

**CITY OF LA CRESCENT**  
**AGENDA**  
**REGULAR MEETING**  
**FEBRUARY 14, 2022**  
**5:30 P.M.**

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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 – JANUARY 24, 2022
- 1.2 BILLS PAYABLE THROUGH FEBRUARY 10, 2022
- 1.3
- 1.4

**2. PUBLIC HEARING/MEETING**

**3. ITEMS FOR CONSIDERATION**

- 3.1 RESOLUTION – CALL FOR CAPITAL IMPROVEMENT  
PUBLIC HEARING
- 3.2 AGENDA REQUEST – BLUFF COUNTRY FAMILY  
RESOURCES
- 3.3 RYAN STOTTS – COVID-19 REVIEW
- 3.4 DONATION RESOLUTION
- 3.5 2022 LICENSE RENEWALS
- 3.6 PARADE REQUEST
- 3.7
- 3.8
- 3.9
- 3.10

**CITY OF LA CRESCENT**  
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**REGULAR MEETING**  
**FEBRUARY 14, 2022**  
**5:30 P.M.**

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**4. UNFINISHED BUSINESS**

4.1

**5. MAYOR'S COMMENTS**

5.1

**6. STAFF CORRESPONDENCE/COMMITTEE  
UPDATES**

6.1 PARK & RECREATION COMMISSION MINUTES – 2/8/2022

6.2

6.3

**7. CORRESPONDENCE**

7.1

7.2

7.3

**8. HOUSTON COUNTY**

8.1

**9. CHAMBER OF COMMERCE**

9.1

**10 ITEMS FOR NEXT AGENDA**

**11. ADJOURNMENT**

MINUTES, REGULAR MEETING  
CITY COUNCIL, CITY OF LA CRESCENT, MINNESOTA  
JANUARY 24, 2022

Pursuant to due call and notice thereof, the second meeting of the City Council of the City of La Crescent for the month of January was called to order by Mayor Mike Poellinger at 5:30 PM in the La Crescent City Hall, La Crescent, Minnesota, on Monday, January 24, 2022.

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

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

**ITEM 1 – CONSENT AGENDA**

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

- 1.1 MINUTES – JANUARY 10, 2022
- 1.2 BILLS PAYABLE THROUGH JANUARY 20, 2022
- 1.3 CASH BALANCE/ACTIVITY REPORT – DECEMBER 2021
- 1.4 LIBRARY REPORT – DECEMBER 2021

At the conclusion of the reading of the Consent Agenda, Mayor Poellinger asked if the Council wished to have any of the items removed from the Consent Agenda for further discussion. Member Hutchinson 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 Administrator, the following Members voted in favor thereof, viz;

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

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

**ITEM 3.1 – INTRODUCE NEW LIBRARIAN**

Jess Witkins, the City's new Library Director, was in attendance to introduce herself to City Council. This item was informational, and no action was taken.

### **ITEM 3.2 – AGENDA REQUEST – STEVE SCHAMS**

City Council reviewed an agenda request from Steve Schams regarding maintaining passage for customers of Sterling Pharmacy. Mr. Schams addressed City Council and recommended maintaining the 2 hour parking restriction 24/7 instead of during business hours only in order to allow proper snow removal. It was recommended to City Council to review downtown parking ordinances at a future City Council meeting. No action was taken.

### **ITEM 3.3 – PERSONNEL COMMITTEE RECOMMENDATIONS**

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

1. At the November 22, 2021 City Council meeting, the City Council approved a medical leave of absence for Police Chief Doug Stavenau. There was not an end date to the medical leave of absence, with periodic updates being provided to the City Council regarding the Police Chief's return to active duty. For City Council information, Police Chief Doug Stavenau's medical leave of absence is on-going, and is expected to last an additional two to three months.

2. The La Crescent Police Department has a staffing level of eight (8) Police Officers. Due to medical leaves, the Police Department is currently operating with six (6) Police Officers. It will be sometime before the two (2) officers that are currently on leave return to active duty. In addition, two (2) of the remaining six (6) Police Officers will be going on medical leaves in the near future, reducing the staffing level in the Police Department to four (4) Police Officers. Given the present and future anticipated leaves, along with the limited availability of part-time officers to fill current and future openings, the Personnel Committee is recommending that the City Council hire Ethan Hofschulte as a Police Officer for the City of La Crescent. Mr. Hofschulte would start at Step 1 in the union contract. Pursuant to the terms and conditions of the LELS contract, Mr. Hofschulte will serve a 12-month probationary period. For City Council information, Mr. Hofschulte has worked as a part-time Police Officer for the City of La Crescent since August of 2021. It was recommended to City Council to amend the 2022 general fund budget to reflect this additional position, understanding that the budget will be adjusted during the year as employees return from and leave for medical reasons.

3. That the City Council approve the hiring of Danae Forman as a Bookkeeper for the City of La Crescent. Ms. Forman has worked at Merchants Bank in La Crescent since 2007, and is currently employed there as the Lead Teller. Ms. Forman would start at step 1 in the union contract. Pursuant to the terms and conditions of the union contract, Ms. Forman will serve a 6-month probationary period.

4. The following items will be presented at a City Council meeting in February of 2022:

- a. Establishment of a post-retirement healthcare savings plan for full-time City employees that are not represented by a bargaining unit.
- b. A review of job descriptions for the Administrative Assistant and Administrative Clerk positions.
- c. A phased retirement option for Debbie Shimshak.
- d. A memorandum of understanding with the AFSCME Union regarding Kara Tarrence assuming certain responsibilities in the interim as the City's Finance Director.

City Administrator Waller updated City Council on the status of Police Chief Doug Stavenau's medial leave of absence. This item was informational, and no action was taken.

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

**MOTION TO APPROVE THE HIRING OF ETHAN HOFSCHULTE AS A FULL-TIME POLICE OFFICER FOR THE CITY OF LA CRESCENT, WITH MR. HOFSCHULTE STARTING AT STEP 1 IN THE UNION CONTRACT, AND THAT PURSUANT TO THE TERMS AND CONDITIONS OF THE LELS CONTRACT WILL SERVE A 12-MONTH PROBATIONARY PERIOD, AND TO ALSO AMEND THE 2022 GENERAL FUND BUDGET TO REFLECT THIS ADDITIONAL POSITION, UNDERSTANDING THAT THE BUDGET WILL BE ADJUSTED DURING THE YEAR AS EMPLOYEES RETURN FROM AND LEAVE FOR MEDICAL REASONS.**

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

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

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

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

**MOTION TO APPROVE THE HIRING OF DANA E FORMAN AS A BOOKKEEPER FOR THE CITY OF LA CRESCENT WITH MS. FORMAN STARTING AT STEP 1 IN THE UNION CONTRACT AND PURSUANT TO THE TERMS AND CONDITIONS OF THE UNION CONTRACT, MS. FORMAN WILL SERVE A 6-MONTH PROBATIONARY PERIOD.**

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

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

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

City Council reviewed the items to be presented in February, 2022 relating to the retirement of City Finance Director Debbie Shimshak. This item was informational, and no action was taken.

### **ITEM 3.4 – ICE ARENA LEASE EXTENSION**

City Attorney Wieser reviewed with City Council a proposed extension agreement between the City of La Crescent and La Crescent-Hokah School District relating to the ice arena building located on South 14<sup>th</sup> Street. The building is owned by the City, while the underlying real estate is owned by the School District. The original Lease Agreement was executed in 1994 and had an initial termination date of 2024. In 2016, the City and School District agreed to *inter alia* extending the term to 2034 with City option of extending an additional ten (10) years to 2044. City Council reviewed these Agreements. At this time, it was recommended to City Council to approve the lease being extended to 2044 with a ten year (10) option until 2054. The purpose of finalizing this extension at this time will allow the City to move forward with consideration of a potential solar array project located at the ice arena. At this time, no decision has been made regarding a solar array.

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

**MOTION TO APPROVE THE EXTENSION OF THE LEASE BETWEEN THE CITY OF LA CRESCENT AND LA CRESCENT-HOKAH SCHOOL DISTRICT RELATING TO THE ICE ARENA BUILDING LOCATED ON SOUTH 14<sup>TH</sup> STREET. TO 2044 WITH A TEN YEAR (10) OPTION UNTIL 2054.**

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

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

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

### **ITEM 3.5 – RESOLUTION – HORSE TRACK MEADOWS WEST PLAT and ITEM 3.6 – FOURTH AMENDMENT TO DEVELOPMENT AGREEMENT**

City Attorney Wieser reviewed with City Council the Fourth Amendment to the Development Agreement for the original Horse Track Meadows Development. The purpose of amendment is to delete Lot 54, which was originally planned for multi-family housing, but subsequently re-subdivided into single family housing lots with the creation of the Horse Track Meadows West plat. The Horse Track Meadows West plat has a separate Development Agreement. Following discussion, Member Jostad made a motion, seconded by Member O'Donnell-Ebner, as follows:

**MOTION TO APPROVE THE FOURTH AMENDMENT TO THE DEVELOPMENT AGREEMENT FOR THE ORIGINAL HORSE TRACK MEADOWS DEVELOPMENT.**

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

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

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

City Attorney Wieser reviewed with City Council a Resolution approving the plat of Horse Track Meadows West. The purpose of this resolution is to put the meeting minutes in recordable form with the County Recorder's Office regarding the City's agreement to accept a reduced width of the walking path from the first plat to the second plat. Following discussion, Member Williams introduced the following resolution and moved its passage and adoption:

#### **RESOLUTION NO. 01-22-05**

#### **A RESOLUTION APPROVING THE FINAL PLAT FOR HORSE TRACK MEADOWS WEST IN THE CITY OF LA CRESCENT**

WHEREAS, MSM Development, LLC has duly petitioned the City of La Crescent City Council for approval of the final plat of Horse Track Meadows West.

WHEREAS, the City Planning Commission recommended the approval of the final plat.

WHEREAS, The City Council of the City of La Crescent approved the plat on November 8, 2021 as fully set forth in the approved City Council Meeting Minutes dated November 8, 2021.

WHEREAS, The City Council wishes to place of record with Houston County Recorder that portion of the Meeting Minutes applicable to county real estate records.

NOW THEREFORE BE IT RESOLVED that the City Council hereby approved the final plat of Horse Track Meadows West with the following conditions:

1. That the City accepted a reduction of the walking path from twenty (20) feet, as contained in the plat of Horse Track Meadows to ten (10) feet as contained in the plat of Horse Track Meadows West across the north ten (10) feet of Lots One (1), Two (2) and Three (3), Block One (1) Horse Track Meadows West, a subdivision to the City of La Crescent, Houston County, Minnesota.

Adopted this 24<sup>th</sup> day of January, 2022.

SIGNED:

\_\_\_\_\_  
Mayor

ATTEST:

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City Administrator

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

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

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

### **ITEM 3.7 – 2022 LICENSE RENEWALS**

City Council reviewed an additional 2022 license renewal application from Horman's HVAC, LLC that was received following the last City Council meeting. The application appears to be in order, and it was recommended to City Council to approve the license renewal application. Following discussion, Member Hutchinson made a motion, seconded by Member Jostad, as follows:

### **MOTION TO APPROVE THE GAS INSTALLER LICENSE RENEWAL FOR 2022 FOR HORMAN'S HVAC, LLC.**

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

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

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

### **ITEM 3.8 – UPDATE ON COVID-19 REVIEW**

The COVID-19 Review that Ryan Stotts is completing has been delayed, and will be presented at the February 14, 2022 City Council meeting. This item was informational, and no action taken.



### **ITEM 3.9 – 2021 GENERAL FUND BUDGET ADJUSTMENTS**

City Council reviewed a Memorandum from City Finance Director, Debra Shimshak, which listed the recommended budget adjustments for the revenues and expenditures for 2021. The memorandum listed an explanation for any significant adjustments. It was recommended to City Council to adopt a Resolution regarding these adjustments. Following discussion, Member O'Donnell-Ebner introduced the following resolution and moved its passage and adoption:

#### **RESOLUTION NO. 01-22-06**

#### **A RESOLUTION APPROVING CERTAIN ADJUSTMENTS TO THE 2021 GENERAL FUND BUDGET**

WHEREAS, the City Council has been presented with proposed expenditure and revenue adjustments to the 2021 General Fund Budget by the Finance Director, and

WHEREAS, the City Council deems it in the best interest of the City to approve these adjustments as presented.

NOW THEREFORE BE IT RESOLVED that the City Council hereby approves the budget adjustments for the revenues and expenditures for 2021 as presented by the City Finance Director and as attached to these Minutes and marked as Exhibit 3.9.

Adopted this 24<sup>th</sup> day of January, 2022.

SIGNED:

\_\_\_\_\_  
Mayor

ATTEST:

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

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

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

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

### **ITEM 3.10 – REVIEW NEWSPAPER CIRCULATION**

City Administrative Assistant Boettcher reviewed with City Council that both the Caledonia Argus and the Fillmore County Journal had been contacted to get the number of city residents that subscribe to their circulations. The Caledonia Argus currently has 63 residents in La Crescent that subscribe. The Fillmore County Journal had not yet responded. A representative from the Caledonia Argus was also present. This item was informational, and no action was taken.

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

City Council reviewed the Agenda from the January 18, 2022 La Crosse County Convention & Visitors Bureau In Person Board Meeting, which included the Minutes from the November 16, 2021 Board Meeting. No action taken.

Houston County Commissioner, Dewey Severson, gave an update to City Council regarding ongoing Houston County matters including the No Wake Zone for the West Channel of the Mississippi River and the County ARPA money of \$30,000.00 to the Fire Department.

### **ITEM 8 – CHAMBER OF COMMERCE**

There were no updates from the La Crescent Chamber of Commerce.

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

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

and none voted against the same. The motion was declared duly carried and the meeting duly adjourned at 6:08 PM.

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

SIGNED:

\_\_\_\_\_  
Mayor

ATTEST:

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

# 3.9



TO: Honorable Mayor and City Council Members  
FROM: Debra Shimshak, Finance Director *Debra Shimshak*  
DATE: January 20, 2022  
RE: Budget Adjustments for 2021

Attached you will find a list of the suggested budget adjustments for the revenues and expenditures for 2021. This requires action by the council in the form of a resolution.

As you read through each section the explanation of revenues and expenditures will help clarify the budget adjustments for 2021.

Following is an explanation for any significant adjustments:

#### **Revenues:**

Source 32000 – Licenses & Permits – increase of \$42,769 is attributed to building permits and the balance is attributed to other related permits such as excavation, plumbing and mechanical.

Source 33000 – Intergovernmental Aids – decrease of \$1,495,586 (original budget amount was \$3,425,000) is State of MN grant funding for the Wagon Wheel Trail – Phase 3 Bridge Project as the project will be completed in 2022 due to later start. Decrease of \$86,210 that was budgeted for MN DNR Wagon Wheel Phase 1 Project has also been slated for completion in 2022 and reflected in the 2022 budget. Decrease of \$50,000 in State Transit Funding, adjusted for projected cost changes in 2021, these are pass through funds to MTU – La Crosse. Increase of \$283,014 from Federal Coronavirus Response and Relief Supplemental Appropriations Act and Federal American Rescue Plan funding. Increase of \$8,541 in State Police Aid and \$3,425 in anticipated State Police Training Reimbursement. Additional increase of unbudgeted SHIP Grant Funds received in the amount of \$8,077 for Eagles Bluff Trail signage, park benches and bike rack for bike/ped trailhead.

Source 34000 – Public Charges for Services – increase of \$14,135 from building plan review fees, this aligns with the increase in building permit fees. Increase of \$22,145 in street repairs revenue for Stoney Point Road repairs paid by benefiting residents. The remaining increase of \$15,190 is attributed to Summer Recreation Program and Aquatic Center revenues exceeding budgeted amounts.

Source 36000 – Special Assessments – increase of \$9,000 is attributed to payments in lieu of special assessment for stormwater repairs. Increase of \$6,769 in interest earned in excess of budgeted amount. Increase of \$33,292 is from contributions from private sources throughout the year. Increase of \$17,661 is for League of Minnesota Cities annual insurance rebate, we budget conservatively for this as it is based on events out of the cities control. Increase of \$5,092 is for insurance reimbursement for solar panel damage that also has offsetting expenditures.

Source 39000 – Other Financing Sources – increase of \$46,594 is for sale of general fund fixed assets, including land.

### **Expenditures:**

Dept. 41100 – Council - \$10,000 of the increase is for Xcel Energy Fleet Electrification Advisory Program expenses to be reimbursed by Xcel Energy.

Dept. 41400 – City Clerk - \$6,800 increase in property tax expense on property purchases. These properties will be tax exempt in future years.

Dept. 41600 – Legal – \$12,751 increase in legal fees.

Dept. 41700 – Capital Outlay – Increase of \$231,341 for purchase of property located at 332 1<sup>st</sup> Street S., which reimbursement for this purchase will be built into the 2022 bond issue. Increase of \$12,000 for Demolition costs of remaining building located at 322 1<sup>st</sup> S. and the contract for deed payments of \$24,710 for the same property. The remaining increase of \$13,035 is made up of several small capital purchases that some of we received SHIP Grants funds to pay for as mentioned in "Revenues – Source 33000 Intergovernmental Aid".

Dept. 42100 – Police Dept. – increase in payroll severance expense accounts for approximately \$36,960. Increase of \$5,777 in uniforms for the purchase of Bullet Proof Vests for officers. The balance of \$13,693 is mainly attributed to training expense and safety equipment.

Dept. 42200 – Fire Dept. – decrease of \$15,880 is the adjustment to actual after Fire Contracts and the City and Township share is calculated.

Dept. 43100 - Streets/Alleys – decrease of \$1,781,100 is attributed to the Wagon Wheel Phase 3 Bridge Project partial completion, the postponement of the Wagon Wheel Phase 1 – final paving until 2022, the change in the street reconstruction project to Spruce Drive and Balsam Avenue due to the advanced deterioration of those streets.

Dept. 45110 – Aquatic Center – decrease of \$11,772 in wage and benefit expenses, directly related to the concession stand staffing. Decrease of \$8,289 in concession food purchases due to the decision not to sell the normal menu of items and only sell prepackaged items. Decrease of approximately \$3,000 in electric utilities.

Dept. 45200 – Parks – increase of \$15,456 in landscaping materials for the parks. Increase of \$20,480 for MSA Professional Services for park planning. Increase of \$7,492 in park structure repairs and maintenance. Increase of \$5,575 in park equipment repairs and maintenance. Increase of \$3,700 in engineering fees.

Dept. 45500 - Operating Transfer – \$170,873 Library Levy pulled since I credit the library directly rather than making a transfer from the General Fund.

Dept. 49300 – Other Financing Uses – decrease of \$50,000 in pass through payments to MTU – La Crosse. This is directly connected to the decrease in transit funding that you will find in the “Revenues – Source 33000 Intergovernmental Aid”.

# 2021 BUDGET ADJUSTMENTS

## REVENUES:

SOURCE SOURCE DESCRIPT.	INCREASE/DECREASE	AMOUNT
31000 TAXES	NO CHANGE	0
32000 LICENSES & PERMITS	INCREASE	-48,420
33000 INTERGOVERNMENTAL AIDS	DECREASE	1,324,159
34000 PUBL CHRGS FOR SERVICE	INCREASE	-51,470
35000 FINES & FORFEITURES	NO CHANGE	0
36000 SPECIAL ASSMTS	INCREASE	-73,252
37000 MISCELLANEOUS REVENUE	NO CHANGE	0
39000 OTHER FINANCING SOURCES	INCREASE	-46,594
TOTAL DECREASE IN REVENUE		<u>1,104,423</u>

## EXPENDITURES:

DEPT # DEPT NAME	INCREASE/DECREASE	AMOUNT
41100 COUNCIL	INCREASE	-10,900
41400 CITY CLERK	INCREASE	-7,310
41410 ELECTIONS	NO CHANGE	0
41600 LEGAL	INCREASE	-12,751
41700 CAPITAL OUTLAY	INCREASE	-281,086
41900 CITY HALL	NO CHANGE	0
42100 POLICE DEPT	INCREASE	-56,430
42200 FIRE DEPT	DECREASE	15,880
42400 BLDG/ZONING	DECREASE	3,885
42500 EMERG. SERVICES	NO CHANGE	0
42700 ANIMAL CONTROL	DECREASE	3,850
43050 PUBLIC WORKS	NO CHANGE	0
43100 STREETS/ALLEYS	DECREASE	1,781,100
43200 BRUSH SITE	NO CHANGE	0
45100 RECREATION	INCREASE	-940
45110 AQUATIC CENTER	DECREASE	28,900
45200 PARKS	INCREASE	-54,520
45500 LIBRARY OPERATING TRANSFER	DECREASE	170,873
47000 SPECIAL ASSESSMENTS	NO CHANGE	0
49300 OPERATING FUND TRANSFERS	INCREASE	0
49800 TRANSIT SERVICE	DECREASE	50,000
TOTAL DECREASE IN EXP.		<u>1,630,551</u>

## BUDGETED FUND TRANSFERS:

FROM: GENERAL FUND  
FROM: GENERAL FUND

TO: FIRE DEPT  
TO: ARENA

\$218,338.00 BUDGETED CITY SHARE OF FIRE DEPT BUDGET  
\$40,000.00 BUDGETED TRANSFER

BUDAJD

2021

CURRENT BUDGET	FINAL BUDGET	DIFFERENCE
1,952,272	1,952,272	0
45,580	94,000	-48,420
4,590,159	3,266,000	1,324,159
187,530	239,000	-51,470
17,000	17,000	0
20,162	93,414	-73,252
0	0	0
0	46,594	-46,594
6,812,703	5,708,280	<u>1,104,423</u>
142,300	153,200	-10,900
332,690	340,000	-7,310
0	0	0
90,000	102,751	-12,751
26,700	281,086	-281,086
0	26,700	0
1,049,205	1,105,635	-56,430
234,218	218,338	15,880
59,885	56,000	3,885
2,000	2,000	0
17,850	14,000	3,850
123,895	123,895	0
3,961,100	2,180,000	1,781,100
10,005	10,005	0
81,060	82,000	-940
248,900	220,000	28,900
120,480	175,000	-54,520
170,873	0	170,873
14,410	14,410	0
0	0	0
307,234	257,234	50,000
6,992,805	5,362,254	<u>1,630,551</u>

1,630,551

#1.2



TO: Honorable Mayor and City Council Members  
FROM: Bill Waller, City Administrator  
DATE: February 11, 2022  
RE: Bills Payable

Attached for review and consideration by the City Council are the bills payable for the period ending February 11, 2022. We would suggest that the City Council approve the payment of the bills as presented.

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>3P ADMINISTRATORS, INC.</b>						
1/13/22 D.ST.	MEDICAL REIMB P/R DEDUCTED	01/19/2022	55.20	55.20	01/19/2022	
1/28/22 D.SH.	MEDICAL REIMB P/R DEDUCTED	02/01/2022	327.66	327.66	02/01/2022	
2/1/22 R.Q.	MEDICAL REIMB P/R DEDUCTED	02/03/2022	41.95	41.95	02/03/2022	
2/8/22 R.Q.	MEDICAL REIMB P/R DEDUCTED	02/10/2022	72.72	72.72	02/10/2022	
2/9/22 D.ST.	MEDICAL REIMB P/R DEDUCTED	02/11/2022	1.76	1.76	02/11/2022	
Total 9457:			499.29	499.29		
<b>ABILITY BUILDING CENTER INC</b>						
11598	FD - CLEANING COMM RM	12/31/2021	129.00	.00		
11598	FD - CLEANING STATION	12/31/2021	258.00	.00		
Total 8085:			387.00	.00		
<b>ACENTEK</b>						
1/22 STMT	BRUSH SITE PHONE CHARGES	01/31/2022	36.20	.00		
1/22 STMT	GOLF COURSE PHONE CHARGES	01/31/2022	433.06	.00		
1/22 STMT	LIC BUR PHONE CHARGES	01/31/2022	173.60	.00		
1/22 STMT	SEWER PHONE CHARGES	01/31/2022	113.54	.00		
1/22 STMT	WATER PHONE CHARGES	01/31/2022	86.03	.00		
1/22 STMT	FIRE DEPT PHONE CHARGES	01/31/2022	500.63	.00		
1/22 STMT	LIBRARY PHONE CHARGES	01/31/2022	134.33	.00		
1/22 STMT	ARENA PHONE CHARGES	01/31/2022	273.53	.00		
1/22 STMT	POOL PHONE CHARGES	01/31/2022	17.48	.00		
1/22 STMT	STREET PHONE CHARGES	01/31/2022	42.53	.00		
1/22 STMT	PUB WORKS PHONE CHARGES	01/31/2022	48.88	.00		
1/22 STMT	B & Z PHONE CHARGES	01/31/2022	48.88	.00		
1/22 STMT	POLICE PHONE CHARGES	01/31/2022	333.37	.00		
1/22 STMT	CITY HALL PHONE CHARGES	01/31/2022	342.26	.00		
Total 24:			2,584.32	.00		
<b>AFLAC</b>						
1/22 STMT	INSURANCE PREMIUMS	02/01/2022	165.62	.00		
Total 72:			165.62	.00		
<b>AFSCME</b>						
1/22 DUES	PAYROLL DEDUCTED UNION DUES	02/01/2022	701.39	.00		
Total 25:			701.39	.00		
<b>AMAZON CAPITAL SERVICES</b>						
11MP-FTMF-J9M	LIBRARY - BOOKS	01/27/2022	26.98	.00		
191X-P4T7-H3T6	LIBRARY - CLEANING	01/25/2022	80.25	.00		
1DH1-WVXY-7V	LIBRARY - PROGRAM SUPPLIES	02/07/2022	150.85	.00		
1NL4-9G4W-RX	CITY - OFFICE SUPPLIES	01/11/2022	9.09	.00		
1XDX-P13C-NN	CITY - OFFICE SUPPLIES	02/02/2022	85.79	.00		
Total 9956:			352.96	.00		
<b>ANCHOR SOLAR INVESTMENTS LLC</b>						
#27	MAINTENANCE BLDG - SOLAR	01/01/2022	358.02	.00		
#27	RADIUM PLANT - SOLAR	01/01/2022	358.02	.00		
#27	ANIMAL RESCUE - SOLAR	01/01/2022	183.58	.00		



Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 9859:			899.62	.00		
<b>AT&amp;T MOBILITY</b>						
1/22 FIRE	FD - WIRELESS	01/31/2022	100.14	.00		
1/22 MAINT	WATER - WIRELESS	01/31/2022	45.03	.00		
1/22 MAINT	SEWER - WIRELESS	01/31/2022	45.03	.00		
12/21 FIRE	FD - WIRELESS	12/31/2021	100.30	.00		
Total 9870:			290.50	.00		
<b>AUTO VALUE LA CROSSE</b>						
516389503	MAINT - SHOP SMALL TOOLS	12/28/2021	8.49	.00		
516391192	MAINT - 07 PLOW WING REPAIR	01/11/2022	6.49	.00		
Total 2106:			14.98	.00		
<b>B &amp; T TECHNICAL SERVICES, LLC</b>						
19533	COMM BLDG - SOLAR ELECTRICAL SERVICE	12/31/2021	84.03	.00		
Total 9680:			84.03	.00		
<b>BATTERIES PLUS</b>						
P48229524	B&Z - COMPUTER BATTERY BACKUP	01/24/2022	88.70	.00		
P48536215	LIBRARY - FIX EMERGENCY LIGHTS/EXIT SIGNS	02/02/2022	102.62	.00		
Total 9428:			191.32	.00		
<b>BEAM INSURANCE ADMINISTRATORS LLC</b>						
2/22 STMT	EMPLOYER PAID DENTAL - CLERK	02/01/2022	107.16	107.16	02/03/2022	
2/22 STMT	EMPLOYER PAID DENTAL - PD	02/01/2022	411.21	411.21	02/03/2022	
2/22 STMT	EMPLOYER PAID DENTAL - FD	02/01/2022	3.19	3.19	02/03/2022	
2/22 STMT	EMPLOYER PAID DENTAL - STREET	02/01/2022	69.32	69.32	02/03/2022	
2/22 STMT	EMPLOYER PAID DENTAL - REC	02/01/2022	6.37	6.37	02/03/2022	
2/22 STMT	EMPLOYER PAID DENTAL - PARKS	02/01/2022	27.88	27.88	02/03/2022	
2/22 STMT	A/R - DENTAL - PAUL KENAGA	02/01/2022	79.69	79.69	02/03/2022	
2/22 STMT	A/R - DENTAL - DEB OLIVER	02/01/2022	79.69	79.69	02/03/2022	
2/22 STMT	A/R - DENTAL - BARB GILE	02/01/2022	79.69	79.69	02/03/2022	
2/22 STMT	DENTAL INSURANCE WITHHELD	02/01/2022	216.77	216.77	02/03/2022	
2/22 STMT	EMPLOYER PAID DENTAL - LIBRARY	02/01/2022	39.84	39.84	02/03/2022	
2/22 STMT	EMPLOYER PAID DENTAL - WATER	02/01/2022	88.26	88.26	02/03/2022	
2/22 STMT	EMPLOYER PAID DENTAL - SEWER	02/01/2022	73.94	73.94	02/03/2022	
2/22 STMT	A/R - DENTAL - PHYLLIS FEIOCK	02/01/2022	39.84	39.84	02/03/2022	
2/22 STMT	A/R - DENTAL - ROSE ALBRECHT	02/01/2022	39.84	39.84	02/03/2022	
2/22 STMT	A/R - DENTAL - JANE PAULSON	02/01/2022	79.69	79.69	02/03/2022	
Total 9858:			1,442.38	1,442.38		
<b>BENEFIT PLAN ADMINISTRATORS</b>						
6280	FSA ADMINISTRATIVE FEES	01/12/2022	46.75	46.75	01/21/2022	
6280	FSA PLAN RENEWAL FEE	01/12/2022	125.00	125.00	01/21/2022	
Total 9724:			171.75	171.75		
<b>BOBCAT OF THE COULEE REGION</b>						
01-51748	MAINT - RENT BOBCAT JACKHAMMER ATTACHMENT	01/25/2022	100.00	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 216:			100.00	.00		
<b>BOB'S LOCK &amp; SAFE INC.</b>						
41124	CITY HALL - KEYS	01/26/2022	150.00	.00		
Total 123:			150.00	.00		
<b>BREYER'S SALES AND SERVICE INC</b>						
15599	FD - BAR & CHAINS FOR SAW	01/13/2022	179.97	.00		
Total 131:			179.97	.00		
<b>CDW GOVERNMENT, INC.</b>						
R482366	CITY - STAND UP DESK FOR NEW EMPLOYEE	01/28/2022	551.45	.00		
Total 8180:			551.45	.00		
<b>CLEARWAY COMMUNITY SOLAR LLC</b>						
12/21 STMT	219 MAIN ST - UNIT LIGHTS	12/31/2021	22.39	.00		
12/21 STMT	321 MAIN - LIBRARY	12/31/2021	46.84	.00		
12/21 STMT	202 MAIN ST - FLAG LIGHT	12/31/2021	.91	.00		
12/21 STMT	407 ORCHARDVIEW - BOOSTER	12/31/2021	86.82	.00		
12/21 STMT	523 S CHESTNUT ST - ANIMAL SHELTER	12/31/2021	11.51	.00		
12/21 STMT	200 STONEY PT - WELL HOUSE	12/31/2021	227.34	.00		
12/21 STMT	400 LARCH - WELL 2	12/31/2021	186.05	.00		
12/21 STMT	608 S 7TH - TENNIS CT LIGHTS	12/31/2021	2.86	.00		
12/21 STMT	219 CHESTNUT ST - BRIDGE LIGHTS	12/31/2021	16.05	.00		
12/21 STMT	209 S WALNUT - LAC SIGN	12/31/2021	4.02	.00		
12/21 STMT	110 MIDNGHT - LIFT STATION	12/31/2021	14.88	.00		
12/21 STMT	193 MC INTOSH - BOOSTER	12/31/2021	52.48	.00		
12/21 STMT	1450 HWY 16 - LIFT STATION	12/31/2021	8.53	.00		
12/21 STMT	1200 JONATHAN LN - PARK SHELTER	12/31/2021	12.25	.00		
12/21 STMT	722 N 2ND ST - RADIUM PLANT	12/31/2021	569.25	.00		
12/21 STMT	608 S 7TH ST - POOL	12/31/2021	146.57	.00		
12/21 STMT	336 S 1ST ST - COMM BLDG	12/31/2021	44.10	.00		
12/21 STMT	520 S 14TH ST - ICE ARENA	12/31/2021	733.05	.00		
12/21 STMT	31 MCINTOSH RD - LIFT STATION	12/31/2021	3.24	.00		
12/21 STMT	1323 SPRUCE DR - ABNET FIELD	12/31/2021	9.00	.00		
Total 9854:			2,198.14	.00		
<b>CORKY'S PIZZA &amp; ICE CREAM</b>						
1/29/22 POLICE	LUNCH FOR POLICE RESERVE MTG	01/29/2022	101.20	.00		
Total 241:			101.20	.00		
<b>CULLIGAN WATER CONDITIONING</b>						
285X20259309	FD - WATER COOLER RENTAL	01/01/2022	42.70	.00		
Total 231:			42.70	.00		
<b>CUSTOM ALARM</b>						
508405	GC - MONTHLY ALARM MONITORING SYSTEM	02/01/2022	38.28	.00		
Total 290:			38.28	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>DALCO ENTERPRISES INC</b>						
3882125	CITY - CLEANING SUPPLIES	01/13/2022	155.20	.00		
Total 313:			155.20	.00		
<b>DAVY LABORATORIES</b>						
22A0213	WATER - SAMPLES	01/18/2022	90.00	.00		
22A0295	WATER - SAMPLES	01/31/2022	90.00	.00		
Total 312:			180.00	.00		
<b>DEPT OF NATURAL RESOURCES</b>						
1/11-18/22	WEEKLY RECREATIONAL VEH. REGIST.	01/18/2022	1,936.69	1,936.69	01/24/2022	
1/19-24/22	WEEKLY RECREATIONAL VEH. REGIST.	01/24/2022	1,089.00	1,089.00	01/28/2022	
1/25-31/22	WEEKLY RECREATIONAL VEH. REGIST.	01/31/2022	2,986.03	2,986.03	02/04/2022	
2/1 - 2/7/22	WEEKLY RECREATIONAL VEH. REGIST.	02/07/2022	3,348.80	3,348.80	02/11/2022	
Total 318:			9,360.52	9,360.52		
<b>DEPUTY #031 LA CRESCENT</b>						
2022 07 INTL	REGISTRATION RENEWAL	02/01/2022	19.25	.00		
2022 14 FORD D	REGISTRATION RENEWAL	02/01/2022	19.25	.00		
2022 15 CHEV E	REGISTRATION RENEWAL	02/01/2022	19.25	.00		
2022 15 INTL	REGISTRATION RENEWAL	02/01/2022	19.25	.00		
2022 16 DODGE	REGISTRATION RENEWAL	02/01/2022	19.25	.00		
2022 18 CHEV C	REGISTRATION RENEWAL	02/01/2022	19.25	.00		
2022 18 CHEV L	REGISTRATION RENEWAL	02/01/2022	19.25	.00		
2022 19 INTL	REGISTRATION RENEWAL	02/01/2022	19.25	.00		
2022 2003 HON	REGISTRATION RENEWAL	02/01/2022	19.25	.00		
2022 2006 CHEV	REGISTRATION RENEWAL	02/01/2022	19.25	.00		
2022 2011 GMC	REGISTRATION RENEWAL	02/01/2022	19.25	.00		
2022 21 CHEV SI	REGISTRATION RENEWAL	02/01/2022	9.63	.00		
2022 21 CHEV SI	REGISTRATION RENEWAL	02/01/2022	9.62	.00		
2022 97 FELL TR	REGISTRATION RENEWAL	02/01/2022	19.25	.00		
Total 9750:			250.25	.00		
<b>E O JOHNSON CO INC - LEASE</b>						
30856796	GC - COPY MACHINE/PRINTER	01/13/2022	67.00	.00		
30934720	CITY HALL - COPY MACHINE MAINT	01/26/2022	180.25	.00		
30934720	POLICE - COPY MACHINE MAINT	01/26/2022	108.15	.00		
30934720	BLDG/ZNG - COPY MACHINE MAINT	01/26/2022	108.15	.00		
30934720	PUBLIC WORKS - COPY MACHINE MAINT	01/26/2022	108.15	.00		
30934720	FIRE DEPT - COPY MACHINE MAINT	01/26/2022	72.10	.00		
30934720	WATER DEPT - COPY MACHINE MAINT	01/26/2022	72.10	.00		
30934720	SEWER DEPT - COPY MACHINE MAINT	01/26/2022	72.10	.00		
Total 9397:			788.00	.00		
<b>EASTMAN, SHANE A.</b>						
12/10/21 REIMB	REIMBURSE - PURCHASED ENGINE RUBBER AIR HOSES	12/10/2021	18.92	.00		
Total 9411:			18.92	.00		
<b>EFTPS - ELECTRONIC FEDERAL TAX</b>						
1/21/22 P/R	FED/FICA/MEDICARE	01/26/2022	14,401.80	14,401.80	01/26/2022	
2/4/22 P/R	FED/FICA/MEDICARE	02/09/2022	15,078.87	15,078.87	02/09/2022	

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 1127:			29,480.67	29,480.67		
<b>EMERGENCY MEDICAL PRODUCTS INC</b>						
2310730	FD - MEDICAL SUPPLIES	01/11/2022	351.76	.00		
2310731	FD - MEDICAL SUPPLIES	01/11/2022	53.40	.00		
Total 433:			405.16	.00		
<b>FLEXIBLE PLASTICS INC</b>						
1159160	CITY GARBAGE BAGS	01/26/2022	3,760.50	.00		
Total 529:			3,760.50	.00		
<b>GOPHER STATE ONE-CALL</b>						
2010510	WATER - LOCATE	01/31/2022	1.35	.00		
2010510	SEWER - LOCATE	01/31/2022	1.35	.00		
Total 620:			2.70	.00		
<b>GRAF ELECTRIC, INC.</b>						
19743	REPAIR 4 DOWNTOWN STREET LIGHTS	12/23/2021	714.00	.00		
19771	REPAIR MC INTOSH LIFT STATION	01/25/2022	893.69	.00		
Total 619:			1,607.69	.00		
<b>GUNDERSEN LUTHERAN</b>						
11/21 STLMT	TIF REIMB. - SITE IMP. 45%	02/01/2022	7,482.44	7,482.44	02/01/2022	
Total 1157:			7,482.44	7,482.44		
<b>HETH JR., JENNIFER &amp; ROBERT</b>						
11/21 STLMT	TIF REIMB - SITE IMP. - 90%	02/01/2022	3,481.16	3,481.16	02/01/2022	
Total 8951:			3,481.16	3,481.16		
<b>HILLTOPPER REFUSE &amp; RCYL SRVC</b>						
1/22 BAGS	MONTHLY REFUSE P/U 2060@1.98	01/31/2022	4,078.80	.00		
1/22 STMT	REFUSE P/U - CITY HALL	01/31/2022	66.41	.00		
1/22 STMT	REFUSE P/U - PARKS	01/31/2022	148.30	.00		
1/22 STMT	REFUSE P/U - LIBRARY	01/31/2022	10.00	.00		
1/22 STMT	REFUSE P/U - FIRE DEPT	01/31/2022	25.00	.00		
1/22 STMT	RECYCLING P/U - FIRE DEPT	01/31/2022	16.00	.00		
1/22 STMT	REFUSE P/U MAINTENANCE	01/31/2022	152.69	.00		
1/22 STMT	REFUSE P/U - ANIMAL SHELTER	01/31/2022	74.19	.00		
1/22 STMT	CITYWIDE RECYCLING P/U	01/31/2022	7,072.00	.00		
Total 9233:			11,643.39	.00		
<b>IDEAL CRANE RENTAL</b>						
433783	RENT - LIFT FOR CHRISTMAS LIGHTS	01/14/2022	441.93	.00		
Total 9445:			441.93	.00		
<b>INNOVATIVE OFFICE SOLUTIONS</b>						
IN3612989	COMM BLDG - CLEANING SUPPLIES	01/06/2022	11.65	.00		
IN3612989	MAINT - OFFICE SUPPLIES	01/06/2022	7.08	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
IN3625517	CITY - OFFICE SUPPLIES	01/14/2022	47.21	.00		
IN3636920	CITY - OFFICE SUPPLIES	01/24/2022	236.23	.00		
IN3637212	CITY - OFFICE SUPPLIES	01/24/2022	115.35	.00		
IN3645042	B&Z - OFFICE	01/28/2022	247.51	.00		
IN3645042	CITY - OFFICE SUPPLIES	01/28/2022	280.78	.00		
IN3653440	CITY - OFFICE SUPPLIES	01/31/2022	48.76	.00		
IN3654972	CITY - CLEANING	02/01/2022	24.76	.00		
IN3654972	MV - CLEANING WIPES	02/01/2022	71.50	.00		
IN3654979	CITY - OFFICE SUPPLIES	02/01/2022	182.84	.00		
Total 9471:			1,273.67	.00		
<b>KANSAS CITY LIFE INSURANCE CO.</b>						
2/22 STMT	EMPLOYER PAID INS. - CLERK	02/01/2022	18.88	18.88	02/03/2022	
2/22 STMT	EMPLOYER PAID INS. - PD	02/01/2022	58.28	58.28	02/03/2022	
2/22 STMT	EMPLOYER PAID INS. - STREET	02/01/2022	13.77	13.77	02/03/2022	
2/22 STMT	EMPLOYER PAID INS. - REC	02/01/2022	1.29	1.29	02/03/2022	
2/22 STMT	EMPLOYER PAID INS. - GC	02/01/2022	.01-	.01-	02/03/2022	
2/22 STMT	EMPLOYER PAID INS. - PARKS	02/01/2022	1.20	1.20	02/03/2022	
2/22 STMT	EMPLOYER PAID INS. - LIBRARY	02/01/2022	5.28	5.28	02/03/2022	
2/22 STMT	EMPLOYER PAID INS. - WATER	02/01/2022	10.17	10.17	02/03/2022	
2/22 STMT	EMPLOYER PAID INS. - SEWER	02/01/2022	7.57	7.57	02/03/2022	
2/22 STMT	PAYROLL DEDUCTIONS	02/01/2022	257.79	257.79	02/03/2022	
Total 8915:			374.22	374.22		
<b>KWIK TRIP INC</b>						
1/22 STMT	PD - FUEL	01/31/2022	1,575.52	.00		
1/22 STMT	PD - VEHICLE MAINTENANCE	01/31/2022	10.14	.00		
1/22 STMT	STREET - FUEL	01/31/2022	2,001.05	.00		
1/22 STMT	B&Z - FUEL	01/31/2022	84.40	.00		
1/22 STMT	FIRE - FUEL	01/31/2022	362.85	.00		
1/22 STMT	WATER - FUEL	01/31/2022	90.07	.00		
1/22 STMT	SEWER - FUEL	01/31/2022	90.06	.00		
Total 1014:			4,214.09	.00		
<b>LA CRESCENT AREA EVENT CENTER, INC.</b>						
11/21 STMT	TIF REIMB. FOR CONST. COSTS 17.5%	02/01/2022	2,148.78	2,148.78	02/01/2022	
2/17/22 SMART	SMART SALT TRAINING	02/06/2022	380.88	.00		
4/27/22 ASHP TR	ASHP TRAINING	02/06/2022	207.00	.00		
Total 9810:			2,736.66	2,148.78		
<b>LA CRESCENT AUTO REPAIR, INC</b>						
22402	PD - P20 OIL CHANGE AND BATTERY	01/26/2022	387.79	.00		
22654	PD - P21 OIL CHANGE	01/26/2022	44.91	.00		
22820	PD - P19 NEW WIPER BLADES	01/26/2022	49.88	.00		
22873	FD - 1870 OIL CHANGE	01/28/2022	75.88	.00		
Total 8168:			558.46	.00		
<b>LA CRESCENT HARDWARE</b>						
1/22 STMT	MAINT - OFFICE SUPPLIES	01/31/2022	31.98	.00		
1/22 STMT	MAINT - SMALL TOOLS	01/31/2022	126.91	.00		
1/22 STMT	MAINT - BLDG MAINTENANCE	01/31/2022	1.99	.00		
1/22 STMT	CITY - BLDG MAINTENANCE	01/31/2022	47.44	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
1/22 STMT	CITY HALL - SMALL TOOLS	01/31/2022	3.96	.00		
1/22 STMT	PARKS - SMALL TOOLS	01/31/2022	36.99	.00		
1/22 STMT	CITY - BLDG MAINTENANCE	01/31/2022	148.87	.00		
1/22 STMT	CITY - SMALL TOOLS	01/31/2022	3.98	.00		
1/22 STMT	CITY - OFFICE SUPPLIES	01/31/2022	14.99	.00		
1/22 STMT	FD- EQUIP MAINTENANCE	01/31/2022	13.89	.00		
1/22 STMT	GC - COURSE MAINTENANCE	01/31/2022	27.71	.00		
1/22 STMT	GC - SMALL TOOLS	01/31/2022	14.35	.00		
1/22 STMT	MAINT - CLEANING	01/31/2022	13.47	.00		
1/22 STMT	MAINT - BLDG MAINTENANCE	01/31/2022	28.16	.00		
1/22 STMT	WATER - SMALL TOOLS	01/31/2022	32.99	.00		
Total 717:			547.68	.00		
<b>LA CRESCENT HOTEL GROUP LLC</b>						
11/21 STMT	TIF REIMB. FOR CONST. COSTS 80%	02/01/2022	9,822.99	9,822.99	02/01/2022	
Total 9816:			9,822.99	9,822.99		
<b>LA CROSSE GLASS COMPANY INC</b>						
332379	REPAIR GARAGE ON STATE SIDE OF SHOP	01/11/2022	198.75	.00		
Total 2471:			198.75	.00		
<b>LA CROSSE TRIBUNE</b>						
LIB 1/11/22 13 W	LIBRARY - SUBSCRIPTION RENEWAL	01/11/2022	58.18	.00		
Total 8522:			58.18	.00		
<b>LAPPIN'S LLC</b>						
16264	CITY HALL - CARPET CLEANING	01/24/2022	125.00	.00		
16280	CITY HALL - CARPET CLEANING	01/31/2022	125.00	.00		
16287	CITY HALL - CLEANING	01/31/2022	1,244.00	.00		
Total 9677:			1,494.00	.00		
<b>LAW ENFORCEMENT LABOR SERVICES</b>						
1/22 DUES	PAYROLL DEDUCTED UNION DUES-PD	02/01/2022	455.00	.00		
Total 1134:			455.00	.00		
<b>LAXPRINT.COM</b>						
383	COPIES OF PARK PLANS	02/07/2022	12.00	.00		
Total 9554:			12.00	.00		
<b>LEAGUE OF MN CITIES INS TRUST</b>						
6981	VEHICLE DAMAGE CLAIM DEDUCTIBLE	12/31/2021	1,000.00	.00		
Total 1116:			1,000.00	.00		
<b>LUDWIGSON, JASON</b>						
1/1/22-1/31/22	SUSTAINABILITY SERVICES	01/31/2022	3,744.00	.00		
Total 9632:			3,744.00	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>MAYO CLINIC AMBULANCE SERVICE</b>						
1/15/22	CPR CLASS	01/15/2022	156.00	.00		
1/5/22	CPR CLASS	01/05/2022	30.00	.00		
Total 8150:			186.00	.00		
<b>McCORMICK, MIKE</b>						
11/21 STLMT	TIF REIMB FOR LAND ACQUISITION 90%	02/01/2022	3,816.15	3,816.15	02/01/2022	
Total 8489:			3,816.15	3,816.15		
<b>MENARDS-LA CROSSE</b>						
61033	GC - COURSE REPAIR	01/17/2022	134.49	.00		
61033	GC - SMALL TOOLS	01/17/2022	20.95	.00		
61069	GC - CLEANING	01/18/2022	68.22	.00		
61069	GC - SMALL TOOLS	01/18/2022	150.85	.00		
61246	MAINTENANCE - BATHROOM REMODEL SUPPLIES	01/21/2022	508.64	.00		
61337	CITY HALL - WINDOW BLIND	01/24/2022	26.97	.00		
61342	GC - COURSE REPAIR	01/24/2022	182.12	.00		
61503	MAINTENANCE - BATHROOM REMODEL SUPPLIES	01/27/2022	79.17	.00		
61775	MAINTENANCE - BATHROOM REMODEL SUPPLIES	02/01/2022	422.00	.00		
Total 1352:			1,593.41	.00		
<b>MENARDS-ONALASKA</b>						
57411	GC - COURSE REPAIR	01/26/2022	235.72	.00		
57411	GC - SMALL TOOLS	01/26/2022	44.24	.00		
57411	GC - CLEANING	01/26/2022	11.98	.00		
57828	GC - COURSE REPAIR	02/03/2022	89.81	.00		
Total 1398:			381.75	.00		
<b>MIENERGY COOPERATIVE</b>						
MR 1084#89	FIRE STATION RENOVATION LOAN	02/01/2022	3,000.00	.00		
Total 9578:			3,000.00	.00		
<b>MINNESOTA CHILD SUPPORT PAYMENT CENTER</b>						
2/4/22 00156396	MN CHILD SUPPORT	02/07/2022	602.21	602.21	02/07/2022	
Total 9597:			602.21	602.21		
<b>MINNESOTA DEPT OF HEALTH</b>						
2022 GC	GC - LICENSE RENEWAL	02/01/2022	685.00	.00		
Total 8740:			685.00	.00		
<b>MINNESOTA DEPT OF REVENUE</b>						
1/21/22 P/R	MN STATE WHT	01/27/2022	2,856.00	2,856.00	01/27/2022	
2/4/22 P/R	MN STATE WHT	02/10/2022	3,035.00	3,035.00	02/10/2022	
Total 227:			5,891.00	5,891.00		
<b>MINNESOTA STATE RETIREMENT SYS</b>						
1/21/22 P/R	DEFERRED COMP. DEDUCTIONS/CONTRIBUTIONS	01/25/2022	5,076.60	5,076.60	01/25/2022	
2/4/22 P/R	DEFERRED COMP. DEDUCTIONS/CONTRIBUTIONS	02/09/2022	5,076.60	5,076.60	02/09/2022	

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 1285:			10,153.20	10,153.20		
<b>MN DEPT OF REVENUE</b>						
12/2021 SALES T	SALES TAX - WATER	01/20/2022	386.60	386.60	01/20/2022	
12/2021 SALES T	SALES TAX - SOLID WASTE	01/20/2022	766.16	766.16	01/20/2022	
12/2021 SALES T	SALES TAX - LICENSE BUREAU	01/20/2022	.83	.83	01/20/2022	
12/2021 SALES T	SALES TAX - G.C.	01/20/2022	69.13	69.13	01/20/2022	
Total 1331:			1,222.72	1,222.72		
<b>MN DNR ECO/WTR RESOURCES</b>						
2021 1961-0623	WATER PERMIT FEE	12/31/2021	746.31	746.31	01/27/2022	
Total 322:			746.31	746.31		
<b>MN UNEMPLOYMENT INSURANCE</b>						
4TH QTR 2021 G	4TH QTR GC UNEMPL COMP INS	01/28/2022	2,128.00	2,128.00	01/28/2022	
Total 1321:			2,128.00	2,128.00		
<b>MTI DISTRIBUTING INC</b>						
1334410-00	GC - REPAIR MOWER	02/02/2022	814.70	.00		
1334410-01	GC - REPAIR MOWER	02/04/2022	66.23	.00		
Total 1330:			880.93	.00		
<b>MUNICIPAL EMERGENCY SERVICE</b>						
IN1664809	FD - NEW CO METER	01/12/2022	785.10	.00		
Total 8816:			785.10	.00		
<b>NCPERS GROUP LIFE INSURANCE</b>						
1/22 STMT	LIFE INSURANCE PREMIUMS	02/01/2022	128.00	.00		
Total 1619:			128.00	.00		
<b>NORTHLAND TRUST SERVICES, INC.</b>						
2/1/22 2011A G.O	BOND INTEREST - 2011A GO BONDS	01/31/2022	1,787.50	1,787.50	01/31/2022	
2/1/22 2011A G.O	BOND PRINCIPAL - 2011A GO BONDS	01/31/2022	130,000.00	130,000.00	01/31/2022	
2/1/22 2015A RE	BOND INTEREST - 2015A SWR REV BONDS	01/31/2022	4,787.75	4,787.75	01/31/2022	
2/1/22 2015A RE	BOND PRINCIPAL - 2015A GO BONDS	01/31/2022	105,000.00	105,000.00	01/31/2022	
2/1/22 2015A RE	BONDS PAYABLE - 2015A REF. BOND	01/31/2022	46,500.00	46,500.00	01/31/2022	
2/1/22 2015A RE	BONDS PAYABLE - 2015A REF. BOND	01/31/2022	88,500.00	88,500.00	01/31/2022	
2/1/22 2015A RE	BOND INTEREST - 2015A GO REF BOND	01/31/2022	2,150.00	2,150.00	01/31/2022	
2/1/22 2015A RE	BOND INTEREST - 2015A WTR REV BONDS	01/31/2022	2,301.00	2,301.00	01/31/2022	
2/1/22 2016A GO	PAYING AGENT ANNUAL FEE-2016A	01/31/2022	14.85	14.85	01/31/2022	
2/1/22 2016A GO	BOND INTEREST - 2016A GO BONDS	01/31/2022	11,856.25	11,856.25	01/31/2022	
2/1/22 2016A GO	BOND INTEREST - 2016A WTR REV	01/31/2022	1,800.00	1,800.00	01/31/2022	
2/1/22 2016A GO	BOND INTEREST - 2016A SWR REV	01/31/2022	900.00	900.00	01/31/2022	
2/1/22 2016A GO	PAYING AGENT ANNUAL FEE-2016A	01/31/2022	272.25	272.25	01/31/2022	
2/1/22 2016A GO	PAYING AGENT ANNUAL FEE-2016A	01/31/2022	173.25	173.25	01/31/2022	
2/1/22 2016A GO	PAYING AGENT ANNUAL FEE-2016A	01/31/2022	34.65	34.65	01/31/2022	
2/1/22 2016A GO	BOND PRINCIPAL - 2016A GO BONDS	01/31/2022	145,000.00	145,000.00	01/31/2022	
2/1/22 2016A GO	BOND PRINCIPAL - 2016A GO BONDS	01/31/2022	85,000.00	85,000.00	01/31/2022	
2/1/22 2016A GO	BONDS PAYABLE - 2016A WTR REV.	01/31/2022	30,000.00	30,000.00	01/31/2022	
2/1/22 2016A GO	BONDS PAYABLE - 2016A SWR REV.	01/31/2022	15,000.00	15,000.00	01/31/2022	



Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
2/1/22 2016A GO	BOND INTEREST - 2016A GO BONDS	01/31/2022	20,643.75	20,643.75	01/31/2022	
2/1/22 2017A GO	BOND PRINCIPAL - 2017A GO EQUIP. CERT.	01/31/2022	97,000.00	97,000.00	01/31/2022	
2/1/22 2017A GO	BOND INTEREST - 2017A GO EQUIP CERT.	01/31/2022	8,593.75	8,593.75	01/31/2022	
2/1/22 2017A GO	PAYING AGENT ANNUAL FEE-2017A EQUIP	01/31/2022	425.00	425.00	01/31/2022	
2/1/22 2018A GO	BOND PRINCIPAL - 2018A GO BONDS	01/31/2022	110,000.00	110,000.00	01/31/2022	
2/1/22 2018A GO	BOND INTEREST - 2018A GO BONDS	01/31/2022	40,300.00	40,300.00	01/31/2022	
2/1/22 2019A GO	BOND PRINCIPAL - 2019A GO BONDS	01/31/2022	50,000.00	50,000.00	01/31/2022	
2/1/22 2019A GO	BOND INTEREST - 2019A GO BONDS	01/31/2022	9,634.38	9,634.38	01/31/2022	
2/1/22 2019B GO	BOND INTEREST - 2019B GO WTR	01/31/2022	28,015.00	28,015.00	01/31/2022	
2/1/22 2019B GO	BOND INTEREST - 2019B GO SWR	01/31/2022	18,775.00	18,775.00	01/31/2022	
2/1/22 2019B GO	PAYING AGENT ANNUAL FEE-2019B	01/31/2022	54.45	54.45	01/31/2022	
2/1/22 2019B GO	PAYING AGENT ANNUAL FEE-2019B	01/31/2022	260.37	260.37	01/31/2022	
2/1/22 2019B GO	PAYING AGENT ANNUAL FEE-2019B	01/31/2022	180.18	180.18	01/31/2022	
2/1/22 2019B GO	BOND PRINCIPAL - 2019B GO BONDS	01/31/2022	20,000.00	20,000.00	01/31/2022	
2/1/22 2019B GO	BONDS PAYABLE - 2019A WTR REV.	01/31/2022	191,750.00	191,750.00	01/31/2022	
2/1/22 2019B GO	BONDS PAYABLE - 2019A SWR REV.	01/31/2022	118,250.00	118,250.00	01/31/2022	
2/1/22 2019B GO	BOND INTEREST - 2019B GO BONDS	01/31/2022	5,362.50	5,362.50	01/31/2022	
2/1/22 2020A GO	BOND PRINCIPAL - 2020A GO BONDS	01/31/2022	10,000.00	10,000.00	01/31/2022	
2/1/22 2020A GO	BOND INTEREST - 2020A GO BONDS	01/31/2022	49,700.00	49,700.00	01/31/2022	
2/1/22 2020A GO	BOND INTEREST - 2020A GO BONDS	01/31/2022	1,800.00	1,800.00	01/31/2022	
2/1/22 2020A GO	BOND PRINCIPAL - 2020A GO BONDS	01/31/2022	270,000.00	270,000.00	01/31/2022	
Total 8772:			1,721,821.88	1,721,821.		
<b>OLMSTED COUNTY SHERIFF'S DEPT</b>						
#55-CR-21-5662	WARRANT COLLECTION PAS-THRU	02/07/2022	300.00	300.00	02/07/2022	
Total 1525:			300.00	300.00		
<b>PARTNERS IN GRIME</b>						
432972	LIB - CLEANING	01/31/2022	215.00	.00		
Total 9310:			215.00	.00		
<b>POELLINGER INC</b>						
7771	FD - FILTER ATTACHMENTS FOR SCBA MASKS	12/31/2021	2,748.00	.00		
Total 1608:			2,748.00	.00		
<b>PUBLIC EMPLOYEES RETIREMENT AS</b>						
1/21/22 CORD/P	RETIREMENT DEDUCTIONS/CONTRIB.-CORD & PF	01/25/2022	12,880.84	12,880.84	01/25/2022	
2/4/22 P/R COR	RETIREMENT DEDUCTIONS/CONTRIB.-CORD & PF	02/08/2022	13,523.12	13,523.12	02/08/2022	
2/4/22 P/R JAN D	RETIREMENT DEDUCTIONS/CONTRIB.-DCP	02/08/2022	170.00	170.00	02/08/2022	
A.BEACH REFU	REFUND PERA GOLF COURSE EMPLOYEE	01/25/2022	894.04-	894.04-	01/25/2022	
Total 1612:			25,679.92	25,679.92		
<b>QUADIENT FINANCE USA, INC</b>						
1/22 STMT	Postage Meter Postage - Clerk	01/10/2022	45.00	45.00	01/27/2022	
1/22 STMT	Postage Meter Postage - Police	01/10/2022	21.00	21.00	01/27/2022	
1/22 STMT	Postage Meter Postage - B&Z	01/10/2022	21.00	21.00	01/27/2022	
1/22 STMT	Postage Meter Postage - PubWor	01/10/2022	15.00	15.00	01/27/2022	
1/22 STMT	Postage Meter Postage- Library	01/10/2022	9.00	9.00	01/27/2022	
1/22 STMT	Postage Meter Postage - Water	01/10/2022	63.00	63.00	01/27/2022	
1/22 STMT	Postage Meter Postage - Fire	01/10/2022	12.00	12.00	01/27/2022	
1/22 STMT	Postage Meter Postage - Sewer	01/10/2022	63.00	63.00	01/27/2022	
1/22 STMT	Postage Meter Postage- Lic Bur	01/10/2022	30.00	30.00	01/27/2022	

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
1/22 STMT	Postage Meter Postage - Golf	01/10/2022	9.00	9.00	01/27/2022	
1/22 STMT	Postage Meter Postage - Arena	01/10/2022	3.00	3.00	01/27/2022	
1/22 STMT	Postage Meter Postage - Animal	01/10/2022	3.00	3.00	01/27/2022	
1/22 STMT	Postage Meter Postage - Pool	01/10/2022	6.00	6.00	01/27/2022	
Total 9799:			300.00	300.00		
<b>QUADIENT LEASING USA, INC</b>						
N9247714	POSTAGE METER RENT - CLERK	01/28/2022	39.11	.00		
N9247714	POSTAGE METER RENT-SEWER	01/28/2022	39.11	.00		
N9247714	POSTAGE METER RENT-WATER	01/28/2022	39.11	.00		
N9247714	POSTAGE METER RENT-LIBRARY	01/28/2022	9.78	.00		
N9247714	POSTAGE METER RENT-PUB.WRKS	01/28/2022	9.78	.00		
N9247714	POSTAGE METER RENT-BLDG/ZNG	01/28/2022	9.78	.00		
N9247714	POSTAGE METER RENT-PD	01/28/2022	19.56	.00		
N9247714	POSTAGE METER RENT- ARENA	01/28/2022	9.78	.00		
N9247714	POSTAGE METER RENT-G.C.	01/28/2022	9.78	.00		
N9247714	POSTAGE METER RENT-LIC. BUR.	01/28/2022	9.78	.00		
Total 9213:			195.57	.00		
<b>QUARTZ</b>						
2/22 STMT	EMPLOYER PAID HEALTH - CLERK	02/01/2022	1,839.52	1,839.52	02/08/2022	
2/22 STMT	EMPLOYER PAID HEALTH - PD	02/01/2022	7,179.38	7,179.38	02/08/2022	
2/22 STMT	EMPLOYER PAID HEALTH - FD	02/01/2022	74.52	74.52	02/08/2022	
2/22 STMT	EMPLOYER PAID HEALTH - STREET	02/01/2022	1,333.05	1,333.05	02/08/2022	
2/22 STMT	EMPLOYER PAID HEALTH - REC	02/01/2022	123.62	123.62	02/08/2022	
2/22 STMT	EMPLOYER PAID HEALTH - PARKS	02/01/2022	364.97	364.97	02/08/2022	
2/22 STMT	EMPLOYER PAID HEALTH - LIBRARY	02/01/2022	323.33	323.33	02/08/2022	
2/22 STMT	EMPLOYER PAID HEALTH - WATER	02/01/2022	1,349.12	1,349.12	02/08/2022	
2/22 STMT	EMPLOYER PAID HEALTH - SEWER	02/01/2022	1,084.53	1,084.53	02/08/2022	
2/22 STMT	HEALTH INSURANCE WITHHELD	02/01/2022	958.08	958.08	02/08/2022	
Total 9995:			14,630.12	14,630.12		
<b>SAM'S CLUB</b>						
1/22 STMT	CITY - CLEANING	01/31/2022	37.18	37.18	02/07/2022	
1/22 STMT	CITY - CLEANING	01/31/2022	35.94	35.94	02/07/2022	
1/22 STMT	CITY - OFFICE	01/31/2022	99.92	99.92	02/07/2022	
1/22 STMT	MAINTENANCE - OFFICE	01/31/2022	31.36	31.36	02/07/2022	
1/22 STMT	CITY - OFFICE	01/31/2022	163.60	163.60	02/07/2022	
1/22 STMT	PARKS - CLEANING	01/31/2022	87.40	87.40	02/07/2022	
Total 1861:			455.40	455.40		
<b>SOUTHEAST LIBRARIES COOP</b>						
049751	LIBRARY - DEEP FREEZE STD LICENSE	01/28/2022	294.00	.00		
049772	LIB - SELCO AUTOMATION FEE	02/04/2022	1,281.30	.00		
Total 1962:			1,575.30	.00		
<b>STREICHER'S</b>						
11549878	PD - R CLARK - UNIFORM PER CONTRACT	02/03/2022	222.00	.00		
11550036	PD - N SKREE UNIFORM PER CONTRACT	02/04/2022	223.98	.00		
Total 1922:			445.98	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>SUMMIT COMPANIES</b>						
182004430	ANIMAL SHELTER - FIRE EXTINGUISHER INSPECTION	12/31/2021	88.50	.00		
Total 50:			88.50	.00		
<b>TRI-STATE BUSINESS MACHINES IN</b>						
537206	MV - COPIER	01/27/2022	71.69	.00		
Total 2024:			71.69	.00		
<b>ULINE</b>						
144023545	PARKS-DOG WASTE BAGS	01/20/2022	256.36	.00		
Total 9422:			256.36	.00		
<b>UNITED STATES POSTMASTER</b>						
1/22 CYCLE 3	POSTAGE - WATER/SEWER BILL	01/31/2022	146.00	146.00	01/31/2022	
1/22 CYCLE 3	POSTAGE - WATER/SEWER BILL	01/31/2022	146.00	146.00	01/31/2022	
2022 PET PAST	POSTAGE - DOG/CAT LICENSE 2ND NOTICES	02/08/2022	36.80	36.80	02/08/2022	
Total 2102:			328.80	328.80		
<b>UNIVERSAL TRUCK EQUIPMENT INC</b>						
56733	MAINT - 07 PLOW BOLT	01/04/2022	92.31	.00		
56787	MAINT - 07 PLOW CYLINDER	01/07/2022	466.31	.00		
57084	MAINT - PLOW CUTTING EDGE	01/27/2022	4,427.87	.00		
Total 2105:			4,986.49	.00		
<b>VERIZON WIRELESS</b>						
9896079546	FD - MOBILE	12/28/2021	119.82	.00		
9898319130	FD - MOBILE	01/28/2022	120.03	.00		
9898340022	B&Z - COMPUTER DATA	01/31/2022	40.00	.00		
9898340022	WATER DEPT - DATA	01/31/2022	35.01	.00		
9898340022	SEWER DEPT - DATA	01/31/2022	35.01	.00		
9898340022	PD - WIRELESS	01/31/2022	430.52	.00		
9898340022	B&Z - COMPUTER DATA	01/31/2022	.02	.00		
Total 8973:			780.41	.00		
<b>VISA</b>						
1/22 STMT	B&Z - CODE BOOK	01/31/2022	90.84	.00		
1/22 STMT	PD - ID CARD	01/31/2022	15.99	.00		
1/22 STMT	PUB WORKS - PROJECT REVIEW MTG MEAL	01/31/2022	24.82	.00		
1/22 STMT	LIBRARY - OFFICE	01/31/2022	17.00	.00		
1/22 STMT	LIBRARY - PROGRAM SUPPLIES	01/31/2022	12.69	.00		
1/22 STMT	R QUANRUD EMT RECERT REGISTRATION	01/31/2022	230.10	.00		
1/22 STMT	PD - INTERNET PEOPLESEARCH	01/31/2022	75.00	.00		
1/22 STMT	K INGLET & R CLARK - TASER INSTRUCTOR	01/31/2022	750.00	.00		
1/22 STMT	HOTEL - R CLARK	01/31/2022	271.66	.00		
1/22 STMT	LIBRARY - CLEANING	01/31/2022	119.11	.00		
1/22 STMT	LIBRARY - OFFICE	01/31/2022	22.50	.00		
Total 2208:			1,629.71	.00		
<b>VISION DESIGN GROUP</b>						
104324	WEB SUPPORT	01/31/2022	25.00	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 9254:			25.00	.00		
<b>VSC CORPORATION</b>						
#12 322 S 1ST	LAND PURCH.-CONTRACT FOR DEED-PRINCIPAL	02/01/2022	2,120.71	.00		
#12 322 S 1ST	LAND PURCH.-CONTRACT FOR DEED-INTEREST	02/01/2022	350.32	.00		
Total 9942:			2,471.03	.00		
<b>WATER SYSTEMS CO.</b>						
325083	LIBRARY - WATER COOLER RENTAL	01/31/2022	6.00	.00		
Total 8605:			6.00	.00		
<b>WHKS &amp; CO.</b>						
44949	ENGINEERING UTIL EXT HTM	12/31/2021	193.28	.00		
Total 8290:			193.28	.00		
<b>WIESER LAW OFFICE PC</b>						
1/22 CITY	CLERK - LEGAL FEES	01/31/2022	804.31	.00		
1/22 CITY	BLDG/ZNG - LEGAL FEES	01/31/2022	804.31	.00		
1/22 CITY	COUNCIL - LEGAL FEES	01/31/2022	804.31	.00		
1/22 CITY	SEWER DEPT - LEGAL FEES	01/31/2022	402.15	.00		
1/22 CITY	WATER DEPT - LEGAL FEES	01/31/2022	402.15	.00		
1/22 POLICE	PD - LEGAL FEES	01/31/2022	4,423.77	.00		
Total 2361:			7,641.00	.00		
<b>XCEL ENERGY</b>						
12/21 STMT	TENNIS COURT LIGHTS	12/31/2021	7.88	7.88	01/27/2022	
12/21 STMT	SHORE ACRES	12/31/2021	261.58	261.58	01/27/2022	
12/21 STMT	LIFT STATION 1450 HWY 16	12/31/2021	29.36	29.36	01/27/2022	
12/21 STMT	WELL HOUSE STONEY PT	12/31/2021	1,635.07	1,635.07	01/27/2022	
12/21 STMT	RESERVIOR	12/31/2021	15.12	15.12	01/27/2022	
12/21 STMT	RADIUM PLANT	12/31/2021	1,615.80	1,615.80	01/27/2022	
12/21 STMT	WWTP	12/31/2021	1,184.78	1,184.78	01/27/2022	
12/21 STMT	ANIMAL SHELTER	12/31/2021	177.83	177.83	01/27/2022	
12/21 STMT	SIGN LITE 525 S CHESTNUT	12/31/2021	13.73	13.73	01/27/2022	
12/21 STMT	FLAG LITE 226 MAIN	12/31/2021	18.84	18.84	01/27/2022	
12/21 STMT	FLAG LITE 202 MAIN	12/31/2021	26.16	26.16	01/27/2022	
12/21 STMT	LIBRARY	12/31/2021	17.84	17.84	01/27/2022	
12/21 STMT	CITY HALL	12/31/2021	463.51	463.51	01/27/2022	
12/21 STMT	ABNET FIELDS	12/31/2021	44.64	44.64	01/27/2022	
12/21 STMT	WELLL 2	12/31/2021	1,016.14	1,016.14	01/27/2022	
12/21 STMT	WELLL 3	12/31/2021	1,558.55	1,558.55	01/27/2022	
12/21 STMT	LIFT STATION 31 MCINTOSH	12/31/2021	24.92	24.92	01/27/2022	
12/21 STMT	IC E ARENA	12/31/2021	2,781.69	2,781.69	01/27/2022	
12/21 STMT	STREET LIGHTS PO BOX 142	12/31/2021	5,776.96	5,776.96	01/27/2022	
12/21 STMT	GARAGE	12/31/2021	32.72	32.72	01/27/2022	
Total 1410:			16,703.12	16,703.12		
Grand Totals:			1,942,443.47	1,869,043.		

#3.1



TO: Honorable Mayor and City Council Members  
FROM: Bill Waller, City Administrator *Bill*  
DATE: February 10, 2022  
RE: Capital Improvement Plan

Attached for review and consideration by the City Council is a resolution calling for a public hearing on the intention to issue general obligation capital improvement plan bonds and the proposal to adopt a capital improvement plan. A copy of the Five-Year Capital Improvement Plan is included. Tammy Omdal from Northland Securities will be in attendance at the meeting via Zoom to review this with the City Council.

The Five-Year Capital Improvement Plan would reimburse the City for the costs associated with the City's purchase of the property at 332 South 1<sup>st</sup> Street. The City purchased this property in 2021. The Plan would also provide funds for the City to potentially purchase the property at 328 South 1<sup>st</sup> Street.

The City is currently working on a bond issue that is planned for 2022. The 2022 bond issue will include funds for a portion of the costs of the 2021 and 2022 street reconstruction projects. These streets are included in the City's Street Reconstruction Plan. The 2022 bond issue will also be used for the purchase of capital equipment that would be included in a capital equipment certificate. The final portion of the 2022 bond issue may include the cost for land acquisition included in the draft of the Five-Year Capital Improvement Plan. A copy of the schedule of events related to the issuance of the 2022 bonds is included.

We would suggest that the City Council adopt the resolution calling for the public hearing as proposed.

**RESOLUTION NO. 02-22-07**

**RESOLUTION CALLING PUBLIC HEARING ON THE INTENTION TO ISSUE  
GENERAL OBLIGATION CAPITAL IMPROVEMENT PLAN BONDS AND THE  
PROPOSAL TO ADOPT A CAPITAL IMPROVEMENT PLAN THEREFOR**

A. WHEREAS, pursuant to Minnesota Statutes, Section 475.521 the City of La Crescent, Minnesota (the "City") may issue bonds to finance capital expenditures under its capital improvement plan (the "Plan") without an election provided that, among other things, prior to issuing general obligation capital improvement plan bonds (the "Bonds") the City adopts the Plan after holding a public hearing thereon and publishing a notice of its intention to issue the Bonds and the date and time of a hearing to obtain public comment on the issuance of the Bonds and adoption of the Plan; and

B. WHEREAS, the City Council will hold a public hearing on March 14, 2022 on its intention to issue the Bonds and to adopt the Plan; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of La Crescent, Minnesota, that the City Council hereby calls for a public hearing on its intent to issue the Bonds and to adopt the Plan, the public hearing to be held on the date and time set forth in Exhibit A attached hereto. The City Council is hereby directed to cause the notice of public hearing to be published at least 14 but not more than 28 days before the date of the public hearing in the official newspaper of the City or a newspaper of general circulation in the City.

ADOPTED this 14<sup>th</sup> day of February, 2022.

SIGNED:

\_\_\_\_\_  
Mayor

ATTEST:

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

EXHIBIT A

CITY OF LA CRESCENT, MINNESOTA

NOTICE OF PUBLIC HEARING ON INTENTION TO ISSUE  
GENERAL OBLIGATION CAPITAL IMPROVEMENT PLAN BONDS  
AND THE PROPOSAL TO ADOPT A CAPITAL IMPROVEMENT PLAN THEREFOR

NOTICE IS HEREBY GIVEN, that the City Council of the City of La Crescent, Minnesota (the "City") will meet at the City Hall, 315 Main Street, La Crescent, Minnesota, at 5:30 P.M. on Monday, March 14, 2022, for the purpose of conducting a public hearing on (a) the intention to issue general obligation capital improvement plan bonds in an amount not to exceed \$500,000 and (b) the proposal to adopt a capital improvement plan therefor. The proceeds of the bonds will be used to finance the acquisition of land for the construction of municipal facilities for the City pursuant to Minnesota Statutes, Section 475.521.

All interested persons may appear and be heard at the time and place set forth above.

If a petition requesting a vote on the issuance of the bonds is signed by voters equal to five percent of the votes cast in the City in the last general election and is filed with the City within thirty days after the public hearing, the bonds may only be issued upon obtaining the approval of the majority of the voters voting on the question of issuing the bonds.

BY ORDER OF THE CITY COUNCIL OF THE  
CITY OF LA CRESCENT, MINNESOTA

/s/ Bill Waller, City Administrator

2022 through 2026

Five-Year Capital Improvement Plan for the  
City of La Crescent, Minnesota

Draft  
As of February 7, 2022 for Public Hearing

Prepared by:





# **City of La Crescent, Minnesota** **Five-Year Capital Improvement Plan** **2022 through 2026**

## **I. INTRODUCTION**

In 2003, the Minnesota State Legislature adopted a statute (Section 475.521, referred to herein as the "CIP Act") that allows cities to issue municipal bonds under a capital improvement plan without the usual referendum requirement (except for the so-called "reverse referendum" described in Section III). The CIP Act applies to capital improvements consisting of city halls, public works, and public safety facilities. The 2005 Legislature added towns to the meaning of a municipality and town halls and libraries to the meaning of a capital improvement under the CIP Act.

Throughout this plan, the term "capital improvement" refers only to those improvements identified in the CIP Act, as summarized above. Capital expenditures for other public improvements in the City will be financed through other means and are not governed by this plan.

As part of the authorization process to issue capital improvement plan bonds (the "CIP Bonds"), the CIP Act requires municipalities to prepare a five-year capital improvement plan that includes information specific in the statute, and different than the information that municipalities often provide in a more detailed "budget CIP." This document, therefore, is the "bond CIP" intended to supplement the "budget CIP" to the meet the specific requirements of the CIP Act

## **II. PURPOSE**

A capital improvement is a major expenditure of municipal funds for the acquisition or betterment to public lands, buildings, or other improvements used as a city hall, town hall, library, public safety, or public works facility, which has a useful life of 5 years or more. For the purposes of Minnesota Statutes, Section 475.521, capital improvements do not include light rail transit or related activities, parks, road/bridges, administrative buildings other than city or town hall, or land for those facilities. However, this plan includes certain additional capital improvements beyond the scope of that statute. A Capital Improvement Plan (CIP) is a document designed to anticipate Capital Improvement expenditures and schedule them over a five-year period so that they may be purchased in the most efficient and cost-effective method possible. A CIP allows the matching of expenditures with anticipated income. As potential expenditures are reviewed, the municipality considers the benefits, costs, alternatives and impact on operating expenditures.

The City of La Crescent, Minnesota (the “City”) believes the capital improvement process is an important element of responsible fiscal management. Major capital expenditures can be anticipated and coordinated to minimize potentially adverse financial impacts caused by the timing and magnitude of capital outlays. This coordination of capital expenditures is important to the City in achieving its goals of adequate physical public assets, preservation of public assets and sound fiscal management. Sound planning is essential for the wise and prudent use of limited financial resources.

The Capital Improvement Plan is designed for update and amendment. In this manner, it can be an ongoing fiscal planning tool that anticipates future capital expenditures and funding sources.

### **III. THE CAPITAL IMPROVEMENT PLANNING PROCESS**

The process begins with analysis of the City’s five-year capital improvement needs and funding sources. The City may solicit input from citizens and other governmental units at an early stage, if desired.

The City Council then directs staff or consultants to prepare a plan that sets forth the estimated schedule, timing and details of specific capital improvements by year, together with the estimated cost, the need for the improvement, and the sources of revenue for the improvement. The City Council then holds a public hearing on the CIP, with notice published not more than 30 days and not less than seven days for the hearing (except as described below). The Council may either approve the CIP immediately after the hearing or based on input may make revisions and approve the CIP at a later meeting.

The Council must approve the issuance of the CIP Bonds by a 3/5ths vote of its membership. The CIP Bonds are subject to a so-called “reverse referendum”. If a petition signed by voters equal to at least 5% of the votes cast in the City in last general election is filed with the City Clerk within 30 days after the public hearing regarding the CIP Bonds, the CIP Bonds may not be issued unless approved by the voters (by a majority of those voting on the question). Further, the maximum debt service in any year on all outstanding CIP Bonds is 0.16% of the estimated market value of property in the City, using the estimated market value for the taxes-payable year in which the CIP Bonds are issued.

After the CIP has been approved and the CIP Bonds have been authorized, and if no petition for a referendum is filed, the CIP Bonds may be sold, and when proceeds from the sale of the CIP Bonds (and any other identified revenue sources) become available, the expenditures for specified capital improvements in this plan can be made.

In subsequent years, the process may be repeated as expenditures are completed and as new needs or project cost estimates arise.

## PROJECT(S) SUMMARY

The only capital improvement contemplated to be financed through issuance of general obligation capital improvement plan bonds (referred to as the “CIP Bonds”) in the five-year period of this plan (2022 through 2026) is the acquisition of land for the construction of municipal facilities. Municipal facilities will include a new public library, an expansion to the building for the Fire Department, and a new City Hall. In addition, the City is planning for a new Community Building space. The Community Building Space will be financed through other means and is not governed by this plan.

The City intends to reimburse itself for expenditure of funds for acquisition of land and to acquire additional land pursuant to this plan for the purpose of a capital improvement for the purpose of a new City Hall, a new Public Library, and expansion of space for the Fire Department (together, the “Facilities”).

This Plan does not include estimated expenditures for construction of the Facilities. The City has not commenced the planning for construction and does not have estimated expenditures to include in this Plan. The City plans to amend this Plan, pursuant to the CIP Act, at a future date when estimated expenditures for the Facilities are available.

Any additional expenditures for 2022, and expenditures for 2023 through 2026, can be found in the City’s existing annual budget capital improvement plans and 2021-2025 Street Reconstruction Plan, as adopted.

The CIP Act requires the City Council to consider eight factors in preparing the CIP:

1. Condition of the City’s existing infrastructure, including projected need for repair or replacement.
2. Likely demand for the improvement.
3. Estimated cost of the improvement.
4. Available public resources.
5. Level of overlapping debt in the City.
6. Relative benefits and costs of alternative uses of funds.
7. Operating costs of the proposed improvements.
8. Alternatives for providing services most efficiently through shared facilities with other cities or local governments.

The City has considered the eight points as they relate to acquiring land for the Facilities and the issuance of the CIP Bonds. The findings are as follows:

### **Acquisition of Land for the Facilities**

#### **1. Conditions of City Infrastructure, Including the Projected Need for Repair or Replacement and Need for the Project**

The La Crescent City Hall was constructed in the 1960's. The following City departments operate within the City Hall motor vehicle and License Bureau, Building and Zoning, Police Department, Utility Offices, City Clerk, and Administration Offices. The condition of the existing City Hall is substandard, pursuant to the professional opinion of a licensed inspector as defined by Minnesota Statutes 469.174, Subdivision 10c (findings included in report from Construction Express Inc dated January 7, 2016).

Adjacent to City Hall is the Public Library. The City is considering the relocation of the Public Library as part of the project and construction of the Facilities.

The proposed CIP Bonds are being issued to acquire land for the potential construction of the Facilities.

#### **2. Likely Demand for the Project**

The proposed Facilities will allow for improved efficiency of delivering municipal services and improvements for safe operations. The Project will include a new Public Library, an expansion to the Fire Department building, a new Community Building space, and a new City Hall. The Community Building space is not subject to this Plan.

#### **3. Estimated Cost of the Improvement**

The City intends to reimburse itself for expenditure of funds for acquisition of land and to acquire additional land pursuant to this plan for the purpose of a capital improvement for the Facilities.

As noted, this Plan does not include estimated expenditures for construction of the Facilities. The City has not commenced the planning for construction and does not have estimated expenditures to include in this Plan. The City plans to amend this Plan, pursuant to the CIP Act, at a future date when estimated expenditures for the Facilities are available.

For purposes of the cost of land acquisition for the Facilities, the expenditure is not to exceed \$450,000. This amount includes the \$230,000 that the City has already spent and plans to reimburse itself with proceeds from the CIP Bonds,

with a balance of \$220,000 available to acquire the remaining property on South 1st Street in the City.

#### 4. Available Public Resources

The CIP Bonds will be paid with ad valorem property taxes and secured by the City's full faith and credit. The par amount of the CIP Bonds will sized to provide proceeds for land acquisition and for capitalized interest fund (if needed), and to pay the cost of issuance.

#### 5. Level of Overlapping Debt

##### Indirect Debt\*

<i>Issuer</i>	<i>2020/2021 Tax Capacity Value<sup>(2)</sup></i>	<i>2020/2021 Tax Capacity Value in City<sup>(1)</sup></i>	<i>Percentage Applicable in City</i>	<i>Outstanding General Obligation Debt<sup>(2)</sup></i>	<i>Taxpayers' Share of Debt</i>
Houston County	\$ 21,175,814	\$ 4,666,251	22.04%	\$ 14,100,000	\$ 3,107,640
Winona County	52,494,479	143,998	0.27	9,610,000	25,947
ISD No. 300, La Crescent-Hokah	8,591,133	4,810,249	55.99	25,675,000	<u>14,375,433</u>
<i>Total Indirect Debt:</i>					<u>\$ 17,509,020</u>

\* Only those taxing jurisdictions with general obligation debt outstanding are included. Debt figures do not include non-general obligation debt, short-term general obligation debt, or general obligation tax/aid anticipation certificates of indebtedness.

(1) Tax Capacity Value is after tax increment deduction.

(2) As of December 2, 2021, unless noted otherwise.

#### 6. Relative Benefit and Costs of Alternative Uses of the Funds

The Project could potentially be financed through the issuance of lease-revenue bonds. However, both costs of issuance and overall debt service payments would be higher since lease-revenue bonds are not general obligation debt and are therefore not as attractive to potential purchasers. The issuance of general obligation capital improvement plan bonds represents the most cost-efficient way to finance the proposed Project.

#### 7. Operating Costs of the Proposed Improvements

The City expects to have information available on operating costs of the Project after it completes a planning process for the Project. On a preliminary basis, the operating costs for the Facilities is estimated to be comparable to current operating costs, with potential for cost savings from potential new efficiencies.

**8. Alternatives for providing services most efficiently through shared facilities with other cities or local governments.**

Partnering with other municipalities or local units of government is not a feasible option for the Facilities. Locating the Facilities outside of the City of La Crescent would increase response and travel times and cause levels of service and efficiencies to decrease.

**FINANCING THE CAPITAL IMPROVEMENT PLAN**

The total principal amount for the CIP portion of the 2022A issue is not to exceed \$500,000. This amount represents the maximum principal amount of CIP Bonds that may be issued under this plan to provide funds for the Project and to pay the cost of issuance of the CIP Bonds. Principal and interest on the CIP Bonds will be paid through ad valorem property taxes over the term of the CIP Bonds.

In the financing of the Capital Improvement Plan, two significant statutory limitations apply.

1. Under Chapter 475, with few exceptions, municipalities cannot incur debt in excess of 3% of the assessor's estimated market value for the municipality. In the City, the 2020/2021 estimated market value is \$487,020,300. Therefore, the total amount of outstanding debt cannot exceed \$14,610,609. As reported in the City of La Crescent Continuing Disclosure Document (reporting date 12/31/2021), as of December 2, 2021, the City had \$3,766,000 subject to the legal debt limit. The legal debt margin as of December 2, 2021, was \$10,844,609. Issuance of the CIP Bonds will be within the statutory debt limit for the City.

### Statutory Debt Limit<sup>1</sup>

Minnesota Statutes, Section 475.53 states that a city or county may not incur or be subject to a net debt in excess of three percent (3%) of its estimated market value. Net debt is, with limited exceptions, debt paid solely from ad valorem taxes.

Computation of Legal Debt Margin as of December 2, 2021:

2020/2021 Estimated Market Value	\$ 487,020,300
Multiplied by 3%	<u>x .03</u>
Statutory Debt Limit	\$ 14,610,609
Less outstanding debt applicable to debt limit:	
\$905,000 G.O. Certificates of Indebtedness, Series 2013A	\$ 164,000
\$360,000 G.O. Promissory Note of 2014	102,000
\$3,860,000 G.O. Bonds, Series 2016A (Street Reconstruction Portion)	1,030,000
\$896,000 G.O. Equipment Certificates of Indebtedness, Series 2017A	625,000
\$1,280,000 G.O. Bonds, Series 2018A	1,155,000
\$745,000 G.O. Bonds, Series 2019A	330,000
\$360,000 G.O. Bonds, Series 2019B	<u>360,000</u>
Debt applicable to debt limit	\$ 3,766,000
Legal debt margin	\$ <u>10,844,609</u>

<sup>1</sup> Effective June 2, 1997 and pursuant to Minnesota Statutes 465.71, any lease revenue or public project revenue bond issues/agreements of \$1,000,000 or more are subject to the statutory debt limit. Lease revenue or public project revenue bond issues/agreements less than \$1,000,000 are not subject to the statutory debt limit.

2. A separate limitation under the CIP Act is that, without referendum, the total amount of principal and interest in any one year on all CIP Bonds issued by the City cannot exceed 0.16% of the total estimated market value in the municipality. In the City, that maximum annual debt service amount is \$779,232. The annual principal and interest payments on the CIP Bonds proposed to be issued under this CIP will average approximately \$30,053. As such, debt service on the CIP Bonds will be well within the annual limits under the CIP Act. The Bonds are estimated to be repaid over a 10-year period. The bond amount will not exceed the maximum principal amount of CIP Bonds referred to above.

**AS OF JANUARY 18, 2022**  
**CITY OF LA CRESCENT, MINNESOTA**  
**GENERAL OBLIGATION BONDS, SERIES 2022A**  
**PROPOSED SCHEDULE OF EVENTS**

The following checklist of items denotes each milestone activity as well as the members of the finance team who will have the responsibility to complete it. *Please note this proposed timetable assumes regularly scheduled City Council meetings.*

February 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		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 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		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	30	31		

April 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					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	30

May 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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	30	31				

Date	Action	Responsible Party
By January 31, 2022	City to confirm the project costs (i.e., land acquisition for municipal facility) to be included in the Capital Improvement Plan (CIP) and preliminary amount for Street Reconstruction Bonds	City Staff
February 7	Draft CIP document prepared and sent to City  Resolution calling for (CIP) public hearing and notice sent to City	Northland, Bond Counsel
February 14	City Council adopts resolution calling for (CIP) public hearing and notice	City Council Action, City Staff
February 21	General Information Certificate sent to City for completion	Northland
February 27	Publication of Notice for Public Hearing (At least 14 but not more than 28 days before hearing) – City staff is responsible to submit notice to the newspaper	City Staff
March 2	Completed General Information Certificate Returned to Northland	City Staff, Northland
March 7	Finance Plan and Trigger Resolution sent to City  Resolution approving CIP sent to City	Northland, Bond Counsel
March 11	Preliminary Official Statement Sent to City for Sign Off and to Rating Agency with Rating Request	Northland, City Staff





Date	Action	Responsible Party
March 14	City Council considers award of bids for Street Reconstruction Project  Public Hearing Held for CIP and Resolution approving CIP adopted  Review of Finance Plan and Trigger Resolution Adopted	City Council Action, City Staff, Northland
Week of March 28	Rating Call	Northland, City, Rating Agency
April 13	End of 30-day Petition Period for CIP	City
April 15	Rating Received	Northland, City Staff, Rating Agency
April 18	Awarding Resolution sent to City	Northland, Bond Counsel
April 25	Bond Pricing  Awarding Resolution adopted - 5:30 P.M.	City Council Action, Northland, Bond Counsel
May 18	Closing on the Bonds (Proceeds Available)	Northland, City Staff, Bond Counsel

#3.2

## CITY OF LA CRESCENT, MINNESOTA

### Agenda Request Form

**DATE SUBMITTED:** February 4, 2022

**SUBMITTED BY:** Emily Dykman, Board President of Bluff Country

**ISSUE:** Request for approval of "Run for the One" 5K Run/Walk  
and route request

**ATTACHMENTS:** Map of route - link in the request letter  
Request letter

**JUSTIFICATION:** We are requesting approval of this event and route  
which will be both awareness building and an agency fundraiser

**ACTION REQUESTED:** Approval of "Run of the One" 5K Run Walk route for  
Saturday, April 30th starting at 9:00 AM  
Start at Quillins - end at John S. Harris Park

**REVIEWED BY:** ☐ City Clerk/ Admin. ☐ City Attorney ☐ Bldg. Insp.  
☐ Finance Director ☐ Public Works ☐ City Engineer

**RECOMMENDATION:**

- For an item to be placed on the agenda, all Agenda Request Forms must be submitted to the City Administrator no later than Noon on the Wednesday preceding the City Council Meeting. The City shall have the discretion to determine if the request will be heard at a City Council Meeting.
- Individuals wishing to address the City Council at a meeting need to complete the Agenda Request Form and return the form to the City Administrator by 5:15 p.m. the day of the meeting.



507-894-2676 • Fax: 507-894-2678  
114 Main Street, P.O. Box 294, Hokah, MN 55941  
[www.bluffcountry.org](http://www.bluffcountry.org)

February 4, 2022

City of La Crescent Council  
Attn: Chris Fortsch  
City Hall  
315 Main Street  
La Crescent, MN 55947

To Whom it May Concern.

I am writing on behalf of the Bluff Country Family Resources board of directors. We are proposing "Run for the One" 5k Fun Run on April 30<sup>th</sup> in La Crescent that would start at 9:00AM. As noted on the attached route, we would begin at Quillin's on Main Street and end near John S. Harris Park on North Elm Street. We are utilizing the same route as was used for the "Run to the Edge" 5K during Applefest (<https://www.mapmyrun.com/routes/view/48730786>). We are aware that this will require us to get approval from the city to begin the planning of our event. Because this is our first event of this kind, we anticipate around 100-150 participants.

Attached is our agenda request form with the hopes of being included as soon as possible for consideration so that we can move forward with these plans. If there is any way that this item could be considered at the next council meeting on the 14<sup>th</sup>, we would greatly appreciate it. Feel free to contact me directly with any questions or concerns. In addition to route approval, we would also request assistance from the La Crescent Police Department with traffic along the route.

Bluff Country Family Resources provides community education and non-judgmental, confidential crisis intervention, advocacy, support, and resources to victims of domestic violence, sexual assault, child abuse and homelessness. This event would assist in raising awareness throughout Houston County and beyond of the work done by the agency.

In solidarity,

Emily A Dykman  
President, Board of Directors  
Bluff Country Family Resources  
(608) 386-2818

In partnership with  
**LIVE UNITED**™ 

# 3.3

City of La Crescent COVID-19 review

Complied by Ryan Stotts

“Community is a place where the connections felt in our hearts make themselves known in the bonds between people, and where the tuggings and pullings of those bonds keep opening our hearts.” – Parker J. Palmer

## Overview and Timeline Narrative

On March 19, 2020 La Crescent City Hall closed its doors to the public. The move, in response to Gov. Tim Walz's executive order 20-04 while the world was in the grip of the COVID-19 pandemic, was by all measures unprecedented in the city's history.

City Hall would remain closed until May 18, 2020 when a seemingly constant stream of changes in rules, regulations, and procedures allowed for a presumably safer reopening.

The services remained the same, continuing uninterrupted during the pandemic, but the methods of delivering them had to be modified. Sometimes frequently, sometimes after-the-fact, as communication from higher authorities wasn't always disseminated in a timely fashion.

In retrospect, by that mid-spring of 2020, everything was different; those differences have continued throughout the present time.

Social distancing, alternate (often technological) access to services, limited in-person capacity, mask coverings, vaccinations, and boosters would eventually overtake not only how and when people could congregate, but also brought about innovative, fast, and constantly-changing procedures – largely controlled by executive orders, federal and local guidelines, and mandates – which had to be incorporated by city staff, often with little notice, in an effort to continue to provide the residents of La Crescent all necessary services.

This is the story of what happened at La Crescent City Hall as the COVID-19 pandemic took hold of everyone's lives, from its earliest days – when exposure and protocols were still incredibly new to everyone – through the present day.

The starting point, and the attendant interviews with a cross section of city staff, begins with the closure of City Hall on March 19, 2020.

Following the narrative – which is an overview as much as a timeline – are the interviews with city staff, conducted over a five-month period from September 2021 through January 2022. The interviews were asked the same questions: What went well? What could've gone better? How was each person affected by the pandemic, both professionally and personally?

No document of this kind could be said to be comprehensive. The sheer volume of communication, coming from many government departments and agencies, would be impractical to include. It must be said, however, that any and all communication has been preserved and is on file at City Hall.

Included with this review are the pertinent executive orders from the above timeframe.

City staff relied on communication from various agencies and departments, and the coordination efforts spanned all city departments and entities, as well as collaboration with county, state, and federal officials, amongst others.

The observations herein, which were given with the clear understanding there would be no fear of reprisal, focus solely on eight individuals who represent a board overview of city services, including but not limited to finance and billing, the Department of Motor Vehicles, as well as first responders, library staff, and various key administrative staff within the city hall building.

The most persistent theme to emerge is how much of this, in retrospect, seems like a "blur" to so many people. Other non-pandemic related events occurred as the months unfolded, often revealing divisions heightened by the apprehension already engendered in so many people.

Commitment was strong, but some struggled with morale. Public comments, sometimes personal in nature, wounded and surprised some city staff. Others were inured to it.

But everyone continued to show up for work.

This, then, is their story.



## City Hall

Despite the pandemic, the only significant city project to be delayed was improvements to the Community Ice Arena, which has shared costs with Lancer Youth Hockey. The replacement of the roof, re-caulking and sealing of the building, along with installation of a new 200 kw solar system was held off, largely due to the pandemic's impact on funding sources at Lancer Youth Hockey, which had previously agreed to split the \$250,000 with the city.

All other services and projects were provided without interruption, or in some supply-dependent cases, slightly delayed.

City Hall itself underwent numerous changes to safely accommodate staff and, eventually, members of the public. Safety partitions were added to the front offices, and a window was opened for service from the outside into the Department of Motor Vehicles. For a time, the door into City Hall remained locked, and an intercom system was installed in preparation for crowd control. Signs encouraging masks were eventually added, but nothing was allowed suggesting face coverings or vaccinations as a requirement, some citing privacy and civil liberty issues. It should be noted, however, that when City Hall first reopened its doors to the public, wearing masks was required by executive order (and City staff had masks on hand to provide to those who did not have one).

Hours of operation were modified, along with rotation and remote schedules for city staff, in a dual effort to keep everyone safe and healthy, as well as more readily accommodate residents' work schedules (the work week was shortened, but the daily hours lengthened).

Technology was also moved up to a new level. City Council meetings were offered online for remote live viewing, and employees were issued new laptop computers (while they proved useful, not everything was able to be accessed remotely across departments).

It was also discovered that the city's voicemail system reaches its maximum at 100.

Lack of space, and the overall poor and limited layout, at the current City Hall building presented some of the biggest challenges, and complaints, from city staff. For perspective, City Hall is 6,400 square feet. It houses the City Council chambers, the DMV, the Police Department, and most city office space. The front hallway, which sees the most public foot traffic, is only 26' long by 7' wide, making social distancing and other guidelines and protocols a challenge, to say the least.

The most contentious item, the spending of the near \$390,000 in Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act funding allocated by the State of Minnesota became a series of news items. All attendant documentation, including a complete breakdown and explanation by City Administrator Bill Waller, is attached with this report.

## The Library

All group programming was halted as of March 16, in an effort to conform to then social distancing guidelines. By March 30, one library employee worked exclusively from home, while the director worked from home, but came into the library up to three times per week to clean out the book drop, check phone messages, and complete necessary paperwork with City Hall. During the mandated closure, a contingency card program (allowing library cards to be issued by email) was put into place, as well as the addition of a Little Free Library box outside the front door filled with donated items free to patrons. After closure of the La Crescent Public Library by executive order, along with the rest of city buildings, the library immediately transitioned to digital services, with item pick-up resuming April 4, 2020, and appointment-based computer sessions on April 18. SELCO delivery services resumed April 26. Innovative digital story time sessions were devised, and an entire summer reading program was handled successfully and remotely. Extensive cleaning and quarantining of materials took place throughout.

The library reported overwhelming support, with very little complaints from the public over restrictions and reduced services.

### The Fire Department

Part-time and volunteer-based, the La Crescent Fire Department saw more positives than perhaps any other area in city government. At the height of the pandemic, the department took in seven new recruits. Calls decreased significantly as COVID-19 spread, largely due to apprehension of potential exposure to the virus, and the department eventually became well-stocked with personal protection equipment and supplies. While caution and apprehension did occur within the department itself, no one felt unsafe to the degree that they were unable to fulfill their duties. A celebration of the Fire Department's 100<sup>th</sup> anniversary had to be postponed until 2021 due to restrictions on large-sized gatherings.

### The Police Department

The La Crescent Police Department found itself asked to enforce executive orders which it found, in some cases, impractical and in others "bordering on martial law." Pandemic guidelines restricting movements based on residency, as Chief Stavenau explained, were incredibly difficult to enforce, and they did not come without public complaint (on both sides). Protests over the summer of 2020 further complicated matters for the police: There were no violent protests in La Crescent, but the divisions, and the image of law enforcement, was keenly felt. At times, as Stavenau explained, it felt "brutal." The 2020 numbers for traffic stops statewide and locally plummeted, as they proved to be a challenge as the pandemic set in, mobility was limited, and communication through masks became commonplace. Calls into the Police Department increased significantly as those in lockdown stayed in their homes. The stray animal population significantly evaporated. It was, according to the Chief, a truly unique set of circumstances. By March of 2020, La Crescent was ranked the second safest city to live in in Minnesota by the website SafeWise.

### The Aquatic Center

As June began, the city-run Aquatic Center was still mandated to be closed. Even so, the city was able to offer modified youth baseball, softball, golf, and tennis lessons. Basketball, swim team, volleyball, log rolling, and swim lessons were still cancelled at the time, but the city was ready with a four-day notice to reopen the pool – the time needed to refill it.

The pool officially reopened on June 13, 2020.

As the pandemic lingered on, the Aquatic Center and pool were eventually able to operate at 50% capacity. By 2021, numbers were already returning to pre-pandemic levels.

In 2020, however, the budget was adjusted \$16,173 in the negative due to reduced pool revenues.

But, by the summer of 2020, extensive hygiene and disinfecting protocols were issued. The guidelines, which were shared across departments (even ones treated as separate entities, such as the Aquatic Center), are also included in attachments to this report.

### The Golf Course

Although opening of the city-run Golf Course was delayed in 2020 (again, due to Gov. Walz's Emergency Executive order), and its restaurant wasn't opened at all, modified procedures did eventually allow the course to open to golfers, but just as quickly the city realized its inability to safely handle the increased demands due to lack of necessary equipment. Eager golfers were not pleased.



Interviews with city staff

Kacey Gentry, La Crescent Public Library Director \*

"My job is to make sure that the library runs smoothly," Kacey Gentry said.

Which, in 2020, was an extreme challenge for a library director, especially one relatively new to the job.

"We didn't move as fast, opening things up, as some other libraries in the area did," Gentry said, "but, we have never had to move backwards."

The library is considered a city department, although it has outside funding. Of the \$240,000 budget, \$160,000 comes from the city, with another \$3,000 from La Crescent Township; the rest is split between Houston and Winona counties, principally Houston County.

Services, and protocols for opening and running the public building changed forever by mid-March of 2020.

In-person school closed at end of the day on Wednesday, March 18, as well as City Hall, and the library followed suit.

"We chose that day because it was the same day that the schools were going to be shutting down," she said, "and that came from the state. Gov. Walz said that was going to be the last day of in-person public schooling until further notice."

The news broke the Sunday prior, and Gentry was already on the phone with her council liaison, as well as other board members preparing for the week ahead. To close the doors, and stop all foot traffic, was not something that had occurred, and to give some perspective: In 2019, the La Crescent Public Library serviced an estimated 54,000 in-person visits.

"Monday morning we had book club," Gentry said, "but then we're going to have no more in-person events. But we're still going to try to stay open as long as we can. At that point, we were still hoping we would be open."

By Tuesday, department heads met at City Hall, Gentry said, and Administrator Waller informed everyone it was likely City Hall would close. When Gentry reported back to her library board – comprised of six community members and one city council representative – they agreed to close in tandem with City Hall for the safety of all involved.

No one voted against the closure.

Because all physical service was halted until everyone knew more about the virus, no one could check out books or come into the library to use its computers or check out movies and music.

Patrons did come in ahead of the closure, often leaving with arms loaded down with books. The library encouraged the use of the service.

"Please, it's going to be stuck on the shelf for weeks if you don't do this," Gentry told them. "take everything."

Overdue fees were suspended, as well.

"We'd much rather have these books spend the next couple of weeks on your kid's nightstand than on our shelves," she explained. "So that happened."

The switch to more digitally-centered service was almost immediate.

"We did try to do the best we could providing service from a distance," she said.

Daily resources were issued via the library's Facebook page. While Gentry still came in up to three times per week – to empty the library's book drop, process invoices, and complete necessary paperwork – the then-library assistant, Kristin Boeshan, the only other full-time employee, worked remotely.

"She started doing virtual story times from her apartment," Gentry said.

At the time, the three other part-time desk assistant employees were placed on paid leave.

"At that time, we thought it would be a couple of weeks," she said.

Some patrons asked about, and suggested, some sort of curbside service (restaurants, Gentry explained, were just beginning to do this) but the notion wasn't embraced right away.

“We were a little bit concerned about what happens when those items come back,” she said.

At the time, worries about surface transmission, handling materials other people had been handling, were very real. After a couple of weeks, Gentry said, they started to figure out that there must be a “safe way to do this.”

By April 4, pick-up service for patrons began. Books initially were exchanged via a table in the library’s atrium, called for ahead of time, with staff making recommendations when necessary if patrons were looking for something new to read. This was no small feat.

For perspective, the library’s holding includes 27,000 books, 1,500 audio materials, and 2,500 video materials (mostly DVDs).

The bigger issue, as Gentry pointed out, came when materials were returned to the library.

“We were quarantining everything,” she said. “At that point, we were allowing two staff members in the building. Masks were still difficult to get. At one point, we actually bought a pack of socks and cut them open so we could make amateur masks out of socks.”

Returned books had to go into the book drop, with one of the on-site employees emptying the drop while wearing gloves, putting all the items into paper bags, label them with the date, set them off to the side and wait three days before checking the items back in for circulation.

“At the time, the theory was the maximum amount of time the coronavirus could live on surfaces was 72 hours,” Gentry said.

People were using the service, and were excited about it, she said. Difficulties arose in the time it took to get the materials out of quarantine and back in circulation, as well as the fact that the SELCO delivery service between libraries was halted. That meant patrons were limited to only the holdings at the La Crescent Public Library, with no interlibrary loans available.

Apprehension about the virus, and how it spread, was very much a concern.

“We were definitely worried,” she said. “We did everything we could, I personally asked every staff member, ‘Do you feel OK coming back?’”

No one was forced to come back, especially the older volunteers who may have been more vulnerable to the coronavirus.

“We could do an unpaid leave until you do feel safe,” Gentry told them. “I wasn’t going to force anybody back. All the staff voluntarily said, ‘Yes, if we’re taking these precautions, I feel safe to do that.’ And that’s worked out. In the entire time this has happened, we’ve only had one staff member test positive.”

By April 18, the library starting taking in-person computer appointments.

“Other than books, the most important thing people are getting out of this building is access to the internet,” Gentry said.

Gentry said they had the library’s wi-fi signal boosted so people could pull up in the front parking spaces and attach to the internet from their vehicles or from the benches outside the library.

Once in-person computer appointments began, patron numbers were limited to two per visit, as was their time on the devices (a maximum of two hours).

“One thing we did, which became permanent, is you used to have to be a resident to use the computers,” she said. “We waived that. We’re all in this together. If you need a computer, if you can get to my doors, I’ll get you my computer. That’ll work.”

Although the library has eight public computers, only two were in use during these in-person appointments, and everything had to be cleaned and disinfected on a routine basis.

“People started using them almost immediately,” Gentry said. “We were lucky. There were only a couple of times people called and I had to tell them, ‘All our slots for today are booked.’”

The SELCO interlibrary loan delivery service began again on April 26. All books continued to be quarantined for 72 hours through June, when Gentry said the staff realized they could safely reduce it to 24 hours.

“We realized we probably didn’t have to be doing that for so long,” she said, “but we didn’t know that at the time.”

By June 15, the library’s summer reading program began, the finishing touches of which had been in place since March by then-library assistant Kristin Boeshan. It’s what Gentry called “our biggest programming push of the year.” June and July are the library’s busiest time of the year.

In March, Boeshan had asked if they should be rethinking the popular summer program, but in the early days of the pandemic it seemed unthinkable it would continue for so long.

“I was wrong,” Gentry said. “Very wrong.”

Luckily, it had only taken until May to realize the virus might very well continue into the summer, and by that time the entire summer reading program had been thrown out and redesigned.

“So that it would be picked up at the door and taken with you,” she said.

There were 500 craft kits made to be picked up; 487 were gone over the eight weeks of the program.

The library also had a booth at the local Farmers Market, as well as connected with instructors and educators by Zoom. The online programming, Gentry said, isn’t likely to go away.

“I think there are going to be some events that work better over Zoom than they do in person,” she said, a positive realization brought about by the pandemic.

In-person library browsing by appointment didn’t resume until August, and open slots were limited to three days a week. This was especially helpful to parents with children, who often like to have been together when selecting books to read. The limit was two households at a time.

By August it was apparent that the pandemic would continue through the winter.

“There was a moment in July when we thought, ‘Should we be done now?’ because we were one of the last places in town, really, that was asking you to put on a mask,” she said. “The first of August rolled around, we had a board meeting scheduled, we were going to talk about are we ready? Are we done? And then Delta hit us like a freight train.”

Doors open to the public without an appointment didn’t happen again until May 3, 2021.

Gentry said she feels that, should the worst happen again, the library has a good plan to fall back on, having gone through the pandemic experience.

“We know so much more now,” she said. “We could continue to manage that process, no matter what comes.”

Despite it all, Gentry said of the four public libraries she’s worked, La Crescent is the best. At all times, she said, she felt supported by the library board, the city council, and above all the patrons.

It was the patrons who embraced all the changes, although some things like the mask requirement did generate some negative comments online, but only once did things escalate in person.

“You’re not going to please everyone,” she said. “No matter what we do there’s going to be somebody who thinks we didn’t take enough precautions, and there’s going to be people who think you took too many precautions and you were fear-mongering. You gotta toe that line as best you can.”

Largely, however, everything went as well as could be reasonably expected given the circumstances, and the true character of the community emerged every step of the way.

Not only were guidelines followed, but Gentry said in all the time they used the atrium to leave books for pick-up, not a single instance of theft ever happened.

“Nobody abused it,” Gentry said. “That’s one thing I have to say. We live in a very honest community.”

*\* At the time of this interview, Gentry had been library director for a little more than two years. She left her position not long after this interview.*

Tom Paulson, La Crescent Fire Chief

“One thing I’ve sort of discovered,” according to La Crescent Fire Chief Tom Paulson, “time kind of melds together.”

Paulson, who has been Fire Chief since 2015, isn’t alone in his discovery. Many of those interviewed expressed similar sentiments about the COVID-19 pandemic, as well as the social and political turmoil which has embroiled the nation during 2020 to the present.

But, along with the approximately 27 firefighters and medical first responders (all are dual trained), Paulson oversaw a department, and sat at a unique vantage point, when the coronavirus began to take hold in the area: He and his team – which is split into thirds and respond to first responder calls on a rotating basis (everyone goes when there’s a fire) – were some of the first to get calls specifically related to the virus, often being called to residential homes.

In March of 2020, Paulson said there just weren’t a lot of answers.

“It was kind of hitting us all at the same time,” Paulson said. “I was aware of it a little bit beyond the public. There was some chatter at the emergency management, at the county level, that this was coming. No one knew what ‘this’ meant.”

The general air of uncertainty continued to ripple throughout the following months, but prior to March 19, Paulson said the definitive remembrance the chatter resulted in was Mayor Mike Poellinger’s urging that the fire department get stocked up on personal protective equipment, notably gowns and masks.

“We didn’t know what this was going to turn into,” Paulson said.

While the department had some surgical masks at the time, and not many N95s, initially the department resorted to passing masks around, reusing and rotating them.

“We didn’t have enough to go around, at least initially,” he said.

This was amended by the summer, within just a few months, in fact, but in the beginning they were doing the best they could with the information and materials they had on hand.

“I remember the first call,” Paulson said. “It was as things were shutting down, and you were just hearing about a potential positive person, just piecemeal. That first call, even the dispatcher didn’t know how to dispatch it. This person had been potentially exposed at work, and I don’t recall if they were even experiencing symptoms, but I think it was a bit of a panic.”

In the end, those on the scene (only two first responders were sent) stood outside the resident’s home, where it was thought to be safe.

“There was some anxiousness around how are we going to do this so we’re not getting individuals sick,” Paulson said, “but we were very careful so we didn’t accidentally infect the whole department.” In those early days, anyone who suddenly had a sniffle thought, ‘God, I’m going to die,’” he said, so there was a sort of anxiousness at times within the department.

“No one thought they were invincible, but we knew what we’d signed up for,” he said.

The La Crescent Fire Department’s medical directives come from Gundersen Lutheran, with further directives and coordination coming from Tri-State Ambulance, the La Crescent City Council, and the Houston County Board of Commissioners, and, notably Houston County Emergency Management. Paulson stopped short of calling the directives in those early days “mixed.”

“Everyone was kind of figuring this out, right?”

He said he looked at other area fire departments, and his “chief peers,” about what they were doing – they were only too happy to share discoveries and best practices.

Almost immediately, the fire department went remote with trainings and meetings.

“As the rest of the world was doing, we tried to find ways to continue to do what we needed to do without exposing ourselves to unnecessary risk,” he said. “For us, we accept that we’re at a different risk level than most.”

But, as it turned out, call counts for the department went down not up.

"I was afraid they were going to explode, and it was the opposite," Paulson said. "People were afraid to dial 911. People were afraid to go to the hospital."

Department morale was OK, he said, with some team members checking the Centers for Disease Control and Prevention website every day and giving reports on updates. There were regular weekly meetings with Houston County Emergency Management, then monthly, finally tapering off as the need for such meetings decreased. Personal protection equipment and hotspot information relating to the virus were often shared and discussed.

"There was always a little bit of an undercurrent of uncertainty," he said.

Many in the department having spouses and children, and so there was always a tinge of worry when it came to calls and potential exposure to the coronavirus.

"The Fire Department is, maybe, not a true representation of the operating public," he said. "There's degrees of acceptance of the risk. Some folks are, 'Whatever, it's no big deal.' Others were afraid to go because they might have a child or spouse. But, we never missed a call."

While Paulson called overseeing the department, in part, a giant balancing act, he also said the city, county, and the La Crescent Police Department were always there for them.

"There was always a lot of support," he said. "We knew, and maybe it wasn't spoken, but I would say there was probably a tighter support. We're going to rally together here because we're the folks who are going to help the community."

And while numbers fluctuated wildly at time within the area, no huge outbreak happened, and the department wasn't overwhelmed.

As weeks turned into months and summer rolled around, "our stocks were full," Paulson said. "The call volume wasn't coming, so we were preparing for a disaster which thankfully didn't come."

As for the debate about vaccination, which grew into something of a crippling public debate, it posed little problem within the department, even though not everyone shared the same opinions.

"Generally, if someone was strongly opinionated on one side or the other, they may have voiced that, but opinions don't dictate what we do for operational tactics," he said.

In retrospect, the Fire Department could've been better stocked with personal protection equipment, he said, adding, "the good news is, now we are for next time."

It isn't the only good news to come out of an otherwise rotten and dangerous pandemic. In September of 2020, the department was able to hire seven new firefighters/first responders.

"I do have a great department," Paulson said, "and it's built a little bit different than other departments. I draw directly out of La Crescent. I'm asking friends and neighbors to join me in protecting other friends and neighbors."

With everything going on, he said, especially the social and political turmoil on top of a pandemic, "it's easy to lose faith," he said.

But ...

"In the middle of a pandemic, this community said, 'Hey, they're looking for more help, I'll step up.'"

Paulson said it was the greatest possible sign of encouragement to him.

Doug Stavenau, La Crescent Police Chief

“It’s brutal out there.”

Those were literally the first words La Crescent Police Chief Doug Stavenau said when thinking back over the seemingly endless stretch of time that feels like it’s elapsed since March of 2020.

In a career that has spanned almost 25 years a police officer, he’s been La Crescent Police Chief since 2014, Stavenau has not seen anything like coronavirus pandemic.

“Never,” he said.

In March of 2020, the La Crescent Police Department had eight officers covering approximately four-and-a-half miles, and with a budget of just under \$1 million.

Throughout the pandemic, Stavenau praised the Minnesota Department of Public Safety, as well as La Crescent city officials who had to make quick decisions, often with incomplete information.

“They didn’t have a lot of answers, but they did a very good in mobilizing and getting things together for the questions that were anticipated,” he said.

They also helped interpret what was going on at the governor’s office, as well as how it might impact law enforcement.

“There was some inter-squabbling between the Department of Health and Human Services at the state level,” he said, “but, as far as the Department of Public Safety, a lot of the squabbling ended up being, more or less, the fear factor of what officers were going to be exposed to and how to get that information. Nobody knew what the impact of COVID was going to be.”

There was concern about going on in-person calls, being exposed to a potential infection, and not understanding how the virus was spread. Privacy and individual rights were always held in the highest importance, and since the Police Department was able to wear appropriate personal protection equipment, they simply treated everyone as though they were a potential exposure – enabling them to provide service while not infringing on anyone’s right to know.

“A lot of this we didn’t learn until the science was coming in,” Stavenau said. “For example, we knew it was spread through the air, so we installed some hand dryer to avoid the touch. We didn’t comprehend that there was this other aspect of it that was significant.”

The primary concern for the Police Department, he said, has from the beginning been potential cross-contamination: officers share the same patrol vehicles, as well as a very small office and department space within the City Hall building.

“The other thing, you may be exposed to it, and it takes three to five days for it to develop,” he said, “well, you could’ve theoretically come in contact with the entire department during that time and then we’re all sick.”

The department didn’t suffer from any panic or extreme concern that he could see, Stavenau said.

“A lot of it was just kind of exercising those common-sense things: making the cleaning supplies available, wiping down the cars, you know, doing those extra steps that we probably wouldn’t normally do, even for a flu season.”

There were five squad cars at the time.

Once Gov. Walz’s executive orders starting coming out, he said, there was a group of people who continued to live normally. A large percentage of the population went into lockdown mode, however, which more or less changed everything. Car stops weren’t skyrocketing, but calls into the department were. Neighborhoods were forced to be home more, and they were more and more keeping an eye on their community.

Not all of it was bad, but some of it was surprisingly odd.

The Police Department annually budgets \$6,000 for impounded animals, he said, but by the end of 2020, there was almost \$2,500 left in that budget (it’s usually spent by late fall). The funds were released, whereas in the past they’d sometimes come up short. It was unique.

“The stray animal population took care of itself,” he said.

Traffic stops took a plunge. They could be a challenge.

"It's just hard to communicate with a mask," he said, "and especially when the mask was brand new, there was quite a bit of resistance to that, but we always wanted to be setting a good example."

Setting a good example also meant adapting to the new circumstances, which Stavenau said made him proud of his department.

"Our traffic stops pretty much went to virtually very little," Stavenau explained. "If you saw an offense that you had to write a ticket for, that had to be addressed, but we weren't doing courtesy warnings and things like that."

Some calls weren't easy: Statistically, for instance, house calls didn't jump through the roof. Over time, as people began to adjust to a new way of living, eventually some issues did raise their heads.

"It's later in the process that that number was probably influenced," he said.

Mediation became an important element of the department's job, especially when it came to congregating.

"This is a little bit sensitive, but I'll be as respectful as I can," Stavenau said. "The parks. There was a group of people who had come over, and the residents of the neighborhood park recognized that they probably weren't residents of the City of La Crescent. There was a little bit of a controversy in that a few residents were adamant that that had to be disrupted and that it had to be dispersed. I guess, from my perspective, I did not see that urgency. These were young adults that, some of them may have been juveniles, but they were making a conscious choice to be together. They were in an outdoor space and they were in a public facility. Nothing criminal. I really had a hard time with that law enforcement should be involved to disperse them just because the order simply existed."

Stavenau owns that it was his call.

"It wasn't popular," he said. "I think, from the Police Department's perspective, we have to respect people's individual rights to move about. I don't like using the term 'martial law,' but there were some of the orders that were not martial law, but they were skirting the edges of it. And, for myself, I really struggled with that. As a democratic society, you're entitled to make individual choices, up to the point that it's going to significantly harm somebody else."

In this particular case, Stavenau said, it turned out this same group just wanted to "play ball," and they'd been chased off several other public parks before landing in La Crescent.

Stavenau took the opportunity to remind them they were living during a pandemic, and helped them to understand the health risks they faced, as well as why local tempers flared.

"I feel like a lot of it is mediation in providing balance to the different perspectives that are there," he said, "and sometimes you're able to gain traction with that and get some cooperation, other times though – it seems like the longer we're in this pandemic, the harder it is to have a middle ground."

It's not simply a personal experience of Stavenau's either, he's hearing it from his officers, as well.

"There seems to be less respect for compromise," he said, "and a lot more about, 'The louder I am, the quicker I will get what I want.' That's been a very exhausting cycle."

Stavenau was quick to point out that it isn't one topic in particular, but rather a general trend in moods and behaviors. The police, he's also quick to point out, don't always have the answers.

"But we still show up," he said.

Stavenau himself contracted the coronavirus at one point.

"I thought I was following the rules pretty good," he said. "Very strange, the rest of my family didn't pick it up, and I didn't spread it to the department, which is a positive. We've had some quarantines. Our percentage of officers that have chosen to be vaccinated is really extremely low. It's not even on par with averages. For whatever reason, they're choosing not to get vaccinated. There are those kinds of hurdles."

There were others.

"We did have a search warrant that we served, within this last year," he said. "We had a little scare because one of the individuals arrested, they administered a quick test up at the jail and he came back



positive. We had at least half the department at the search warrant, which was going to be a real personnel issue. Luckily, the longer more accurate test revealed that he was no longer infected.” Even though there is a difference of opinion within the department, it hasn’t prevented them from being a team.

“That’s one thing that’s been super positive,” Stavenau said. “The communication inside the department have been phenomenal. We’ve never had a clear political divide that we’ve dealt with. One of the things that, I think, we are benefitting as a city from is that we’re under that 100-employee maximum, because I do think if the mandate came it would be a little more tense.”

While Stavenau said he certainly respects differences of opinion, especially amongst his officers, he did sign up for the vaccine himself immediately. He has no problems with others who don’t agree. In the end, there is a way to honor both sides of the argument and move forward as a leader and a department. In large part, he said, the Police Department was supported behind the scenes.

“I think everybody was kind of at a loss, and nobody knew exactly what the right answer was,” he said.

“One of the things that was concerning, at least for me, was: We have gone through significant developments and changes, and added a couple of restaurants and entertainment venues, and I’m pleasantly surprised that we weren’t put into a position that we had to come heavy handed, because some of the executive orders may have been skirting what they shouldn’t have been.”

Stavenau said he wouldn’t want himself or his department to be seen as “authoritarian,” and as the summer of 2020 progressed, perceptions about law enforcement changed.

“There’s still a lot of support, make no mistake about it, but I do think that the national narrative as wore on everybody’s morale,” he said.

As time marches on, the strain is becoming more and more apparent.

“I think people really have to come to a readjustment with the way things used to be,” he said, “and I don’t think necessarily people always expect change as being that awesome.”

It extends down to school-age children, who have to come together after being separated for long periods of time, learning how to listen and live with one another again.

If Stavenau could do it all over again, knowing what he knows now, here’s what he’d do differently (although some of it is what he readily labels “arm-chairing”):

“March was a little early to start enforcing,” he said, “when you look at the curve and when we actually started being impacted. It would’ve been nice to get those few summer months into normalcy. But, we didn’t know.”

As far as improvements he himself would offer?

“I’m not sure,” Stavenau said, “because I’m not really critical with the decisions that were made. At the time, I guess I look at it with the lens of they were made with the best information that we had at that time. To critique ‘em is very difficult to do because we know so much more now.”

Debbie Shimshak, La Crescent Finance Director

“We are here to serve the people of this community,” La Crescent Finance Director Debbie Shimshak said, “and that’s what we do. And I think we do it really well.”

The long-time City employee said it with such force, perhaps because it wasn’t always the perception from a small portion of La Crescent residents as the City tried to navigate an unprecedented pandemic. What could’ve gone better?

“I think when the Federal Government started handing out funding,” Shimshak said. “Money always brings out, in my opinion, the worst in people. It was a difficult time. Things were happening very quickly.”

The near \$390,000 in Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act funding allocated by the State of Minnesota was a community effort, she said, and it had to cover so many different areas, it was a challenge to both receive and distribute.

“Because the money comes in one pot,” Shimshak said, “and you have to figure out what to do with it. It was something like \$389,000. So, you have to use this now for all the cleaning, all the extra – I think people think we weren’t working. We got computers, and we were working from home. It’s expensive, and you have set up special VPNs (Virtual Private Networks).”

It becomes overwhelming to think about, and there’s a natural caution in how Shimshak approaches discussing the matter, especially as it relates to those who work in City Hall.

“We are judged more harshly, I believe, than any others,” she said, “just because we’re government employees. Our standards are at a different level, which is really true. They’re higher than most.”

The laptops, for instance, raise the ire of some in the community: Couldn’t the city get something cheaper?

“I think a lot of it is just the handling of the money,” she said. “And the county had money, and they were sharing it with the local businesses. We were struck with, why we didn’t divvy up a portion of that.”

Why didn’t you?

“I know there were probably some personal attacks – that we didn’t come up with a way to distribute this money to local businesses. Look, social media blows things completely out of proportion, as far as I’m concerned,” Shimshak said. “And I get what they were saying. I know there are certain businesses in this community that were really hit hard, but it was across the board. We, as city government, felt that it was more important to keep the money here, share it with the entire community. Do we take a portion of this money and send it to the county for distribution? Now remember, once it goes to the county, now it’s going to be distributed county-wide. That money wouldn’t necessarily come back to La Crescent. So, part of it was, it was all happening so fast, us trying to figure it out. The people on the outside were looking at it going, ‘Well, you should share that with just us.’ Well, if you’re going to share it with one business, you have to share it, in my opinion, with every business. And, who am I to decide who gets what?”

Equitable distribution was difficult to navigate, but all decisions were openly discussed and the City Council debated and voted on all final decisions.

“Every capital expense was approved by the Council,” she said, “and that’s what we do on a normal basis.”

There was another grave misconception filtering through some quarters of city residents regarding the CARES Act funding, and one Shimshak is quick to dispel.

“I think people think, ‘Oh, that all went to City Hall.’ No,” she said. “We were accused of getting bonuses, and raises, and none of it is true. The Council has to approve everything. If something like that had happened, it would’ve had to have been under the table. And there was absolutely nothing done under the table.”

That funding, Shimshak explained, had to be split between all city departments, not just City Hall: That includes the Police and Fire Departments, the Golf Course, the Public Library.

"All of the extra things we had to purchase to protect our first responders, our firefighters, and our Police Department," Shimshak said. "We had people who, all they did was clean. For instance, when we first opened the pool, we hired people just to clean. Just to clean. That money could be used for that. And the extra time. I can honestly tell you that after receiving the laptop that I got, I think we put in more hours. We did."

Logistically, the most difficult department to deal with was the DMV, which has direct and daily contact with the public.

But, it didn't stop there. For instance, Administrative Clerk Chris Fortsch was doing pet licensing from her home.

"Once the doors of City Hall locked for that period of time," she said, "when that happened, the perception, I believe, from the community was that we were all sitting at home collecting paychecks. And doing nothing."

Nothing could've been further from the truth; in fact, all City staff had to not only be adaptable, but they had to provide a continuity of service to all residents. And the City staff size is small for the community of this size, she said. Some decisions were entirely out of their hands.

"The quarantining, well, that did come from 'above,'" she said. "And some people, they had family members who were sick. And, our Maintenance Department, they had training they had to do. We'd send a computer home with them, so they could at least do training that way. Our biggest goal was to continue to serve the community. How do we keep offering services, when we're not allowed to really bring anybody into the building. Literally, who would've ever thought we would be working out windows at City Hall?"

It was a horrible feeling, by the time winter came, to ask people to stand outside to get service.

"This City Hall [building] hasn't functioned well as a physical building for a very long time," Shimshak said.

There was some humor.

"What makes me laugh now, when I look back at the whole mess, was we bought the system to hand out beepers. We were all trying to figure out, how do we do this? When we finally opened the door but couldn't have too many people. I mean, our hall is so small we could only have one person there and one or two in the hall. People are parking outside, and we have big signs up saying, 'Call this number.' So, we came up with a plan."

She thought of how restaurants handle overflow: They have this buzzer, this beeper, so we went out and bought a relatively cheap set of 12 pagers. These are numbered. So, Chris Fortsch would hand them out the window, and then they could go sit in their cars and wait for it to buzz. The comedy of trying. And then people would drive off with the beepers, or they'd stick them somewhere where they couldn't hear them. And, then, if it got too cold they didn't work. We were really struggling."

When she thinks of all the processes they went through between March 19 and May 18, it was truly staggering. No matter what, she said, they never gave up trying to make things work.

Shimshak said she personally felt the City Council was nothing but supportive, and always "on board."

"That's why it was really hard to hear the community, some of the members of the community, the statements that did get made," she said. "Because they were really harsh. We are much easier to work with than people portray us to be."

It's also hard for Shimshak to blame those at higher levels of government, because she, too, realizes just what they were facing, and how hard it was, and how few answers there seemed to be, especially at the start of the pandemic.

"I think Gov. Walz did a really good job," Shimshak said. "I mean, none of us had dealt with a pandemic."

Shimshak will retire in the fall of 2022. It's a bittersweet feeling. Having her career end on what she and many others see as the most political divisive time we've yet experienced, as well as trying to cope with a pandemic, the image of policing amidst the racial tension throughout the country, and the political wedge that vaccination has become, leaves her with at least one hope.

"I hope we can come back from this," Shimshak said.

Angie Boettcher, La Crescent Administrative Assistant

In talking to La Crescent Administrative Assistant Angie Boettcher, it's good to remember why she came to work at City Hall in 2014.

"Working in the town that I pay taxes in, that I love, that I love the community, to be a part of it, to be closer to home," Boettcher said. "This is family. You leave your house to come to work, but you're with family."

It's an important role. Perhaps more than people in the community might realize.

During the pandemic, the person tasked with developing and maintaining the city's ever-changing COVID-19 plan was, and continues to be, Boettcher, who has been in her current position since 2019. It's been no easy task.

"There were a lot of working pieces," Boettcher said, "and the big one was: You can't shut City Hall. You have to continue. At the time, we didn't have the ability. For instance, we didn't have the computers. Those came later. So, trying to figure out how to continue services, and as a human being, not knowing if I get [the virus], how severe is this going to be? I'm worried about my family. I'm worried about friends, so you're dealing with that stress."

The plan, required by the government, had to be updated and on file at all times.

Boettcher was also tasked with Zoom-broadcasting City Council meetings, something which had not been done before.

She also does the City's payroll.

While the City was able to avoid laying anyone off – important due to the unemployment reimbursable plan most City employees are on (it's a pay-as-you-go versus a taxed plan, which means the City is billed directly for any unemployment claims and pay those directly to the state) – they were handling all types of atypical programs rolling out due to the pandemic, such as the Families First Coronavirus Response Act (FFCRA or Act). It required certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The Department of Labor's Wage and Hour Division (WHD) administered and enforced the new law's paid leave requirements. The provisions were applied from the effective date through December 31, 2020.

It came via an executive order.

"Which we didn't know about at first," Boettcher said. "We had to go backtrack. That was the really frustrating part. I mean, you're getting information on a daily basis, and you're looking, because you have to look to see what the government, and the Governor, wants.

"We found ways to do all that," she said. "It's like anything: You learn how to do it better."

Eye-opening, she said, were some of the personal protective equipment the City was obliged to purchase: How, for instance, should they protect the election judges? (There were three elections held since the pandemic began). How to keep the public safe? How to keep the City staff safe?

The reconfiguration of the DMV space, along with the front offices in City Hall – opening windows, erecting plexiglass barriers, installing an intercom on the front door to control in-person crowd numbers in the hallway – became important directives.

"All these barriers you had to put to protect the community, and the workers," she said.

And the meetings – there were a ton of meetings, she said, and the all the regular and extra work had to be done on top of that.

Boettcher didn't contract the coronavirus, but she was one of only three employees in the immediate environs of City Hall who didn't (out of approximately a dozen employees). Five tested positive within a single week. The DMV had to resort to doing at-home training, and retrieving voicemails via their email, since hands-on remote work wasn't possible. Somewhere along the way, they found out the City's phone system only has a capacity for 100 voicemails.

"I honestly think things were handled in a proper way," she said. "In a good way. It was a learning experience. I can't honestly say, I look back and would do things differently."

Having said that, Boettcher is reticent to push blame up the pipeline, either to the state or federal government entities.

"I have to look at it this way, too," she said, "this was new to the world. This was new to everybody. So, how things were handled, things were changing at the state as fast as anywhere. It was unknown. So, I can't say I wasn't getting direction from the state because it was new to them, too."

What can one do?

"You just do what you can and you try to help out," she said.

Nothing feels like it's back to any sense of "normalcy."

"No, you've still got variants still coming out," Boettcher said. "You've still got the unknown happening. Are we going to have to shut down again? Yes, we're better prepared, I think, but still it's unknown."

The frustration that lingers, for Boettcher, isn't with the City staff or Council at all.

"I have frustration with community members who complain on social media in regards to not knowing what is going on in the city," she said. "We have a website. That website was updated. We've been putting things on our City Facebook page. We have our phone numbers out there. Reach out to us, look at our resources, get the facts from us before posting negative comments on social media."

Council meetings, as well as all attendant information, is public, Boettcher stressed.

"We're not hiding anything," she said. "People don't come to [that information], or don't care about it, until it's something that affects them directly. It really disappoints me."

When it comes to the CARES Act funding, Boettcher said the terrible thing was City staff was made, as individuals, to feel as though it was their fault for the decisions made. Personally.

She sums up her feelings in one word:

"Hopeless," Boettcher said. "I feel like I can't make a difference. Because I'm trying."

Even on the brightest day, she said, there are clouds hanging over everyone these days.

Why keep on going if that's the case?

"Because that's how I was raised," she said. "You continue on. You keep going, you keep doing what you can."

Mary Loeffler, La Crescent Deputy Registrar

If you ask Mary Loeffler, who has been a La Crescent Deputy Registrar for almost nine years, how to describe her job at the best of times, she would say it's almost like counseling.

"We spend a lot of time helping customers decide do they want to do the standard driver's license, the Real ID, the Enhanced ID," Loeffler said. "And helping people make sure they have what they need when they come in."

In the DMV, Loeffler is one of a team who helps residents with title work, driver's licenses, DNR transactions, and answering questions.

The department has weekly state updates and thick training manuals to be learned, some of which came into play when Loeffler and the rest of the staff were forced to work remotely, something tricky given the work they do. The move to send the staff home in March of 2020 was something of a sudden surprise.

"On that day, Bill Waller came in and said, 'I'm going to have you go. You get to be done; finish up and go.' It's like 2 p.m., or sometime in the afternoon. At least in the DMV. We're kind of like the last people to know what's going on."

Someone from the DMV staff came in, on a rotating basis, every day to do tab renewals that were dropped off. The deposits would be done, the phone messages would be retrieved and calls returned. Once they returned in May, Loeffler said, they started doing driver's licenses by appointments, and then the windows were opened for Motor Vehicle work.

"We would come in some days, like a Monday, and that's when we learned our phones hold 100 voicemail messages," she said.

Sometimes they'd have up to seven pages of names and numbers from messages which had to be returned. It could take up to 36 hours at times, during which some individuals would call back and leave multiple messages due to the delay.

The box was repeatedly filled with questions: Do we need an appointment? Can I set up an appointment? An additional phone was set up in Chris Fortsch's office, across the small hallway from the DMV, and it was dedicated to returning calls and messages and assisting residents with getting their Motor Vehicle and licensing needs met. At times it felt like triage.

"I think the general public, they think they know what they have," Loeffler said, "and we try to politely, kindly say, 'You don't have what you need.' And then they get frustrated and angry, at themselves, not at us so much. They just don't have what they need, and they took the day off work. So they leave before they really truly listen to what they need, and they leave angry. Then they come back for the second, or third, time before they really, I think, listen to what we're saying."

The pandemic only aggravated this dynamic, but even so, Loeffler saw residents' gratitude.

"I think they were grateful we were doing appointments," she said.

All Motor Vehicles transactions, such as tab renewals, were done at a window on the east side of the building, which opened on a small walkway. Sliders were put into the windows, and part of the interior counter had to be cut away to allow access. Driver's licenses were done in person, only by appointment, and one person at a time. Plastic partitions were erected to keep a barrier between employees and the public (they later became glass, but initially the supply of glass wasn't enough to satisfy demand and there was none to be had), and the tiny hallway went through several iterations and configurations (which also included the installation of an intercom on the now-locked City Hall door) to keep crowd numbers, as well as social distancing guidelines, enforced, which was always a challenge. They initially tried to limit the number of people in the hallway to a maximum of three at one time.

Despite the rigorous measures, including constant disinfecting of the rooms and machines (for instance, the eye exam machine and signing pads in the DMV) the virus still found a way in.

“We opened in November,” Loeffler said, “and on December 1<sup>st</sup>, I think, six of us – boom! – we all had COVID. I was scared.”

It’s hard for the that doubt and fear not to linger, and for Loeffler the future still seems so very uncertain.

“I still wonder what’s going to happen,” she said, “because I wonder if maybe some day we’ll go back and not have people in here, or should I be wearing a mask right now? We’d been wearing a mask from March to November. We all got it wearing masks. I took my mask off in the bathroom. That was the only time, I think. But, that’s in the back of my mind right now.”

What could have been done better?

“The size of our hallway,” Loeffler said. “You can’t social distance. We would have people lined up coming to me, but then also lining up to see Chris.”

She also thinks the taking of appointments could’ve gone better.

“I wouldn’t want to go back to that,” she said.

What went well?

“I think the way we worked together, I think went well,” Loeffler said.

She would like the public to know that it’s her job to help them, and hopes they won’t lose sight of that.

“I think, from the DMV’s point of view, I work for the City of La Crescent,” Loeffler said. “My job is to help people in the City of La Crescent, and sometimes people come in and they have a chip on their shoulder, like I’m your average DMV person, which I don’t think I am. I’m going to help you the best I can, but if you come in and you’re so angry and rude right off the bat, I’m still going to try to help you, but it doesn’t make it any easier. If they would just take a few seconds and talk with us, we’re not here to make their day worse, we’re just trying to help them out, and sometimes relay information that they don’t want to hear, but if I can help you, I’m going to do anything I can do to help you. We don’t have that image.”



Chris Fortsch, La Crescent Administrative Clerk

There's a joke that many in City Hall like to tell, both funny and true.

"If there's ever a question, just call Chris," so it goes, "because if Chris doesn't know, Chris will find out."

The "Chris" in question is La Crescent Administrative Clerk Chris Fortsch. Her desk, just to the right as you enter City Hall, can't really ever be left unattended.

Fortsch, who has been a frontline worker at City Hall for 6 years, has the task of being the "meet and greet of City Hall." She also handles accounts receivable – taking in all funds for all city departments – and oversees the community building, as well as everything else from answering phones to processing pet licensing.

"It's also really about a lot of education," Fortsch said.

It was really not a surprise that City Hall was forced to close its doors, at least not as Fortsch remembers it, but it was all happening so fast.

"I literally have blocked a lot of it from my mind," Fortsch said. "You look back and it's kind of a blur. It really is. Because things were changing every day, it seemed like every hour."

Policies would be put into place, she said, but it was ever-changing.

"What I remember, from when we closed, some of our jobs didn't really stop," she said. "You still received a water bill when we were closed. We still had to take in money, so from what I remember we had taken turns being in the building. We tried to figure out who could come, and when, and what worked for what needed to be done."

There are some things that can't be done from home, she said, such as picking up with mail or going to the bank.

"In the beginning, we did not have computers to take home," Fortsch said. "We didn't have any of that set up, so we needed to be here."

At the time, however, it was like when the kids were sent home from the schools.

"We thought this would be a week or two," she said. "I remember having a conversation with my parents, because they were in and out all the time at my house, and I said, 'I just need you guys to maybe stay at home until this over.' Because they were out doing all these things, and the media was telling you, 'Stay home. Stay inside. Don't interact with other people.' And I literally took that to heart."

Just because she was sent home, like so many on the City staff, didn't mean solutions and practical considerations weren't being passed back and forth through digital communications.

"It was a collective effort," Fortsch said. "It was very much, 'Let's figure out what we're going to do.' I'm very involved with the Park and Rec Commission, so a lot of the conversations I was personally involved with had to do with our Summer Rec employees, closing the pool, then opening the pool – all that kind of stuff. Literally closing down the parks, locking the bathrooms, shutting down the water fountains. Now that I go back and think about it, it was a lot."

Fortsch said she hadn't really been invited to the Park and Rec table before, but because of the pandemic she became heavily involved.

"From what I remember, I kind of invited myself," she said, "because one of the first meetings they had, Bill Waller came back and reported what was going to happen. Well, in my opinion, they didn't have all the right people at the door, because you're asking me to enforce something that I had no input on, and I don't think it's going to work."

Two years on, she now goes to all the meetings.

"And, honestly, I think it's wonderful because it's a huge part of my job," she said, "so, then, you're having the input from the commission and the public, but then you're also the voice of reason."

Fortsch was also the principal enforcer, making sure during the mandate people were wearing masks, and trying to keep social distancing guideline enforced. None of this was as easy as it might sound. "Because you're dealing with the public," she said. "People aren't super receptive, and you can't make them do something they don't want to do. We still have a divider in the hallway, with a sign. People can't follow that. There's literally a sign that says what side of the hallway to stand on and why. People don't care. And then when you say something ..."

Fortsch also played a critical role when the door lock intercom system went in (she has the button to control entrance access), as well as when people were waiting outside and service was happening through windows in May of 2020.

"Then they ended up having to put up an awning because of the rain," she said, "and there was a couple of times I would call Maintenance and have them bring a pop-up because it was so freakin' hot in the summer, and you had people outside waiting. We put in an intercom system so that the door could be locked, but I could control it from a button by my desk, and I could communicate with them – I could see them and they could hear me."

When Fortsch, along with a swath of her co-workers, came down with COVID around Thanksgiving of 2020, it was scary.

"We took it so seriously," she said, "even in November. We didn't do family Thanksgiving with my husband's family and my family. The five of us actually got in the car and drove to Winona and walked the lake. We did a lot of forced family time during COVID. In the end, honestly, I miss it. My kids will be looking through pictures and they'll be, like, 'Why don't we do that anymore.'"

Despite the massive and constant changes, Fortsch said she always felt supported.

"I feel like Bill Waller was doing the best that he could with what he had," she said. "I mean, none of us had been through this before. Everybody was punting."

The pandemic forced all staff to effectively sit at the same table, making decisions together in ways that had not been contemplated in the past.

"We were all at the table," she said.

There's a closed door, effectively separating the front offices (which include the DMV) from the rest of City Hall and its staff.

"I feel like we're on our own island up here," Fortsch said.

She's had, even recently, the opportunity to move behind to the door, but she didn't want to do it.

"I would miss that connection with the public," Fortsch said. "I like the interaction. I'm involved in this community, and I also have a lot of knowledge, but I really want to help people. That's our job."

Bill Waller, La Crescent City Administrator

There's an old saying that goes something along the lines of "the city never sleeps."

It's true, and if it's ever been in doubt, just spend some time with La Crescent City Administrator Bill Waller.

Actually, Waller likened City Hall and its operations to the post office: "The mail gets delivered every day, it doesn't matter what the weather is. For us to close City Hall? We're open. To not be open to serve the public, if you will, kind of went against everything that we've been taught, learned, believed in."

While the rumbling of coming possible "shelter-in-place order" was in the air, he said, no one really knew what to expect.

"I think we all went into thinking it would be a week or two weeks," Waller said, "and then we'd be back to business as usual. That didn't happen."

By March 19, he said, no one, as far as he can remember, was sick or had been exposed. But, with an executive order closing down many venues, including City Hall, there was a lot of logistical concern. "City Hall doesn't function well remotely," he said.

For instance, the people who work in the License Bureau: It's not a job you can do from home.

"What we basically did was, we set up a schedule so somebody was here every day," Waller said.

"Even though the door was locked, they were here checking messages, checking emails. Bills didn't stop coming in," he said. "I came into work every day. In fact, during that timeframe, I was probably coming in a minimum of six days per week. Just because there was always something happening, there was always something changing. There were a lot of days when I did come in seven days per week."

City staff had to keep the water running, the sewers working, the Fire Department had to be ready to go, as needed, as well as the street and City improvement projects that had to continue.

Nothing really got halted, and government did not, and could not, shut down, even though the building itself was closed to the public, and limited in the number of employees who could be physically present at any given time. All of it continued to go ahead.

"We continued it," Waller said, "but not everybody did. If you looked, most of the communities in the area shut down their pools, they shut down their Summer Rec programming. We didn't do that."

It was, he said, literally an instance where there were two memos to the City Council: One, let's shut everything down. Another, we can figure out how to do most everything, but in a different fashion.

Was he behind one or the other at the time?

"We're going with the option where we're going to continue to do as much as we can," Waller said. "It was a consensus of the staff, and it was a consensus of the Council, that we needed to provide as much normalcy as we could for people."

There was no real resistance to the move.

For perspective, the scale involves at least 25 full-time City employees, although the City sends out up to 200 W-2s total in any given year.

"I remember the last transaction on March 18," Waller said, "In the License Bureau there was a family, and they had three or four young kids that were coughing and hacking, and literally stuff spewing everywhere, and they were touching everything. If you remember, back then, touching was how they were telling us you could get the virus."

Waller did wonder, at that moment, why they hadn't perhaps closed earlier, out of concern for everyone's health. But, there is a qualifier here that mustn't be forgotten.

"We never shut down entirely," he said. "The City runs every day of the year. There's somebody coming to work every day of the year."

For Waller, as well as Mayor Mike Poellinger and the City Council, continuity of service was important. As an example, Waller said, look at the City's decision to open its pool (delayed, it's true, but eventually open and working up to 50% capacity in the summer of 2020):

"For communities that shut their pools in 2020, they then had staffing issues in 2021, because their guards went and got other jobs, and didn't come back," Waller said. "We had our whole crew in-tact, and the thing about that is, every year at the pool there's a certain amount of turnover, because kids are graduating, they're moving on, and you bring a new group in. Well, in 2020, we brought a new group of employees in. So, in 2021, we had those people to work when other people were unable to open because they didn't have staff. We didn't have those issues because we were open in 2020."

Somehow, even in retrospect, the events and how they unfurled at the time seem to be threaded, at times even tangled, together.

"I look at, when this all started, how much time we spent chasing things based on the information we were given at the time," Waller said. "I remember the memos that were flying around: Ok, we're not going to open the bathrooms, we're not going to put the outhouses out, we're going to have signs everywhere that this isn't cleaned and sanitized. We're not going to put the nets up on the tennis courts. We're going to take down the rims on the basketball backboards. All the time that we spent chasing around, doing stuff that, in the end, probably didn't lead to any exposure risk. We were just getting hammered by the Minnesota Department of Health. It seemed to be constantly changing."

It made it feel like something of a nightmare.

For instance, when public meetings are held, and someone present reports back a positive COVID-19 test, all those present have to be called and informed. Some take it in stride, others panic.

"I don't feel like we have gotten a break," he said. "Every week there's something."

There are also the divisions within the community itself. In late June of 2020, a small group of 15 citizens petitioned the Council asking for the approval to not enforce Gov. Walz's executive orders, while at the second meeting in July another small group of residents petitioned the Council to enforce a mask mandate, which was in advance of the actual executive order which didn't arrive until August. Neither resolution was adopted at the time.

"To me it's opposite ends of the continuum," Waller said. "Don't enforce a governor's executive order? Or, adopt something very controversial in advance of the State doing it? It's an untenable position to be in."

Yes, there have been divisions amongst the staff – one area is in vaccination status – but no one, Waller stressed, has or would be forced to do something against their will. And no one is subject to public shame regardless of how they believe or what they choose is best for them and their families and co-workers.

"Look, you wouldn't know most of the people that weren't vaccinated except that they tell you," Waller said. "They do broadcast it. We can tell you every person who has not been vaccinated, not because we asked, but because they've made a point of telling us."

Waller himself said, like many others, he's still worried about carrying the virus home to his family.

"We have two grandsons who are under the age of 5 who can't be vaccinated," Waller said. "Do I worry about taking something to them? Sure, I do."

There have been positive outcomes, and Waller feels as a leader it's important to focus on those, too.

"We set the tone for the building," Waller said. "I mean, when you look at it, we've got probably the biggest construction project we've ever had [The Wagon Wheel Project – Phase Three], and probably the biggest subdivision in the history of the City was done [Horse Track Meadows] and the lots sold really well. [The pandemic] also totally overloaded the building side of it, with people at home remodeling, and everything that's gone on. The increase in building permits is staggering."

Every day, Waller said, he's asked when he'll be done working for the City.

"I had a milestone birthday this past summer," he said, speaking of turning 60-years-old. "I walked into my first City Council meeting in 1988. So, it doesn't really matter how I answer that question. I'm on the other side of it, in some ways. My time is winding down. Pandemic or no pandemic."

Every day he thinks about both sides of the retirement issue, but what the future holds isn't so clear.

Especially now. Some people can count down the days, but that isn't how Waller operates.

"There's some people who seem to have it all figured," Waller said. "I don't, OK?"

Some decisions during the pandemic haven't been either right or wrong in Waller's mind, it's far too complex for that.

"I don't know if this went right or wrong," he said, "but when the pool was limited to 50% capacity, then we made a decision to limit it to people in the school district. Which, maybe from a transmission standpoint – you know, we didn't have people coming in from outside the community – but we never came anywhere near 50% capacity at the pool. So, from the health perspective it was probably right, but from an economic perspective ..."

Loss of overall revenue, and an overall increase in costs, is a reality the City had to face due to the pandemic. But, the experience has also changed the way it's thought about its home.

"Prior to this," Waller said, "we'd started to have talks about a new City Hall. What that building looked like pre-pandemic and post-pandemic is going to be totally different."

The city-run Golf Course is another inflection point of complexity: When the executive orders came through to close it down, it took an almost police action to keep people off the course (police tape and vehicles parked across the driveway had to be employed at one point). Some felt the course should stay open, while others complained it shouldn't and its closure wasn't being enforced. But, for the first time in years, the entity started to turn a profit (golf courses were eventually allowed to be reopened, but the news came through on a Friday afternoon, as Waller recalled, and it was – as with so many businesses – a struggle to find staffing to reopen on such short notice).

"The Golf Course is in a positive financial position probably solely due to COVID," he said. "Play is up, and we've changed our business model, as well. It's had a positive impact on the business side."

So much of this review has been about an attempt to add perspective and context to an incredibly difficult set of circumstances. Because of events, both globally and locally, it was often a challenge for staff to mentally return to the time in question: Namely mid-to-late March, 2020. It's why frequently timelines and events seemed to blur and meld together for those involved. And, it's also about factors beyond the pandemic itself. Waller is a case in point: When he sat for this interview on Nov. 23, 2021, he added some important context:

"Yes, I knew you were coming to do this," Waller said of the interview. "In the past month, I've dealt with some stuff here that has, it's not worn me out, but it's definitely put a strain on me. For instance, you look at our Police Department right now. We have eight full-time officers. About a month ago, one of them was injured in a non-work relate accident. He's out of commission for three months, minimum. Another officer quit, and took a job not in law enforcement. We've got our Police Chief taking a medical leave of absence. We're losing three of our four senior officers, if you will. They told me yesterday that one of our officers, who is not vaccinated, had a 'significant exposure,' and so now is off work for seven to 10 days. That's yesterday. So, we've got this going on. We have [referring to Finance Director Debbie Shimshak's announcement of retirement] this going on. I don't think anybody understands or appreciates the role that she has. I told the Council that that job is going to be harder to fill than mine. Nothing's gotten the attention that it should have. Nothing."

There was a pause. And then:

"In some way, shape, or form, you've got to care about the organization and the community," Waller said, in a quiet yet forceful voice. "It's your pledge to public service."

## Conclusion

It took an enormous act of trust for the City staff to agree to be interviewed for this review. Fear of possible reprisal, largely from the public, was a chief concern.

That they agreed, and were as transparent as anyone could ask them to be, is a testament to the quality of the staff, both personally and professionally. It was amazing to learn how much this team had to overcome, with conflicting and often unclear direction. They did so, if not always fearlessly, then always with a great sense of commitment to the community at large.

The good news is the staff felt entirely supported by those in charge, including the City Council. Communication, across all departments, has been healthy and consistent. The ability of the staff to adapt throughout incredibly trying circumstances is apparent, and while the same could be said of many businesses and residents, the focus of this review was La Crescent City staff.

Perhaps the single biggest practical concern is the size and shape of the current City Hall building. It has created, and will continue to do so, enormous challenges for the staff and the public, challenges only made more clear due to the pandemic, social distancing guidelines, and changes in the modes of delivering services.

Morale, in the final analysis, is an area of deep concern. How City staff sees itself, how the public sees them, and how the City chooses to look at, and address, this issue will shape the future of La Crescent's City government in the years to come.

The narratives included in the review are powerful. It is hoped that the candor included here will be taken seriously. The main impression, after spending many hours with the City staff, is one of a group of people who often feel they are crying out into a void.

This has been an opportunity for those voices to be heard. Whether they will be listened to or not, only time will tell.

# 3.4

**RESOLUTION NO. 02-22-08**

**RESOLUTION ACCEPTING DONATIONS MADE TO THE  
CITY OF LA CRESCENT IN JANUARY, 2022**

WHEREAS, the following donations were made to the City of La Crescent in the month of January, 2022:

1. Richard and Kathleen Peterson wish to donate \$100.00 to the La Crescent Fire Department for departmental purposes.
2. Richard and Kathleen Peterson wish to donate \$100.00 to the La Crescent Police Department for departmental purposes.

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

ADOPTED this 14<sup>th</sup> day of February, 2022.

SIGNED:


\_\_\_\_\_  
Mayor

ATTEST:

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

#3.5



TO: Honorable Mayor and City Council Members  
FROM: Chris Fortsch, Administrative Clerk   
DATE: February 10, 2022  
RE: 2022 License Renewal Applications

Attached for review and consideration by the City Council is an additional 2022 license renewal application I received since the last city council meeting.

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





## 2022 LICENSES

[illegible]

#3.6

# CITY OF LA CRESCENT

## Department of Police

Chief Douglas J. Stavenau



TO: Mayor Mike Poellinger  
Council Members: Dale Williams  
Ryan Hutchinson  
Cherryl Jostad  
Teresa O'Donnell-Ebner  
City Administrator Bill Waller

FROM: Sgt. Luke Ahlschlager, Interim Chief of Police, La Crescent Police Department

DATE: February 1, 2022

RE: La Crescent City Council Agenda Item request - **Shiners Parade – Saturday, August 10<sup>th</sup>, 2024**

Minnesota Shriners Association Parade Chairman Todd Wohlert is requesting permission to hold a Shriner Day Parade on Saturday, August 10<sup>th</sup>, 2024 at approximately 10:30 Am. The requested route for the parade starts at Elm Street and Main Street, proceeds south down South Elm Street and turns right, proceeding west on South 11<sup>th</sup> Street then dispersing at or near South 12<sup>th</sup> Street (Attachment 1). The designated staging area for the Shriners Parade will be the 300-500 blocks of North 1<sup>st</sup> Street, North 2<sup>nd</sup> Street and North 3<sup>rd</sup> Street (Attachment 1).

Mr. Wohlert is requesting city services for the parade, including but not limited to, police personnel for security & traffic control at selected intersections and Public Works personnel to clean and prep streets before and after the parade.

In common practice, the police department will place "no parking" signs along the route and staging areas at least 12 hours prior to the start of the parade. The signs will be taken down immediately following the parade.

The parade coincides with the week-long 2024 Midwest Shriner Convention being held in La Crosse, WI and La Crescent, MN.

Mr. Wohlert indicated this is a non-political parade and that all units are Shriner related.

Shriners International is a fraternal organization of men who are dedicated to brotherhood, compassion and service to others. Founded in New York City in 1872, Shriners International is composed of Master Masons. Today, there are more than 200,000 Shriners throughout the world.

Shriners are known for their colorful parades, distinctive red hat (called a fez) and their official philanthropy, Shriners Hospitals for Children®. Shriners come from all walks of life: movie stars, CEOs - even a couple of U.S. presidents (Harry Truman and Gerald Ford) have been Shriners. Shriners are also educators, storeowners, business professionals ... the list is virtually endless. Shriners are men who enjoy life, are family-oriented and are looking for fun, fellowship and belonging. Shriners are also committed to helping children and families in need.



#6.1

TO: Honorable Mayor and City Council Members  
Park and Recreation Commission Members  
FROM: Bill Waller, City Administrator  
DATE: February 10, 2022  
RE: Meeting Minutes  
February 8, 2022

The La Crescent Park and Recreation Commission met at 5:30 p.m., on Tuesday, February 8, 2022, in the City Council Chambers at the La Crescent City Hall. The following members were present: Jon Steffes, Paul McLellan, Sarah Wetterlin, Diana Adamski, Linda Gasper, Maseray Bangura, and Patti Martell. Also in attendance were Teresa O'Donnell-Ebner, Chris Fortsch and Bill Waller.

1. Brief introductions were held.
2. It was the consensus of the Commission to approve the minutes of the November 15, 2021 Park and Recreation Commission meeting as presented.
3. The Commission was informed that an updated packet was being provided at the meeting, as the final pages in the preliminary recommendations were not included in the materials that were distributed by e-mail in advance of the meeting. It was also discussed that given the volume of material for consideration, that a March meeting of the Park & Recreation be held, which would be an additional meeting that was not included in the original schedule for the project.
4. Becky Binz and Dan Schmitt from MSA were in attendance at the meeting via Zoom to review the preliminary recommendations, draft master plan, and priority worksheets relating to the update to the City's Comprehensive Park & Recreation Plan. The draft plan for Crescent Valley Park, John S. Harris Park, Valley South Park, Abnet Field, Frank J. Kistler Memorial Park, Old Hickory Park, Veteran's Park, and the North End Park were reviewed and discussion followed regarding items to add to and remove from each of the draft park plans. It was agreed that the preliminary master plans for Eagles Bluff, Vollenweider/Vetsch/Stoney Point, Horsetrack Meadows, and Wieser Park would be reviewed at the March Park & Recreation Commission meeting.
5. It was agreed that the next meeting of the Park & Recreation Commission would be Tuesday, March 29, 2022, at 5:30 pm., at City Hall.
6. The Commission was informed that the meeting with the local youth sports organizations went well, and that moving forward a similar meeting would be held each year.
7. The Commission was informed about a local business that is interested in sponsoring a fund-raising event for improvements to the ballfields at Abnet Field, and that a meeting has been scheduled with the business and La Crescent Youth Ball.

8. The Commission was provided an update on the donations that the City has received for a new park shelter at Wieser Park.
9. Information was provided to the Commission about the Lions Club Frozen Apple Hike that is planned for February 12, 2022.
10. There being nothing further to discuss, the meeting was adjourned at approximately 7:08 pm.