct ad valorem tax in the amount of \$2,060,738.00 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 \$175,990.00 to be collected in the year 2022, 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 2022, in conjunction with the various bonds issued and sinking funds described below:

FUND #	YEAR	DESCRIPTION	TO BE LEVIED FOR COLLECTION IN CALENDAR YEAR 2022
322	2015A	G.O. Refunding Bonds – Apple Blossom Acres	\$5,000.00
324	2011A	G.O. Improvement Bonds – Crescent Valley	\$120,000.00
325	2016A	G.O. Refunding Rec. Fac. Bonds – Aquatic Center	\$198,700.00
326	2013A	G.O. Equipment Certificates	\$40,000.00
327	2016A	G.O. Improvement Bonds – Oak St. Recon.	\$112,400.00
328	2017A	G.O. Equipment Certificates	\$120,250.00
329	2018A	G.O. Improvement Bonds – Streets/Veterans Park	\$146,700.00
330	2019A	G.O. Equipment Certificates – Fire Truck	\$49,700.00
331	2019B	G.O. Improvement Bonds – Street Recon.	\$32,300.00
332	2020A	G.O. Improvement Bonds – HTM	\$188,000.00
333	2020A	G.O. Bonds – Tax Abatement - Ice Arena	\$23,860.00
601	2015A	G.O. Utility Revenue & Crossover Ref. Bond	\$46,500.00
601	2016A	G.O. Utility Revenue & Crossover Ref. Bond	\$23,500.00
		TOTAL DEBT SERVICE LEVY	<b>\$1,106,910.00</b>

4. Total levy for the City of La Crescent for collection in 2022 is \$3,343,638.00.

ADOPTED this 13<sup>th</sup> day of December, 2021.

SIGNED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Administrator

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 Administrator, all Members present voted in favor thereof, viz;

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

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

The Public Meeting ended, and City Council resumed the agenda.

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

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

and none voted against the same. The motion was declared duly carried and the meeting duly adjourned at 6:04 PM.

APPROVAL DATE: \_\_\_\_\_

SIGNED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Administrator

#1.2



TO: Honorable Mayor and City Council Members  
FROM: Bill Waller, City Administrator *BW*  
DATE: December 16, 2021  
RE: Bills Payable

Attached for review and consideration by the City Council are the bills payable for the period ending December 16, 2021. For City Council information, the City will be reimbursed \$10,042.19 from XCEL Energy through the Partners in Energy Program for the payment to Sawatch Labs. We would suggest that the City Council approve the payment of the bills as presented.

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>A-1 VACUUM SALES &amp; SERVICE</b>						
19420	CITY HALL - VACUUM REPAIRS	12/15/2021	189.73	.00		
Total 9477:			189.73	.00		
<b>AIRGAS USA LLC</b>						
9120113291	FD - O2 MEDICAL SUPPLIES	11/29/2021	59.28	.00		
Total 1802:			59.28	.00		
<b>AMAZON CAPITAL SERVICES</b>						
1PPN-963H-3VR	YEAR END TAX FORMS	12/14/2021	105.44	.00		
Total 9956:			105.44	.00		
<b>AMERICAN LOCK &amp; KEY</b>						
0012939	MAINT SHOP - ADA DOOR HANDLES	12/06/2021	452.00	.00		
Total 83:			452.00	.00		
<b>BOBCAT OF THE COULEE REGION</b>						
01-50824	BOBCAT SNOW BLOWER PARTS	12/13/2021	68.71	.00		
Total 216:			68.71	.00		
<b>BOB'S SERVICE</b>						
595956	ANIMAL SHELTER - FURNACE	12/08/2021	78.40	.00		
595957	ICE ARENA - MENS BATHROOM URINAL	12/08/2021	273.00	.00		
Total 8841:			351.40	.00		
<b>CINTAS CORPORATION</b>						
4100362093	MAINTENANCE - CLEANING	11/01/2021	3.50	.00		
4100362093	MAINTENANCE - UNIFORMS	11/01/2021	14.56	.00		
4100983297	MAINTENANCE - CLEANING	11/08/2021	3.50	.00		
4100983297	MAINTENANCE - UNIFORMS	11/08/2021	14.56	.00		
4100983301	GOLF COURSE - CLEANING	11/08/2021	19.77	.00		
4100983385	CITY HALL - CLEANING	11/08/2021	39.47	.00		
4101674710	MAINTENANCE - CLEANING	11/15/2021	3.50	.00		
4101674710	MAINTENANCE - UNIFORMS	11/15/2021	14.56	.00		
4102441971	MAINTENANCE - CLEANING	11/22/2021	3.50	.00		
4102441971	MAINTENANCE - UNIFORMS	11/22/2021	14.56	.00		
4102442118	CITY HALL - CLEANING	11/22/2021	39.47	.00		
4103045318	MAINTENANCE - CLEANING	11/29/2021	3.50	.00		
4103045318	MAINTENANCE - UNIFORMS	11/29/2021	14.56	.00		
Total 9696:			189.01	.00		
<b>CITY TREASURER'S OFFICE</b>						
181149	WASTEWATER TO LACROSSE	11/30/2021	16,401.95	.00		
Total 1086:			16,401.95	.00		
<b>CORE &amp; MAIN LP</b>						
P503828	WATER METERS/MXUS	12/03/2021	8,045.05	.00		
Q026497	WATER METERS	12/01/2021	2,560.00	.00		



Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 9647:			10,605.05	.00		
<b>CULLIGAN WATER CONDITIONING</b>						
285X20195909	CITY HALL - WATER COOLER RENTAL	12/01/2021	39.95	.00		
285X20195909	MAINT - WATER COOLER RENTAL	12/01/2021	39.95	.00		
285X20195909	PD - WATER COOLER RENTAL	12/01/2021	39.95	.00		
285X20220509	FD - WATER COOLER RENTAL	12/01/2021	42.70	.00		
Total 231:			162.55	.00		
<b>DENSTAD, RICK</b>						
038586	SAND - OUTDOOR ICE RINK	12/06/2021	85.00	.00		
Total 8972:			85.00	.00		
<b>DEPT OF NATURAL RESOURCES</b>						
11/30/21-12/06/2	WEEKLY RECREATIONAL VEH. REGIST.	12/06/2021	976.27	976.27	12/10/2021	
Total 318:			976.27	976.27		
<b>DON'S TOWING &amp; REPAIRING</b>						
264148	PD - TOW BILL	11/30/2021	190.90	.00		
Total 310:			190.90	.00		
<b>DRIFTLESS ARMOR</b>						
21-007	PD - 2 BULLETPROOF VESTS	12/09/2021	1,961.00	.00		
Total 9933:			1,961.00	.00		
<b>E O JOHNSON CO.</b>						
INV1056841	OFFICE 365	12/09/2021	196.00	.00		
INV1056842	QTRLY COMPUTER SUPPORT - SEWER	12/09/2021	2,091.00	.00		
INV1056842	QTRLY COMPUTER SUPPORT - STREETS	12/09/2021	492.00	.00		
INV1056842	QTRLY COMPUTER SUPPORT - WATER	12/09/2021	2,091.00	.00		
INV1056842	QTRLY COMPUTER SUPPORT - FIRE	12/09/2021	3,444.00	.00		
INV1056842	QTRLY COMPUTER SUPPORT - PUB WORKS	12/09/2021	492.00	.00		
INV1056842	QTRLY COMPUTER SUPPORT - B&Z	12/09/2021	492.00	.00		
INV1056842	QTRLY COMPUTER SUPPORT - POLICE	12/09/2021	492.00	.00		
INV1056842	QTRLY COMPUTER SUPPORT - CLERK	12/09/2021	492.00	.00		
INV1056842	QTRLY COMPUTER SUPPORT - GC	12/09/2021	984.00	.00		
INV1056842	QTRLY COMPUTER SUPPORT - LIC BUR	12/09/2021	1,230.00	.00		
INV1056843	DUO AUTHENTICATION - STREETS	12/09/2021	9.60	.00		
INV1056843	DUO AUTHENTICATION - LIC BUR	12/09/2021	40.80	.00		
INV1056843	DUO AUTHENTICATION - GC	12/09/2021	24.00	.00		
INV1056843	DUO AUTHENTICATION - CLERK	12/09/2021	19.20	.00		
INV1056843	DUO AUTHENTICATION - POLICE	12/09/2021	67.20	.00		
INV1056843	DUO AUTHENTICATION - B&Z	12/09/2021	9.60	.00		
INV1056843	DUO AUTHENTICATION - PUB WORKS	12/09/2021	9.60	.00		
INV1056843	DUO AUTHENTICATION - FIRE	12/09/2021	40.80	.00		
INV1056843	DUO AUTHENTICATION - WATER	12/09/2021	9.60	.00		
INV1056843	DUO AUTHENTICATION - SEWER	12/09/2021	9.60	.00		
INV1058268	MULTI FACTOR AUTH SET UP FEE - GC	12/13/2021	84.00	.00		
INV1058268	MULTI FACTOR AUTH SET UP FEE - LIC BUR	12/13/2021	142.80	.00		
INV1058268	MULTI FACTOR AUTH SET UP FEE - SEWER	12/13/2021	33.60	.00		
INV1058268	MULTI FACTOR AUTH SET UP FEE - WATER	12/13/2021	33.60	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
INV1058268	MULTI FACTOR AUTH SET UP FEE - FIRE	12/13/2021	142.80	.00		
INV1058268	MULTI FACTOR AUTH SET UP FEE - STREETS	12/13/2021	33.60	.00		
INV1058268	MULTI FACTOR AUTH SET UP FEE - PUB WORKS	12/13/2021	33.60	.00		
INV1058268	MULTI FACTOR AUTH SET UP FEE - B&Z	12/13/2021	33.60	.00		
INV1058268	MULTI FACTOR AUTH SET UP FEE - POLICE	12/13/2021	235.20	.00		
INV1058268	MULTI FACTOR AUTH SET UP FEE - CLERK	12/13/2021	67.20	.00		
Total 8614:			13,576.00	.00		
ELM USA, INC						
45823	LIB - CD/DVD CLEANING	12/10/2021	25.00	.00		
Total 9517:			25.00	.00		
EMERGENCY MEDICAL PRODUCTS INC						
2301318	FD - MEDICAL SUPPLIES	12/02/2021	176.88	.00		
Total 433:			176.88	.00		
FARRELL EQUIPMENT & SUPPLY CO.						
INV00000001222	MAINT - SAFETY VESTS	11/01/2021	158.91	.00		
Total 8459:			158.91	.00		
FIRST SUPPLY LA CROSSE						
13005556-00	EAGLE BLUFF BOOSTER - WATER PRESSURE VALVE	12/14/2021	538.75	.00		
Total 557:			538.75	.00		
G-FORCE WRAPS						
2009	PD - P15 VEHICLE WRAP	10/26/2021	3,400.00	.00		
Total 9739:			3,400.00	.00		
HAWKINS INC.						
6075458	WATER PLANT - CHEMICALS	11/22/2021	1,549.97	.00		
6075458	WATER PLANT CHLORINE HEAD	11/22/2021	1,400.00	.00		
Total 512:			2,949.97	.00		
LA CRESCENT AREA EVENT CENTER, INC.						
11/21 LODGING	LODGING TAX - MARKETING & PROMO AGREEMENT	12/17/2021	750.25	.00		
Total 9810:			750.25	.00		
LA CRESCENT CHAMBER OF COMMERCE						
11/21 LODGING	LODGING TAX - MARKETING & PROMO AGREEMENT	12/17/2021	750.25	.00		
Total 1142:			750.25	.00		
LA CROSSE AREA CONVENTION AND						
11/21 LODGING	LODGING TAX - MARKETING & PROMO AGREEMENT	12/17/2021	2,346.95	.00		
Total 9824:			2,346.95	.00		
MIENERGY COOPERATIVE						
11/21 STMT	ELECT UTILITIES-CRESC.HGTS.& WILDWOOD SEC LIGH	11/30/2021	245.81	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
11/21 STMT	ELECT UTILITIES-GC POP MACH.	11/30/2021	64.13	.00		
11/21 STMT	ELECT UTILITIES-GC CLUBHOUSE	11/30/2021	293.05	.00		
11/21 STMT	ELECT UTILITIES-GC IRRIGATION & PARKING LOTS LIGH	11/30/2021	176.35	.00		
11/21 STMT	ELECT UTILITIES - HORSETRACK MEADOWS LIFT STATI	11/30/2021	144.29	.00		
11/21 STMT	ELECT UTILITIES - WIESER PARK	11/30/2021	75.61	.00		
Total 2012:			999.24	.00		
<b>MINNESOTA ENERGY RESOURCES INC</b>						
11/21 STMT	CITY HALL GAS UTILITIES	11/30/2021	390.89	.00		
11/21 STMT	LIBRARY GAS UTILITIES	11/30/2021	127.77	.00		
11/21 STMT	COMM BLDG - GAS UTILITIES	11/30/2021	526.69	.00		
11/21 STMT	ARENA GAS UTILITIES	11/30/2021	798.78	.00		
11/21 STMT	ANIMAL SHELTER GAS UTILITIES	11/30/2021	144.57	.00		
11/21 STMT	MAINT BUILDING GAS UTILITIES	11/30/2021	1,142.86	.00		
11/21 STMT	ABNET RESTROOMS	11/30/2021	218.38	.00		
11/21 STMT	PUMP HOUSE ORCHARDVIEW	11/30/2021	32.53	.00		
11/21 STMT	PUMP HOUSE MCINTOSH	11/30/2021	79.49	.00		
11/21 STMT	CONTROL BLDG - GAS UTILITIES	11/30/2021	113.91	.00		
11/21 STMT	POOL - GAS UTILITIES	11/30/2021	48.09	.00		
Total 8171:			3,623.96	.00		
<b>MINNESOTA STATE RETIREMENT SYS</b>						
12/10/21 P/R	DEFERRED COMP. DEDUCTIONS/CONTRIBUTIONS	12/14/2021	5,401.44	5,401.44	12/14/2021	
Total 1285:			5,401.44	5,401.44		
<b>MSA PROFESSIONAL SERVICES INC</b>						
R12759005.0-2	PROFESSIONAL SERV - PARKS PLANNING	12/07/2021	3,072.00	.00		
Total 9388:			3,072.00	.00		
<b>OLSON, LISA</b>						
12/14/21 MILEA	REIMBURSE - MILEAGE RECORDS MANAGEMENT SYST	12/14/2021	21.84	.00		
Total 9392:			21.84	.00		
<b>PETTY CASH-CITY HALL</b>						
11/16/21 USPS	POSTAGE - WATER SAMPLES	12/16/2021	5.10	.00		
5/17/21 UPS	POSTAGE - WATER SAMPLES	12/16/2021	4.80	.00		
8/11/21 USPS	POSTAGE - WATER SAMPLES	12/16/2021	22.90	.00		
8/12/21 USPS	PD POSTAGE	12/16/2021	17.75	.00		
9/21/21 PARKS	VETS PARK - FLAG POLE PULLEY	12/16/2021	4.60	.00		
Total 1605:			55.15	.00		
<b>PUBLIC EMPLOYEES RETIREMENT AS</b>						
11/21 DCP	RETIREMENT DEDUCTIONS/CONTRIB.-DCP	12/14/2021	170.00	170.00	12/14/2021	
12/10/21 CORD/	RETIREMENT DEDUCTIONS/CONTRIB.-CORD & PF	12/14/2021	13,613.53	13,613.53	12/14/2021	
Total 1612:			13,783.53	13,783.53		
<b>SAWATCH LABS</b>						
INV-10060	FLEET STUDY PROGRAM VIA XCEL ENERGY	12/10/2021	10,042.19	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 9994:			10,042.19	.00		
<b>SUMMIT COMPANIES</b>						
182004160	PD - RECHARGE FIRE EXTINGUISHERS	10/20/2021	28.50	.00		
Total 50:			28.50	.00		
<b>UNIVERSAL TRUCK EQUIPMENT INC</b>						
56409	'07 INTL PLOW - REPLACED CONVEYOR CHAIN	12/08/2021	3,156.23	.00		
Total 2105:			3,156.23	.00		
<b>XCEL ENERGY</b>						
11/21 STMT	CITY HALL	11/30/2021	426.82	.00		
11/21 STMT	FLAG LIGHT 202 MAIN	11/30/2021	12.04	.00		
11/21 STMT	SHORE ACRES	11/30/2021	260.31	.00		
11/21 STMT	TENNIS COURT LIGHTS	11/30/2021	8.04	.00		
11/21 STMT	WELLL 3	11/30/2021	1,343.85	.00		
11/21 STMT	WELLL 2	11/30/2021	747.84	.00		
11/21 STMT	RADIUM PLANT	11/30/2021	963.42	.00		
11/21 STMT	RESERVIOR	11/30/2021	14.71	.00		
11/21 STMT	WELL HOUSE STONEY PT	11/30/2021	1,269.91	.00		
11/21 STMT	LIFT STATION 1450 HWY 16	11/30/2021	46.14	.00		
11/21 STMT	FLAG LIGHT 226 MAIN	11/30/2021	18.32	.00		
11/21 STMT	SIGN LIGHT 525 S CHESTNUT	11/30/2021	13.44	.00		
11/21 STMT	GARAGE	11/30/2021	31.91	.00		
11/21 STMT	STREET LIGHTS PO BOX 142	11/30/2021	5,723.97	.00		
11/21 STMT	ICE ARENA	11/30/2021	3,050.26	.00		
11/21 STMT	LIFT STATION 31 MCINTOSH	11/30/2021	24.65	.00		
Total 1410:			13,955.63	.00		
Grand Totals:			110,610.96	20,161.24		

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

City Recorder: \_\_\_\_\_

City Treasurer: \_\_\_\_\_

#1.3

CITY OF LA CRESCENT  
CASH BALANCES  
NOVEMBER 30, 2021

FUND	AUDITED 12/31/2020 BALANCE	UNAUDITED 11/30/2021 BALANCE
GENERAL (101)		
Unreserved	1,624,986.40	1,175,129.70
TOTAL GENERAL FUND	<u>1,624,986.40</u>	<u>1,175,129.70</u>
REVOLVING LOAN FUND (204)		
SCDP Grant Funds Returned	21,732.93	21,732.93
TOTAL REVOLVING LOAN FUND	<u>21,732.93</u>	<u>21,732.93</u>
LIBRARY (211)		
Unreserved	-30,835.56	-54,791.25
TOTAL LIBRARY	<u>-30,835.56</u>	<u>-54,791.25</u>
FIRE DEPARTMENT (213)		
Unreserved	320,580.97	376,242.50
	<u>320,580.97</u>	<u>376,242.50</u>
TAX INCREMENT FINANCE DISTRICTS		
Tax Increment 2-1 Duckett (252)	23,755.41	17,985.97
Tax Increment 5-1 Heth's (257)	5,506.47	-3,304.18
Tax Increment 4-2 Gundersen (258)	95,043.92	113,940.47
Tax Increment 6-1 Schumacher Kish (259)	15,688.76	18,319.51
Tax Increment 1-8 Event Ctr/Hotel (260)	1,007.18	693.28
Tax Increment 1-9 31 S. Walnut (261)	0.00	-6,973.20
	<u>141,001.74</u>	<u>140,661.85</u>
DEBT SERVICE		
Bonds Paid Up (300)	19,398.35	19,696.53
2009A G.O. Refunding Bonds (322)	201,083.81	162,021.40
2011A G.O. Imp. Bonds (324)	20,190.82	-15,299.34
2011B G.O. Rec. Facilities (325)	272,697.18	197,541.87
2013A G.O. Equipment Certificates (326)	126,647.83	92,839.05
2016A G.O. Refunding Bonds (327)	97,458.66	55,730.77
2017A G.O. Equipment Certificates (328)	114,576.15	69,375.34
2018A G.O. Imp. Bonds (329)	157,553.88	87,611.17
2019A G.O. Equipment Certificates (330)	55,483.93	24,650.89
2019B G.O. Imp. Bonds (331)	5,450.17	12,454.80
2020A G.O. Imp. Bonds-HTM (332)	568,130.57	878,007.25
2020A G.O. Imp. Bonds-Arena (333)	2,308.07	537.19
TOTAL DEBT SERVICE	<u>1,640,979.42</u>	<u>1,585,166.92</u>

CITY OF LA CRESCENT  
CASH BALANCES  
NOVEMBER 30, 2021

FUND	AUDITED 12/31/2020 BALANCE	UNAUDITED 11/30/2021 BALANCE
<b>CAPITAL PROJECTS</b>		
2017A Equipment Certificate (446)	176,676.99	40,660.60
2019B G.O. Improvement Projects (449)	8,939.46	8,634.69
2020A G.O. Improvement Projects (450)	662,916.41	394,387.49
<b>TOTAL CAPITAL PROJECTS</b>	<b>848,532.86</b>	<b>443,682.78</b>
 <b>WATER FUND (601)</b>		
Unreserved	43,586.60	-34,096.64
2008A Water Revenue Bonds	0.00	0.00
2012B Water Revenue Bonds	0.00	0.00
2016A Water Revenue Bonds	0.00	0.00
<b>TOTAL WATER FUND</b>	<b>43,586.60</b>	<b>-34,096.64</b>
 <b>SEWER FUND (602)</b>		
Unreserved	-223,722.55	-413,940.76
2008A Sewer Revenue Bonds	0.00	0.00
2012B Sewer Revenue Bonds	0.00	0.00
2016A Sewer Revenue Bonds	0.00	0.00
Designated Funds for Plant Replacement	262,643.64	264,891.78
<b>TOTAL SEWER FUND</b>	<b>38,921.09</b>	<b>-149,048.98</b>
 <b>SOLID WASTE (603)</b>		
Unreserved	26,057.67	21,384.05
<b>TOTAL SOLID WASTE</b>	<b>26,057.67</b>	<b>21,384.05</b>
 <b>LICENSE BUREAU (604)</b>		
Unreserved	330,325.15	268,369.11
<b>TOTAL LICENSE BUREAU</b>	<b>330,325.15</b>	<b>268,369.11</b>
 <b>PINE CREEK GOLF COURSE (613)</b>		
Unreserved	-56,429.67	-5,024.41
<b>TOTAL GOLF COURSE</b>	<b>-56,429.67</b>	<b>-5,024.41</b>
 <b>ICE ARENA (615)</b>		
Unreserved	-229,864.18	-210,091.02
	-229,864.18	-210,091.02
 <b>TOTAL FUNDS</b>	<b>\$4,719,575.42</b>	<b>\$3,579,317.54</b>

CITY OF LA CRESCENT  
CASH & INVESTMENT ANALYSIS  
NOVEMBER 30, 2021

PETTY CASH & CASH DRAWERS	1,500.00
NOW CHECKING (5000047)/SWEEP ACCT	2,079,703.34
PSN DEPOSITORY ACCT (40031122)	3,182.56
HOME FEDERAL SAVINGS ACCT (4000061304)	183,310.16
PINE CREEK GOLF COURSE (9191115)	3,026.95
ICD SECURITIES, INC. MM (33682956)	2,063.41
MULTI-BANK SECURITIES, INC. - MM	3,531.12
MULTI-BANK SECURITIES, INC. - GOVT SEC.	0.00
MULTI-BANK SECURITIES, INC. - CD'S	938,000.00
ICD SECURITIES, INC. CD'S	365,000.00
	<u>\$3,579,317.54</u>

<u>TOTAL INVESTMENTS-THIS YEAR</u>	
MONEY MARKET, TREAS INDEX & CASH ACCTS	2,276,317.54
CD'S	1,303,000.00
GOVERNMENT SECURITIES	0.00
	<u>3,579,317.54</u>
RATES ON INVESTMENTS	0.10% - 2.65%

<u>TOTAL INVESTMENTS-LAST YEAR</u>	
MONEY MARKET, TREAS INDEX & CASH ACCTS	2,049,357.27
CD'S	1,504,346.91
GOVERNMENT SECURITIES	0.00
	<u>3,553,704.18</u>
RATES ON INVESTMENTS	0.10% - 2.65%



# 1.4

## Report Criteria:

Actual Amounts  
All Accounts  
Include FUNDS: 211  
Page and Total by FUND  
All Segments Tested for Total Breaks

Account Number	Title	Debit Amount	Credit Amount
211-10000	CASH & INVESTMENTS		54,791.25-
211-10200	PETTY CASH-LIBRARY	.00	
211-10450	INTEREST RECEIVABLE	.00	
211-10700	TAXES RECEIVABLE DELINQUENT	753.03	
211-11550	ACCTS RECEIVABLE - OTHER	.00	
211-13203	DUE FROM COUNTY	.00	
211-15500	PREPAID INSURANCE	2,129.66	
211-20200	ACCOUNTS PAYABLE		1,862.90-
211-21500	ACCRUED INTEREST PAYABLE		173.55-
211-21600	ACCRUED WAGES/SAL PAYABLE	.00	
211-22810	SALES TAX PAYABLE-LIBRARY	.00	
211-25300	FUND BALANCE	33,019.94	
211-31013	LIBRARY TAX REVENUE		93,946.29-
211-31014	HOUSTON COUNTY LIBRARY LE		44,150.94-
211-31051	EXCESS TIF REVENUE REFUND	.00	
211-33161	FEDERAL CARES ACT FUNDS	.00	
211-33402	MARKET VALUE HOMESTEAD CREDIT	.00	
211-33620	WINONA COUNTY FUNDING		1,727.71-
211-34761	SELCO LIBRARY GRANT	.00	
211-34762	COPY MACHINE REVENUE		661.20-
211-34763	COMPUTER PRINTER REVENUE		848.02-
211-35103	FINES		1,030.60-
211-36200	MISCELLANEOUS INCOME	.00	
211-36210	INTEREST ON INVESTMENTS	.00	
211-36230	CONTRIBUTIONS		12,276.31-
211-36232	SUMMER SPONSORS		1,350.00-
211-36233	CONTRIBUTION-LA CRESC. TWN SHP		3,000.00-
211-36236	COMPUTER FUND REVENUE	.00	
211-36238	GRANT/SCHOLARSHIP FUNDING	.00	
211-36241	INSURANCE REIMBURSEMENT	.00	
211-36243	ACE CAPITAL CREDITS	.00	
211-39200	FRIENDS OF THE LIBRARY	.00	
211-39201	TRANSFER FROM GEN. FUND	.00	
211-45500-101	WAGES - FULL-TIME	81,231.37	
211-45500-102	OVERTIME PAY	23.40	
211-45500-103	WAGES - PART-TIME	24,419.99	
211-45500-111	SEVERANCE PAY	.00	
211-45500-121	EMPLOYER FICA EXPENSE	7,864.72	
211-45500-122	PERA CONTRIBUTIONS	7,529.51	
211-45500-131	EMPLOYER PAID HEALTH INS	10,574.30	
211-45500-152	WORKERS COMP BENEFITS	.00	
211-45500-200	LIBRARY OFFICE SUPPLIES	856.73	
211-45500-202	COPY MACHINE SUPPLIES	.00	
211-45500-203	COMPUTER PRINTER SUPPLIES	.00	
211-45500-211	CLEANING & SANITARY SUPPLIES	398.66	
211-45500-220	PROGRAM SUPPLIES	2,344.92	
211-45500-221	WINTER READING PROG EXPENSES	351.69	
211-45500-310	OTHER CONTRACTED SERVICES	3,332.01	
211-45500-321	TELEPHONE-LIBRARY	1,559.26	

Account Number	Title	Debit Amount	Credit Amount
211-45500-322	POSTAGE-LIBRARY	123.06	
211-45500-331	TRAVEL EXPENSES	328.20	
211-45500-350	PRINTING AND PUBLISHING	215.00	
211-45500-360	INSURANCE	4,123.67	
211-45500-381	UTILITIES-ELECTRIC	1,883.23	
211-45500-382	UTILITIES-WATER/SEWER	276.63	
211-45500-383	UTILITIES-GAS	656.74	
211-45500-384	REFUSE DISPOSAL	110.00	
211-45500-401	REPAIR/MAINT-BUILDINGS	11.98	
211-45500-404	REPAIR/MAINT-EQUIPMENT	.00	
211-45500-406	REPAIR/MAINT-COMPUTERS	4,145.00	
211-45500-414	LIMITED ACCESS LINE	16,245.01	
211-45500-415	RENTALS-OTHER EQUIPMENT	66.00	
211-45500-430	MISCELLANEOUS	.00	
211-45500-432	UNCOLLECTIBLE ACCOUNTS	.00	
211-45500-433	DUES & MEMBERSHIPS	49.00	
211-45500-434	LEGACY GRANT EXPENDITURES	.00	
211-45500-504	BOOKS - GRANT FUNDED	1,499.86	
211-45500-505	BOOKS,PERIODICALS,VIDEOS ETC	8,173.58	
211-45500-506	PROCESSING MATERIALS	1,164.11	
211-45500-520	C.O.-BUILDINGS-LIBRARY	.00	
211-45500-570	OFFICE EQUIP. & FURNISHINGS	.00	
211-45500-575	C.O.-COMPUTER EQUIPMENT	.00	
211-45500-580	C.O. OTHER EQUIPMENT	.00	
211-45500-610	INTEREST EXPENSE	358.51	
Total LIBRARY FUND:		215,818.77	215,818.77-
Net Loss:			20,925.07
Grand Totals:		215,818.77	215,818.77-
Net Loss:			20,925.07

## Report Criteria:

Actual Amounts  
All Accounts  
Include FUNDS: 211  
Page and Total by FUND  
All Segments Tested for Total Breaks

Account Number	Account Title	2019 Pri Year 2 Actual	2020 Pri Year Actual	01/21-11/21 Cur YTD Actual	2021 Cur Year Budget	2021 Cur Year Unexpended
<b>LIBRARY FUND</b>						
<b>TAXES</b>						
211-31013	LIBRARY TAX REVENUE	154,846	164,106	93,946	170,873	76,927
211-31014	HOUSTON COUNTY LIBRARY LE	46,642	43,457	44,151	44,109	42-
211-31051	EXCESS TIF REVENUE REFUND	.00	.00	.00	.00	.00
Total TAXES:		201,488	207,563	138,097	214,982	76,885
<b>INTERGOVERNMENTAL AID</b>						
211-33161	FEDERAL CARES ACT FUNDS	.00	2,018	.00	.00	.00
211-33402	MARKET VALUE HOMESTEAD CREDIT	.00	.00	.00	.00	.00
211-33620	WINONA COUNTY FUNDING	3,022	3,455	1,728	3,113	1,385
Total INTERGOVERNMENTAL AID:		3,022	5,472	1,728	3,113	1,385
<b>PUBLIC CHARGES FOR SERVICE</b>						
211-34761	SELCO LIBRARY GRANT	.00	.00	.00	.00	.00
211-34762	COPY MACHINE REVENUE	855	565	661	500	161-
211-34763	COMPUTER PRINTER REVENUE	730	449	848	500	348-
Total PUBLIC CHARGES FOR SERVICE:		1,585	1,014	1,509	1,000	509-
<b>FINES &amp; FORFEITURES</b>						
211-35103	FINES	2,105	891	1,031	1,000	31-
Total FINES & FORFEITURES:		2,105	891	1,031	1,000	31-
<b>SPECIAL ASSESSMENTS</b>						
211-36200	MISCELLANEOUS INCOME	.00	.00	.00	.00	.00
211-36210	INTEREST ON INVESTMENTS	56	.00	.00	.00	.00
211-36230	CONTRIBUTIONS	18,204	15,345	12,276	4,000	8,276-
211-36232	SUMMER SPONSORS	1,724	.00	1,350	1,500	150
211-36233	CONTRIBUTION-LA CRESC. TWNSHP	3,000	.00	3,000	3,000	.00
211-36236	COMPUTER FUND REVENUE	2,000	1,665	.00	.00	.00
211-36238	GRANT/SCHOLARSHIP FUNDING	275	.00	.00	.00	.00
211-36241	INSURANCE REIMBURSEMENT	.00	.00	.00	.00	.00
211-36243	ACE CAPITAL CREDITS	104	109	.00	.00	.00
Total SPECIAL ASSESSMENTS:		25,364	17,119	16,626	8,500	8,126-
<b>OTHER FINANCING SOURCES</b>						
211-39200	FRIENDS OF THE LIBRARY	.00	.00	.00	2,073	2,073
211-39201	TRANSFER FROM GEN. FUND	.00	.00	.00	.00	.00
Total OTHER FINANCING SOURCES:		.00	.00	.00	2,073	2,073
<b>LIBRARY EXPENSES</b>						
211-45500-101	WAGES - FULL-TIME	92,747	93,415	81,231	85,937	4,706
Budget notes:						
Library Director & Library Assistant						
211-45500-102	OVERTIME PAY	.00	22	23	.00	23-
211-45500-103	WAGES - PART-TIME	32,730	29,911	24,420	30,228	5,808
211-45500-111	SEVERANCE PAY	16,731	3,323	.00	.00	.00
211-45500-121	EMPLOYER FICA EXPENSE	10,392	9,422	7,865	8,887	1,022
Budget notes:						
7.65%						

Account Number	Account Title	2019 Pri Year 2 Actual	2020 Pri Year Actual	01/21-11/21 Cur YTD Actual	2021 Cur Year Budget	2021 Cur Year Unexpended
211-45500-122	PERA CONTRIBUTIONS	8,959	8,322	7,530	8,552	1,022
Budget notes: 7.5%						
211-45500-131	EMPLOYER PAID HEALTH INS	29,789	11,064	10,574	20,412	9,838
211-45500-152	WORKERS COMP BENEFITS	.00	.00	.00	.00	.00
211-45500-200	LIBRARY OFFICE SUPPLIES	2,431	1,179	857	2,200	1,343
211-45500-202	COPY MACHINE SUPPLIES	.00	.00	.00	.00	.00
211-45500-203	COMPUTER PRINTER SUPPLIES	732	31	.00	700	700
211-45500-211	CLEANING & SANITARY SUPPLIES	137	324	399	600	201
211-45500-220	PROGRAM SUPPLIES	1,708	1,865	2,345	2,800	455
211-45500-221	WINTER READING PROG EXPENSES	.00	.00	352	.00	352-
211-45500-310	OTHER CONTRACTED SERVICES	3,652	3,529	3,332	4,500	1,168
211-45500-321	TELEPHONE-LIBRARY	1,626	1,731	1,559	1,800	241
211-45500-322	POSTAGE-LIBRARY	136	131	123	300	177
211-45500-331	TRAVEL EXPENSES	1,428	41	328	500	172
211-45500-350	PRINTING AND PUBLISHING	200	.00	215	300	85
211-45500-360	INSURANCE	4,257	4,789	4,124	4,250	126
211-45500-381	UTILITIES-ELECTRIC	2,193	2,044	1,883	3,300	1,417
211-45500-382	UTILITIES-WATER/SEWER	392	336	277	400	123
211-45500-383	UTILITIES-GAS	1,010	713	657	1,200	543
211-45500-384	REFUSE DISPOSAL	120	120	110	120	10
211-45500-401	REPAIR/MAINT-BUILDINGS	173	2,861	12	400	388
211-45500-404	REPAIR/MAINT-EQUIPMENT	1	.00	.00	.00	.00
211-45500-406	REPAIR/MAINT-COMPUTERS	4,145	5,799	4,145	4,145	.00
211-45500-414	LIMITED ACCESS LINE	17,207	16,084	16,245	25,000	8,755
211-45500-415	RENTALS-OTHER EQUIPMENT	72	1,350	66	120	54
Budget notes: Water Cooler						
211-45500-430	MISCELLANEOUS	.00	.00	.00	.00	.00
211-45500-432	UNCOLLECTIBLE ACCOUNTS	.00	.00	.00	.00	.00
211-45500-433	DUES & MEMBERSHIPS	282	407	49	195	146
211-45500-434	LEGACY GRANT EXPENDITURES	.00	.00	.00	.00	.00
211-45500-504	BOOKS - GRANT FUNDED	.00	1,231	1,500	.00	1,500-
211-45500-505	BOOKS,PERIODICALS,VIDEOS ETC	10,841	6,583	8,174	11,000	2,826
211-45500-506	PROCESSING MATERIALS	1,239	653	1,164	1,200	36
211-45500-520	C.O.-BUILDINGS-LIBRARY	.00	.00	.00	.00	.00
211-45500-570	OFFICE EQUIP. & FURNISHINGS	2,675	1,992	.00	.00	.00
211-45500-575	C.O.-COMPUTER EQUIPMENT	.00	.00	.00	.00	.00
211-45500-580	C.O. OTHER EQUIPMENT	.00	.00	.00	.00	.00
211-45500-610	INTEREST EXPENSE	1,297	584	359	1,480	1,121
Total LIBRARY EXPENSES:		249,301	209,855	179,916	220,526	40,610
LIBRARY FUND Revenue Total:		233,563	232,060	158,991	230,668	71,676
LIBRARY FUND Expenditure Total:		249,301	209,855	179,916	220,526	40,610
Net Total LIBRARY FUND:		15,738-	22,205	20,925-	10,142	31,067
Net Grand Totals:		15,738-	22,205	20,925-	10,142	31,067

5:30 Public Meeting



TO: Honorable Mayor and City Council Members  
FROM: Bill Waller, City Administrator *Bill*  
DATE: December 15, 2021  
RE: MS4 Stormwater Annual Meeting

City Engineer Tim Hruska will be in attendance at the meeting to conduct the City's annual stormwater meeting. This is one of the requirements of the City's stormwater permit, and the annual report that is submitted to the MPCA. A copy of the public meeting notice is included.

This public meeting satisfies one of the requirements of the public participation/involvement sections of the stormwater permit. At this meeting the public is given the opportunity to review and comment on the SWPPP. A copy of the current SWPPP is included.

In 2022 we intend to propose that Jason Ludwigson's contract as the Sustainability Coordinator with the City of La Crescent be expanded to include the development and implementation of a public education, outreach and public involvement program. A draft copy of the proposed implementation plan is included. Jason Ludwigson will be in attendance at the meeting to review the program with the City Council.

A copy of the City's current stormwater permit is also included.

## PUBLIC INFORMATIONAL MEETING

Notice is hereby given that the City Council of the City of La Crescent will hold a public informational meeting regarding the City of La Crescent's Storm Water Pollution Prevention Program (SWPPP) at the La Crescent City Hall, 315 Main Street, in said City on Monday, December 20<sup>th</sup>, 2021, at 5:30 p.m. The public informational meeting will include a review of the NPDES permit requirements and the City's SWPPP. A copy of the City's SWPPP is available for review at the La Crescent City Hall, 315 Main Street.

All persons having an interest in the matter will be given opportunity to be heard with reference thereto.

Dated: December 10, 2021

Bill Waller  
City Administrator  
P.O. Box 142  
La Crescent, MN 55947

CITY OF LA CRESCENT  
SWPPP  
JANUARY 2018

### Self-Assessment Description

Before beginning to select BMPs and Measurable Goals, city staff undertook a self-assessment of the City of La Crescent's storm water system. This was an evaluation of the City of La Crescent's conditions, needs, and practices. The objective of this process was to provide a knowledge base upon which to structure the City's SWPPP in order to meet the permits maximum extent practicable standard.

Materials included in the League of Minnesota Cities NPDES Phase II MS4 Guide Plan guided the self-assessment. This self-assessment process had two major components:

- The first workshop session organized as part of the League of Minnesota Cities Guide plan project included a self-assessment component led by Pat Collins of AMEC Earth & Environmental. This included:
  - < Discussion of physical and socio-political watershed and organizational conditions and issues that should guide the selection of BMPs and Measurable Goals.
  - < Review of two examples of cities with different characteristics to demonstrate how local conditions should shape the selections of BMPs and Measurable Goals.
  - < A series of exercises in which we considered the local conditions for our community and how they should guide our selection of BMPs and Measurable Goals.
- After the workshop session, we worked with the NPDES Phase II Program Assessment Questionnaire that was included in the League of Minnesota Cities Guide Plan notebook. This was a twelve-page document with a comprehensive list of questions that we used to guide us through a self-assessment activity, including consideration of a wide range of storm water approaches.

These items represent the City of La Crescent's knowledge of the local storm water system and the conditions that shape it. The City of La Crescent will use the results of this self-assessment process to guide the selection of BMPs and Measurable Goals that make up the SWPPP for the Permit Application.

Based on the self-assessment process, the City of La Crescent has considered the following factors in order to meet the Maximum Extent Practicable standard set forth in the permit:

- Sources of pollutants
- Potentially polluting activities being conducted in the watershed
- Sensitivity of receiving waters
- Uses of receiving waters
- Specific local concerns
- The size of the City of La Crescent
- Climate
- Implementation schedules

- Current ability to finance storm water programs
- Hydrology
- Geology
- Capacity to perform operation and maintenance
- Local land uses
- Rate and type of development
- Characteristics of our the City's watershed
- Organizational characteristics of the City of La Crescent.

In addition to the self-assessment process discussed above, the City of La Crescent has also considered the following non-storm water discharges to determine whether they should be identified as significant contributors of pollutants to the City's storm water system:

- Water line flushing
- Landscape irrigation
- Diverted stream flows
- Rising ground waters
- Uncontaminated ground water infiltration
- Uncontaminated pumped ground water
- Discharges from potable water sources
- Foundation drains
- Air conditioning condensation
- Irrigation water
- Springs
- Water from crawl space pumps
- Footing drains
- Lawn watering
- Individual residential car washing
- Flows from riparian habitats and wetlands
- Dechlorinated swimming pool discharges
- Street wash water
- Discharge or flows from fire fighting activities

During the self-assessment process, the City of La Crescent did not find any of the above referenced non-storm water discharges listed above to be significant contributors to the storm water system.



## Minimum Control Measure Summary

This document summarizes the BMPs chosen by the City of La Crescent. Each BMP is categorized into one or more Minimum Control Measures to meet the Maximum Extent Practicable standard set in the Permit requirements. Where a BMP addresses more than one MCM, it is listed under every appropriate MCM.

### Public Education and Outreach

- 1a-1 Distribute Educational Materials
- 1a-2 Illicit Discharge
- 1b-1 Implementation Plan
- 1c-1 Documentation

### Public Participation/Involvement

- 2a-1 Comply with Public Notice Requirements
- 2a-2 Solicit Public Input and opinion on the Adequacy of the SWPPP
- 2a-3 Consider Public Input
- 2b-1 Document Written Input
- 2b-2 Document Responses
- 2b-3 Document Event
- 2b-4 Document Notice

### Illicit Discharge, Detection and Elimination

- 3a-1 Storm Sewer System Map
- 3b-1 Regulatory Control Program
- 3c-1 Illicit Discharge Detection and Elimination Plan
- 3d-1 Detecting and Tracking the Source
- 3e-1 Employee Illicit Discharge Information Program
- 3f-1 Identification of Priority Areas
- 3g-1 Timely Response
- 3h-1 Documentation

### Construction Site Stormwater Runoff Control

- 4a- Regulatory Mechanism
- 4a-1 Minimize Erosion
- 4a-2 Minimize Discharge
- 4a-3 Dewatering Activities
- 4a-4 Site Inspections/Rainfall Records

- 4a-5 BMP Maintenance
- 4a-6 Solid and Hazardous Waste Management
- 4a-7 Final Stabilization
- 4a-8 Temporary Sediment Basins
- 4b- Site Plan Review
- 4c- Public Input
- 4d - Site Inspections
- 4e- ERPs
- 4f- Documentation

#### Post-Construction Stormwater Management in New Development and Redevelopment

- 5a- Regulatory Mechanisms
- 5a-1 Plan Review and Approval
- 5a-2 Post-Construction Management Program
- 5a-2-a New Developments
- 5a-2-b Redevelopment Projects
- 5a-3 Management Limitations and Expectations
- 5a-3a Limitations
- 5a-3b Exceptions
- 5a-4 Mitigation Provision
- 5a-5 Long-Term Maintenance

#### Pollution Prevention/Good Housekeeping

- 6a- Facilities Inventory
- 6b N/A
- 6c N/A
- 6d Pond Assessment Procedures
- 6e Inspections
- 6f Maintenance
- 6g Employee Training
- 6h Documentation

#### Organizational Structure

The City of La Crescent has a Mayor and four City Council members, and 23 full-time City employees. The City Administrator-Public Works Director, the Utility/Maintenance Supervisor, and the City Engineer will be the individuals directly involved in the City's stormwater management program.



# Stormwater Public Education, Outreach and Public Involvement Program 2022 Implementation Plan

# DRAFT

## TABLE OF CONTENTS

Section 1: Introduction

Section 2: Partnerships

Section 3: Implementation Plan—Target Audiences

*General Public*

*Students*

*Contractors*

*Developers & Private BMP Owners*

*Design Engineers*

*Local Businesses*

#### Section 4: Annual Evaluation and Documentation

### **Section 1: Introduction**

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

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

### **Section 2: Partnerships**

- **Houston and Winona County Soil & Water Conservation Districts (SWCD):** The City works with the SWCD's to create and coordinate public education. The City relies on SWCD staff expertise to provide educational assistance during stormwater improvement projects..
- **Hamline University:** The City coordinates with Hamline University to implement the St. Cloud-based Adopt-a-Storm Drain program. This program started in the City of La Crescent in 2021.
- **Local Artists:** The City works with local community artist(s) to implement the Storm Drain Art Program.
- **La Crescent Service Clubs (Health Community Partnership, Rotary Club of La Crescent, and Lions)** provides volunteer resources and assist with education outreach for the stormwater program.
- **La Crosse Urban Stormwater Group.** The city partners with the group to create a Soak It Up Award for the City of La Crescent.

- **Local Businesses and Community Groups** provide participants for stormwater outreach/volunteer programs and opportunities to distribute education materials. The city will work with the local Chamber of Commerce to distribute education materials.
- **Houston County Highway Department** partners with the city on road projects within the city limits to identify and limit stormwater runoff.

### **Section 3: Implementation Plan**

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

#### **Target Audience: General Public**

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

<b>ACTIVITY/PROGRAM: Rain Garden Education Program</b>	
Objectives	Rain Garden Street Reconstruction Program
Schedule	Annually
Documentation	File Location

<b>ACTIVITY/PROGRAM: Adopt-a-Storm Drain</b>	
Objectives	<p>Attend local events to encourage residents to adopt storm drains and keep them clear.</p> <p>Promote the Adopt-a-Drain program through various media and marketing strategies.</p> <p>Goal to have at least 50 new drains adopted in 2021 and maintain current adoptions.</p> <p>Promote the Adopt-a-Drain program to City building managers with a goal to have each City building adopt at least one drain.</p>
Schedule	<p>Spring promotion blitz (e.g. press release, newsletter, social media, paid advertising, door hangers)</p> <p>Attend at least three events annually to promote the program.</p> <p>Annually promote and market the program.</p>
Documentation	File Location

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

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

**ACTIVITY/PROGRAM: Storm Drain Art Program**

Objectives	Partner with the local art community, artists, events and/or groups to implement a storm drain art program to provide public education and involvement/participation opportunities.  Implement art on at least 3 storm drains in 2022.  Finalize designs for at least 6 storm drains in 2022.
Schedule	At least 1 storm drain art event annually.
Documentation	File Location

**ACTIVITY/PROGRAM: Storm Drain Marking**

Objectives	Provide public opportunities to participate in the City's storm drain marking program.  Use partnerships with United Way, HCP, Lions, Rotary, and neighborhood contacts to recruit volunteers.
Schedule	Annually
Documentation	File Location

**ACTIVITY/PROGRAM: Stormwater Education Mailings**

Objectives	Distribute at least one annual stormwater education mailing through the City's Newsletter.  Distribute targeted mailings to residents within stormwater improvement project areas.  Distribute targeted mailings to areas of specific pollution prevention concern (e.g. yard waste).
Schedule	Annually
Documentation	File Location

**ACTIVITY/PROGRAM: Stormwater Education Presentations**

Objectives	Provide stormwater education presentations to groups and organizations as requested.
Schedule	At least one presentation/general education distribution annually.
Documentation	File Location



<b>ACTIVITY/PROGRAM: Deicing Salt Education</b>	
Objectives	<p>Distribute deicing salt educational materials and outreach through Chamber of Commerce, City social media, Adopt-a-Drain program, and faith based organizations. Education will include at a minimum the impacts of deicing salt use on receiving waters, methods to reduce deicing salt use, and proper storage of salt or other deicing materials.</p> <p>Additional education distribution for problem areas will occur as necessary.</p>
Schedule	Annually
Documentation	<a href="#">File Location</a>
<b>ACTIVITY/PROGRAM: Pet Waste Education</b>	
Objectives	<p>Utilize the city newsletter to distribute general pet waste public education.</p> <p>Distribute education to pet owners when they renew the dog-license each year. The information will focus on the impacts of pet waste on receiving waters, proper management of pet waste, and City ordinances prohibiting improper disposal of pet waste.</p>
Schedule	Annually
Documentation	File Location

### **Target Audience: Students**

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

<b>ACTIVITY/PROGRAM: Water Festivals, Science Rocks/Science Fest</b>	
Objectives	<p>Partner with the Houston and Winona County SWCD to implement Water Festivals educating all area fourth graders about water quality information.</p> <p>City staff will provide a presentation at each Waterfestival.</p>
Schedule	Participate in at least one event annually.
Documentation	File Location



**ACTIVITY/PROGRAM: Stormwater Education Presentations**

Objectives	Provide annual stormwater education presentations to LCHS classes (e.g. LCHS Environmental Science class) and for local schools and student organizations as requested.
Schedule	At least one presentation annually
Documentation	File Location

**Target Audience: Contractors**

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

**ACTIVITY/PROGRAM: Deicing Salt Education**

Objectives	Distribute deicing salt educational materials directly to private contractors at least once during the MS4 permit cycle.  Additional education distribution for problem areas will occur as necessary.
Schedule	Annually
Documentation	File Location

**ACTIVITY/PROGRAM: Land Disturbance Permit Information**

Objectives	Distribute erosion control packet for all approved building permits within the city.
Schedule	Record number of erosion control packets distributed each year.
Documentation	City Website File Location

**Target Audience: Developers & Private BMP Owners**

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

**ACTIVITY/PROGRAM: Distribute Education Materials**

Objectives	Distribute educational materials and guidance as requested to private structural stormwater BMP owners and developers.
------------	--

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

### **Target Audience: Design Engineers**

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

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

### **Target Audience: Local Businesses**

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

<b>ACTIVITY/PROGRAM: Identification of High Priority Businesses</b>	
Objectives	Identify high priority businesses/locations to receive targeted education. Focus may be on businesses/locations of past concern, industrial stormwater permit holders and/or business types/locations



	that have a higher potential to generate pollutants as identified in the illicit discharge program priority area assessment.
Schedule	Annually
Documentation	File Location

#### **ACTIVITY/PROGRAM: Deicing Salt Education**

Objectives	Distribute deicing salt educational materials directly to businesses, commercial facilities and institutions as necessary.
Schedule	Annually
Documentation	File Location

### **Section 4: Annual Evaluation and Documentation**

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

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



REVIEW AND REVISE DOCUMENTATION

REVISION #	DATE	AUTHOR	SUMMARY OF CHANGES
0	MAY 2022	JL	2020 ORIGINAL DOCUMENT/PLAN FINALIZED
1	JANUARY 2023	JL	ANNUAL REVIEW AND UPDATE OF DOCUMENT

REVIEWED:

\_\_\_\_\_  
STORMWATER SUSTAINABILITY COORDINATOR

\_\_\_\_\_  
DATE

APPROVED:

\_\_\_\_\_  
CITY ADMINISTRATOR

\_\_\_\_\_  
DATE



520 Lafayette Road North | St. Paul, Minnesota 55155-4194 | 651-296-6300

800-657-3864 | Use your preferred relay service | [info.pca@state.mn.us](mailto:info.pca@state.mn.us) | Equal Opportunity Employer

October 12, 2021

Bill Waller  
City of La Crescent  
315 Main Street  
La Crescent, MN 55947-0142

RE: Issuance of Coverage under the Small Municipal Separate Storm Sewer Systems General Permit MNR040000 for city of La Crescent MS4

Dear Bill Waller:

In accordance with Minn. R. 7001.0140, the Minnesota Pollution Control Agency (MPCA) is issuing coverage under the Small Municipal Separate Storm Sewer System (MS4) General Permit MNR040000 (MS4 General Permit) to the city of La Crescent MS4, effective October 12, 2021. Enclosed is your official Notice of Coverage, which includes the above referenced MS4 General Permit requirements.

Our final decision to issue permit coverage was based on the following:

- You submitted a complete application; and
- No applicable comments were received or all applicable comments received have been addressed.

If you were covered under the August 1, 2013, MS4 General Permit, coverage under that permit is immediately terminated as of the date on this letter.

You must:

- Comply with the requirements of the MS4 General Permit and your Stormwater Pollution Prevention Program (SWPPP) Document;
- Meet the new requirements in the MS4 General Permit within 12 months of the date of receiving permit coverage;
- Retain your SWPPP Document and all records pertinent to it for at least three (3) years beyond the term of the MS4 General Permit;
- Report on activities that were required or committed to under the previous permit. Your annual report, due June 30 of each year, must cover all activities and permit requirements of the previous calendar year regardless which permit those activities are conducted under; and
- Retain this letter as documentation of your coverage under the MS4 General Permit.

The issuance of coverage does not preclude the MPCA from conducting inspections or audits.

Bill Waller  
Page 2  
October 12, 2021

If you have questions, please contact Nick Nistler at 218-302-6670 or [nicholas.nistler@state.mn.us](mailto:nicholas.nistler@state.mn.us).

Sincerely,

*Duane Duncanson*

*This document has been electronically signed.*

Duane Duncanson  
Supervisor  
Municipal Stormwater Unit  
Municipal Division

DD/NN:map

cc: Activity GEN20180001 @ AI ID 90809





AUTHORIZATION TO DISCHARGE STORMWATER  
ASSOCIATED WITH SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEMS  
UNDER THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)/  
STATE DISPOSAL SYSTEM (SDS) PROGRAM  
MS400097

Permittee: City of La Crescent  
Coverage issuance date: October 12, 2021  
Expiration date: November 15, 2025

The state of Minnesota, on behalf of its citizens through the Minnesota Pollution Control Agency (MPCA), authorizes the Permittee to operate a small municipal separate storm sewer system (MS4) and to discharge from the small MS4 to receiving waters, in accordance with the requirements of the Small Municipal Separate Storm Sewer Systems General Permit MNR040000 (General Permit).

The goal of the General Permit is to reduce pollutant levels in point source discharges and protect water quality in accordance with the U.S. Clean Water Act, Minnesota statutes and rules, and federal laws and regulations.

The MPCA issued the General Permit on November 16, 2020, however the permittee received coverage under the General Permit on the coverage issuance date identified above. The General Permit expires at midnight on the expiration date identified above.

Signature: *Duane Duncanson* for the Minnesota Pollution Control Agency  
This document has been electronically signed.  
Duane Duncanson  
Supervisor  
Municipal Stormwater Unit  
Municipal Division

If you have questions about the General Permit, including specific permit requirements, permit reporting, or permit compliance status, please contact the MPCA at:

Municipal Stormwater Program  
Municipal Division  
Minnesota Pollution Control Agency  
520 Lafayette Road North  
St. Paul, Minnesota 55155-4194  
Telephone: 651-296-6300 or toll free in Minnesota: 800-657-3864

## Table of Contents

	Page
1.1 Eligibility .....	3
2.1 Authorized Stormwater Discharges .....	3
3.1 Authorized Non-Stormwater Discharges .....	3
4.1 Limitations on Authorization .....	3
5.1 Permit Authorization.....	3
6.1 Transfer of Ownership or Control.....	4
7.1 Issuance of Individual Permits .....	4
8.1 Rights and Responsibilities .....	4
9.1 Application for Reissuance.....	4
10.1 New Permittee Applicants .....	4
11.1 Existing Permittee Applicants .....	4
12.1 Stormwater Pollution Prevention Program (SWPPP) Document.....	4
13.1 Stormwater Pollution Prevention Program (SWPPP) .....	6
14.1 Mapping .....	6
15.1 Minimum Control Measures (MCMs).....	6
16.1 MCM 1: Public Education and Outreach.....	6
17.1 MCM 2: Public Participation/Involvement .....	7
18.1 MCM 3: Illicit Discharge Detection and Elimination .....	8
19.1 MCM 4: Construction Site Stormwater Runoff Control.....	10
20.1 MCM 5: Post-Construction Stormwater Management.....	12
21.1 MCM 6: Pollution Prevention/Good Housekeeping For Municipal Operations .....	15
22.1 Discharges to Impaired Waters with a USEPA-Approved TMDL that includes an Applicable WLA.....	17
23.1 Alum or Ferric Chloride Phosphorus Treatment Systems.....	18
24.1 Stormwater Pollution Prevention Program (SWPPP) Modification.....	19
25.1 Annual Assessment, Annual Reporting, and Recordkeeping.....	20
26.1 General Conditions .....	20
27.1 Definitions.....	22
Appendix A: Alum or Ferric Chloride Phosphorus Treatment Systems .....	26
Appendix B: Schedules.....	27



1.1	<b>Eligibility.</b> [Minn. R. 7090]
1.2	To be eligible for authorization to discharge stormwater under the Small Municipal Separate Storm Sewer Systems General Permit (General Permit), the applicant must be an owner and/or operator (owner/operator) of a small Municipal Separate Storm Sewer System (MS4) and meet one or more of the criteria requiring permit issuance as specified in Minn. R. 7090.1010. [Minn. R. 7090.1010]
2.1	<b>Authorized Stormwater Discharges.</b> [Minn. R. 7090]
2.2	The General Permit authorizes stormwater discharges from small MS4s as defined in 40 CFR 122.26(b)(16). [Minn. R. 7090]
3.1	<b>Authorized Non-Stormwater Discharges.</b> [Minn. R. 7090]
3.2	The following categories of non-stormwater discharges or flows are authorized under the General Permit to enter the permittee's small MS4 only if the permittee does not identify them as significant contributors of pollutants (i.e., illicit discharges), in which case the discharges or flows must be addressed in the permittee's Stormwater Pollution Prevention Program (SWPPP): water line flushing, landscape irrigation, diverted stream flows, rising groundwaters, uncontaminated groundwater infiltration (as defined at 40 CFR 35.2005(b)(20)), uncontaminated pumped groundwater, discharges from potable water sources, foundation drains, air conditioning condensation, irrigation water, springs, water from crawl space pumps, footing drains, lawn watering, individual residential car washing, flows from riparian habitats and wetlands, dechlorinated swimming pool discharges, street wash water, and discharges or flows from firefighting activities. [Minn. R. 7090]
4.1	<b>Limitations on Authorization.</b> [Minn. R. 7090]
4.2	<p>The following discharges or activities are not authorized by the General Permit:</p> <ul style="list-style-type: none"> <li>a. non-stormwater discharges, except those authorized by the permittee in item 3.2;</li> <li>b. discharges of stormwater to the small MS4 from activities requiring a separate NPDES/SDS permit. The General Permit does not replace or satisfy any other permitting requirements;</li> <li>c. the General Permit does not replace or satisfy any environmental review requirements, including those under the Minnesota Environmental Policy Act (Minn. Stat. 116D), or the National Environmental Policy Act (42 U.S.C. 4321 et seq.);</li> <li>d. the General Permit does not replace or satisfy any review requirements for endangered or threatened species, from new or expanded discharges that adversely impact or contribute to adverse impacts on a listed endangered or threatened species, or adversely modify a designated critical habitat;</li> <li>e. the General Permit does not replace or satisfy any review requirements for historic places or archeological sites, from new or expanded discharges which adversely affect properties listed or eligible for listing in the National Register of Historic Places or affecting known or discovered archeological sites; and</li> <li>f. discharges to prohibited outstanding resource value waters pursuant to Minn. R. 7050.0335, subp. 3.</li> </ul> <p>Only the permittee's small MS4 and the portions of the storm sewer system that are under the permittee's operational control are authorized by the General Permit. [Minn. R. 7090]</p>
5.1	<b>Permit Authorization.</b> [Minn. R. 7001]
5.2	The applicant must submit a complete application in accordance with Sections 9 through 12 in order to obtain authorization to discharge stormwater from a small MS4 under the General Permit. [Minn. R. 7001]
5.3	<p>The Commissioner reviews the General Permit application for completeness. After review, the Commissioner will do one of the following:</p> <ul style="list-style-type: none"> <li>a. if an application is determined to be incomplete, the Commissioner will notify the applicant in writing, indicate why the application is incomplete, and request that the applicant resubmit the application; or</li> <li>b. if an application is determined to be complete, the Commissioner will make a preliminary determination as to whether coverage under the General Permit should be issued or denied in accordance with Minn. R. 7001. [Minn. R. 7001]</li> </ul>
5.4	The Commissioner provides a public notice with the opportunity for a hearing on the preliminary determination to issue coverage under the General Permit. [Minn. R. 7001]
5.5	Upon receipt of written notification of final approval of the application from the Commissioner, the applicant is authorized to discharge stormwater from the small MS4 under the terms and conditions of the General Permit. [Minn. R. 7001]

6.1	<b>Transfer of Ownership or Control.</b> [Minn. R. 7001, Minn. R. 7090.0080]
6.2	Where the ownership or significant operational control of the small MS4 changes after the submittal of an application in accordance with Sections 9 through 12, the new owner/operator must submit a new application in accordance with Sections 9 through 12. [Minn. R. 7090]
7.1	<b>Issuance of Individual Permits.</b> [Minn. R. 7001]
7.2	The permit applicant may request an individual permit in accordance with Minn. R. 7001.0210, subp. 6, for authorization to discharge stormwater associated with a small MS4. [Minn. R. 7001.0210, subp. 6]
7.3	The Commissioner may require an individual permit for the permit applicant or permittee covered by a general permit, in accordance with Minn. R. 7001.0210, subp. 6. [Minn. R. 7001.0210, subp. 6]
8.1	<b>Rights and Responsibilities.</b> [Minn. R. 7001, Minn. R. 7090]
8.2	The Commissioner may modify the General Permit or issue other permits, in accordance with Minn. R. 7001, to include more stringent effluent limitations or permit requirements that modify or are in addition to the Minimum Control Measures of the General Permit, or both. These modifications may be based on the Commissioner's determination that such modifications are needed to protect water quality. [Minn. R. 7001]
8.3	The Commissioner may designate additional small MS4s for coverage under the General Permit in accordance with Minn. R. 7090. The owner/operator of a small MS4 that is designated for coverage must comply with the permit requirements by the dates specified in the Commissioner's determination. [Minn. R. 7090]
9.1	<b>Application for Reissuance.</b> [Minn. R. 7001]
9.2	If an existing permittee desires to continue permit coverage beyond the expiration date, the permittee must submit an application for permit reissuance: Due by 180 days prior to permit expiration. [Minn. R. 7001.0040, subp. 3]
10.1	<b>New Permittee Applicants.</b> [Minn. R. 7090]
10.2	To become a new permittee authorized to discharge stormwater under the General Permit, the owner/operator of a small MS4 must submit an application, on a form provided by the Agency, in accordance with the schedule in Appendix B, Table 3, and the following requirements: <ul style="list-style-type: none"> <li>a. submit Part 1 of the permit application (includes the permit application fee); and</li> <li>b. submit Part 2 of the permit application, also known as the Stormwater Pollution Prevention Program (SWPPP) document, in accordance with Section 12. [Minn. R. 7090]</li> </ul>
11.1	<b>Existing Permittee Applicants.</b> [Minn. R. 7090]
11.2	All existing permittees seeking to continue discharging stormwater associated with a small MS4 after the issuance date of the General Permit must submit Part 2 of the permit application: Due by 150 days after permit issuance. Existing permittees were required to submit Part 1 of the permit application prior to the expiration date (July 31, 2018) of the Agency's small MS4 general permit No.MNR040000, effective August 1, 2013. [Minn. R. 7090]
12.1	<b>Stormwater Pollution Prevention Program (SWPPP) Document.</b> [Minn. R. 7090]
12.2	All applicants must submit a SWPPP Document (i.e., Part 2 of the permit application) when seeking coverage under the General Permit. The SWPPP Document will become an enforceable part of the General Permit upon approval by the Agency. Modifications to the SWPPP Document that are required or allowed by the General Permit (see Section 24) will also become enforceable provisions. The applicant must submit the SWPPP Document on a form provided by the Agency. The applicant's SWPPP Document must include items 12.3 through 12.11, as applicable. [Minn. R. 7090]
12.3	The applicant must provide a description of partnerships with another regulated small MS4(s), into which the applicant has entered in order to satisfy one or more requirements of the General Permit. [Minn. R. 7090]
12.4	The applicant must provide a description of each program the applicant has developed and implemented to satisfy the Minimum Control Measure (MCM) requirements, including: <ul style="list-style-type: none"> <li>a. the Best Management Practices (BMPs) the applicant has implemented for each MCM at the time of application;</li> <li>b. the status of each required component of the program; and</li> <li>c. name(s) of individual(s) or position titles responsible for implementing and/or coordinating each component of the program.</li> </ul>

	<p>If the program has not been developed at the time of application (e.g., new permittee applicants), or revised to meet new requirements of the General Permit (e.g., existing permittee applicants); the applicant must satisfy the permit requirements in accordance with the schedule in Appendix B, Table 2 (existing permittee applicants), or Table 3 (new permittee applicants). [Minn. R. 7090]</p>
12.5	<p>The applicant must indicate whether each storm sewer system map requirement of Section 14 is satisfied at the time of application. For each requirement of Section 14 that is not satisfied at the time of application, the applicant must satisfy the permit requirements in accordance with the schedule in Appendix B, Table 2 (existing permittee applicants), or Table 3 (new permittee applicants). [Minn. R. 7090]</p>
12.6	<p>The applicant must provide a description of existing regulatory mechanism(s) the applicant has developed, implemented, and enforced to satisfy the requirements of Sections 18, 19, and 20. At a minimum, the applicant must provide the following information:</p> <ul style="list-style-type: none"><li>a. the type(s) of regulatory mechanism(s) the applicant has in place at the time of application that will be used to satisfy the requirements;</li><li>b. the status of each required component of the regulatory mechanism(s); and</li><li>c. if available, a website address to the regulatory mechanism(s).</li></ul> <p>If the regulatory mechanism(s) have not been developed at the time of application (e.g., new permittee applicants), or revised to meet new requirements of the General Permit (e.g., existing permittee applicants); the applicant must satisfy the permit requirements in accordance with the schedule in Appendix B, Table 2 (existing permittee applicants), or Table 3 (new permittee applicants). [Minn. R. 7090]</p>
12.7	<p>The applicant must provide a description of existing enforcement response procedures (ERPs) the applicant has developed and implemented that satisfy the ERP requirements of items 18.14, 19.12, and 20.19. If the applicant has not yet developed ERPs (e.g., new permittee applicants), or existing ERPs must be updated to satisfy new requirements, the applicant must satisfy the permit requirements in accordance with the schedule in Appendix B, Table 2 (existing permittee applicants), or Table 3 (new permittee applicants). [Minn. R. 7090]</p>
12.8	<p>The applicant must submit a compliance schedule for each applicable Waste Load Allocation (WLA) not being met for oxygen demand, nitrate, total suspended solids (TSS), and total phosphorus (TP). The applicant may develop a compliance schedule to include multiple WLAs. The applicant's compliance schedule must include the following information:</p> <ul style="list-style-type: none"><li>a. proposed BMPs or progress toward implementation of BMPs to be achieved during the permit term;</li><li>b. the year each BMP is expected to be implemented;</li><li>c. a target year the applicable WLA(s) will be achieved; and</li><li>d. if the applicant has an applicable WLA for TSS or TP, a cumulative estimate of TSS and TP load reductions (in pounds) to be achieved during the permit term and the Agency-approved method used to determine the estimate.</li></ul> <p>Agency-approved methods include "Program for Predicting Polluting Particle Passage thru Pits, Puddles, and Ponds (P8) Urban Catchment Model", "Source Loading and Management Model for Windows (WinSLAMM)", "Minimal Impact Design Standards (MIDS) calculator", "Minnesota Pollution Control Agency (MPCA) simple estimator tool", or any other method that receives Agency-approval. [Minn. R. 7090]</p>
12.9	<p>For each applicable WLA where a reduction in pollutant loading is required for bacteria, chloride, and temperature, the applicant must provide a description of any existing BMPs the applicant has developed and implemented to satisfy the requirements of items 22.3 through 22.7, including:</p> <ul style="list-style-type: none"><li>a. the BMPs the applicant has implemented for each required component at the time of application;</li><li>b. the status of each required component; and</li><li>c. name(s) of individual(s) or position titles responsible for implementing and/or coordinating each required component.</li></ul> <p>If the required components have not been developed at the time of application (e.g., new permittee applicants), or revised to meet new requirements of the General Permit (e.g., existing permittee applicants); the applicant must satisfy the permit requirements in accordance with the schedule in Appendix B, Table 2 (existing permittee applicants), or Table 3 (new permittee applicants). [Minn. R. 7090]</p>

12.10	<p>If the applicant is claiming to meet an applicable WLA where a reduction in pollutant loading is required for oxygen demand, nitrate, TSS, or TP, the applicant must provide documentation to demonstrate the applicable WLA is being met. At a minimum, the applicant must provide the following information:</p> <ul style="list-style-type: none"> <li>a. a list of all structural stormwater BMPs implemented to achieve the applicable WLA, including the BMP type (e.g., constructed basin, infiltrator, filter, swale or strip, etc.), location in geographic coordinates, owner, and year implemented; and</li> <li>b. documentation using an Agency-approved method, which demonstrates the estimated reductions of oxygen demand (or its surrogate pollutants), nitrate, TSS, or TP from BMPs meet the MS4 WLA reductions included in the TMDL report, if that information is available (e.g., percent reduction or pounds reduced); or</li> <li>c. documentation using an Agency-approved method, which demonstrates the applicant's existing load meets the WLA. [Minn. R. 7090]</li> </ul>
12.11	<p>For the requirements of Section 23, alum or ferric chloride phosphorus treatment systems, if applicable, the applicant must submit the following information:</p> <ul style="list-style-type: none"> <li>a. location of the system in geographic coordinates;</li> <li>b. name(s) of the individual(s) or position titles responsible for the operation of the system;</li> <li>c. information described in item 23.11, if the system is constructed at the time the applicant submits the application to the Agency;</li> <li>d. indicate if the system complies with the requirements in Section 23; and</li> <li>e. if applicable, for each requirement in Section 23 that the applicant's system does not comply with at the time of application, the applicant must bring the system into compliance in accordance with the schedule in Appendix B, Table 2 (existing permittee applicants), or Table 3 (new permittee applicants). [Minn. R. 7090]</li> </ul>
13.1	<b>Stormwater Pollution Prevention Program (SWPPP).</b> [Minn. R. 7090]
13.2	<p>The permittee must develop, implement, and enforce a SWPPP designed to reduce the discharge of pollutants from the small MS4 to the Maximum Extent Practicable (MEP) and to protect water quality. Existing permittees regulated within the urbanized area as defined by the United States Census Bureau, the applicable urbanized area for which the permittee must develop, implement, and enforce a SWPPP can be based on the most recent decennial census of 2010 for the duration of the General Permit. [Minn. R. 7090]</p>
13.3	<p>If the permittee enters into a partnership for purposes of meeting SWPPP requirements, the permittee maintains legal responsibility for compliance with the General Permit. [Minn. R. 7090]</p>
13.4	<p>Existing permittees must revise their SWPPP developed under the Agency's small MS4 general permit No.MNR040000 that was effective August 1, 2013, to meet the requirements of the General Permit in accordance with the schedule in Appendix B, Table 2. New permittees must develop, implement, and enforce their SWPPP in accordance with the schedule in Appendix B, Table 3. The permittee's SWPPP must consist of Sections 14 through 23, as applicable. [Minn. R. 7090]</p>
14.1	<b>Mapping.</b> [Minn. R. 7090]
14.2	<p>New permittees must develop, and existing permittees must update, as necessary, a storm sewer system map that depicts the following:</p> <ul style="list-style-type: none"> <li>a. the permittee's entire MS4 as a goal, but at a minimum, all pipes 12 inches or greater in diameter, including stormwater flow direction in those pipes;</li> <li>b. outfalls, including a unique identification (ID) number assigned by the permittee, and an associated geographic coordinates;</li> <li>c. structural stormwater BMPs that are part of the permittee's MS4; and</li> <li>d. all receiving waters. [Minn. R. 7090]</li> </ul>
15.1	<b>Minimum Control Measures (MCMs).</b> [Minn. R. 7090.1040]
15.2	<p>The permittee must incorporate the following six MCMs into the SWPPP. [Minn. R. 7090.1040]</p>
16.1	<b>MCM 1: Public Education and Outreach.</b> [Minn. R. 7090]
16.2	<p>New permittees must develop and implement, and existing permittees must revise their current program, as necessary, and continue to implement, a public education program to distribute educational materials or equivalent outreach that informs the public of the impact stormwater discharges have on waterbodies and that includes actions citizens, businesses,</p>

	and other local organizations can take to reduce the discharge of pollutants to stormwater. The permittee may use existing materials if they are appropriate for the message the permittee chooses to deliver, or the permittee may develop its own educational materials. The permittee may partner with other MS4 permittees, community groups, watershed management organizations, or other groups to implement its education and outreach program. The permittee must incorporate Section 16 requirements into their program. [Minn. R. 7090]
16.3	During the permit term, the permittee must distribute educational materials or equivalent outreach focused on at least two (2) specifically selected stormwater-related issues of high priority to the permittee (e.g., specific TMDL reduction targets, changing local business practices, promoting adoption of residential BMPs, lake improvements through lake associations, household chemicals, yard waste, etc.). The topics must be different from those described in items 16.4 through 16.6. [Minn. R. 7090]
16.4	At least once each calendar year, the permittee must distribute educational materials or equivalent outreach focused on illicit discharge recognition and reporting illicit discharges to the permittee. [Minn. R. 7090]
16.5	For cities and townships, at least once each calendar year, the permittee must distribute educational materials or equivalent outreach to residents, businesses, commercial facilities, and institutions, focused on the following: <ul style="list-style-type: none"> <li>a. impacts of deicing salt use on receiving waters;</li> <li>b. methods to reduce deicing salt use; and</li> <li>c. proper storage of salt or other deicing materials. [Minn. R. 7090]</li> </ul>
16.6	For cities and townships, at least once each calendar year, the permittee must distribute educational materials or equivalent outreach focused on pet waste. The educational materials or equivalent outreach must include information on the following: <ul style="list-style-type: none"> <li>a. impacts of pet waste on receiving waters;</li> <li>b. proper management of pet waste; and</li> <li>c. any existing permittee regulatory mechanism(s) for pet waste. [Minn. R. 7090]</li> </ul>
16.7	The permittee must develop and implement an education and outreach plan that consists of the following: <ul style="list-style-type: none"> <li>a. target audience(s) (e.g., residents, businesses, commercial facilities, institutions, and local organizations; consideration should be given to low-income residents, people of color, and non-native English speaking residents. A resource to help identify these areas is available on the Agency's environmental justice website);</li> <li>b. name or position title of responsible person(s) for overall plan implementation;</li> <li>c. specific activities and schedules to reach each target audience; and</li> <li>d. a description of any coordination with and/or use of stormwater education and outreach programs implemented by other entities, if applicable. [Minn. R. 7090]</li> </ul>
16.8	The permittee must document the following information: <ul style="list-style-type: none"> <li>a. a description of all specific stormwater-related issues identified by the permittee in item 16.3;</li> <li>b. all information required under the permittee's education and outreach plan in item 16.7;</li> <li>c. activities held, including dates, to reach each target audience;</li> <li>d. quantities and descriptions of educational materials distributed, including dates distributed; and</li> <li>e. estimated audience (e.g., number of participants, viewers, readers, listeners, etc.) for each completed education and outreach activity. [Minn. R. 7090]</li> </ul>
16.9	The permittee must conduct an annual assessment of the public education program to evaluate program compliance, the status of achieving the measurable requirements in Section 16, and determine how the program might be improved. Measurable requirements are activities that must be documented or tracked as applicable to the MCM (e.g., education and outreach efforts, implementation of written plans, etc.). The permittee must perform the annual assessment prior to completion of each annual report and document any modifications made to the program as a result of the annual assessment. [Minn. R. 7090]
17.1	<b>MCM 2: Public Participation/Involvement.</b> [Minn. R. 7090]
17.2	New permittees must develop and implement, and existing permittees must revise their current program, as necessary, and continue to implement, a Public Participation/Involvement program to solicit public input on the SWPPP and involve the public in activities that improve or protect water quality. The permittee must incorporate Section 17 requirements into

	their program. [Minn. R. 7090]
17.3	Each calendar year, the permittee must provide a minimum of one (1) opportunity for the public to provide input on the adequacy of the SWPPP. The permittee may conduct a public meeting(s) to satisfy this requirement, provided appropriate local public notice requirements are followed and the public is given the opportunity to review and comment on the SWPPP. [Minn. R. 7090]
17.4	The permittee must provide access to the SWPPP Document, annual reports, and other documentation that supports or describes the SWPPP (e.g., regulatory mechanism(s), etc.) for public review, upon request. All public data requests are subject to the Minnesota Government Data Practices Act, Minn. Stat. 13. [Minn. Stat. 13]
17.5	The permittee must consider oral and written input regarding the SWPPP submitted by the public to the permittee. [Minn. R. 7090]
17.6	Each calendar year, the permittee must provide a minimum of one (1) public involvement activity that includes a pollution prevention or water quality theme (e.g., rain barrel distribution event, rain garden workshop, cleanup event, storm drain stenciling, volunteer water quality monitoring, adopt a storm drain program, household hazardous waste collection day, etc.). [Minn. R. 7090]
17.7	The permittee must document the following information: <ul style="list-style-type: none"> <li>a. all relevant written input submitted by persons regarding the SWPPP;</li> <li>b. all responses from the permittee to written input received regarding the SWPPP, including any modifications made to the SWPPP as a result of the written input received;</li> <li>c. date(s), location(s), and estimated number of participants at events held for purposes of compliance with item 17.3;</li> <li>d. notices provided to the public of any events scheduled to meet item 17.3, including any electronic correspondence (e.g., website, e-mail distribution lists, notices, etc.); and</li> <li>e. date(s), location(s), description of activities, and estimated number of participants at events held for the purpose of compliance with item 17.6. [Minn. R. 7090]</li> </ul>
17.8	The permittee must conduct an annual assessment of the Public Participation/Involvement program to evaluate program compliance, the status of achieving the measurable requirements in Section 17, and determine how the program might be improved. Measurable requirements are activities that must be documented or tracked as applicable to the MCM (e.g., public input and involvement opportunities, etc.). The permittee must perform the annual assessment prior to completion of each annual report and document any modifications made to the program as a result of the annual assessment. [Minn. R. 7090]
18.1	<b>MCM 3: Illicit Discharge Detection and Elimination (IDDE).</b> [Minn. R. 7090]
18.2	New permittees must develop, implement, and enforce, and existing permittees must revise their current program as necessary, and continue to implement and enforce, a program to detect and eliminate illicit discharges into the MS4. The permittee must incorporate Section 18 requirements into their program. [Minn. R. 7090]
18.3	The permittee must maintain a map of the permittee's MS4, as required in Section 14. [Minn. R. 7090]
18.4	To the extent allowable under state or local law, the permittee must develop, implement, and enforce a regulatory mechanism(s) that prohibits non-stormwater discharges into the permittee's MS4, except those non-stormwater discharges authorized in item 3.2. A regulatory mechanism(s) for the purposes of the General Permit may consist of contract language, an ordinance, permits, standards, written policies, operational plans, legal agreements, or any other mechanism, that will be enforced by the permittee. The regulatory mechanism(s) must also include items 18.5 and 18.6, as applicable. [Minn. R. 7090]
18.5	For cities, townships, and counties, the permittee's regulatory mechanism(s) must require owners or custodians of pets to remove and properly dispose of feces on permittee owned land areas. [Minn. R. 7090]
18.6	For cities and townships, the permittee's regulatory mechanism(s) must require proper salt storage at commercial, institutional, and non-NPDES permitted industrial facilities. At a minimum, the regulatory mechanism(s) must require the following: <ul style="list-style-type: none"> <li>a. designated salt storage areas must be covered or indoors;</li> <li>b. designated salt storage areas must be located on an impervious surface; and</li> <li>c. implementation of practices to reduce exposure when transferring material in designated salt storage areas (e.g., sweeping, diversions, and/or containment). [Minn. R. 7090]</li> </ul>

18.7	The permittee must incorporate illicit discharge detection into all inspection and maintenance activities conducted in items 21.9, 21.10, and 21.11. Where feasible, the permittee must conduct illicit discharge inspections during dry-weather conditions (e.g., periods of 72 or more hours of no precipitation). [Minn. R. 7090]
18.8	At least once each calendar year, the permittee must train all field staff in illicit discharge recognition (including conditions which could cause illicit discharges), and reporting illicit discharges for further investigation. Field staff includes, but is not limited to, police, fire department, public works, and parks staff. Training for this specific requirement may include, but is not limited to, videos, in-person presentations, webinars, training documents, and/or emails. [Minn. R. 7090]
18.9	The permittee must ensure that individuals receive training commensurate with their responsibilities as they relate to the permittee's IDDE program. Individuals includes, but is not limited to, individuals responsible for investigating, locating, eliminating illicit discharges, and/or enforcement. The permittee must ensure that previously trained individuals attend a refresher-training every three (3) calendar years following the initial training. [Minn. R. 7090]
18.10	The permittee must maintain a written or mapped inventory of priority areas the permittee identifies as having a higher likelihood for illicit discharges. At a minimum, the permittee must evaluate the following for potential inclusion in the inventory: <ul style="list-style-type: none"> <li>a. land uses associated with business/industrial activities;</li> <li>b. areas where illicit discharges have been identified in the past; and</li> <li>c. areas with storage of significant materials that could result in an illicit discharge. [Minn. R. 7090]</li> </ul>
18.11	To the extent allowable under state or local law, the permittee must conduct additional illicit discharge inspections in areas identified in item 18.10. [Minn. R. 7090]
18.12	The permittee must implement written procedures for investigating, locating, and eliminating the source of illicit discharges. At a minimum, the written procedures must include: <ul style="list-style-type: none"> <li>a. a timeframe in which the permittee will investigate a reported illicit discharge;</li> <li>b. use of visual inspections to detect and track the source of an illicit discharge;</li> <li>c. tools available to the permittee to investigate and locate an illicit discharge (e.g., mobile cameras, collecting and analyzing water samples, smoke testing, dye testing, etc.);</li> <li>d. cleanup methods available to the permittee to remove an illicit discharge or spill; and</li> <li>e. name or position title of responsible person(s) for investigating, locating, and eliminating an illicit discharge. [Minn. R. 7090]</li> </ul>
18.13	The permittee must implement written procedures for responding to spills, including emergency response procedures to prevent spills from entering the MS4. The written procedures must also include the immediate notification of the Minnesota Department of Public Safety Duty Officer at 800-422-0798 (toll free) or 651-649-5451 (Metro area), if the source of the illicit discharge is a spill or leak as defined in Minn. Stat. 115.061. [Minn. R. 7090]
18.14	The permittee must maintain written enforcement response procedures (ERPs) to compel compliance with the permittee's regulatory mechanism(s) in Section 18. At a minimum, the written ERPs must include: <ul style="list-style-type: none"> <li>a. a description of enforcement tools available to the permittee and guidelines for the use of each tool;</li> <li>b. timeframes to complete corrective actions; and</li> <li>c. name or position title of responsible person(s) for conducting enforcement. [Minn. R. 7090]</li> </ul>
18.15	The permittee must document the following information: <ul style="list-style-type: none"> <li>a. date(s) and location(s) of IDDE inspections conducted in accordance with items 18.7 and 18.11;</li> <li>b. reports of alleged illicit discharges received, including date(s) of the report(s), and any follow-up action(s) taken by the permittee;</li> <li>c. date(s) of discovery of all illicit discharges;</li> <li>d. identification of outfalls, or other areas, where illicit discharges have been discovered;</li> <li>e. sources (including a description and the responsible party) of illicit discharges (if known); and</li> <li>f. action(s) taken by the permittee, including date(s), to address discovered illicit discharges. [Minn. R. 7090]</li> </ul>
18.16	For each training in item 18.8 and 18.9, the permittee must document:

	<ul style="list-style-type: none"> <li>a. general subject matter covered;</li> <li>b. names and departments of individuals in attendance; and</li> <li>c. date of each event. [Minn. R. 7090]</li> </ul>
18.17	<p>The permittee must document any enforcement conducted pursuant to the ERPs in item 18.14, including verbal warnings. At a minimum, the permittee must document the following:</p> <ul style="list-style-type: none"> <li>a. name of the person responsible for violating the terms and conditions of the permittee's regulatory mechanism(s);</li> <li>b. date(s) and location(s) of the observed violation(s);</li> <li>c. description of the violation(s);</li> <li>d. corrective action(s) (including completion schedule) issued by the permittee;</li> <li>e. referrals to other regulatory organizations (if any); and</li> <li>f. date(s) violation(s) resolved. [Minn. R. 7090]</li> </ul>
18.18	<p>The permittee must conduct an annual assessment of the IDDE program to evaluate program compliance, the status of achieving the measurable requirements in Section 18, and determine how the program might be improved. Measurable requirements are activities that must be documented or tracked as applicable to the MCM (e.g., trainings, inventory, inspections, enforcement, etc.). The permittee must perform the annual assessment prior to completion of each annual report and document any modifications made to the program as a result of the annual assessment. [Minn. R. 7090]</p>
19.1	<p><b>MCM 4: Construction Site Stormwater Runoff Control.</b> [Minn. R. 7090]</p>
19.2	<p>New permittees must develop, implement, and enforce, and existing permittees must revise their current program, as necessary, and continue to implement and enforce, a Construction Site Stormwater Runoff Control program. The program must address construction activity with a land disturbance of greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale, within the permittee's jurisdiction and that discharge to the permittee's MS4. The permittee must incorporate Section 19 requirements into their program. [Minn. R. 7090]</p>
19.3	<p>To the extent allowable under state or local law, the permittee must develop, implement, and enforce a regulatory mechanism(s) that establishes requirements for erosion, sediment, and waste controls that is at least as stringent as the Agency's most current Construction Stormwater General Permit (MNR100001), herein referred to as the CSW Permit. A regulatory mechanism(s) for the purposes of the General Permit may consist of contract language, an ordinance, permits, standards, written policies, operational plans, legal agreements, or any other mechanism, that will be enforced by the permittee. [Minn. R. 7090]</p>
19.4	<p>When the CSW Permit is reissued, the permittee must revise their regulatory mechanism(s), if necessary, within 12 months of the issuance date of that permit, to be at least as stringent as the requirements for erosion, sediment, and waste controls described in the CSW Permit. [Minn. R. 7090]</p>
19.5	<p>The permittee's regulatory mechanism(s) must require that owners and operators of construction activity develop site plans that must be submitted to the permittee for review and confirmation that regulatory mechanism(s) requirements have been met, prior to the start of construction activity. The regulatory mechanism(s) must require the owners and operators of construction activity to keep site plans up-to-date with regard to stormwater runoff controls. The regulatory mechanism(s) must require that site plans incorporate the following erosion, sediment, and waste controls that are at least as stringent as described in the CSW Permit:</p> <ul style="list-style-type: none"> <li>a. erosion prevention practices;</li> <li>b. sediment control practices;</li> <li>c. dewatering and basin draining;</li> <li>d. inspection and maintenance;</li> <li>e. pollution prevention management measures;</li> <li>f. temporary sediment basins; and</li> <li>g. termination conditions. [Minn. R. 7090]</li> </ul>
19.6	<p>The permittee must implement written procedures for site plan reviews conducted by the permittee prior to the start of all construction activity, to ensure compliance with requirements of the regulatory mechanism(s). At a minimum, the procedures must include:</p> <ul style="list-style-type: none"> <li>a. written notification to owners and operators proposing construction activity, including projects less than one acre that</li> </ul>



	are part of a larger common plan of development or sale, of the need to apply for and obtain coverage under the CSW Permit; and b. use of a written checklist, consistent with the requirements of the regulatory mechanism(s), to document the adequacy of each site plan required in item 19.5. [Minn. R. 7090]
19.7	The permittee must implement an inspection program that includes written procedures for conducting site inspections, to determine compliance with the permittee's regulatory mechanism(s). The inspection program must also meet the requirements in items 19.8 and 19.9. [Minn. R. 7090]
19.8	The permittee must maintain written procedures for identifying high-priority and low-priority sites for inspection. At a minimum, the written procedures must include: a. a detailed explanation describing how sites will be categorized as either high-priority or low-priority; b. a frequency at which the permittee will conduct inspections for high-priority sites; c. a frequency at which the permittee will conduct inspections for low-priority sites; and d. the name(s) of individual(s) or position title(s) responsible for conducting site inspections. [Minn. R. 7090]
19.9	The permittee must implement a written checklist to document each site inspection when determining compliance with the permittee's regulatory mechanism(s). At a minimum, the checklist must include the permittee's inspection findings on the following areas, as applicable to each site: a. stabilization of exposed soils (including stockpiles); b. stabilization of ditch and swale bottoms; c. sediment control BMPs on all down gradient perimeters of the project and up gradient of buffer zones; d. storm drain inlet protection; e. energy dissipation at pipe outlets; f. vehicle tracking BMPs; g. preservation of a 50 foot natural buffer or redundant sediment controls where stormwater flows to a surface water within 50 feet of disturbed soils; h. owner/operator of construction activity self-inspection records; i. containment for all liquid and solid wastes generated by washout operations (e.g., concrete, stucco, paint, form release oils, curing compounds, and other construction materials); and j. BMPs maintained and functional. [Minn. R. 7090]
19.10	The permittee must implement written procedures for receipt and consideration of reports of noncompliance or other stormwater related information on construction activity submitted by the public to the permittee. [Minn. R. 7090]
19.11	The permittee must ensure that individuals receive training commensurate with their responsibilities as they relate to the permittee's Construction Site Stormwater Runoff Control program. Individuals includes, but is not limited to, individuals responsible for conducting site plan reviews, site inspections, and/or enforcement. The permittee must ensure that previously trained individuals attend a refresher-training every three (3) calendar years following the initial training. [Minn. R. 7090]
19.12	The permittee must maintain written enforcement response procedures (ERPs) to compel compliance with the permittee's regulatory mechanism(s) in item 19.3. At a minimum, the written ERPs must include: a. a description of enforcement tools available to the permittee and guidelines for the use of each tool; and b. name or position title of responsible person(s) for conducting enforcement. [Minn. R. 7090]
19.13	For each site plan review conducted by the permittee, the permittee must document the following: a. project name; b. location; c. total acreage to be disturbed; d. owner and operator of the proposed construction activity; e. proof of notification to obtain coverage under the CSW Permit, as required in item 19.6, or proof of coverage under the CSW Permit; and f. any stormwater related comments and supporting completed checklist, as required in item 19.6, used by the permittee to determine project approval or denial. [Minn. R. 7090]

19.14	For each training in item 19.11, the permittee must document: <ul style="list-style-type: none"><li>a. general subject matter covered;</li><li>b. names and departments of individuals in attendance; and</li><li>c. date of each event. [Minn. R. 7090]</li></ul>
19.15	The permittee must document any enforcement conducted pursuant to the ERPs in item 19.12, including verbal warnings. At a minimum, the permittee must document the following: <ul style="list-style-type: none"><li>a. name of the person responsible for violating the terms and conditions of the permittee's regulatory mechanism(s);</li><li>b. date(s) and location(s) of the observed violation(s);</li><li>c. description of the violation(s);</li><li>d. corrective action(s) (including completion schedule) issued by the permittee;</li><li>e. referrals to other regulatory organizations (if any); and</li><li>f. date(s) violation(s) resolved. [Minn. R. 7090]</li></ul>
19.16	The permittee must conduct an annual assessment of the Construction Site Stormwater Runoff Control program to evaluate program compliance, the status of achieving the measurable requirements in Section 19, and determine how the program might be improved. Measurable requirements are activities that must be documented or tracked as applicable to the MCM (e.g., inventory, trainings, site plan reviews, inspections, enforcement, etc.). The permittee must perform the annual assessment prior to completion of each annual report and document any modifications made to the program as a result of the annual assessment. [Minn. R. 7090]
20.1	<b>MCM 5: Post-Construction Stormwater Management.</b> [Minn. R. 7090]
20.2	New permittees must develop, implement, and enforce, and existing permittees must revise their current program, as necessary, and continue to implement and enforce, a Post-Construction Stormwater Management program that prevents or reduces water pollution after construction activity is completed. The program must address construction activity with land disturbance of greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale, within the permittee's jurisdiction and that discharge to the permittee's MS4. The permittee must incorporate Section 20 requirements into their program. [Minn. R. 7090]
20.3	To the extent allowable under state or local law, the permittee must develop, implement, and enforce a regulatory mechanism(s) that incorporates items 20.4 through 20.15. A regulatory mechanism(s) for the purposes of the General Permit may consist of contract language, an ordinance, permits, standards, written policies, operational plans, legal agreements, or any other mechanism, that will be enforced by the permittee. [Minn. R. 7090]
20.4	The permittee's regulatory mechanism(s) must require owners of construction activity to submit site plans with post-construction stormwater management BMPs designed with accepted engineering practices to the permittee for review and confirmation that regulatory mechanism(s) requirements have been met, prior to start of construction activity. [Minn. R. 7090]
20.5	The permittee's regulatory mechanism(s) must require owners of construction activity to treat the water quality volume on any project where the sum of the new impervious surface and the fully reconstructed impervious surface equals one or more acres. [Minn. R. 7090]
20.6	For construction activity (excluding linear projects), the water quality volume must be calculated as one (1) inch times the sum of the new and the fully reconstructed impervious surface. [Minn. R. 7090]
20.7	For linear projects, the water quality volume must be calculated as the larger of one (1) inch times the new impervious surface or one-half (0.5) inch times the sum of the new and the fully reconstructed impervious surface. Where the entire water quality volume cannot be treated within the existing right-of-way, a reasonable attempt to obtain additional right-of-way, easement, or other permission to treat the stormwater during the project planning process must be made. Volume reduction practices must be considered first, as described in item 20.8. Volume reduction practices are not required if the practices cannot be provided cost effectively. If additional right-of-way, easements, or other permission cannot be obtained, owners of construction activity must maximize the treatment of the water quality volume prior to discharge from the MS4. [Minn. R. 7090]
20.8	Volume reduction practices (e.g., infiltration or other) to retain the water quality volume on-site must be considered first when designing the permanent stormwater treatment system. The General Permit does not consider wet sedimentation basins and filtration systems to be volume reduction practices. If the General Permit prohibits infiltration as described in

	item 20.9, other volume reduction practices, a wet sedimentation basin, or filtration basin may be considered. [Minn. R. 7090]
20.9	<p>Infiltration systems must be prohibited when the system would be constructed in areas:</p> <ul style="list-style-type: none"> <li>a. that receive discharges from vehicle fueling and maintenance areas, regardless of the amount of new and fully reconstructed impervious surface;</li> <li>b. where high levels of contaminants in soil or groundwater may be mobilized by the infiltrating stormwater. To make this determination, the owners and/or operators of construction activity must complete the Agency's site screening assessment checklist, which is available in the Minnesota Stormwater Manual, or conduct their own assessment. The assessment must be retained with the site plans;</li> <li>c. where soil infiltration rates are more than 8.3 inches per hour unless soils are amended to slow the infiltration rate below 8.3 inches per hour;</li> <li>d. with less than three (3) feet of separation distance from the bottom of the infiltration system to the elevation of the seasonally saturated soils or the top of bedrock;</li> <li>e. of predominately Hydrologic Soil Group D (clay) soils;</li> <li>f. in an Emergency Response Area (ERA) within a Drinking Water Supply Management Area (DWSMA) as defined in Minn. R. 4720.5100, subp. 13, classified as high or very high vulnerability as defined by the Minnesota Department of Health;</li> <li>g. in an ERA within a DWSMA classified as moderate vulnerability unless the permittee performs or approves a higher level of engineering review sufficient to provide a functioning treatment system and to prevent adverse impacts to groundwater;</li> <li>h. outside of an ERA within a DWSMA classified as high or very high vulnerability unless the permittee performs or approves a higher level of engineering review sufficient to provide a functioning treatment system and to prevent adverse impacts to groundwater;</li> <li>i. within 1,000 feet up-gradient or 100 feet down gradient of active karst features; or</li> <li>j. that receive stormwater runoff from these types of entities regulated under NPDES for industrial stormwater: automobile salvage yards; scrap recycling and waste recycling facilities; hazardous waste treatment, storage, or disposal facilities; or air transportation facilities that conduct deicing activities.</li> </ul> <p>See "higher level of engineering review" in the Minnesota Stormwater Manual for more information. [Minn. R. 7090]</p>
20.10	For non-linear projects, where the water quality volume cannot cost effectively be treated on the site of the original construction activity, the permittee must identify, or may require owners of the construction activity to identify, locations where off-site treatment projects can be completed. If the entire water quality volume is not addressed on the site of the original construction activity, the remaining water quality volume must be addressed through off-site treatment and, at a minimum, ensure the requirements of items 20.11 through 20.14 are met. [Minn. R. 7090]
20.11	<p>The permittee must ensure off-site treatment project areas are selected in the following order of preference:</p> <ul style="list-style-type: none"> <li>a. locations that yield benefits to the same receiving water that receives runoff from the original construction activity;</li> <li>b. locations within the same Department of Natural Resource (DNR) catchment area as the original construction activity;</li> <li>c. locations in the next adjacent DNR catchment area up-stream; or</li> <li>d. locations anywhere within the permittee's jurisdiction. [Minn. R. 7090]</li> </ul>
20.12	Off-site treatment projects must involve the creation of new structural stormwater BMPs or the retrofit of existing structural stormwater BMPs, or the use of a properly designed regional structural stormwater BMP. Routine maintenance of structural stormwater BMPs already required by the General Permit cannot be used to meet this requirement. [Minn. R. 7090]
20.13	Off-site treatment projects must be completed no later than 24 months after the start of the original construction activity. If the permittee determines more time is needed to complete the treatment project, the permittee must provide the reason(s) and schedule(s) for completing the project in the annual report. [Minn. R. 7090]
20.14	If the permittee receives payment from the owner of a construction activity for off-site treatment, the permittee must apply any such payment received to a public stormwater project, and all projects must comply with the requirements in items 20.11 through 20.13. [Minn. R. 7090]
20.15	The permittee's regulatory mechanism(s) must include the establishment of legal mechanism(s) between the permittee and owners of structural stormwater BMPs not owned or operated by the permittee, that have been constructed to meet the

	requirements in Section 20. The legal mechanism(s) must include provisions that, at a minimum:  a. allow the permittee to conduct inspections of structural stormwater BMPs not owned or operated by the permittee, perform necessary maintenance, and assess costs for those structural stormwater BMPs when the permittee determines the owner of that structural stormwater BMP has not ensured proper function; b. are designed to preserve the permittee's right to ensure maintenance responsibility, for structural stormwater BMPs not owned or operated by the permittee, when those responsibilities are legally transferred to another party; and c. are designed to protect/preserve structural stormwater BMPs. If structural stormwater BMPs change, causing decreased effectiveness, new, repaired, or improved structural stormwater BMPs must be implemented to provide equivalent treatment to the original BMP. [Minn. R. 7090]
20.16	The permittee must maintain a written or mapped inventory of structural stormwater BMPs not owned or operated by the permittee that meet all of the following criteria:  a. the structural stormwater BMP includes an executed legal mechanism(s) between the permittee and owners responsible for the long-term maintenance, as required in item 20.15; and b. the structural stormwater BMP was implemented on or after August 1, 2013. [Minn. R. 7090]
20.17	The permittee must implement written procedures for site plan reviews conducted by the permittee prior to the start of construction activity, to ensure compliance with requirements of the permittee's regulatory mechanism(s). [Minn. R. 7090]
20.18	The permittee must ensure that individuals receive training commensurate with their responsibilities as they relate to the permittee's Post-Construction Stormwater Management program. Individuals includes, but is not limited to, individuals responsible for conducting site plan reviews and/or enforcement. The permittee must ensure that previously trained individuals attend a refresher-training every three (3) calendar years following the initial training. [Minn. R. 7090]
20.19	The permittee must maintain written enforcement response procedures (ERPs) to compel compliance with the permittee's regulatory mechanism(s) required in Section 20. At a minimum, the written ERPs must include:  a. a description of enforcement tools available to the permittee and guidelines for the use of each tool; and b. name or position title of responsible person(s) for conducting enforcement. [Minn. R. 7090]
20.20	For each site plan review conducted by the permittee, the permittee must document the following:  a. supporting documentation used to determine compliance with Section 20 of the General Permit, including any calculations for the permanent stormwater treatment system; b. the water quality volume that will be treated through volume reduction practices (e.g., infiltration or other) compared to the total water quality volume required to be treated; c. documentation associated with off-site treatment projects authorized by the permittee, including rationale to support the location of permanent stormwater treatment projects in accordance with items 20.10 and 20.11; d. payments received and used in accordance with item 20.14; and e. all legal mechanisms drafted in accordance with item 20.15, including date(s) of the agreement(s) and name(s) of all responsible parties involved. [Minn. R. 7090]
20.21	For each training in item 20.18, the permittee must document:  a. general subject matter covered; b. names and departments of individuals in attendance; and c. date of each event. [Minn. R. 7090]
20.22	The permittee must document any enforcement conducted pursuant to the ERPs in item 20.19, including verbal warnings. At a minimum, the permittee must document the following:  a. name of the person responsible for violating the terms and conditions of the permittee's regulatory mechanism(s); b. date(s) and location(s) of the observed violation(s); c. description of the violation(s); d. corrective action(s) (including completion schedule) issued by the permittee; e. referrals to other regulatory organizations (if any); and f. date(s) violation(s) resolved. [Minn. R. 7090]

20.23	The permittee must conduct an annual assessment of the Post-Construction Stormwater Management program to evaluate program compliance, the status of achieving the measurable requirements in Section 20, and determine how the program might be improved. Measurable requirements are activities that must be documented or tracked as applicable to the MCM (e.g., inventory, trainings, site plan reviews, inspections, enforcement, etc.). The permittee must perform the annual assessment prior to completion of each annual report and document any modifications made to the program as a result of the annual assessment. [Minn. R. 7090]
21.1	<b>MCM 6: Pollution Prevention/Good Housekeeping For Municipal Operations.</b> [Minn. R. 7090]
21.2	New permittees must develop and implement, and existing permittees must revise their current program, as necessary, and continue to implement, an operations and maintenance program that prevents or reduces the discharge of pollutants to the MS4 from permittee owned/operated facilities and operations. The permittee must incorporate Section 21 requirements into their program. [Minn. R. 7090]
21.3	<p>The permittee must maintain a written or mapped inventory of permittee owned/operated facilities that contribute pollutants to stormwater discharges. The permittee must implement BMPs that prevent or reduce pollutants in stormwater discharges from all inventoried facilities. Facilities to be inventoried may include, but is not limited to:</p> <ul style="list-style-type: none"><li>a. composting;</li><li>b. equipment storage and maintenance;</li><li>c. hazardous waste disposal;</li><li>d. hazardous waste handling and transfer;</li><li>e. landfills;</li><li>f. solid waste handling and transfer;</li><li>g. parks;</li><li>h. pesticide storage;</li><li>i. public parking lots;</li><li>j. public golf courses;</li><li>k. public swimming pools;</li><li>l. public works yards;</li><li>m. recycling;</li><li>n. salt storage;</li><li>o. snow storage;</li><li>p. vehicle storage and maintenance (e.g., fueling and washing) yards; and</li><li>q. materials storage yards. [Minn. R. 7090]</li></ul>
21.4	<p>The permittee must implement BMPs that prevent or reduce pollutants in stormwater discharges from the following municipal operations that may contribute pollutants to stormwater discharges, where applicable:</p> <ul style="list-style-type: none"><li>a. waste disposal and storage, including dumpsters;</li><li>b. management of temporary and permanent stockpiles of materials such as street sweepings, snow, sand and sediment removal piles (e.g., effective sediment controls at the base of stockpiles on the down gradient perimeter);</li><li>c. vehicle fueling, washing, and maintenance;</li><li>d. routine street and parking lot sweeping;</li><li>e. emergency response;</li><li>f. cleaning of maintenance equipment, building exteriors, dumpsters, and the disposal of associated waste and wastewater;</li><li>g. use, storage, and disposal of significant materials;</li><li>h. landscaping, park, and lawn maintenance;</li><li>i. road maintenance, including pothole repair, road shoulder maintenance, pavement marking, sealing, and repaving;</li><li>j. right-of-way maintenance, including mowing; and</li><li>k. application of herbicides, pesticides, and fertilizers. [Minn. R. 7090]</li></ul>
21.5	<p>The permittee must implement the following BMPs at permittee owned/operated salt storage areas:</p> <ul style="list-style-type: none"><li>a. cover or store salt indoors;</li><li>b. store salt on an impervious surface; and</li><li>c. implement practices to reduce exposure when transferring material from salt storage areas (e.g., sweeping, diversions,</li></ul>

	and/or containment). [Minn. R. 7090]
21.6	The permittee must implement a written snow and ice management policy for individuals that perform winter maintenance activities for the permittee. The policy must establish practices and procedures for snow and ice control operations (e.g., plowing or other snow removal practices, sand use, and application of deicing compounds). [Minn. R. 7090]
21.7	<p>Each calendar year, the permittee must ensure all individuals that perform winter maintenance activities for the permittee receive training that includes:</p> <ul style="list-style-type: none"> <li>a. the importance of protecting water quality;</li> <li>b. BMPs to minimize the use of deicers (e.g., proper calibration of equipment and benefits of pretreatment, pre-wetting, and anti-icing); and</li> <li>c. tools and resources to assist in winter maintenance (e.g., deicing application rate guidelines, calibration charts, Smart Salting Assessment Tool).</li> </ul> <p>The permittee may use training materials from the Agency's Smart Salting training or other organizations to meet this requirement. [Minn. R. 7090]</p>
21.8	The permittee must maintain written procedures for the purpose of determining the TSS and TP treatment effectiveness of all permittee owned/operated ponds constructed and used for the collection and treatment of stormwater. [Minn. R. 7090]
21.9	<p>The permittee must inspect structural stormwater BMPs (excluding stormwater ponds, which are under a separate schedule below) each calendar year to determine structural integrity, proper function, and maintenance needs unless the permittee determines either of the following conditions apply:</p> <ul style="list-style-type: none"> <li>a. complaints received or patterns of maintenance indicate a greater frequency is necessary; or</li> <li>b. maintenance or sediment removal is not required after completion of the first two calendar year inspections; in which case the permittee may reduce the frequency of inspections to once every two (2) calendar years. [Minn. R. 7090]</li> </ul>
21.10	Prior to the expiration date of the General Permit, the permittee must conduct at least one inspection of all ponds and outfalls (excluding underground outfalls) in order to determine structural integrity, proper function, and maintenance needs. [Minn. R. 7090]
21.11	Based on inspection findings, the permittee must determine if repair, replacement, or maintenance measures are necessary in order to ensure the structural integrity and proper function of structural stormwater BMPs and outfalls. The permittee must complete necessary maintenance as soon as possible. If the permittee determines necessary maintenance cannot be completed within one year of discovery, the permittee must document a schedule(s) for completing the maintenance. [Minn. R. 7090]
21.12	<p>The permittee must implement a stormwater management training program commensurate with individual's responsibilities as they relate to the permittee's SWPPP, including reporting and assessment activities. The permittee may use training materials from the United States Environmental Protection Agency (USEPA), state and regional agencies, or other organizations as appropriate to meet this requirement. The training program must:</p> <ul style="list-style-type: none"> <li>a. address the importance of protecting water quality;</li> <li>b. cover the requirements of the permit relevant to the responsibilities of the individual not already addressed in items 18.8, 18.9, 19.11, 20.18, and 21.7; and</li> <li>c. include a schedule that establishes initial training for individuals, including new and/or seasonal employees, and recurring training intervals to address changes in procedures, practices, techniques, or requirements. [Minn. R. 7090]</li> </ul>
21.13	<p>The permittee must document the following information associated with the operations and maintenance program:</p> <ul style="list-style-type: none"> <li>a. date(s) and description of findings, including whether or not an illicit discharge is detected, for all inspections conducted in accordance with items 21.9 and 21.10;</li> <li>b. any adjustments to inspection frequency as authorized in item 21.9;</li> <li>c. date(s) and a description of maintenance conducted as a result of inspection findings, including whether or not an illicit discharge is detected;</li> <li>d. schedule(s) for maintenance of structural stormwater BMPs and outfalls as required in item 21.11; and</li> <li>e. stormwater management training events, including general subject matter covered, names and departments of individuals in attendance, and date of each event. [Minn. R. 7090]</li> </ul>

21.14	<p>The permittee must document pond sediment excavation and removal activities, including:</p> <ul style="list-style-type: none"> <li>a. a unique ID number and geographic coordinates of each stormwater pond from which sediment is removed;</li> <li>b. the volume (e.g., cubic yards) of sediment removed from each stormwater pond;</li> <li>c. results from any testing of sediment from each removal activity; and</li> <li>d. location(s) of final disposal of sediment from each stormwater pond. [Minn. R. 7090]</li> </ul>
21.15	<p>The permittee must conduct an annual assessment of the operations and maintenance program to evaluate program compliance, the status of achieving the measurable requirements in Section 21, and determine how the program might be improved. Measurable requirements are activities that must be documented or tracked as applicable to the MCM (e.g., inventory, trainings, inspections, maintenance activities, etc.). The permittee must perform the annual assessment prior to completion of each annual report and document any modifications made to the program as a result of the annual assessment. [Minn. R. 7090]</p>
22.1	<p><b>Discharges to Impaired Waters with a USEPA-Approved TMDL that Includes an Applicable WLA. [Minn. R. 7090]</b></p>
22.2	<p>If the permittee has an applicable WLA not being met for oxygen demand, nitrate, TSS, or TP, the permittee must provide a summary of the permittee's progress toward achieving those applicable WLAs with the annual report. The summary must include the following information:</p> <ul style="list-style-type: none"> <li>a. a list of all BMPs applied towards achieving applicable WLAs for oxygen demand, nitrate, TSS, and TP;</li> <li>b. the implementation status of BMPs included in the compliance schedule at the time of final application submittal; and</li> <li>c. an updated estimate of cumulative TSS and TP load reductions. [Minn. R. 7090]</li> </ul>
22.3	<p>If the permittee has an applicable WLA where a reduction in pollutant loading is required for bacteria, the permittee must maintain a written or mapped inventory of potential areas and sources of bacteria (e.g., dense populations of waterfowl or other bird, dog parks). [Minn. R. 7090]</p>
22.4	<p>If the permittee has an applicable WLA where a reduction in pollutant loading is required for bacteria, the permittee must maintain a written plan to prioritize reduction activities to address the areas and sources identified in the inventory in Item 22.3. The written plan must include BMPs the permittee will implement over the permit term, which may include, but is not limited to:</p> <ul style="list-style-type: none"> <li>a. water quality monitoring to determine areas of high bacteria loading;</li> <li>b. installation of pet waste pick-up bags in parks and open spaces;</li> <li>c. elimination of over-spray irrigation that may occur at permittee owned areas;</li> <li>d. removal of organic matter via street sweeping;</li> <li>e. implementation of infiltration structural stormwater BMPs; or</li> <li>f. management of areas that attract dense populations of waterfowl (e.g., riparian plantings). [Minn. R. 7090]</li> </ul>
22.5	<p>If the permittee has an applicable WLA where a reduction in pollutant loading is required for chloride, the permittee must document the amount of deicer applied each winter maintenance season to all permittee owned/operated surfaces. [Minn. R. 7090]</p>
22.6	<p>If the permittee has an applicable WLA where a reduction in pollutant loading is required for chloride, each calendar year the permittee must conduct an assessment of the permittee's winter maintenance operations to reduce the amount of deicing salt applied to permittee owned/operated surfaces and determine current and future opportunities to improve BMPs. The permittee may use the Agency's Smart Salting Assessment Tool or other available resources and methods to complete this assessment. The permittee must document the assessment. The assessment may include, but is not limited to:</p> <ul style="list-style-type: none"> <li>a. operational changes such as pre-wetting, pre-treating the salt stockpile, increasing plowing prior to deicing, monitoring of road surface temperature, etc.;</li> <li>b. implementation of new or modified equipment providing pre-wetting, or other capability for minimizing salt use;</li> <li>c. regular calibration of equipment;</li> <li>d. optimizing mechanical removal to reduce use of deicers; or</li> <li>e. designation of no salt and/or low salt zones. [Minn. R. 7090]</li> </ul>
22.7	<p>If the permittee has an applicable WLA where a reduction in pollutant loading is required for temperature (i.e., City of Duluth, City of Hermantown, City of Rice Lake, City of Stillwater, MnDOT Outstate, St. Louis County, University of Minnesota</p>

	<p>- Duluth, and Lake Superior College), the permittee must maintain a written plan that identifies specific activities the permittee will implement to reduce thermal loading during the permit term. The written plan may include, but is not limited to:</p> <ul style="list-style-type: none"> <li>a. implementation of infiltration BMPs such as bioinfiltration practices;</li> <li>b. disconnection and/or reduction of impervious surfaces;</li> <li>c. retrofitting existing structural stormwater BMPs; or</li> <li>d. improvement of riparian vegetation. [Minn. R. 7090]</li> </ul>
23.1	<b>Alum or Ferric Chloride Phosphorus Treatment Systems.</b> [Minn. R. 7090]
23.2	If the permittee uses an alum or ferric chloride phosphorus treatment system, the permittee must comply with Section 23 requirements. [Minn. R. 7090]
23.3	<p>The permittee's alum or ferric chloride phosphorus treatment system must comply with the following:</p> <ul style="list-style-type: none"> <li>a. the permittee must use the treatment system for the treatment of phosphorus in stormwater. Non-stormwater discharges must not be treated by this system;</li> <li>b. the treatment system must be contained within the conveyances and structural stormwater BMPs of the MS4. The utilized conveyances and structural stormwater BMPs must not include any receiving waters;</li> <li>c. phosphorus treatment systems utilizing chemicals other than alum or ferric chloride must receive written approval from the Agency; and</li> <li>d. in-lake phosphorus treatment activities are not authorized under the General Permit. [Minn. R. 7090]</li> </ul>
23.4	<p>The permittee's alum or ferric chloride phosphorus treatment system must meet the following design parameters:</p> <ul style="list-style-type: none"> <li>a. the treatment system must be constructed in a manner that diverts the stormwater flow to be treated from the main conveyance system;</li> <li>b. a high flow bypass must be part of the inlet design; and</li> <li>c. a flocculant storage/settling area must be incorporated into the design, and adequate maintenance access must be provided (minimum of 8 feet wide) for the removal of accumulated sediment. [Minn. R. 7090]</li> </ul>
23.5	A designated person must perform visual monitoring of the treatment system for proper performance at least once every seven (7) days, and within 24 hours after a rainfall event greater than 2.5 inches in 24 hours. Following visual monitoring which occurs within 24 hours after a rainfall event, the next visual monitoring must be conducted within seven (7) days after that rainfall event. [Minn. R. 7090]
23.6	Three (3) benchmark monitoring stations must be established. Table 1 in Appendix A must be used for the parameters, units of measure, and frequency of measurement for each station. [Minn. R. 7090]
23.7	Samples must be collected as grab samples or flow-weighted 24-hour composite samples. [Minn. R. 7090]
23.8	<p>Each sample, excluding pH samples, must be analyzed by a laboratory certified by the Minnesota Department of Health and/or the Agency, and:</p> <ul style="list-style-type: none"> <li>a. sample preservation and test procedures for the analysis of pollutants must conform to 40 CFR Part 136 and Minn. R. 7041.3200;</li> <li>b. detection limits for dissolved phosphorus, dissolved aluminum, and dissolved iron must be a minimum of 6 micrograms per liter, 10 micrograms per liter, and 20 micrograms per liter, respectively; and</li> <li>c. pH must be measured within 15 minutes of sample collection using calibrated and maintained equipment. [Minn. R. 7090]</li> </ul>
23.9	<p>In the following situations, the permittee must perform corrective action(s) and immediately notify the Minnesota Department of Public Safety Duty Officer at 800-422-0798 (toll free) or 651-649-5451 (Metro area):</p> <ul style="list-style-type: none"> <li>a. the pH of the discharged water is not within the range of 6.0 and 9.0;</li> <li>b. any indications of toxicity or measurements exceeding water quality standards which could endanger human health, public drinking water supplies, or the environment; or</li> <li>c. a spill or discharge or alteration resulting in water pollution as defined in Minn. Stat. 115.01, subd. 13, of alum or ferric chloride.</li> </ul>



	If item b is applicable, the permittee must also report the non-compliance to the Commissioner as required in item 26.11. [Minn. R. 7001.0150, subp. 3(K), Minn. R. 7090]
23.10	If the permittee discovers indications of toxicity or measurements exceeding water quality standards that the permittee determines does not endanger human health, public drinking water supplies, or the environment, the permittee must report the non-compliance to the Commissioner as required in item 26.12. [Minn. R. 7001.0150, subp. 3(L), Minn. R. 7090]
23.11	<p>The permittee must submit the following information with the annual report. The annual report must include a month-by-month summary of:</p> <ul style="list-style-type: none"><li>a. date(s) of operation;</li><li>b. chemical(s) used for treatment;</li><li>c. gallons of water treated;</li><li>d. gallons of alum or ferric chloride treatment used;</li><li>e. calculated pounds of phosphorus removed; and</li><li>f. any performance issues and the corrective action(s), including the date(s) when corrective action(s) were taken.</li></ul> [Minn. R. 7090]
23.12	A record of the design parameters in items 23.13 through 23.15 must be kept on-site. [Minn. R. 7090]
23.13	Site-specific jar testing conducted using typical and representative water samples in accordance with the most current approved version of ASTM D2035. [Minn. R. 7090]
23.14	<p>Baseline concentrations of the following parameters in the influent and receiving waters:</p> <ul style="list-style-type: none"><li>a. aluminum or iron; and</li><li>b. phosphorus. [Minn. R. 7090]</li></ul>
23.15	<p>The following system parameters and how each was determined:</p> <ul style="list-style-type: none"><li>a. flocculant settling velocity;</li><li>b. minimum required retention time;</li><li>c. rate of diversion of stormwater into the system;</li><li>d. the flow rate from the discharge of the outlet structure; and</li><li>e. range of expected dosing rates. [Minn. R. 7090]</li></ul>
23.16	<p>The following site-specific procedures must be developed and a copy kept on-site:</p> <ul style="list-style-type: none"><li>a. procedures for the installation, operation and maintenance of all pumps, generators, control systems, and other equipment;</li><li>b. specific parameters for determining when the solids must be removed from the system and how the solids will be handled and disposed of; and</li><li>c. procedures for cleaning up and/or containing a spill of each chemical stored on-site. [Minn. R. 7090]</li></ul>
24.1	<b>Stormwater Pollution Prevention Program (SWPPP) Modification.</b> [Minn. R. 7090]
24.2	<p>The Commissioner may require the permittee to modify the SWPPP as needed, in accordance with the procedures of Minn. R. 7001, and may consider the following factors:</p> <ul style="list-style-type: none"><li>a. discharges from the MS4 are impacting the quality of receiving waters;</li><li>b. more stringent requirements are necessary to comply with state or federal regulations; and</li><li>c. additional conditions are deemed necessary to comply with the goals and applicable requirements of the Clean Water Act and protect water quality. [Minn. R. 7090]</li></ul>
24.3	Modifications that the permittee chooses to make to the SWPPP other than modifications authorized in item 24.4, must be approved by the Commissioner in accordance with the procedures of Minn. R. 7001. All requests must be in writing, setting forth schedules for compliance. The request must discuss alternative program modifications, assure compliance with requirements of the permit, and meet other applicable laws. [Minn. R. 7090]
24.4	The permittee may modify the SWPPP without prior approval of the Commissioner provided the Commissioner is notified of the modification in the annual report for the year the modification is made and the modification falls under one of the following categories:

	<p>a. a BMP is added, and none subtracted, from the SWPPP; or</p> <p>b. a less effective BMP is replaced with a more effective BMP. The alternate BMP must address the same, or similar, concerns as the ineffective or failed BMP. [Minn. R. 7090]</p>
25.1	<b>Annual Assessment, Annual Reporting, and Recordkeeping.</b> [Minn. R. 7090]
25.2	The permittee must conduct an annual assessment to evaluate compliance with the terms and conditions of the General Permit, including the effectiveness of the components of the SWPPP and the status of achieving the measurable requirements in the General Permit. Measurable requirements are activities that must be documented or tracked (e.g., education and outreach efforts, implementation of written plans, inventories, trainings, site plan reviews, inspections, enforcement, etc.). The permittee must perform the annual assessment prior to completion of each annual report and document any modifications made to the SWPPP as a result of the annual assessment. [Minn. R. 7090]
25.3	<p>The permittee must submit an annual report: Due annually, by the 30th of June. The annual report must cover the portion of the previous calendar year during which the permittee was authorized to discharge stormwater under the General Permit. The annual report shall be submitted to the Agency, in a manner determined by the Agency, that includes but is not limited to:</p> <p>a. the status of compliance with permit terms and conditions, including an assessment of the appropriateness of BMPs identified by the permittee and progress towards achieving the measurable requirements of each of the MCMs. The assessment must be based on results of information collected and analyzed, including monitoring (if any), inspection findings, and public input received during the reporting period;</p> <p>b. the stormwater activities the permittee plans to undertake during the next reporting cycle;</p> <p>c. a change in any identified BMPs for any of the MCMs;</p> <p>d. the summary required in item 22.2 to demonstrate progress toward achieving applicable WLAs;</p> <p>e. information required to be recorded or documented in Sections 13 through 24; and</p> <p>f. a statement that the permittee is relying on a partnership(s) with another regulated small MS4(s) to satisfy one or more permit requirements (if applicable), and what agreements the permittee has entered into in support of this effort. [Minn. R. 7090]</p>
25.4	The permittee must make records, including components of the SWPPP, available to the public at reasonable times during regular business hours (see 40 CFR 122.7 for confidentiality provision). [Minn. R. 7090]
25.5	The permittee must retain copies of the permit application, all documentation necessary to comply with SWPPP requirements, all data and information used by the permittee to complete the application process, and any information developed as a requirement of the General Permit or as requested by the Commissioner, for a period of at least three (3) years beyond the date of permit expiration. This period is automatically extended during the course of an unresolved enforcement action regarding the small MS4 or as requested by the Commissioner. [Minn. R. 7001.0080, Minn. R. 7090]
25.6	The permittee must, when requested by the Commissioner, submit within a reasonable time the information and reports that are relevant to the control of pollution regarding the construction, modification, or operation of the facility covered by the General Permit or regarding the conduct of the activity covered by the General Permit. [Minn. R. 7001.0150, subp. 3(H), Minn. R. 7090]
25.7	<p>The permittee must use an electronic submittal process, as provided by the Agency, to submit information required by the General Permit. If electronic submittal is not available, the permittee must use the following mailing address:</p> <p>Supervisor, Municipal Stormwater Unit  Minnesota Pollution Control Agency  520 Lafayette Road North  St. Paul, Minnesota 55155-4194. [Minn. R. 7090]</p>
26.1	<b>General Conditions.</b> [Minn. R. 7090]
26.2	The Agency's issuance of a permit does not release the permittee from any liability, penalty, or duty imposed by Minnesota or federal statutes or rules or local ordinances, except the obligation to obtain the General Permit. [Minn. R. 7001.0150, subp. 3(A)]
26.3	The Agency's issuance of a permit does not prevent the future adoption by the Agency of pollution control rules, standards, or orders more stringent than those now in existence and does not prevent the enforcement of these rules, standards, or

	orders against the permittee. [Minn. R. 7001.0150, subp. 3(B)]
26.4	The General Permit does not convey a property right or an exclusive privilege. [Minn. R. 7001.0150, subp. 3(C)]
26.5	The Agency's issuance of a permit does not obligate the Agency to enforce local laws, rules or plans beyond that authorized by Minnesota statutes. [Minn. R. 7001.0150, subp. 3(D)]
26.6	The permittee must perform the actions or conduct the activity authorized by the permit in accordance with the plans and specifications approved by the Agency and in compliance with the conditions of the permit. [Minn. R. 7001.0150, subp. 3(E)]
26.7	The permittee must at all times properly operate and maintain the facilities and systems of treatment and control and the appurtenances related to them which are installed or used by the permittee to achieve compliance with the conditions of the General Permit. Proper operation and maintenance includes effective performance, adequate funding, adequate operator staffing and training, and adequate laboratory and process controls, including appropriate quality assurance procedures. The permittee must install and maintain appropriate backup or auxiliary facilities if they are necessary to achieve compliance with the conditions of the General Permit and, for all permits other than hazardous waste facility permits, if these backup or auxiliary facilities are technically and economically feasible. [Minn. R. 7001.0150, subp. 3(F)]
26.8	The permittee may not knowingly make a false or misleading statement, representation, or certification in a record, report, plan, or other document required to be submitted to the Agency or to the Commissioner by the General Permit. The permittee must immediately upon discovery report to the Commissioner an error or omission in these records, reports, plans, or other documents. [Minn. R. 7001.0150, subp. 3(G), Minn. R. 7001.1090, subp. 1(G), Minn. R. 7001.1090, subp. 1(H), Minn. Stat. 609.671]
26.9	When authorized by Minn. Stat. 115.04, 115B.17, subd. 4, and 116.091, and upon presentation of proper credentials, the Agency, or an authorized employee or agent of the Agency, must be allowed by the permittee to enter at reasonable times upon the property of the permittee to examine and copy books, papers, records, or memoranda pertaining to the activity covered by the General Permit; and to conduct surveys and investigations, including sampling or monitoring, pertaining to the construction, modification, or operation of the facility covered by the permit or pertaining to the activity covered by the General Permit. [Minn. R. 7001.0150, subp. 3(I)]
26.10	If the permittee discovers, through any means, including notification by the Agency, that noncompliance with a condition of the General Permit has occurred, the permittee must take all reasonable steps to minimize the adverse impacts on human health, public drinking water supplies, or the environment resulting from the noncompliance. [Minn. R. 7001.0150, subp. 3(J)]
26.11	If the permittee discovers that noncompliance with a condition of the General Permit has occurred which could endanger human health, public drinking water supplies, or the environment, the permittee must, within 24 hours of the discovery of the noncompliance, orally notify the Commissioner. Within five days of the discovery of the noncompliance, the permittee must submit to the Commissioner a written description of the noncompliance; the cause of the noncompliance; the exact dates of the period of the noncompliance; if the noncompliance has not been corrected, the anticipated time it is expected to continue; and steps taken or planned to reduce, eliminate, and prevent reoccurrence of the noncompliance. [Minn. R. 7001.0150, subp. 3(K)]
26.12	The permittee must report noncompliance with the General Permit not reported under item 26.11 as a part of the next report which the permittee is required to submit under the General Permit. If no reports are required within 30 days of the discovery of the noncompliance, the permittee must submit the information listed in item 26.11 within 30 days of the discovery of the noncompliance. [Minn. R. 7001.0150, subp. 3(L), Minn. R. 7090]
26.13	The permittee must give advance notice to the Commissioner as soon as possible of planned physical alterations or additions to the permitted facility (MS4) or activity that may result in noncompliance with a Minnesota or federal pollution control statute or rule or a condition of the General Permit. [Minn. R. 7001.0150, subp. 3(M)]
26.14	The General Permit is not transferable to any person without the express written approval of the Agency after compliance with the requirements of Minn. R. 7001.0190. A person to whom the permit has been transferred must comply with the conditions of the General Permit. [Minn. R. 7001.0150, subp. 3(N)]
26.15	The General Permit authorizes the permittee to perform the activities described in the permit under the conditions of the General Permit. In issuing the permit, the state and Agency assume no responsibility for damage to persons, property, or the environment caused by the activities of the permittee in the conduct of its actions, including those activities authorized, directed, or undertaken under the permit. To the extent the state and Agency may be liable for the activities of its employees, that liability is explicitly limited to that provided in the Tort Claims Act, Minn. Stat. 3.736. [Minn. R. 7001.0150,

	subp. 3(O)]
26.16	The General Permit incorporates by reference the applicable portions of 40 CFR 122.41 and 122.42(c) and (d), and Minn. R. 7001.1090, which are enforceable parts of the General Permit. [Minn. R. 7090]
26.17	The provisions of the General Permit are severable, and if any provision of the General Permit, or the application of any provision of the General Permit to any circumstance, is held invalid, the application of such provision to other circumstances and the remainder of the General Permit shall not be affected thereby. [Minn. R. 7090]
27.1	<b>Definitions.</b> [Minn. R. 7090]
27.2	"Active karst" means a terrain having distinctive landforms and hydrology created primarily from the dissolution of soluble rocks within 50 feet of the land surface. [Minn. R. 7090]
27.3	"Agency" means the Minnesota Pollution Control Agency or MPCA. [Minn. Stat. 116.36, subd. 2]
27.4	"Alum or Ferric Chloride Phosphorus Treatment System" means the diversion of flowing stormwater from a MS4, removal of phosphorus through the use a continuous feed of alum or ferric chloride additive, flocculation, and the return of the treated stormwater back into a MS4 or receiving water. [Minn. R. 7090]
27.5	"Applicable WLA" means a Waste Load Allocation assigned to the permittee and approved by the USEPA prior to the issuance date of the General Permit. [Minn. R. 7090]
27.6	"Best Management Practices" or "BMPs" means practices to prevent or reduce the pollution of the waters of the state, including schedules of activities, prohibitions of practices, and other management practices, and also includes treatment requirements, operating procedures and practices to control plant site runoff, spillage or leaks, sludge, or waste disposal or drainage from raw material storage. [Minn. R. 7001.1020, subp. 5]
27.7	"Commissioner" means the Commissioner of the Minnesota Pollution Control Agency or the Commissioner's designee. [Minn. Stat. 116.36, subd. 3]
27.8	"Common Plan of Development or Sale" means a contiguous area where multiple separate and distinct land disturbing activities may be taking place at different times, on different schedules, but under one proposed plan. One plan is broadly defined to include design, permit application, advertisement or physical demarcation indicating that land-disturbing activities may occur. [Minn. R. 7090]
27.9	"Construction Activity" means activities including clearing, grading, and excavating, that result in land disturbance of equal to or greater than one acre, including the disturbance of less than one acre of total land area that is part of a larger common plan of development or sale if the larger common plan will ultimately disturb equal to or greater than one acre. This includes a disturbance to the land that results in a change in the topography, existing soil cover, both vegetative and nonvegetative, or the existing soil topography that may result in accelerated stormwater runoff that may lead to soil erosion and movement of sediment. Construction activity does not include a disturbance to the land of less than five acres for the purpose of routine maintenance performed to maintain the original line and grade, hydraulic capacity, and original purpose of the facility. Routine maintenance does not include activities such as repairs, replacement and other types of non-routine maintenance. Pavement rehabilitation that does not disturb the underlying soils (e.g., mill and overlay projects) is not construction activity. [Minn. R. 7090]
27.10	"DNR Catchment Area" means the Hydrologic Unit 08 areas delineated and digitized by the Minnesota DNR. The catchment areas are available for download at the Minnesota DNR Geospatial Commons website. DNR catchment areas may be locally corrected, in which case the local corrections may be used. [Minn. R. 7090]
27.11	"Existing Permittee" means an owner/operator of a small MS4 that has been authorized to discharge stormwater under a previously issued general permit for small MS4s in the state of Minnesota. [Minn. R. 7090]
27.12	"Fully reconstructed" means areas where impervious surfaces have been removed down to the underlying soils. Activities such as structure renovation, mill and overlay projects, and other pavement rehabilitation projects that do not expose the underlying soils beneath the structure, pavement, or activity are not considered fully reconstructed. Maintenance activities such as catch basin repair/replacement, utility repair/replacement, pipe repair/replacement, lighting, and pedestrian ramp improvements are not considered fully reconstructed. [Minn. R. 7090]
27.13	"General permit" means a permit issued under Minn. R. 7001.0210 to a category of permittees whose operations, emissions, activities, discharges, or facilities are the same or substantially similar. [Minn. R. 7001.0010, subp. 4]
27.14	"Geographic Coordinates" means the point location of a stormwater feature expressed by X, Y coordinates of a standard Cartesian coordinate system (i.e. latitude/longitude) that can be readily converted to Universal Transverse Mercator (UTM), Zone 15N in the NAD83 datum. For polygon features, the geographic coordinates will typically define the approximate

	center of a stormwater feature. [Minn. R. 7090]
27.15	"High Flow Bypass" means a function of an inlet device that allows a certain flow of water through, but diverts any higher flows away. High flow bypasses are generally used for BMPs that can only treat a designed amount of flow and that would be negatively affected by higher flows. [Minn. R. 7090]
27.16	"Illicit Discharge" means any discharge to a municipal separate storm sewer that is not composed entirely of stormwater except discharges pursuant to a NPDES permit (other than the NPDES permit for discharges from the municipal separate storm sewer) and discharges resulting from firefighting activities. [40 CFR 122.26(b)(2)]
27.17	"Impaired Water" means waters identified as impaired by the Agency, and approved by the USEPA, pursuant to section 303(d) of the Clean Water Act (33 U.S.C. 303(d)). [Minn. R. 7090]
27.18	"Linear project" means construction of new or fully reconstructed roads, trails, sidewalks, or rail lines that are not part of a common plan of development or sale. For example, roads being constructed concurrently with a new residential development are not considered linear projects because they are part of a common plan of development or sale. [Minn. R. 7090]
27.19	"Maximum Extent Practicable" or "MEP" means the statutory standard (33 U.S.C. 1342(p)(3)(B)(iii)) that establishes the level of pollutant reductions that an owner or operator of regulated MS4s must achieve. The USEPA has intentionally not provided a precise definition of MEP to allow maximum flexibility in MS4 permitting. The pollutant reductions that represent MEP may be different for each small MS4, given the unique local hydrologic and geologic concerns that may exist and the differing possible pollutant control strategies. Therefore, each permittee will determine appropriate BMPs to satisfy each of the six Minimum Control Measures (MCMs) through an evaluative process. The USEPA envisions application of the MEP standard as an iterative process. [Minn. R. 7090]
27.20	<p>"Municipal separate storm sewer system" or "MS4" means a conveyance or system of conveyances including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains:</p> <ul style="list-style-type: none"> <li>a. owned or operated by a state, city, town, county, district, association, or other public body, created by or pursuant to state law, having jurisdiction over disposal of sewage, industrial wastes, stormwater, or other wastes, including special districts under state law such as a sewer district, flood control district, or drainage district or similar entity, or an Indian tribe or an authorized Indian tribe organization, or a designated and approved management Agency under section 208 of the federal Clean Water Act, United States Code, title 33, section 1288, that discharges into waters of the state;</li> <li>b. designed or used for collecting or conveying stormwater;</li> <li>c. that is not a combined sewer; and</li> <li>d. that is not part of a publicly owned treatment works as defined in 40 CFR 122.2.</li> </ul> <p>Municipal separate storm sewer systems do not include separate storm sewers in very discrete areas, such as individual buildings. [Minn. R. 7090.0080, subp. 8]</p>
27.21	"New Permittee" means an owner/operator of a small MS4 that has not been authorized to discharge stormwater under a previously issued General Stormwater Permit for small MS4s in the state of Minnesota and that applies for, and obtains coverage under the General Permit. [Minn. R. 7090]
27.22	"Non-Stormwater Discharge" means any discharge not composed entirely of stormwater. [Minn. R. 7090]
27.23	"Operator" means the person with primary operational control and legal responsibility for the MS4. [Minn. R. 7090.0080, subp. 10]
27.24	"Outfall" means the point source where a MS4 discharges to a receiving water, or the stormwater discharge permanently leaves the permittee's MS4. It does not include diffuse runoff or conveyances that connect segments of the same stream or water systems (e.g., when a conveyance temporarily leaves an MS4 at a road crossing). [Minn. R. 7090]
27.25	"Owner" means the person that owns the MS4. [Minn. R. 7090.0080, subp. 11]
27.26	"Permittee" means a person or persons, that signs the permit application submitted to the Agency and is responsible for compliance with the terms and conditions of the General Permit. [Minn. R. 7090]
27.27	"Person" means the state or any Agency or institution thereof, any municipality, governmental subdivision, public or private corporation, individual, partnership, or other entity, including, but not limited to, association, commission or any interstate body, and includes any officer or governing or managing body of any municipality, governmental subdivision, or public or private corporation, or other entity. [Minn. Stat. 115.01, subd. 10]

27.28	"Pipe" means a closed manmade conveyance device used to transport stormwater from location to location. The definition of pipe does not include foundation drain pipes, irrigation pipes, land drain tile pipes, culverts, and road sub-grade drain pipes. [Minn. R. 7090]
27.29	"Receiving Water" means any lake, river, stream or wetland that receives stormwater discharges from an MS4. [Minn. R. 7090]
27.30	"Reduce" means reduce to the Maximum Extent Practicable (MEP) unless otherwise defined in the context in which it is used. [Minn. R. 7090]
27.31	"Seasonally Saturated Soil" means the highest seasonal elevation in the soil in a reduced chemical state because of soil voids filled with water causing anaerobic conditions. Seasonally saturated soil is evidenced by the presence of redoximorphic features or other information determined by scientifically established methods or empirical field measurements. [Minn. R. 7090]
27.32	"Section" includes all item numbers of the same whole number. For example, "Section 5" of the General Permit refers to items 5.1 through 5.5. [Minn. R. 7090]
27.33	"Significant Materials" includes, but is not limited to: raw materials, fuels, materials such as solvents, detergents, and plastic pellets; finished materials such as metallic products; raw materials used in food processing or production; hazardous substances designated under Section 101(14) of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA); any chemical the facility is required to report pursuant to Section 313 of the Emergency Planning and Community Right-to-Know Act (EPCRA); fertilizers, pesticides, and waste products such as ashes, slag, and sludge that have the potential to be released with stormwater discharges. When determining whether a material is significant, the physical and chemical characteristics of the material should be considered (e.g. the material's solubility, transportability, and toxicity characteristics) to determine the material's pollution potential. [40 CFR 122.26(b)(12)]
27.34	"Small Municipal Separate Storm Sewer System" or "small MS4", means all separate storm sewers that are: <ul style="list-style-type: none"> <li>a. Owned or operated by the United States, a state, city, town, borough, county, parish, district, association, or other public body (created by or pursuant to state law) having jurisdiction over disposal of sewage, industrial wastes, stormwater, or other wastes, including special districts under state law such as a sewer district, flood control district or drainage district, or similar entity, or an Indian tribe or an authorized Indian tribal organization, or a designated and approved management Agency under section 208 of the CWA that discharges to waters of the United States.</li> <li>b. Not defined as "large" or "medium" Municipal Separate Storm Sewer Systems pursuant to 40 CFR 122.26 paragraphs (b)(4) and (b)(7) or designated under paragraph (a)(1)(v).</li> <li>c. This term includes systems similar to separate storm sewer systems in municipalities, such as systems at military bases, large hospital or prison complexes, and highways and other thoroughfares. The term does not include separate storm sewers in very discrete areas, such as individual buildings. [Minn. R. 7090]</li> </ul>
27.35	"Stormwater" means stormwater runoff, snow melt runoff, and surface runoff and drainage. [Minn. R. 7090.0080, subp. 12]
27.36	"Stormwater flow direction" means the direction of predominant flow within a pipe. Flow direction can be discerned if pipe elevations can be displayed on the storm sewer system map. [Minn. R. 7090]
27.37	"Stormwater Pollution Prevention Program" or "SWPPP" means a comprehensive program developed by the permittee to manage and reduce the discharge of pollutants in stormwater to and from the small MS4. [Minn. R. 7090]
27.38	"Structural Stormwater BMP" means a stationary and permanent BMP that is designed, constructed, and operated to prevent or reduce the discharge of pollutants in stormwater. [Minn. R. 7090]
27.39	"Total Maximum Daily Load" or "TMDL" means the sum of the individual Waste Load Allocations for point sources and load allocations for nonpoint sources and natural background, as more fully defined in 40 CFR 130.2, paragraph (i). A TMDL sets and allocates the maximum amount of a pollutant that may be introduced into a water of the state and still assure attainment and maintenance of water quality standards. [Minn. R. 7052.0010, subp. 42]
27.40	"Waste Load Allocation" or "WLA" means the portion of a receiving water's loading capacity that is allocated to one of its existing or future point sources of pollution, as more fully defined in Code of Federal Regulations, title 40, section 130.2, paragraph (h). In the absence of a TMDL approved by USEPA under 40 CFR 130.7, or an assessment and remediation plan developed and approved according to Minn. R. 7052.0200, subp. 1(C), a WLA is the allocation for an individual point source that ensures that the level of water quality to be achieved by the point source is derived from and complies with all applicable water quality standards and criteria. [Minn. R. 7052.0010, subp. 45]

27.41	"Water pollution" means (a) the discharge of any pollutant into any waters of the state or the contamination of any waters of the state so as to create a nuisance or render such waters unclean, or noxious, or impure so as to be actually or potentially harmful or detrimental or injurious to public health, safety or welfare, to domestic, agricultural, commercial, industrial, recreational or other legitimate uses, or to livestock, animals, birds, fish or other aquatic life; or (b) the alteration made or induced by human activity of the chemical, physical, biological, or radiological integrity of waters of the state. [Minn. Stat. 115.01, subd. 13]
27.42	"Water Quality Standards" means those provisions contained in Minn. R. 7050 and 7052. [Minn. R. 7090]
27.43	"Water Quality Volume" means either:  a. for construction activity (excluding linear projects), one (1) inch of runoff from the sum of the new and fully reconstructed impervious surfaces created by the project (calculated as an instantaneous volume); or b. for linear projects, the greater of one (1) inch of runoff from the new impervious surface or one-half (0.5) inch of runoff from the sum of the new and fully reconstructed impervious surfaces created by the project (calculated as an instantaneous volume). [Minn. R. 7090]
27.44	"Waters of the State" means all streams, lakes, ponds, marshes, watercourses, waterways, wells, springs, reservoirs, aquifers, irrigation systems, drainage systems and all other bodies or accumulations of water, surface or underground, natural or artificial, public or private, which are contained within, flow through, or border upon the state or any portion thereof. [Minn. Stat. 115.01, subd. 22]
27.45	"Wetlands" means those areas that are inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas. Constructed wetlands designed for wastewater treatment are not waters of the state. Wetlands must have the following attributes:  a. a predominance of hydric soils; b. inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support a prevalence of hydrophytic vegetation typically adapted for life in a saturated soil condition; and c. under normal circumstances support a prevalence of such vegetation. [Minn. R. 7050.0186, subp. 1a.B]

# Appendix A. Alum or Ferric Chloride Phosphorus Treatment Systems

Table 1:  
 Monitoring parameters during operation

Station	Alum parameters	Ferric parameters	Units	Frequency
Upstream-background	Total Phosphorus	Total Phosphorus	mg/L	1 x week
	Dissolved Phosphorus	Dissolved Phosphorus	mg/L	1 x week
	Total Aluminum	Total Iron	mg/L	1 x month
	Dissolved Aluminum	Dissolved Iron	mg/L	1 x week
	pH	pH	SU	1 x week
	Flow	Flow	Mgd	Daily
Alum or Ferric Chloride Feed	Alum	Ferric	Gallons	Daily total dosed in gallons
Discharge from treatment	Total Phosphorus	Total Phosphorus	mg/L	1 x week
	Dissolved Phosphorus	Dissolved Phosphorus	mg/L	1 x week
	Total Aluminum	Total Iron	mg/L	1 x month
	Dissolved Aluminum	Dissolved Iron	mg/L	1 x week
	pH	pH	SU	1 x week
	Flow	Flow	Mgd	Daily



## Appendix B. Schedules

Table 2:  
 Existing Permittees - Schedule of permit requirements

<i>Permit requirement</i>	<i>Schedule</i>
<b>Section 12. Stormwater Pollution Prevention Program (SWPPP) Document</b> <ul style="list-style-type: none"> <li>• <i>Submit the SWPPP Document completed in accordance with Section 12.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Within 150 days after General Permit issuance date.</li> </ul>
<b>Section 13. Stormwater Pollution Prevention Program (SWPPP)</b> <ul style="list-style-type: none"> <li>• <i>Complete revisions to incorporate the new requirements of Sections 14 - 23 into current SWPPP.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Within 12 months of the date General Permit coverage is extended, unless other timelines have been specifically established in the General Permit and identified below.</li> </ul>
<b>Section 19. Construction Site Stormwater Runoff Control</b> <ul style="list-style-type: none"> <li>• <i>Complete revisions to Construction Site Stormwater Runoff Control program, including revisions to regulatory mechanism(s), if necessary.</i></li> <li>• <i>When the CSW Permit is reissued, revise regulatory mechanism(s), if necessary, to be at least as stringent as the requirements for erosion, sediment, and waste controls described in the CSW Permit.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Within 12 months of the date General Permit coverage is extended.</li> <li>• Within 12 months of the issuance date of the CSW Permit (expected issuance date of the CSW Permit is August 1, 2023).</li> </ul>
<b>Section 21. Pollution Prevention/Good Housekeeping for Municipal Operations</b> <ul style="list-style-type: none"> <li>• <i>Conduct structural stormwater best management practice (BMP) inspections.</i></li> <li>• <i>Conduct pond and outfall inspections.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Each calendar year.</li> <li>• Prior to the expiration date of the General Permit.</li> </ul>
<b>Section 22. Discharges to Impaired Waters with a USEPA-Approved TMDL that includes an Applicable WLA</b> <ul style="list-style-type: none"> <li>• <i>Submit all information required in item 22.2.</i></li> <li>• <i>Meet requirements for applicable WLAs for bacteria, chloride, and temperature in Section 22.</i></li> </ul>	<ul style="list-style-type: none"> <li>• With each annual report.</li> <li>• Within 12 months of the date General Permit coverage is extended.</li> </ul>
<b>Section 25. Annual Assessment, Annual Reporting, and Recordkeeping</b> <ul style="list-style-type: none"> <li>• <i>Conduct assessment of the SWPPP.</i></li> <li>• <i>On a form provided by the Agency, submit an annual report.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Prior to completion of each annual report.</li> <li>• By June 30<sup>th</sup> of each calendar year.</li> </ul>

Table 3:  
 New Permittees - Schedule of permit requirements

<i>Permit requirement</i>	<i>Schedule</i>
<b>Section 10. New Permittee Applicants</b> <ul style="list-style-type: none"> <li>• <i>Submit Part 1, and Part 2 of the permit application as required by Section 12.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Within 18 months of written notification from the Commissioner that the MS4 meets the criteria in Minn. R. 7090.1010, subp. 1.A. or B. and General Permit coverage is required.</li> </ul>
<b>Section 13. Stormwater Pollution Prevention Program (SWPPP)</b> <ul style="list-style-type: none"> <li>• <i>Complete all requirements of Sections 14 - 23.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Within 36 months of the date General Permit coverage is extended, unless other timelines have been specifically established in the General Permit and identified below; or</li> <li>• Within timelines established by the Commissioner in item 8.3.</li> </ul>
<b>Section 14. Mapping</b> <ul style="list-style-type: none"> <li>• <i>Develop a storm sewer system map.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Within 24 months of the date General Permit coverage is extended.</li> </ul>
<b>Section 18. Illicit Discharge Detection and Elimination</b> <ul style="list-style-type: none"> <li>• <i>Develop, implement, and enforce an Illicit Discharge Detection and Elimination Program.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Within 12 months of the date General Permit coverage is extended.</li> </ul>
<b>Section 19. Construction Site Stormwater Runoff Control</b> <ul style="list-style-type: none"> <li>• <i>Develop, implement, and enforce a Construction Site Stormwater Runoff Control Program.</i></li> <li>• <i>When the CSW Permit is reissued, revise regulatory mechanism(s), if necessary, to be at least as stringent as the requirements for erosion, sediment, and waste controls described in the CSW Permit.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Within 12 months of the date General Permit coverage is extended.</li> <li>• Within 12 months of the issuance date of the CSW Permit (expected issuance date of the CSW Permit is August 1, 2023).</li> </ul>
<b>Section 20. Post-Construction Stormwater Management</b> <ul style="list-style-type: none"> <li>• <i>Develop, implement, and enforce a Post-Construction Stormwater Management program.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Within 24 months of the date General Permit coverage is extended.</li> </ul>
<b>Section 21. Pollution Prevention/Good Housekeeping for Municipal Operations</b> <ul style="list-style-type: none"> <li>• <i>Conduct structural stormwater BMP inspections.</i></li> <li>• <i>Conduct pond and outfall inspections.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Each calendar year.</li> <li>• Prior to the expiration date of the General Permit.</li> </ul>
<b>Section 22. Discharges to Impaired Waters with a USEPA-Approved TMDL that includes an Applicable WLA</b> <ul style="list-style-type: none"> <li>• <i>Submit all information required in item 22.2.</i></li> <li>• <i>Meet requirements for applicable WLAs for bacteria, chloride, and temperature in Section 22.</i></li> </ul>	<ul style="list-style-type: none"> <li>• With each annual report.</li> <li>• Within 12 months of the date General Permit coverage is extended.</li> </ul>
<b>Section 23. Alum or Ferric Chloride Phosphorus Treatment Systems (if applicable)</b> <ul style="list-style-type: none"> <li>• <i>Meet requirements for treatment systems in Section 23.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Within 12 months of the date General Permit coverage is extended.</li> </ul>
<b>Section 25. Annual SWPPP Assessment, Annual Reporting, and Recordkeeping</b> <ul style="list-style-type: none"> <li>• <i>Conduct assessment of the SWPPP.</i></li> <li>• <i>On a form provided by the Agency, submit an annual report.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Prior to completion of each annual report.</li> <li>• By June 30<sup>th</sup> of each calendar year.</li> </ul>

#3.1



TO: Honorable Mayor and City Council Members  
FROM: Bill Waller, City Administrator *Bill*  
DATE: December 16, 2021  
RE: Stormwater Utility

The establishment of a stormwater utility is presented for discussion at this meeting. It's a topic that has been discussed periodically over the years. In 1997 the City Council went through the process to establish a stormwater utility, but in the end did not adopt the ordinance necessary to establish the utility.

In 2021 the City completed 3 stormwater projects. These included the restoration of the Beacon Valley Road ditch, the stormsewer upgrades at the Wildwood development, and improvements to the drainage ditch by the High School.

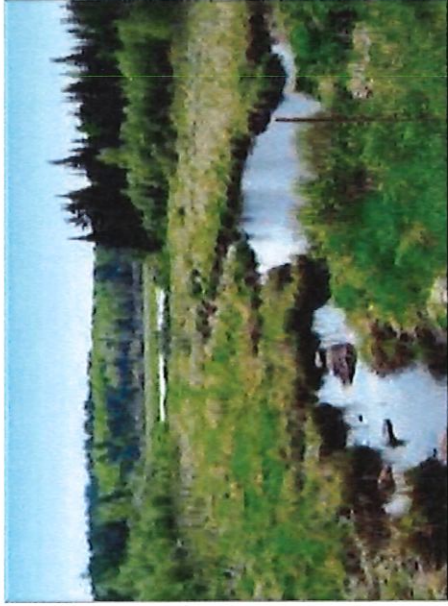
In addition, the City has discussed future stormwater projects. These include additional improvements to the drainage ditch by the High school, maintenance to the stormsewer between Park Street and Elm Street, and the continued expansion of the Redwood Drive stormsewer system to reduce localized flooding events that occur periodically throughout the community.

As a starting point in this discussion, attached is an informational document prepared by the City of Hermantown, Minnesota regarding the establishment of a stormwater utility.

The City Engineer, City Attorney and I will be in attendance at the meeting to review this with the City Council. If there is an interest by the City Council in studying this topic in more detail, City staff will prepare a more detailed report for review and discussion at a meeting in the future.



# Hermantown Stormwater Utility (SWU)







# Creation and Implementation of a Stormwater Utility

## Hermantown, Minnesota

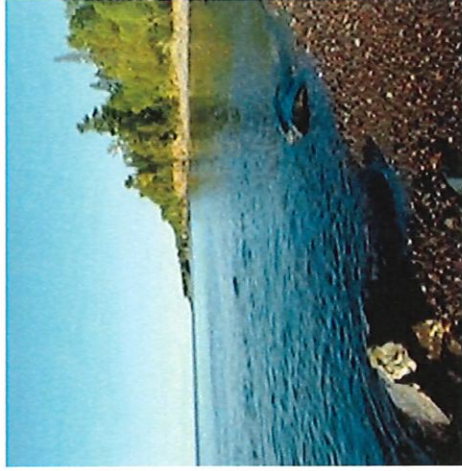
### What is a Stormwater Utility?

- Service charge or fee based on “use,” to manage storm water.
- Similar to the usage fees for the sanitary or drinking water utilities.
- Established by Minnesota State Statute 444.075
- Fees based on parcels’ runoff contribution. (impervious surface)



## Why Stormwater Management is Important?

- Where land is in a natural state, most rain soaks into the ground.
- Where development has been prevalent, rooftops, driveways and parking lots (called impervious surfaces) prevent rainfall from soaking into the ground.
- The rain runs off into streets, ditches, ponds and lakes, picking up pollutants which discharge to our public waters.
- This creates the need for drainage systems that protect the quality of our water resources







# Why a Stormwater Utility?

- The City of Hermantown is permitted as a Municipally Separate Storm Sewer System (MS4) by the Minnesota Pollution Control Agency (MPCA).
  - Establishes regulations/conditions for managing and discharging Stormwater
- New and evolving regulations require a wide variety of activities to protect public waters.
- Hermantown's existing stormwater program can be outlined into the following categories:
  - Education and Outreach
  - Municipal Operations
  - Construction and Post Construction Stormwater Management
  - Program Administration and Management
  - Future Planning and Capital Improvements (CIP)



# Why a Stormwater Utility?

Currently, Hermantown has limited staff, funding, and resources to properly address all aspects of the stormwater system and program elements.

The City's current stormwater management needs:

- Additional local educational efforts are needed to focus on City specific topics.
- Additional culvert inspection and maintenance efforts are needed to help identify, assess, and proactively maintain the City's culvert conveyance system into the future.
- Mapping of the existing ditches and identification of which ditches are significant to the stormwater drainage system to address issues.
- Increased frequency of storm sewer system inspection and maintenance efforts; schedule for completing storm sewer system maintenance, similar to what the City currently has for the sanitary sewer system.





# Why a Stormwater Utility?

- Development of a pond and BMP assessment procedure and schedule for evaluating each BMP's treatment effectiveness.
- Development of clear and consistent internal procedures for completing, reporting, and documenting permit applications, site plan reviews, and construction site inspections.
- Development of more clearly defined MS4 Compliance and Reporting standards, as well as the creation of Program Implementation and Documentation standards.
- The City must meet additional requirements as identified in the City's NPDES MP4 permit.
- Stormwater capital improvement projects.

City estimates a \$1,500,000 need  
Over the next 5 years



# Benefits of a Stormwater Utility?

- A utility benefits the community by providing a dedicated fund for surface water management activities, such as:
  - Flood reduction and protection;
  - Water quality improvements;
  - Wetland protection and enhancement;
  - Erosion and sediment control;
  - Drainage system construction and maintenance;
  - Community education; and
  - Improved fish, wildlife, and recreational opportunities.





# Benefits of a Stormwater Utility?

Stormwater utilities are frequently recognized as the preferred financing method for communities, based on that they are:

## **FAIR:**

- ❖ Charges are based on runoff rather than property value

## **DEPENDABLE:**

- ❖ Self-financing, which means it does not need to compete with other general services for limited resources within the general fund.
- ❖ Provides a consistent source of revenue which can be easily adjusted and easily projected.
- ❖ Revenues are kept in a separate, dedicated funds.
- ❖ It can be used for debt services on revenue bonds.



# Benefits of a Stormwater Utility?

Stormwater utilities are frequently recognized as the preferred financing method for communities, based on that they are:

## **ACCEPTABLE:**

- ❖ No increase in property tax- it is a user fee.
- ❖ Small ongoing service charge vs. large, onetime assessment.
- ❖ Based on engineering calculations.
- ❖ Adopted by municipalities across the United States.

## **SIMPLE AND FLEXIBLE:**

- ❖ Setup similar to water and sanitary sewer utilities.
- ❖ Able to utilize current billing system.
- ❖ Includes credits, exemptions, and appeals process.





# Key Elements

There are essentially two fundamental principles behind a stormwater utility:

- 1) All property within a community will benefit from installation and proper maintenance of stormwater conveyance and management facilities.
- 2) The cost of developing and maintaining stormwater conveyance and management facilities should be the responsibility of all property within a community.

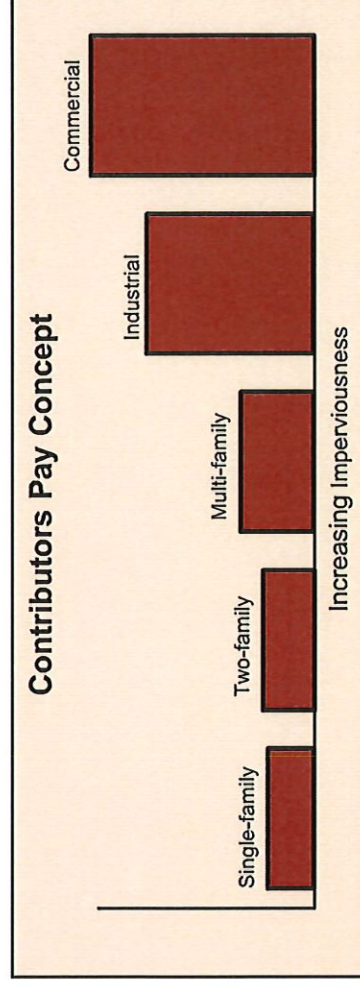
**Example:** How does a property owner who lives on top of a hill, or in a rural setting, benefit from the construction of a water quality basin, culvert, or storm sewer....

Recognizing that development adds to existing drainage and pollutant loading problems. The property owner on the hill or in a rural setting has, by converting the natural ground cover into streets, driveways, and rooftops increased the runoff.

Additionally, that property owner utilizes the local streets and other public facilities within the community they live. All of this contributes to the drainage and water quality management needs within the community.

# Fee Basis

- The general philosophy behind the stormwater utility program is “Contributors Pay”. (similar to a water or sanitary sewer utility, where property owners pay a fee based on how much water is used and/or disposed of)
- The stormwater utility rate structure is based on how much a particular parcel contributes to the need for stormwater conveyance and water quality management...
- In other words, the amount of runoff and pollutant load contributed by a particular parcel, which can be calculated and is directly related to Impervious Surface.







# Fee Basis

- Each parcel categorized by land use (County Tax Records)
  - Exempt
  - Residential
  - Non-Residential
- Residential Land Uses
  - Commons Areas
  - Seasonal Residential Recreational
  - Residential 1 Unit
  - Residential 2-3 Units
  - Residential Non-Homestead
- Exempt Land Uses
  - Agricultural
  - Cemeteries
  - County Property
  - State Property
  - Federal Property
  - K-12 Schools
  - Managed Forest Lands
  - Municipal
  - Vacant Land
  - Streets and Roadways
  - Tax-Forfeited-Real Estate
- Everything Else is considered Non-Residential



# Fee Basis

- Residential
  - Fee Rate set by Council = \$7.00 per Parcel per Month (ERU Rate)
  - Set average Impervious area = 9,100 sf = 1 ERU
  - ERU = Equivalent Residential Unit
- Non-residential
  - Minimum Fee = ERU
  - Fee based on actual Impervious Area as measured from aerial photography
  - Rate = Impervious Area / 9,100 ft (ERU) X ERU Rate

Example:

2.0 acre parcel with 1.2 acres of Impervious (52,272 sf)

ERU = 52272 sf / 9100 sf = 5.74

ERU Rounded = 6

Fee = 6 x \$7.00 (ERU Rate) = \$42 per month



# Credits

- Credits for Non-residential Parcels
- Minimum Fee = 1 ERU
- Must meet City Code of Ordinances Section 1080
  - Minimum Standards
  - Inspection Requirements
  - Maintenance Requirements
  - Repair Requirements
- Up to 25% Credit for providing Water Quality Treatment
- Up to 25% Credit for providing Rate Control
- They are accumulative up to 50% Maximum Credit





# Summary

- We are all required to protect our Water Resources and Environment
- There is a cost Manage Stormwater Runoff
- A Storm Water Utility is a Fair, Dependable, Acceptable, Simple and Flexible way to fund Stormwater Management
- Hermantown has estimated the Need for the City's Stormwater Management efforts
  - All property within a community will benefit from installation and proper management of stormwater.
  - The cost of developing and maintaining stormwater facilities should be the responsibility of all property owners.
- Hermantown has developed a Fee and Rate Structure to address stormwater management.
  - Land Use
  - Credits



# 3.2



TO: Honorable Mayor and City Council Members  
FROM: Bill Waller, City Administrator *BW*  
DATE: December 16, 2021  
RE: Engineering Agreement

The City has received a \$128,105.83 State Park Road Account grant from the Minnesota Department of Natural Resources that will pay for 100% of the construction cost to reconstruct the Sportsman Landing Road. This project will improve the separation between the road and the Wagon Wheel Trail and will also allow the City to plan for the connection of the trail to the West Channel Bridge.

We are suggesting that the City Council expand the scope of the engineering agreement to include the Monte Carlo Road. The Monte Carlo Road is in need of repair, and this may be an opportune time for the work to be completed. The 2022 budget does not presently included funds for the Monte Carlo Road portion of the project.

Attached for review and consideration by the City Council is an engineering agreement for the project. City Engineer Tim Hruska will be in attendance at the meeting to review the project and the agreement.

The engineering costs are not grant eligible for reimbursement. There are funds in the 2022 general fund budget for this expenditure.

In order to proceed with the project, we would suggest that the City Council accept the engineering agreement with WHKS.



## PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT, by and between **City of La Crescent** hereinafter referred to as the "Client" and WHKS & Co., hereinafter referred to as "WHKS", is made as follows:

WHEREAS, the Client has a need for certain professional services relating to the project described as **Sportsmen's Landing Access Road**.

WHEREAS, WHKS proposes to furnish the professional services required by the Client for said project,

NOW THEREFORE, the Client hereby agrees to retain and compensate WHKS to perform the professional services in accordance with the terms and conditions of this Agreement and the attached Standard Terms and Conditions.

### Scope of Services

WHKS shall perform the following described services for the Client:

**Design, bid, and construction phase engineering services as described on the attached Scope of Services included in Exhibit A.**

### Basis of Compensation

For the services described above, the Client shall remunerate WHKS as follows:

**Items 1-5 - Billed Hourly with an Estimated Fee of \$32,000. Expenses billed at actual cost and mileage at the current published IRS rate per mile.**

Executed this \_\_\_\_\_ day of November, 2021

### **City of La Crescent**

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

### **WHKS & co.**

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

## **Exhibit A to Professional Services Agreement**

### **A. Project Description**

The Project consists of reconstructing the existing public water access roadway from Highway 14/16/61 to Sportsmen's Landing on the Mississippi River in La Crescent, MN. A Concrete curb will be constructed along the northerly edge of the road providing a buffer between the road and the Wagon Wheel Trail.

### **B. Scope of Services Provided Under This Agreement:**

#### **1. Project Management and Meetings**

- Perform general project administrative duties including supervision and coordination of the project team, review of project costs and billings, prepare invoices using Consultant's standard forms, preparation of status reports, and general administrative activities.
- Hold kick-off meeting with Client to discuss the project and review the scope.
- Advise the Client of the necessity of obtaining Special Engineering Services as described in Paragraph C., and act as the Client's representative in connection with any such services not actually performed by WHKS.
- Attend two (2) meetings for the project.
- Prepare State Aid Payment Requests to be submitted in accordance with State Aid rules.

#### **2. Topographic Survey and Research of Existing Conditions**

- Perform site topographical surveys to support new facilities, exclusive of boundary surveys for land and easement acquisition.
- Develop project control and base map for the project.
- Locate the existing underground utilities as located by the Gopher State One Call locate system.
- Collect, obtain and review relevant information from the Client.

#### **3. Preliminary and Final Design**

- Prepare preliminary and final plans and specifications to show the character and scope of work to be performed by contractors on the Project.
- Prepare forms of advertisement for bids, contractor's proposal, construction agreement, payment bond and performance bond for approval by the Client, subject to prior review and approval by Client's Attorney, Bond Counsel, and/or Fiscal Agent.
- Prepare opinion of probable construction cost on completed plans and specifications.
- Submit plan to MnDOT District State Aid Engineer review and approval prior to letting the project.
- Furnish two (2) original signed copies of the plans, specifications, and other contract documents as required to the Client.
- Furnish plans and specifications to bidders through the use of a web based plan room.
- Answer contractor's questions during the bidding phase.
- Prepare addendums to the contract documents prior to bid letting, if necessary.

- Assist in the receiving and tabulation of Contractors' proposals and assist in awarding construction contract.

**4. Construction Administration**

- Provide construction administration assistance during construction. Contract administration assistance activities conducted during project construction include clarification of design details, periodic visits to the construction site to observe the progress of work, review of shop drawings, review periodic payment estimates for completed construction work and recommend payments for processing, prepare change orders when required, and prepare the final summary of construction costs.
- Conduct a preconstruction meeting with Client, Contractor and Utility Owners.
- Provide construction staking.
- Prepare record drawings from Contractor provided "mark-ups" at the completion of the construction.
- Provide construction updates to the Client.

**5. Construction Observation**

- Provide resident project observation services during the construction of the Project. Resident observation is a part time function during construction. Duties are to provide on-site evaluations of the Project progress in accordance with the plans and specifications and report said progress to the Engineer. Additionally, the observer maintains a log book recording conditions at the job site, weather, record of visitors, summary of daily activities, actions taken, observations in general and assists in recording data for eventual preparation of Record Drawings. The observer duties do not include construction means, methods, procedures, and job-site safety. Fee based on 80 hours of observation and travel time.

**C. Special Engineering Services:**

Special Engineering Services are those services not listed above, but which may be required or advisable to accomplish the Project. Special Engineering Services shall be performed when authorized by the Client for additional fees, to be determined at the time authorized.

Special Engineering Services include:

1. Negotiation for easements or land acquisition
2. Quality control testing and construction materials testing
3. Wetland Delineations or mitigation plans
4. Floodplain and hydraulic/hydrologic modeling
5. Attendance at additional meetings (other than those listed above)

#3.3



## MEMORANDUM

TO: Bill Waller, City Administrator  
FROM: Tim Hruska, P.E.  
DATE: December 8, 2021  
RE: Wagon Wheel Phase 3, Bridge – Change Order 1

After the project was bid the contractor was asked if any value engineering could be made to provide some cost saving to the job. The following modifications have been suggested related to the lights and electrical system:

1. The attached Lumec luminaire with 0% up light was priced to match an alternate luminaire. The cost savings will be passed along to owner.

The specified lights are being submitted for City approval. The City should provide comments based on the attached lighting submittal. The lights were selected to closely match the US 14/61 bridge lights over Chestnut Street. The savings for these light poles is **\$1,930.00**

2. Switching the 2" PVC coated RST for 1.25" PVC coated RST. The conduct system will also be cast into the bridge not cast into the piers as originally planned. The 1.25" conduit allows for enough space to pull wires. The proposed 1.25" conduit allows for more room to cast into the bridge and light base plates.

A conduit system schematic is attached. The savings for the conduit is **\$3,622.00**

3. Switching the 200 Amp 277/480-volt 3 phase to a 400 Amp 120/240-volt single phase electrical service. The 3 phase service included a large installation fee from the utility provider. The single phase service will be installed at no charge.

The single phase electrical service will be able to power the proposed lights.

4. Switching the step lights on bridge for the attached 120 volt LED tape lights with an aluminum channel imbedded in both curbs.

The tape light is more cost effective than the specified step lights. The City should provide comments based on the attached curb lighting submittal. The savings for the service and tape lights under items 3 & 4 is **\$28,606.00**

### Council Action Recommendation

WHKS has reviewed the proposed changes and concluded that these modifications will not negatively impact the project from an engineering point of view.

We recommend that the Council consider the proposed alterations as submitted by ICON Constructors, LLC and determine if they are acceptable to the City.





1122 S. Oak Street • La Crescent, MN 55947 • (507) 895-8585 • Fax (507) 895-8586

10/08/2021

To: Icon (Ben Thorson)

Project: Wagon Wheel Bridge (Deducts)

1. Switch (9) Lumec light poles specified to Lumec light poles and LED heads with 0% up lighting.

**Deduct: \$1,930.00**

2. Switch from 2" PVC coated ridged conduit to 1 1/4" PVC ridged conduit. 2" conduit is too big to fit 2 conduits into each light pole. 1 1/4" conduit is plenty big enough.

**Deduct: \$3,622.00**

3. a. Switch electrical service from 200 AMP 277/480-volt 3 phase to 400 AMP 120/240-volt single phase service with aluminum wires from meter to transformer.

b. Remove 32 step lights on bridge and replace with (2) 160' runs of diode LED 120-volt weatherproof tape light.

c. Delete Xcel Energy costs for installing a 277/480-volt 3 phase service. 120/240-volt service will be no charge.

**Deduct: \$28,606.00**

**\*\*All items under #3 have to be selected together as they affect each other.**

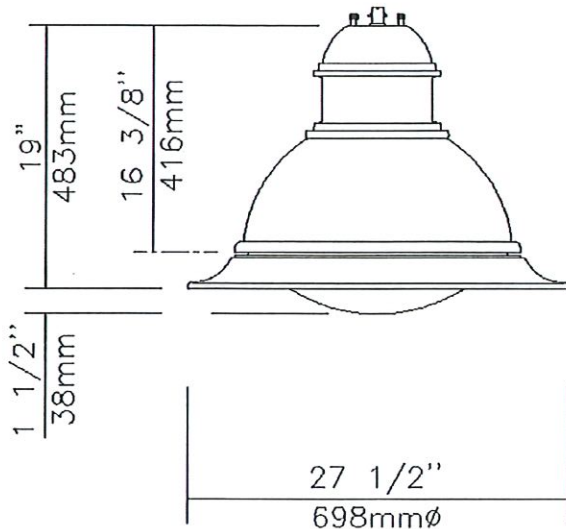
Paul Siegersma



P&T Electric, Inc.



La Crescent - City of Wagon Wheel Trail / La Crescent Bridge (50772)



EPA: 1.42 sq ft / weight: 42 lb (19.1 kg)  
Note: 3D image may not represent color or option selected.  
Logos above include link, click to access.

Qty	8	Luminaire	DMS50-35W32LED4K-G3-LE3S-277-DMG-BKTX
-----	---	-----------	---------------------------------------

Description of Components:

**Hood:** A die cast A360.1 aluminum dome complete with a cast-in technical ring with latch and hinge. The mechanism shall offer tool-free access to the inside of the luminaire. An embedded memory-retentive gasket shall ensure weatherproofing.

**Housing:** In a round shape, this housing is made of cast 356 aluminum, c/w a watertight grommet, mechanically assembled to the bracket with four bolts 3/8-16 UNC. This suspension system permits for a full rotation of the luminaire in 90 degree increments.

**Light Engine:** LEDgine composed of 5 main components: Heat Sink / Lens / LED Module / Optical System / Driver  
Electrical components are RoHS compliant.

**Heat Sink:** Heat Sink: Made of die cast A360 aluminum optimising the LEDs efficiency and life, complete with a cast in skirt and technical ring. Product does not use any cooling device with moving parts (only passive cooling device)

**Lens:** Made of soda-lime clear tempered glass curved lens, mechanically assembled and sealed onto the lower part of the heat sink.

**Lamp:** LED type Lumileds LUXEON R. Composed of 32 high performance white LEDs. Color temperature as per ANSI/NEMA bin Neutral White, 4000 Kelvin nominal (3985K +/- 275K or 3710K to 4260K), CRI 70 Min. 75 Typical.

[35W32LED4K-014] 3318 lumens output +/- 5%.

**LED Module:** Composed of 32 high-performance white LEDs. Color temperature as per ANSI/NEMA bin Neutral White, 4000 Kelvin nominal (3985K +/- 275K or 3710K to 4260K), CRI 70 Min. 75 Typical.

---

**La Crescent - City of Wagon Wheel Trail / La Crescent Bridge (50772)**

---

**Optical System:** (LE3S), IES type III (asymmetrical). Composed of high-performance optical grade PMMA acrylic refractor lenses to achieve desired distribution optimized to get maximum spacing, target lumens and a superior lighting uniformity. Optical system is rated IP66. Performance shall be tested per LM-63, LM-79 and TM-15 (IESNA) certifying its photometric performance. Street side indicated.

**Driver:** High power factor of 90% minimum. Electronic driver, operating range 50/60 Hz. **Auto-adjusting universal voltage Input from 120 to 277 VAC rated for both application line to line or line to neutral, Class 1, THD of 20% max.** Maximum ambient operating temperature from -40F(-40C) to 130F(55C) degrees. **Driver comes with dimming compatible 0-10 volts.**

The current supplying the LEDs will be reduced by the driver if the driver experiences internal overheating as a protection to the LEDs and the electrical components. Output is protected from short circuits, voltage overload and current overload. Automatic recovery after correction. Standard built-in driver surge protection of 2.5kV (min).

**Driver Options: (DMG),** Dimming compatible 0-10 volts. For applicable warranty, certification and operation guide see Lumec dimmable luminaire specification document for unapproved device installed by other. To get document, click on this link: [Specification document](#) or go on web site on this address: [https://www.signify.com/b-dam/signify/en-us/brands/lumec/Lumec-un-approved-control-device-installed-by-others-7\\_d.pdf](https://www.signify.com/b-dam/signify/en-us/brands/lumec/Lumec-un-approved-control-device-installed-by-others-7_d.pdf)

**Surge Protector:** Surge protector tested in accordance with ANSI/IEEE C62.45 per ANSI/IEEE C62.41.2 Scenario I Category C High Exposure 10kV/10kA waveforms for Line-Ground, Line-Neutral and Neutral-Ground, and in accordance with U.S. DOE (Department of Energy) MSSLC (Municipal Solid-State Street Lighting Consortium) model specification for LED roadway luminaires electrical immunity requirements for High Test Level 10kV / 10kA.



## La Crescent - City of Wagon Wheel Trail / La Crescent Bridge (50772)

## LED Wattage and Lumen Values: 3000K Domus LED pendant - large (DMS5x)

Sag Glass Lens					Type LE25			Type LE35			Type LE45			Type LE55		
Ordering Code	Total LEDs	System Current (mA)	Color Temp.	Avg System Wattage (W)	Delivered Lumens	BUG Rating	Efficacy (lm/W)	Delivered Lumens	BUG Rating	Efficacy (lm/W)	Delivered Lumens	BUG Rating	Efficacy (lm/W)	Delivered Lumens	BUG Rating	Efficacy (lm/W)
DMS5x-35W32LED3K-G3	32	350	3000	37	5114	B1-U0-G1	138	5068	B1-U0-G1	137	5062	B1-U0-G1	136	5102	B3-U0-G1	138
DMS5x-55W32LED3K-G3	32	530	3000	55	7354	B2-U0-G1	134	7288	B1-U0-G2	133	7279	B1-U0-G2	132	7337	B3-U0-G2	133
DMS5x-72W32LED3K-G3	32	700	3000	72	9258	B2-U0-G2	129	9176	B2-U0-G2	127	9164	B2-U0-G2	127	9237	B3-U0-G2	128
DMS5x-55W48LED3K-G3	48	350	3000	54	7649	B2-U0-G1	143	7581	B1-U0-G2	141	7571	B1-U0-G2	141	7632	B3-U0-G2	142
DMS5x-80W48LED3K-G3	48	530	3000	80	10941	B2-U0-G2	137	10843	B2-U0-G2	136	10830	B2-U0-G2	135	10916	B4-U0-G2	136
DMS5x-103W48LED3K-G3	48	700	3000	105	13740	B3-U0-G2	131	13618	B2-U0-G2	130	13601	B2-U0-G2	130	13709	B4-U0-G2	131
DMS5x-70W64LED3K-G3	64	350	3000	69	9947	B2-U0-G2	143	9858	B2-U0-G2	142	9846	B2-U0-G2	142	9924	B4-U0-G2	143
DMS5x-110W64LED3K-G3	64	530	3000	105	14258	B3-U0-G2	135	14131	B2-U0-G2	134	14114	B2-U0-G2	134	14226	B4-U0-G2	135
DMS5x-145W64LED3K-G3	64	700	3000	138	17913	B3-U0-G2	130	17754	B3-U0-G2	129	17732	B3-U0-G3	128	17873	B4-U0-G2	130
DMS5x-90W80LED3K-G3	80	350	3000	86	12416	B2-U0-G2	145	12305	B2-U0-G2	143	12290	B2-U0-G2	143	12388	B4-U0-G2	144
DMS5x-135W80LED3K-G3	80	530	3000	131	17736	B3-U0-G2	136	17578	B3-U0-G2	135	17557	B3-U0-G3	134	17696	B4-U0-G2	135
DMS5x-180W80LED3K-G3	80	700	3000	174	22135	B3-U0-G3	127	21939	B3-U0-G3	126	21912	B3-U0-G3	126	22086	B5-U0-G3	127

## LED Wattage and Lumen Values: 4000K Domus LED pendant - large (DMS5x)

Sag Glass Lens					Type LE25			Type LE35			Type LE45			Type LE55		
Ordering Code	Total LEDs	System Current (mA)	Color Temp.	Avg System Wattage (W)	Delivered Lumens	BUG Rating	Efficacy (lm/W)	Delivered Lumens	BUG Rating	Efficacy (lm/W)	Delivered Lumens	BUG Rating	Efficacy (lm/W)	Delivered Lumens	BUG Rating	Efficacy (lm/W)
DMS5x-35W32LED4K-G3	32	350	4000	37	5370	B1-U0-G1	145	5322	B1-U0-G1	143	5315	B1-U0-G1	143	5358	B3-U0-G1	144
DMS5x-55W32LED4K-G3	32	530	4000	55	7721	B2-U0-G1	140	7653	B1-U0-G2	139	7643	B1-U0-G2	139	7704	B3-U0-G2	140
DMS5x-72W32LED4K-G3	32	700	4000	72	9721	B2-U0-G1	135	9634	B2-U0-G2	134	9623	B2-U0-G2	134	9699	B4-U0-G2	135
DMS5x-55W48LED4K-G3	48	350	4000	54	8031	B2-U0-G2	150	7960	B1-U0-G2	149	7950	B1-U0-G2	148	8013	B3-U0-G2	149
DMS5x-80W48LED4K-G3	48	530	4000	80	11488	B2-U0-G2	144	11386	B2-U0-G2	142	11372	B2-U0-G2	142	11462	B4-U0-G2	143
DMS5x-103W48LED4K-G3	48	700	4000	105	14427	B3-U0-G2	137	14299	B2-U0-G2	136	14281	B2-U0-G2	136	14395	B4-U0-G2	137
DMS5x-70W64LED4K-G3	64	350	4000	69	10444	B3-U0-G2	150	10351	B2-U0-G2	149	10338	B2-U0-G2	149	10421	B4-U0-G2	150
DMS5x-110W64LED4K-G3	64	530	4000	105	14971	B3-U0-G2	142	14838	B2-U0-G2	141	14819	B2-U0-G2	141	14937	B4-U0-G2	142
DMS5x-145W64LED4K-G3	64	700	4000	138	18609	B3-U0-G2	135	18642	B3-U0-G2	135	18619	B3-U0-G3	135	18767	B5-U0-G3	136
DMS5x-90W80LED4K-G3	80	350	4000	86	13037	B3-U0-G2	152	12921	B2-U0-G2	151	12905	B2-U0-G2	150	13007	B4-U0-G2	152
DMS5x-135W80LED4K-G3	80	530	4000	131	18623	B3-U0-G3	143	18457	B3-U0-G2	141	18435	B3-U0-G3	141	18581	B4-U0-G2	142
DMS5x-180W80LED4K-G3	80	700	4000	174	23243	B3-U0-G3	133	23036	B3-U0-G3	132	23008	B3-U0-G4	132	23190	B5-U0-G3	133

Actual performance may vary due to installation variables including optics, mounting/ceiling height, dirt depreciation, light loss factor, etc.; highly recommended to confirm performance with a layout - contact Applications at [signify.com/outdoorluminaires](mailto:signify.com/outdoorluminaires).

# LUMEC

by @ignify

Urban

Domus

DMS50 Pendant



Domus 50 is one of the most versatile luminaires offered by Lumec. This classic shape was one of the first in a line of pioneering Lumec designs. Domus offers a subtly refined design that balances shape, dimension and proportion.

Project: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Cat.No: \_\_\_\_\_  
 Type: \_\_\_\_\_  
 Lamps: \_\_\_\_\_ Qty: \_\_\_\_\_  
 Notes: \_\_\_\_\_

## Ordering guide

Example: DMS50-90W80LED4K-T-ACDR-LE3F-120-DMG-SMB-RCD-PH8-BKTX

Series	LED module	Gen	Globe material	Optical system	Voltage	Driver options
<b>DMS50</b>		<b>G3</b>				
<b>DMS50 Domus</b>	<b>4000K</b> <b>35W32LED4K</b> 55W32LED4K 55W48LED4K 70W64LED4K 72W32LED4K 80W48LED4K 90W80LED4K 108W48LED4K 110W64LED4K 135W80LED4K 145W64LED4K 180W80LED4K	<b>3000K</b> 35W32LED3K 55W32LED3K 55W48LED3K 70W64LED3K 72W32LED3K 80W48LED3K 90W80LED3K 108W48LED3K 110W64LED3K 135W80LED3K 145W64LED3K 180W80LED3K	<b>G3</b>	ACDR Acrylic globe	120 120V 208 208V 240 240V <b>277 277V</b> 347 347V 480 480V	AST <sup>1</sup> Pre-set, progressive start-up CLO <sup>3</sup> Pre-set, manage lumen depreciation DALI <sup>1</sup> Pre-set, compatible with the DALI control system OTL <sup>3</sup> Pre-set to signal end of life of the lamp <b>DMG</b> 0-10V CDMGE25 <sup>3</sup> 8 hrs. 25% reduction CDMGE50 <sup>3</sup> 8 hrs. 50% reduction CDMGE75 <sup>3</sup> 8 hrs. 75% reduction CDMGM25 <sup>3</sup> 6 hrs. 25% reduction CDMGM50 <sup>3</sup> 6 hrs. 50% reduction CDMGM75 <sup>3</sup> 6 hrs. 75% reduction CDMGS25 <sup>3</sup> 4 hrs. 25% reduction CDMGS50 <sup>3</sup> 4 hrs. 50% reduction CDMGS75 <sup>3</sup> 4 hrs. 75% reduction SRD <sup>3</sup> Sensor ready driver, standard configuration SRD1 <sup>3</sup> Sensor ready driver, alternate configuration
				<b>Globe</b> LE2A <sup>6</sup> Type II (ASYM) with globe LE3A <sup>6</sup> Type III (ASYM) with globe LE4A <sup>6</sup> Type IV (ASYM) with globe <b>Sag lens</b> LE2S Type II (ASYM) Sag glass lens <b>LE3S</b> Type III (ASYM) Sag glass lens LE4S Type IV (ASYM) Sag glass lens LE5S <sup>1</sup> Type V (SYMM) Sag glass lens <b>Flat lens</b> LE2F Type II (ASYM) Flat glass lens LE3F Type III (ASYM) Flat glass lens LE4F Type IV (ASYM) Flat glass lens LE5F <sup>1</sup> Type V (SYMM) Flat glass lens		

## Ordering guide (continued)

Adaptors	Luminaire options	Poles & Brackets	Finish
<b>MA1</b>	1 1/4" NPT threaded hole adaptor	<b>BO</b> Bridge and Overpass	<b>BE2TX</b> Textured midnight blue
<b>MA2</b>	1 1/2" NPT threaded hole adaptor	<b>DE1</b> Decorative deflector	<b>BE6TX</b> Textured ocean blue
<b>SMA<sup>7</sup></b>	Decorative retro side-mounted cast-aluminum, accepts tubes from 1 5/8" to 2 3/8"	<b>HS</b> House side shield	<b>BE8TX</b> Textured royal blue
<b>SMB</b>	Decorative contemporary side-mounted cast-aluminum, accepts tubes from 1 5/8" to 2 3/8"	<b>PH7</b> Photoelectric cell, bottom type	<b>BG2TX</b> Textured Sandstone
		<b>PH8<sup>2,4</sup></b> Photoelectric cell, extended life	<b>BKTX</b> <b>Textured black</b>
		<b>PH9<sup>2,4</sup></b> Shorting cap	<b>BRTX</b> Textured bronze
		<b>PHXL<sup>2,4</sup></b> Photoelectric cell, extended life	<b>GN4TX</b> Textured blue green
		<b>RC<sup>2,5</sup></b> Receptacle 3 pins	<b>GN6TX</b> Textured forest green
		<b>RCD<sup>2,5</sup></b> Receptacle 5 pins	<b>GN8TX</b> Textured Dk forest green
		<b>RCD7<sup>2,5</sup></b> Receptacle 7 pins	<b>GNTX</b> Textured green
		<b>SP2</b> Surge protector	<b>GR</b> Gray sandtex
			<b>GY3TX</b> Textured medium grey
			<b>NP</b> Natural aluminum
			<b>RD2TX</b> Textured burgundy
			<b>RD4TX</b> Textured scarlet
			<b>TG</b> Hammetone gold
			<b>WHTX</b> Textured white

## Footnotes

1. Not available with HS option.
2. SMA or SMB adaptors is required for this option.
3. Not available 347-480 volt.
4. Luminaire option RC, RCD or RCD7 is required with this options.
5. Use of photoelectric cell or shorting cap is required to ensure proper illumination.
6. Globe Material ACDR is required with this optical system.
7. Only 3 pin receptacle RC is available with SMA adaptor.

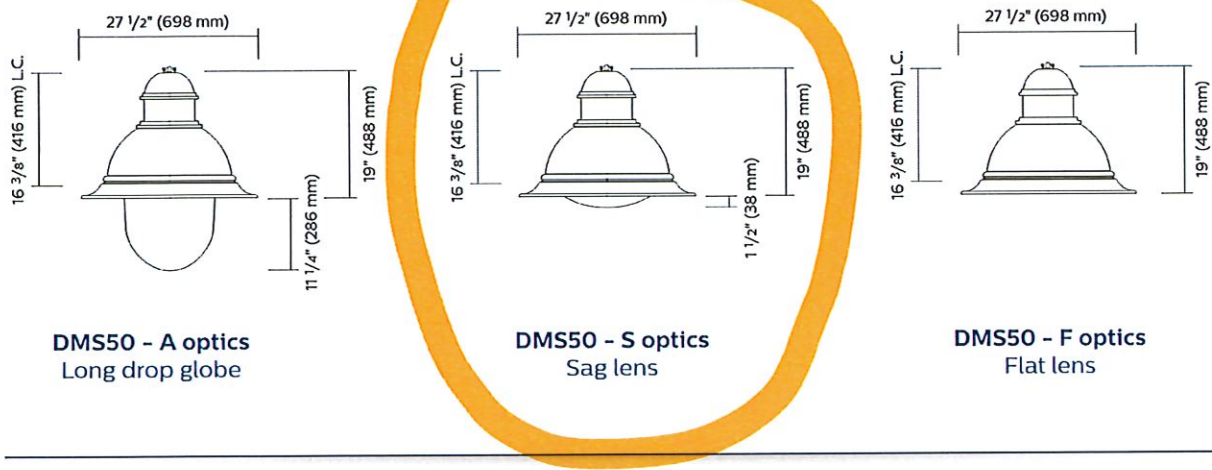


# DMS50 Domus LED Pendant

## Urban Luminaire

**Dimensions**

EPA: 1.35 ft<sup>2</sup> max.  
Weight: 42 lbs (19.1kg) max.



**Predicted Lumen Depreciation Data**

Predicted performance derived from LED manufacturer's data and engineering design estimates, based on IESNA LM-80 methodology. Actual experience may vary due to field application conditions. L<sub>70</sub> is the predicted time when LED performance depreciates to 70% of initial lumen output. Calculated per IESNA TM21-11. Published L<sub>70</sub> hours limited to 6 times actual LED test hours.

Ambient Temperature °C	Driver mA	Calculated L <sub>70</sub> Hours	L <sub>70</sub> per TM-21	Lumen Maintenance % at 60,000 hrs
35°C	700 mA	>100,000 hours	>60,000 hours	>86%

# DMS50 Domus LED Pendant

## Urban Luminaire

### Specifications:

#### LED engine

LED type: Lumileds LUXEON T. Composed of high-performance white LEDs. Color temperature as per ANSI/NEMA bin Neutral White, 4000 Kelvin nominal (3985K +/- 275K or 3710K to 4260K) or Warm white, 3000 Kelvin nominal (3045K +/- 175K or 2870K to 3220K), CRI 70 Min. 75 Typical.

#### Lens

**LExF/LExS:** Made of soda lime tempered glass lens, mechanically assembled and sealed onto the lower part of the heat sink.

**LExA (Globe):** Made of one-piece seamless injection-molded impact-resistant (DR) acrylic having an inner prismatic surface. The globe is mechanically assembled and sealed onto the lower part of the heat sink.

#### Heat sink

Made of cast aluminum optimizing the LEDs efficiency and life. Product does not use any cooling device with moving parts (only passive cooling device).

#### Driver

Driver comes standard with dimming compatible 0-10V. High power factor of 95%. Electronic driver, operating range 50/60 Hz. Auto adjusting universal voltage input from 120 to 277 VAC rated for both application line to line or line to neutral, Class I, THD of 20% max. Maximum ambient operating temperature from 40F(40C) to 130F(55C) degrees. Certified in compliance to UL1310 cULus requirement. Dry and damp location. Assembled on a unitized removable tray with Tyco quick disconnect plug resisting to 221F(105C) degrees. The current supplying the LEDs will be reduced by the driver if the driver experiences internal overheating as a protection to the LEDs and the electrical components. Output is protected from short circuits, voltage overload and current overload. Automatic recovery after correction. Standard built in driver surge protection of 2.5kV (min).

#### Optical system

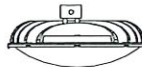
Composed of high performance optical grade PMMA acrylic refractor lenses to achieve desired distribution optimized to get maximum spacing, target lumens and a superior lighting uniformity. Optical system is rated IP66. Performance shall be tested per LM 63, LM 79 and TM 15 (IESNA) certifying its photometric performance. Street side indicated. Flat lens (F optics) is Dark Sky compliant with 0% uplight and U0 per IESNA TM 15.

**Prismatic globe:** IP66 rated optical system, composed of individual pre-oriented lens to achieve desired distribution, assembled with globe having an inner prismatic surface permanently sealed onto the lower part of the heat sink.



**LE2A** - Type II (ASYM) with globe (ACDR)  
**LE3A** - Type III (ASYM) with globe (ACDR)  
**LE4A** - Type IV (ASYM) with globe (ACDR)

**Sag lens:** IP66 rated optical system, composed of individual pre-oriented lens to achieve desired distribution, assembled with a tempered-glass sag lens permanently sealed onto the lower part of the heat sink.



**LE2S** - Type II (ASYM) Sag glass lens  
**LE3S** - Type III (ASYM) Sag glass lens  
**LE4S** - Type IV (ASYM) Sag glass lens  
**LE5S** - Type V (SYMM) Sag glass lens

**Flat lens:** IP66 rated optical system, composed of individual pre-oriented lens to achieve desired distribution, assembled with a tempered-glass flat lens permanently sealed onto the lower part of the heat sink.



**LE2F** - Type II (ASYM) Flat glass lens  
**LE3F** - Type III (ASYM) Flat glass lens  
**LE4F** - Type IV (ASYM) Flat glass lens  
**LE5F** - Type V (SYMM) Flat glass lens

#### Driver options

**AST:** Pre-set driver for progressive start-up of the LED module(s) to optimize energy management and enhance visual comfort at start-up.

**CLO:** Pre-set driver to manage the lumen depreciation by adjusting the power given to the LEDs offering the same lighting intensity during the entire lifespan of the LED module.

**DALI:** Pre-set driver compatible with the DALI control system.

**OTL:** Pre-set driver to signal end of life of the LED module(s) for better fixture management.

**DMG:** Dimmable driver 0-10V.

**CDMG:** Dynadimmer standard dimming functionalities including pre-programmed scenarios to suit many applications and needs from safety to maximum energy savings.

Ordering Code	Scenario	Dimming Time	Dimming Level
CDMGS25	Safety	4 hours	25% power
CDMGS50	Safety	4 hours	50% power
CDMGS75	Safety	4 hours	75% power
CDMGM25	Median	6 hours	25% power
CDMGM50	Median	6 hours	50% power
CDMGM75	Median	6 hours	75% power
CDMGE25	Economy	8 hours	25% power
CDMGE50	Economy	8 hours	50% power
CDMGE75	Economy	8 hours	75% power

**SRD:** Sensor Ready Driver including SR communication (used for dimming and other functionalities), 24V auxiliary supply and a logical signal input (LSI) connected to the top NEMA twist lock receptacle.

**SRD1:** Sensor Ready Driver including SR communication (used for dimming and other functionalities) but with 24V auxiliary supply and a logical signal input (LSI) not connected to the top NEMA twist lock.

#### Surge protector

Surge protector tested in accordance with ANSI/IEEE C62.45 per ANSI/IEEE C62.41.2 Scenario I Category C High Exposure 10kV/10kA waveforms for Line Ground, Line Neutral and Neutral Ground, and in accordance with U.S. DOE (Department of Energy) MSSLC (Municipal Solid State Street Lighting Consortium) model specification for LED roadway luminaires electrical immunity requirements for High Test Level 10kV / 10kA. **SP2** 20kV/20kA optional.

#### Luminaire adaptor

**MA1:** The luminaire is suspended by means of a mounting adaptor with a 1/4" (32mm) NPT threaded hole accepting a threaded tube from the mounting. Retrofit adaptor for existing mounting.



**MA2:** 1/2" (38mm) NPT threaded hole accepting threaded tube from the mounting. Retrofit adaptor for existing mounting.





# DMS50 Domus LED Pendant

## Urban Luminaire

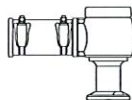
### Specifications (continued):

#### Luminaire adaptor (continued)

**SMA:** The luminaire is suspended by means of a decorative side-mounted cast aluminum adaptor. This adaptor accepts tubes from 1½" to 2¼" (41 to 60 mm) and is adjustable to more or less 5°. The adaptor features a cast aluminum decorative cover and finial.



**SMB:** The luminaire is suspended by means of a decorative side-mounted cast aluminum adaptor. This adaptor accepts tubes from 1½" to 2¼" (41 to 60 mm) and is adjustable to more or less 5°.



#### Luminaire options

**BO:** Bridge and Overpass

**HS:** House side shield

**PH7:** Photoelectric cell, bottom type

**PH8:** Photoelectric Cell, Twist-lock Type. Allows a 90° rotation.



**PHXL:** Extended life photoelectric cell, Twist-lock Type. Allows a 90° rotation.



#### Luminaire options

**PH9:** Shorting cap, Twist-lock Type



**RC:** Receptacle 3 pins



**RCD:** Receptacle 5 pins



**RCD7:** Receptacle 7 pins



**SP2:** Integral surge protector

#### Finish

In accordance with the AAMA 2603 standard. Application of polyester powder coat paint (4 mils/100 microns) with +/- 1 mils/24 microns of tolerance. The Thermosetting resins provides a discoloration resistant finish in accordance with the ASTM D2244 standard, as well as luster retention in keeping with the ASTM D523 standard and humidity proof in accordance with the ASTM D2247 standard. The surface treatment achieves a minimum of 2000 hours for salt spray resistant finish in accordance with testing performed and per ASTM B117 standard.

#### Finish Options Include:

**BE2TX:** Textured Midnight Blue  
**BE6TX:** Textured Ocean Blue  
**BE8TX:** Textured Royal Blue  
**BG2TX:** Textured Sandstone  
**BKTX:** Textured Black  
**BRTX:** Textured Bronze  
**GN4TX:** Textured Blue Green  
**GN6TX:** Textured Forest Green  
**GN8TX:** Textured Dark Forest Green  
**GNTX:** Textured Green  
**GR:** Gray Sandtex  
**GY3TX:** Textured Medium Grey  
**NP:** Natural Aluminum  
**RD2TX:** Textured Burgundy  
**RD4TX:** Textured Scarlet  
**TG:** Hammer-tone Gold  
**WHTX:** Textured White

#### Wiring

Gauge (#14) TEW/AWM 1015 or 1230 wires, 6" (152mm) minimum exceeding from luminaire.

#### Hardware

All exposed screws shall be complete with Ceramic primer-seal base coat to reduce seizing of the parts and offers a high resistance to corrosion. All seals and sealing devices are made and/or lined with EPDM and/or silicone and/or rubber.

#### Luminaire useful life

Refer to IES files for energy consumption and delivered lumens for each option. Based on ISTMT in situ thermal testing in accordance with UL1598 and UL8750, System Reliability Tool, Advance data and Lumileds LM-80/TM-21 data, expected to reach 100,000+ hours with >L70 lumen maintenance @ 25°C. Luminaire Useful Life accounts for LED lumen maintenance AND all of these additional factors including: LED life, driver life, PCB substrate, solder joints, on/off cycles, burning hours and corrosion. Entire luminaire is rated for operation in ambient temperature of -40°C / -40°F up to +35°C / +95°F.

#### LED products

##### (manufacturing standard)

The electronic components sensitive to electrostatic discharge (ESD) such as light emitting diodes (LEDs) are assembled in compliance with IEC61340 5 1 and ANSI/ESD S20.20 standards so as to eliminate ESD events that could decrease the useful life of the product.

#### Quality control

Manufactured to ISO 9001 2008 standards and ISO 14001-2004 International Quality Standards Certification.

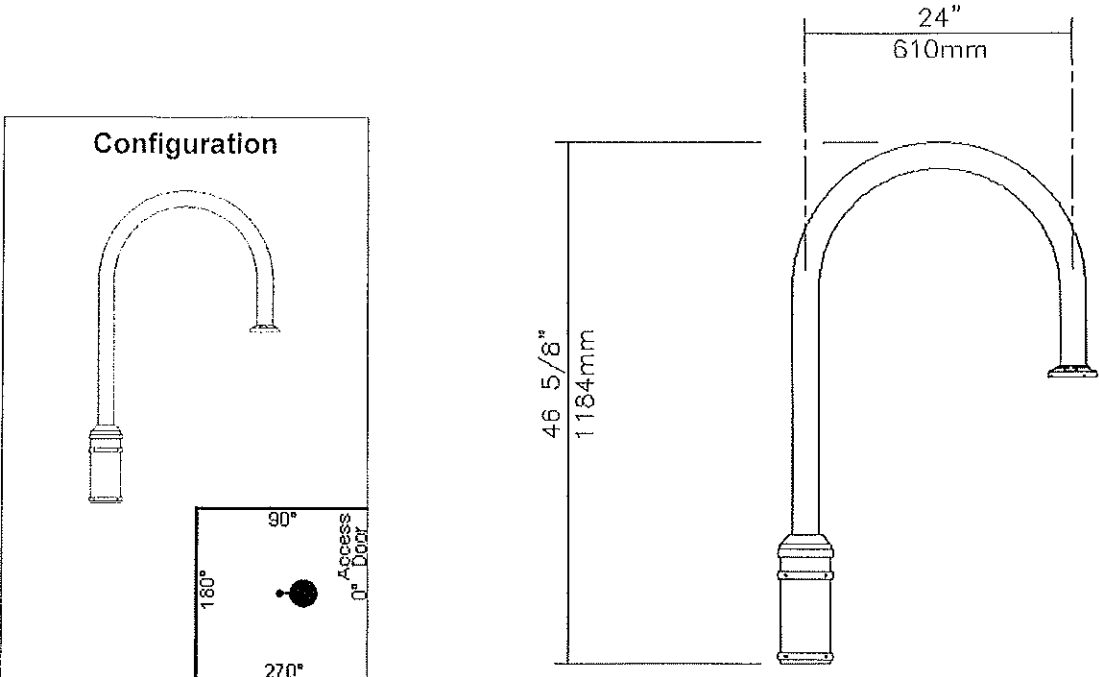
#### Vibration resistance

Meets the ANSI C136.31, American National Standard for Roadway Luminaire Vibration specifications for Bridge/overpass applications. (Tested for 3G over 100 000 cycles)

#### Certifications and Compliance

CSA, cULus Listed for Canada and USA. Domus LED luminaires are DesignLights Consortium qualified.

La Crescent - City of Wagon Wheel Trail / La Crescent Bridge (50772)



Qty	8	Bracket	SM-1A-R4-BKTX
-----	---	---------	---------------

Description of Components:

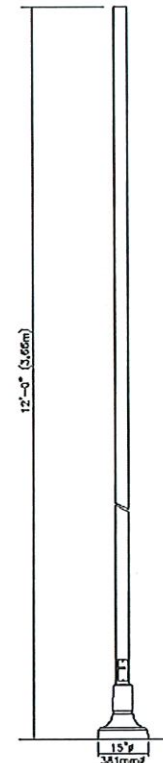
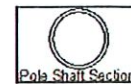
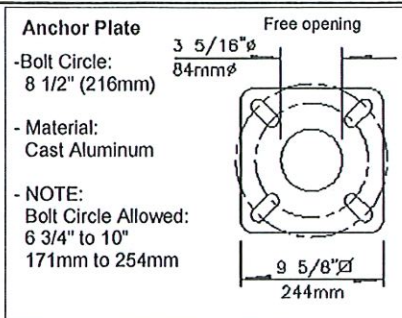
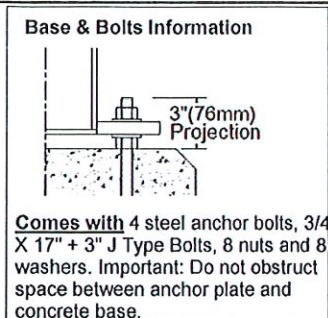
**Arm:** Shall be made from bent 6061-T6 aluminum tubing, 2 3/8" (60mm) outside diameter, welded.

**Central Adaptor:** Made of aluminum 6061-T6, 4 1/2" (114mm) outside diameter. Complete with a cast 356 aluminum filter that slip-fits 9" (229mm) over a 4" (102mm) outside diameter pole tenon. Mechanically assembled using two sets of four set screws at 90 degrees around the bracket.

**Bracket Properties (Weight and EPA):** 13 lbs (5.9 kg), 1.7 ft²



La Crescent - City of Wagon Wheel Trail / La Crescent Bridge (50772)



Qty 8 Pole APR4W-12-LBC2-BKTX

**Description of Components:**

**Pole Shaft:** Shall be made from a 4" (102mm) round extruded 6061-T6 aluminum tubing, having a 0.318" (8.1mm) wall thickness, welded to both the bottom and top of the anchor plate.

**Maintenance Opening:** The pole shall have a 2" x 4 1/2" (51mm x 114mm) maintenance opening centered 20" (508mm) from the bottom of the anchor plate, complete with a weatherproof aluminum cover and a copper ground lug.

**Base Cover:** Two piece round base cover made from cast 356 aluminum, mechanically fastened with stainless steel screws.

**Note:** A tenon will be provided when the luminaire or bracket does not fit directly on pole shaft. Tenon not shown on the drawing.

**IMPORTANT:** Lumec strongly recommends the installation of the complete lighting assembly with all of its accessories upon the anchoring of the pole. This will ensure that the structural integrity of the product is maintained throughout its lifetime.

**Pole Weight:** 50 lbs (22.7 kg)

---

**La Crescent - City of Wagon Wheel Trail / La Crescent Bridge (50772)**

---

Miscellaneous
---------------

**Description of Components:**

**Wiring:** Gauge (#14) TEW/AWM 1015 or 1230 wires, 6" (152mm) minimum exceeding the bracket.

**Hardware:** All exposed screws shall be complete with Ceramic primer-seal basecoat to reduce seizing of the parts and offers a high resistance to corrosion. All seals and sealing devices are made and/or lined with EPDM and/or silicone and/or rubber.

**Anchor Bolts:** Anchor bolts made of ASTM F1554 grade 55 steel with a minimum yield strength of 55,000 psi. Nuts made of ASTM F1554-99 grade A steel or better. The thread adjustment is ANSI class 2B regardless of the diameter of the bolts. Washers made of ASTM grade F-844 steel or better. All galvanized parts are hot-dip galvanized with minimum requirement the ACNOR G-164 standard.

**Finish:** Color to be **black textured RAL9005TX (BKTX)** and in accordance with the AAMA 2603 standard. Application of polyester powder coat paint (4 mils/100 microns) with  $\pm 1$  mils/24 microns of tolerance. The Thermosetting resins provides a discoloration resistant finish in accordance with the ASTM D2244 standard, as well as luster retention in keeping with the ASTM D523 standard and humidity proof in accordance with the ASTM D2247 standard.

The surface treatment achieves a minimum of 2000 hours for salt spray resistant finish in accordance with testing performed and per ASTM B117 standard.

**Pole Information:** (R4), Bracket to be mounted on top of a 4" (102mm) outside diameter round pole or tenon.

**LED products manufacturing standard:** The electronic components sensitive to electrostatic discharge (ESD) such as light emitting diodes (LEDs) are assembled in compliance with IEC61340-5-1 and ANSI/ESD S20.20 standards so as to eliminate ESD events that could decrease the useful life of the product.

**Quality Control:** The manufacturer must provide a written confirmation of its ISO 9001-2008 and ISO 14001-2004 International Quality Standards Certification.

**Vibration Resistance:** The DMS50 meets the **ANSI C136.31, 2010**, American National Standard for Roadway Luminaire Vibration specifications for Bridge/overpass applications. (Tested for 3G over 100 000 cycles)

□  
**Aluminum poles are not recommended in high vibration environments such as bridge, overpass, top of building, airport, train station, etc.**


**Mechanical resistance:** This design information is intended as a general guideline only. The customer is solely responsible for proper selection of pole, luminaire, accessories and foundation under the given site conditions and intended usage. The addition of any other item to the pole may dramatically impact the wind load on that pole. It is strongly recommended that a qualified professional be consulted to analyze the loads given the user's specific needs to ensure proper selection of the pole, luminaire, accessories, and foundation. Lumec assumes no responsibility for such complete analysis or product selection. Failure to insure proper site analysis, pole selection, loads and installation can result in pole failure, leading to serious injury or property damage.

**Web site information details:** / [cULus Certification](#) / [CSA Pole Certification](#)



CO 1. Item 1. - Lights

Submitted by Pulse Products



Job Name:  
Wagon Wheel Trail / La Crescent Bridge

Catalog Number:  
APR4W-12-LBC2-~~COLTX~~

Notes:

Type:  
**SINGLE**

PULSE21-82931

LUMEC

by Signify

Outdoor

Poles and Brackets

APR4  
Round Aluminum Pole

Made from a one-piece, seamless 4" round (102 mm) tube of extruded aluminum welded to both the top and bottom of a cast-aluminum anchor plate. A 2" by 4-1/2" (51 by 114 mm) maintenance opening is complete with cover and copper ground lug.

Project:

Location:

Est. No:

Type:

Lamps: Qty:

Notes:

Ordering guide

example: APR4-F-8-LS-BE2TX

Pole Family	Wall Thickness	Nominal Height	Options	Finish
APR4				
APR4	F 0.125"	8' 8'	DE Pole buried 5' (1524 mm) in the ground	BE2TX Midnight Blue Textured
		10' 10'	LS Provision for loudspeaker outlet	BE6TX Ocean Blue Textured
		12' 12'	PH7 Button-type photoelectric cell (specify operating voltage)	BE8TX Royal Blue Textured
		14' 14'	PH8 Quarter-turn type photoelectric cell (specify operating voltage)	BG2TX Sandstone Gold Textured
		15' 15'	DR Duplex receptacle (120V line voltage only)	BKTX Black Textured
		16' 16'	GFI DR with common ground fault Interrupter (120V line voltage only)	BRTX Bronze Textured
	U 0.226"	8' 8'	HB Hinged base (16.0 ft/4.8 m max)	GN4TX Blue Green Textured
		10' 10'	BA Banner arm	GN6TX Forest Green Textured
		12' 12'	PS Plant support	GN8TX Dark Forest Green Textured
		14' 14'	MPL Mid-pole luminaire	GNTX Green Textured
		15' 15'	Two-piece round decorative base covers	GY3TX Medium Grey Textured
		16' 16'	LBC1 Cast-aluminum	RD2TX Burgundy Textured
		18' 18'	LBC2 Cast-aluminum	RD4TX Scarlet Textured
	W 0.315"	12' 12'	LBC3 Cast-aluminum	WHTX White Textured
		14' 14'	LBC4C Cast-aluminum	GR Gray Sandtex
		15' 15'		NP Natural Alum.
		16' 16'		TG Hammer-tone
		18' 18'		TS Hammer-tone Silver
		20' 20'		COLTX

Note: The recommended method for calculating EPA (Effective Projected Area) % in accordance with AASHTO 2.01 standards for three seconds: the pole is tested in wind gusts equivalent to the strongest winds on record over the past 50 years, and with a 50 pound load (22.7 kg) placed at 11 foot (305 mm) above its center.

Lumec\_POLE\_APR4 12/20 page 1 of 3

## CO 1. Item 1. - Lights

Submitted by Pulse Products	<b>Job Name:</b> Wagon Wheel Trail / La Crescent Bridge	<b>Catalog Number:</b> APR4W-12-LBC2-COLTX  <b>Notes:</b>	<b>Type:</b> <b>SINGLE</b>  PULSE21-82931
-----------------------------	--	--	--

# Outdoor Poles and Brackets

## APR4 – Round Aluminum Pole

### Pole Data

Pole Family	Catalog Number	Nominal Height (ft)	Nominal Height (m)	Tenon Section (in)	Tenon Section (mm)	Wall Thickness (in)	Wall Thickness (mm)	Weight (lbs)	Weight (kg)	EPA Rating 90 MPH (sq. ft.)	EPA Rating 110 MPH (sq. ft.)	EPA Rating 120 MPH (sq. ft.)	EPA Rating 150 MPH (sq. ft.)	Anchor Bolts (in)	Anchor Bolts (mm)
APR4	APR4F-8	8	2.44	4	102	0.125	3.2	21	10	10.18	6.55	5.38	3.34	3/4-20	19-508
APR4	APR4U-8	8	2.44	4	102	0.226	5.7	32	14	18.64	12.35	10.28	6.53	3/4-20	19-508
APR4	APR4F-10	10	3.05	4	102	0.125	3.2	24	11	7.7	4.73	3.79	2.27	3/4-20	19-508
APR4	APR4U-10	10	3.05	4	102	0.226	5.7	38	17	14.58	9.44	7.78	4.87	3/4-20	19-508
APR4	APR4F-12	12	3.66	4	102	0.125	3.2	28	13	5.86	3.36	2.58	1.45	3/4-20	19-508
APR4	APR4U-12	12	3.66	4	102	0.226	5.7	44	20	11.65	7.31	5.94	3.64	3/4-20	19-508
APR4	APR4W-12	12	3.66	4	102	0.318	8.1	58	26	16.27	10.5	8.64	5.4	3/4-20	19-508
APR4	APR4F-14	14	4.27	4	102	0.125	3.2	31	14	4.44	2.27	1.63	-	3/4-20	19-508
APR4	APR4U-14	14	4.27	4	102	0.226	5.7	51	23	9.38	5.67	4.5	2.68	3/4-20	19-508
APR4	APR4W-14	14	4.27	4	102	0.318	8.1	67	30	13.34	8.4	6.82	4.18	3/4-20	19-508
APR4	APR4F-15	15	4.57	4	102	0.125	3.2	33	15	3.81	1.8	1.19	-	3/4-20	19-508
APR4	APR4U-15	15	4.57	4	102	0.226	5.7	54	24	8.42	4.97	3.88	2.25	3/4-20	19-508
APR4	APR4W-15	15	4.57	4	102	0.318	8.1	71	32	11.84	7.25	5.82	3.5	3/4-20	19-508
APR4	APR4F-16	16	4.88	4	102	0.125	3.2	35	16	3.27	1.36	-	-	3/4-20	19-508
APR4	APR4U-16	16	4.88	4	102	0.226	5.7	57	26	7.15	4.05	3.13	1.77	3/4-20	19-508
APR4	APR4W-16	16	4.88	4	102	0.318	8.1	75	34	10.06	6	4.76	2.82	3/4-20	19-508
APR4	APR4U-18	18	5.49	4	102	0.226	5.7	63	29	5.55	3.15	2.27	1.16	3/4-27	19-686
APR4	APR4W-18	18	5.49	4	102	0.318	8.1	84	38	7.78	4.67	3.7	2.19	3/4-27	19-686
APR4	APR4W-20	20	6.1	4	102	0.318	8.1	93	42	6.31	3.83	2.92	1.57	3/4-27	19-686


### Specifications

#### Base cover

Square base cover made from two pieces of formed aluminum mechanically fastened to the base with stainless steel hardware.

#### Finish

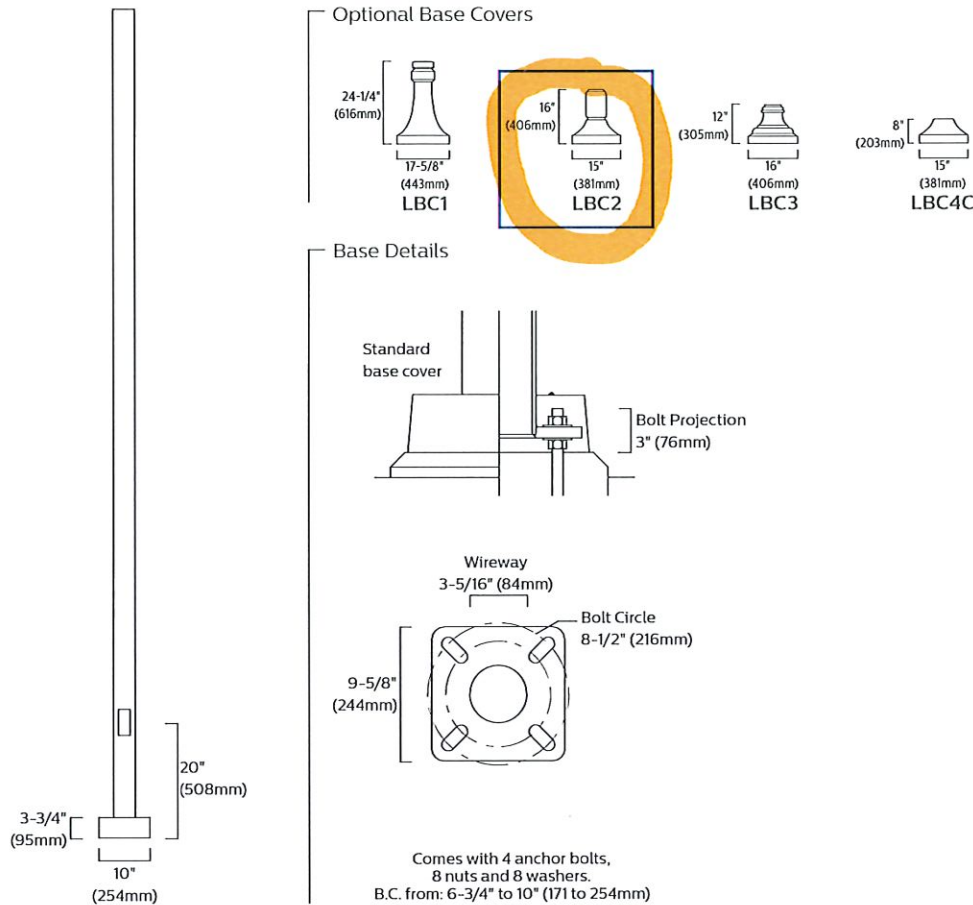
Color to be in accordance with the AAMA 2603 standard. Application of polyester powder coat paint (4 mils/100 microns) with  $\pm 1$  mils/24 microns of tolerance. The Thermosetting resins provides a discoloration resistant finish in accordance with the ASTM D2244 standard, as well as luster retention in keeping with the ASTM D523 standard and humidity proof in accordance with the ASTM D2247 standard.

Submitted by Pulse Products	<b>Job Name:</b> Wagon Wheel Trail / La Crescent Bridge	<b>Catalog Number:</b> APR4W-12-LBC2-COLTX	<b>Type:</b> <b>SINGLE</b>
		<b>Notes:</b>	PULSE21-82931

# Outdoor Poles and Brackets

## APR4 – Round Aluminum Pole

### Dimensions

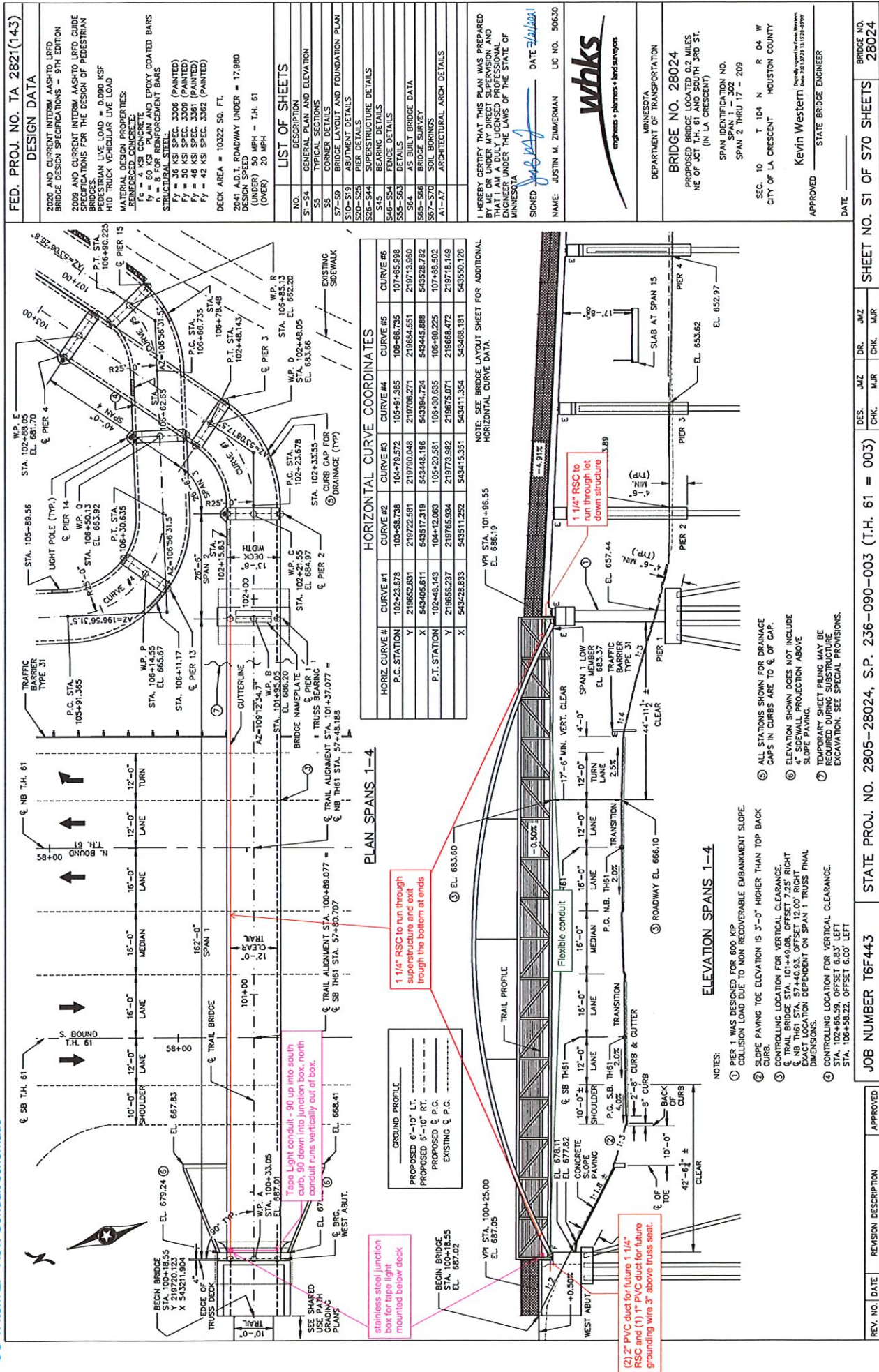


©2019 Signify Holding. All rights reserved. This document may be subject to change. No representation or warranty as to the accuracy or completeness of the information included herein is given and any liability for any action in reliance thereon is disclaimed. All trademarks are owned by Signify Holding or their respective owners.

Signify North America Corporation  
200 Franklin Square Drive,  
Somerset, NJ 08873  
Telephone 855-486-2216

Signify Canada Ltd.  
251 Humber Road,  
Markham, ON, Canada L6C 3S3  
Telephone 800-668-8008

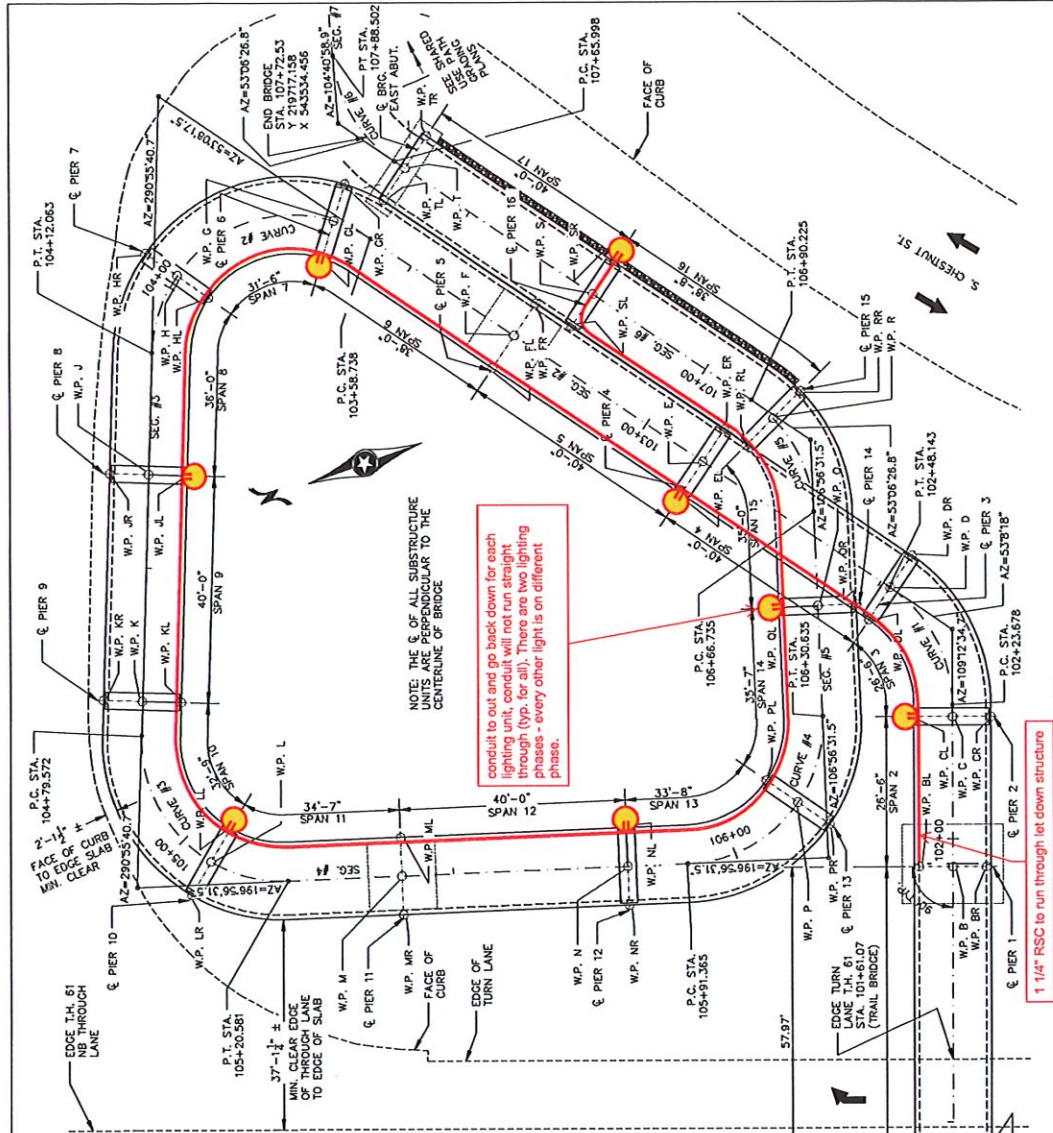






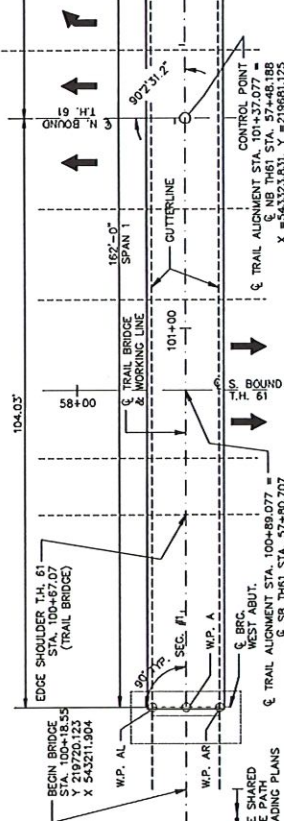
HORIZONTAL CURVE DATA					
HORIZ. CURVE #	CURVE #1	CURVE #2	CURVE #3	CURVE #4	CURVE #5
P.T. STATION	102+36.990	104+04.035	105+06.375	106+16.385	107+78.077
Y	219642.251	219748.754	219789.822	219892.358	219721.211
X	543418.192	543553.590	543387.439	543458.030	543538.442
R	25.00	25.00	25.00	25.00	25.00
A	59° 47' 17.4"	122° 12' 36.8"	93° 59' 9.4"	90° 0' 0.0"	53° 50' 4.3"
L	24.47	53.32	47.01	39.27	23.49
T	13.31	45.30	26.80	25.00	12.69
C	23.50	43.78	36.56	35.36	22.64
P.C. STATION	102+23.678	104+38.728	104+79.572	105+91.385	107+45.988
Y	219652.651	219722.891	219780.048	219864.551	219713.960
X	543405.611	543517.319	543394.724	543445.888	543528.762
P.T. STATION	102+48.143	104+12.063	105+20.581	106+30.635	107+88.502
Y	219658.237	219765.934	219773.982	219875.071	219718.149
X	543428.833	543511.232	543415.351	543468.181	543550.126

NOTES:  
 SEE SHEET S8 AND S9 FOR DISTANCES BETWEEN WORKING POINTS, ELEVATIONS, AND COORDINATES  
 WORKING POINT COORDINATES ARE IN THE HOUSTON COUNTY COORDINATE SYSTEM  
 SEE BRIDGE SURVEY SHEETS FOR BENCH MARK INFORMATION  
 SEE SHEET S5 FOR BRIDGE CORNER DETAILS  
 DIMENSIONS SHOWN ARE BASED ON A HORIZONTAL PLANE. ACTUAL DIMENSIONS ALONG THE PROFILE GRADE WILL VARY  
 SPAN DIMENSIONS MEASURED ALONG & TRAIL ALIGNMENT  
 ALL PIER CAPS AND COLUMNS ARE ORIENTED PERPENDICULAR TO & TRAIL BRIDGE AND WORKING LINE.



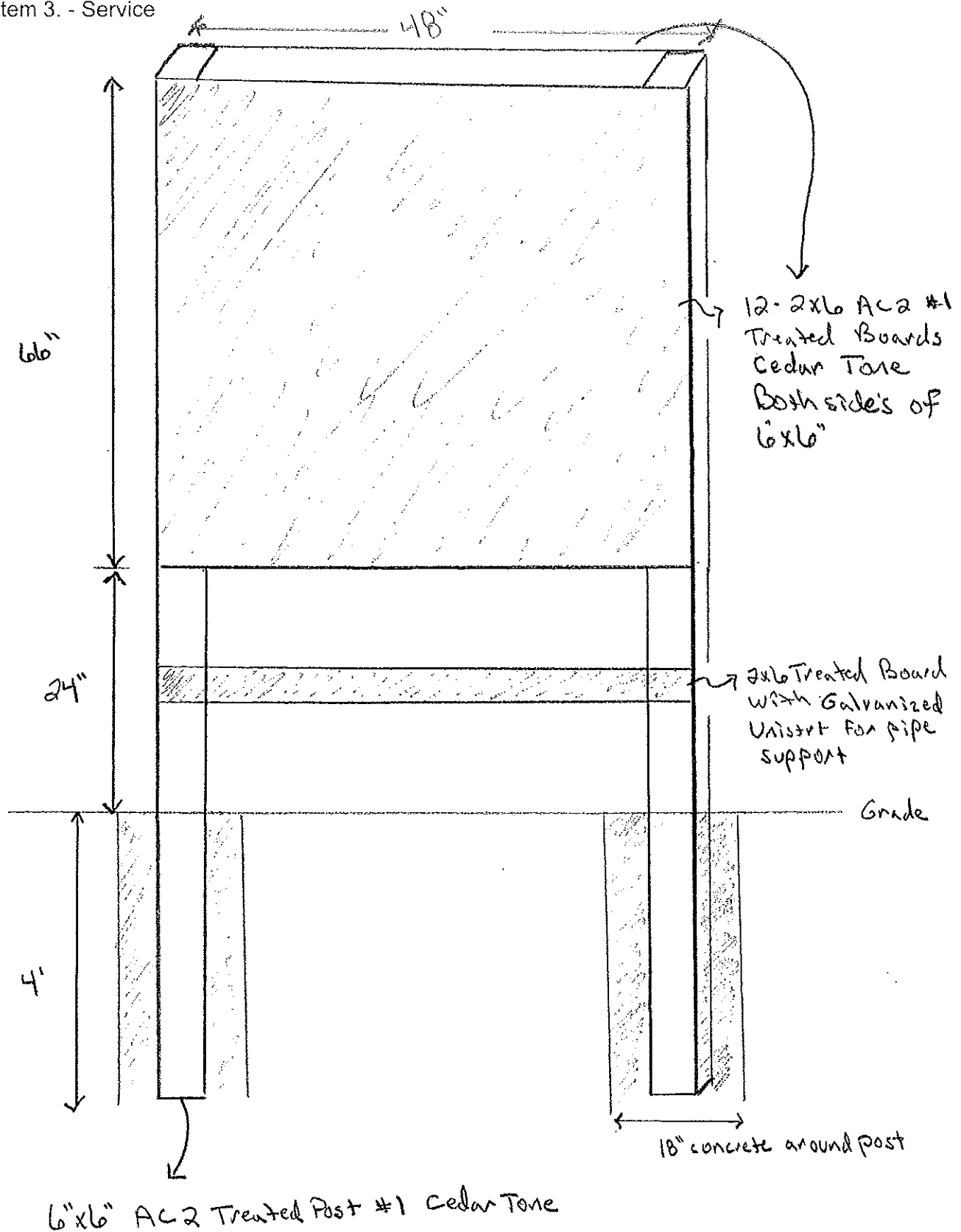
# HORIZONTAL ALIGNMENT LINE AND CHORD DATA

LINE SEG./CHORD #	SEG. #1	CHORD #1	SEG. #2	CHORD #2	SEG. #3	CHORD #3	SEG. #4	CHORD #4	SEG. #5	CHORD #5	SEG. #6	CHORD #6	SEG. #7
STATION	99+66.554	102+23.678	102+48.143	103+48.728	104+12.063	104+79.572	105+20.581	105+91.385	106+30.635	106+90.225	107+45.988	107+88.502	
Y	219737.188	219652.651	219658.237	219722.891	219780.048	219773.982	219789.822	219864.551	219875.071	219892.358	219721.211	219718.149	
X	543102.897	543405.611	543428.833	543517.319	543511.232	543468.181	543445.888	543415.351	543394.724	543458.030	543538.442	543550.126	
AZIMUTH	109° 12' 34.4"	81° 10' 26.1"	352° 1' 50.2"	290° 55' 40.7"	198° 56' 5.6"	198° 56' 31.5"	106° 56' 31.5"	106° 56' 31.5"	80° 1' 26.4"	53° 6' 26.8"	78° 53' 42.9"	104° 40' 58.9"	
LENGTH	257.02	23.50	110.60	43.78	67.51	36.56	70.78	35.36	36.10	22.64	75.77	21.75	10.05



## WORKING POINT AND SUBSTRUCTURE LAYOUT

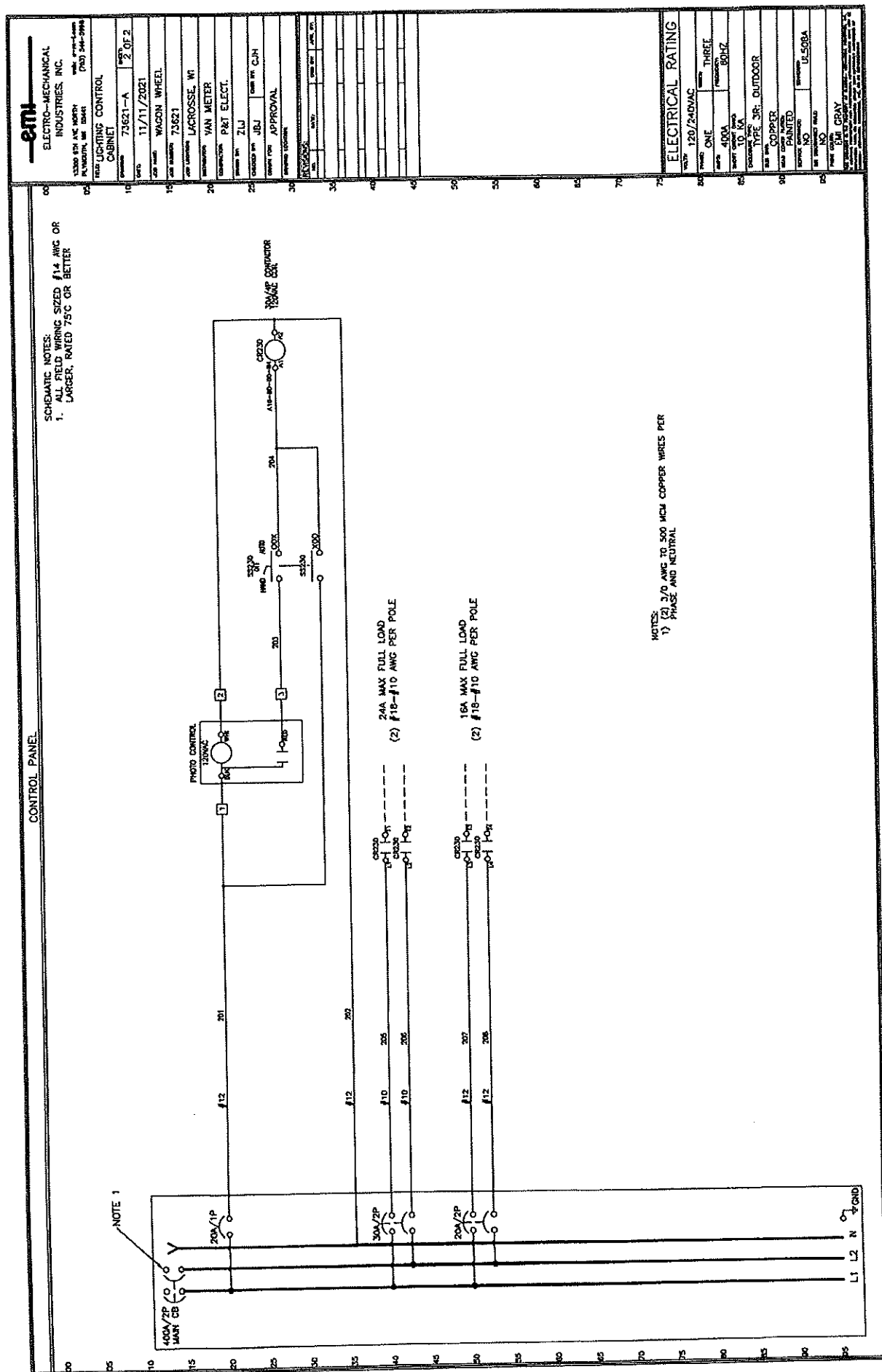
REV.	NO.	DATE	REVISION DESCRIPTION	APPROVED	DESIGNED BY	CERTIFIED BY	DATE	BRIDGE LAYOUT AND FOUNDATION PLAN	S.P. 236-090-003	APPROVED	BRIDGE NO. 28024
					JUSTIN M. ZIMMERMAN	JUSTIN M. ZIMMERMAN	NO. 30530				
					JUSTIN M. ZIMMERMAN	JUSTIN M. ZIMMERMAN	UC. NO. 30530				



Wagon Wheel Bridge Structural support for  
CT cabinet and Service equipment. CT and Meter will  
be on one side and Panelboard on the opposite side.









## GENERAL NOTES

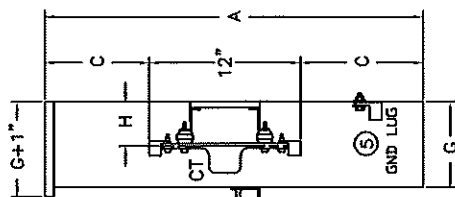
- 1- CURRENT TRANSFORMER CABINET COMPLIES WITH "NATIONAL ELECTRICAL CODE" DOOR HAS (3) HINGES WITH A 3" POINT DOOR LATCH AND PADLOCKABLE HANDLE
- 2- WITH 7/16" LOCKING HASP BOLT.
- 3- 14 GA. GALV. STEEL MOUNTING PAN WITH 1 3/8" INSULATOR SUPPORTS FOR BUS WORK.
- 4- TWO 7/16" TRANSFORMER MOUNTING BOLTS, 1 3/4"
- 5- TWO TO CENTER FOR MOUNTING POWER CO. CT'S
- 6- 3/8" COPPER MOUNTING BOLTS.
- 7- COPPER-ALUMINUM (1) 750MCM-#6 OR (2) 300MCM-#6 CABLE CONNECTION LUG.
- 8- NEUTRAL OR GROUND CONDUCTOR PROVIDED WITH 10-32NC BOLT & A35 LUG FOR NEUTRAL TAP.
- 9- CENTER POSITION - IS NOT REQUIRED IF SERVICE IS 18.3W.

NOTE: FAULT CURRENT RATINGS FOR ALL AMPERAGES 85,000 AMPS  
AT 600VAC WITH NO CABLE BRACING REQUIRED.

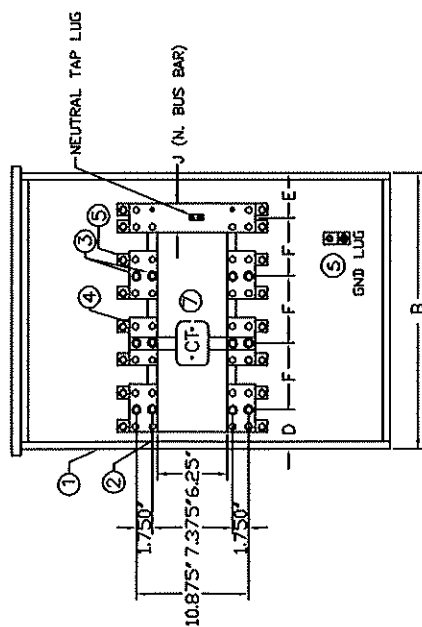
\* ALL CABINETS ARE ETL LABELED FOR TYPE--SR APPLICATION PER U.L. 50 AND U.L. 414 STANDARDS. MEET ALL NATIONAL ELECTRICAL CODES & NEMA STANDARDS.

### STANDARD ACCESSORIES:

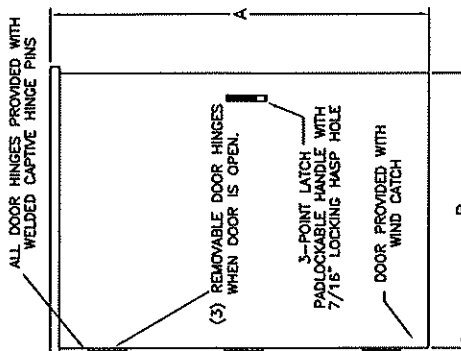
- WIND CATCH ON EXTERIOR DOOR  
MOUNTING HARDWARE FOR UTILITY CURRENT TRANSFORMERS.  
NEUTRAL PROVIDED WITH (1) #10-32NC BOLT  
& A35 LUG FOR NEUTRAL TAP



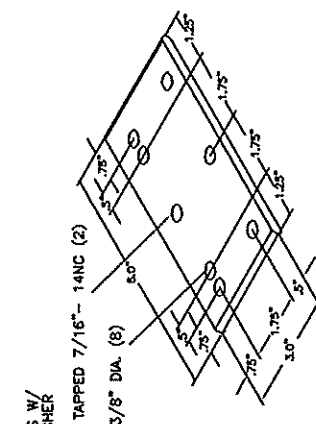
SIDE VIEW



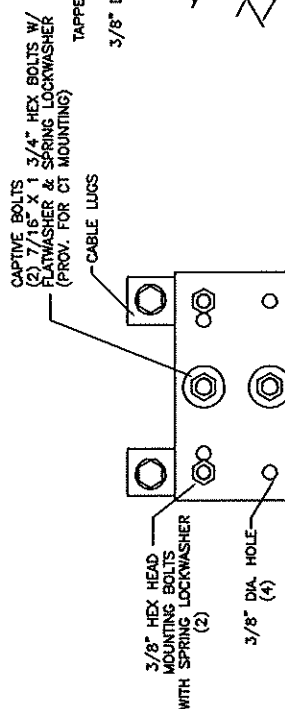
SECTION VIEW A-A



FRONT VIEW



Ø BUS DETAIL



PLAN VIEW

CAPACITY	LUGS/POLE		MINIMUM DIMENSION FOR 600V 3ø 4W CABINETS									
	CAT.#	#6 - 750MCM OR #6 - 300MCM	A	B	C	D	E	F	G	H	J	
400	CTS4-4L	CM30	2	30"	30"	9"	4.5"	3"	7.5"	8.25"	3.5"	3"
400/600	CT46-4L	CM40	2	4	40"	30"	14"	4.5"	3"	7.5"	8.25"	3.5"
800	CT8-4L	CM48	3	6	48"	30"	18"	4.5"	3"	7.5"	10"	3.5"

CAMPACITY	LUGS/POLE		MINIMUM DIMENSION FOR 600V 1Ø 3W CABINETS									
	CAT.#	#6 - CABINET 750MCM	#6 - OR 300MCM	A	B	C	D	E	F	G	H	J
400	CTS4-3L	CS30	2	30"	24"	9"	4.5"	4.5"	7.5"	8.25"	3.5"	3"
400/600	CT46-3L	CS40	2	40"	24"	14"	4.5"	4.5"	7.5"	8.25"	3.5"	3"
800	CT8-3L	CN48	3	48"	30"	18"	4.5"	10.5"	7.5"	10"	3.5"	5"

REV. BY	DATE	JOB NAME	TITLE
CP	11/1/03	XCEL ENERGY (EXCEPT W/MID METERING TRANSFORMER CABINET APPROVAL DRAWING)	400 AMP 480 VOLT OR LESS CURRENT TRANSFORMER CABINET CUSTOMER
CP	11/1/04		
EDP	06/05/06	DRAWN CP	XCEL ENERGY (EXCEPT W/MID)
CP	8/26/06	APPROVED DATE	CUSTOMER NUMBER
CP	09/30/09		
EDP	10/14/10		

**AMERICAN MIDWEST POWER**

1131 VICKSBURG LANE  
MINNEAPOLIS, MINNESOTA 55447  
P.O. BOX 47038  
FAX (763) 551-9275

AVDAS NUMBER

2204  
-813



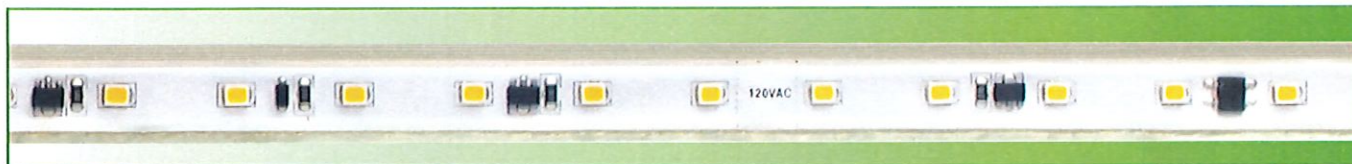
# INFINILINE® 120V LED Strip Light

## SPECIFICATION SHEET



Item # DI-120V-INFBC3-42K-H-F2-250-MTCH  
Factory Finished INFINILINE 4200K, 120V, Hard-Wired, (51-164.04ft), With Mounting Channel

Project Wagon Wheel



### INFINILINE®

Voltage/Wattage		120VAC / 3.7W/ft.
Lumens <sup>1</sup>	2700K	289 Lm/ft.
	3000K	300 Lm/ft.
	3500K	308 Lm/ft.
	4200K	351 Lm/ft.
Max. Run <sup>2</sup>		164 feet
Custom Produced		See Page 2
LED Chips		21/foot
CRI		90+
Field Cuttable		No
Dimensions		0.63 x 0.31 in. (W x H)
Environment		Outdoor / Wet Location / IP65
Certification		UL Listed (US) , ETL Listed (Canada)
Dimmable		Yes (Hardwire only), down to 10% using Lutron DVELV-300P, NTELV-300, or NTF-10 Dimmers
Warranty		5-Year Standard, 2-Year Deep Cold <sup>3</sup>

## SPECIFICATIONS

- LED Chip Type: 2835
- LED Chip Beam Angle: 120°
- Luminous Efficacy<sup>4</sup> (lm/w): ~80-90
- Mounting: Mounting Clips / Mounting Channel
- Connections<sup>5</sup>: 60 in. Plug-In, 15 ft. Hardwired
- Ambient Temp<sup>6</sup>: -43 ~ 122°F (-42 ~ 50°C) (Control system must be used to turn on lights when temperature drops below -5°F<sup>3</sup>)
- Environment<sup>8</sup>: Outdoor / Wet location / Indoor / Deep Cold<sup>3</sup>
- UV Resistance: Yes but may still degrade over time
- Jacket Material: PVC, UL94 5VA Rated

## COMPLIANCE & REGULATORY APPROVALS

### Safety

- UL Listed 2388 Flexible Lighting Products. File # E470197
- UL Listed 1598 Surface Mount Luminaires. File # E503268
- ETL Certified, Canada - UL std. 1598 Surface Mount Luminaires (Hardwired only)

### SKU Builder

DI	-	120V	-	INFBC3	42	-	H	-	250	-	MTCH
		Voltage			Model	Color Temp	Connection	SKU Length		Mounting	
						27 (2700K)	- (Plug-In)	SEE PAGE 2		MTCL (Mounting Clips)	
						30 (3000K)	H (Hardwire)			RTCL* (Rotating Mounting Clips)	
						35 (3500K)				MTCH (Channel)	
						42 (4200K)					

Example: DI-120V-INFBC335-H-240= Diode, 120 Volt, INFINILINE®, 4200K CCT, Hardwire lead, 20 feet custom cut.

\*Rotating Mounting Clips must be used with Hardwire installations to retain UL Listing.

© 2021 Elemental LED Inc. All rights reserved.  
Specifications are subject to change without notice.

Toll Free: 877.817.6028 | Fax: 415.592.1596 | [www.DiodeLED.com](http://www.DiodeLED.com) | [info@DiodeLED.com](mailto:info@DiodeLED.com)

SPEC SHEET | INFINILINE® 120V LED Strip Light | SS060121-6.0 | 1 OF 5

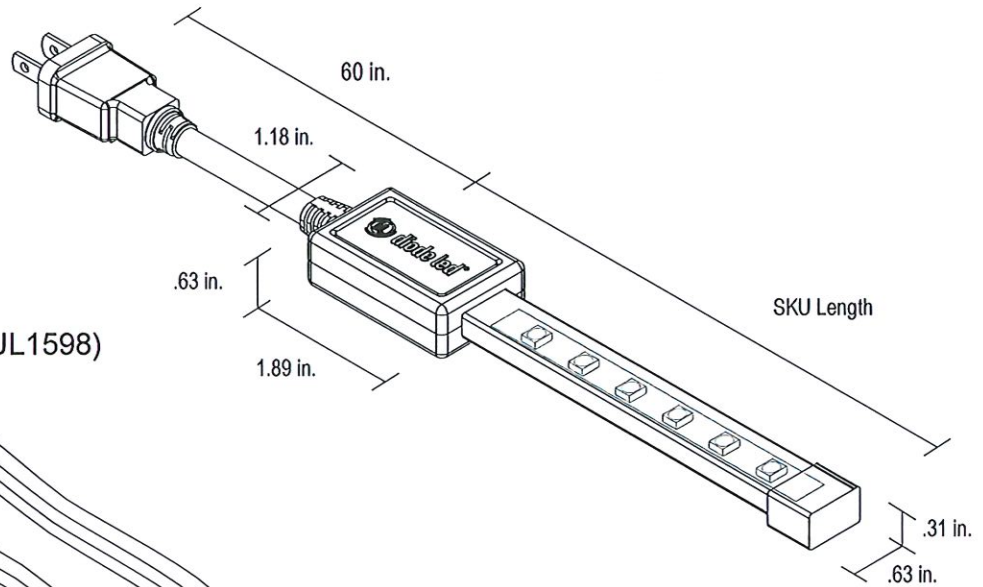


# INFINILINE® 120V LED Strip Light

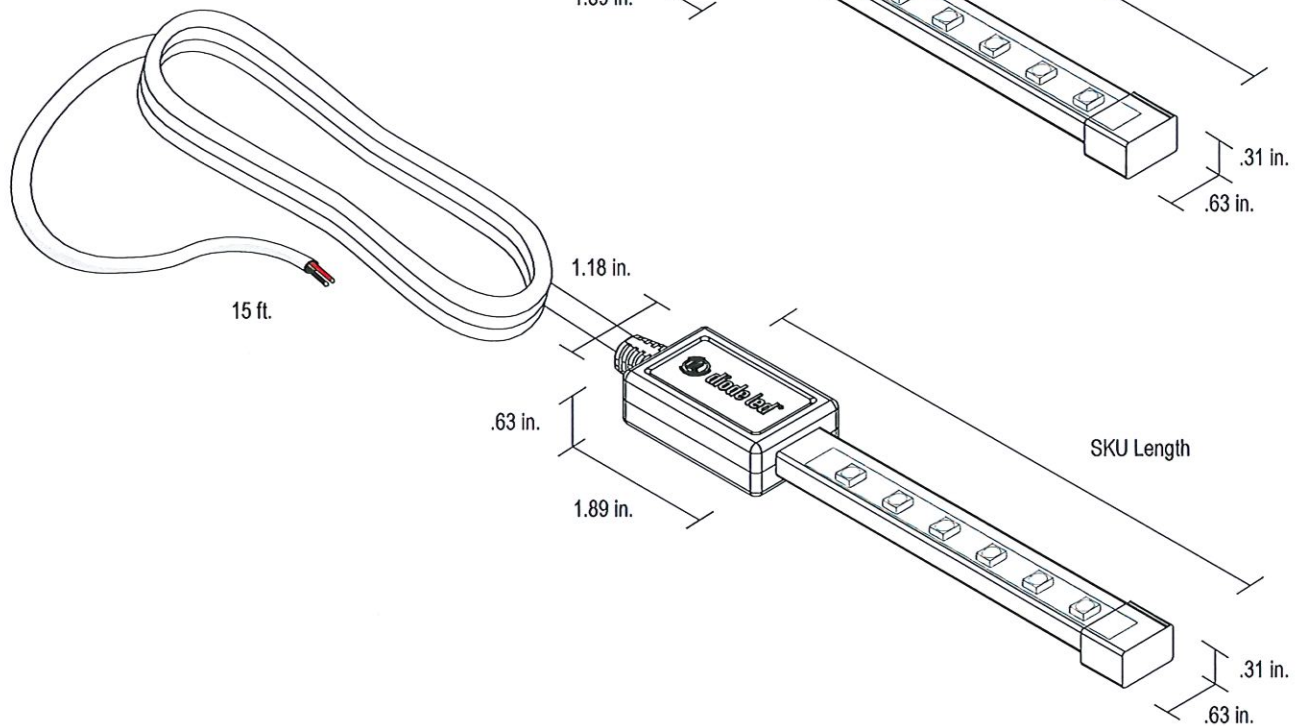
SPECIFICATION SHEET

## MECHANICAL DIAGRAMS (CONT.)

### INFINILINE® - Plug-In (UL2388)



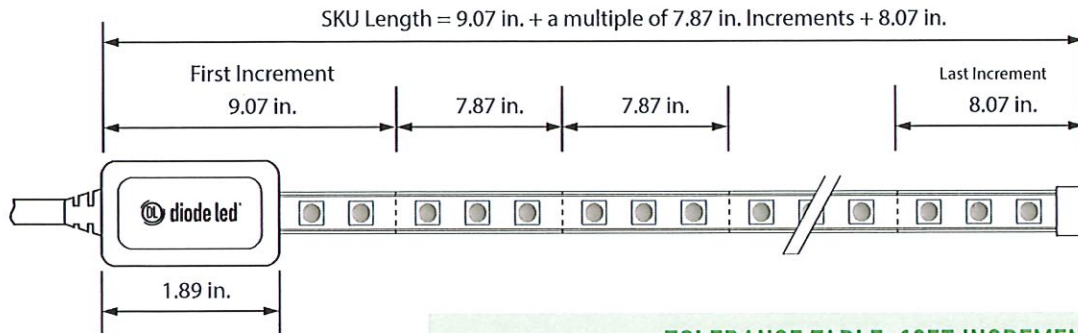
### INFINILINE® - Hardwired (UL1598)



# INFINILINE® 120V LED Strip Light

SPECIFICATION SHEET

## SYSTEM DIAGRAM

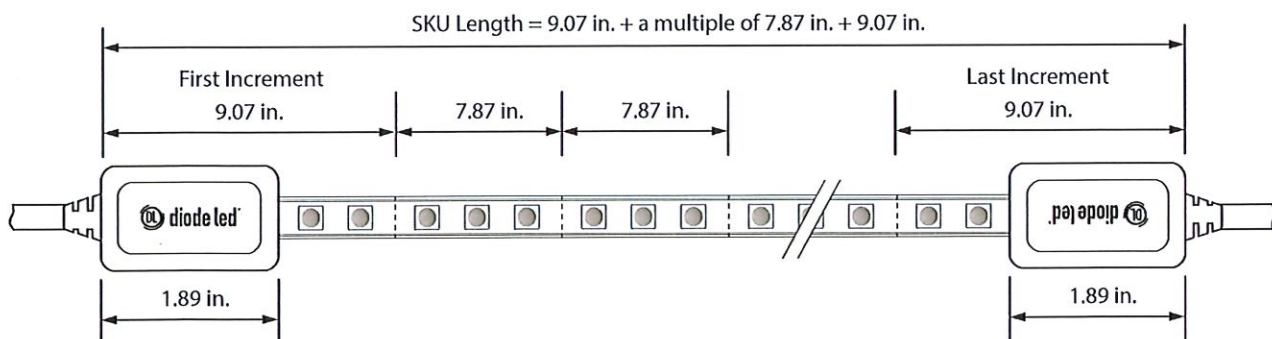
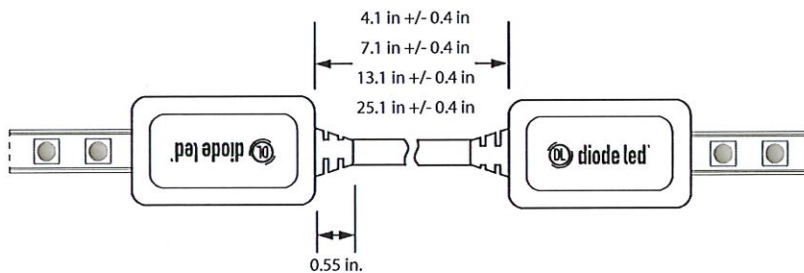


### TOLERANCE TABLE, 10FT INCREMENTS

Length Range	Tolerance	Length Range	Tolerance
0-10ft	± 0.3 in.	70-80ft	± 2.5 in.
10-20ft	± 0.7 in.	80-90ft	± 2.8 in.
20-30ft	± 1.0 in.	90-100ft	± 3.1 in.
30-40ft	± 1.3 in.	100-110ft	± 3.4 in.
40-50ft	± 1.6 in.	110-120ft	± 3.7 in.
50-60ft	± 2.0 in.	120-130ft	± 4.0 in.
60-70ft	± 2.2 in.	>130ft	± 4.0 in.

## CUSTOMIZATION OPTIONS

Up to three jumpers may be built into the length of each Infiniline® 120V LED Tape Light. (Call for more information)



# INFINILINE® 120V LED Strip Light

SPECIFICATION SHEET

## ADDITIONAL ACCESSORIES

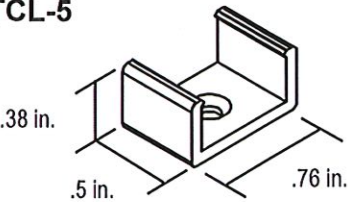
Accessories listed below fully support our Tape Light product line. Further information on these products and more accessories can be found in our latest catalog or online at [www.DiodeLED.com](http://www.DiodeLED.com).

Visit the product page at [www.DiodeLED.com](http://www.DiodeLED.com) for installation guides, .IES files, voltage drop charts, and LM-79 reports.

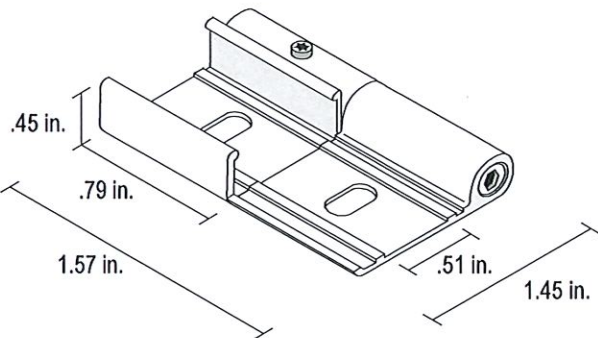
SKU	DESCRIPTION
DI-INF-MTCL-5	<b>MOUNTING CLIP (5 PACK)</b> Small clip used to secure INFINILINE® LED Strip Light. Includes 5 clips and 5 screws. <i>(Sold Separately)</i>
DI-INF-RTCL-2	<b>MOUNTING CLIP (2 PACK)</b> Small clip used to secure INFINILINE® LED Strip Light for post-installation adjustability. Includes 2 clips and 2 screws. <i>(Must be utilized with mounting channel). (Sold Separately)</i>
DI-INF-MTCH	<b>MOUNTING CHANNEL</b> Cutttable channel used to secure INFINILINE® LED Strip Light. <i>(Sold Separately)</i>

## MECHANICAL DIAGRAMS

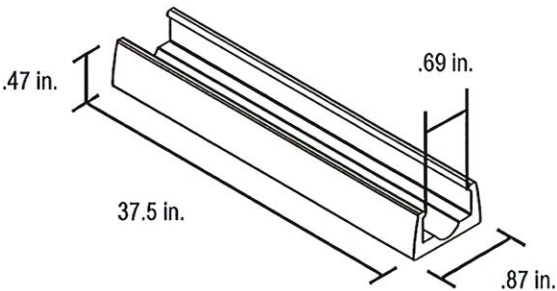
INFINILINE®  
Mounting Clip  
**DI-INF-MTCL-5**



INFINILINE®  
Rotating Mounting Clip  
*(Included with Hardwired Infineline orders)*  
*(Must be utilized with mounting channel)*  
**DI-INF-RTCL-2**



INFINILINE®  
Mounting Channel  
**DI-INF-MTCH**



1. LED chips have a luminous flux range with a tolerance of +/- 5%.
2. Each maximum run requires a dedicated power feed. Do not extend beyond the recommended maximum run length.
3. Deep Cold applications are warrantied for 2 years. Out of warranty condition is a greater than 25% loss of light output from initial installation.
4. Actual efficacy value is dependent on specified LED driver (power supply). An estimated efficacy value can be calculated as follows: Lumen value divided by average power consumption per foot.
5. Wire leads and accessories are not rated for in-wall installation unless otherwise noted.
6. Do not install product in an environment outside the listed ambient temperature. Exceeding the maximum ambient temperature may damage LED chips, reduce the total lamp life, lumen output, and/or adversely impact color consistency.
7. Operating temperature is measured according to the minimum and maximum ambient temperature environment.
8. Do not install in environment where LED chips are exposed to direct sunlight as damage to the phosphor will occur.



# INFINILINE® 120V LED Strip Light

## SPECIFICATION SHEET

### ADDITIONAL INFORMATION

- INFINILINE® 120V LED STRIP LIGHT Installation Guide

### SAFETY / WARNINGS / DISCLOSURES

1. Install in accordance with national and local electrical code regulations.
2. This product is intended to be installed and serviced by a qualified, licensed electrician.
3. Only use copper wiring. Use wires rated for at least 176°F (80°C) and certified for use with external connection of electrical equipment.
4. Each maximum run requires a dedicated power feed. Do not extend beyond the recommended maximum run length.
5. Tape light, and attached wire leads, are not rated for in-wall installation unless otherwise noted.
6. Ensure applicable wire is installed between driver, fixture, and any controls in-between. When choosing wire, factor in voltage drop, amperage rating, and type (in-wall rated, wet location rated, etc.). Inadequate wire installation could overheat wires, and cause fire.
7. Do not install in environment where LED chips are exposed to direct sunlight as damage to the phosphor will occur.
8. Do not install in environment where excessive heat may exist (ex. close proximity to fireplace, etc.) See Ambient Temperature ratings
9. Do not install indoor LED tape light products in outdoor / wet location environments. Only wet location tape light models are rated for outdoor / wet locations.
10. Do not modify product beyond instructions or warranty will be void.
11. Tape light must be handled with care. Excessive handling, bending, and pressure may damage the product, voiding the warranty.
12. Actual color may vary from what is pictured on this sheet and other print materials due to the limitations of photographic processes.
13. We reserve the right to modify and improve the design of our fixtures without prior notice. We cannot guarantee to match existing installed fixtures for subsequent orders or replacements in regards to product appearance, CCT, or lumen output.

### WARRANTY

#### Limited Warranty

This product has a five (5) year limited warranty from the date of shipment.

**Applications below -5°F (Deep Cold):** This product has a two (2) year limited warranty from the date of shipment.

This warranty does not include the additional accessories referenced in this specification sheet. Complete warranty details for fixtures and additional accessories are available at [www.diodeled.com/limited-warranty/](http://www.diodeled.com/limited-warranty/) within the Policies section. For warranty related questions please contact product support.

#### Consumer's Acknowledgment

Elemental LED, Inc. stands behind its products when they are used properly and according to our specifications. By purchasing our products, the purchaser agrees and acknowledges that lighting design, configuration and installation is a complex process, wherein seemingly minor factors or changes in layout and infield adjustments can have a significant impact on an entire system. Choosing the correct components is essential. Elemental LED is able to work with the original purchaser to make an appropriate product selection to the extent of the limited information that the customer can provide, but it is virtually impossible for Elemental LED to design a system that foresees every unknown factor. For this reason, this Warranty does not cover problems caused by improper design, configuration or installation issues. Any statement from a Elemental LED employee or agent regarding a customer's bill of goods and/or purchase order is NOT an acknowledgment that the products purchased are designed and configured correctly. The purchase agrees and acknowledges that it is the customer's responsibility to adhere strictly to all information contained in the Product Specification Sheets.

There is often more than one way to design, configure and layout an LED lighting application properly to achieve the same lighting effect. Elemental LED strongly recommends that licensed professionals be used in the design and installation of lighting systems that include Elemental LED products. The specifications include important information that a designer and installer should carefully review and strictly follow. Qualified designers and certified and/or licensed installers, with access to the final installation environment, customer goals, and Elemental LED product specifications can make the requisite decisions appropriate for a successful finished lighting application.



© 2021 Elemental LED Inc. All rights reserved.


Specifications are subject to change without notice.

Toll Free: 877.817.6028 | Fax: 415.592.1596 | [www.DiodeLED.com](http://www.DiodeLED.com) | [info@DiodeLED.com](mailto:info@DiodeLED.com)

SPEC SHEET | INFINILINE® 120V LED Strip Light | SS060121-6.0 | 5 OF 5

# 3.4



TO: Honorable Mayor and City Council Members  
FROM: Chris Fortsch, Administrative Clerk   
DATE: December 15, 2021  
RE: 2022 License Renewal Applications

Attached for review and consideration by the City Council are additional 2022 license renewal applications I have received since the last city council meeting.

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





## 2022 LICENSES

Updated 12.15.21	\$45.00	\$100.00	\$280.00	\$300.00	\$150.00	\$1,150.00	\$200.00	\$45.00	\$500.00	\$150.00	\$50.00	DATE
	OFF-SALE	ON-SALE	ON-SALE	ON-SALE	LIQUOR	LIQUOR	LIQUOR	GAS	SOLID	MASSAGE	MASSAGE	
BUSINESS	CIGS	3.2	3.2	WINE	OFF SALE	ON SALE	SUNDAY	INSTALLERS	WASTE	BUSINESS	TECHNICIAN	PAID
Apple Village Liquor					X							12/15/2021
Hilltopper Refuse & Recycling									X			12/13/2021
* La Crescent Wine & Spirit *					X							12/13/2021
Waste Management									X			12/13/2021

\* La Crescent Wine & Spirit's license is contingent upon receipt of their insurance certificate.

# 3.5



TO: Honorable Mayor and City Council Members  
FROM: Bill Waller, City Administrator *Bill*  
DATE: December 16, 2021  
RE: Community Development Proposals

The City received the following proposals to provide community/economic development services:

- Larry Kirch - \$40 per hour
- CEDA - \$89 per hour

We would suggest that the City Council accept the proposal submitted by Larry Kirch. Mr. Kirch was employed as the La Crosse Director of Planning and Development from 1993 – 2014, and is currently employed as the Development Services Director in Apache Junction, Arizona. Mr. Kirch would be able to work remotely in early 2022, and would be available in person beginning March of 2022.

Attached for review and consideration by the City Council is a contract for professional services with Mr. Kirch. The contract has been expanded to include serving as staff to the Planning Commission. Given Mr. Kirch's extensive background and experience in this field, we believe that it would be extremely helpful and beneficial to the City to add this to the contract.

In order to proceed, we would suggest that the City Council approve the contract as presented.

## Contract for Professional Services

THIS CONTRACT is made and entered into this 1<sup>st</sup> day of January, 2022, by and between Larry Kirch (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, 2022, and will terminate on December 31, 2022, 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 forms;
- G. Grant writing and administration; and
- H. 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 \$40.00 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. 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.

VII. 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: 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: \_\_\_\_\_  
Larry Kirch

By: \_\_\_\_\_  
Bill Waller, City Administrator

#3.6



TO: Honorable Mayor and City Council Members  
FROM: Bill Waller, City Administrator *BW*  
DATE: December 15, 2021  
RE: 2022 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

We would suggest that the City Council accept the 2022 fee schedules for WHKS and Wieser Law Office, copies of which are included.

For 2022 we are suggesting that the fee charged by Jason Ludwigson be increased from \$28 per hour to \$32 per hour, and that the hours of the contract be expanded from 25 to 28 hours per week. A revised agreement with the additional duties highlighted is included for review and consideration by the City Council.

## **Exhibit A**

### **WHKS & Co. 2022 Fee Schedule**

#### **City of La Crescent**

##### **Schedule of Hourly Billing Rates – Effective January 1, 2022**

Principal	\$ 213.00
Project Manager	\$ 154.00
Project Engineer	\$ 133.00
Land Surveyor	\$ 141.00
Design Engineer	\$ 120.00
*Engineering Tech IIII	\$ 109.00
*Engineering Tech III	\$ 103.00
*Engineering Tech II	\$ 90.00
*Engineering Tech I	\$ 73.00
*Clerical	\$ 77.00

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*

**Ninth Addendum to June 2011 Agreement**

**Wieser Law Office, P.C.  
2022 Fee Schedule for City of La Crescent**

General Counsel Work	\$165.25
Prosecution Work	\$157.00
Legal Assistant Time	\$ 57.25

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

Approved by City of La Crescent on December 20, 2021.

By: \_\_\_\_\_  
Bill Waller, City Administrator

Approved by Wieser Law Office, P.C. on December 20, 2021.

By: \_\_\_\_\_  
Al Wieser, III



## Contract for Professional Services

THIS CONTRACT was made and entered into on the 1<sup>st</sup> day of January, 2022, 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, 2022, and will terminate on December 31, 2022, 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. Advance SolSmart Designation.

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. Establishment of the drive electric corridor and the installation of electric charging stations as a means to foster sustainable community development;
- K. Development and coordination of the Landscape Partnership Program;
- L. Prepare annual greenhouse gas emissions inventory, carbon footprint, and annual sustainability reports;
- M. Draft ordinances with the assistance and advice of the City Attorney or their designee aligned with the Green Step's benchmarks;
- N. Build and expand relationships with **Xerces, Houston County**, MPCA, MnDOT, Xcel Energy, and other partnering agencies or companies;
- O. City's representative to the Bluffland Coalition. Coordinate meetings with property owners as necessary to develop components of the Bluffland's Plan;
- P. Project manager for the Xcel Energy Partners in Energy Program;
- Q. Plant, design, and maintain native planting projects within the city.
- R. 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 Community Development Director to complete these responsibilities.**
- S. Assists City Building Official with enforcement of the City's Zoning and Nuisance Ordinance.**
- T. Execute stormwater public education and outreach campaign, including Adopt-a-Drain, manage MS4 stormwater permit; 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. Draft City's Sustainability Work Plan;
- B. Recommend Energy Efficiency Improvements at City Owned Buildings and Facilities;

- C. Complete Best Management Practices Identified in Green Step Program;
- D. Prepare Agenda and Meeting Minutes for Green Step Committee Meetings;
- E. Coordinate and Host Sustainability Forums;
- F. Update and Maintain Green Step/Sustainability Section on City's Website;
- G. Grant Writing and Grant Administration;
- H. 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 \$32.00 per hour, not to exceed twenty-eight (28) 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. 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.
- VII. 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 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: \_\_\_\_\_

Dated: \_\_\_\_\_

**CITY OF LA CRESCENT**

**CONTRACTOR**

By: \_\_\_\_\_  
Mikel Poellinger, Mayor

By: \_\_\_\_\_  
Jason Ludwigson

By: \_\_\_\_\_  
Bill Waller, City Administrator

# 3.7



TO: Honorable Mayor and City Council Members  
FROM: Bill Waller, City Administrator *Bill*  
DATE: December 15, 2021  
RE: Personnel Committee Recommendations

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

1. That the City Council hire Nick Skree as a Police Officer for the City of La Crescent. This will fill the vacancy created by Justin Thorson's resignation as a Police Officer. Pursuant to the terms and conditions of the LELS contract, Mr. Skree will serve a 12-month probationary period. For City Council information, Mr. Skree has worked as a part-time Police Officer for the City of La Crescent since August of 2021.
2. Given the delay in filling the position of Bookkeeper, the following items will be delayed until January of 2022:
  - a. Establishment of a post-retirement healthcare savings plan for full-time City employees that are not represented by a bargaining unit.
  - b. A review of job descriptions for the Administrative Assistant and Office Assistant positions.
  - c. A phased retirement option for Debbie Shimshak.
  - d. A memorandum of understanding with the AFSCME Union regarding Kara Tarrence assuming certain responsibilities in the interim as the City's Finance Director.

#3.8



TO: Honorable Mayor and City Council Members  
FROM: Bill Waller, City Administrator  
DATE: December 16, 2021  
RE: Hazardous Building Assessment

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

#3.9



TO: Honorable Mayor and City Council Members  
FROM: Bill Waller, City Administrator *Bill*  
DATE: December 15, 2021  
RE: COVID-19 Report

For City Council information, the COVID-19 Review that Ryan Stotts is completing will be presented at the January 24, 2022 City Council meeting.



#3.10

**Proposal for The La Crescent Lions Frozen Apple Candlelight Trail Hike  
Saturday, February 12, 2022**

The La Crescent Lions Club has been part of the community since 1965. Our motto is "We Serve." Our club would like to host a new winter community event featuring one of La Crescent's nature trails to create a free candlelight hike suitable for all ages.

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

- \*Reserve Vet's Park and the Eagle Bluff Access Trail for Saturday, February 12, 2022.
- \*Placement of a couple barricades at the entrance to the upper parking lot.
- \*Permission to run a UTV on the trail to assist with event setup including placement of luminaria, firepit, and beverage station on the trail.
- \*Possible assistance with other miscellaneous items, such as barrels for garbage.

**DESCRIPTION & BACKGROUND:**

Many State Parks in Minnesota and Wisconsin feature candlelight hikes at various times during the winter. These are simple, low-key events intended to get people outside to enjoy the beauty of nature and the night sky in winter.

La Crescent has several trails that would work well for such an event. With City of La Crescent approval, the plan would be to start our introductory year on Saturday, February 12, 2022 with a candlelight luminaria hike (snowshoes permitted) on the Eagle Bluff Access Trail starting at the northwest corner of the Vet's Park parking lot. The distance out and back for this first year would be less than a mile.

We would set up one or two warming stations (at the start of the trail and at the turn-around point), including a small fire pit, hot cider/hot chocolate and perhaps smores at the trail entrance. Any Covid-19 protocols in place at the time would be followed. Lions members and other volunteers will monitor the trail and warming stations throughout the event.

The Lions would like to reserve the portion of Vet's Park area near the upper parking lot for the day to allow for setup. The hike itself would run from 6pm to approximately 9pm. There would be no admission charged, but donations would be accepted.

Candlelight hikes are ideal when there is adequate snow to blanket the trail, but the event can occur without snow by using sand in the bottom of the containers holding the candles. The event would be postponed/canceled if conditions are icy.

We will promote the event to encourage local families to attend, as well as hiking enthusiasts from outside La Crescent. The Lions will communicate with the businesses near the park to make them aware of our plans and discuss possible partnerships.

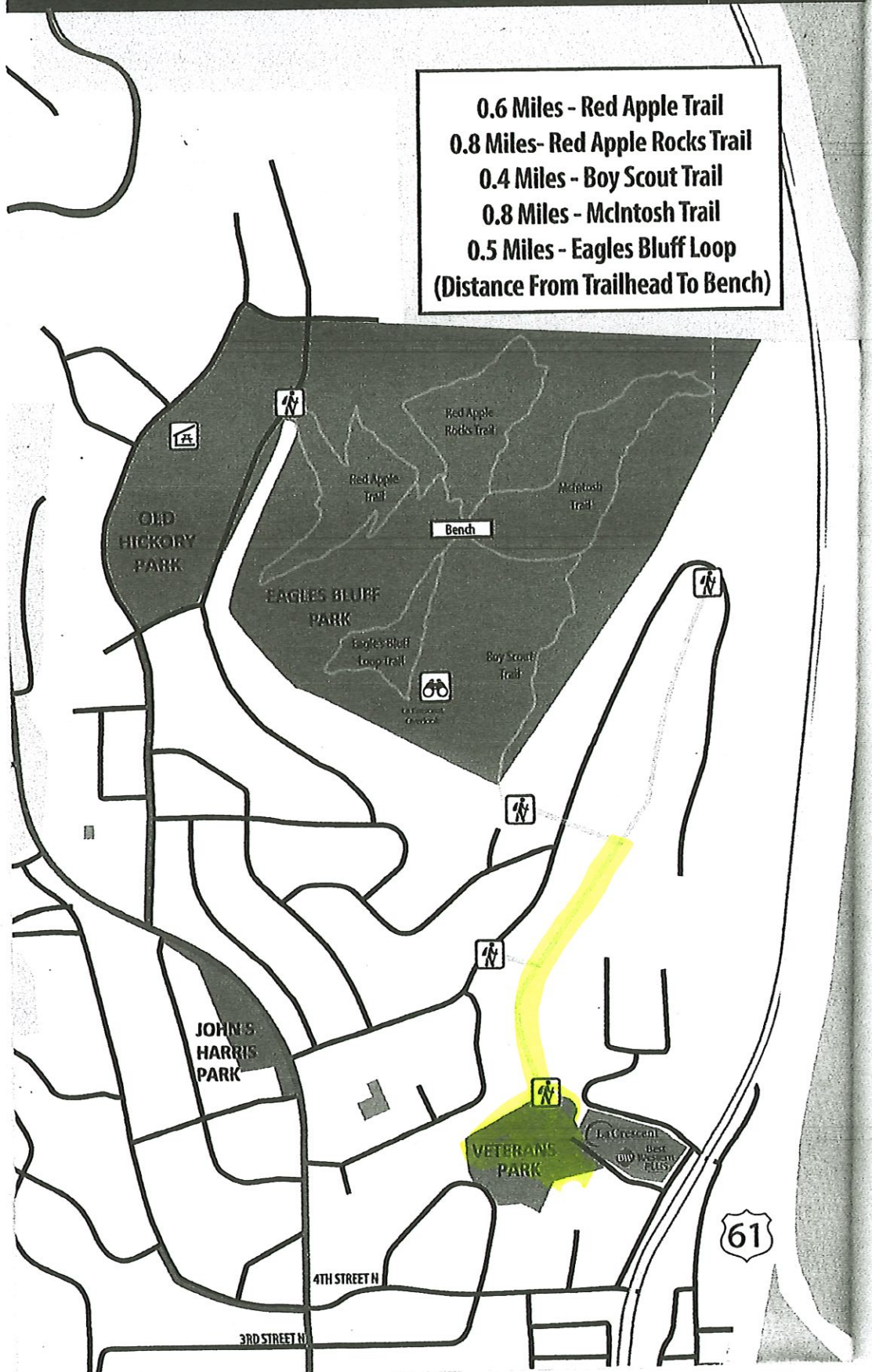
In future years, the event could be expanded to extend the hike the full distance of the Eagle Bluff Access Trail. Other activities could also be held during the day, such as a winter volleyball tournament, snowman building contest, snowshoe lessons, etc. We could partner with the local restaurants or area food trucks. If the event proves successful, we may ask the City to allow us to expand the event to include a daytime and/or candlelight cross country trail at Pine Creek, with possible use of the Pine Creek Club House as a warming station.

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

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

# BICYCLE AND HIK

0.6 Miles - Red Apple Trail  
0.8 Miles- Red Apple Rocks Trail  
0.4 Miles - Boy Scout Trail  
0.8 Miles - McIntosh Trail  
0.5 Miles - Eagles Bluff Loop  
(Distance From Trailhead To Bench)



#3.11



TO: Honorable Mayor and City Council Members  
FROM: Bill Waller, City Administrator *Bel*  
DATE: December 16, 2021  
RE: Donation Resolution

A donation resolution may be presented to the City Council at the meeting.