

CITY OF LA CRESCENT
AGENDA
REGULAR MEETING
LA CRESCENT COMMUNITY BUILDING
DECEMBER 8, 2025
5:00 P.M.



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

1. CONSENT AGENDA

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

- 1.1 MINUTES – NOVEMBER 24, 2025
- 1.2 BILLS PAYABLE THROUGH DECEMBER 5, 2025
- 1.3

2. PUBLIC HEARING/MEETING

3. ITEMS FOR CONSIDERATION

- 3.1 2026 CITY COUNCIL MEETING SCHEDULE
- 3.2 PUBLIC FACILITIES AUTHORITY GRANT – Lead Service Line Replacement
- 3.3 MAINTENANCE AGREEMENT – CITY OF LA CROSSE
- 3.4 AUTHORIZE TO ADVERTISE CITY ADMINISTRATOR POSITION
- 3.5 2026 HOUSTON COUNTY REFUSE FEE INCREASE
- 3.6 2026 Mn DEPARTMENT OF HEALTH DRINKING WATER CONNECTION FEE INCREASE
- 3.7 PERSONNEL COMMITTEE RECOMMENDATION
- 3.8 DONATION RESOLUTION
- 3.9 2025 BUDGET AMENDMENT
- 3.10 2026 LICENSE RENEWALS

4. UNFINISHED BUSINESS

- 4.1

CITY OF LA CRESCENT
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DECEMBER 8, 2025
5:00 P.M.



5. MAYOR'S COMMENTS

5.1

6. STAFF CORRESPONDENCE/COMMITTEE UPDATES

6.1

6.2

6.3

7. CORRESPONDENCE

7.1

7.2

8. CHAMBER OF COMMERCE

8.1

9. HOUSTON COUNTY

10. ITEMS FOR NEXT AGENDA

11. ADJOURNMENT

#1.1

MINUTES, REGULAR MEETING
CITY COUNCIL, CITY OF LA CRESCENT, MINNESOTA
NOVEMBER 24, 2025

Pursuant to due call and notice thereof, the second meeting of the City Council of the City of La Crescent for the month of November was called to order by Mayor Mike Poellinger at 5:00 PM in the La Crescent Community Building, La Crescent, Minnesota, on Monday, November 24, 2025.

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

Also, in attendance (via Zoom) was HKGi Senior Landscape Architect Amy Bower.

ITEM 1 – CONSENT AGENDA

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

- 1.1 MINUTES – NOVEMBER 10, 2025
- 1.2 BILLS PAYABLE THROUGH NOVEMBER 21, 2025

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 Williams as follows:

A MOTION TO APPROVE THE CONSENT AGENDA AS PRESENTED.

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

Cherryl Jostad	Yes
Chris Langen	Yes
Teresa O'Donnell-Ebner	Yes
Dale Williams	Yes
Mayor Poellinger	Yes

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

ITEM 3.1 – PLANNING COMMISSION MINUTES – NOVEMBER 4, 2025

CONDITIONAL USE PERMIT APPLICATION/GYM ADDITION – 32 CRESCENT AVE.

Community Development Director Larry Kirch (via Zoom) reviewed with City Council a Conditional Use Application from Monty and Wayne Christopherson, 32 Crescent Avenue, for a 1,420 square foot recreational facility addition. The Planning Commission is recommending that City Council deny the Conditional Use Permit based on the following findings:

12.06 CONDITIONAL USE PERMITS

Subd. 1. PERMIT REQUIRED. It shall be unlawful to use any structure or land for any purpose requiring a conditional use permit in the zoning district in which the property is located without first obtaining a conditional use permit from the city. Where applicable, a building permit shall also be obtained from the city.

Subd. 2. CHANGES IN PERMITS. Any change involving structural alterations, enlargement, intensification of use, or similar change not specifically permitted by the conditional use permit issued shall require an amended conditional use permit and all procedures shall apply as if a new permit were being issued.

Subd. 3. CRITERIA FOR GRANTING CONDITIONAL USE PERMITS. In granting a conditional use permit, the La Crescent City Council shall consider the advice, recommendations and findings of the Planning Commission and the effect of the proposed use on upon the health, safety, morals and general welfare of occupants of surrounding lands. The City Council may make the following findings where applicable:

- A. That the conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the immediate vicinity.**

Response (findings): The proposed conditional use would not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted. The proposed home occupation could potentially diminish or impair property values within the immediate vicinity.

- B. That the establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area. The adjoining property is already developed.**

Response (findings): The proposed project will not impede any development as the surrounding properties are established developments.

C. That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided.

Response (findings): The current utilities, access roads, drainage, and facilities are provided for a single-family occupancy, not for the potential home occupancy.

D. That adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use.

Response (findings): The current driveway having the ability to hold six vehicles, is adequate for a single-family occupancy. Adding more parking spaces indicates more traffic and that the use is intended for a home occupation.

E. That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration, so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result. The use is consistent with the purposes of the zoning code and the purposes of the zoning district in which the applicant intends to locate the proposed use.

Response (findings): The proposed use is in conflict with the City of La Crescent Zoning Ordinance in regards to home occupations.

F. The use is not in conflict with the policies of the City of La Crescent.

Response (Findings): The proposed use is in conflict with the City of La Crescent Zoning Ordinance in regards to home occupations.

G. The use will not cause traffic hazards or congestion.

Response (Findings): The proposed use could potentially cause a traffic hazard depending on how many and how often vehicle, are coming and going.

H. Existing uses will not be adversely affected because of curtailment of customer trade brought about by intrusion of noise, glare or general unsightliness.

Response (Findings): Existing uses will not be adversely affected.

STAFF FINDINGS AND RECOMMENDATION

City staff has reviewed the communications with the applicant, the submitted application, the applicant's response to the CUP criteria, reviewed the city zoning district regulations for the R1- Low Density Residential Zoning District, and the regulations in regards to home occupations.

Staff has received contradicting information in regards to the purpose of the addition. After review, staff believes that the intended use will be for a home occupation.

Based on staff's determination, the proposed use would not be allowed under the following regulations;

12.10 General Provisions, Subd. 9 Home Occupations

Home Occupations are allowed as a conditional use in residential dwellings subject to the following restrictions.

- A. The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to its use for residential purposes by its occupants, and not more than twenty-five (25) percent of the floor area of the dwelling unit shall be used in the conduct of the home occupation.

The proposed addition for the home occupation would be approximately 40% of the structure of the home which exceeds the 25% allowable use under the Zoning Ordinance.

- B. There shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of such home occupation other than one sign, not exceeding one (1) square foot in area, non-illuminated, and mounted flat against the wall of the main building.

There is a significant change to the outside appearance of the structure.

- C. The home occupation shall not change the fire rating of the structure.

Adding a basketball court/gymnasium would change the occupancy use for that area to an Assembly Occupancy which would require different fire ratings and protection then the Residential Occupancy.

The staff finds that the proposed use does not meet all the CUP criteria in Section 12.06, Subd. 3 of the Zoning Code and recommends denial of the CUP for the aforementioned reasons. The proposed use, as a gym to coach "tenants", is not an allowable conditional use under the Zoning Ordinance.

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

MOTION TO DENY THE CONDITIONAL USE PERMIT APPLICATION FROM MONTY AND WAYNE CHRISTOPHERSON, 32 CRESCENT VALLEY FOR A 1,420 SQUARE FOOT RECREATIONAL FACILITY ADDITION BASED ON THE STATED FINDINGS.

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

Cherryl Jostad	Yes
Chris Langen	Yes
Teresa O'Donnell-Ebner	Yes
Dale Williams	Yes
Mayor Poellinger	Yes

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

ITEM 3.2 – LIGHTING ALTERNATIVES FOR WALNUT STREET REDEVELOPMENT

City Engineer Tim Hruska and HKGi Senior Landscape Architect Amy Bower (via Zoom) reviewed with City Council options for lighting the Walnut Street reconstruction corridor. City staff have reviewed the options and are recommending that City Council select the lighting style that continues what is used on the Wagon Wheel pedestrian bridge over Highway 14/61. Lower Height poles will provide pedestrian level lighting of the corridor with higher fixtures providing illumination for the intersections. Following discussion, Member O'Donnell-Ebner made a motion, seconded by Member Langen as follows:

MOTION TO APPROVE THE LIGHTING STYLE THAT IS USED ON THE WAGON WHEEL PEDESTRIAN BRIDGE OVER HIGHWAY 14/61.

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

Cherryl Jostad	Yes
Chris Langen	Yes
Teresa O'Donnell-Ebner	Yes
Dale Williams	Yes
Mayor Poellinger	Yes

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

ITEM 3.3 – REVIEW CRESCENT HILLS SANITARY SEWER REPORT

City Engineer Tim Hruska reviewed the feasibility study to extend sanitary sewer service to the Crescent Hills area. Mr. Hruska and Public Works Director Tyler Benish plan to conduct a public engagement

meeting with the Crescent Hills residents in January or February. This was informational only. No action was required.

ITEM 3.4 – REVIEW CONCEPTS FOR MAIN STREET REDEVELOPMENT

City Engineer Tim Hruska reviewed the feasibility study of Main Street with City Council. The purpose of the study was to review options for the future configuration of Main Street. This was informational only. No action was required.

ITEM 3.5 – 2025 STORMWATER ANNUAL MEETING

Sustainability Coordinator Jason Ludwigson and City Engineer Tim Hruska were in attendance to conduct the City’s annual stormwater meeting. This satisfies one of the requirements of the stormwater permit’s public participation/involvement sections. The public was allowed to review and comment on the City’s Public Education, Outreach, and Public Involvement Program Implementation Plan/SWPPP. A copy of the document was included. Mayor Poellinger asked for any public comment. City resident, Krista Bernau was in attendance and made a comment regarding additional public educational opportunities in conjunction with the La Crescent Live series.

ITEM 3.6 – PARTNERS IN ENERGY GRADUATE SUPPORT MOU

Sustainability Coordinator Jason Ludwigson reviewed a Memorandum of Understanding (MOU) with City Council between the City of La Crescent and Xcel Energy. Xcel Energy partners with the Minnesota Center for Energy and Environment to help administer the Partners in Energy Program. The City of La Crescent has previously been a participant in the Partners in Energy Program and is once again eligible. Three areas of focus have been identified:

1. Business outreach support on energy efficiency, renewable energy, and electrification
2. Residential outreach energy efficiency, renewable energy, and electrification
3. Collaboration with area communities on energy opportunities

The MOU provides \$1,500 of reimbursable expenses. The City plans to use the funds for mailing residents’ information about programs that help them save energy and money. It was recommended that City Council approve the MOU. Following discussion, Member O’Donnell-Ebner made a motion, seconded by Member Langen as follows:

MOTION TO APPROVE THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF LA CRESCENT AND EXCEL ENERGY PARTNERS IN ENERGY PROGRAM AS STATED.

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

Cherryl Jostad

Yes

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

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

ITEM 3.7 – STONEY POINT FOREST HABITAT RESTORATION PROJECT BIDS

Sustainability Coordinator Jason Ludwigson reviewed with City Council the Request for Proposals for the Stoney Point Phase II Forest Habitat Restoration Project, which the City issued on August 29, 2025. The City received one proposal for the project from Natural Resource Preservation, LLC for \$44,994.18. The CPL Grant amount is \$49,875. It was recommended that City Council approve the proposal from Natural Resource Preservation, LLC. If approved, the City would start the process of a contract agreement with Natural Resource Preservation LLC which would be brought back to a future City Council meeting. Following discussion, Member Williams made a motion, seconded by Member Langen as follows:

MOTION TO APPROVE THE PROPOSAL FROM NATURAL RESOURCE PRESERVATION, LLC FOR \$44,994.18 TO COMPLETE THE STONEY POINT PHASE II FOREST HABITAT RESTORATION PROJECT AND TO MOVE FORWARD WITH A CONTRACT AGREEMENT.

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

Cherryl Jostad	Yes
Chris Langen	Yes
Teresa O'Donnell-Ebner	Yes
Dale Williams	Yes
Mayor Poellinger	Yes

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

ITEM 3.8 – SUSTAINABILITY COORDINATORS 2025 YEAR END REPORT

Sustainability Coordinator Jason Ludwigson reviewed his 2025 year-end report with City Council to highlight the grant funding secured for the city and the many completed projects from 2025. These projects align with the framework developed by the MPCA to improve community sustainability with the GreenStep program. This item was informational only. No action was required.

ITEM 3.9 – 2026 MARKETING & PROMOTIONAL AGREEMENTS

City Council reviewed the 2026 Marketing and Promotional agreement between the City of La Crescent and the La Crescent Area Chamber of Commerce. It was recommended that City Council approve the agreement. Following discussion, Member Jostad made a motion, seconded by Member Williams as follows:

MOTION TO APPROVE THE 2026 MARKETING AND PROMOTIONAL AGREEMENT BETWEEN THE CITY OF LA CRESCENT AND THE LA CRESCENT AREA CHAMBER OF COMMERCE.

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

Cherryl Jostad	Yes
Chris Langen	Yes
Teresa O'Donnell-Ebner	Yes
Dale Williams	Yes
Mayor Poellinger	Yes

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

City Council reviewed the 2026 Marketing and Promotional agreement between the City of La Crescent and the La Crosse County Convention & Visitor Bureau Inc. It was recommended that City Council approve the agreement. Following discussion, Member Langen made a motion, seconded by Member O'Donnell-Ebner as follows:

MOTION TO APPROVE THE 2026 MARKETING AND PROMOTIONAL AGREEMENT BETWEEN THE CITY OF LA CRESCENT AND THE LA CROSSE COUNTY CONVENTION & VISITOR BUREAU, INC.

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

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

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

City Council reviewed the 2026 Marketing and Promotional agreement between the City of La Crescent and the La Crescent Area Event Center, Inc. It was recommended that City Council approve the agreement. Following discussion, Member Jostad made a motion, seconded by Member Williams as follows:

MOTION TO APPROVE THE 2026 MARKETING AND PROMOTIONAL AGREEMENT BETWEEN THE CITY OF LA CRESCENT AND LA CRESCENT AREA EVENT CENTER, INC.

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

Cherryl Jostad	Yes
Chris Langen	Yes
Teresa O'Donnell-Ebner	Yes
Dale Williams	Yes
Mayor Poellinger	Yes

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

ITEM 3.10 – PERSONNEL COMMITTEE RECOMMENDATION

The Personnel Committee had the following recommendations for consideration by the City Council:

1. The Personnel Committee is recommending that the City Council accept Garrett Pritchard's resignation as a Firefighter for the City of La Crescent effective November 1st, 2025. A letter from the Fire Chief regarding the recommendation was included. Following discussion, Member O'Donnell-Ebner made a motion, seconded by Member Williams as follows:

MOTION TO ACCEPT GARRETT PRITCHARD'S RESIGNATION AS A FIREFIGHTER FOR THE CITY OF LA CRESCENT EFFECTIVE NOVEMBER 1ST, 2025.

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

Cherryl Jostad	Yes
Chris Langen	Yes
Teresa O'Donnell-Ebner	Yes
Dale Williams	Yes
Mayor Poellinger	Yes

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

2. The Personnel Committee is recommending that the City Council's delegated authority be given to the Personnel Committee, City Administrator, Public Works Director, and City Attorney Wieser to meet with an employee and their union representative to address a step 3 grievance and any other subsequent steps in the grievance process. This is consistent with the action taken by the City Council in 2022 regarding a step 3 grievance submitted by the AFSCME Union on behalf of a City employee. Following discussion, Member Langen made a motion, seconded by Member Williams as follows:

MOTION TO DELEGATE AUTHORITY TO THE PERSONNEL COMMITTEE, CITY ADMINISTRATOR, PUBLIC WORKS DIRECTOR, AND CITY ATTORNEY WIESER TO MEET WITH AN EMPLOYEE AND THEIR UNION REPRESENTATIVE TO ADDRESS A STEP 3 GRIEVANCE AND ANY OTHER SUBSEQUENT STEPS IN THE GRIEVANCE PROCESS.

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

Cherryl Jostad	Yes
Chris Langen	Yes
Teresa O'Donnell-Ebner	Yes
Dale Williams	Yes
Mayor Poellinger	Yes

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

ITEM 3.11 – REVIEW 2026 GENERAL FUND BUDGET/LEVY

Public Works Director Tyler Benish reviewed the proposed 2026 general fund budget/levy with City Council. The Council was given the opportunity to ask questions regarding the budget/levy.

ITEM 3.12 – TAX CERTIFICATION RESOLUTION

Public Works Director Tyler Benish reviewed with City Council a Resolution presented annually for properties making special levies for the collection with real estate taxes in the Calendar Year 2026. Following discussion, Member Williams introduced the following resolution and moved its passage and adoption:

**RESOLUTION 11-25-34
RESOLUTION MAKING SPECIAL LEVIES FOR
COLLECTION WITH REAL ESTATE TAXES PAYABLE IN THE
CALENDAR YEAR 2026**

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

1. It is hereby found and determined and declared that the amounts set forth in a column at the right to be levied as a special assessment against the listed property and to be collected in the calendar year 2026 as provided by law.

HOUSTON CO. AUDITOR REF. NUMBER	PROPERTY OWNER	CITY ACCOUNT #	AMOUNT TO BE LEVIED IN 2025	CODE
25.0071000	TIPPETTS RENTALS, LLC	111001.12	44.30	80
25.0071000	TIPPETTS RENTALS, LLC	111027.19	102.72	80
25.0071000	TIPPETTS RENTALS, LLC	111027.20	253.04	80
25.0071000	TIPPETTS RENTALS, LLC	111035.25	772.01	80
25.0136000	MICHAEL & MARY VANGYIJA	113031.04	131.68	80
25.2193000	BASSEL & JOYCE ABDULKARIM	121032.01	51.02	80
25.1595000	RICHARD & CAROLYN BAKER	122013.04	145.74	80
25.0431000	DALE & MARCIA WEBBER	207008.00	408.36	80
25.0388000	JEFFREY & SUSAN LIEBSCH	207027.00	125.39	80
25.1257003	BILL KISTLER	303029.03	234.58	80
25.9121000	BILL KISTLER	303048.03	202.20	80
25.9107000	BILL KISTLER	303055.04	52.24	80
25.1403000	RICHARD & CAROLYN BAKER	310030.09	73.57	80
25.1393000	GREAT RIVER INVESTMENTS	311041.11	526.18	80
25.1266025	AMANDA KLOSS	313049.01	429.09	80
25.0848000	RICHARD AMES	108020.00	759.94	80
25.0848000	RICHARD AMES	INV 3204 & 3222	188.11	80
25.1064000	MARK McALEAR	INV 3221,3227,3203	376.20	80
08.0718000	JAMIE PUENT	INV 3226	117.57	80

ADOPTED this 24th day of November, 2025.

ATTEST:

SIGNED:

City Administrator

Mayor

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

Cherryl Jostad

Yes

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

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

ITEM 3.13 HOLIDAY TRAIN/DECEMBER 12 – ROAD CLOSURE

City Council reviewed a letter from Police Chief Luke Ahlschlager regarding the Canadian Pacific Kansas City (CPKC) Holiday Train visit on December 12, 2025, from 2:00 pm to 3:00 pm. To keep the event safe and running smoothly, South Chestnut Street will be closed to general traffic and parking from Highway 16 to Main Street, between 1:30 PM and 3:00 PM. Barricades and signs will be placed at both ends of the closure. Per CPKC request, the La Crescent Police Department will provide:

- 4-6 La Crescent Police Officers and Reserve Officers
- Coordination with City Maintenance for barricades, signage, and cleanup
- Vehicle-as-Weapon (VAW) protection using a front loader or dump truck at both ends of the viewing area.

It was recommended that City Council approve the LCPD and City Maintenance to assist with planning and operations and the road closure. Following discussion, Member O'Donnell-Ebner made a motion, seconded by Member Langen as follows:

MOTION TO APPROVE THE ROAD CLOSURE OF SOUTH CHESTNUT STREET, ASSISTANCE FROM THE LA CRESCENT POLICE DEPARTMENT AND THE CITY MAINTENANCE DEPARTMENT FOR THE CANADIAN PACIFIC KANSAS CITY HOLIDAY TRAIN VISIT ON DECEMBER 12, 2025, FROM 1:30 PM TO 3:00 PM AS STATED.

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

Cherryl Jostad	Yes
Chris Langen	Yes
Teresa O'Donnell-Ebner	Yes
Dale Williams	Yes
Mayor Poellinger	Yes

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

6. STAFF CORRESPONDENCE/COMMITTEE UPDATES

6.1 EXPLORE LA CROSSE

City Council reviewed the November 18, 2025, Explore La Crosse Board meeting agenda and the October 21, 2025, meeting minutes.

6.2 LEAD AND COPPER TESTING RESULTS

City Council reviewed the Lead and Copper Tap Water Monitoring Report from the Minnesota Department of Health. The City of La Crescent sampled 22 residents during the month of October. The results did not exceed the action level for Lead and Copper.

8. CHAMBER OF COMMERCE

Chamber of Commerce representative Krista Bernau was in attendance and provided an update.

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

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

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

APPROVAL DATE:

SIGNED:

Mayor

ATTEST:

City Administrator

#1.2



TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator
DATE: December 5, 2025
RE: Bills Payable

BW

Attached for review and consideration by the City Council are the bills payable for the period ending December 5, 2025. We would suggest that the City Council approve the payment of the bills payable as presented.

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
ACENTEK						
11/25 STMT	ARENA PHONE CHARGES	11/30/2025	305.22	.00		
11/25 STMT	FIRE DEPT PHONE CHARGES	11/30/2025	477.48	.00		
11/25 STMT	GOLF COURSE PHONE CHARGES	11/30/2025	447.27	.00		
11/25 STMT	LIBRARY PHONE CHARGES	11/30/2025	137.07	.00		
11/25 STMT	LIC BUR PHONE CHARGES	11/30/2025	172.46	.00		
11/25 STMT	PARKS PHONE CHARGES	11/30/2025	164.90	.00		
11/25 STMT	POOL PHONE CHARGES	11/30/2025	89.85	.00		
11/25 STMT	SEWER PHONE CHARGES	11/30/2025	125.38	.00		
11/25 STMT	CITY HALL PHONE CHARGES	11/30/2025	411.84	.00		
11/25 STMT	POLICE DEPT PHONE CHARGES	11/30/2025	316.09	.00		
11/25 STMT	BLDG/ZNG PHONE CHARGES	11/30/2025	91.52	.00		
11/25 STMT	PUBLIC WORKS PHONE CHARGES	11/30/2025	91.52	.00		
11/25 STMT	STREETS PHONE CHARGES	11/30/2025	45.41	.00		
11/25 STMT	WATER PHONE CHARGES	11/30/2025	154.51	.00		
Total 24:			3,030.52	.00		
AFLAC						
11/25 STMT	INSURANCE PREMIUMS	12/01/2025	42.00	.00		
Total 72:			42.00	.00		
AFSCME						
11/25 DUES	PAYROLL DEDUCTED UNION DUES	12/01/2025	618.60	.00		
Total 25:			618.60	.00		
AIRGAS USA LLC						
9166849633	FD - OXYGEN	11/18/2025	129.95	.00		
Total 1802:			129.95	.00		
AMAZON CAPITAL SERVICES						
13KR-RT4L-FWV	LIBRARY - BOOKS GRANT FUNDED	11/22/2025	84.19	.00		
1433-Y1JV-G9Q	LIBRARY - BOOKS GRANT FUNDED CREDIT	11/22/2025	68.19-	.00		
16LM-TVX7-CM	LIBRARY - OFFICE SUPPLIES	11/18/2025	59.38	.00		
171X-R3RF-C4K	LIBRARY - BOOKS GRANT FUNDED	11/18/2025	26.91	.00		
196P-YD96-9TY	LIBRARY - BOOKS GRANT FUNDED	11/18/2025	15.95	.00		
1D7N-1NKJ-DKC	LIBRARY - BOOKS GRANT FUNDED	11/24/2025	11.69	.00		
1J9J-WPRT-KWL	LIBRARY - BOOKS GRANT FUNDED	11/23/2025	24.38	.00		
1JH3-RHDF-9GF	LIBRARY - BOOKS GRANT FUNDED	11/24/2025	65.64	.00		
1KKY-94C3-G17	LIBRARY - BOOKS GRANT FUNDED	11/17/2025	44.00	.00		
1RM9-6P1T-7FD	CITY HALL - OFFICE SUPPLIES CREDIT	11/25/2025	32.66-	.00		
Total 9956:			231.29	.00		
ASPEN MILLS INC.						
365811	PD - UNIFORM B. HELKE	11/25/2025	316.82	.00		
Total 10333:			316.82	.00		
BEAM INSURANCE ADMINISTRATORS LLC						
12/25 STMT	A/R - DENTAL -BARB GILE	12/03/2025	92.19	92.19	12/03/2025	
12/25 STMT	A/R - DENTAL -DEB OLIVER	12/03/2025	92.19	92.19	12/03/2025	
12/25 STMT	A/R - DENTAL -PAUL KENAGA	12/03/2025	92.19	92.19	12/03/2025	
12/25 STMT	A/R - DENTAL -PHYLLIS FEIOCK	12/03/2025	46.08	46.08	12/03/2025	

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
12/25 STMT	A/R - DENTAL -ROSE ALBRECHT	12/03/2025	46.08	46.08	12/03/2025	
12/25 STMT	DENTAL INSURANCE WITHHELD	12/03/2025	614.02	614.02	12/03/2025	
12/25 STMT	EMPLOYER PAID DENTAL -CLERK	12/03/2025	120.52	120.52	12/03/2025	
12/25 STMT	EMPLOYER PAID DENTAL -FD	12/03/2025	6.34	6.34	12/03/2025	
12/25 STMT	EMPLOYER PAID DENTAL -STREET	12/03/2025	59.45	59.45	12/03/2025	
12/25 STMT	EMPLOYER PAID DENTAL -LICENSE BUREAU	12/03/2025	158.58	158.58	12/03/2025	
12/25 STMT	EMPLOYER PAID DENTAL -LIBRARY	12/03/2025	46.08	46.08	12/03/2025	
12/25 STMT	EMPLOYER PAID DENTAL -PARKS	12/03/2025	9.22	9.22	12/03/2025	
12/25 STMT	EMPLOYER PAID DENTAL -PD	12/03/2025	250.74	250.74	12/03/2025	
12/25 STMT	EMPLOYER PAID DENTAL -PUBLIC WORKS	12/03/2025	.01-	.01-	12/03/2025	
12/25 STMT	EMPLOYER PAID DENTAL -REC	12/03/2025	5.07	5.07	12/03/2025	
12/25 STMT	EMPLOYER PAID DENTAL -SEWER	12/03/2025	39.83	39.83	12/03/2025	
12/25 STMT	EMPLOYER PAID DENTAL -WATER	12/03/2025	56.42	56.42	12/03/2025	
Total 9858:			1,734.99	1,734.99		
BENNETT BROS DIRT WORKS						
25-86	GC - PHASE 1 OF DAHLEN PROJECT - COURSE REPAIR	12/02/2025	17,655.00	.00		
Total 9498:			17,655.00	.00		
BOBCAT OF THE COULEE REGION						
01-94063	GC - EQUIPMENT RENTAL FOR DAHLEN PROJECT	10/27/2025	215.25	.00		
Total 216:			215.25	.00		
CITY OF LA CRESCENT						
11/25 ANIMAL	WATER/SEWER UTIL.-ANIMAL SHELTER	11/30/2025	360.64	.00		
11/25 OLD HICK	WATER/SEWER UTIL.-OLD HICKORY PARK SHELTER	11/30/2025	75.52	.00		
Total 196:			436.16	.00		
CLARK, ROTH						
11/21/25 REIMB	REIMBURSE - MEALS & MILEAGE FOR TRAINING	11/21/2025	349.57	.00		
Total 9712:			349.57	.00		
CORKY'S PIZZA & ICE CREAM						
12/2/25	FD - FIRE CO-OP MEETING	12/02/2025	78.60	.00		
Total 241:			78.60	.00		
CULLIGAN WATER CONDITIONING						
285X22158301	CITY HALL - WATER COOLER RENTAL	12/01/2025	39.95	.00		
285X22158301	MAINT - WATER COOLER RENTAL	12/01/2025	39.95	.00		
285X22158301	PD - WATER COOLER RENTAL	12/01/2025	39.95	.00		
285X22178507	FD - WATER COOLER RENTAL	12/01/2025	39.95	.00		
Total 231:			159.80	.00		
CUSTOM ALARM						
624040	GC - MONTHLY ALARM MONITORING SYSTEM	12/01/2025	46.89	.00		
Total 290:			46.89	.00		
DAVEAU, DARIN						
11/21/25 REIMB	REIMBURSE MEALS - POLICE TRAINING	11/21/2025	89.65	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 10118:			89.65	.00		
DAVY LABORATORIES						
25K0321	WATER - TESTING	11/24/2025	114.00	.00		
25L0080	WATER - TESTING	12/04/2025	114.00	.00		
Total 312:			228.00	.00		
DEPT OF NATURAL RESOURCES						
11/18/25-11/24/2	WEEKLY RECREATIONAL VEH. REGIST.	11/24/2025	100.50	100.50	12/01/2025	
11/25/25-12/1/25	WEEKLY RECREATIONAL VEH. REGIST.	12/01/2025	314.10	314.10	12/05/2025	
Total 318:			414.60	414.60		
DOBECK, RHODA						
11/25 LIBRARY	LIBRARY- CLEANING	11/30/2025	195.75	.00		
Total 10098:			195.75	.00		
DORSCHNER, JEVIN						
2025 BOOT	REIMBURSE - BOOTS 24/25	11/20/2025	136.03	.00		
Total 9878:			136.03	.00		
EFTPS - ELECTRONIC FEDERAL TAX						
11/21/25 P/R	FED/FICA/MEDICARE	11/26/2025	21,884.67	21,884.67	11/26/2025	
11/26/25PDHOLI	FED/FICA/MEDICARE	11/28/2025	3,396.76	.00		
Total 1127:			25,281.43	21,884.67		
FLOW-RITE PIPE & SEWER SERVICE						
12792	SEWER BACKUP ON SPRUCE ST	11/15/2025	800.00	.00		
Total 8507:			800.00	.00		
GOPHER STATE ONE-CALL						
5110521	WATER - LOCATE	11/30/2025	19.57	.00		
5110521	SEWER - LOCATE	11/30/2025	19.58	.00		
Total 620:			39.15	.00		
GRAF ELECTRIC, INC.						
24766	GRINDER PUMP REPAIR & BOX CHANGE OUT 802 SHOR	11/18/2025	911.45	.00		
Total 619:			911.45	.00		
HAWKINS INC.						
7272042	WATER PLANT - CHEMICALS	12/02/2025	7,450.03	.00		
Total 512:			7,450.03	.00		
HILLTOPPER REFUSE & RCYL SRVC						
11/25 BAGS	MONTHLY REFUSE P/U	11/30/2025	5,985.00	.00		
11/25 GOLF	RECYCLING & REFUSE P/U GOLF COURSE	11/30/2025	96.58	.00		
11/25 STMT	REFUSE P/U LIBRARY	11/30/2025	10.45	.00		
11/25 STMT	REFUSE P/U MAINT SHOP	11/30/2025	243.71	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
11/25 STMT	REFUSE P/U PARKS	11/30/2025	405.37	.00		
11/25 STMT	CITYWIDE RECYCLING P/U	11/30/2025	7,539.00	.00		
11/25 STMT	REFUSE P/U ANIMAL SHELTER	11/30/2025	76.42	.00		
11/25 STMT	RECYCLING P/U FIRE DEPT	11/30/2025	16.48	.00		
11/25 STMT	REFUSE P/U ARENA	11/30/2025	159.56	.00		
11/25 STMT	REFUSE P/U CITY HALL	11/30/2025	67.89	.00		
11/25 STMT	REFUSE P/U FIRE DEPT	11/30/2025	26.11	.00		
Total 9233:			14,626.57	.00		
INNOVATIVE OFFICE SOLUTIONS						
IN4984039	CITY - OFFICE SUPPLIES	11/14/2025	212.63	.00		
IN4984039	PD - OFFICE SUPPLIES	11/14/2025	174.01	.00		
Total 9471:			386.64	.00		
J & K OF LA CROSSE, INC.						
73338	CLEANING SERVICE - WIESER PAVILION	12/01/2025	505.00	.00		
Total 10265:			505.00	.00		
KANSAS CITY LIFE INSURANCE CO.						
12/25 STMT	EMPLOYER PAID INS. - REC	12/02/2025	1.82	1.82	12/02/2025	
12/25 STMT	EMPLOYER PAID INS. - STREET	12/02/2025	18.59	18.59	12/02/2025	
12/25 STMT	EMPLOYER PAID INS. - WATER	12/02/2025	12.04	12.04	12/02/2025	
12/25 STMT	EMPLOYER PAID INS. -FD	12/02/2025	.56	.56	12/02/2025	
12/25 STMT	EMPLOYER PAID INS. -LIBRARY	12/02/2025	27.86	27.86	12/02/2025	
12/25 STMT	EMPLOYER PAID INS. -PARKS	12/02/2025	3.45	3.45	12/02/2025	
12/25 STMT	EMPLOYER PAID INS. -PD	12/02/2025	83.45	83.45	12/02/2025	
12/25 STMT	EMPLOYER PAID INS. -SEWER	12/02/2025	9.25	9.25	12/02/2025	
12/25 STMT	P/R DEDUCTIONS	12/02/2025	402.08	402.08	12/02/2025	
12/25 STMT	EMPLOYER PAID INS. -CLERK	12/02/2025	10.64	10.64	12/02/2025	
Total 8915:			569.74	569.74		
KURITA AMERICA INC.						
INV930589	WATER PLANT - VALVE FOR HMO FEED SYSTEM	11/25/2025	179.48	.00		
Total 9934:			179.48	.00		
LA CRESCENT AUTO REPAIR, INC						
35577	PD - P19 VEHICLE MAINTENANCE	12/01/2025	952.64	.00		
35596	PD - P17 VEHICLE MAINTENANCE	12/01/2025	43.14	.00		
35639	PD - P17 VEHICLE MAINTENANCE	12/01/2025	298.07	.00		
35696	PD - P-20 NEW TIRES	12/01/2025	1,321.02	.00		
Total 8168:			2,614.87	.00		
LA CRESCENT CONVENIENCE CENTER						
11/25 CITY	PARKS - FUEL	11/30/2025	181.48	.00		
11/25 CITY	STREETS - FUEL	11/30/2025	63.66	.00		
11/25 POLICE	PD - FUEL	11/30/2025	39.63	.00		
Total 10267:			284.77	.00		
LA CRESCENT ROCK PRODUCTS INC						
25-531	STREETS - ROCK FOR SHOP	11/30/2025	641.45	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 1121:			641.45	.00		
LA CROSSE SEED CORPORATION						
SI-2620321	GC - SEED FOR DAHLEN COURSE PROJECT	11/20/2025	357.00	.00		
Total 1198:			357.00	.00		
LAW ENFORCEMENT LABOR SERVICES						
11/25 DUES	PD - PAYROLL DEDUCTED UNION DUES	12/01/2025	584.00	.00		
Total 1134:			584.00	.00		
LEASE SERVICING CENTER, INC.						
52423	PD TESLA - LEASE PYMT PRINCIPAL	12/01/2025	1,013.08	1,013.08	12/01/2025	
52423	PD TESLA - LEASE PYMT INTEREST	12/01/2025	254.24	254.24	12/01/2025	
52423	EQUINOX - LEASE PYMT PRINCIPAL	12/01/2025	931.27	931.27	12/01/2025	
52423	EQUINOX - LEASE PYMT INTEREST	12/01/2025	298.48	298.48	12/01/2025	
Total 10152:			2,497.07	2,497.07		
LUDWIGSON, JASON						
11/25 GRANT	GRANT HOURS WORKED - 7	11/30/2025	276.64	.00		
11/25 REGULAR	SUSTAINABILITY SERVICES	11/30/2025	3,952.00	.00		
Total 9632:			4,228.64	.00		
MACQUEEN EQUIPMENT INC						
P67816	STREET SWEEPER PARTS	10/02/2025	381.72	.00		
P68285	STREET SWEEPER PARTS	10/23/2025	1,133.78	.00		
Total 1346:			1,515.50	.00		
MAYO CLINIC AMBULANCE SERVICE						
3637089	BLS PROVIDER CARDS	12/01/2025	54.00	.00		
Total 8150:			54.00	.00		
MENARDS-LA CROSSE						
19065	FD - TRAINING SUPPLIES	10/21/2025	127.24	.00		
20499	GC - IRRIGATION & DRAINAGE REPAIR	11/21/2025	59.01	.00		
20622	STORM DRAIN REPAIR	11/24/2025	118.24	.00		
20741	MAINT - SMALL TOOLS	11/26/2025	20.96	.00		
Total 1352:			325.45	.00		
MIDWEST TAPE						
508056228	LIBRARY- MOVIES GRANT FUNDED	11/21/2025	79.07	.00		
508087247	LIBRARY- MOVIES GRANT FUNDED	11/25/2025	155.97	.00		
Total 9851:			235.04	.00		
MINNESOTA CHILD SUPPORT PAYMENT CENTER						
11/21/25PR0015	MN CHILD SUPPORT	11/25/2025	497.46	497.46	11/25/2025	
Total 9597:			497.46	497.46		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
MINNESOTA DEPARTMENT OF HEALTH						
4TH QTR 2025	QTRLY STATE WATER CONNECTION FEE	12/01/2025	5,090.85	.00		
Total 1396:			5,090.85	.00		
MINNESOTA DEPT OF REVENUE						
11/21/25 P/R	MN STATE WHT	11/26/2025	4,562.00	4,562.00	11/26/2025	
11/26/25PDHOLI	MN STATE WHT	11/28/2025	1,265.00	.00		
Total 227:			5,827.00	4,562.00		
MISSISSIPPI WELDERS SUPPLY CO						
4707414	MAINT - WELDING HELMET	11/21/2025	205.25	.00		
Total 1322:			205.25	.00		
MN POLLUTION CONTROL AGENCY						
T. BENISH 2025	WASTEWATER CERTIFICATION RENEWAL	11/25/2025	23.00	.00		
Total 1316:			23.00	.00		
MTI DISTRIBUTING INC						
1501154-00	GC - IRRIGATION BLOW OUT FOR THE SEASON	11/12/2025	1,170.65	.00		
Total 1330:			1,170.65	.00		
NCPERS GROUP LIFE INSURANCE						
11/25 STMT	LIFE INSURANCE PREMIUMS	12/01/2025	144.00	.00		
Total 1619:			144.00	.00		
NORTHLAND TRUST SERVICES, INC.						
12/1/25 2021A	BOND INTEREST - 2021A	11/25/2025	3,031.25	3,031.25	11/25/2025	
12/1/25 2021A	BOND PRINCIPAL- 2021A	11/25/2025	70,000.00	70,000.00	11/25/2025	
Total 8772:			73,031.25	73,031.25		
OFFICE OF MNIT SERVICES						
25100659	PD - MONTHLY CROWDSTRIKE ANTIVIRUS MONITORING	11/19/2025	16.50	.00		
Total 10332:			16.50	.00		
PALE BLUE DOT LLC						
1498	LOCAL CLIMATE ACTION GRANT WORK	10/31/2025	1,232.00	.00		
Total 10309:			1,232.00	.00		
PERFORMANCE FOODSERVICE						
168614	GC - CLEANING SUPPLIES	10/01/2025	55.76	.00		
168614	GC - FOOD FOR RESALE	10/01/2025	549.79	.00		
186843	GC - FOOD FOR RESALE	10/22/2025	28.56	.00		
Total 10087:			634.11	.00		
POINT C						
10/25STMT PCH	ADMIN FEE	12/02/2025	75.00	75.00	12/02/2025	
11/20/25 K. TAR	MEDICAL REIMB P/R DEDUCTED- K. TARRENCE	11/25/2025	104.44	104.44	11/25/2025	

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
11/22/25 K. TAR	MEDICAL REIMB P/R DEDUCTED- K. TARRENCE	11/25/2025	240.00	240.00	11/25/2025	
11/25STMT PCH	ADMIN FEE	12/02/2025	75.00	75.00	12/02/2025	
Total 10202:			494.44	494.44		
PROLOGUE PLANNING GROUP						
11/1/25 - 11/30/2	ECONOMIC DEVELOPMENT SERVICES	11/30/2025	2,429.46	.00		
Total 10006:			2,429.46	.00		
PUBLIC EMPLOYEES RETIREMENT						
11/21/25 P/R	RETIREMENT DEDUCTIONS/CONTRIB.-CORD & PF	11/26/2025	19,154.00	19,154.00	11/26/2025	
11/26/25PDHOLI	RETIREMENT DEDUCTIONS/CONTRIB. - PD	12/03/2025	8,057.88	8,057.88	12/03/2025	
Total 1612:			27,211.88	27,211.88		
QUADIANT FINANCE USA, INC						
11/25 STMT	Postage Meter Postage- Animal Shelter	11/14/2025	6.02	6.02	12/01/2025	
11/25 STMT	Postage Meter Postage- B & Z	11/14/2025	42.14	42.14	12/01/2025	
11/25 STMT	Postage Meter Postage- Clerk	11/14/2025	90.30	90.30	12/01/2025	
11/25 STMT	Postage Meter Postage- FIRE DEPARTMENT	11/14/2025	24.08	24.08	12/01/2025	
11/25 STMT	Postage Meter Postage- Golf course	11/14/2025	18.06	18.06	12/01/2025	
11/25 STMT	Postage Meter Postage- Library	11/14/2025	18.06	18.06	12/01/2025	
11/25 STMT	Postage Meter Postage- Arena	11/14/2025	6.02	6.02	12/01/2025	
11/25 STMT	Postage Meter Postage- Lic Bur	11/14/2025	60.20	60.20	12/01/2025	
11/25 STMT	Postage Meter Postage- Police	11/14/2025	42.14	42.14	12/01/2025	
11/25 STMT	Postage Meter Postage- Pool	11/14/2025	12.04	12.04	12/01/2025	
11/25 STMT	Postage Meter Postage- Public works	11/14/2025	30.10	30.10	12/01/2025	
11/25 STMT	Postage Meter Postage- Sewer	11/14/2025	126.42	126.42	12/01/2025	
11/25 STMT	Postage Meter Postage- Water	11/14/2025	126.42	126.42	12/01/2025	
Total 9799:			602.00	602.00		
RCT SEWER VAC LLC						
1216	SEWER BACK UP ON HILLSIDE DR. & LIFT STATION CLEA	10/19/2025	950.00	.00		
Total 9511:			950.00	.00		
RELIABLE PEST MANAGEMENT						
17986	CITY HALL - PEST CONTROL	11/04/2025	55.00	.00		
17987	ICE ARENA - PEST CONTROL	11/04/2025	80.00	.00		
17988	GC - PEST CONTROL & OUTSIDE TREATMENT	11/04/2025	165.80	.00		
Total 9871:			300.80	.00		
SAM'S CLUB						
11/25 STMT	FD - CANDY FOR TRUNK OR TREAT & DOWNTOWN TRIC	11/30/2025	75.22	.00		
11/25 STMT	CITY HALL - CANDY FOR DOWNTOWN TRICK OR TREATI	11/30/2025	106.54	.00		
11/25 STMT	PD - CANDY FOR DOWNTOWN TRICK OR TREATING	11/30/2025	106.54	.00		
11/25 STMT	CITY HALL - CLEANING SUPPLIES	11/30/2025	65.92	.00		
11/25 STMT	CITY HALL - CLEANING SUPPLIES	11/30/2025	15.48	.00		
11/25 STMT	CITY HALL - OFFICE SUPPLIES	11/30/2025	225.48	.00		
11/25 STMT	PARKS - CLEANING SUPPLIES	11/30/2025	128.88	.00		
Total 1861:			724.06	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
SMITH SCHAFFER & ASSOC. LTD						
46098	PROGRESS BILLING - 2024 AUDIT	11/26/2025	3,500.00	.00		
Total 10317:			3,500.00	.00		
SOUTHEAST LIBRARIES COOP						
053902	LIBRARY- ILS PACKAGE AND PC SUPPORT	12/01/2025	821.74	.00		
053930	LIBRARY - LEGACY PROGRAM	12/02/2025	225.00	.00		
Total 1962:			1,046.74	.00		
TRI-STATE BUSINESS MACHINES IN						
641029	LIBRARY - COPY/PRINTER	11/12/2025	98.00	.00		
641475	CLERK - COPY/PRINTER	11/18/2025	119.75	.00		
641475	PUBLIC WORKS - COPY/PRINTER	11/18/2025	119.75	.00		
641475	WATER - COPY/PRINTER	11/18/2025	47.90	.00		
641475	SEWER - COPY/PRINTER	11/18/2025	47.90	.00		
641475	PD - COPY/PRINTER	11/18/2025	138.61	.00		
641475	FD - COPY/PRINTER	11/18/2025	17.55	.00		
641475	MOTOR VEHICLE - COPY/PRINTER	11/18/2025	66.00	.00		
641475	GOLF COURSE - COPY/PRINTER	11/18/2025	11.40	.00		
641475	B&Z - COPY/PRINTER	11/18/2025	71.85	.00		
Total 2024:			738.71	.00		
ULINE						
200472859	PARKS - TRASH CANS FOR INSIDE WIESER PAVILION	11/12/2025	1,291.04	.00		
Total 9422:			1,291.04	.00		
US POSTAL SERVICE						
11/25 CYCLE3 P	PAST DUE WATER/SEWER - SEWER	11/24/2025	51.24	51.24	11/24/2025	
11/25 CYCLE3 P	PAST DUE WATER/SEWER - WATER	11/24/2025	51.24	51.24	11/24/2025	
12/25 CYCLE 1 B	POSTAGE - WATER/SEWER BILL	12/01/2025	212.59	212.59	12/01/2025	
12/25 CYCLE 1 B	POSTAGE - WATER/SEWER BILL	12/01/2025	212.58	212.58	12/01/2025	
Total 2102:			527.65	527.65		
VOYA INSTITUTIONAL TRUST COMPANY						
11/21/25 P/R	DEFERRED COMP. DEDUCTIONS/CONTRIBUTIONS	11/26/2025	3,891.00	3,891.00	11/26/2025	
Total 10290:			3,891.00	3,891.00		
WIESER LAW OFFICE PC						
11/25 CITY	BLDG/ZNG - LEGAL FEES	11/30/2025	2,726.30	.00		
11/25 CITY	CLERK - LEGAL FEES	11/30/2025	2,726.30	.00		
11/25 CITY	COUNCIL - LEGAL FEES	11/30/2025	2,726.30	.00		
11/25 CITY	WATER DEPT - LEGAL FEES	11/30/2025	1,363.15	.00		
11/25 CITY	SEWER DEPT - LEGAL FEES	11/30/2025	1,363.15	.00		
11/25 POLICE	PD - LEGAL FEES	11/30/2025	3,301.20	.00		
Total 2361:			14,206.40	.00		
ZIEBELL'S HIAWATHA FOODS INC						
440923	GC - CLEANING SUPPLIES	11/07/2025	137.24	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 2417:			137.24	.00		
Grand Totals:			236,120.24	137,918.75		

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

City Treasurer: _____

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.



2026 Council Meeting Calendar

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

JANUARY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	31	31

FEBRUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH

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DECEMBER

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#3.2



TO: Honorable Mayor and City Council Members

FROM: Tyler Benish, Public Works Director

DATE: December 5th, 2025

RE: PFA grant- Lead service line replacement

The City of La Crescent has made a 2-part application to the Minnesota Department of Health and the Drinking Water State Revolving Fund for a lead service line replacement project. The project has been ranked and included in the Intended Use Plan.

The Minnesota Public Facilities Authority has published the Intended use plan for fiscal year 2026; the City of La Crescent has been allocated \$1,000,000 in grant funding. The Intended use plan is open for public comment until December 15th, 2025.

The project would include the replacement of lead and galvanized water service lines from the water main into the home. Project engineering costs would be included in the grant.

We anticipate the project to be developed in 2026 with the replacement of services in 2027. We will apply for additional funding in April of 2026 through the same process.

This is informational no action is needed.

3.3



TO: Honorable Mayor and City Council Members
FROM: Tyler Benish, Public Works Director *Ty B*
DATE: December 4th, 2025
RE: City of La Crosse – Maintenance agreement

Attached for review and consideration is a maintenance agreement with the City of La Crosse for the proposed west channel Wagon Wheel Bridge. The agreement will make the city responsible for fixing cracks and potholes in the asphalt, replacing and fixing any lighting and fencing, and maintain the removal of brush, debris, and snow on the portion of the path and bridge in Minnesota; approximately 800 feet.

The City of La Crosse is required to have a signed maintenance agreement in order for WISDOT to approve the project for bidding. The City of La Crosse has received a TAP grant to construct a bike and pedestrian bridge, that would be attached to the north side of the west channel bridge on US 14/16/61. The project also includes widening, and improvements to, the existing path/sidewalk adjacent to the west bound vehicular lane from the Cass Street Bridge to Sportsman Landing in MN.

The anticipated project cost is \$7,000,000, the TAP grant is in the amount of \$4,010,400, the remaining cost will be funded by the City of La Crosse through a capital improvement plan. Construction is anticipated to begin August 2026. We have attached a copy of the project location and plans of the project.

We have reached out to the City of La Crosse and have not received any communication back about the language. We suggest the City Council tentatively approve the agreement and we will bring the agreement before the City Council if there are any substantive changes.

**AGREEMENT FOR SHARED MAINTENANCE FOR THE WAGON WHEEL TRAIL LINK
BETWEEN
THE CITY OF LA CROSSE, WISCONSIN
AND
THE CITY OF LA CRESCENT, MINNESOTA**

RECITALS

- A. Wisconsin Statutes § 66.0301 provides that Wisconsin municipalities, as defined in the statute, may contract with each other for the receipt or furnishing of services, or the joint exercise of any power or duty required or authorized by law.
- B. Wisconsin Statutes § 66.0303 provides that Wisconsin municipalities may also contract with municipalities of other states for the receipt or furnishing of services, or the joint exercise of any power or duty required or authorized by law.
- C. Minnesota Statutes § 471.59, subd. 10, provides that a governmental unit may enter into an agreement with another governmental unit to perform on behalf of that unit any service or function which the governmental unit providing the service or function is authorized to provide for itself.
- D. La Crosse and La Crescent recognize that the advancement of the greater La Crosse/La Crescent region can best be accomplished through cooperation, collaboration, and coordination among the governmental bodies, including La Crosse and La Crescent.
- E. La Crosse has entered into an Agreement with the Wisconsin Department of Transportation (“WIS DOT”) for maintenance of the Wagon Wheel Trail Link Bicycle/Pedestrian Path (“Path”) within the right-of-ways of WIS 16 and US 14/61. A true and correct of which is attached hereto as Exhibit A.
- F. La Crosse and La Crescent wish to allocate responsibility for various maintenance obligations of the Path as defined in the Agreement according to geographical jurisdiction.

DEFINITIONS

As used in this Agreement, the following terms shall have the following meanings unless the context requires otherwise.

- 1. “Agreement” means the agreement by and between the Wisconsin Department of Transportation and City of La Crosse for the Maintenance of the Wagon Wheel Trail Link Bicycle/Pedestrian Path within the rights of way of WIS 16 & US 14/61.
- 2. “La Crescent” means the City of La Crescent, a body corporate and politic of the State of Minnesota, with a principal address of 315 Main Street, La Crescent, MN 55947, and its successors and assigns.
- 3. “La Crosse” means the City of La Crosse, a Wisconsin municipal corporation, with a

principal address of 400 La Crosse Street, La Crosse, WI 54601, and its sewer utility.

4. "Party" means La Crosse and La Crescent individually. "Parties" mean La Crosse and La Crescent jointly.
5. "Path" means the bicycle/pedestrian path located within the right of way of WIS 16 and US 14/61 as defined in Agreement between WIS DOT and La Crosse dated _____, attached as Exhibit A.
6. "State" means the State of Wisconsin, a body corporate with principal address of 26 Marsh Court, Madison, WI.

AGREEMENT

In consideration of the mutual covenants and agreements set forth herein, and other good and valuable consideration, the receipt of which is acknowledged, La Crosse and La Crescent covenant and agree as follows.

1. Path Construction. The Path shall consist of a ten-foot asphaltic paved surface and variable (three-foot to five-foot) turf shoulders generally within the WIS 16 and US 14/61 Rights-of-Way. The initial construction of the path will be financed and completed by La Crosse, pursuant to the Agreement.
2. Path Lighting. La Crosse and La Crescent shall each be responsible for the maintenance, rehabilitation, and replacement of Path lighting within their respective jurisdictions to the state line between Wisconsin and Minnesota. The initial financing and installation of path lighting will be determined between WIS DOT and La Crosse. La Crosse shall also be responsible for the energy costs for Path lighting.
3. Path Signing. Upon completion of the project, La Crosse and La Crescent shall be responsible for any required signage within their respective jurisdiction to the state line between Wisconsin and Minnesota.
4. Path Maintenance. La Crosse and La Crescent shall each maintain the Path, within its jurisdiction to the state line between Wisconsin and Minnesota, at its own expense. For purposes of this agreement, maintenance shall mean keeping all existing surfaces, signing and marking in good repair, which includes routine sealing of asphalt cracks and pothole repair of asphalt; repair of damage due to unauthorized use, vandalism, graffiti or theft; removing dirt and debris from the path surface; removing litter from the paved surface and nearby adjacent grassed areas; mowing grass areas; keeping any other landscaping in healthy and neat condition; keeping all drainage ditches in good working condition; and keeping drainage structures free of debris and in good repair, and winter maintenance, including snow and ice removal.
5. Bridge Maintenance. La Crosse and La Crescent shall each maintain the path portions of the bridges including the approach slabs/pavements, parapets, railings, and fencing, at its own expense within their respective jurisdiction to the state line between Wisconsin and Minnesota. For purposes of this agreement, maintenance

shall include but is not limited to painting, joint repair, rail repair or replacement, crack sealing, spalling or pothole repair, snow and ice removal, sweeping and maintaining the lighting system. The maintenance, operation, and traffic control of the highway and bridges shall be subject to review and approval by WIS DOT.

6. Use of Path. The use of the Path by La Crosse and La Crescent shall be for bicycle and pedestrian transportation and may also include public access for recreational activities, including bicycling, pedestrian use and skating, as defined in Wis. Stat. sec. 895.52.
7. Prohibition of Motorized Vehicles. Use of this Path by motorized vehicles of any type, except as needed for maintenance, rehabilitation, or emergency rescue purposes is prohibited, except for motorized wheelchairs. Snowmobiles, UTVs and ATVs are prohibited.
8. Path Corridor Encroachments. La Crosse and La Crescent shall be responsible for keeping the Path Corridor right of way free of encroachment within their respective jurisdiction.
9. Path Rehabilitation. WIS DOT shall resurface or replace, at its own expense, timeline, and as it deems necessary, some portions or the entire paved surfaces within the Path segment pursuant to Agreement between WIS DOT and La Crosse dated _____. La Crosse and La Crescent shall not have any responsibility for Path Rehabilitation.
10. Path Fees. La Crosse and La Crescent shall not charge fees for the use of the Path.
11. Removal of Equipment. All Path signs, lighting, and appurtenances, which remain the property of La Crosse and La Crescent, shall be removed by La Crosse and La Crescent, at its own expense, upon termination of the Maintenance Agreement.
12. Enforcement. Promulgation and enforcement of noise, littering and loitering restrictions and the prohibition of motorized vehicles on and along the Path shall be the responsibility of La Crosse and La Crescent within their respective jurisdiction. La Crosse and La Crescent may pass such ordinances and resolutions as it deems appropriate to govern these restrictions on the Path and may use such methods as it deems appropriate to assure compliance with said restrictions. Any other restrictions proposed by La Crosse and La Crescent shall require written concurrence from WIS DOT.
13. Liability. La Crosse and La Crescent shall, for liability, within its jurisdiction, defend and hold harmless WIS DOT and the WIS DOT's agents, servants, and employees against all loss, damages, legal expenses and other claims which WIS DOT may sustain or become liable for on account of injury to or death of persons, or on account of damage to, loss or destruction of property from activities conducted by WIS DOT as part of this Lease and as to itself, any contractor, contractor's employees, subcontractors or agents.

Notwithstanding the foregoing, nothing contained within this Agreement is intended

to be a waiver or estoppel of La Crosse or its insurer's ability to rely upon the limitations, defenses, and immunities contained within Wisconsin law, including, but not limited to, those contained within Wisconsin Statute Sections 893.80, 895.52, and 345.05.

Notwithstanding the foregoing, nothing contained within this Agreement is intended to be a waiver or estoppel of La Crescent or its insurer's ability to rely upon the limitations, defenses, and immunities contained within Minnesota law, including, but not limited to, those contained within Minnesota Statute Section 466 or other applicable law.

14. La Crosse, La Crescent, and State agree to conduct their activities along and, on the Path, so as not to endanger any person or property thereon. The parties agree that each party shall be responsible for its own acts or omissions and those of its officers, employees and agents, and those of its boards, commissions, agencies and officials, if any; and shall be responsible for any loss or expense (including costs, damages and attorney fees) by reason of liability imposed by law, attributable to such acts or omissions to the extent provided by law.
15. Public Records Law. La Crosse and La Crescent are subject to the Public Records Law of their respective State. As such, each Party agrees to retain all records applicable to this Agreement for a period of not less than three (3) years after the termination or expiration of this Agreement. Each Party agrees to assist a Party who receives a public record request pertaining to this Agreement ("Receiving Party") to comply with such public records request. Additionally, each Party agrees to indemnify and hold harmless a Receiving Party, its elected and appointed officials, officers, employees, and authorized representatives, for any liability, including without limitation, attorney fees, related to or in any way arising from the indemnifying Party's actions or omissions which contribute to the Receiving Party's inability to comply with the Public Records Law. This provision shall survive the termination of this Agreement.
16. Insurance. La Crosse and La Crescent shall each maintain insurance policies or maintain self-insurance programs of the kinds and in the amounts which are customarily carried or maintained by local governments operating shared bicycle/pedestrian path. Each Party shall provide the other with proof of such insurance coverage upon request.
17. Term. The term of this Maintenance Agreement shall be twenty (20) years from the effective date written above. This Agreement shall automatically be renewed under the same terms and conditions for additional one-year terms, unless either party shall give written notice to the contrary to the other party at least 90 days before the renewal date. If Agreement between La Crosse and WIS DOT is terminated this Agreement will also terminate.
18. Changes. No term or provision of this Agreement, or any of its attachments, may be changed, waived, discharged, or terminated orally, but only by an instrument in

writing signed by all parties to this Agreement. Consents and approvals required under this instrument may be made or granted by exchange of letters between the parties.

19. Non-Discrimination. The parties agree to abide by their own respective non-discrimination policies and procedures during the term of this agreement. Further, the parties agree that this agreement does not subject either party to the other's jurisdiction for the administration of such matters.
20. Entirety. The Agreement together with any documents referred to herein contain the entire Agreement of the parties and supersedes any and all prior Agreements and draft Agreements, or oral understandings between the parties regarding the Path.
21. Notices. Any notice required to be made in writing or any filing required to be made with any party to this Agreement shall be sent to the following addresses:

For La Crosse:

La Crosse Clerk
City of La Crosse
400 La Crosse Street
La Crosse, WI 54601

With a copy to:

La Crosse Attorney
City of La Crosse
400 La Crosse Street
La Crosse, WI 54601

For La Crescent:

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

With a copy to:

Al "Skip" Wieser, III
Wieser Law Office, P.C.
33 South Walnut Street, Suite 200
La Crescent, MN 55947

22. Dispute Resolution. A dispute or controversy between La Crosse and La Crescent regarding any matter relating to this Agreement shall be resolved in accordance with Paragraph 22 - 25 of this Agreement.
23. Notice of Dispute and Initial Meeting. If a dispute or controversy arises and exists

regarding any matter relating to this Agreement, either Party may send a written notice to the other Party identifying the nature and underlying facts of the dispute. Within thirty (30) days of the date written notice is delivered, a meeting between the Parties shall be held to attempt in good faith to negotiate a resolution of the dispute or controversy. This Section is intended by the Parties to waive any respective statutory right to further notice. Such waiver, however, shall not constitute a waiver of any applicable damage cap, liability cap, or immunities contained in applicable state law.

24. Mediation. If the Parties have not succeeded in resolving the dispute or controversy at the initial meeting or subsequent meetings scheduled by mutual agreement, or if the Parties have not held an initial meeting within thirty (30) days after the date of delivery of the written notice, the Parties may choose to proceed to mediation in accordance with this Section. The Parties shall jointly appoint a mutually acceptable neutral person not affiliated with either of them (the "Mediator") to conduct the mediation. The Mediator shall have a minimum of ten (10) years of experience in the subject matter of municipal law. The fees of the Mediator shall be shared equally by the Parties. If the Parties are unable to agree upon the selection of a Mediator within twenty (20) days after the initial meeting, or if no initial meeting was held, within fifty (50) days after the delivery of the written notice required by Section 22, the Parties shall either request that the La Crosse County Circuit Court select the Mediator or, in the alternative, proceed with other forms of dispute resolution. If the La Crosse County Circuit Court is to select the Mediator, the Parties agree that the Mediator selected shall be a Wisconsin attorney with a minimum of ten (10) years of experience in the subject matter of municipal law.

In consultation with the Parties, the Mediator will select or devise the mediation procedure to be held in La Crosse County, Wisconsin, by which the Parties will attempt to resolve the dispute or controversy. In consultation with the Parties, the Mediator will also select a date and time for the mediation and a date by which the mediation will be completed.

The Parties shall participate in good faith in the mediation to its conclusion as designated by the Mediator. If the Parties are not successful in resolving the dispute or controversy through the mediation, the dispute may be resolved by litigation or other appropriate means.

25. Costs. Except as expressly provided in this Agreement, each Party shall bear its own costs associated with dispute resolution, including attorneys' fees and litigation expenses.

MISCELLANEOUS

26. Recitals. The Parties confirm and ratify the statements and commitments contained in the Recitals. The Recitals are incorporated and made a part of this Agreement.
27. Modification of this Agreement. This Agreement shall be amended only by formal written supplementary amendment executed by the Parties unless otherwise

provided in this Agreement. No oral amendment of this Agreement shall be given any effect.

28. Non-Assignability. No assignment or transfer of this Agreement shall be made by La Crescent or La Crosse without the prior written agreement of the other Party. This Agreement shall be binding on the heirs, successors, and assigns of each Party.
29. No Third-Party Beneficiary. Nothing contained in this Agreement, nor the performance of the Parties hereunder, is intended to benefit, nor shall inure to the benefit of, any third party.
30. Severability. If any provision or part of this Agreement or the application thereof to any person or circumstance shall be held by a court of competent jurisdiction to be invalid or unconstitutional for any reason, the remainder of this Agreement and the application of such provision or part thereof to other persons or circumstances shall not be affected thereby.
31. No Waiver. The failure of any Party to insist, in any one or more instance, upon performance of any of the terms, covenants, or conditions of this Agreement shall not be construed as a waiver, or relinquishment of the future performance of any such term, covenant, or condition by any other Party or Parties hereto but the obligation of such other Party with respect to such future performance shall continue in full force and effect.
32. Governing Law. This Agreement and all questions and issues arising in connection herewith shall be governed by and construed in accordance with the laws of the State of Wisconsin. Venue for any action arising out of or in any way related to this Agreement shall be exclusively in La Crosse County, Wisconsin. Each Party waives its right to challenge venue.
33. Jury Trial Waiver. The Parties waive their respective rights to a jury trial on any claim or cause of action based upon or arising from or otherwise related to this Agreement. This waiver of right to trial by jury is given knowingly and voluntarily by the Parties and is intended to encompass individually each instance and each issue as to which the right to a trial by jury would otherwise accrue. Each Party is authorized to file a copy of this Section in any proceeding as conclusive evidence of this waiver by the other Party.
34. Construction. This Agreement shall be construed without regard to any presumption or rule requiring construction against the Party causing such instrument to be drafted. This Agreement shall be deemed to have been drafted by the Parties of equal bargaining strength. The captions appearing at the first of each numbered section of this Agreement are inserted and included solely for convenience but shall never be considered or given any effect in construing this Agreement with the duties, obligations, or liabilities of the respective Parties or in ascertaining intent, if any questions of intent should arise. All terms and words used in this Agreement, whether singular or plural and regardless of the gender thereof, shall be deemed to include any other number and any other gender as the context may require.

35. Counterparts. This Agreement may be executed in one or more counterparts, all of which shall be considered but one and the same agreement and shall become effective when one or more counterparts have been signed by each of the Parties and delivered to the other Parties.

Dated this ___ day of _____, 2025 for the City of La Crosse, Wisconsin.

CITY OF LA CROSSE, WISCONSIN

By:

Shaundel Washington-Spivey, Mayor

Ginny Dankmeyer, City Clerk

Dated this ___ day of _____, 2025 for the City of La Crescent, Minnesota.

CITY OF LA CRESCENT, MINNESOTA

By:

Mike Poellinger, Mayor

Bill Waller, City Administrator

Angie Boettecher, City Clerk

#3.4



WIESER LAW OFFICE, P.C.

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

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

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

TO: **Honorable Mayor and City Council Members**

CC: Bill Waller, City Administrator

FROM: Skip Wieser, City Attorney

DATE: December 3, 2025 *City*

RE: **Agenda Item No. 3.4 – City Administrator Job Posting**

Attached for Council consideration find the following:

1. City Administrator Job Description
2. City Administrator Job Announcement
3. City Administrator Scoring Sheet
4. City Administrator Application

At this time, we are anticipating posting the job notice in the following locations:

1. Houston County News for three (3) weeks
2. League of Minnesota Cities' website
3. City of La Crescent website

We will review proposed deadlines with City Council at the upcoming meeting.



Job Description

JOB TITLE: City Administrator		Department: Administration
REPORTS TO: La Crescent City Council	SUPERVISES: All city employees	FLSA STATUS: Exempt
BARGAINING UNIT: N/A		EFFECTIVE DATE: December _____, 2025

DESCRIPTION OF WORK

Performs complex executive work planning and directing the administration of city functions as delegated by the city council to ensure efficient and effective implementation of municipal services, administering the policies of the city council, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the city council. Organizational supervision is exercised over all personnel within the organization.

ESSENTIAL JOB DUTIES PERFORMED

- Plans, organizes and administers the city to ensure a coordinated and efficient effort to meet goals and objectives established by the city council.
- Oversees and coordinates the operation of all departments in city government including personnel, equipment, programs, and facilities to ensure citizens promptly receive high quality products and services.
- Supervises all city staff directly or indirectly through department supervisors; acts as final authority on all personnel actions subject to approval of the city council on hiring, severe disciplinary action, and dismissal.
- Attends and participates in all city council meetings and other official meetings as needed.
- Oversees the preparation and maintenance of all documents related to the city council, including notice publication, minutes, agendas, and publishing.
- Provides regular updates to city council on city financial condition and current and future city needs.
- Oversees contracted engineering, legal, auditing, planning, sustainability, and other contracted services.
- Responds to concerns, issues, complaints, and questions from the public and employees; mediates disputes and resolves issues as appropriate.
- Leads economic development efforts, including business retention, expansion, and attraction initiatives, tax increment financing, and the revolving loan fund program.
- Participate in development negotiations and/or approving development requests, on occasion.
- Advise the city council on the engagement of consultants for complex engineering or other projects when needed.
- Develops and issues administrative rules, policies and procedures necessary to ensure

proper functioning of all departments.

- Drafts resolutions, and policies, for city council approval; utilizing the city attorney and others as needed.
- Interprets ordinances, policies, and rules; implements city council directives.
- Oversees all personnel policies and actions, oversees and/or participates in selection of employees-; evaluates employees and recommends salary adjustment, determines staffing and structure needs, and negotiates bargaining unit contracts.
- Ensures city job descriptions are reviewed and updated as needed.
- Responsible for preparation of the five year capital improvement program.
- Prepares, presents and administers the annual budget to the city council with input from department heads; keeps the city council informed of the financial condition of the city; coordinates capital improvement plans with department heads and presents to city council for approval.
- Establishes programs, goals and objectives to accomplish work. Prepares and analyzes quotes and bids for products and services; recommends selection of firms or individuals to provide products and services; executes or recommends execution of contracts to the city council for approval.
- Represents the city with other governmental agencies and officials; monitors activities related to municipal government and assists in lobbying as needed.
- Monitors operations to ensure compliance with applicable laws, regulations, rules, policies, and ordinances.
- Evaluates potential projects, programs, and services to determine feasibility and community impact and makes recommendations to the Council.
- Research issues, prepares periodic reports, and makes presentations before the city council, Park Board, Economic Development Commission, and other boards as necessary.
- Oversees and manages election activities, if needed.
- Oversees communication to the public.
- Administer Federal DOT Drug/Alcohol Testing.

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of laws, rules and regulations applicable to Minnesota municipalities.
- Considerable knowledge of budgeting, accounting and government financing.
- Considerable knowledge of bond issuance processes and procedures.
- Considerable knowledge of government processes, services, economic development and planning.
- Knowledge of management principles and practices as they apply to public sector management including personnel management and organizational development.
- Thorough ability to prepare, present and administer budgets. Thorough ability to communicate effectively and establish and maintain collaborative and effective working relationships with elected officials, staff, other public officials, civic and business leaders and the general public, including making formal presentations.
- Ability to plan and analyze city operations; develop alternatives; and determine the costs , advantages, and disadvantages of various alternatives.

- Ability to research and prepare and present concise, accurate, and thorough reports.
- Ability to perform mathematical calculations and to analyze data.
- Knowledge of principles and practices of municipal government management, administration, and organization.
- Knowledge of current social, political and economic trends and operating problems of municipal government.
- The ability to supervise, delegate, and/or coordinate the work of others so they may proceed with confidence in a timely manner.
- The ability to interpret and apply federal, state, and local policies, procedures, laws, and regulations.
- Adaptability to perform under stress when confronted with emergency, critical, or unusual situations.
- Knowledge of key city functions performed by other city personnel including but not limited to – elections, public works, development of street construction plans, insurances required by the city.
- Ability to maintain a high degree of confidentiality of sensitive and/or non-public information.

MINIMUM QUALIFICATIONS

- Bachelor's degree in public administration or related field (or four (4) years equivalent experience). Master's degree preferred.
- Five (5) years public sector administrative or equivalent experience.
- Finance experience and accounting skills.
- Written communication skills.
- Strong verbal communication skills, public speaking skills, and public relations skills.
- Computer skills including Microsoft Word and Excel.

CONDITIONS OF EMPLOYMENT

- Must possess a valid driver's license.
- Must successfully pass a reference and background check.

WORK ENVIRONMENT

- While performing the essential functions of the position, an individual will be subject to variable working hours.
- A regular work from home schedule is not offered with this position.

The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list of all duties and qualifications required of personnel in this job. The employer may and reserves its right to change the job description and establish, modify or eliminate job duties and responsibilities and jobs at its discretion with or without notice.



City of La Crescent is seeking a City Administrator

ANNOUNCEMENT

City of La Crescent is looking for someone who sees the charm of our city and wants to help us be the best city we can be. We have a committed council and dedicated, hard-working city staff to help you succeed.

Starting salary range: \$114,608.00 to \$137,342.40 annually depending on qualifications.

The city provides a competitive benefits package, including medical, dental, life, leave plans, and 13 paid holidays, free Employee Assistance Plan (EAP) service and MN Public Employees Retirement Association (PERA) for qualified employees. Additional details for these programs are available by contacting Bill Waller at 507-895-4668.

To learn more, visit our website at www.cityoflacrescent-mn.gov.

EEO EMPLOYER

City of La Crescent is committed to building a welcoming and respectful workforce. We seek and welcome all qualified candidates.

APPLICATION PROCEDURE

To be considered for this position, an applicant's file must be completed and received by January ____, 2026 and must contain:

1. Cover Letter describing your qualifications
2. Resume with professional references
3. Formal Application

SELECTION TIMELINE

Application deadline: January ____, 2026

Finalists selected: January ____, 2026

Interviews: TBA

Candidate selected: TBA

SEND APPLICATION MATERIALS TO

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

Phone: 507-895-4668

Email: bwaller@cityoflacrescent-mn.gov



City of La Crescent City Administrator Training and Experience Rating Sheet

Applicant Name: _____

Hiring

Score Earned	Score Possible
-----------------	-------------------

Minimum Requirements

- Bachelor's degree in public administration or related field (or four (4) years equivalent experience)

	Yes/No
Qualified / Not Qualified	

Category 1 Results

*If "no" to any in Category 1, the applicant is not qualified and the rating is complete
If "yes" to both, the applicant is qualified and the rating should continue.*

Category 2

Points Earned	Points Possible
------------------	--------------------

Desirable Qualifications

- Education** (up to 10 pts)
Master's degree in public administration or related degree
- Municipal management experience** (choose 1; up to 20 pts)
Managing municipal employees (less than 2 yrs experience = 10pts)
Managing municipal employees (2+ yrs = 20 points)
- Experience in/knowledge of:**
Community and Economic Development
Municipal Finance
Public Works
City Clerk and Election
Police and Fire
Labor relations experience
- Relevant Computer experience** (up to 5 pts)

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0	10
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	55
0	10
0	10
0	10
0	10
0	10
0	5
0	5
	85

Category 2 Total

Category 3

Veteran's Preference

			<u>Points Earned</u>	<u>Points Possible</u>
Veteran	<i>Yes=10 pts</i>	<i>No=0 pts</i>	0	10
OR				
Disabled Veteran	<i>Yes=15 pts</i>	<i>No=0 pts</i>	0	15
OR				
Spouse of Deceased Veteran	<i>Yes=10 pts</i>	<i>No=0 pts</i>	0	10
OR				
Spouse of Disabled Veteran	<i>Yes=15 pts</i>	<i>No=0 pts</i>	0	15
	(Max of 15) Category 3 Total		0	15

TOTAL POINTS 100



Application for Employment

We welcome you as an applicant for employment with the City of La Crescent. It is the City of La Crescent's policy to provide equal opportunity in employment. The City of La Crescent will not discriminate on the basis of race, color, creed, age, religion, national origin, marital status, disability, sex, sexual orientation, familial status, status with regard to public assistance, local human rights commission activity or any other basis protected by law.

Please furnish complete information, so we may accurately and completely assess your qualifications. You may attach any other information which provides additional detail about your qualifications for employment in the position you seek. Please refer to the Applicant Data Practices Advisory for guidance regarding how your application information will be used, the consequences of providing or not providing your information, and more.

The City of La Crescent accommodates qualified persons with disabilities in all aspects of employment, including the application process. If you believe you need a reasonable accommodation to complete the application process, please contact Bill Waller at 507-895-4668.

Personal Information

Name:	(Last)	(First)	(MI)
Street Address			
City, State, Zip			
Phone Number		Alternate Phone	
Email			

Please print in INK or type when completing this application

Title of position applying for: City Administrator

Are you legally eligible to work in the United States in the position for which you are applying?	<input type="checkbox"/> Yes <input type="checkbox"/> No
---	--

<i>Proof of citizenship or work eligibility will be required as a condition of employment.</i>	
Will your continued employment require employer sponsorship?"	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you at least 18 years old? who is 18 years of age or older].	<input type="checkbox"/> Yes <input type="checkbox"/> No

Educational Information

Circle the highest grade completed			
1 2 3 4 5 6 7 8 Grade School	9 10 11 12 GED High School	13 14 15 16 College/Technical	MA MS PHD JD Graduate
Did you graduate: (Please check)	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>High School</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>College/Technical</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>Graduate JD</i>

School Name	Address	Course of study	Degree
High School:			
College:			
Graduate School:			
Technical/Vocational:			
Other:			
Other:			

List any other courses, seminars, workshops, or training you have that may provide you with skills related to this position:

List any current licenses, registrations, or certificates you possess which may be related to this position:

Employment Experience

Please list the last 10 years of relevant employment. List present or most recent employer first. Please note "see resume" is not an acceptable response for any entries on this application. Resumes will only be considered in addition to, but not in lieu of, this application.

Company	Name of last supervisor	Hrs./Week
Address	Start Date	
City, State, Zip	End Date	
Phone Number	Last job title	
Reason for leaving (be specific):		
Describe your work in this job:		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Company	Name of last supervisor	Hrs./Week
Address	Start Date	
City, State, Zip	End Date	
Phone Number	Last job title	
Reason for leaving (be specific):		
Describe your work in this job:		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Company	Name of last supervisor	Hrs./Week
Address	Start Date	
City, State, Zip	End Date	
Phone Number	Last job title	
Reason for leaving (be specific):		
Describe your work in this job:		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Company	Name of last supervisor	Hrs./Week
Address	Start Date	
City, State, Zip	End Date	
Phone Number	Last job title	
Reason for leaving (be specific):		
Describe your work in this job:		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Unpaid Experience

Describe any unpaid or volunteer experience relevant to the position for which you are applying (you may exclude, if you wish, information which would reveal race, sex, religion, age, disability, or other protected status).

Military Experience

Did you serve in the U.S. Armed Forces? Yes No

Describe your duties:

Do you wish to apply for Veterans' Preference points: Yes No

If you answered "yes," you must complete the enclosed application for Veterans' Preference points, and submit the application and required documentation to the City of La Crescent by the application deadline of the position for which you are applying.

Authorization

I certify that all information I have provided in this application for employment is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews, can be justification for refusal of employment, or if employed, will be grounds for dismissal, regardless of length of employment or when the misrepresentation or omission is discovered.

I acknowledge that I have received a copy of the job description summary for the position/s for which I am applying. I further acknowledge my understanding that employment with the City of La Crescent is "at will", and that employment may be terminated by either the City of La Crescent or me at any time, with or without notice.

With my signature below, I am providing the City of La Crescent authorization to verify all information I provided within this application packet, including contacting current or previous employers. However, I understand that if, in the Employment Experience section I have answered "No" to the question, "May we contact your current employer?", contact with my current employer will not be made without my specific authorization.

I have read the included Applicant Data Practices Advisory, and I further understand that criminal history checks may be conducted (after I have been selected for an interview, in the case of non-public safety positions) and that a conviction of a crime related to this position may result in my being rejected for this job opening. I also understand it is my responsibility to notify the City of La Crescent in writing of any changes to information reported in this application for employment.

Signature

Date

Veterans' Preference

COMPLETE THIS FORM ONLY IF YOU ARE CLAIMING VETERANS' PREFERENCE

NOTE: VETERANS' PREFERENCE POINTS CANNOT BE CONSIDERED WITHOUT SUPPORTING DOCUMENTATION. ATTACH COPY OF "VETERAN'S DD214 COPY 2, 4 or 6), OR OTHER DOCUMENTATION VERIFYING MILITARY SERVICE. Documentation must be received by the city 7 days after the application deadline.

You must submit a PHOTOCOPY of your DD214 (Copy 2, 4, or 6) or other documentation verifying military service to substantiate the services information requested on the form. Claims not accompanied by proper documentation will not be processed. For assistance in obtaining a copy of your DD214, or other documentation verifying military service, contact your County Veterans' Service Office.

The city of operates under a point preference system, which awards points to qualified veterans to supplement their application. After receiving a passing score, ten (10) points are granted to non-disabled veterans on open competitive examinations; Fifteen (15) points are awarded if the veteran has a service-connected compensable disability as certified by the U.S. Department of Veterans Affairs (USDVA).

To qualify for preference for a **competitive exam**, you must have earned a passing score and been separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days, or by reason of disability incurred while serving on active duty, or after having served

the full period called or ordered for federal, active duty and be a United States citizen or resident alien. Veteran's preference may be used by the surviving spouse of a deceased veteran, and by the spouse of a disabled veteran who is unable to qualify because of the disability

To qualify for preference on a **promotional exam**, a veteran must have earned a passing exam score and received a USDVA active-duty service-connected disability rating of 50% or more. For a promotional exam, a qualified disabled veteran is entitled to be granted five (5) points. Disabled veterans eligible for such preference may use the five points preference only once when applying for the first promotion after securing public employment

Claims must be made on the form below and submitted with your application by the application deadline of the position for which you are applying. If the DD214 Copy 2, 4 or 6), or other documentation verifying military service, is submitted to our office separate from this sheet, please attach a note with it indicating the position for which you are applying and your present address.

Name (Last)	(First)	(MI)	Position For Which You Applied: City Administrator	
Address (Street)			(City)	(State) (Zip)
Closing Date:			Phone Number	Are you a US Citizen or Resident Alien?
				<input type="checkbox"/> YES <input type="checkbox"/> NO

VETERAN (10 points):

(DD214 or DD215, Copy 2, 4, or 6, or other documentation verifying military service, must be submitted to receive points)
Honorably discharged veteran: Yes No

DISABLED VETERAN (15 points):

(DD214, Copy 2, 4 or 6, or other documentation verifying military service, and USDVA Summary of Benefits Letter showing a compensable service connected disability rating decision, usually 10% or more must be submitted to receive points)
Percent of Disability: _____ %
Have you ever applied for promotion in public employment? Yes No

SPOUSE OF DECEASED VETERAN (10 points or 15 if the veteran was disabled at time of death):

(Veteran's DD214 or DD215, or other documentation verifying military service, photocopy of marriage certificate, spouse's death certificate and proof veteran is deceased must be submitted to receive points. You are ineligible to receive points if you have remarried or were divorced from the veteran).
Date of Death: _____ Have you remarried? Yes No

SPOUSE OF DISABLED VETERAN (15 points):

(Veteran's DD214 or DD215, Copy 2, 4, or 6, or other documentation verifying military service, photocopy of marriage certificate, and USD VA Rating Decision showing a compensable service connected disability rating decision, usually of 10% or more, and which shows the nature of the disability, must be submitted to receive points
How does veteran's disability prevent performance of a stated job "requirement?" Due to the veteran's service-connected disability the veteran is unable to qualify for this position because (be specific):

AFFIDAVIT: I hereby claim Veterans' Preference points for this examination and swear/affirm that the information given is true, complete and correct to the best of my knowledge. I hereby acknowledge that I am responsible to obtain the required Veterans' Preference verification documents and submit them to the city of by the required application deadline.

Signature

Date

Information Regarding Claiming Veterans' Preference

Preference points are awarded to qualified veterans as defined by Minn. Stat. § 197.447, and to certain spouses of deceased or disabled veterans subject to the provision of Minn. Stat. §§ 197.447 and 197.455.

The veteran must:

- a) be a U.S. citizen or resident alien;
- b) have received a discharge under honorable conditions from any branch of the U.S. Armed Forces; AND have either:
 - i. served on active duty for at least 181 consecutive days, or
 - ii. have been discharged by reason of disability incurred while serving on active duty, or
 - iii. have completed the minimum active duty requirement of federal law, as defined by Code of Federal Regulations title 38, section 3.12a, i.e., having fulfilled the full period for which a person was called or ordered to active duty under Title 10 of the United States Codet, or
 - iv. certified service and verification of "veteran status" granted under U.S. PL 95-202.

The information provided will be used to determine your eligibility for veterans' preference points. You are required to supply the following information:

- 1) Attach a copy of your DD214 or DD215, Copy 2, 4, or 6, or other documentation verifying military service. This copy must state the character of discharge; i.e., honorable, general, medical, under honorable conditions.
- 2) Disabled veterans must also supply a Military/United States Department of Veterans' Affairs Rating Decision or Summary of Benefits Letter that supports/verifies the fact that the veteran has a compensable Service connected disability.
- 3) A spouse of a deceased veteran, applying for preference points must supply their marriage certificate, the veteran's DD214 or DD215 Copy 2, 4, or 6, or other documentation verifying military service, a death certificate, verification of their marriage at the time of veteran's death, and that the spouse has not remarried.

Thank you for your military service and for your interest in employment with the City of La Crescent. Please contact our office at 507-895-4668 or your local County Veterans' Service Office, if you have any questions regarding veterans' preference.

Equal Employment Opportunity Information

The information asked of you will be used to evaluate our overall efforts in reaching all segments of the population. The following information is VOLUNTARY and CONFIDENTIAL. This information is NOT A PART of the application file and is REMOVED from the application when received by our office. The City of La Crescent appreciates your cooperation in our efforts to ensure affirmative action and equal opportunity.

Position for which you are applying: City Administrator

Gender: Male Female

With which racial/ethnic group do you identify?

- Black or African American
- Hispanic or Latino
- American Indian or Alaskan Native through Tribal affiliation or community recognition
- Caucasian/White
- Asian
- Native Hawaiian or other Pacific Islander
- Two or more races

Disability status, defined as:

- 1) Has a physical or mental condition that substantially or materially limits a major life activity (such as walking, talking, seeing, hearing or learning);
- 2) Has a history of a disability (such as cancer that is in remission);
- 3) Is regarded as having such an impairment.

Do you claim disability status? Yes No

Applicant Data Practices Advisory

According to Minn. Stat. § 13.04, the city must advise you of the following:
Purpose and intended use of the data:

The city collects this information for purposes of selecting a candidate for hire. Your data will be used to hire a city administrator. For public safety positions or in the event you are selected for hire, your data will be used to perform a criminal background check, including using the BCA's website. Consultant, city staff and elected officials involved in the hiring process will have access to the data provided. Data may be shared upon court order or provided to the state or legislative auditor, upon request.

Whether you may refuse or are legally required to supply this data: Application for employment as well as supplying any data in application for employment is voluntary.

Consequences arising from supplying or refusing to supply this data:

We take pride in hiring the best candidates, but we can't do this without a complete application. Filling out the application is voluntary, and the more complete the application, the better your chances of conveying to the city you are the best candidate for the job. Except for explicitly optional requested information, refusal to provide a complete application may result in immediate disqualification from consideration for a position.

Minors submitting this application have the right to request that parental access to private data be denied. If you wish to make this request, please submit the request in writing to Bill Waller, City of La Crescent, 315 Main Street, La Crescent, MN 55947.

GENERAL INFORMATION ON THE MINNESOTA GOVERNMENT DATA PRACTICES ACT FOR APPLICANTS, EMPLOYEES, AND VOLUNTEERS.

The Minnesota Government Data Practices Act (Minn. Stat. §§ 13.01 – 13.90) includes two sections affecting applicants seeking employment with the City of La Crescent. First, under “Rights of Subjects of Data” (Minn. Stat. § 13.04), when an applicant is asked to provide information about him/herself, the city must advise you of:

- The purpose and intended use of the data;
- Whether you may refuse or are legally required to supply the requested data;
- Any known consequences arising from your supplying or refusing to supply the data; and
- The identity of other persons or organizations authorized by State or Federal law to receive the data you provide.

Second under “Personnel Data” (Minn. Stat. §13.43) the following data on you as an applicant for employment by a public agency is automatically public:

- Your veteran’s status;
- Your job history;
- Your education and training;
- Your relevant test scores;
- Your rank on our eligibility list; and
- Work availability.

As an applicant, your name is considered private until you are certified as eligible for appointment to a position or are considered by the appointing authority to be a finalist for a position in public employment.

If you are hired, the following additional data about you will be considered public information:

- Your name;
- Your employee identification number (which is not your Social Security number);
- Your actual gross salary, contract fees, salary range, and actual gross pension;
- The value and nature of employer paid benefits;
- The basis for and the amount of any added remuneration, including expense reimbursement, in addition to your salary;
- Your job title, bargaining unit (if applicable) and job description;
- The dates of your first and last employment with us;
- The status of any written complaints or charges against you while you work for the City of La Crescent, regardless whether or not they have resulted in disciplinary action, the final disposition of any disciplinary action and supporting documentation;
- Your work location and work telephone number;
- Your education and training background;
- Work-related continuing education;

- Honors and awards you have received;
- Payroll timesheets or other comparable data that are only used to account for your works time for payroll purposes: except to the extent that release of time sheet data would reveal employee's reasons for the use of sick or other medical leave or other non-public data;
- Your previous work experience.
- The "complete" terms of any settlement agreement (including buyout agreements) except that the agreement must include the specific reasons if it involves the payment of more than \$10,000 of public money; and
- Your badge number. This data is private if the candidate is applying for or is hired for an undercover law enforcement position.

All data concerning you which is placed in your personnel file and which is not addressed in statute as public data (see above listing) is private data. This private data will be available to you and those members of city staff needing it to process city records. In addition, the following persons or organization are authorized by state and federal law to receive this data if they so request in certain circumstances:

- The Bureau of Census;
- Federal, State and County Auditors;
- The State Department of Public Welfare;
- The Department of Human Rights;
- Federal Officials investigating compliance of Affirmative Action and Equal Employment Opportunities;
- Labor organizations and the Bureau of Mediation Services;
- Data may also be made available through court order.

With the exception of the optional data requested, the data you provide is needed to identify you and assist in determining your suitability for the position for which you are applying. The optional data is used in summary form by the city's Affirmative Action Program to monitor protected class employment and meet federal, state and local reporting requirements. Furnishing the optional data requested about you is voluntary.

NOTICE REGARDING SOCIAL SECURITY NUMBER: This information will be used for payroll taxes, insurance purposes, and retained in the employee's data record.

NOTICE TO MINORS: Minors from whom private data or confidential data is collected have the right to request that parental access to the private data be denied.

If you have any questions regarding your rights as a subject of data, please contact the City of La Crescent Human Resources Department at _____ **This information is subject to change consistent with subsequent amendments to the Minnesota Government Data Practices Act.**

NOTICE REGARDING REQUEST FOR MARRIAGE CERTIFICATE FOR VETERANS' PREFERENCE DOCUMENTATION: This information will be used for documentation purposes for verifying marital status for requesting applicable spousal Veterans' Preference credits.



RELEASE AUTHORIZATION

I, _____, hereby authorize investigation of any information contained in the Application for Employment and/or supplemental materials I have submitted in consideration for the position of City Administrator for the City of La Crescent, as may be needed to arrive at an employment decision. I authorize any or all education institutions and prior employers listed in the application for Employment to provide information they may have concerning me as it may relate to consideration of my application for this position. I understand the city will be contacting both individuals suggested by me and others whom I may not have suggested. I release those parties from any and all liability or claims for damage that may result from such.

This release supersedes any agreement I may have previously made to the contrary with any such person, school, employer, or organization.

A photocopy or facsimile of this signed release shall have the same force and effect as the original release signed by me.

Applicant's Signature

Date

3.5



December 1, 2025

To: Honorable Mayor and City Council Members
From: Kara Tarrence, Finance Director
Re: Houston County Increase in Solid Waste Fee

KCT

Attached is a letter from Houston County Environmental Services 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.

We are suggesting that effective January 1, 2026 the City increase this fee to \$4.25 per household per month



HOUSTON COUNTY ENVIRONMENTAL SERVICES

304 South Marshall Street – Room 209, Caledonia, MN 55921
Phone: (507) 725-5800 • Fax: (507) 725-5590



January 3, 2025

Dear City of La Crescent,

The City of La Crescent reports in “real time” to the Environmental Services office. Currently, the City of La Crescent is reporting household count at 2,400 for the start of 2025 billing.

Newly constructed homes are added to the household count for the next year. Replacement homes are not counted as new construction and are not subtracted when the old house is removed and added back when the new structure is built.

Included is the first quarter billing for 2025. (The Houston County Board did not increase the household fee for 2025. The fee will remain at \$4.00 per household per month in 2025.) You will receive quarterly invoices. **In 2026, the household fees will increase to \$4.25 per household.**

If you have any questions about the billing please feel free to contact the Environmental Services Office at 507-725-5800. Thank you for your continued support of our Solid Waste and Recycling programs.

Sincerely,

Amelia Meiners

Amelia Meiners
Houston County
Environmental Services Director

AM/hf
Enclosure

3.6



December 5, 2025

To: Honorable Mayor and City Council Members
From: Kara Tarrence, Finance Director **KLT**
Re: Minnesota Department of Health Safe Drinking Water Fee

Attached is a notice received from the Minnesota Department of Health informing the City that the 2025 Minnesota State Legislature passed a bill increasing the safe drinking water fee effective January 1, 2026 to \$15.22 per water service connection fee. This is a pass-thru fee that the City collects once a year on the July, August & September quarterly water bills and then remits to the Minnesota Department of Health.

We are suggesting that effective January 1, 2026 the City increase this fee to \$15.22 per water connection per year.

Kara Tarrence

From: Minnesota Department of Health <mdh@public.govdelivery.com>
Sent: Tuesday, July 22, 2025 4:47 PM
To: Kara Tarrence
Subject: Safe drinking water fee, summer Waterline, and security reminders



[View this as a webpage](#)

The latest information from the Minnesota Department of Health (MDH) Drinking Water Protection (DWP) program is here. If you have a question, you can contact your District Engineer or contacts noted at [Drinking Water Protection Contacts](#). Please forward this message to other staff at your system and thank you. Did you receive this message from a colleague? Sign up to receive updates! Contact rebecca.toews@state.mn.us for more information.

Safe drinking water fee approved

The 2025 Minnesota State Legislature passed a bill increasing the safe drinking water fee to help all public water systems get the support they need to provide

safe drinking water everywhere in Minnesota. The fee is now set at \$15.22 per water service connection per year.

DWP activities supported by the fee include inspections, technical assistance, required Safe Drinking Water Act (SDWA) and other sample collection and analysis, training and other support to enhance water systems' capacity to meet SDWA requirements. The fee increase accounts for the significant inflation that has occurred since the last increase in 2019, projected and potential deep reductions in federal funding, increased lab costs for drinking water testing, the need for drinking water data updates and improvements, and the numerous changes in SDWA, including new rules and enforcement requirements that have occurred and are being planned in the next few years.

The fee increase will go into effect Jan. 1, 2026.

Municipal community water systems collect the fee from consumers and may divide this fee into monthly or quarterly installments.

MDH recognizes that \$15.22 is not divisible by 12 equal monthly payments or four equal quarterly payments. The Minnesota Legislature passed the fee amount and it cannot be changed. For utilities that bill monthly or quarterly, this may result in varying amounts on bills, and we apologize for any additional administrative work this may create.

More Information: [Safe Drinking Water Fee](#)

Summer *Waterline* released

The latest edition of the MDH Waterline is released. Read a feature on decommissioned water towers, meet new MDH Drinking Water Protection staff members, and learn more about how chlorination can help stop disease outbreaks. During your sanitary survey, your district engineer will discuss the wells you have registered with your system and confirm the status of each well.

Read on: [Waterline: Summer 2025](#)

Duty officer calls

When drinking water emergency events occur, you must call the State Duty Officer. The duty officer is a message relay service and will notify the appropriate

Safe Drinking Water Fee

Also known as the public water supply fee

When customers receive their water bill from their water supplier, they may notice that one of the items in the list of charges is "water testing fee" or "state test fee." This fee is called the safe drinking water fee. It is also known as the service connection fee.

The fee helps ensure that all public water systems get the support needed to provide safe drinking water everywhere in Minnesota.

The 2025 Minnesota State Legislature passed a bill raising the safe drinking water fee from \$9.72 to \$15.22 per water service connection, effective January 1, 2026. This fee increase reduces the state's reliance on federal infrastructure funds, making more dollars available for local drinking water infrastructure projects.

How the fee protects drinking water statewide

The fee funds Minnesota Department of Health's (MDH) regulatory and technical assistance services for public drinking water systems. Our staff across the state build relationships with drinking water operators that result in extensive knowledge, trust, and a willingness to take action to prevent a violation of the safe drinking water standards. This cost-effective assistance results in over 97% compliance with federal Safe Drinking Water Act (SDWA) standards year after year.

Annually, \$22 million is collected through the fee. About \$3 million is spent on lab costs for drinking water tests. Much of the rest is used to support staff who conduct inspections, collect and analyze required water samples, and provide technical assistance, training, and support to enhance water systems' capacity to meet SDWA requirements. For past budgetary information, visit [How the Safe Drinking Water Fee Supports Drinking Water Protection Efforts \(PDF\)](http://www.health.state.mn.us/communities/environment/water/docs/fee.pdf). [LINK: http://www.health.state.mn.us/communities/environment/water/docs/fee.pdf](http://www.health.state.mn.us/communities/environment/water/docs/fee.pdf).

MDH services are especially helpful to small, rural water systems, which have more difficulty meeting water standards. Because of smaller customer bases, these systems have fewer resources for testing, investigations, and physical improvements.

This work helps ensure that everyone, everywhere in Minnesota has access to safe and sufficient drinking water.

Investing in technical support for drinking water safety

The safe drinking water fee increase will go into effect on January 1, 2026. It accounts for several changes since the last fee increase in 2019:

- Significant inflationary pressures.
- Increased lab costs for drinking water testing.
- Projected and potential deep reductions in federal funding.
- Numerous SDWA changes that have occurred and are on the horizon.
- Need for drinking water data system updates and improvements.

While federal funding from the Infrastructure Investment and Jobs Act (IIJA) has enabled increased capacity and technical support to be provided to public water systems, this funding is set to expire. The fee increase provides stability to maintain the current level of support to water systems during a time of uncertain federal funding. Reducing MDH program dependence on IIJA for technical support will make more funding available for local drinking water infrastructure.

The fee increase also supports existing staff that were hired to meet increased expectations and expansions of SDWA requirements for drinking water. These include regulation of per- and polyfluoroalkyl substances (PFAS), cybersecurity requirements, enhanced lead and copper regulations, increased consumer reporting, increased

regulation of microbial and disinfection by products, and increased oversight of public water system operation and maintenance. The staff will continue to administer new federal rules, to conduct sampling and inspections at public water systems, and provide technical assistance, particularly to smaller systems that have fewer resources.

How the fee is collected

Each community water supply owned or operated by a city, town or water user district tells MDH the number of service connections they serve. MDH generates a quarterly invoice for that number of connections (Laws of Minnesota 1992, Chapter 513, Article 6, Section 2). The water system collects the fee from each connection served and passes the funds on to MDH.

The amount on a particular customer's bill depends on whether the water supplier divides the fee out by month, quarter, or charges it all at once. MDH recognizes that \$15.22 is not divisible by 12 equal monthly payments or 4 equal quarterly payments. For utilities that bill monthly or quarterly, this may result in varying amounts on bills, and we apologize for any additional administrative work this may create.

History of the fee

MDH ensures that public water systems meet the requirements of the federal SDWA. In 1986, the SDWA required testing for 23 drinking water contaminants. By 1992, this number had increased to 83. There were no federal funds available to help with the increased costs for this additional testing. To help cover the new costs, the 1992 Minnesota Legislature authorized MDH to assess a fee to community water systems. The fee was \$5.21 per year per connection.

Over time, the number of tested contaminants increased to 118. They now include microbes, lead, pesticides, industrial chemicals, heavy metals, and radionuclides. To account for these additions, the fee per service connection was increased to \$6.36 in 2005.

Between 2005 and 2019, costs increased 28% due to inflation alone. Minnesota also faced added costs from addressing new threats to drinking water, like pharmaceuticals and harmful algal blooms. To address these costs, the Minnesota Legislature increased the fee to \$9.72 in 2019. This increase went into effect January 1, 2020 (Minnesota Statutes 2019, Chapter 144, 144.3831).

Last Updated: 07/03/2025

#3.7



TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator *BW*
DATE: December 5, 2025
RE: Personnel Committee Recommendation

The Personnel Committee has the following recommendation for consideration by the City Council:

1. On January 23, 2026, Angie Boettcher will have completed her second year as the City Clerk. Effective January 23, 2026, that Ms. Boettcher be moved from step 3 to step 4 in the City Clerk's salary schedule. The step 4 wage in the 2025 salary schedule is \$39.94 per hour. No decisions have been made yet regarding a cost-of-living increase for non-union employees for 2026. Ms. Boettcher continues to perform the duties of the City Clerk in a positive and proficient manner, and is a valuable member of the City's leadership team.

#3.8

RESOLUTION NO. 12-25-35

**RESOLUTION ACCEPTING DONATIONS MADE TO THE
CITY OF LA CRESCENT IN NOVEMBER 2025**

WHEREAS, the following donations were made to the City of La Crescent in the month of November 2025:

1. Cathy and Jeffrey Erickson wish to donate \$100.00 to the La Crescent Fire Department.

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

ADOPTED this 8th Day of December 2025.

SIGNED:

Mayor

ATTEST:

City Clerk

#3.9



TO: Honorable Mayor and City Council Members

FROM: Tyler Benish, Public Works Director *Tyler*

DATE: December 5th, 2025

RE: 2025 Budget adjustment

The 2025 general fund budget did not include the payments to ZEF energy and Xcel Energy for the MPCA DC fast charger, the expenditure is in the amount of \$140,292. The City anticipates grants, donations and tax credits to be \$121,348.

The City's remaining portion of the project is \$18,944. The City Council previously approved \$12,836 to come from the 2022 Capital Equipment certificate. The City's remaining cost is \$6,108.

We suggest the City Council approve an amendment to the 2025 general fund budget for the remaining portion of \$6,108 to come from the Capital Outlay Computer Software fund.

3.10



TO: Honorable Mayor and City Council Members

FROM: Chris Fortsch, Administrative Assistant *Chris*

DATE: December 4, 2025

RE: 2026 License Renewals

The city has received the attached license renewal applications thus far for 2026. The applications appear to be in order, and I would suggest that the City Council approve the applications for 2026.

2026 LICENSES		\$45.00	\$100.00	\$280.00	\$300.00	\$150.00	\$1,150.00	\$200.00	\$500.00	\$150.00	\$50.00
BUSINESS		CIGS	OFF-SALE 3.2	ON-SALE 3.2	WINE	LIQUOR OFF SALE	LIQUOR ON SALE	LIQUOR SUNDAY	SOLID WASTE	MASSAGE BUSINESS	MASSAGE TECHNICIAN
APPLE CITY SMOKE SHOP		X									
APPLE VILLAGE LIQUOR / M-V ENTERPRISES		X		X		X					
BEST WESTERN PLUS / LA CRESCENT HOTEL GROUP				X							
CORKY'S PIZZA				X							
HARTER'S QUICK CLEAN-UP									X		
HILLTOPPER REFUSE + RECYCLING SERVICE									X		
KWIK TRIP #437		X	X								
KWIK TRIP #614		X	X								
LA CRESCENT CONVENIENCE CENTER / TOOKER VENTURES		X				X					
LA CRESCENT MASSAGE / DAWN BEAL										X	
LA CRESCENT WINE + SPIRITS / DMV ENTERPRISES		X				X					
QUILLIN'S		X	X								
RICHARD'S SANITATION									X		
SCHMITTY'S TIMEOUT TAVERN / SCHMITZ VENTURES						X	X	X			
SWING BRIDGE PUB / LA CRESCENT AREA EVENT CENTER						X	X				
VOGEL, JENNIFER											X
WASTE MANAGEMENT OF WI									X		