

CITY OF LA CRESCENT
AGENDA
REGULAR MEETING
FEBRUARY 8, 2021
5:30 P.M.

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

1. CONSENT AGENDA

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

- 1.1 MINUTES – JANUARY 25, 2021
- 1.2 BILLS PAYABLE THROUGH FEBRUARY 4, 2021
- 1.3
- 1.4

2. PUBLIC HEARING

3. ITEMS FOR CONSIDERATION

- 3.1 REVIEW CARES ACT FUNDING
- 3.2 WISCONSIN DNR – VARIANCE REQUEST OBJECTION
- 3.3 2021 COMMISSION APPOINTMENT
- 3.4 AUTHORIZE CAPITAL EXPENDITURE
- 3.5 PLANNING COMMISSION MINUTES – FEBRUARY 2, 2021
- 3.6 WAGON WHEEL PROJECT FINANCING REVIEW
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11
- 3.12

4. UNFINISHED BUSINESS

- 4.1

CITY OF LA CRESCENT

AGENDA

REGULAR MEETING

FEBRUARY 8, 2021

5:30 P.M.

5. MAYOR'S COMMENTS

5.1

6. STAFF CORRESPONDENCE/COMMITTEE UPDATES

6.1 GREENSTEP MINUTES – JANUARY 20, 2021

6.2 EXPLORE LA CROSSE

6.3

7. CORRESPONDENCE

7.1

7.2

7.3

8. CHAMBER OF COMMERCE

8.1

9. ITEMS FOR NEXT AGENDA

10. ADJOURNMENT

NOTICE

Please take notice that pursuant to Minn. Stat. Section 13D.021, members of the City Council may attend the meeting by telephone or zoom.

MINUTES, REGULAR MEETING
CITY COUNCIL, CITY OF LA CRESCENT, MINNESOTA
JANUARY 25, 2021

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 25, 2021.

Pursuant to Minn. Stat. § 13D.021 and due to the COVID-19 pandemic, members of the City Council and City Staff were given the option to attend the meeting by telephone or Zoom. 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, and Mayor Mike Poellinger. Members absent: Dale Williams. Also present was City Administrator Bill Waller, City Attorney Skip Wieser, City Engineer Tim Hruska, 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 11, 2021
- 1.2 BILLS PAYABLE THROUGH JANUARY 21, 2021
- 1.3 CASH BALANCE/ACTIVITY REPORT – NOVEMBER 2020
- 1.4 LIBRARY REPORT – NOVEMBER 2020

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

A MOTION TO APPROVE THE CONSENT AGENDA AS PRESENTED.

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

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

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

ITEM 2.0 – PUBLIC HEARING – ANNEXATION – 1703 COUNTY ROAD #6

At 5:30 PM the City Council held a public hearing to consider input on the proposed annexation of the property located at 1703 County 6 that the owners had requested to be annexed and the adoption of Ordinance No. 549 annexing this property. City Attorney Wieser reviewed the map and findings for the

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

ORDINANCE NO. 549

**AN ORDINANCE OF THE CITY OF LA CRESCENT, MINNESOTA ANNEXING
LAND LOCATED IN LA CRESCENT TOWNSHIP, HOUSTON COUNTY, MINNESOTA
PURSUANT TO MINNESOTA STATUTES § 414.033 SUBDIVISION 2(3), PERMITTING
ANNEXATION BY ORDINANCE**

WHEREAS, a petition signed by all the property owners, requesting that property legally described herein be annexed to the City of La Crescent, Minnesota, was duly presented to the Council of the City of La Crescent on December 23, 2020; and

WHEREAS, said property is unincorporated and abuts the City of La Crescent on its southwesterly and northwesterly boundaries, and the City's northeasterly boundary of County 6; is less than 120 acres; is not presently served by public sewer facilities or public sewer facilities are not otherwise available; and

WHEREAS, said property is currently residential and annexation is requested to facilitate the extension of city services for the residential development of the property; and

WHEREAS, the City of La Crescent held a public hearing pursuant to Minnesota Statutes § 414.033 Subd. 2b, on January 25, 2021, following thirty (30) days written notice by certified mail to the Town of La Crescent and to all landowners within and contiguous to the area legally described herein, to be annexed; and

WHEREAS, provisions of Minnesota Statutes § 414.033 Subd. 13 are not applicable in that there will be no change in the electric utility service provider resulting from the annexation of the territory to the municipality.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LA CRESCENT HEREBY ORDAINS AS FOLLOWS:

1. The City Council hereby determines that the property as hereinafter described abuts the city limits and is or is about to become urban or suburban in nature in that residential use is being proposed for said property which requires or will need city services, including public sewer facilities.
2. None of the property is now included within the limits of any city, or in any area that has already been designated for orderly annexation pursuant to Minnesota Statute § 414.0325.
3. The corporate limits of the City of La Crescent, Minnesota, are hereby extended to include the following described property, said land abutting the City of La Crescent and being 120 acres or less in area, and is not presently served by public sewer facilities or public sewer facilities are not otherwise available, and the City having received a petition for annexation from all the property owners of the land, to wit:

THAT PART OF THE SOUTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 9, TOWNSHIP 104, RANGE 4, HOUSTON COUNTY, MINNESOTA, DESCRIBED AS FOLLOWS:

COMMENCING AT THE CENTER OF SAID SECTION 9, AS MONUMENTED BY A HOUSTON COUNTY MONUMENT; THENCE SOUTH 89 DEGREES 52 MINUTES 36 SECONDS WEST, ALONG THE SOUTH LINE OF SAID SOUTHEAST QUARTER OF THE NORTHWEST QUARTER, 577.32 FEET; THENCE SOUTH 26 DEGREES 27 MINUTES 28 SECONDS WEST, 223.48 FEET; THENCE NORTH 55 DEGREES 31 MINUTES 17 SECONDS WEST, 468.04 FEET TO A ONE-HALF INCH IRON PIPE MONUMENT; THENCE NORTH 56 DEGREES 53 MINUTES 13 SECONDS WEST, 133.28 FEET TO A ONE-HALF INCH IRON PIPE MONUMENT AND THE POINT OF BEGINNING OF THE LAND TO BE DESCRIBED; THENCE CONTINUE NORTH 56 DEGREES 53 MINUTES 13 SECONDS WEST, 96.97 FEET; THENCE NORTH 34 DEGREES 00 MINUTES 51 SECONDS EAST, 190.97 FEET TO A ONE-HALF INCH IRON PIPE MONUMENT; THENCE CONTINUE NORTH 34 DEGREES 00 MINUTES 51 SECONDS EAST, 182.75 FEET TO THE CENTER LINE OF HOUSTON COUNTY HIGHWAY NO. 6; THENCE SOUTH 59 DEGREES 42 MINUTES 30 SECONDS EAST, ALONG SAID COUNTY HIGHWAY CENTER LINE, 102.38 FEET TO THE INTERSECTION OF A LINE BEARING NORTH 34 DEGREES 48 MINUTES 08 SECONDS EAST FROM THE POINT OF BEGINNING; THENCE SOUTH 34 DEGREES 48 MINUTES 08 SECONDS WEST, ALONG SAID LAST INTERSECTED LINE, 378.88 FEET TO THE POINT OF BEGINNING.

EXCEPT THAT PART OF THE ABOVE DESCRIBED PARCEL CONTAINED WITHIN COUNTY ROAD 6 RIGHT OF WAY.

The above described property consists of a total of 0.857 acres, more or less. Copies of the corporate boundary map showing the property to be annexed and its relationship to the corporate boundaries and all appropriate plat maps are attached hereto.

4. The City of La Crescent, pursuant to Minnesota Statutes § 414.036, that with respect to the property taxes payable on the area legally described herein, hereby annexed, shall make a cash payment to the Town of La Crescent in accordance with the following schedule:

- a. In the first year following the year in which the City of La Crescent could first levy on the annexed area, an amount equal to \$478.91; and
- b. In the second and final year, an amount equal to \$478.91.

5. That pursuant to Minnesota Statutes § 414.036 with respect to any special assessments assigned by the Town to the annexed property and any portion of debt incurred by the Town prior to the annexation and attributable to the property to be annexed, but for which no special assessments are outstanding, for the area legally described herein there are no special assessments or debt incurred by the Town on the subject are for which reimbursement is required.

6. That the City Administrator of the City of La Crescent is hereby authorized and directed to file a copy of this Ordinance with the Municipal Boundary Adjustment Unit of the Office of Administrative

Hearings, the Minnesota Secretary of State, the Houston County Auditor, and the La Crescent Township Clerk.

7. That this Ordinance shall be in full force and effect and final upon the date this Ordinance is approved by the Office of Administrative Hearings.

PASSED AND ADOPTED by the City Council of the City of La Crescent, Minnesota, this 25th day of January, 2021.

Mayor

ATTEST:

City Administrator

In approving the above Motion, the City Council made the following findings of facts:

1. The property owners signed a Petition requesting that the property be annexed to the City of La Crescent;
2. The property is not presently served by public sewer facilities and public sewer facilities are not otherwise available;
3. The property is currently residential;
4. Minnesota Statutes § 414.033 Subd. 13 is not applicable as there will be no change in the electric utility service provider; and
5. More than 30 days written notice was provided to La Crescent Township and to contiguous landowners by certified mail.

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
Mike Poellinger	Yes

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

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

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

MOTION THAT A PRÉCIS FORMAT OF SAID ORDINANCE 549 BE PUBLISHED IN THE OFFICIAL NEWSPAPER OF THE CITY AND WITH "OFFICIAL COPY" SO MARKED BE KEPT ON FILE IN THE OFFICE OF THE CITY ADMINISTRATOR.

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

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

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

After the adoption of the Ordinance, the Council reconvened with the schedule of the Regular City Council Meeting.

ITEM 3.1 – B-3 BENCHMARKING REVIEW

City Sustainability Coordinator, Jason Ludwigson, reviewed with City Council a summary of the B3 Benchmarking data progress made from 2015 to 2019. 2015 was the first year of full B3 data entry by the City. 2019 was used to calculate the data instead of 2020 due to the abnormal changes in energy use caused by the COVID-19 pandemic. This item was informational, and no action was taken.

ITEM 3.2 – BICYCLE/PEDESTRIAN BRIDGE UPDATE

City Engineer Hruska reviewed with City Council the continuing progress on the Wagon Wheel Bridge over Highway 14/61. City Council reviewed plan sheets showing the bridge and lighting. This item was informational, and no action was taken.

ITEM 3.3 – WATER SUPPLY PLAN APPROVAL

City Engineer Hruska reviewed with City Council the Water Supply Plan that has been reviewed and approved by the Minnesota Department of Natural Resources. It was recommended to City Council to adopt the Water Supply Plan and authorize the City Administrator to sign the required certificate of adoption. Following discussion, Member O'Donnell-Ebner made a motion, seconded by Member Hutchinson as follows:

MOTION TO ADOPT THE WATER SUPPLY PLAN AND AUTHORIZE THE CITY ADMINISTRATOR TO SIGN THE REQUIRED CERTIFICATE OF ADOPTION.

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
Mike Poellinger	Yes

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

ITEM 3.4 – HORSE TRACK MEADOWS REVIEW

City Engineer Hruska reviewed with City Council that the developer for Horse Track Meadows has asked for clarification on the items listed below.

1. Penalties to the Contractor: The project completion date was October 30, 2020. The contractor requested a 1 week extension and constructed the base course of bituminous pavement on November 6th and November 9th, 2020. Placement of the final lift of bituminous pavement should be evaluated next spring based on the number of homes under construction in the subdivision.
2. Water service materials: Copper water service piping is the City Standard and the standard of many municipalities including the City of Rochester. Polyethylene water service piping has been accepted under certain circumstances such as directional drilling.
3. Sanitary sewer depth: Sanitary sewer depth is controlled by the shallowest service and minimum pipe slope. A 9 foot basement with 3 foot footings and service pipe slope were used for the sanitary sewer design.
4. Water service extensions: Water service shutoffs are located at the property line with service piping extending an additional 10' through an utility easement behind the property line. Private utilities were installed in the utility easement this fall after the subdivision was constructed. The services were extended past the easement line to avoid conflicts when the property owners connect to the public utilities.
5. Service Markings: The specifications call for water, sanitary, and subdrain services to be marked with a post painted to define what service they are marking. The services were actually marked with smaller wooden posts or pipe painted with the associated utility's color or with the lumber supplied by the developer. This was deemed acceptable by the city engineer during construction of the public utilities.

This item was informational, and no action taken.

ITEM 3.5 – REQUEST TO PURCHASE PROPERTY – SOUTH 7TH STREET

City Engineer Hruska reviewed with City Council that the property owner of 716 South 7th Street have approached the City about acquiring additional property to the west of their parcel. The City Engineer has reviewed this area with City Staff. It is the City's understanding that the property owner would like to build an addition in this area. A parking area with access to the City Park trail system has been contemplated in this vicinity due to the trail grading going to the north-northwest. There appears to be space to still accommodate this facility without a portion adjacent to 716. City Engineer reviewed the below items that should be addressed because of concerns in the area.

1. The property owner should provide a site grading plan showing proposed improvements to the property, grading, and any required public infrastructure to accommodate the improvements. This plan would need to be prepared and signed by a Professional Engineer.
2. Prepare a drainage report that includes existing drainage areas, existing drainage infrastructure, and proposed improvements. The report needs to cover the drainage both along 7th Street and what comes from the north. This report would need to be prepared and signed by a Professional Engineer.
3. Additional easements may be required to accommodate the above items. These will need to be identified during the development of the site grading plan.
4. The County will need to be consulted during the process as they have jurisdiction on the roadway.

Following discussion, it was the consensus of City Council to have the City Attorney prepare a Purchase Agreement and to have the City Engineer prepare a map for the second City Council Meeting in February. This item was informational, and no action was taken.

ITEM 3.6 – MUNICIPAL STATE AID REVIEW

City Engineer Hruska reviewed with City Council the 2020 Annual Certification of Mileage for the City's Municipal State Aid (MSA) system. City Council also reviewed a map which shows the City streets that are designated as MSA streets and information from MnDOT about the MSA program. In 2020, the City of La Crescent's MSA allocation was \$251,605. This item was informational, and no action was taken.

ITEM 3.7 – OFFER TO PURCHASE PROPERTY

City Administrator Waller reviewed with City Council that the City has been negotiating with the owner of the apartment building to purchase the property at 322 South 1st Street. This property was recently damaged in a fire and a portion of the building has since been removed. City Council reviewed a map that shows the location of the property and a section from the City's Comprehensive Plan on downtown parking, along with a section from the City's Downtown Plan for a new City Hall. The purchase price would be \$135,000. The City would be responsible for the cost of demolishing the balance of the building at an estimated cost of \$12,000. The seller is agreeable to a contract for deed purchase over 5 years at 3.75% interest. The purchase of the property would allow the City the option to expand the existing parking lot in the future, or depending on the acquisition of additional property on this block the expanded property is a potential redevelopment site in the future. City Attorney Wieser reviewed with City Council the process and requirements for the City to purchase property. It was recommended to City Council to approve the purchase of the property according to the terms as presented, that the City Council amend the 2021 budget to reflect the expenditure, and that the City Council authorize the City Attorney to prepare the contract for deed and authorize the required signatures. Following discussion, Member Hutchinson made a motion, seconded by Member O'Donnell-Ebner as follows:

MOTION TO APPROVE THE PURCHASE OF THE PROPERTY ACCORDING TO THE OUTLINED TERMS, TO AMEND THE 2021 BUDGET TO REFLECT THE EXPENDITURE, TO AUTHORIZE THE CITY ATTORNEY TO PREPARE THE CONTRACT FOR DEED AND AUTHORIZE THE REQUIRED SIGNATURES.

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
Mike Poellinger	Yes

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

In approving the above Motion, City Council made the following finding of fact: that the purchase does not need Planning Commission review.

Member Jostad requested that if the current City Hall is considered for future redevelopment, that the City Council give consideration to selling City Hall at market price.

ITEM 3.8 – CALL FOR PUBLIC HEARING – TAX INCREMENT PROJECT

City Administrator Waller reviewed with City Council that Troy Nolop and his sons Bryce and Camdan, have purchased the old laundromat property at 31 Walnut Street South. The Nolop's intend to demolish the existing structure and construct a new 2-story building on the site. The new structure would be commercial on the first floor, and have two apartments on the second story. The City has been working with the Nolop's to establish a tax increment district for the project. The current laundromat building meets the definition as a substandard building. The Nolop's are proposing a \$750,000.00 project on the site. The project as proposed would generate \$184,547.00 in tax increment financing benefits over a 15-year period of time that would be eligible to be reimbursed to the developer for qualifying project expenditures. Those expenditures include property acquisition, building demolition, and site and utility improvements related to the new construction. In order to proceed with the project, it was recommended to City Council to approve the following:

1. Approve the financial planning agreement with Northland Securities to establish the tax increment financing district. The Nolop's have agreed to reimburse the City \$4,500.00 for ½ of the cost of the services outlined in the financial planning agreement.
2. Approve the resolution calling for a public hearing on March 22, 2021 to consider the establishment of the tax increment financing district.

City Council reviewed the financial planning agreement, resolution, and a number of other items related to the project. This project is consistent with the goals that are included in the City's Comprehensive Plan for new developments on Walnut Street. Following discussion, Member Jostad made a motion, seconded by Member Hutchinson as follows:

MOTION TO APPROVE THE FINANCIAL PLANNING AGREEMENT WITH NORTHLAND SECURITIES TO ESTABLISH THE TAX INCREMENT FINANCING DISTRICT.

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
Mike Poellinger	Yes

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

Following discussion, Member O'Donnell-Ebner introduced the following resolution and moved its passage and adoption:

RESOLUTION NO. 01-21-06

**RESOLUTION CALLING PUBLIC HEARING ON THE PROPOSED
MODIFICATION OF THE DEVELOPMENT PROGRAM FOR MUNICIPAL
DEVELOPMENT DISTRICT NO. 1, THE PROPOSED ESTABLISHMENT OF TAX
INCREMENT FINANCING DISTRICT NO. 1-9 WITHIN THE DEVELOPMENT
DISTRICT, THE PROPOSED ADOPTION OF A TAX INCREMENT FINANCING
PLAN RELATING TO THERETO, AND THE PROPOSED ADOPTION OF A
BUSINESS SUBSIDY**

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

1. Public Hearing. This Council shall meet on March 22, 2021, at approximately 5:30 p.m., to hold a public hearing on the proposed modification of the Development Program for Municipal Development District No. 1, the proposed establishment of Tax Increment Financing District No. 1-9 within the Development District, the proposed adoption of a Tax Increment Financing Plan relating to thereto, and the proposed adoption of a business subsidy, all pursuant to Minnesota Statutes, Sections 469.124 through 469.133 and Minnesota Statutes, Sections 469.174 through 469.1794, both inclusive, as amended (the "Act"), and Minnesota Statutes, Sections 116J.993 to 116J.995.

2. Notice of Hearing; Filing of Program and Plan. The City Administrator is hereby authorized to cause a notice of the hearing, substantially in the form attached hereto as Exhibit A, to be published as required by the Act and by Minnesota Statutes, Section 116J.994, and to place a copy of the proposed modified Development Program, the proposed Tax Increment Financing Plan and the proposed business subsidy on file in the City Administrator's Office at City Hall and to make such copies available for inspection by the public.

3. Consultation with Other Taxing Jurisdictions. The City Administrator is hereby directed to mail a notice of the public hearing and a copy of the proposed Tax Increment Financing Plan for Tax Increment Financing District No. 1-9 to the Houston County Auditor and the Clerk of Independent School District No. 300 informing those taxing jurisdictions of the estimated fiscal and economic impact of the establishment of the proposed Tax Increment Financing District No. 1-9.

Adopted by the City Council of the City of La Crescent, Minnesota, this 25th day of January, 2021.

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 present voted in favor thereof, viz;

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

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

ITEM 3.9 – CALL FOR PUBLIC HEARING – SMALL CITIES GRANT

City Administrator Waller reviewed with City Council that the City has been working with Semcac to prepare a Small Cities Development Program application to submit to the Minnesota Department of Employment and Economic Development. The Program provides housing rehabilitation assistance to property owners from low to moderate income households. The full application will be submitted in March of 2021. As part of the application process, the City is required to hold a public hearing prior to adopting a resolution authorizing the submittal of the application. It was recommended to City Council to call for the public hearing at 5:45 pm, on Monday, February 22, 2021. City Council reviewed a copy of the notice for the hearing. This is the same program that the City received a \$456,000.00 grant in 2010, and a \$372,900.00 grant in 2017. Following discussion, Member Jostad made a motion, seconded by Member Hutchinson as follows:

MOTION TO CALL FOR THE PUBLIC HEARING AT 5:45 PM, ON MONDAY, FEBRUARY 22, 2021, REGARDING THE SUBMITTAL OF THE SMALL CITIES DEVELOPMENT PROGRAM APPLICATION TO THE MINNESOTA DEPARTMENT OF EMPLOYMENT AND ECONOMIC DEVELOPMENT.

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
Mike Poellinger	Yes

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

ITEM 3.10 – AUTHORIZE REVIEW - BYLAWS CRESTVIEW APARTMENTS

This item was added to the agenda at the request of Mayor Poellinger. Mayor Poellinger reviewed with City Council that the By-Laws for Crestview Apartments should be reviewed. It was recommended to authorize City Attorney Wieser to review the By-Laws and that the meetings be held at City Hall, if possible. Following discussion, Member O'Donnell-Ebner made a motion, seconded by Member Jostad as follows:

MOTION TO AUTHORIZE CITY ATTORNEY WIESER TO REVIEW THE BY-LAWS FOR CRESTVIEW APARTMENTS AND THAT THE MEETINGS BE HELD AT CITY HALL, IF POSSIBLE.

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
Mike Poellinger	Yes

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

ITEM 3.11 – AUTHORIZE CAPITAL EXPENDITURE

City Council reviewed a memo from City Police Chief Stavenau requesting permission to proceed with the purchase of a 2021 Dodge Durango and associated police equipment to up fit it for emergency service for the Police Department. The vehicle would be purchased from budgeted funds in the 2017 Capital Equipment Certificate and would be consistent with the 2020 Dodge Durango that is currently in service. This vehicle would replace a 2016 Dodge Charger with approximately 95,000 miles on it. The vehicle has had a catastrophic engine failure (unrelated to neglected maintenance) at the end of December 2020. Various options were explored to keep the vehicle in service without identifying a financially viable solution. The 2016 Charger would be sold with full disclosure on the State of Minnesota Auction site MinnBid. Following discussion, Member Hutchinson made a motion, seconded by Member O'Donnell-Ebner, as follows:

MOTION TO AUTHORIZE THE PURCHASE OF A 2021 DODGE DURANGO AND ASSOCIATED POLICE EQUIPMENT TO UP FIT IT FOR EMERGENCY SERVICE FOR THE POLICE DEPARTMENT AT A COST OF \$35,800.00 FROM BUDGETED FUNDS IN THE 2017 CAPITAL EQUIPMENT CERTIFICATE AND TO SELL THE 2016 DODGE CHARGER WITH FULL DISCLOSURE ON THE STATE OF MINNESOTA AUCTION SITE MINNBID.

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
Mike Poellinger	Yes

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

ITEM 3.12 – 2021 LICENSE RENEWALS

City Council reviewed a proposed license renewal for 2021 for G & T Heating & Air Conditioning for Gas Installer. The application appears to be in order, and it was recommended to City Council to approve the license renewal application. Following discussion, Member Jostad made a motion, seconded by Member Hutchinson, as follows:

MOTION TO APPROVE A LICENSE RENEWAL FOR 2021 FOR G & T HEATING & AIR CONDITIONING FOR GAS INSTALLER.

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
Mike Poellinger	Yes

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

ITEM 3.13 – INCREASE COUNTY SOLID WASTE FEE

City Administrator Waller reviewed with City Council a letter from Houston County informing the City of a rate increase to the household solid waste fee. This is a pass-thru fee that the City collects on the water bills and remits to Houston County. It was recommended to City Council to authorize that effective January 1, 2021 the City increase this fee to \$3.75 per household per month. City Council also reviewed a response from Houston County that explains the use of the funds. Following discussion, Member O'Donnell-Ebner made a motion, seconded by Member Hutchinson, as follows:

MOTION TO AUTHORIZE THAT EFFECTIVE JANUARY 1, 2021 THE CITY INCREASE THE HOUSEHOLD SOLID WASTE FEE TO \$3.75 PER HOUSEHOLD PER MONTH.

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
Mike Poellinger	Yes

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

ITEM 3.14 – 2020 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 2020. 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. 01-21-07

**A RESOLUTION APPROVING CERTAIN ADJUSTMENTS TO THE
2020 GENERAL FUND BUDGET**

WHEREAS, the City Council has been presented with proposed expenditure and revenue adjustments to the 2020 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 2020 as presented by the City Finance Director and as attached to these Minutes and marked as Exhibit 3.14.

Adopted this 25th day of January, 2021.

SIGNED:

Mayor

ATTEST:

City Administrator

The foregoing motion was duly seconded by Member Jostad 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
Mike Poellinger	Yes

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

ITEM 3.15 – WISCONSIN DNR – VARIANCE REQUEST FOR INPUT

City Attorney Wieser reviewed with City Council a correspondence from the State of Wisconsin-Department of Natural Resources dated January 21, 2021. The correspondence notified the City of their opportunity to provide input regarding the City of La Crosse's variance request from the Wisconsin Administrative Code section in regard to their application for financial assistance from the Wisconsin DNR Clean Water Fund Program. Following discussion, Member O'Donnell-Ebner made a motion, seconded by Member Jostad, as follows:

MOTION TO APPROVE FILING AN OBJECTION WITH THE WISCONSIN DNR TO THE CITY OF LA CROSSE'S REQUEST FOR A VARIANCE AND TO REQUEST THE WISCONSIN DNR INTERVENE WITH CONTRACT NEGOTIATIONS.

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
Mike Poellinger	Yes

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

ITEM 6.1 – STAFF CORRESPONDENCE/COMMITTEE UPDATES – PARK AND RECREATION MINUTES – JANUARY 19, 2021

City Council reviewed the Minutes from the January 19, 2021 La Crescent Park and Recreation Commission meeting. No action taken.

ITEM 8 – CHAMBER OF COMMERCE

Tammy Stremcha from the La Crescent Chamber of Commerce had no update from the Chamber.

There being no further business to come before the Council at this time, Member Hutchinson made a motion, seconded by Member O'Donnell-Ebner, 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
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried and the meeting duly adjourned at 6:52 PM.

APPROVAL DATE: _____

SIGNED:

Mayor

ATTEST:

City Administrator

#1.2



TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator *BW*
DATE: February 4, 2021
RE: Bills Payable

Attached for review and consideration by the City Council are the bills payable for the period ending February 4, 2021. 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
360BRANDS, INC						
73861	CITY HALL - CLEANING	01/01/2021	460.00	.00		
Total 9880:			460.00	.00		
3P ADMINISTRATORS, INC.						
1/16/21 L.A.	MEDICAL REIMB P/R DEDUCTED	01/20/2021	672.35	672.35	01/20/2021	
1/20/21 L.A.	MEDICAL REIMB P/R DEDUCTED	01/22/2021	164.67	164.67	01/22/2021	
1/26/21 J.M.	MEDICAL REIMB P/R DEDUCTED	01/28/2021	60.51	60.51	01/28/2021	
1/30/21 R.Q.	MEDICAL REIMB P/R DEDUCTED	02/02/2021	125.00	125.00	02/02/2021	
Total 9457:			1,022.53	1,022.53		
A1 PRECISION PUMPING INC						
8735	PUMP VALVE BOX - ELM & N 1ST	12/05/2020	200.00	.00		
Total 9080:			200.00	.00		
ACENTEK						
1/21 STMT	PUB WORKS PHONE CHARGES	01/31/2021	59.55	.00		
1/21 STMT	WATER PHONES CHARGES	01/31/2021	88.04	.00		
1/21 STMT	ARENA PHONE CHARGES	01/31/2021	267.86	.00		
1/21 STMT	GOLF PHONE CHARGES	01/31/2021	469.67	.00		
1/21 STMT	STREET PHONE CHARGES	01/31/2021	42.77	.00		
1/21 STMT	CITY PHONE CHARGES	01/31/2021	416.86	.00		
1/21 STMT	FIRE DEPT PHONE CHARGES	01/31/2021	587.22	.00		
1/21 STMT	LIC BUR PHONE CHARGES	01/31/2021	197.07	.00		
1/21 STMT	BRUSH SITE PHONE CHARGES	01/31/2021	37.20	.00		
1/21 STMT	LIBRARY PHONE CHARGES	01/31/2021	154.38	.00		
1/21 STMT	POOL PHONE CHARGES	01/31/2021	20.46	.00		
1/21 STMT	B&Z PHONE CHARGES	01/31/2021	59.55	.00		
1/21 STMT	SEWER PHONE CHARGES	01/31/2021	104.72	.00		
1/21 STMT	POLICE PHONE CHARGES	01/31/2021	398.27	.00		
Total 24:			2,903.62	.00		
AFLAC						
1/21 DUES	INSURANCE PREMIUMS	02/01/2021	165.62	.00		
Total 72:			165.62	.00		
AFSCME						
1/21 DUES	PAYROLL DEDUCTED UNION DUES	02/01/2021	720.34	.00		
Total 25:			720.34	.00		
AIRGAS USA LLC						
9108756987	FD - MEDICAL SUPPLIES	01/08/2021	58.58	.00		
Total 1802:			58.58	.00		
AMERICAN LEGAL PUBLISHING CORP						
6415	CODE OF ORD FOLIO SUPPLEMENT	01/31/2021	203.00	.00		
Total 8057:			203.00	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
ANCHOR SOLAR INVESTMENTS LLC						
#13 & #14 PMT 2	ANIMAL RESCUE - SOLAR	12/01/2020	4.76	4.76	01/26/2021	
#13 & #14 PMT 2	MAINTENANCE BLDG - SOLAR	12/01/2020	9.28	9.28	01/26/2021	
#13 & #14 PMT 2	RADIUM PLANT - SOLAR	12/01/2020	9.28	9.28	01/26/2021	
#15 PMT 2	ANIMAL RESCUE - SOLAR	01/01/2021	2.38	2.38	01/26/2021	
#15 PMT 2	MAINTENANCE BLDG - SOLAR	01/01/2021	4.64	4.64	01/26/2021	
#15 PMT 2	RADIUM PLANT - SOLAR	01/01/2021	4.64	4.64	01/26/2021	
Total 9859:			34.98	34.98		
ANCOM COMMUNICATIONS						
99734	MAINT - REPAIR D. KOCH RADIO	01/21/2021	167.83	.00		
Total 9429:			167.83	.00		
AUTO VALUE LA CROSSE						
516345272	MAINT - GREASE GUN PARTS	01/05/2021	37.47	.00		
Total 2106:			37.47	.00		
BEAM INSURANCE ADMINISTRATORS LLC						
2/21 STMT	A/R - DENTAL - BARB GILE	02/01/2021	74.48	74.48	02/03/2021	
2/21 STMT	A/R - DENTAL - DEB OLIVER	02/01/2021	74.48	74.48	02/03/2021	
2/21 STMT	A/R - DENTAL - PAUL KENEGA	02/01/2021	74.48	74.48	02/03/2021	
2/21 STMT	A/R - DENTAL - JANE PAULSON	02/01/2021	74.48	74.48	02/03/2021	
2/21 STMT	A/R - DENTAL - ROSE ALBRECHT	02/01/2021	37.24	37.24	02/03/2021	
2/21 STMT	A/R - DENTAL - PHYLLIS FEIOCK	02/01/2021	37.24	37.24	02/03/2021	
2/21 STMT	EMPLOYER PAID DENTAL - Parks	02/01/2021	6.41	6.41	02/03/2021	
2/21 STMT	EMPLOYER PAID DENTAL - LIBRARY	02/01/2021	37.24	37.24	02/03/2021	
2/21 STMT	EMPLOYER PAID DENTAL - WATER	02/01/2021	93.29	93.29	02/03/2021	
2/21 STMT	EMPLOYER PAID DENTAL - SEWER	02/01/2021	70.21	70.21	02/03/2021	
2/21 STMT	DENTAL INSURANCE WITHHELD	02/01/2021	239.83	239.83	02/03/2021	
2/21 STMT	EMPLOYER PAID DENTAL - CLERK	02/01/2021	100.16	100.16	02/03/2021	
2/21 STMT	EMPLOYER PAID DENTAL - PD	02/01/2021	384.33	384.33	02/03/2021	
2/21 STMT	EMPLOYER PAID DENTAL - FD	02/01/2021	2.98	2.98	02/03/2021	
2/21 STMT	EMPLOYER PAID DENTAL - STREET	02/01/2021	53.81	53.81	02/03/2021	
2/21 STMT	EMPLOYER PAID DENTAL - REC	02/01/2021	3.84	3.84	02/03/2021	
Total 9858:			1,364.50	1,364.50		
BERNIE J BUCHNER INC						
866353	WATER PLANT LEAKING JOINT	11/19/2020	359.60	.00		
Total 129:			359.60	.00		
BOBCAT OF THE COULEE REGION						
01-42499	BOBCAT - BACKUP CAMERA AND STROBE LIGHT	01/26/2021	403.02	.00		
Total 216:			403.02	.00		
CENTURYLINK						
01/22/2021	GC - LISTING FINAL BILL. ROY CANCELLED	01/22/2021	14.36	.00		
Total 222:			14.36	.00		
CORE & MAIN LP						
N677789	WATER METERS	01/29/2021	3,425.67	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 9647:			3,425.67	.00		
CUSTOM COMMUNICATIONS INC						
477875	GC - MONTHLY ALARM MONITORING SYSTEM	02/01/2021	37.53	.00		
Total 290:			37.53	.00		
DAVY LABORATORIES						
21B0001	WATER - SAMPLES	02/01/2021	60.00	.00		
Total 312:			60.00	.00		
DEPT OF NATURAL RESOURCES						
1/12-19/21	WEEKLY RECREATIONAL VEH. REGIST.	01/19/2021	895.74	895.74	01/25/2021	
1/20-25/21	WEEKLY RECREATIONAL VEH. REGIST.	01/25/2021	718.30	718.30	01/29/2021	
Total 318:			1,614.04	1,614.04		
E O JOHNSON CO INC - LEASE						
28635259	SEWER DEPT - COPY MACHINE MAINT	01/26/2021	69.71	.00		
28635259	BLDG/ZNG - COPY MACHINE MAINT	01/26/2021	104.57	.00		
28635259	PUBLIC WORKS - COPY MACHINE MAINT	01/26/2021	104.57	.00		
28635259	CITY HALL - COPY MACHINE MAINT	01/26/2021	174.28	.00		
28635259	WATER DEPT - COPY MACHINE MAINT	01/26/2021	69.71	.00		
28635259	FIRE DEPT - COPY MACHINE MAINT	01/26/2021	69.71	.00		
28635259	POLICE - COPY MACHINE MAINT	01/26/2021	104.57	.00		
Total 9397:			697.12	.00		
EFTPS - ELECTRONIC FEDERAL TAX						
1/22/21 P/R	FED/FICA/MEDICARE	01/27/2021	12,959.76	12,959.76	01/27/2021	
Total 1127:			12,959.76	12,959.76		
GOPHER STATE ONE-CALL						
1010511	WATER - LOCATE	01/31/2021	6.08	.00		
1010511	SEWER - LOCATE	01/31/2021	6.07	.00		
Total 620:			12.15	.00		
HETH'S HARDWARE HANK STORE INC						
1/21 STMT	PARKS - ICE MELTS FOR SIDEWALKS	01/31/2021	538.51	.00		
1/21 STMT	MAINT - SHIPPING TO REPAIR RADIO	01/31/2021	15.39	.00		
1/21 STMT	FD - TRUCK REPAIR	01/31/2021	28.86	.00		
1/21 STMT	FD - CLEANING	01/31/2021	31.47	.00		
1/21 STMT	MAINT - SMALL TOOLS	01/31/2021	28.34	.00		
1/21 STMT	MAINT - SMALL TOOLS	01/31/2021	81.54	.00		
1/21 STMT	FD - TRUCK EQUIPMENT	01/31/2021	27.98	.00		
1/21 STMT	GC - OFFICE	01/31/2021	31.99	.00		
1/21 STMT	MAINT - GREASE	01/31/2021	16.97	.00		
Total 717:			801.05	.00		
HILLTOPPER REFUSE & RCYL SRVC						
1/21 BAGS	MONTHLY REFUSE P/U 2640@1.98	01/31/2021	5,227.20	.00		
1/21 CITY	REFUSE P/U - LIBRARY	01/31/2021	10.00	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
1/21 CITY	CITYWIDE RECYCLING P/U	01/31/2021	6,990.40	.00		
1/21 CITY	REFUSE P/U - CITY HALL	01/31/2021	66.41	.00		
1/21 CITY	REFUSE P/U - ANIMAL SHELTER	01/31/2021	74.19	.00		
1/21 CITY	RECYCLING P/U - FIRE DEPT	01/31/2021	16.00	.00		
1/21 CITY	REFUSE P/U MAINTENANCE	01/31/2021	152.69	.00		
1/21 CITY	REFUSE P/U - ARENA	01/31/2021	148.30	.00		
1/21 CITY	REFUSE P/U - FIRE DEPT	01/31/2021	25.00	.00		
Total 9233:			12,710.19	.00		
INNOVATIVE OFFICE SOLUTIONS						
IN3223153	CITY - OFFICE SUPPLIES	01/08/2021	40.09	.00		
IN3226049	CITY - OFFICE SUPPLIES	01/12/2021	21.36	.00		
IN3238719	CITY - OFFICE SUPPLIES	01/22/2021	53.02	.00		
IN3238719	CITY - CLEANING	01/22/2021	103.08	.00		
Total 9471:			217.55	.00		
JUNIOR LIBRARY GUILD						
547034	E-CATEGORY EASY READING	02/01/2021	182.40	.00		
Total 9003:			182.40	.00		
KANSAS CITY LIFE INSURANCE CO.						
2/21 STMT	EMPLOYER PAID INS. - CLERK	02/01/2021	22.96	22.96	02/03/2021	
2/21 STMT	EMPLOYER PAID INS. - PD	02/01/2021	111.94	111.94	02/03/2021	
2/21 STMT	EMPLOYER PAID INS. - STREET	02/01/2021	17.98	17.98	02/03/2021	
2/21 STMT	EMPLOYER PAID INS. - REC	02/01/2021	1.75	1.75	02/03/2021	
2/21 STMT	EMPLOYER PAID INS. - G.C.	02/01/2021	.01-	.01-	02/03/2021	
2/21 STMT	EMPLOYER PAID INS. - PARKS	02/01/2021	3.37	3.37	02/03/2021	
2/21 STMT	EMPLOYER PAID INS. - LIBRARY	02/01/2021	37.00	37.00	02/03/2021	
2/21 STMT	EMPLOYER PAID INS. - WATER	02/01/2021	18.46	18.46	02/03/2021	
2/21 STMT	EMPLOYER PAID INS. - SEWER	02/01/2021	15.86	15.86	02/03/2021	
2/21 STMT	P/R - DEDUCTIONS	02/01/2021	178.87	178.87	02/03/2021	
Total 8915:			408.18	408.18		
KWIK TRIP INC						
1/21 STMT	PD - FUEL	01/31/2021	1,135.21	.00		
1/21 STMT	WATER - FUEL	01/31/2021	30.92	.00		
1/21 STMT	STREET - FUEL	01/31/2021	946.94	.00		
1/21 STMT	FIRE - FUEL	01/31/2021	128.08	.00		
1/21 STMT	PARK - FUEL	01/31/2021	77.09	.00		
1/21 STMT	SEWER - FUEL	01/31/2021	30.91	.00		
1/21 STMT	B&Z - FUEL	01/31/2021	52.29	.00		
1/21 STMT	PD - CAR WASH	01/31/2021	9.00	.00		
Total 1014:			2,410.44	.00		
LA CRESCENT AUTO REPAIR, INC						
19666	MAINT - FORD 1 TON FRONT END REPAIR	01/21/2021	1,625.45	.00		
19811	PD - P-17 WINDSHIELD WIPER BLADES	02/01/2021	31.63	.00		
Total 8168:			1,657.08	.00		
LA CROSSE GLASS COMPANY INC						
324989	MAINT SHOP - GARAGE DOOR	01/29/2021	163.00	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 2471:			163.00	.00		
LAW ENFORCEMENT LABOR SERVICES						
1/21 DUES	PAYROLL DEDUCTED UNION DUES-PD	02/01/2021	434.00	.00		
Total 1134:			434.00	.00		
LUDWIGSON, JASON						
1/1/21-1/31/21	SUSTAINABILITY SERVICES	01/31/2021	2,240.00	.00		
TREE CONF 202	REIMBURSE - TREE CONF FEE	01/15/2021	30.00	.00		
Total 9632:			2,270.00	.00		
MACQUEEN EQUIPMENT INC						
P03621	FD - EQUIPMENT/HOSE FOR NEW TRUCK	12/31/2020	9,000.00	.00		
P04579	FD - TRUCK PARTS	01/12/2021	98.41	.00		
Total 1346:			9,098.41	.00		
MENARDS-LA CROSSE						
43537	GC - CLEANING	01/19/2021	21.98	.00		
43537	GC - SMALL TOOLS	01/19/2021	47.14	.00		
43537	GC - BLDG REPAIRS	01/19/2021	44.25	.00		
43987	MAINT SHOP - SHELVING	01/27/2021	254.71	.00		
44107	MAINT SHOP - SHELVING	01/29/2021	439.04	.00		
Total 1352:			807.12	.00		
MIENERGY COOPERATIVE						
MR 1084#77	FIRE STATION RENOVATION LOAN	02/01/2021	3,000.00	.00		
Total 9578:			3,000.00	.00		
MINNESOTA CHILD SUPPORT PAYMENT CENTER						
1/22/21 0015639	MN CHILD SUPPORT	01/26/2021	602.21	602.21	01/26/2021	
Total 9597:			602.21	602.21		
MINNESOTA DEPT OF HEALTH						
2021 GC	GC - LICENSE RENEWAL	02/01/2021	685.00	.00		
Total 8740:			685.00	.00		
MINNESOTA DEPT OF REVENUE						
1/22/21 P/R	MN STATE WHT	01/28/2021	2,622.00	2,622.00	01/28/2021	
Total 227:			2,622.00	2,622.00		
MINNESOTA MUNICIPAL UTILITIES						
56947	2021 MEMBERSHIP DUES	01/15/2021	332.00	.00		
Total 1999:			332.00	.00		
MINNESOTA STATE RETIREMENT SYS						
1/22/21 P/R	DEFERRED COMP. DEDUCTIONS/CONTRIBUTIONS	01/27/2021	5,922.34	5,922.34	01/27/2021	

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 1285:			5,922.34	5,922.34		
MN DEPT OF REVENUE						
12/2020 SALES T	SALES TAX - WATER	01/20/2021	354.19	354.19	01/20/2021	
12/2020 SALES T	SALES TAX - SOLID WASTE	01/20/2021	698.99	698.99	01/20/2021	
12/2020 SALES T	SALES TAX - LICENSE BUREAU	01/20/2021	.64	.64	01/20/2021	
12/2020 SALES T	SALES TAX - G.C.	01/20/2021	469.04	469.04	01/20/2021	
Total 1331:			1,522.86	1,522.86		
MN UNEMPLOYMENT INSURANCE						
4TH QTR 2020 G	4TH QTR GC UNEMPL COMP INS	01/21/2020	2,613.00	2,613.00	01/21/2021	
Total 1321:			2,613.00	2,613.00		
NCPERS GROUP LIFE INSURANCE						
1/21 STMT	LIFE INSURANCE PREMIUMS	02/01/2021	144.00	.00		
Total 1619:			144.00	.00		
NORTHLAND TRUST SERVICES, INC.						
2/1/21 2011A GO	BOND PRINCIPAL - 2011A GO BONDS	01/27/2021	130,000.00	130,000.00	01/27/2021	
2/1/21 2011A GO	BOND INTEREST - 2011A GO BONDS	01/27/2021	3,477.50	3,477.50	01/27/2021	
2015A GO REV&	BONDS PAYABLE - 2015A WATERT	01/27/2021	52,000.00	52,000.00	01/27/2021	
2015A GO REV&	BONDS PAYABLE - 2015A SEWER	01/27/2021	88,000.00	88,000.00	01/27/2021	
2015A GO REV&	BOND PRINCIPAL - 2015A GO BONDS	01/27/2021	100,000.00	100,000.00	01/27/2021	
2015A GO REV&	BOND INTEREST - 2015A WATER	01/27/2021	2,821.00	2,821.00	01/27/2021	
2015A GO REV&	BOND INTEREST - 2015A SEWER	01/27/2021	5,667.75	5,667.75	01/27/2021	
2015A GO REV&	BOND INTEREST - 2015A GO BONDS	01/27/2021	3,150.00	3,150.00	01/27/2021	
2016A GO BOND	PAYING AGENT ANNUAL FEE-2016A	01/27/2021	34.65	34.65	01/27/2021	
2016A GO BOND	PAYING AGENT ANNUAL FEE-2016A	01/27/2021	14.85	14.85	01/27/2021	
2016A GO BOND	BOND INTEREST - 2016A GO BONDS	01/27/2021	22,093.75	22,093.75	01/27/2021	
2016A GO BOND	BOND INTEREST - 2016A GO BONDS	01/27/2021	12,706.25	12,706.25	01/27/2021	
2016A GO BOND	BOND INTEREST - 2016A GO BONDS	01/27/2021	2,100.00	2,100.00	01/27/2021	
2016A GO BOND	BOND INTEREST - 2016A GO BONDS	01/27/2021	1,000.00	1,000.00	01/27/2021	
2016A GO BOND	PAYING AGENT ANNUAL FEE-2016A	01/27/2021	272.25	272.25	01/27/2021	
2016A GO BOND	PAYING AGENT ANNUAL FEE-2016A	01/27/2021	173.25	173.25	01/27/2021	
2016A GO BOND	BOND PRINCIPAL - 2016A GO BONDS	01/27/2021	145,000.00	145,000.00	01/27/2021	
2016A GO BOND	BOND PRINCIPAL - 2016A GO BONDS	01/27/2021	85,000.00	85,000.00	01/27/2021	
2016A GO BOND	BONDS PAYABLE - 2016A WATER	01/27/2021	30,000.00	30,000.00	01/27/2021	
2016A GO BOND	BONDS PAYABLE - 2016A SEWER	01/27/2021	10,000.00	10,000.00	01/27/2021	
2017A GO EQUI	BOND PRINCIPAL - 2017A GO EQUIP	01/27/2021	95,000.00	95,000.00	01/27/2021	
2017A GO EQUI	BOND INTEREST - 2017A EQUIP CERT	01/27/2021	9,900.00	9,900.00	01/27/2021	
2017A GO EQUI	PAYING AGENT ANNUAL FEE-2017A	01/27/2021	425.00	425.00	01/27/2021	
2018A GO BOND	BOND INTEREST - 2018A GO BONDS	01/27/2021	41,875.00	41,875.00	01/27/2021	
2018A GO BOND	BOND PRINCIPAL - 2018A GO BONDS	01/27/2021	105,000.00	105,000.00	01/27/2021	
2019A GO BOND	BOND PRINCIPAL - 2019A GO BONDS	01/27/2021	45,000.00	45,000.00	01/27/2021	
2019A GO BOND	BOND PRINCIPAL - 2019A GO EQUIP	01/27/2021	10,095.63	10,095.63	01/27/2021	
2019B GO BOND	BOND INTEREST - 2019B GO SEWER	01/27/2021	20,865.00	20,865.00	01/27/2021	
2019B GO BOND	BOND INTEREST - 2019B GO BONDS	01/27/2021	5,362.50	5,362.50	01/27/2021	
2019B GO BOND	PAYING AGENT ANNUAL FEE-2019B	01/27/2021	54.45	54.45	01/27/2021	
2019B GO BOND	PAYING AGENT ANNUAL FEE-2019B	01/27/2021	260.62	260.62	01/27/2021	
2019B GO BOND	PAYING AGENT ANNUAL FEE-2019B	01/27/2021	179.93	179.93	01/27/2021	
2019B GO BOND	BONDS PAYABLE - 2019B GO WATER	01/27/2021	175,500.00	175,500.00	01/27/2021	
2019B GO BOND	BONDS PAYABLE - 2019B GO WATER	01/27/2021	104,500.00	104,500.00	01/27/2021	
2019B GO BOND	BOND INTEREST - 2019B GO WATER	01/27/2021	31,525.00	31,525.00	01/27/2021	

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
2020A GO BOND	BOND INTEREST - 2020A GO BONDS	01/27/2021	2,300.00	2,300.00	01/27/2021	
2020A GO BOND	BOND INTEREST - 2020A GO BONDS	01/27/2021	63,505.57	63,505.57	01/27/2021	
Total 8772:			1,404,859.95	1,404,859.		
P & T ELECTRIC INC						
19929	LIGHTS FOR OUTDOOR ICE RINK	01/20/2021	1,350.00	.00		
Total 1643:			1,350.00	.00		
PUBLIC EMPLOYEES RETIREMENT AS						
1/22/21 CORD &	RETIREMENT DEDUCTIONS/CONTRIB.-CORD & PF	01/26/2021	12,743.83	12,743.83	01/26/2021	
Total 1612:			12,743.83	12,743.83		
QUADIENT LEASING USA, INC						
N8699780	POSTAGE METER RENT-SEWER	01/28/2021	39.11	.00		
N8699780	POSTAGE METER RENT-ARENA	01/28/2021	9.78	.00		
N8699780	POSTAGE METER RENT-LIBRARY	01/28/2021	9.78	.00		
N8699780	POSTAGE METER RENT-BLDG/ZNG	01/28/2021	9.78	.00		
N8699780	POSTAGE METER RENT-PD	01/28/2021	19.56	.00		
N8699780	POSTAGE METER RENT-LIC. BUR.	01/28/2021	9.78	.00		
N8699780	POSTAGE METER RENT-WATER	01/28/2021	39.11	.00		
N8699780	POSTAGE METER RENT-G.C.	01/28/2021	9.78	.00		
N8699780	POSTAGE METER RENT-PUB.WRKS	01/28/2021	9.78	.00		
N8699780	POSTAGE METER RENT-CLERK	01/28/2021	39.11	.00		
Total 9213:			195.57	.00		
RELIABLE PEST MANAGEMENT						
10230	CITY HALL - PEST MANAGEMENT	01/05/2021	45.00	.00		
Total 9871:			45.00	.00		
RIVERLAND COMMUNITY COLLEGE						
759121	FFI, II, HAZ 1/12/21-5/8/21 NORRIS, THESING, DUBIEL, MI	01/23/2021	5,480.00	.00		
FIRE I - Z. ZOLO	FIRE INSTRUCTOR I 1/11/21-2/27/21 Z. ZOLONDEK	01/11/2021	450.00	.00		
Total 1837:			5,930.00	.00		
SAM'S CLUB						
1/21 STMT	CITY - CLEANING	01/31/2021	13.87	.00		
1/21 STMT	CITY - OFFICE	01/31/2021	74.62	.00		
Total 1861:			88.49	.00		
SCHNEIDER HEATING & AIR COND.						
20088313	FD - FURNACE REPAIR	01/19/2021	505.74	.00		
Total 1932:			505.74	.00		
SNAP-ON TOOLS						
01152175717	FD - SMALL TOOLS	01/15/2021	470.00	.00		
Total 9485:			470.00	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
SOUTHEAST LIBRARIES COOP						
048612	LIB - COMPUTER LEASING	01/27/2021	4,145.00	.00		
Total 1962:			4,145.00	.00		
SOUTHEAST SERVICE COOPERATIVE						
2/21 STMT	EMPLOYER PAID HEALTH INS - CLERK	02/01/2021	1,789.45	1,789.45	02/01/2021	
2/21 STMT	EMPLOYER PAID HEALTH INS - PD	02/01/2021	7,406.70	7,406.70	02/01/2021	
2/21 STMT	EMPLOYER PAID HEALTH INS - FD	02/01/2021	66.48	66.48	02/01/2021	
2/21 STMT	EMPLOYER PAID HEALTH INS - STREET	02/01/2021	1,408.08	1,408.08	02/01/2021	
2/21 STMT	EMPLOYER PAID HEALTH INS - REC	02/01/2021	130.48	130.48	02/01/2021	
2/21 STMT	EMPLOYER PAID HEALTH INS - PARKS	02/01/2021	245.37	245.37	02/01/2021	
2/21 STMT	EMPLOYER PAID HEALTH INS - LIBRARY	02/01/2021	887.06	887.06	02/01/2021	
2/21 STMT	EMPLOYER PAID HEALTH INS - WATER	02/01/2021	1,541.78	1,541.78	02/01/2021	
2/21 STMT	EMPLOYER PAID HEALTH INS - SEWER	02/01/2021	1,261.26	1,261.26	02/01/2021	
2/21 STMT	HEALTH INSURANCE WITHHELD	02/01/2021	2,281.34	2,281.34	02/01/2021	
Total 8401:			17,018.00	17,018.00		
SPLISH SPLASH AUTO BATH						
1/28/21	PD - CAR WASH TOKENS	01/28/2021	81.00	.00		
Total 8567:			81.00	.00		
STREICHER'S						
11469148	PD - OSHA SAFETY VESTS	12/07/2020	108.00	.00		
Total 1922:			108.00	.00		
THESING, BRENT						
1/31/21 MEAL R	MEALS REIMB - 4 FIREFIGHTERS FFI TRAINING	01/31/2021	63.75	.00		
Total 9937:			63.75	.00		
TRI-STATE BUSINESS MACHINES IN						
508774	MV - COPIER	01/28/2021	51.32	.00		
Total 2024:			51.32	.00		
UNITED STATES POSTMASTER						
1/21 CYCLE 3	POSTAGE - WATER/SEWER BILL	01/28/2021	124.43	124.43	01/28/2021	
1/21 CYCLE 3	POSTAGE - WATER/SEWER BILL	01/28/2021	124.42	124.42	01/28/2021	
Total 2102:			248.85	248.85		
VISA						
1/21 STMT	PD - L. OLSON HEADSET BATTERIES	01/31/2021	65.00	.00		
1/21 STMT	PD - ZOOM FOR TRAININGS	01/31/2021	58.77	.00		
1/21 STMT	PD - INTERNET PEOPLE SEARCH	01/31/2021	50.40	.00		
1/21 STMT	FD - ACCOUNTABILITY TAGS/PPE	01/31/2021	40.17	.00		
Total 2208:			214.34	.00		
VISION DESIGN GROUP						
95286	HELP WITH WEBSITE	01/26/2021	25.00	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 9254:			25.00	.00		
WATCHGUARD VIDEO						
ACCINV0029105	PD - BODY CAMERA MOUNT PLATES	01/15/2021	360.00	.00		
Total 9611:			360.00	.00		
WERNER ELECTRIC						
S010409437.001	LIGHTS FOR OUTDOOR ICE RINK	01/25/2021	965.79	.00		
Total 8979:			965.79	.00		
WIESER LAW OFFICE PC						
1/21 CITY	WATER DEPT - LEGAL FEES	01/31/2021	915.27	.00		
1/21 CITY	CITY - LEGAL FEES	01/31/2021	1,830.54	.00		
1/21 CITY	SEWER DEPT - LEGAL FEES	01/31/2021	915.27	.00		
1/21 CITY	BLDG/ZNG - LEGAL FEES	01/31/2021	1,830.54	.00		
1/21 CITY	COUNCIL - LEGAL FEES	01/31/2021	1,830.54	.00		
1/21 POLICE	PD - LEGAL FEES	01/31/2021	4,334.15	.00		
Total 2361:			11,656.31	.00		
WINONA COUNTY						
2020 TNT	TNT NOTICES DIST EXPENSE	12/31/2020	8.94	.00		
Total 8723:			8.94	.00		
Grand Totals:			1,536,659.43	1,465,557.		

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

City Treasurer: _____

#3.1



TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator
DATE: February 4, 2021
RE: CARES Act Funding

In July of 2020 the City of La Crescent received \$389,434 in Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act funding allocated by the State of Minnesota to provide economic help to local communities struggling because of the COVID-19 health pandemic. The State of Minnesota retained a large share of the CARES funding for state programs, and also allocated separate CARES funding to Minnesota Counties. The CARES funding allocated to Minnesota cities covered the period of time from March 1, 2020 through November 15, 2020.

There were rules and restrictions regarding how the CARES Act funds could be used. City staff attended a number of online sessions to learn more about what expenses qualified, what did not, and how to complete the required reports. The CARES Act funds could not be used to replace lost City revenue caused by the health pandemic. The CARES Act funds could be used to cover equipment and supplies needed to mitigate the spread of Covid-19, and it also allowed the use of funds to cover payroll for public safety purposes, such as police and fire/first responder.

The City approached the use of the CARES Act funds based on the following:

1. This was the only allocation of funds that were going to be made available to cities for costs incurred due to the health pandemic, and that the health pandemic was going to extend well into 2021.
2. Any funds that the City did not expend by November 15, 2020 were required to be forwarded to Houston County. With that in mind, the City developed a plan that retained all of the CARES Act funds to cover eligible City expenses.
3. That the City utilize the CARES Act funds in a way that benefited the entire community.
4. That the City maintain its current financial position so that future projects are not impacted by a deterioration in the City's finances.

The City does acknowledge that one of the options La Crescent had was to use some of the CARES Act funds to create a grant program for area businesses impacted by the health pandemic. However, with awareness of funding available to area businesses through the Federal Payroll Protection Program (PPP), as well as a Houston County small business grant program, the City put its focus on using the CARES Act funds to benefit the entire community.

Despite the uncertainty of the COVID-19 pandemic, the City did not want to delay planned community improvement projects. In 2020 the City completed a street reconstruction project on a section of Main and Hill Street, a utility maintenance project, and the Horse Track Meadows development which is one of the largest sub-division projects in the history of the community.

In 2020 when most communities in the area made the decision to close their pools and cancel summer recreation programming, the City developed a detailed safety plan and opened the aquatic center, provided swimming lessons, and offered a scaled back program of summer recreation activities. While pool operating costs were lower because of the delayed opening, pool revenues were significantly reduced and resulted in a negative budget adjustment of \$16,173.

The City operated its golf course in a different fashion this year, including not opening the restaurant portion of the business. The opening of the golf course was delayed in 2020 due to one of the Governor's Emergency Executive Orders. This occurred at a time when the weather was nice and golfers were eager to get outside. Once able to open, the City did not have the equipment necessary to meet the added demand placed on the facility. The City believed that there was a need to address the safety of its customers, many of which are and were vulnerable to COVID-19. The City's golf course was not eligible for the Federal funding assistance that was made available to private golf courses throughout the State. For instance, Hazeltine National Golf Club in Chaska received \$822,700 in assistance through a PPP loan that is forgivable and can be used for things other than payroll. On a local note, Valley High Golf Course received \$33,200 in PPP funds, and an additional \$6,000 from Houston County.

In the middle of this health pandemic, the City administered three elections, with the primary and general election significantly impacted by COVID-19. A detailed safety plan was needed, including additional supplies, adding plexiglass barriers, and increasing election staffing to make the elections as safe as possible.

We have also tried to maintain service at the City's motor vehicle office. The motor vehicle office is governed by the State of Minnesota, and there is no provision for the service to be provided from a remote setting. This was an ever-changing ongoing effort, challenged by COVID-19 restrictions, the weather, the limitations of the physical space from which the service is provided, and the ability to provide the service in a safe and cost-effective manner. In 2020 revenue at the License Bureau was down \$31,639 from the previous year, while expenses increased by \$13,635 from the previous year.

It is important that the City maintain its current financial position, and not let fund balances be impacted by the current health pandemic. In 2020 the City began to plan for a 2022 street improvement project. A portion of the funding for the project will come from the bonding authority provided through the City's 2021-2025 street reconstruction plan. The interest cost for the bond is based on the City's bond rating. The City's bond rating is based in part on the overall financial condition of the City.

An unforeseen but very real consequence of COVID-19 has been a reduction in the City's Municipal State Aid (MSA) allocation for local streets. In 2020 the City received \$251,605 in MSA funds. In 2021 the City's MSA allocation has been reduced by \$22,888 to \$228,717. We are not sure how long it will be before the City's MSA funding is restored to its 2020 funding level.

One project that was delayed due to the health pandemic is improvements to the Community Ice Arena. The project was planned for 2020, and included the replacement of the roof, re-caulking the building joints, sealing the building, and the installation of a new 200 kw solar system on the roof. The estimated project cost is \$250,000, and as with past projects was intended to be split equally between Lancer Youth Hockey and the City. Lancer Youth Hockey's funding sources have been impacted in a variety of ways, forcing the project to be delayed.

Unemployment costs are something that the City had not planned for in 2020. In 2020 alone unemployment costs incurred by the City increased in excess of \$5,800.

In 2020 the Families First Coronavirus Response Act required the City to provide up to 80 hours of emergency paid sick leave to employees in certain COVID-19 related circumstances. The City could not require employees to use paid sick leave that they had previously accrued. Private employers will receive a refundable tax credit to offset the cost of providing employees with emergency paid sick leave. For the City, this is simply a liability that gets pushed to the future.

In 2020 there were 938 City labor hours that were identified as emergency paid sick leave pursuant to the requirements of the Families First Coronavirus Response Act.

One of the categories for expenditures of CARES Act funds is improving the telework capabilities of public employees. Laptop computers were purchased for a number of City employees. The laptop computers have allowed City employees to work remotely when either an exposure or a positive test have prevented employees from entering City Hall. In addition, the laptop computers have reduced the need for other City employees to enter the building to perform routine functions of their various jobs.

Questions have been raised about the electric car charging station installed at the parking lot in Veteran's Park. This City project began in 2019 and was completed in 2020; it did not involve the use of any CARES Act funds. In 2019 the City applied for a small CERT's grant that paid for a portion of the costs to install the electric car charging station. The balance of the costs for the project was paid with funds that were included in the City's 2017 capital equipment certificate. From the City's perspective, this was an investment in a sustainable community development project. The State has been working to develop a drive electric corridor that begins in Minneapolis/St. Paul and culminates in La Crescent. The expectation is that tourists will be able to stop in La Crescent to charge their vehicles, and will then have the opportunity to explore our community and visit our eating and shopping establishments. The City has a similar opportunity in 2021 to install another electric charging station downtown as part of the construction of the Bicycle/Pedestrian bridge which is the third phase of the Wagon Wheel Trail improvement project.

At the December 14, 2020 City Council meeting, the City Council waived on-sale liquor license fees for 2021. This reduction of \$1,650 per establishment was extended to Schmitty's Timeout Tavern, Minegars Sports Hub, and the Swing Bridge Pub. Corky's Pizza liquor license fee amounted to \$580 and was also waived.

Since March 2020, as the health pandemic spread across the United States, into Minnesota and into our area, there have been many ups and downs. It is important to remember these ever-changing events did not align with the timeframe in which the City was required to make decisions regarding the CARES Act funds. The City's funds had to be spent by November 15, 2020. On November 18, 2020 because of increasing COVID-19 cases in Minnesota, Governor Walz signed Emergency Executive Order 20-99, which closed bars and restaurants beginning November 20, 2020 through December 18, 2020. This order was subsequently extended through January 10, 2021. Unfortunately, prior to the Governor's announcement on November 18, 2020 to close bars and restaurants, the City had already finalized its allocation of CARES Act funds within the allotted time frame of the program.

At the time of the Executive Order impacting restaurants and bars, Houston County had some remaining CARES funding and was able to issue another round of small grants to some of the hardest hit businesses, including some of La Crescent's restaurants and bars. A list that details the PPP payments and the payments from Houston County that have been distributed to local businesses is available and will be provided upon request.

In 2020 there was almost \$7,100,000 in PPP funds that were awarded to La Crescent businesses. In 2020 the direct payments from Houston County to La Crescent businesses totaled in excess of \$183,000.

The uncertainty of the Covid-19 health pandemic was further complicated by the grid lock that occurred at the Federal level regarding the second stimulus package. The question regarding the allocation of additional funds to States and Cities was one of the stumbling blocks in negotiations prior to the Federal Government finally approving a second stimulus package in late December of 2020. There are no funds in the second stimulus package for local units of government.

There are additional funds that are now being made available to businesses. As mentioned, the second federal stimulus package includes funding for another round of forgivable PPP loans. In addition, the State of Minnesota approved specific relief payments that range from \$15,000 - \$45,000 to restaurants and bars that have experienced a 30% sales decline. The relief amount will be based on the number of workers and will be directly administered by the MN Department of Revenue with no need for the restaurants and bars to file an application. Finally, the State of Minnesota will be providing Houston County with an added \$357,000 in funding to distribute to eligible businesses and nonprofits that have been impacted by an executive order related to COVID-19.

This has been a trying year for our families, our schools, our businesses, and the City as a whole. We have made recommendations and decisions based on the best information available at the time, in the moment. It seems like an eternity has passed since those decisions were made back in August and September, decisions that might be different if they were made today.

3.2



WIESER LAW OFFICE, P.C.

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

KELLY M. IVERSON
AL "SKIP" WIESER, III

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

AL WIESER, JR.
Emeritus

TO: Honorable Mayor and City Council Members

CC: Bill Waller, City Administrator

FROM: Skip Wieser, City Attorney

DATE: February 3, 2021

RE: La Crosse Sewer Agreement Variance Request

In follow up to the January 25, 2021 Council meeting, attached for Council information, find the response submitted to the Wisconsin DNR regarding the City of La Crosse's request for a variance from the DNR Administrative Code.

As of writing this memorandum, no response has been received from the Wisconsin DNR. This item is informational only.



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AL WIESER, JR.
Emeritus

January 28, 2021

Via Email Only (casey.sweeney@wisconsin.gov)

Casey Sweeney
Wisconsin Department of Natural Resources
101 South Webster Street
PO Box 7921
Madison, WI 53707-7921

RE: City of La Crosse's Request for Variance

Dear Mr. Sweeney:

On behalf of the City of La Crescent, Minnesota ("La Crescent"), the undersigned, as City Attorney for the City of La Crescent, makes this submission in response to Wisconsin DNR ("DNR") correspondence dated January 21, 2021.

INTRODUCTION

On January 21, 2021 La Crescent received a notice of variance request and invitation for input from the DNR. In response, La Crescent requested a copy of the formal variance request which was received by La Crescent the afternoon of January 22, 2021. The City of La Crosse ("La Crosse") is seeking funds from the DNR Clean Water Fund for upgrades to La Crosse's wastewater treatment plant. On December 4, 2020 La Crosse submitted its variance request to the DNR. See Attachment No. 1. La Crosse is seeking a variance from the requirements of Wis. Admin. Code §§ NR 162.06 (2)(h), NR 162.07(1)(i), and NR 162.08(4)(a). These provisions provide in relevant part that intermunicipal agreements are required prior to application for financial assistance from the DNR. The term of the intergovernmental agreements needs to be for a duration equal to the term of the financial assistance. See NR 162.06(2)(h)(2). La Crosse has requested DNR approve a variance from these requirements. In response to the variance request, DNR has solicited input from La Crescent. La Crescent opposes the variance as presented.

STANDARD FOR APPROVAL OF VARIANCE

Wis. Admin. Code § NR 162.20 provides in relevant part "The department may, . . . pursuant to a written request from an applicant, approve a variance from a requirement of this chapter when it determines that special circumstances make a variance in the best interest of the state." (Emphasis added).

LA CRESCENT CURRENT CONTRACT

La Crescent, Minnesota is located in Houston County, Minnesota nestled between the Mississippi River and adjoining bluffs. The current population of La Crescent is approximately 5,200.

Prior to 2007, La Crescent operated its own wastewater treatment facility that discharged into adjoining Blue Lake. However, due to a change in classification of Blue Lake necessitated the need for La Crescent to enter into an agreement for sanitary sewer conveyance and treatment between the La Crosse and La Crescent. A copy of the La Crescent/La Crosse agreement and First Amendment to Agreement is attached as Attachment No. 2 ("Existing Agreement").

The Existing Agreement contains two (2) limiting provisions. First being the area to be serviced is limited by boundary, and the second being the amount of flow that La Crosse will treat per day at .40 MGD. Currently, La Crescent's daily flow is .27 MGD.

Much of La Crescent's potential growth opportunities comes in the form of annexation from La Crescent Township. The Existing Agreement with La Crosse delineates the area by which La Crosse will service La Crescent's wastewater. La Crescent has reached the outer limits of this boundary and has been seeking to have meaningful discussion with La Crosse regarding a new sewer contract. These discussions have been going on since 2018. Many of the annexations are of properties that have been developed and consist of single family residences. Many of these residences are believed to have failing or non-code compliant septic systems. La Crescent has sought to expand the sewer service district in order to provide sewer service to houses with septic issues and raw land that may be developed in the future.

The term of the Existing Agreement ends December 31, 2027. The Existing Agreement was negotiated with the spirit that residents of La Crosse and La Crescent would be treated equally.

The Existing Agreement provides that any rate changes would need to be determined with a similar methodology as used by John A. Mayer and Associates. The Existing Agreement also contemplates that cost of living increases in sewer rates are consistent between La Crescent and La Crosse users. See Attachment No. 2, para. 4.

The rate studies prepared by John A. Mayer Associates were based on utilizing "cash based methodology." La Crosse is attempting to force a "utility based method" as contained in the Trilogy Consulting report dated October 2020. See Attachment No. 3.

It is the position of La Crescent, that until a new contract is reached, La Crescent is not obligated to pay the sewer fees under the utility basis method.

La Crescent objectives in negotiating a new contract are contractual stability with respect to rates, term of agreement, and allowing additional growth of La Crescent while remaining under the .40 MGD.

LA CROSSE 2019 PROPOSAL

Paragraph 11 of Attachment No. 1 addresses the La Crescent contract specifically. All that is put forth in this paragraph is that La Crosse offered a new agreement on December 11, 2019 [sic]

and that agreement has not been signed. However, this does not tell the complete story.

On December 12, 2019 La Crescent was provided with correspondence from La Crosse's Utilities Manager along with a new proposed contract ("New Agreement"). See Attachment No. 4. The correspondence received conveys La Crosse's unwillingness to negotiate the Existing Agreement with La Crescent in good faith. The correspondence states "the City Council had made it clear that removing the regional services component of this contract is nonstarter." See Attachment No. 4, pg. 2.

The proposed agreement added numerous one-sided terms to the contract including the following:

- Article 2.3 No obligation to serve beyond the term of agreement.
- Article 5 Utility basis billing.
- Article 12.6 No service obligation following expiration or termination.
- Article 17 No challenges to the validity or enforceability of the agreement including challenges to Public Service Commission of Wisconsin ("PSC").

Representatives from La Crescent and La Crosse met and conferred to discuss the contract and proposed changes that were sent to La Crosse on January 22, 2020. See Attachment No. 5. You can see by La Crescent's proposal that La Crescent was agreeable to rate increases if the increases were consistent with increases imposed on La Crosse users. See Attachment No. 5, Article V.

Thereafter, respective outside counsel for both La Crescent and La Crosse reached resolution regarding Article 15. However, the other terms of the New Agreement were not agreeable with La Crosse. La Crosse's nonagreement would include simple noncontroversial issues such as reference to the Town of Campbell in Article 4.2, the inclusion of the La Crescent City Attorney in Article 11, and the spelling of La Crescent City Administrator's name for examples of terms La Crosse would not consider changing. La Crescent joined in the City of Onalaska and Town of Campbell's suggestion regarding third party mediation regarding billing methodology. That was rejected by La Crosse on July 2, 2020. See Attachment No. 6.

In July 2020 La Crescent conveyed willingness to continue to negotiate in good faith to get a long-term agreement in place. See Attachment No. 7 La Crescent also provided numerous dates for further discussion in July and August 2020. To date no response has been received.

On January 8, 2021 Onalaska, WI received a voicemail from the La Crosse Engineer indicating La Crosse will not negotiate the sewer contracts until after La Crosse April election. See Attachment No. 8.

LA CROSSE REQUEST FOR VARIANCE

La Crosse states intermunicipal agreements are not needed because La Crosse will continue the most cost effective treatment option. This is purely speculative and there is no guarantee future service areas will not change or the La Crosse City Council will change how they bill municipalities. La Crosse further states intermunicipal agreements are not needed because La Crosse will: 1) continue to provide service to adjacent communities, and 2) customers can

dispute wastewater rates via the PSC. However, the very contracts La Crosse put forward in December 2019 requires La Crescent to 1) agree La Crosse has no obligation for future service, and 2) waive the right to petition PSC. See Attachment No. 4, Articles 2.3, 12.6, and 17. La Crosse insistence La Crescent contractually agree to no future service or to have no redress of contractual disputes is part of the reason no new contract exists.

Intermunicipal agreements serve an important purpose by ensuring one municipality does not change the rates or rules mid-service. La Crescent recognizes sewer treatment facilities are expensive to construct and maintain. This is why they like the contractual arrangement with La Crosse. It provides La Crosse the certainty of getting paid and covering its expenses of sewer treatment, while at the same time providing La Crescent the ability to provide its citizens the sewer service at a reasonable rate and without the expense of constructing its own sewer treatment facility. If the incentive to have an intermunicipal agreement is removed, La Crosse can change its ordinance however it wants without any input from its clients, while La Crescent is faced with the uncertainty of whether or not it can even send its waste to La Crosse.

CONCLUSION

In review of the standard for approval of the variance, La Crosse has put forth no basis to support approval of the variance. The fact contractual issues remain unresolved with four (4) partnering municipalities is largely caused by the actions and inactions of La Crosse. La Crosse knew or should have known that intermunicipal agreements were a condition precedent to seeking financial assistance from the DNR. Not only does La Crosse not have intermunicipal agreements in place with three (3) out of the four (4) municipalities, the La Crescent agreement only has six (6) years remaining. Furthermore, given La Crosse's lack of willingness to negotiate in good faith or even mediate the matter, La Crosse should not be permitted to ignore the DNR Administrative requirements.

La Crescent would request the DNR give conditional approval of the variance request with La Crosse being required to participate in third party mediation and that new intermunicipal contracts are in place before DNR Clean Water Funds are available.

Very truly yours,

WILSER LAW OFFICE, P.C.

Skip Wilser
SW/jcm
Enclosures

cc: Matthew Marcum, WI DNR (via email)
Bill Waller, City of La Crescent Administrator (via email)
Attorney Jason Kuboushek (via email)
WHKS & Co. (via email)

#3.3



TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator *Bill*
DATE: February 3, 2021
RE: Commission Appointment

Due to Jason Ludwigson's expanded role as the City's Sustainability Coordinator, he will be voluntarily stepping down from his position on the Planning Commission. Mr. Ludwigson will continue to serve as a staff contact to the Planning Commission in an ex-officio capacity.

Effective today, we are suggesting that the City Council appoint Greg Husmann to the Planning Commission to fill this vacancy. The current term which Mr. Husmann will be completing runs through 2022.

#3.4



February 2, 2021

To: Honorable Mayor and City Council Members
From: Kara Tarrence, Accountant

KT

Re: Water Meter Reading Handheld Purchase

The Water Department requests permission to purchase a new handheld to be used by the Maintenance staff to read water meters throughout the city. The handheld records the current read on the water meter which then calculates the water usage for quarterly utility billing.

The handheld reader that we have is outdated and can no longer support system updates by the manufacturer. This could cause us to have issues of not being able to get reads off of meters in the future.

We have received a quote of \$7,000.00 to purchase the new handheld. This would be paid for out of the water fund operating budget. The quote is attached for your review.

We were anticipating the need to purchase a new handheld, but we were waiting for the manufacturer to come out with the newest version which was just released last month.

It is my recommendation that the City Council approve the purchase.



Bid Proposal for La Crescent 7502 handheld

LA CRESCENT CITY OF
Bid Date: 02/02/2021
Core & Main 1660985

Core & Main
15800 W 79th St
Eden Prairie, MN 55344
Phone: 952-937-9666
Fax: 952-937-8065

Seq#	Qty	Description	Units	Price	Ext Price
10	1	FL7502 HANDHELD WITH CHARGING STAND & COMMAND LINK	EA	7,000.00	7,000.00

Branch Terms:

UNLESS OTHERWISE SPECIFIED HEREIN, PRICES QUOTED ARE VALID IF ACCEPTED BY CUSTOMER AND PRODUCTS ARE RELEASED BY CUSTOMER FOR MANUFACTURE WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF THIS QUOTATION. CORE & MAIN LP RESERVES THE RIGHT TO INCREASE PRICES UPON THIRTY (30) CALENDAR DAYS' NOTICE TO ADDRESS FACTORS, INCLUDING BUT NOT LIMITED TO, GOVERNMENT REGULATIONS, TARIFFS, TRANSPORTATION, FUEL AND RAW MATERIAL COSTS. DELIVERY WILL COMMENCE BASED UPON MANUFACTURER LEAD TIMES. ANY MATERIAL DELIVERIES DELAYED BEYOND MANUFACTURER LEAD TIMES MAY BE SUBJECT TO PRICE INCREASES AND/OR APPLICABLE STORAGE FEES. THIS BID PROPOSAL IS CONTINGENT UPON BUYER'S ACCEPTANCE OF SELLER'S TERMS AND CONDITIONS OF SALE, AS MODIFIED FROM TIME TO TIME, WHICH CAN BE FOUND AT: <https://coreandmain.com/TandC/>

3.5



TO: Honorable Mayor and City Council Members
FROM: Shawn Wetterlin, Building/Zoning Official
DATE: February 3, 2021
RE: Planning Commission meeting minutes February 2, 2021

Attached for your review are the minutes from the February 3, 2021 meeting of the Planning Commission.

The meeting minutes are informational only and don't require action by the City Council.

TO: Planning Commission Members
Honorable Mayor and City Council members
FROM: Angie Boettcher, Administrative Assistant
DATE: February 4, 2021
RE: Meeting Minutes from February 2, 2021

The Planning Commission met at 5:30 p.m., on Tuesday, February 2, 2021 in the City Council Chambers at City Hall.

Pursuant to Minn. Stat. § 13D.021 and due to the COVID-19 pandemic, members of the Planning Commission and City Staff were given the option to attend the meeting by telephone or Zoom. The following members were present: Jason Ludwigson, Dave Hanifl (via Zoom), Jerry Steffes, Anna Stoecklein, Dave Coleman, Mike Welch, Linda Larson (via Zoom). City Attorney Skip Wieser, City Council member Dale Williams, Building/Zoning Official Shawn Wetterlin, and City Administrative Assistant Angie Boettcher were also in attendance.

1. The meeting was called to order by Chair Ludwigson. The first agenda item was to elect the Chair and Vice-Chairperson. Chair Ludwigson reviewed responsibilities of the Chair and Vice Chair.

Member Larson nominated member Stoecklein as Vice-Chair, seconded by Ludwigson.

Upon a roll call vote, taken and tallied by the Building Official, all members present voted in favor.

Larson – Yes
Ludwigson - Yes
Stoecklein – Abstain
Hanifl – Yes
Welch – Yes
Steffes – Yes
Coleman - Yes

Member Hanifl nominated himself as Chair, seconded by Welch.

Upon a roll call vote, taken and tallied by the Building Official, all members present voted in favor.

Hanifl – Yes
Welch - Yes

Stoecklein – Yes
Larson – Yes
Ludwigson – Yes
Steffes – Yes
Coleman - Yes

2. Agenda **item 2** (Review Rules and Bylaws of the Planning Commission), **item 3** (Review of City Code of Conduct), and **item 4** (Review of Social Media/Communication Policy) were reviewed by City Attorney Wieser. No action was necessary, informational only.

5. Chair Hanifl asked for a motion to approve the minutes from the January 5, 2021 meeting.

Following discussion Member Ludwigson made a motion, seconded by Stoecklein to approve the minutes.

Upon a roll call vote, taken and tallied by the Building Official, all members present voted in favor.

Ludwigson – Yes
Stoecklein – Yes
Coleman – Yes
Hanifl – Yes
Steffes – Yes
Larson – Yes
Welch - Yes

6. Member Ludwigson reviewed the city's parking zoning ordinance. After discussion member Steffes made a motion, seconded by member Welch to table this item to a later date in order for Barb Thoman, GreenStep Cities Advisor, to come and speak directly to the commission.

Approved by consensus.

7. Member Ludwigson reviewed the work plan ideas for 2021. This was discussion only, no action taken.
8. Member Welch made a motion, seconded by Ludwigson to adjourn the meeting. All members in attendance voted in favor. Meeting adjourned at 6:24 p.m.

#3.6



TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator *BW*
DATE: February 3 2021
RE: Wagon Wheel Phase 3 – Financing Review

This item is informational and does not require action by the City Council at this meeting.

In 2017 the City received a \$1.0 million Transportation Alternatives Program grant from MnDOT for a portion of the costs to construct a bicycle/pedestrian bridge over Trunk Highway No. 14/61. These funds can only be used for construction costs directly related to the project.

In 2018 the City received an allocation of \$2.5 million for the project in the State's bonding bill. These are the funds that were then included in the 2019 grant from the Minnesota Department of Natural Resources for the project. These funds can be used for both construction and engineering costs related to the project, but are only reimbursed on a percentage basis.

There is a delay from the time that the City submits a payment request until the funds are actually received by the City. With both phase 1 and phase 2 of the project, the City was able to carry the costs of the project internally, with funds available at the time. This is not the case with the third phase of the project. Attached is a very preliminary cash flow estimate for the project.

It is common practice for City's to seek financing for projects that are grant funded and exceed the internal capabilities of the community. In the coming months the City's Finance Director Debbie Shimshak will be working with the banks in the community to put together a short-term financing package for the project. City Attorney Skip Wieser will be working to put together the legal documents necessary to satisfy the borrowing requirements of the City. This will be done in the most cost-effective means that there is for the City.

Bill Waller

From: Timothy Hruska <THruska@Whks.com>
Sent: Thursday, December 31, 2020 8:18 AM
To: Bill Waller
Subject: Wagon Wheel Cost Schedule

Bill,

This is approximate, but should give us a good idea of what to expect. Here is a monthly expectation of pay requests. This is our approximate construction costs, so it comes to about \$3,000,000.

Month

- 1 - \$600,000
- 2 - \$600,000
- 3 - \$500,000
- 4 - \$1,050,000
- 5 - \$180,000
- 6 - \$70,000

Timothy A. Hruska, P.E., L.S. | Principal
Direct: 507.722.7165 | Office: 507.288.3923
www.whks.com



#6.1

TO: Honorable Mayor and City Council Members
GreenStep Committee Members
FROM: Jason Ludwigson, Sustainability Coordinator
DATE: January 20, 2021
RE: Meeting Minutes
January 20, 2021

The La Crescent GreenStep Committee met at 4:30 pm, on Wednesday January 20, 2021, in the City Council Chambers at the La Crescent City Hall. The following members were present: Angie Boettcher, Tyler Benish, Jason Ludwigson, Jim Nissen, Shawn Wetterlin, Theresa Ebner, Isabell Morken, and Bill Waller.

1. It was the consensus of the members present to approve the minutes of the November 18th, GreenStep meeting as presented.
2. Jenni Abere gave the committee an overview of the Adopt-a-drain program.
3. The committee discussed the meeting norms, notetaker, and recruitment of new members for 2021.
4. The committee discussed the opportunity for the city to create a Solar Ready Home Certificate. The consensus was that Jason Ludwigson would follow up with Brian Ross at the Great Plains Institute for ideas on putting this into practice.
5. Jason Ludwigson presented the committee with options for a Model Beekeeping Ordinance. Shawn Wetterlin was going to follow up with the city attorney to see if this was allowed as it is not restricted in the city ordinances.
6. Adding language to the city ordinance for electric vehicle charging stations was discussed. This action was forwarded to the La Crescent Planning Commission for consideration.
7. Jason Ludwigson provided the Committee with an update on the timeline for the Partners in Energy plan.
8. There being no further business to discuss, the meeting was adjourned at approximately 5:38 pm.



6.2

1

**LA CROSSE COUNTY CONVENTION & VISITORS BUREAU
BOARD MEETING-ONLINE
November 17, 2020– 9:00 a.m.**

Board Members:

Present: Art Fahey, Pamela Maas, Valerie Erickson, Larry Jensen, Dan Wick, Dave Ring, Troy Sargent, Scott Neumeister, Nathan Franklin, Stephen Cohen, Cherryl Jostad, Jay Patel, Michel Gabbud, Ryan Johnson, Laurie Pfaff, Dan Stevens, Ashley Santolin, Pete Boese

Excused: Chris Roderique, Pat Stephens, Cassandra Hanan, Deb Lash, Patrick Barlow

Absent: Neal Zygarlicke, Kelsey Williams, Madeline Behringer, Billy Bergeron

Others present:

Executive Director: A.J. Frels

Director of Finance & Human Resources: Michelle Hoch

PROCEEDINGS:

Pamela Maas brought the meeting to order at 9:00 a.m.

MOTION: To approve the October 2020 Board minutes. (C. Jostad, D. Stevens) Carried.

FINANCE COMMITTEE:

MOTION: To approve the November minutes, October Financial Statements. (D. Stevens, V. Erickson) Carried.

EXECUTIVE DIRECTOR REPORT:

- Thank you to all that attended the 2019 Explore La Crosse Annual meeting this morning.
- The Great River Landing has been closed for the winter as of November 1st. We will reopen the center again in the spring.
- We are working with the La Crosse Municipal Airport as the airport is being featured in an upcoming issue of the Business View Magazine.
- AJ has been attending the North La Crosse Business Associations meetings. Haleigh and AJ have been engaged with the marketing committee for the North La Crosse Business Association.
- The MOSES board of directors will unfortunately not be able to be in town on November 16&17, due to some of their board members testing positive for COVID-19.
- Pamela and AJ signed off on the marketing/room tax agreement between La Crescent and Explore La Crosse. This agreement is good through 2021.
- Art gave an update on the progress of the La Crosse Center construction noting that the drywall is starting to go up and they are slightly ahead of schedule with the project.
- Our fall photo sweepstakes was successful, and we received 58 submissions, and over 100 photos. We'll use these photos for promotion on our website and social media platforms.
- AJ & Ben have connected with Lia Coryell, she is a coach for the USA Adaptive Olympic Archery team, and lives in our area. There may be an opportunity to bring some of their events to the La Crosse region.

COMMITTEE REPORTS:

Membership Committee-The reports were distributed. 26 membership renewals came in for the month of October, bringing us closer to the adjusted budgeted income.

Convention/Sales Committee- The convention committee has not held a meeting recently but they are communicating regularly to stay connected. They are actively seeking future bookings for the area.

Lease/Construction Committee- The committee continues to look for office location options, and also waiting to hear back from La Crosse Parks & Rec in regards to the Riverside office location lease details. The committee is suggesting holding a separate board meeting to discuss office locations, if necessary.

Media/Marketing- This report is included in the board packet, and the media handout for review as well.

OLD BUSINESS:

- 2020 Hotel Occupancy update shows an average of about 50% for those properties participating for the month of October.
- There are no updates to report on for Synergy at this time as there have not been any meetings held recently.
- We are happy to report we have received the funds for the Travel Stimulus Grant in the amount of \$473,752.00.

NEW BUSINESS:

- The 2021 Meeting Schedule is included in today's board packet.
- AJ is scheduled for knee surgery on November 30th. He will be out of the office for one week.
- The staff will revert to working remotely through the holidays beginning November 23rd- January 4th.

Event Center Updates:

- Omni Center: The ice is currently going in both of the arenas. The youth groups are skating, and the center is working to keep some recreational opportunities available as they can.

Community Updates:

- La Crescent, is working on their 2021 budget. An ice rink is planned to be put in on the corner of Main and Oak streets.

Next meeting scheduled for January 19, 2021, beginning at 8:00am

MOTION: Moved to Adjourn, 9:30am (S. Neumeister, J. Patel) Carried.

Respectfully submitted, Michelle Hoch



**LA CROSSE COUNTY CONVENTION & VISITORS BUREAU
SPECIAL BOARD MEETING-ONLINE
December 21, 2020– 11:30 a.m.**

Board Members:

Present: Pamela Maas, Valerie Erickson, Larry Jensen, Dan Wick, Dave Ring, Troy Sargent, Scott Neumeister, Stephen Cohen, Cherryl Jostad, Jay Patel, Michel Gabbud, Ryan Johnson, Laurie Pfaff, Dan Stevens, Madeline Behringer, Billy Bergeron, Pat Stephens, Cassandra Hanan, Patrick Barlow, Ashley Santolin

Excused: Chris Roderique

Absent: Neal Zygarlicke, Kelsey Williams, Art Fahey, Nathan Franklin, Pete Boese, Deb Lash

Others present:

Executive Director: A.J. Frels

Director of Finance & Human Resources: Michelle Hoch

PROCEEDINGS:

- Pamela Maas brought the meeting to order at 11:30 a.m. Pamela asked for an update from the Lease/Location Committee, and asked that this discussion today stay at the board level at this time.
- **Comments-Finance Committee Chair:**
Chris Roderique was unable to join the meeting today, and so he provided his comments as such; he wishes to acknowledge Ryan Johnson and Dave Ring, and is appreciative of their time spent looking at options for the LCCVB. It is no secret the city wants us out of the building, and it is in the best interest of our organization to look at other locations. We are financially sound to do so.

Review and Update on Location Search-Executive Director:

- AJ Frels reports, as was directed and voted on by the LCCVB Board of Directors at our October meeting, the Lease/Location Committee has done their due diligence to find a suitable location for the LCCVB's new home. Upon Board approval and other contingencies, we have an accepted offer on the 123 7th Street property.

Details on Potential Location-Lease/Location Committee Chair and Committee Members:

- Ryan Johnson reported the offer was accepted at \$750,000. Ryan provided a spreadsheet to review estimated terms and rates including a \$150,000 down payment at 20%, and payment on \$600,000 including projections for taxes and insurance. We would need a \$5,000 earnest money commitment, and close on February 24th. At this time, there is no or very little buildout that would need to be done. We could look at converting some offices into a conference room if we see fit down the road.
- Dave Ring reports that when evaluating the four loan proposals from State Bank Financial, US Bank, Merchants Bank, and River Bank, which are excellent financial institutions, it became clear that State Bank Financial and US Bank offered broader options in the form of more attractive interest rates and longer fixed rate options and amortization schedules. State Bank lowered the interest rate to 3.75%
- **Review of Finances and Costs-Director of Finance and Human Resources:**
Michelle Hoch reports the 7th Street location offers savings to us in utilities expenses of \$5400 a year over our current location. The City of La Crosse requires us to carry a six million dollar insurance policy at the current location, and our insurance agent is putting together a quote for the new location, and has said we will see a savings in this area. Also, when we had previously looked at moving we inquired with a moving company to assist. At that time the cost was \$2500.

Discussion:

- AJ has created a talking points document for the board and will send a copy out after the meeting for reference.
- Once we know all contingencies have been address, loan is approved and the appraisal is complete, we will notify the Parks & Rec Department that we will be terminating the lease.
- Other items that will be addressed as we move forward include: Inform key stakeholders/members of the move, schedule a move in date after February 24th, 2021, schedule utilities transfer, phone and IT, change signage, implement directional signage, schedule grand opening, change of address on all documentation

MOTION: to move forward with the purchase of 123 7th Street, La Crosse property in the amount of \$750,000.
(D. Stevens, J. Patel) Motion carried unanimously by roll call vote.

Respectfully submitted, Michelle Hoch