

**CITY OF LA CRESCENT**  
**AGENDA**  
**REGULAR MEETING**  
**MARCH 28, 2022**  
**5:30 P.M.**

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

**1. CONSENT AGENDA**

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

- 1.1 MINUTES –MARCH 14, 2022
- 1.2 BILLS PAYABLE THROUGH MARCH 25, 2022
- 1.3
- 1.4

**2. PUBLIC HEARING/MEETING**

**3. ITEMS FOR CONSIDERATION**

- 3.1 EAGLE SCOUT PROJECT – RILEY SCHULDT
- 3.2 COMMUNITY DEVELOPMENT DIRECTOR – LARRY KIRCH
- 3.3 COMMUNITY BUILDING IMPROVEMENTS
- 3.4 ARBOR DAY PROCLAMATION
- 3.5 PERSONNEL COMMITTEE RECOMMENDATIONS
- 3.6 UTILITY EASEMENT RELOCATION REQUEST
- 3.7 PLANNING COMMISSION MINUTES – MARCH 1, 2022
- 3.8 NATURAL RESOURCE GROUP APPOINTMENT
- 3.9 HOUSTON COUNTY AMERICAN RESCUE PLAN DONATION
- 3.10 GAMBLING PERMIT APPLICATION
- 3.11 2022 LICENSE RENEWAL

**CITY OF LA CRESCENT**  
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**4. UNFINISHED BUSINESS**

4.1

**5. MAYOR'S COMMENTS**

5.1

**6. STAFF CORRESPONDENCE/COMMITTEE UPDATES**

6.1 EXPLORE LA CROSSE

6.2

6.3

**7. CORRESPONDENCE**

7.1

7.2

7.3

**8. HOUSTON COUNTY**

8.1

**9. CHAMBER OF COMMERCE**

9.1

**10 ITEMS FOR NEXT AGENDA**

**11. ADJOURNMENT**

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MINUTES, REGULAR MEETING  
CITY COUNCIL, CITY OF LA CRESCENT, MINNESOTA  
MARCH 14, 2022

Pursuant to due call and notice thereof, the first meeting of the City Council of the City of La Crescent for the month of March was called to order by Mayor Mike Poellinger at 5:30 PM in the La Crescent City Hall, La Crescent, Minnesota, on Monday, March 14, 2022.

Upon a roll call taken and tallied by the City Administrator, the following members were present: Members Ryan Hutchinson, Cherryl Jostad, Teresa O'Donnell-Ebner, and Mayor Mike Poellinger. Members absent: Member Dale Williams. Also present was City Administrator Bill Waller, City Attorney Skip Wieser, and City Administrative Assistant Angie Boettcher.

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

**ITEM 1 – CONSENT AGENDA**

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

- 1.1 MINUTES – FEBRUARY 28, 2022
- 1.2 BILLS PAYABLE THROUGH MARCH 10, 2022

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.

It was recommended to amend the February 28, 2022 Minutes regarding Item 8 – Chamber of Commerce to change the wording to “was held” rather than “to be held” regarding the date of the Chamber Annual Meeting. Member Hutchinson made a motion, seconded by Member O'Donnell-Ebner, as follows:

**A MOTION TO APPROVE THE CONSENT AGENDA AS PRESENTED INCLUDING AN AMENDMENT TO THE FEBRUARY 28, 2022 MINUTES REGARDING ITEM 8 – CHAMBER OF COMMERCE TO CHANGE THE WORDING TO “WAS HELD” RATHER THAN “TO BE HELD” REGARDING THE DATE OF THE CHAMBER ANNUAL MEETING.**

Upon a roll call vote taken and tallied by the City Administrator, all Member 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 by a 4-0 vote.

## **ITEM 2.0 - PUBLIC HEARING – CAPITAL IMPROVEMENT PLAN PUBLIC HEARING**

At 5:30 pm the City Council held a public hearing regarding the City's intention to issue general obligation capital improvement plan bonds and the proposal to adopt a capital improvement plan. Tammy Omdal from Northland Securities reviewed with City Council via Zoom the updated Five-year Capital Improvement Plan. The Five-year Capital Improvement Plan would reimburse the City for the costs associated with the City's purchase of the property at 332 South 1<sup>st</sup> Street. The City purchased this property in 2021. The Plan would also provide funds for the City to potentially purchase the property at 328 South 1<sup>st</sup> Street. City Council reviewed the resolution giving preliminary approval to the issuance of general obligation capital improvement bonds and adopting the 2022-2026 capital improvement plan as presented. There were no questions from City Council. It was recommended to City Council to adopt this Resolution. It was recommended by a City Council Member to amend the Capital Improvement Plan to read from 10 to 20 years.

Mayor Poellinger opened the meeting for public comment. There were no public comments. Mayor Poellinger closed the public hearing. Following discussion, Member O'Donnell-Ebner introduced the following resolution with amendment to include the Capital Improvement Plan read from 10 to 20 years and moved its passage and adoption:

### **RESOLUTION NO. 03-22-09**

#### **RESOLUTION GIVING PRELIMINARY APPROVAL TO THE ISSUANCE OF GENERAL OBLIGATION CAPITAL IMPROVEMENT PLAN BONDS IN AN AMOUNT NOT TO EXCEED \$500,000 AND ADOPTING THE CITY OF LA CRESCENT, MINNESOTA, CAPITAL IMPROVEMENT PLAN FOR THE YEARS 2022 – 2026**

1. WHEREAS, the City Council of the City of La Crescent, Minnesota (the "City") proposes to issue its general obligation capital improvement plan bonds (the "Bonds") and adopt the City of La Crescent, Minnesota, Capital Improvement Plan for the years 2022 through 2026 (the "Plan"); and
2. WHEREAS, the City has caused notice of the public hearing on the intention to issue the Bonds and on the proposed adoption of the Plan to be published pursuant to and in accordance with Minnesota Statutes, Section 475.521; and
3. WHEREAS, a public hearing on the intention to issue the Bonds and on the proposed Plan has been held on this date, following published notice of the public hearing as required by law; and
4. WHEREAS, in approving the Plan, the City Council considered for each project and for the overall Plan:
  - (a) The condition of the City's existing infrastructure, including the projected need for repair and replacement;
  - (b) The likely demand for the improvement;
  - (c) The estimated cost of the improvement;
  - (d) The available public resources;
  - (e) The level of overlapping debt in the City;
  - (f) The relative benefits and costs of alternative uses of the funds;



- (g) Operating costs of the proposed improvements; and
- (h) Alternatives for providing services more efficiently through shared facilities with other local governmental units; and

5. WHEREAS, the City Council has determined that the issuance of general obligation capital improvement plan bonds in the aggregate principal amount of up to \$500,000 is the best way to finance the capital improvements identified in the Plan.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of La Crescent, Minnesota, that the City hereby adopts the Plan and authorizes the issuance of up to \$500,000 aggregate principal amount of general obligation capital improvement plan bonds.

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

SIGNED:

\_\_\_\_\_  
Mayor

ATTEST:

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

The foregoing motion was duly seconded by Member Hutchinson and upon a roll call vote taken and tallied by the City Administrator, 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 by a 4-0 vote and the resolution duly passed and adopted.

City Council reconvened with the schedule of the Regular City Council Meeting.

### **ITEM 3.1 – REVIEW OF FINANCE PLAN AND TRIGGER RESOLUTION**

Tammy Omdal from Northland Securities reviewed with City Council via Zoom the Finance Plan for the City's proposed 2022 bond issue. City Council also reviewed a draft list of the items that are proposed to be included in the capital equipment certificate portion of the bond issue. As proposed, the 2022 bond issue will include funds for the costs of the 2021 and 2022 street reconstruction projects. These streets are included in the City's Street Reconstruction Plan. The 2022 bond issue will also be used for the purchase of capital equipment that would be included in a capital equipment certificate. The final portion of the 2022 bond issue may include the cost for land acquisition that is included in the draft of the Five-year Capital Improvement Plan. It was recommended to City Council to adopt the resolution approving the issuance of

the 2022 A General Obligation Bonds as presented. Following discussion, Member Hutchinson introduced the following resolution and moved its passage and adoption:

**RESOLUTION NO. 03-22-10**

**RESOLUTION APPROVING THE ISSUANCE OF  
GENERAL OBLIGATION BONDS, SERIES 2022A**

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

1. The City Council hereby finds and declares that it is necessary and expedient for the City to sell and issue its fully registered general obligation bonds in the total aggregate principal amount not to exceed \$2,500,000 (herein, the “Bonds”). The proceeds of the Bonds will be used to purchase equipment, finance various street reconstruction projects, and acquire land pursuant to adopted Capital Improvement Plan for municipal facilities, and the costs of issuing the Bonds.
2. The City Council desires to proceed with the sale of the Bonds by direct negotiation with Northland Securities, Inc. (herein, “NSI”). NSI will purchase the Bonds in an arm’s-length commercial transaction with the City.
3. The Mayor and City Administrator are hereby authorized to approve the sale of the Bonds in an aggregate principal amount not to exceed \$2,500,000 and to execute a bond purchase agreement for the purchase of the Bonds with NSI, provided the true interest cost is less than 3.00%.
4. Upon approval of the sale of the Bonds by the Mayor and the City Administrator the City Council will take action at its next regularly scheduled or special meeting thereafter to adopt the necessary approving resolutions as prepared by the City's bond counsel.
5. NSI is authorized to prepare an Official Statement related to the sale of the Bonds.
6. If the Mayor and the City Administrator have not approved the sale of the bonds to NSI and executed the related bond purchase agreement by September 30, 2022, this resolution shall expire.

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

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 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 by a 4-0 vote and the resolution duly passed and adopted.

### **ITEM 3.2 – PRECINCT RESOLUTION**

City Administrative Assistant Boettcher reviewed with City Council Resolutions reestablishing precincts and polling places for both Houston County and Winona County. There are not any changes in the City's current districts. However, all precincts in the State, whether in a city or township, must be reestablished by March 29, 2022. These established precinct boundaries become effective on the date of the 2022 primary, August 9th. (M.S. 204B.14, Subd. 3). Even though the City completed the Polling Place Designation Resolution at year end, these new Resolutions are needed to fulfill the necessary statutory requirements. It was recommended to City Council to approve the Resolutions for each Houston County and Winona County. Following discussion, Member Jostad introduced the following resolution and moved its passage and adoption:

#### **RESOLUTION NO. 03-22-11**

#### **RESOLUTION REESTABLISHING PRECINCTS AND POLLING PLACES HOUSTON COUNTY**

**WHEREAS**, the legislature of the State of Minnesota has been redistricted; and

**WHEREAS**, Minnesota Statute Section 204B.14, Subd. 3 requires that precinct boundaries must be reestablished within 60 days of when the legislature has been redistricted or at least 19 weeks before the state primary election, whichever comes first.

**NOW, THEREFORE BE IT RESOLVED** that the City Council for City of La Crescent, Houston County, Minnesota hereby reestablished the boundaries of the voting precincts and polling places as follows:

**La Crescent City Precincts – P1, P2 and P3 - current boundaries left as is.**

**Designated Polling Place for State and Federal Elections for Precinct 1: La Crescent Community Building at 336 S. 1<sup>st</sup> Street, La Crescent MN 55947 in Houston County.**

**Designated Polling Place for State and Federal Elections for Precinct 2: La Crescent Ice Arena at 520 S. 14<sup>th</sup> Street, La Crescent MN 55947 in Houston County.**

**Designated Polling Place for State and Federal Elections for Precinct 3: La Crescent Ice Arena at 520 S. 14<sup>th</sup> Street, La Crescent MN 55947 in Houston County.**

Attached to this resolution, for illustrative purposes, is a map showing said precinct.

Adopted by the La Crescent City Council, Houston County, Minnesota this 14<sup>th</sup> day of March, 2022.

SIGNED:

\_\_\_\_\_  
Mayor

ATTEST:

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

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

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

and none voted against the same. The motion was declared duly carried by a 4-0 vote and the resolution duly passed and adopted.

Following discussion, Member Jostad introduced the following resolution and moved its passage and adoption:

**RESOLUTION NO. 03-22-12**

**RESOLUTION REESTABLISHING PRECINCTS AND POLLING PLACES  
WINONA COUNTY**

**WHEREAS**, the legislature of the State of Minnesota has been redistricted; and

**WHEREAS**, Minnesota Statute Section 204B.14, Subd. 3 (d) requires that precinct boundaries must be reestablished within 60 days of when the legislature has been redistricted or at least 19 weeks before the state primary election, whichever comes first.

**NOW, THEREFORE BE IT RESOLVED** that the City Council of the City of La Crescent, County of Winona, State of Minnesota hereby reestablishes the boundaries of the voting precincts and polling places as follows:

**La Crescent City Precincts – P4 – current boundaries left as is.**

**Designated Polling Place for State and Federal Elections for Precinct 4: Mailed Ballot for Winona County, Minnesota, to City of La Crescent, 315 Main Street, La Crescent, MN 55947.**

Attached to this resolution, for illustrative purposes, is a map showing said precinct.

Adopted by the La Crescent City Council, Winona County, Minnesota this 14<sup>th</sup> day of March, 2022.

SIGNED:

\_\_\_\_\_  
Mayor

ATTEST:

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

The foregoing motion was duly seconded by Member Hutchinson and upon a roll call vote taken and tallied by the City Administrator, all Members 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 by a 4-0 vote and the resolution duly passed and adopted.

### **ITEM 3.3 – PERSONNEL COMMITTEE RECOMMENDATION**

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

Interim Police Chief Luke Ahlschlager will be on vacation for a period of time during March of 2022. Given that there are currently no Sergeants in the Police Department, the Personnel Committee is recommending that Police Officer Mike Ernster be appointed the Temporary Commander during Interim Police Chief Ahlschlager's absence. During the period of time where Mr. Ernster is

designated the Temporary Commander, it is recommended that his rate of pay be increased by \$3.00 per hour above his regular wage. Finally, it is recommended that City Administrative Staff be given the decision-making responsibility to make this appointment again, in the immediate future, should the need arise. Following discussion, Member Hutchinson made a motion, seconded by Member O'Donnell-Ebner, as follows:

**MOTION TO APPROVE THAT POLICE OFFICER MIKE ERNSTER BE APPOINTED THE TEMPORARY COMMANDER DURING INTERIM POLICE CHIEF AHLSCHLAGER'S ABSENCE DURING MARCH OF 2022 AND THAT DURING THE PERIOD OF TIME WHERE OFFICER ERNSTER IS DESIGNATED THE TEMPORARY COMMANDER, HIS RATE OF PAY BE INCREASED BY \$3.00 PER HOUR ABOVE HIS REGULAR WAGE AND ALSO APPROVE THAT CITY ADMINISTRATIVE STAFF BE GIVEN THE DECISION-MAKING RESPONSIBILITY TO MAKE THIS APPOINTMENT AGAIN, IN THE IMMEDIATE FUTURE, SHOULD THE NEED ARISE FOR 2022.**

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 by a 4-0 vote.

#### **ITEM 9 – CHAMBER OF COMMERCE**

Jen Etrheim of the La Crescent Chamber of Commerce gave an update to City Council on the membership meeting and Anytime Fitness.

There being no further business to come before the Council at this time, Member O'Donnell-Ebner made a motion, seconded by Member Hutchinson, 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 by a 4-0 vote and the meeting duly adjourned at 5:49 PM.

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

#1.2



TO: Honorable Mayor and City Council Members  
FROM: Bill Waller, City Administrator *Bill*  
DATE: March 25, 2022  
RE: Bills Payable

Attached for review and consideration by the City Council are the bills payable for the period ending March 25, 2022. We would suggest that the City Council approve the payment of the bills as presented.



Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>3P ADMINISTRATORS, INC.</b>						
3/5/22 D.ST.	MEDICAL REIMB P/R DEDUCTED	03/08/2022	2.72	2.72	03/08/2022	
3/5/22 R.Q.	MEDICAL REIMB P/R DEDUCTED	03/08/2022	16.38	16.38	03/08/2022	
3/8/22 D.ST.	MEDICAL REIMB P/R DEDUCTED	03/10/2022	1.76	1.76	03/10/2022	
Total 9457:			20.86	20.86		
<b>AED SUPERSTORE</b>						
2097223	FD - CPR TRAINING MATERIALS	03/04/2022	485.95	.00		
Total 9936:			485.95	.00		
<b>AMAZON CAPITAL SERVICES</b>						
11G6-9PD3-N1W	PD - EQUIPMENT REPAIR	03/04/2022	115.38	.00		
11PX-7FNF-CTM	LIBRARY - CREDIT	03/23/2022	23.97-	.00		
13MH-DVJ7-FC3	LIBRARY - BOOKS	03/16/2022	31.50	.00		
149C-KTHT-9CF	LIBRARY - PROGRAM SUPPLIES	03/16/2022	31.77	.00		
1696-KYPT-PRH	LIBRARY - PROGRAM SUPPLIES	03/10/2022	113.50	.00		
179J-C91R-MJ6	LIBRARY - PROCESSING SUPPLIES	03/22/2022	28.81	.00		
1CJD-9F9D-WR1	LIBRARY - BOOKS GRANT FUNDED	03/22/2022	183.80	.00		
1DMJ-44YH-4MK	LIBRARY - OFFICE SUPPLIES	03/17/2022	5.99	.00		
1GMK-VD4J-PX	LIBRARY - PROCESSING SUPPLIES	03/13/2022	13.96	.00		
1GRG-QMFM-ML	PD- OFFICE SUPPLIES	03/12/2022	35.00	.00		
1H6T-WK4J-L93	CITY - OFFICE SUPPLIES	03/08/2022	64.42	.00		
1JTK-36YV-F76F	GC - TIRE CHANGER	03/12/2022	85.99	.00		
1LXM-MJLP-9W	LIBRARY - OFFICE SUPPLIES	03/17/2022	36.91	.00		
1MG7-GJWD-M4	LIBRARY - PROGRAM SUPPLIES	03/20/2022	17.46	.00		
1TH6-4RVQ-NM	CITY - OFFICE SUPPLIES	03/18/2022	55.42	.00		
Total 9956:			795.94	.00		
<b>ANCHOR SOLAR INVESTMENTS LLC</b>						
#29	ANIMAL RESCUE - SOLAR	03/01/2022	183.58	.00		
#29	MAINTENANCE BLDG - SOLAR	03/01/2022	358.02	.00		
#29	RADIUM PLANT - SOLAR	03/01/2022	358.02	.00		
Total 9859:			899.62	.00		
<b>AT&amp;T MOBILITY</b>						
2/22 FIRE	FD - WIRELESS	02/28/2022	100.14	.00		
Total 9870:			100.14	.00		
<b>B &amp; T TECHNICAL SERVICES, LLC</b>						
19522	COMM BLDG - SOLAR ELECTRICAL SERVICE	12/31/2021	205.41	.00		
19545	COMM BLDG - SOLAR ELECTRICAL SERVICE	01/31/2022	49.50	.00		
Total 9680:			254.91	.00		
<b>CINTAS CORPORATION</b>						
4109828227	MAINTENANCE - CLEANING	02/07/2022	3.50	.00		
4109828227	MAINTENANCE - UNIFORMS	02/07/2022	14.56	.00		
4110515633	MAINTENANCE - CLEANING	02/14/2022	3.50	.00		
4110515633	MAINTENANCE - UNIFORMS	02/14/2022	14.56	.00		
4111206228	MAINTENANCE - CLEANING	02/21/2022	3.50	.00		
4111206228	MAINTENANCE - UNIFORMS	02/21/2022	14.56	.00		
4111887288	MAINTENANCE - CLEANING	02/28/2022	3.50	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
4111887288	MAINTENANCE - UNIFORMS	02/28/2022	14.56	.00		
4111887320	CITY HALL - CLEANING	02/28/2022	39.47	.00		
Total 9696:			111.71	.00		
<b>CLARK, ROTH</b>						
3/1/22-3/3/22 REI	REIMBURSE MEALS	03/03/2022	16.21	.00		
Total 9712:			16.21	.00		
<b>CLEARWAY COMMUNITY SOLAR LLC</b>						
1/22 STMT	321 MAIN ST - LIBRARY	01/31/2022	63.63	.00		
1/22 STMT	219 MAIN ST - UNIT LIGHTS	01/31/2022	30.42	.00		
1/22 STMT	31 MCINTOSH RD - LIFT STATION	01/31/2022	4.39	.00		
1/22 STMT	520 S 14TH ST - ICE ARENA	01/31/2022	995.73	.00		
1/22 STMT	336 S 1ST ST - COMM BLDG	01/31/2022	59.91	.00		
1/22 STMT	608 S 7TH - POOL	01/31/2022	199.10	.00		
1/22 STMT	722 N 2ND ST - RADIUM PLANT	01/31/2022	773.23	.00		
1/22 STMT	202 MAIN ST - FLAG LIGHT	01/31/2022	1.24	.00		
1/22 STMT	1450 HWY 16 - LIFT STATION	01/31/2022	11.59	.00		
1/22 STMT	193 MC INTOSH - BOOSTER	01/31/2022	71.29	.00		
1/22 STMT	110 MIDNGHT - LIFT STATION	01/31/2022	20.22	.00		
1/22 STMT	209 S WALNUT - LAC SIGN	01/31/2022	5.46	.00		
1/22 STMT	219 CHESTNUT ST - BRIDGE LIGHTS	01/31/2022	21.80	.00		
1/22 STMT	1323 SPRUCE DR - ABNET FIELD	01/31/2022	12.22	.00		
1/22 STMT	608 S 7TH - TENNIS CT LIGHTS	01/31/2022	3.89	.00		
1/22 STMT	400 LARCH - WELL 2	01/31/2022	252.72	.00		
1/22 STMT	200 STONEY PT - WELL HOUSE	01/31/2022	308.80	.00		
1/22 STMT	523 S CHESTNUT ST - ANIMAL SHELTER	01/31/2022	15.64	.00		
1/22 STMT	407 ORCHARDVIEW - BOOSTER	01/31/2022	117.93	.00		
1/22 STMT	1200 JONATHAN LN - PARK SHELTER	01/31/2022	16.64	.00		
Total 9854:			2,985.85	.00		
<b>COULEE REGION ECOSCAPES</b>						
2139	LANDSCAPE & DESIGN SERVICES FOR VETS PARK	03/14/2022	400.00	.00		
Total 10003:			400.00	.00		
<b>CULLIGAN WATER CONDITIONING</b>						
285X20335406	FD - WATER COOLER RENTAL	03/01/2022	42.70	.00		
Total 231:			42.70	.00		
<b>DAVY LABORATORIES</b>						
22C0173	WATER - SAMPLES	03/11/2022	90.00	.00		
Total 312:			90.00	.00		
<b>DEPT OF NATURAL RESOURCES</b>						
3/1-7/22	WEEKLY RECREATIONAL VEH. REGIST.	03/07/2022	900.20	900.20	03/11/2022	
3/8-14/22	WEEKLY RECREATIONAL VEH. REGIST.	03/14/2022	1,250.20	1,250.20	03/18/2022	
Total 318:			2,150.40	2,150.40		
<b>E O JOHNSON CO.</b>						
INV1104860	QTRLY COMPUTER SUPPORT - POLICE	03/10/2022	492.00	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
INV1104860	QTRLY COMPUTER SUPPORT - CLERK	03/10/2022	492.00	.00		
INV1104860	QTRLY COMPUTER SUPPORT - GC	03/10/2022	984.00	.00		
INV1104860	QTRLY COMPUTER SUPPORT - LIC BUR	03/10/2022	1,230.00	.00		
INV1104860	QTRLY COMPUTER SUPPORT - WATER	03/10/2022	2,091.00	.00		
INV1104860	QTRLY COMPUTER SUPPORT - FIRE	03/10/2022	3,444.00	.00		
INV1104860	QTRLY COMPUTER SUPPORT - SEWER	03/10/2022	2,091.00	.00		
INV1104860	QTRLY COMPUTER SUPPORT - STREETS	03/10/2022	492.00	.00		
INV1104860	QTRLY COMPUTER SUPPORT - PUB WORKS	03/10/2022	492.00	.00		
INV1104860	QTRLY COMPUTER SUPPORT - B&Z	03/10/2022	492.00	.00		
INV1104861	DUO AUTHENTICATION - FIRE	03/10/2022	40.80	.00		
INV1104861	DUO AUTHENTICATION - WATER	03/10/2022	9.60	.00		
INV1104861	DUO AUTHENTICATION - SEWER	03/10/2022	9.60	.00		
INV1104861	DUO AUTHENTICATION - STREETS	03/10/2022	9.60	.00		
INV1104861	DUO AUTHENTICATION - LIC BUR	03/10/2022	40.80	.00		
INV1104861	DUO AUTHENTICATION - GC	03/10/2022	24.00	.00		
INV1104861	DUO AUTHENTICATION - CLERK	03/10/2022	19.20	.00		
INV1104861	DUO AUTHENTICATION - POLICE	03/10/2022	67.20	.00		
INV1104861	DUO AUTHENTICATION - B&Z	03/10/2022	9.60	.00		
INV1104861	DUO AUTHENTICATION - PUB WORKS	03/10/2022	9.60	.00		
INV1106975	DELL SERVER WARRANTY RENEWAL	03/15/2022	945.45	.00		
INV1109438	OFFICE 365	03/17/2022	196.00	.00		
Total 8614:			13,681.45	.00		
<b>EFTPS - ELECTRONIC FEDERAL TAX</b>						
3/18/22 P/R	FED/FICA/MEDICARE	03/23/2022	14,570.67	14,570.67	03/23/2022	
3/4/22 P/R	FED/FICA/MEDICARE	03/09/2022	14,753.77	14,753.77	03/09/2022	
Total 1127:			29,324.44	29,324.44		
<b>ELM USA, INC</b>						
46561	LIB - CD/DVD CLEANING	01/17/2022	25.00	.00		
48033	LIB - CD/DVD CLEANING	03/17/2022	25.00	.00		
Total 9517:			50.00	.00		
<b>EMERGENCY MEDICAL PRODUCTS INC</b>						
2324706	FD - MEDICAL SUPPLIES	03/09/2022	140.57	.00		
Total 433:			140.57	.00		
<b>FARRELL EQUIPMENT &amp; SUPPLY CO.</b>						
INV00000001241	MAINT - SAFETY VESTS	03/16/2022	109.94	.00		
INV00000001241	STREET - PAINT	03/16/2022	165.00	.00		
Total 8459:			274.94	.00		
<b>GUNDERSEN HEALTH SYSTEM</b>						
3/6/22 STMT	MAINT - DRUG SCREENS	03/06/2022	57.00	.00		
Total 622:			57.00	.00		
<b>HAWKINS INC.</b>						
6140031	WATER PLANT - CHEMICALS	03/10/2022	828.76	.00		
Total 512:			828.76	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>HENDERSON, TINA</b>						
2022 SHOE REI	REIMBURSE SHOW ALLOWANCE	03/04/2022	125.00	.00		
Total 9346:			125.00	.00		
<b>HOKAH CO-OP OIL ASSOCIATION</b>						
128424	GC - FUEL FILL	03/22/2022	754.00	.00		
Total 715:			754.00	.00		
<b>HOUSTON CNTY TREASURER</b>						
2022 VICTIM	2022 VICTIM/WITNESS SERVICES	01/11/2022	3,500.00	.00		
Total 725:			3,500.00	.00		
<b>ICON CONSTRUCTORS, LLC</b>						
PAY REQ #5	WAGON WHEEL PH 3 PED BRIDGE	03/10/2022	46,840.69	.00		
Total 9990:			46,840.69	.00		
<b>INTERNATIONAL CODE COUNCIL, INC</b>						
3331129	B&Z - MEMBERSHIP DUES	03/15/2022	145.00	.00		
Total 9943:			145.00	.00		
<b>KOCH, ANDREW</b>						
3/17/22 REIMBU	REIMBURSE - MEAL WASTEWATER CLASS	03/17/2022	9.65	.00		
Total 9661:			9.65	.00		
<b>LA CRESCENT AUTO REPAIR, INC</b>						
23221	PD - P21 OIL CHANGE	03/15/2022	34.32	.00		
Total 8168:			34.32	.00		
<b>LA CROSSE COUNTY TREASURER</b>						
MPO003 2022	LAPC LOCAL SHARE DUES	03/22/2022	1,968.05	.00		
Total 1098:			1,968.05	.00		
<b>LA CROSSE TRIBUNE</b>						
2/15/22 8 WEEK	CITY HALL - 8 WEEKS SUBSCRIPTION DAILY	02/15/2022	129.00	.00		
Total 8522:			129.00	.00		
<b>MAYO CLINIC AMBULANCE SERVICE</b>						
3/8/22	CPR CLASS	03/08/2022	2,029.00	.00		
3/8/22	CPR CLASS FOR FIRE DEPT MEMBERS	03/08/2022	195.00	.00		
Total 8150:			2,224.00	.00		
<b>MENARDS-LA CROSSE</b>						
63433	MAINTENANCE - BATHROOM REMODEL SUPPLIES	03/09/2022	64.62	.00		
63776	GC - SMALL TOOLS	03/16/2022	17.92	.00		
63776	GC - BLDG REPAIR	03/16/2022	59.97	.00		
63776	GC - COURSE REPAIR	03/16/2022	24.12	.00		
63777	MAINTENANCE - BATHROOM REMODEL SUPPLIES	03/16/2022	25.98	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 1352:			192.61	.00		
<b>MENDEZ, JASMINNE</b>						
JOSEFINA STOR	LIBRARY - PROGRAM SUPPLIES	03/10/2022	100.00	.00		
Total 10001:			100.00	.00		
<b>MICMAR, LLC</b>						
5133	GC - MOWER SHARPENING/PARTS	03/15/2022	2,019.94	.00		
Total 8989:			2,019.94	.00		
<b>MIDWEST MACHINERY CO.</b>						
9048748	PARKS - MOWER PARTS	03/03/2022	437.91	.00		
9050425	PARKS - MOWER PARTS	03/03/2022	396.30	.00		
Total 9837:			834.21	.00		
<b>MIDWEST TAPE</b>						
501777288	LIB - BOOKS	03/04/2022	29.99	.00		
501808388	LIB - BOOKS	03/11/2022	39.99	.00		
Total 9851:			69.98	.00		
<b>MIENERGY COOPERATIVE</b>						
2/22 STMT	ELECT UTILITIES-CRESC.HGTS.& WILDWOOD SEC LIGH	02/28/2022	245.81	245.81	03/23/2022	
2/22 STMT	ELECT UTILITIES-GC POP MACH.	02/28/2022	60.57	60.57	03/23/2022	
2/22 STMT	ELECT UTILITIES-GC CLUBHOUSE	02/28/2022	263.46	263.46	03/23/2022	
2/22 STMT	ELECT UTIL-GC IRRIGATION & PARKING LOT LIGHTS	02/28/2022	176.35	176.35	03/23/2022	
2/22 STMT	ELECT UTILITIES - HORSETRACK MEADOWS LIFT STATI	02/28/2022	155.59	155.59	03/23/2022	
2/22 STMT	ELECT UTILITIES - WIESER PARK	02/28/2022	71.99	71.99	03/23/2022	
Total 2012:			973.77	973.77		
<b>MINNESOTA CHIEF OF POLICE ASSN</b>						
12663	MEMBERSHIP RENEWAL	01/01/2022	320.00	.00		
Total 1351:			320.00	.00		
<b>MINNESOTA CHILD SUPPORT PAYMENT CENTER</b>						
3/18 P/R 001563	MN CHILD SUPPORT	03/21/2022	602.21	602.21	03/21/2022	
Total 9597:			602.21	602.21		
<b>MINNESOTA DEPT OF REVENUE</b>						
3/18/22 P/R	MN STATE WHT	03/24/2022	2,910.00	2,910.00	03/24/2022	
3/4/22 P/R	MN STATE WHT	03/10/2022	2,856.00	2,856.00	03/10/2022	
Total 227:			5,766.00	5,766.00		
<b>MINNESOTA ENERGY RESOURCES INC</b>						
2/22 STMT	ANIMAL SHELTER - GAS UTILITIES	02/28/2022	178.74	178.74	03/23/2022	
2/22 STMT	ICE ARENA - GAS UTILITIES	02/28/2022	752.36	752.36	03/23/2022	
2/22 STMT	COMM BLDG - GAS UTILITIES	02/28/2022	860.61	860.61	03/23/2022	
2/22 STMT	POOL - GAS UTILITIES	02/28/2022	48.09	48.09	03/23/2022	
2/22 STMT	CONTROL BLDG - GAS UTILITIES	02/28/2022	152.83	152.83	03/23/2022	

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
2/22 STMT	PUMP HOUSE MCINTOSH	02/28/2022	92.80	92.80	03/23/2022	
2/22 STMT	PUMP HOUSE ORCHARDVIEW	02/28/2022	77.73	77.73	03/23/2022	
2/22 STMT	ABNET RESTROOMS	02/28/2022	305.20	305.20	03/23/2022	
2/22 STMT	MAINT BLDG - GAS UTILITIES	02/28/2022	442.48	442.48	03/23/2022	
2/22 STMT	LIBRARY - GAS UTILITIES	02/28/2022	190.56	190.56	03/23/2022	
2/22 STMT	CITY HALL - GAS UTILITIES	02/28/2022	525.84	525.84	03/23/2022	
Total 8171:			3,627.24	3,627.24		
<b>MINNESOTA STATE RETIREMENT SYS</b>						
3/18/22 P/R	DEFERRED COMP. DEDUCTIONS/CONTRIBUTIONS	03/24/2022	5,028.69	5,028.69	03/24/2022	
3/4/22 P/R	DEFERRED COMP. DEDUCTIONS/CONTRIBUTIONS	03/08/2022	5,031.31	5,031.31	03/08/2022	
Total 1285:			10,060.00	10,060.00		
<b>MISSISSIPPI WELDERS SUPPLY CO</b>						
3737677	WELDING HELMET REPAIRS	03/16/2022	21.74	.00		
Total 1322:			21.74	.00		
<b>MN DEPT OF REVENUE</b>						
2/22 SALES TAX	SALES TAX - GF	03/21/2022	5.78	5.78	03/21/2022	
2/22 SALES TAX	SALES TAX - WATER	03/21/2022	448.12	448.12	03/21/2022	
2/22 SALES TAX	SALES TAX - SOLID WASTE	03/21/2022	405.47	405.47	03/21/2022	
2/22 SALES TAX	SALES TAX - LICENSE BUREAU	03/21/2022	2.75	2.75	03/21/2022	
2/22 SALES TAX	SALES TAX - G.C.	03/21/2022	3.88	3.88	03/21/2022	
Total 1331:			866.00	866.00		
<b>MSA PROFESSIONAL SERVICES INC</b>						
R12759005.0-4	PROFESSIONAL SERV - PARKS PLANNING	03/10/2022	5,632.00	.00		
Total 9388:			5,632.00	.00		
<b>MTI DISTRIBUTING INC</b>						
1336323-00	PARKS - MOWER REPAIR	03/03/2022	60.36	.00		
Total 1330:			60.36	.00		
<b>P &amp; T ELECTRIC INC</b>						
21661	LIBRARY - LIGHT REPAIR	03/15/2022	134.51	.00		
Total 1643:			134.51	.00		
<b>PARTNERS IN GRIME</b>						
432976	LIB - CLEANING	02/28/2022	215.00	.00		
Total 9310:			215.00	.00		
<b>PETTY CASH - PINE CREEK GC</b>						
2022 CHANGE \$	CHANGE FUND	03/16/2022	2,000.00	2,000.00	03/16/2022	
2022 PETTY \$	PETTY CASH FUND	03/16/2022	150.00	150.00	03/16/2022	
Total 2404:			2,150.00	2,150.00		
<b>PRECISION OFFICE MACHINES</b>						
16886	GC- CASH REGISTER REPAIR	03/16/2022	60.00	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 8172:			60.00	.00		
<b>PUBLIC EMPLOYEES RETIREMENT AS</b>						
3/18/22 CORD/P	RETIREMENT DEDUCTIONS/CONTRIB.-CORD & PF	03/22/2022	13,796.95	13,796.95	03/22/2022	
3/4/22 DCP - FE	RETIREMENT DEDUCTIONS/CONTRIB.-DCP	03/08/2022	170.00	170.00	03/08/2022	
3/4/22 P/R COR	RETIREMENT DEDUCTIONS/CONTRIB.-CORD & PF	03/08/2022	12,890.54	12,890.54	03/08/2022	
Total 1612:			26,857.49	26,857.49		
<b>PUMP 4 LESS</b>						
2/22 CITY	PUBLIC WORKS - MOTOR FUEL	02/28/2022	74.07	.00		
2/22 POLICE	POLICE DEPT - MOTOR FUEL	02/28/2022	111.74	.00		
Total 8604:			185.81	.00		
<b>QUADIENT FINANCE USA, INC</b>						
3/22 STMT	Postage Meter Postage - Clerk	03/03/2022	45.00	.00		
3/22 STMT	Postage Meter Postage - Police	03/03/2022	21.00	.00		
3/22 STMT	Postage Meter Postage - B&Z	03/03/2022	21.00	.00		
3/22 STMT	Postage Meter Postage - PubWor	03/03/2022	15.00	.00		
3/22 STMT	Postage Meter Postage- Library	03/03/2022	9.00	.00		
3/22 STMT	Postage Meter Postage - Pool	03/03/2022	6.00	.00		
3/22 STMT	Postage Meter Postage - Fire	03/03/2022	12.00	.00		
3/22 STMT	Postage Meter Postage - Water	03/03/2022	63.00	.00		
3/22 STMT	Postage Meter Postage - Sewer	03/03/2022	63.00	.00		
3/22 STMT	Postage Meter Postage- Lic Bur	03/03/2022	30.00	.00		
3/22 STMT	Postage Meter Postage - Golf	03/03/2022	9.00	.00		
3/22 STMT	Postage Meter Postage - Arena	03/03/2022	3.00	.00		
3/22 STMT	Postage Meter Postage - Animal	03/03/2022	3.00	.00		
Total 9799:			300.00	.00		
<b>QUALITY FLOW SYSTEMS, INC</b>						
42604	SEWER LIFT STATION SERVICE CHECKS	03/17/2022	2,550.00	.00		
Total 9917:			2,550.00	.00		
<b>R C T SEWER &amp; VAC</b>						
1448	SEWER BACKUP MAIN & MAPLE- JET & INSPECT LINE	03/04/2022	812.50	.00		
Total 9511:			812.50	.00		
<b>RELIABLE PEST MANAGEMENT</b>						
12120	CITY HALL - PEST MANAGEMENT	03/01/2022	45.00	.00		
12121	ICE ARENA - PEST CONTROL	03/01/2022	65.00	.00		
12122	GC - PEST CONTROL	03/01/2022	58.78	.00		
Total 9871:			168.78	.00		
<b>SAM'S CLUB</b>						
2/22 STMT	CITY - OFFICE	02/28/2022	85.32	85.32	03/23/2022	
2/22 STMT	CITY - CLEANING	02/28/2022	35.16	35.16	03/23/2022	
Total 1861:			120.48	120.48		



Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>SHOOTING STAR NATIVE SEEDS</b>						
54417	EAGLE BLUFF PARK TRAILHEAD - PRAIRIE MIX	03/15/2022	350.00	.00		
Total 9713:			350.00	.00		
<b>SOUTHEAST LIBRARIES COOP</b>						
049932	LIB - BOOKPAGE SUBSCRIPTION 2022	03/21/2022	6.48	.00		
Total 1962:			6.48	.00		
<b>STREICHER'S</b>						
I1555527	PD - DRUG TEST KITS FOR OFFICERS	03/07/2022	77.97	.00		
I1555795	PD - AMMO	03/08/2022	704.99	.00		
Total 1922:			782.96	.00		
<b>THE BUYERS EX-PRESS</b>						
2929	GC - ADVERTISING	03/10/2022	350.00	.00		
Total 9513:			350.00	.00		
<b>THE SIGNRANCH, LLC</b>						
06304	GC - SIGNS FOR TEES ON COURSE	03/14/2022	1,477.00	.00		
Total 10002:			1,477.00	.00		
<b>TITAN MACHINERY INC.</b>						
16734441 GP	CASE LOADER REPAIRS	03/15/2022	232.05	.00		
Total 9088:			232.05	.00		
<b>UNITED STATES POSTMASTER</b>						
3/22 PAST DUE	PAST DUE WATER/SEWER - WATER	03/17/2022	24.80	24.80	03/21/2022	
3/22 PAST DUE	PAST DUE WATER/SEWER - SEWER	03/17/2022	24.80	24.80	03/21/2022	
Total 2102:			49.60	49.60		
<b>UW-LA CROSSE</b>						
4702	WORK PERFORMED - MISSISSIPPI VALLEY ARCHAEOLO	02/28/2022	205.39	.00		
Total 9984:			205.39	.00		
<b>VERIZON WIRELESS</b>						
9900571456	FD - MOBILE	02/28/2022	120.03	.00		
Total 8973:			120.03	.00		
<b>WHKS &amp; CO.</b>						
45180	2022 STREET RECON PROJECT	02/25/2022	31,284.32	.00		
45181	MS4 ASSISTANCE	02/25/2022	6,454.00	.00		
45181	STATE AID MTGS	02/25/2022	616.00	.00		
45181	BAS SURVEY ASSISTANCE	02/25/2022	556.00	.00		
Total 8290:			38,910.32	.00		
<b>XCEL ENERGY</b>						
2/22 STMT	TENNIS COURTS LIGHTS	02/28/2022	9.45	9.45	03/23/2022	

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
2/22 STMT	NEW LA CRESCENT SIGN	02/28/2022	16.67	16.67	03/23/2022	
2/22 STMT	SHORE ACRES GRINDER PUMPS	02/28/2022	276.41	276.41	03/23/2022	
2/22 STMT	LIFT STATION 1450 HWY 16	02/28/2022	25.84	25.84	03/23/2022	
2/22 STMT	ABNET FIELDS	02/28/2022	40.21	40.21	03/23/2022	
2/22 STMT	WELL HOUSE	02/28/2022	1,570.12	1,570.12	03/23/2022	
2/22 STMT	FLAG LITE 226 MAIN	02/28/2022	19.93	19.93	03/23/2022	
2/22 STMT	FLAG LITE 202 MAIN	02/28/2022	12.10	12.10	03/23/2022	
2/22 STMT	LIFT STATION 110 MIDNIGHT	02/28/2022	25.01	25.01	03/23/2022	
2/22 STMT	LIBRARY	02/28/2022	183.91	183.91	03/23/2022	
2/22 STMT	CITY HALL	02/28/2022	503.12	503.12	03/23/2022	
2/22 STMT	LIFT STATION 31 MCINTOSH RD	02/28/2022	20.79	20.79	03/23/2022	
2/22 STMT	ICE ARENA	02/28/2022	2,686.33	2,686.33	03/23/2022	
2/22 STMT	STREET LIGHTS PO BOX 142	02/28/2022	6,885.93	6,885.93	03/23/2022	
2/22 STMT	STREET LIGHTS MAIN ST UNIT LIGHTS	02/28/2022	68.62	68.62	03/23/2022	
2/22 STMT	GARAGE	02/28/2022	34.58	34.58	03/23/2022	
2/22 STMT	SIGN LITE 525 S CHESTNUT	02/28/2022	14.65	14.65	03/23/2022	
2/22 STMT	WWTP	02/28/2022	67.47	67.47	03/23/2022	
2/22 STMT	RESERVIOR	02/28/2022	16.90	16.90	03/23/2022	
2/22 STMT	ANIMAL SHELTER	02/28/2022	107.57	107.57	03/23/2022	
2/22 STMT	RADIUM PLANT	02/28/2022	1,670.32	1,670.32	03/23/2022	
2/22 STMT	WELL 2	02/28/2022	1,077.51	1,077.51	03/23/2022	
2/22 STMT	WELL 3	02/28/2022	1,628.41	1,628.41	03/23/2022	

Total 1410:

16,961.85 16,961.85

Grand Totals:

232,587.47 99,530.34

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

## Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

# La Crescent Eagle Scout Kayak Launch ...

#3.1

## A Little About Myself

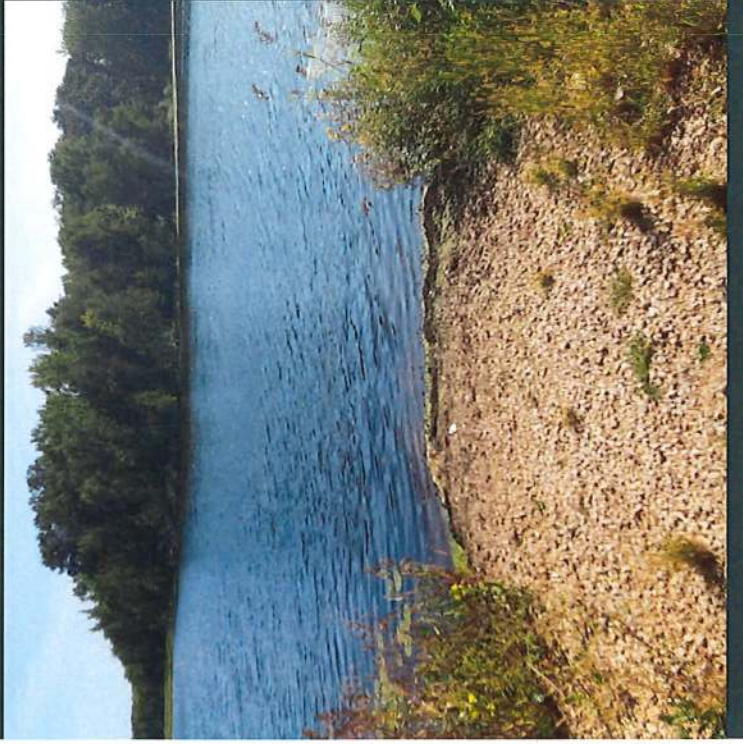
My name is Riley Schuldt and I am currently a Life Scout in Troop 33. I am a freshman at La Crescent-Hokah High School. My favorite hobbies to do in my freetime include spending time outdoors, being with animals, fishing, and kayaking. This how I came up with the idea of putting in a fishing/kayaking dock in our local area for my Eagle Scout project. This way people who love fishing, kayaking, and even just being outside in nature can enjoy it for free without traveling far.





# Location

This proposed dock structure would be located off of the Pike behind Eagle Motors, at the current Blue Lake canoe/kayak launch site.

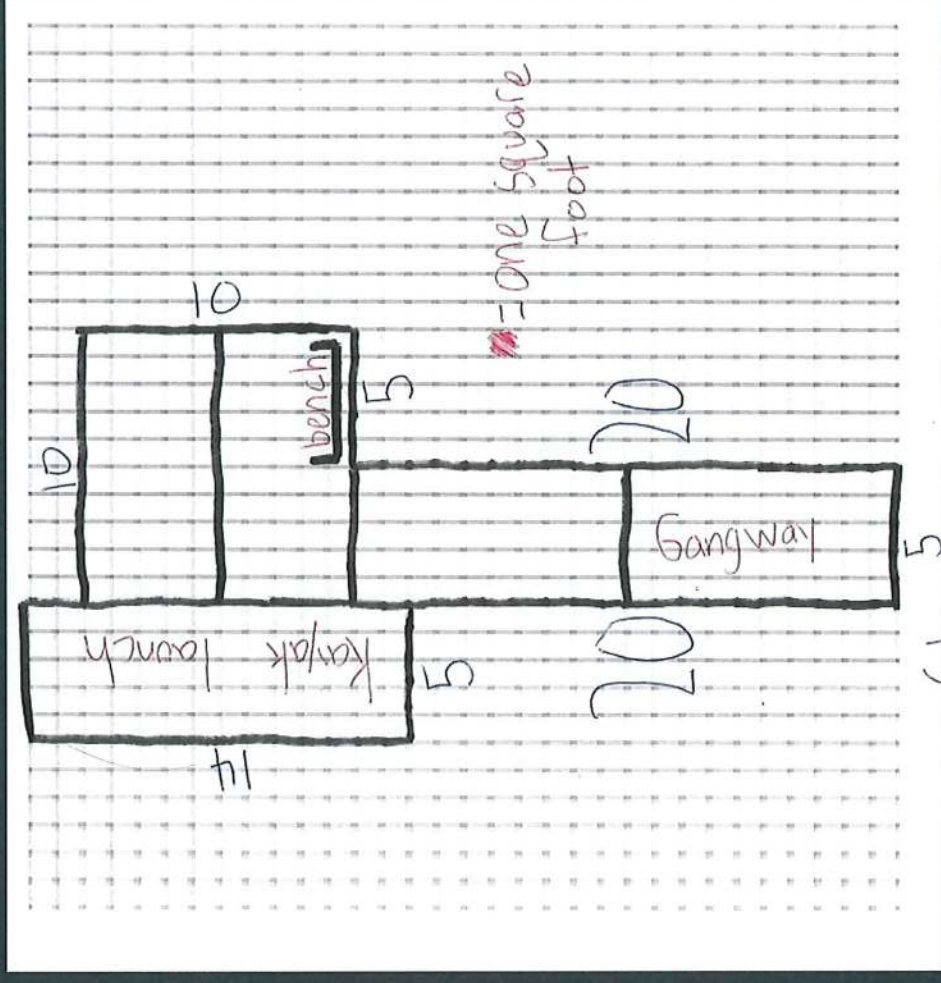




# Current Dock Design

This is an image of the current dock design.

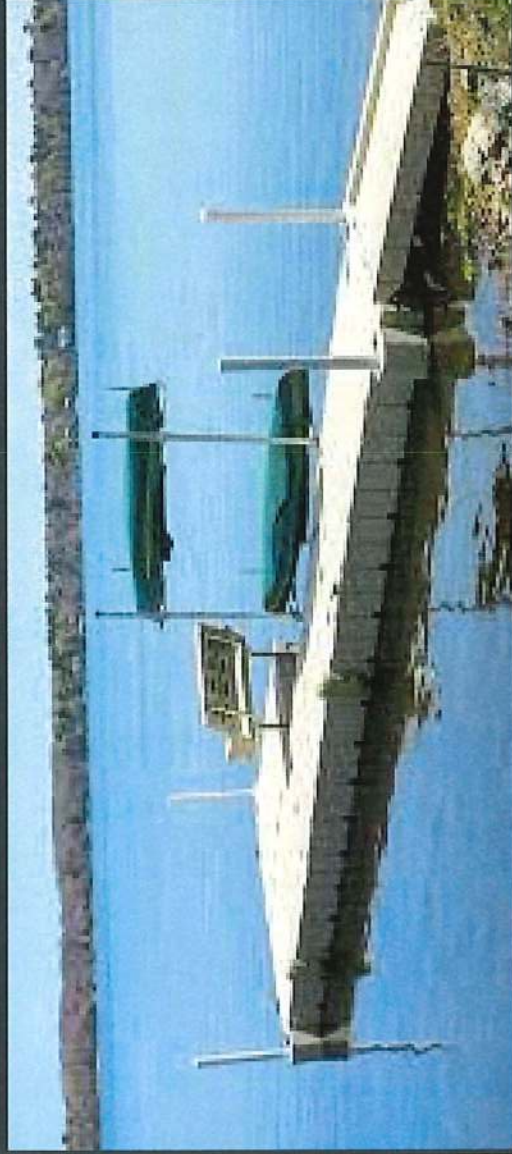
This design includes a gangway leading to a larger platform where a bench will be located. The current design includes a kayak launch which is attached onto the main body of the dock.





# EZ Docks

EZ Docks are a brand of dock that are used for all kinds of water purposes. This type of dock is slip resistant and floats on its own. These docks come in many detachable and interlocking sections of varying sizes.





# EZ Docks

Along with the interlocking sections, there are useful accessories including railings, benches and kayak launches. These are all attached to the dock through the interlocking system, so they will not break or wear off.



## Maintenance

Another advantage of EZ Docks is the ability to float on top of the water when it freezes. The EZ Dock system is able to float on only two inches of water. In addition to this, the area where the dock would be located would have little to no ice flow when spring comes. These factors mean that the dock would have the option of not being removed in the winter. EZ Dock systems need to be pressure-washed once a year to avoid the build up of organic material. The dock would need to be checked at least once a year to see if repairs are needed.



## Accessibility + Sidewalk

The current plan is for the dock to be ADA compliant. This mean that people with disabilities or in wheelchairs will be able to get to this dock. The dock itself is able to have wheelchairs move across it.

The current plan is to put a sidewalk stretching from the start of the gravel path all the way down to the gangway of the dock. This sidewalk will make it possible for people in wheelchairs to access the dock.

# Cost

These prices may change based on the current cost of material at/near the time of purchase.

Dock Cost - \$19,770

Cost of Installation - \$500

Permitting - \$300

Sidewalk - Unavailable

Total Cost - \$20,570 + cost of sidewalk

# Questions?



**Prepared. For Life.®**

## Thank You



# 3.3



TO: Honorable Mayor and City Council Members  
FROM: Chris Fortsch, Administrative Clerk *MF*  
DATE: March 21, 2022  
RE: La Crescent Community Building Improvements

It has been brought to my attention, not only by the La Crescent Township Board, but many other local organizations that utilize the facility, that there is not an adequate audio-video system at the La Crescent Community Building. With the advancement of wireless technology, I believe it would be a great time to move forward with the investment of a new system. The building is utilized by an average of nine different civic and non-profit groups per week as well as providing a space for senior dining five days per week.

I have been working with Digicom, Inc. out of Winona to procure a proposal for a new audio-video system. The proposal we received is attached for your review.

Since this was not a budgeted purchase, we have approached the La Crescent Township Board and have asked for them to contribute fifty percent of the cost to move forward with this project. They have approved this request. I am now asking that you approve this expenditure as well, contributing fifty percent of the total cost.

Estimated delivery of the new system would be +/- 3 weeks, but we should plan on 4 to 6 weeks assuming nothing crazy happens because of supply chain issues.



# Digicom, Inc.

COMMUNICATION SYSTEMS

1736 Wilkie Drive • P.O. Box 1291 • Winona, MN 55987-7291  
Ph: (507) 452-2673 • Fax: (507) 452-2665  
www.digicominc.com

March 2, 2022  
Page 1 of 1

To: Christina Fortsch  
City of La Crescent – Community Room

❖ **Proposal for a new Audio-Video System for the La Crescent Community Room:**  
**\$8,880.00 (Parts and Labor)**

- Includes (Qty. 1) LG 86UP8770PUA 86" UHD 4K LED Monitor.
  - Includes a Wall Mount.
    - <https://www.lg.com/us/tvs/lg-86up8770pua-4k-uhd-tv>
- Includes (Qty.1) JBL VMA260 Professional 60-watt Mixer Amplifier with Built-in Bluetooth Connectivity and (Qty.1) JBL CSR-V Volume Control.
  - <https://jblcommercialproducts.com/en/products/vma-260-2120>
  - <https://jblcommercialproducts.com/en-US/products/csr-v-us-blk>
- Includes (Qty.12) Quam System 12 Suspended Ceiling Speakers
  - <https://www.quamspeakers.com/product/system-12>
- Includes (Qty.1) Shure Wireless Handheld Microphone System.
  - [https://www.shure.com/en-US/products/wireless-systems/slx\\_d\\_digital\\_wireless](https://www.shure.com/en-US/products/wireless-systems/slx_d_digital_wireless)
- Includes (Qty.1) Tripplite SRW9U Wall Mount Communications Rack
  - <https://www.tripplite.com/smartrack-9u-low-profile-switch-depth-wall-mount-rack-enclosure-cabinet-SRW9U>
- Includes (Qty.1) Mersive Solstice POD with Three Year Software Maintenance.
  - <https://www.mersive.com/products/solstice/>

❖ **Statements and Conditions:**

- Cash Terms: Balance due Net 15 from invoice date.
- Any Electrical Provisions (i.e. that will be needed for the LG TV Monitor and Communications Rack) and any necessary Surface Mount Raceway will need to be provided by the City's Electrician.
- The LG TV Remote will be used for Power On/Off or Input Changes.
- The Mersive Solstice POD relies on a solid Wi-Fi Signal as well as a (1) wired connection to an available Network Port on the AcenTek Router located at the building.
- MN Sales Tax is not included in the proposal and needs to be added when applicable.

❖ **Acceptance:** (By signing below, signee hereby agrees to all items as detailed above and authorizes Digicom, Inc. to proceed with the order as represented.)

Officer/Agent: \_\_\_\_\_ Date: \_\_\_\_\_

P.O. No.: \_\_\_\_\_



# 3.4



TO: Honorable Mayor and City Council Members  
FROM: Angie Boettcher, Administrative Assistant  
DATE: 3/15/2022  
SUBJECT: Arbor Day Proclamation

Attached for review and consideration by the City Council is the 2022 Arbor Day Proclamation. We would suggest that the City Council adopt the proclamation.

The City's 2022 Arbor Day event will include the planting of fifty trees total at the entrance to Eagles Bluff trail and at Old Hickory Park.

For City Council information, the City's 2021 Tree City USA application was awarded.



# Arbor Day Proclamation

WHEREAS: Trees and forest soils keep our lakes and streams clean by absorbing and filtering pollutants and sediments; and

WHEREAS: Forest soils prevent flooding and reduce storm water by capturing and storing rainwater and snowmelt, which is then slowly released to our lakes, streams, and groundwater; and

WHEREAS: Careful management of our forests is one of the best ways to protect drinking water and reduce the cost of water treatment; and

WHEREAS: Sound management of forested public lands surrounding the Mississippi River ensures clean drinking water for more than one million Minnesotans; and

WHEREAS: About three-quarters of Minnesotans get their drinking water from the forested parts of the state; and

WHEREAS: Planting trees is a natural and easy way to keep our water clean; and

WHEREAS: The last Friday in April, and throughout the month of May, Minnesotans pay special tribute to our trees as natural resources and rededicate ourselves to the vitality of our forests.

NOW, THEREFORE, I, Mike Poellinger, Mayor of the City of La Crescent, Minnesota, do hereby proclaim April 29, 2022 as

## Arbor Day

In the city of La Crescent, I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

Further, I urge all citizens to plant and care for trees to gladden the heart and promote the well-being of this and future generations.

*Dated this 28th day of March in the year 2022.*

Mayor \_\_\_\_\_



# 3.5



TO: Honorable Mayor and City Council Members  
FROM: Bill Waller, City Administrator *Bill*  
DATE: March 24, 2022  
RE: Personnel Committee Recommendations

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

1. Attached for review and consideration by the City Council is a letter from Chief of Police Doug Stavenau regarding his return to work, and a request to be transferred from the Police Department to the City's Maintenance Department. The Personnel Committee is recommending that Mr. Stavenau would return to work in the Police Department on March 29, 2022, and would continue in that Department until April 8, 2022. On April 11, 2022, Mr. Stavenau would begin duties in the City's Maintenance Department. The Personnel Committee is recommending that Mr. Stavenau start at step 1 in the salary schedule for the Utility Maintenance #1 position, and that his vacation accrual would recognize his 24 years of employment with the City of La Crescent. Pursuant to the terms and conditions of the AFSCME Union contract, Mr. Stavenau will serve a 3-month trial period. It should be noted that for the last 24 years Mr. Stavenau has been a very good City employee, and on a side-note, there is nothing that Doug can't fix, and no piece of equipment that he can't operate. In addition to his dedication to the Police profession, Doug has a skill set that fits well with the job duties of a City Utility Maintenance worker.
2. Luke Ahlschlager has been serving as the City's Interim Chief of Police since December of 2021. The Personnel Committee is recommending that the designation as Interim Chief of Police be removed, and that effective April 8, 2022, Mr. Ahlschlager be promoted to La Crescent's Chief of Police. Mr. Ahlschlager has met or exceeded all the expectations and requirements of the position during the past four months. The Personnel Committee is recommending that Mr. Ahlschlager would start at step 6 in the Chief of Police's salary schedule. The Personnel Committee is also recommending that Mr. Ahlschlager serve a 6-month probationary period as Chief of Police, recognizing the time that he has already served in the position.
3. The Personnel Committee is recommending that the City Council authorize the posting of the Sergeant's position in the Police Department. A recommendation regarding filling that vacancy with an internal promotion will be presented at a future City Council meeting.
4. The Personnel Committee is recommending that the City Council accept the resignation of Ron Petersen from the La Crescent Fire Department. A letter from the Fire Chief regarding this is included.

5. The Personnel Committee is recommending that the City Council promote Jevin Dorschner from the Laborers position to the Utility Maintenance #1 position. Mr. Dorschner has acquired the "d" license in both water and wastewater. As proposed, effective March 28, 2022 Mr. Dorschner would move from step 4 in the Laborer's salary schedule to step 3 in the Utility Maintenance #1 salary schedule. Pursuant to the terms and conditions of the AFSCME Union contract, Mr. Dorschner will serve a 3-month trial period.
6. The Personnel Committee is recommending that the City Council promote Chris Fortsch from the Administrative Clerks position to the Administrative Assistants position. A copy of the updated job description for the Administrative Assistants position is included for review and approval by the City Council. As proposed, effective March 28, 2022, Ms. Fortsch would move from step 5 in the salary schedule for the Administrative Clerks position to step 4 in the Administrative Assistants position. Pursuant to the terms and conditions of the AFSCME Union contract, Ms. Fortsch will serve a 3-month trial period.
7. The Personnel Committee is recommending that the City Council promote Angie Boettcher from the Administrative Assistants position to the Deputy Clerk position. A copy of the updated job description for the Deputy Clerk position is included for review and approval by the City Council. As proposed, effective March 28, 2022, Ms. Boettcher would move from step 4 in the salary schedule for the Administrative Assistant position to step 2 in the salary schedule for the Deputy Clerk position. Pursuant to the terms and conditions of the AFSCME Union contract, Ms. Boettcher will serve a 3-month probationary period.
8. The Personnel Committee is recommending that the City Council formally accept Debbie Shimshak's retirement notice, a copy of which is included. The City Council never formally accepted Ms. Shimshak's retirement notice when it was previously presented to the City Council. Ms. Shimshak's plans have changed slightly, and she will no longer be considering the phased retirement option. Ms. Shimshak intends to be in the office the balance of the time between now and the end of June 2022. Beginning in July 2022, Ms. Shimshak intends to work a flexible schedule, being in the office two days per week, and using accumulated vacation for the balance of her work for the months of July, August, and September. In October of 2022 Ms. Shimshak would be in the office one day per week, and again would use accumulated vacation for the balance of her work week. Ms. Shimshak intends to officially end her employment with the City of La Crescent around or near the 1<sup>st</sup> of November, 2022.
9. The Personnel Committee is recommending that the City Council approve a post-retirement health care savings plan for full-time City employees that are not represented by a bargaining unit. A copy of the plan is included for review and consideration by the City Council. The City Attorney will review this with the City Council at the meeting.
10. The Personnel Committee is recommending that the City Council approve a memorandum of understanding with the AFSCME Union regarding Kara Tarrence assuming certain responsibilities in the interim as the City's Finance Director. A copy of the memorandum of understanding is included for review and consideration by the City Council. The City Attorney will review this with the City Council at the meeting.

# |

March 18, 2022

La Crescent City Council

City Administer Bill Waller


Resignation / Employment request

It is with many mixed emotions I write this memo and would foremost thank the City of La Crescent for my employment tenure with the Police Department.

However, due to personal health circumstances and continuing healthcare treatment, I would like to respectfully resign as Chief of Police and request transfer of my employment to the Public Works Department.

My family and I believe this opportunity to transition into a new role within the City would be beneficial for the community, including the potential for new opportunities within the Police Department and would still provide me with the opportunity to continue employment with an employer in a community I truly care for.

Thank you for all the opportunities that you have presented over the years and for your consideration of the next chapter of employment.

A handwritten signature in black ink, appearing to read 'Douglas Stavenau', with a large, stylized loop at the end.

Douglas Stavenau



## ***La Crescent Fire/Rescue***

To: Personnel Committee  
La Crescent City Council  
Bill Waller – City Administrator

From: Chief Tom Paulson

Date: Feb 27, 2022

RE: Fire Fighter resignation

Ron Petersen has tendered his resignation from the position of Fire Fighter/First Responder, citing personal reasons. The department accepts his resignation effective January 1, 2022.

Sincerely,

Tom Paulson  
Fire Chief  
La Crescent Fire Department



#6

Administrative Assistant  
City of La Crescent

DESCRIPTION OF WORK

General Statement of Duties: Acts as the receptionist to greet and direct visitors to the organization. Operates City Hall telephone system, answering routine questions and directing calls to appropriate personnel. Take customer payments for all functions of the City (example – City Hall, Building and Zoning, Recreation, etc). Filing, computer duties and copier equipment and other office equipment as needed. Assists with elections.

Supervision Received: Works under the general and technical supervision of the Deputy City Clerk.

Supervision Exercised: None.

TYPICAL DUTIES PERFORMED

The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.

Balances cash draw daily and enters cash receipting for all departments.

Accounts Receivable in Caselle Software.

Acts as receptionist to greet and direct visitors to City Hall.

Operates organization's telephone system, answering routine questions and directing calls to appropriate personnel.

Maintains the schedules for Abnet Field, Vets Park Fields, Old Hickory Park Fields, Park Shelter, and Volleyball Courts, Kistler Park Tennis Courts, Aquatic Center pool parties, Wieser Park Shelter, Community Building, Conference Room, Fire Department Training Room and invoicing of same as necessary.

Invoicing of City garbage bags and other invoices as required.

Monthly inventory of City garbage bags.

Computer work - Microsoft Word and Excel and filing. Drafts routine correspondence and types a variety of documents for various departments including building and zoning and fire department.

Responsible for processing temporary and yearly on-sale liquor/off sale/Sunday Liquor licenses, 3.2 off-sale licenses and gambling permits. Submits applications to appropriate Alcohol and Gambling Enforcement for review and approval. Also responsible for other License renewals including Cigarette, Gas Installers, Solid Waste, and Massage licenses.

Responsible for the yearly animal licensing.

Assists customers with bicycle licensing as requested.

Organizes annual Summer Recreation registrations including: aids Summer Recreation Director in reviewing and updating the summer recreation bulletin, **coordinates program registration days**, orders supplies, collects and receipts payments, etc.

Creates reports and forms for office use.

Operates office copier and fax machine. **Oversees maintenance and repair services for office equipment for city hall, maintenance shop, aquatic center, and community building.**

Purchases office supplies, cleaning supplies, and paper products for City Hall and the Community building and record keeping of purchases.

Responsible for overseeing and communicating with the cleaning service in making sure they are fulfilling their services as expected.

Notarizes documents.

Handles all incoming and outgoing mail on a daily basis.

Assists the Building and Zoning Official with the following:

- Verify that projects have obtained all necessary approvals; verify professional and contractor licensing
- Calculate and verify valuations and fees; accept payments; issue permits as authorized
- Assist building inspectors in coordinating inspection requests; perform clerical duties for building inspectors
- Assist with permit software, creates forms, and monthly reports
- Enters permit information into excel spreadsheets and files the hard copies

Prepares water meter maintenance letter and correspondence from list provided by accountant each month. Schedules appointments for meter repairs and replacement.

Assists with preparation of monthly utility bills, and updates information as necessary.

Assists with water shutoff notices from utility billing cards provided by accountant each month.

Updates City of La Crescent facebook page and other social media as necessary and required.

**Submits CPR training rosters for processing and invoices as required, then collecting and receipting payments.**

**Assists the City Administrator with preparation of the Park & Recreation Commission meeting agenda and supporting documents and distributes to commission members. Arranges and publishes meeting notices and prepares affidavits as necessary. Attends monthly Park & Recreation Commission meetings and creates meeting minutes.**



Coordinates a yearly meeting with local sports/outdoor recreation organizations to discuss upcoming projects and needs.

Attends City Council meetings, in the absence of the Administrative Assistant, for technical support.

Acts as the filing officer and receives and notarizes the Affidavit of Candidacy forms and appropriate fees when candidates submit their paperwork in order to be placed on the election ballot. As the Head Election Clerk, attends election training sessions and meetings and helps coordinate election-day activities. Answers election inquiries from the public and explains things like ID requirements at the poll, voting locations, voter registration and information about elected officials and candidates. Delivers and directs the delivery of voting equipment used at polling places at open and close. Conducts City elections in accordance with state and county requirements and applicable laws.

Responsible for coordinating and overseeing the operation of the Community Building.

Responsible for coordinating tree planting days in the City and organizing volunteers from local service clubs to help.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Ability to communicate effectively and professionally with members of the public.

Ability to handle various duties in a small office situation.

Good written and oral communications skills

Must be computer literate, especially Microsoft Word.

Must be able to operate various office equipment, including fax machine and multi-button telephone system.

Must be well organized.

### **MINIMUM QUALIFICATIONS**

Two (2) years' experience in office setting.

Considerable knowledge of computer software, especially Microsoft Word and Excel.

Ability to understand duties and schedule workload with minimum supervision.

**TITLE OF CLASS:** Deputy City Clerk

**DESCRIPTION OF WORK:**

General Statement of Duties: Performs professional work. Conducts City elections; performs related duties as required. Assists City Administrator/Public Works Director and Finance Director.

Supervision Received: Works under the general and technical supervision of the City Administrator.

Supervision Exercised: Exercises general and technical supervision over Administrative Assistant and Vehicle License Bureau Clerk.

**TYPICAL DUTIES PERFORMED:**

The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.

Conducts City elections in accordance with state and county requirements and applicable laws.

Acts as local authority for municipal elections.

Responsible to notify state of changes to regular City elections and precinct boundaries.

Responsible for polling places, election judges, required judges training, campaign financial reports, all posting and publications required.

Responsible for making sure ballots and voting equipment are returned to the County at the end of the election day.

Assists with the operation of the motor vehicle office. Works directly with the Vehicle License Bureau Clerk as time and workloads require so that the office operates in an efficient manner.

Assists the public by answering questions regarding various City related matters.

Reviews and monitors City lease and agreements to ensure compliance.

Prepares Council agendas, and attaches supporting documentation.

Coordinates mailing and postings of public hearings and meeting notices including determining appropriate parties to notify, typing, sending notices and prepares affidavits as necessary.

Attends meetings of the City Council; arranges and publishes notices of meeting and ordinances as required by law; records minutes of all proceedings and maintains accurate and complete records of all actions.

Primary responsibility for preparation of the Assessment petitions.

Prepares and files annexation petitions.

Makes sure technological needs are in place for all Council and Commission meetings as needed.

~~Attends Planning Commission meetings as needed, and records and prepares meeting minutes.~~ (Jason does)

Maintains and monitors ordinance books and resolution file.

~~Maintains, issues and monitors City licensing requirements, including liquor, cigarettes, gas installers, pop, transient merchants, massage technicians and waste haulers.~~ (Chris does)

~~Prepares the summer recreation bulletin.~~ (Chris does)

Creates and distributes the bi-annual City Newsletter

Organizes the yearly Board of Review meeting in accordance with State statute.

Responsible for coordination of information between City and U.S. Census Bureau.

Responsible for annual updates to the City Code.

Prepares and files official paperwork with County Recorder for all property changes approved by the City Council (i.e. – conditional use permits, street vacations, and variances to the City Zoning Ordinance).

Establishes and maintains a complex filing system for City records including active and inactive files.

Responsible authority to administer the requirements for collection, storage and use and dissemination of data on individuals within the City.

Responsible for making sure the Marketing and Promotional Agreement is renewed annually. Monitors on a quarterly basis and provides updates to the City Council.

Develops, maintains, and oversees a City-wide records retentions/management system including policies, procedures, and schedules in accordance with state laws and guidelines; and prepares related reports to the State.

Administer oaths and affirmations, takes and certifies acknowledgments as required.

Attests the Mayor's signature on all official documents wherever required or sanctioned by law.

Provides certified copies of proceedings and records of the City upon request.

Act as backup for the City-Administrator in his/her absence.

Responsible for City corporate seal.



**DEPUTY CITY CLERK**

- Receives requests, complaints, and information from the public and transmits to the City Administrator and/or Council.
- Assures that all meeting notices are posted in accordance with state and city requirements and applicable laws.
- Coordinates training of staff on use of the computer; keeps fully informed and determines new procedures for changes; recommends software and equipment purchases.
- Researches and recommends purchase of new equipment used in the daily operation at City Hall, and prepares written reports and presents to Council as appropriate.
- Responsible for maintenance of the City's web site, and automation of the City Council packet that is distributed for each City council meeting.
- Maintains and coordinates with City's insurance carrier claims filed for sanitary sewer backups.
- Responsible for developing and maintaining City promotional materials.
- Assists as needed to allow for continuity of operation at City Hall.
- Performs bi-weekly payroll duties including, but not limited to: reviewing time sheets for accuracy and in accordance with City employee policies and union contracts, enters data necessary to generate payroll amounts and uploads file to bank for direct deposit to employee bank accounts.
- Assists with maintaining and updating employee records relative to pay, benefits and deductions.
- Assists with maintaining vacation and sick leave schedules for all employees.
- Assists with quarterly and year end reports and W-2's.
- Assists with coding invoices.
- Assists with Golf Course reports and end of year inventory.
- Performs limited duties of the Finance Director in their absence, as is necessary to maintain the daily operation at City Hall.
- Establishes and oversees policies, procedures, and practices for efficient office operation.
- Oversees the NEOGOV Safety training for employees.
- Attends City Safety meetings and handles Agendas, records meeting minutes, maintains and updates safety policies/manual.
- Drafts routine correspondence and prepares or oversees preparation of a variety of documents for departments, and schedules meetings.

Creates reports and forms for office use; establishes and maintains a City-wide forms control program.

Creates spreadsheets as needed.

Responsible for annual certification requirements to maintain Tree City USA and Bird City designation.

Responsible for updating energy data into B3 Benchmark.

~~Attends the La Crosse Storm Water Coalition meetings and then provides educational information to City of La Crescent residents.~~ (Jason will be doing)

Performs all other duties assigned by the City Administrator/Public Works Director.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of City operations.

Considerable knowledge of state and federal laws, City ordinances, and policies and regulations applicable to City government, and general governmental operation.

Considerable knowledge of election procedures.

Considerable knowledge of the operation and rules and regulations regarding the operation of the Motor Vehicle Department.

Considerable knowledge of classification of public and private data.

Thorough ability to communicate effectively, both orally and in writing, with City staff, elected local officials, state and county officials, and the general public.

Considerable ability to work effectively with City staff and coordinate work to be performed.

Considerable knowledge of computer hardware, operating systems, computer software, and web site management.

Considerable ability to organize work, complete multiple tasks at the same time, and develop goals, policies and plans.

#### **MINIMUM QUALIFICATIONS:**

Two-year Associate Degree in business or related field, with an emphasis on computer science, with 2 years minimum experience in business or municipal government.

Red = Job duties I have currently been doing as Administrative Assistant and will continue to do as Deputy Clerk, unless it's crossed out.

# 8

Debra Shimshak  
429 2<sup>nd</sup> Street N. #211, La Crosse, WI 54601

November 3, 2021

Bill Waller, City Administrator  
Honorable Mayor and Council Members  
315 Main Street  
La Crescent, MN 55947

Dear Bill, Mayor and Council Members:

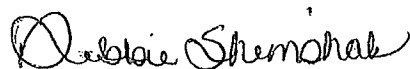
I would like to inform you that I will be retiring from my full-time position effective July 29, 2022. I want to make sure that the City's audit be completed by June 30, 2022 and then would appreciate being allowed to use vacation during the month of July. I would offer to continue working on a limited basis through October 31, 2022, using the phase out retirement option that would allow me to continue offering my assistance through the budgeting process and the majority of the year-end reporting.

I have truly enjoyed working for the City of La Crescent, and I sincerely appreciate the support provided to me during my 27 years. I would especially like to thank Bill Waller for his guidance and support during all 27 of those years. I have learned more than I could have ever imagined and can appreciate the intense work ethic that it takes to make a city operate on a day-to-day basis. I have had the opportunity to wear many hats since my employment started in 1995 and am proud to have had the chance to do it all. Everything from renting that sheet of ice at the Ice Arena to safeguarding and investing millions of dollars for the city. I am so thankful to have had the opportunity to work with so many dedicated coworkers who I call friends.

Although I will miss everyone, I am looking forward to the next chapter of my life. I plan to spend a lot more time with my family and friends along with traveling the country. I am also looking forward to hiking, biking, reading and working on my cross stitch.

Thank you and I wish nothing but the best for the city and look forward to following the projects and progress that the city continues to make. This is what makes it such a beautiful place to live and work.

Sincerely,



Debbie Shimshak

# 9

**Memorandum of Agreement  
Funding of Post-Retirement Health Care Savings Plan**

Employees of the City of La Crescent (City) who are Directors who will participate in the Health Care Savings Plan (HCSP) administered by Minnesota State Retirement System (MSRS). All current and future Directors of the City will participate as outlined by this agreement.

This policy is effective beginning May 1, 2022 and will remain in force for 2 years or until renewed by the parties, whichever is later.

Directors include: City Administrator, City Finance Director, Chief of Police, and Golf Course Superintendent.

The City will handle the administrative responsibilities of remitting and account for the employee contributions to MSRS. Contributions to the HCSP will be as follows:

1. 100% of accrued and unused sick time upon the termination of employment shall be payable into HCSP.

Individual members may neither increase nor decrease their contributions from the amount established by this agreement. All employees must participate as outlined by this agreement unless eligible to opt out of the Plan. The employee must apply for a waiver in a format approved by MSRS.

Upon the employee's death, contributions owed by not yet paid to the HCSP will be paid to the employee's designated beneficiary.

**City of La Crescent**

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is between the City of La Crescent ("Employer") and American Federation of State, County and Municipal Employees Council 65 representing the members of Affiliated Local Union No. 2166 ("Union") are parties to a Collective Bargaining Agreement that expires on December 31, 2022. The Employer and Union wish to change the compensation for Kara Tarrence ("Tarrence") who will transition to the role of City Finance Director beginning on or about April 1, 2022.

WHEREAS, current Finance Director for Employer, Debra Shimshak, ("Shimshak") has indicated a desire to retire and transition out of employment beginning July 1, 2022 with an expected last day of employment of October 31, 2022.

WHEREAS, between now and the termination of Shimshak's employment with Employer, Shimshak has agreed to transition and train Tarrence on the duties and responsibilities of being Finance Director.

The parties agree the following shall apply to Tarrence's wages:

1. That effective April 1, 2022 Tarrence's wages will be increased by \$3.00 per hour above her normal regular wage as called for in the Collective Bargaining Agreement dated January 1, 2021.
2. This increase will terminate upon the retirement of Shimshak and Tarrence assuming the position of City Finance Director on a full time basis or November 1, 2022, whichever comes first.
3. The parties agree this MOU does not address or change any other terms and conditions of employment as called for in the Collective Bargaining Agreement for the membership or Tarrence individually.
4. This MOU or any of its terms may be amended or modified by written instrument signed by or on behalf of the parties hereto and ratified by the Union and City Council.
5. This MOU is intended to be in conformity with all applicable and valid federal and state laws and rules and regulations promulgated thereunder having the force and effect of law. In the event any provision of this MOU is found to be inconsistent with such statutes, rules, or regulations, the provisions of the latter shall prevail. If any provision of this MOU is found to be invalid or unenforceable by a court or other competent authority having jurisdiction, then the provisions



shall be considered void, but all other provisions shall remain in full force and effect.

6. This MOU is intended for the sole and limited purpose specified herein. The parties expressly agree that this MOU shall not constitute or establish any precedent, past practice or otherwise place any limitation on any management right of the Employer.

7. This MOU is effective on the latest date affixed to the signatures hereto.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Mayor, City of La Crescent

\_\_\_\_\_  
President, Local No. 2166

\_\_\_\_\_  
City Administrator, City of La Crescent

\_\_\_\_\_  
Business Agent, AFSCME

\_\_\_\_\_  
Kara Tarrence

#3.6



## 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:** March 25, 2022 *3/25/22*  
**RE:** 306 Shore Acres Road, La Crescent, MN

---

In 1999, the above referenced property owner conveyed to the City of La Crescent a utility easement when sanitary sewer services were provided to the Shore Acres area. The property owners are requesting that the easement be relocated in order to facilitate the construction of a new home. Public Works and the City Engineer have reviewed this request and have no objection to the request. We are suggesting that City Council approve the request and authorize the Mayor and City Administrator to execute the attached Quit Claim Deed releasing the existing easement and establishing a new easement as identified on the attached survey.

(Top 3 inches reserved for recording data)

---

**QUIT CLAIM DEED**

**Business Entity to Individual(s)**

DEED TAX DUE: \$1.65

DATE: March 16, 2022

FOR VALUABLE CONSIDERATION, City of La Crescent a Minnesota municipal corporation, ("Grantor"), hereby conveys and quitclaims to David E. Geissler and Jayne E. Geissler ("Grantee"), as joint tenants, real property in Houston County, Minnesota, legally described as follows:

See Exhibit A.

*Check here if all or part of the described real property is Registered (Torrens)* ☐

together with all hereditaments and appurtenances belonging thereto.

Total consideration is \$3,000.00 or less.

The purpose of this deed is to release easement contained in document dated August 16, 1999 and recorded September 25, 2014 as Document No. 278842 in the Office of the Houston County Recorder.

Grantor

\_\_\_\_\_  
Mikel Poellinger, Mayor

\_\_\_\_\_  
Bill Waller, City Administrator

State of Minnesota, County of Houston

This instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 2022, by Mikel Poellinger as Mayor and by Bill Waller as City Administrator of the City of La Crescent.

(Stamp)

\_\_\_\_\_  
*(signature of notarial officer)*

Title (and Rank): \_\_\_\_\_

My commission expires: \_\_\_\_\_

*(month/day/year)*

THIS INSTRUMENT WAS DRAFTED BY:

Attorney Al Wieser, III  
WIESER LAW OFFICE, P.C.  
33 S. Walnut Street, Suite 200  
La Crescent, MN 55947

TAX STATEMENTS FOR THE REAL PROPERTY DESCRIBED IN THIS INSTRUMENT SHOULD BE SENT TO:

David E. & Jayne E. Geissler  
306 Shore Acres Road  
La Crescent, MN 55947



### **Exhibit A**

A perpetual easement for Utility purposes over, under and across the following described Tracts A, B and C located in Lot 4, recorded plat of Riverside Addition, Houston County, Minnesota:

#### **TRACT A:**

That part of said Lot 4, being a strip of land 12.00 feet in width, lying 6.00 feet on each side of the following described center line:

Commencing at the U.S. Government survey monument at the northwest corner of said Riverside Addition;  
thence on an assumed bearing of South 25°10'39" East, along the westerly line of said Riverside Addition, 454.70 feet to the point of beginning of the line to be herein described;  
thence South 89°28'38" East, 296.18 feet to a point herein after referred to as Point A;  
thence South 89°02'51" East, 36.00 feet, and said herein described line there terminating.

Excepting therefrom, that part thereof lying southwesterly of the northeasterly line of the Public Street and Highway Easement described in Book 199 of Deeds, Page 7, said Houston County.

#### **TRACT B:**

That part of said Lot 4, not herein before described, being a strip of land 12.00 feet wide, lying 6.00 feet on each side of the following described center line:

Beginning at said herein before described Point A;  
thence South 43°03'40" West, 17.99 feet, and said herein described line there terminating.

Excepting therefrom, that part thereof lying southerly of the southerly line of the property described in Book 244 of Deeds, Page 255, said Houston County.

#### **TRACT C:**

That part of said Lot 4, not herein before described, lying within the circumference of a circle having a radius of 7.50 feet; the center of said circle is the above described Point A.

Together with perpetual right of ingress and egress by route of most convenient access to said above described utility easement for the purpose of maintaining, replacing, repairing and inspecting electrical panels, grinder pumps, disconnect alarm panels, electrical wires, and sewer laterals located within said above described utility easements.

(Top 3 inches reserved for recording data)

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**QUIT CLAIM DEED**

Individual(s) to Business Entity

DEED TAX DUE: \$1.65

DATE: March 16, 2022

FOR VALUABLE CONSIDERATION, David E. Geissler and Jayne E. Geissler, spouses married to one another, ("Grantor"), hereby conveys and quitclaims to the City of La Crescent, a Minnesota municipal corporation, ("Grantee"), an easement in Houston County, Minnesota, legally described as follows:

See Exhibit A.

Check here if all or part of the described real property is Registered (Torrens) ☐

together with all hereditaments and appurtenances belonging thereto.

Total consideration is \$3,000.00 or less.

Grantor

\_\_\_\_\_  
David E. Geissler

\_\_\_\_\_  
Jayne E. Geissler

State of Minnesota, County of Houston

This instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 2022, by David E. Geissler & Jayne E. Geissler, spouses married to one another.

(Stamp)

\_\_\_\_\_  
(signature of notarial officer)

Title (and Rank): \_\_\_\_\_

My commission expires: \_\_\_\_\_

(month/day/year)

THIS INSTRUMENT WAS DRAFTED BY:

Attorney Al Wieser, III  
WIESER LAW OFFICE  
33 S. Walnut Street, Suite 200  
La Crescent, MN 55947

TAX STATEMENTS FOR THE REAL PROPERTY DESCRIBED IN THIS INSTRUMENT SHOULD BE SENT TO:

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

## Exhibit A

A perpetual easement for Utility purposes over, under and across the following described Tracts A and B located in Lot 4, recorded plat of Riverside Addition, Houston County, Minnesota:

### TRACT A:

That part of said Lot 4, being a strip of land 12.00 feet in width, lying 6.00 feet on each side of the following described center line:

Commencing at the northwest corner of said Riverside Addition;  
thence South 25°10'11" East, grid bearing, Minnesota County Coordinate System, Houston County Zone, NAD 83 (1996 adjustment), along the westerly line of said Riverside Addition, 454.70 feet to the beginning of the line to be herein described, said line beginning bears North 25°10'11" West, 12.79 feet from the southwest corner of said Lot 4;  
thence South 89°28'38" East, 235.54 feet to a point herein after referred to as Point A;  
thence South 00°31'22" West, 11.47 feet to the south line of said Lot 4 and said herein described line there terminating.

The sidelines of said easement shall be prolonged or shortened to terminate at the westerly and southerly lines of said Lot 4.

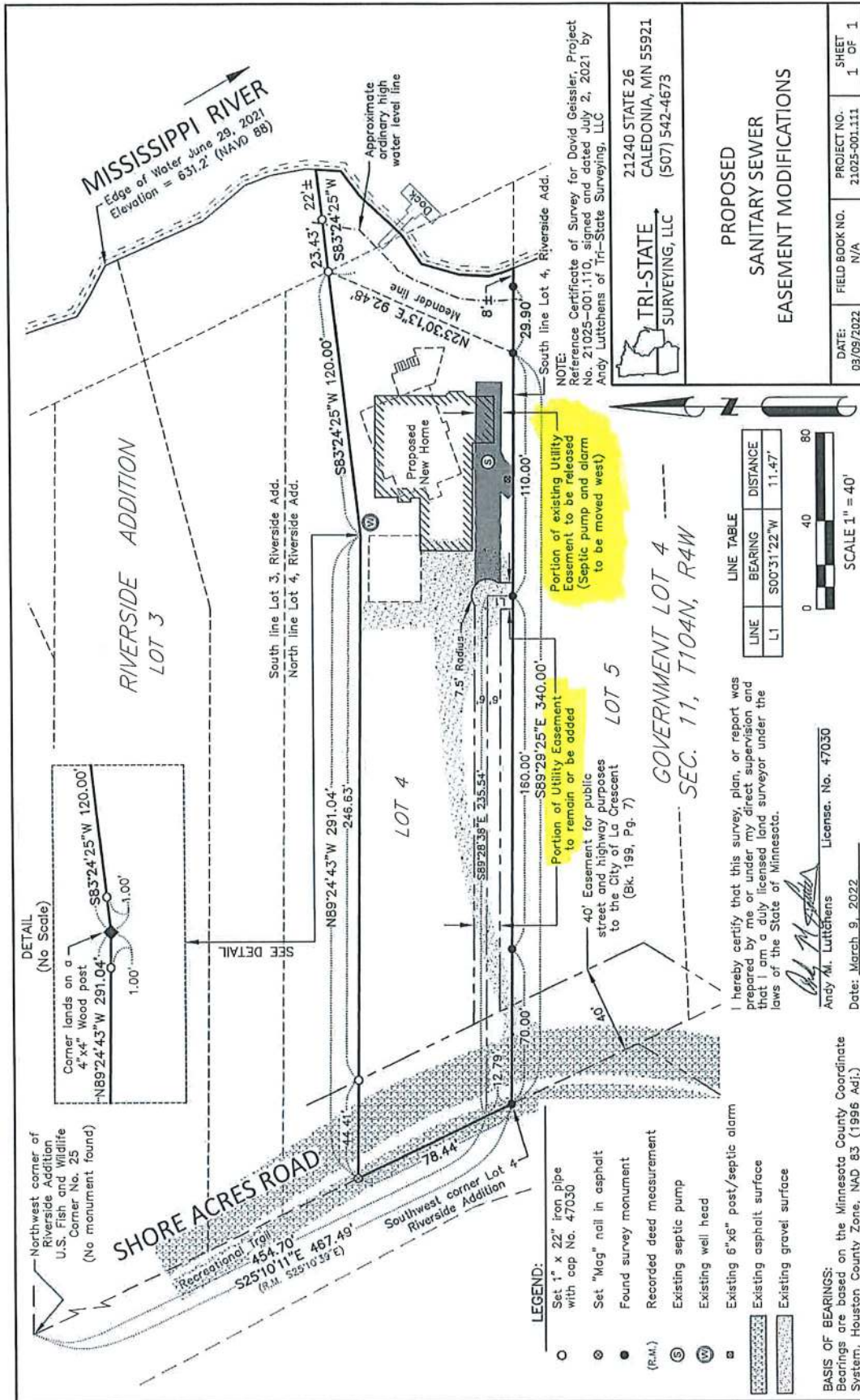
Excepting therefrom, that part thereof lying southwesterly of the northeasterly line of the Public Street and Highway Easement described in Book 199 of Deeds, Page 7, said Houston County.

### TRACT B:

That part of said Lot 4, not herein before described, lying within the circumference of a circle having a radius of 7.50 feet; the center of said circle is the above described Point A.

Together with perpetual right of ingress and egress by route of most convenient access to said above described utility easement for the purpose of maintaining, replacing, repairing and inspecting electrical panels, grinder pumps, disconnect alarm panels, electrical wires, and sewer laterals located within said above described utility easements.





TO: Planning Commission Members  
Honorable Mayor and City Council members  
FROM: Jason Ludwigson, Sustainability Coordinator  
DATE: March 4th, 2022  
RE: Meeting Minutes from March 1st, 2022

The Planning Commission met at 5:30 p.m., on Tuesday, March 1st 2022 in the City Council Chambers at City Hall. The following members were present: Ryan Stotts, Mike Welch, Annie Stoecklein, Greg Husmann, Dave Hanifl, Dave Coleman, and Jerry Steffes. City Sustainability Coordinator, Jason Ludwigson, Economic Development Coordinator, Larry Kirck. City Attorney Skip Wieser was also in attendance.

1.The meeting was called to order by Chair Hanifl who asked for a nominations to the chair and vice-chair role on the Planning Commission. Greg Hussman nominated Annie Stoecklein as chair of the Planning Commission. Mike Welch seconded the nomination.

Upon a roll call vote, taken and tallied by the Sustainability Coordinator, all members present voted in favor of Annie Stoecklein as chairperson.

Stoecklein – Yes

Stotts – Yes

Steffes – Yes

Coleman – Yes

Hanifl – Yes

Welch – Yes

Hussman - Yes

2.Greg Hussman nominated himself for vice-chair of the planning commission.

Upon a roll call vote, taken and tallied by the Sustainability Coordinator, all members present voted in favor of Greg Husman as vice-chair. Mike Welch seconded the nomination.

Stoecklein – Yes

Stotts – Yes

Steffes – Yes

Coleman – Yes

Hanifl – Yes

Welch – Yes

Hussman - Yes

3. Ryan Stotts made a motion to accept the minutes from the January 4<sup>th</sup> 2022 meeting. Motion was seconded by Mike Welch.

Upon a roll call vote, taken and tallied by the Sustainability Coordinator, all members present voted in Favor accepting the minutes.

Stoecklein – Yes

Stotts – Yes

Steffes – Yes

Coleman – Yes

Hanifl – Yes

Welch – Yes

Hussman - Yes

4. The City Attorney reviewed with the Planning Commission members the Planning Commission's Rules and Bylaws, City Code of Conduct Policy, and City Social Media Policy. Members were reminded that communications about Planning Commission items are subject to Minnesota Data Practices Law.

5. At 5:45 the Planning Commission held a Public Hearing to review the Text Amendment and Conditional Use Permit application for 215 South Chestnut Street.

Chair Stoecklein opened the meeting.

City Attorney reviewed the need for the Text Amendment and Conditional Use Permit. Larry Kirch reviewed the staff report prepared by himself and Jason Ludwigson for the Conditional Use Permit and Text Amendment. Larry reviewed the background of the property noting the updates that have been made to the building. It was noted that the applicant is currently parking busses on the property in violation of the zoning code. The staff report contained staff findings related to the comments the applicant had submitted for the Cup and text amendment. It was noted in the staff report that the comprehensive plan recommends generous landscaping, preferably with native species in this C-1 Highway Commercial district. Conditions for approval and denial were presented. Staff concluded that the proposed use does not meet the CUP criteria in Section 12.06 Subd. 4 of the Zoning Code.

Jason Rouleau, representing City Door spoke in regards to the Conditional Use Permit and Text Amendment.

Members discussed the Conditional Use Permit and Text Amendment. Questions about the road-right-of-way, screening, precedent for allowing a text amendment, and applicants responses to the permit applications were discussed at length.

Three motions were made by the Planning Commission. Those motions are as follows:

- 1) A motion was made by Greg Hussman and seconded by Jerry Steffes to continue the meeting until April 5<sup>th</sup> at 5:30 p.m. The public meeting will continue April 5<sup>th</sup>, 2022 at 5:30 p.m. A one-time 60-day extension allows for this continuation. The applicant agreed to this extension. City staff will review screening options and applicants updated responses to the permit for the April 5<sup>th</sup> meeting. Members will visit the site in question to review the road-right-of-way.
- 2) A motion was made by Jerry Steffes and seconded by Dave Coleman to continue the Conditional Use Permit hearing to April 5<sup>th</sup>, 2022 at 5:30 p.m
- 3) A motion was made Ryan Stotts and seconded by Mike Wlech to Direct City Staff to send extension of the 60-day notice.

Chair Stoecklein closed the public meeting.

Upon a roll call vote, taken and tallied by the Sustainability Coordinator, all members present voted in favor of the continuation.

Stoecklein – Yes

Stotts – Yes

Steffes – Yes

Coleman – Yes

Hanifl – Yes

Welch – Yes

Hussman - Yes

6. The planning commission reviewed the staff report on building lighting at 510 Oak Street (ISD 300 Elementary School). The building has recently undergone a significant renovation and addition. During that renovation the district installed lighting on the façade of the building. The comprehensive plan makes multiple references to exterior lighting in the land use categories section. It states “exterior lighting should use full cut-off fixtures that prevent light trespass and glares, especially from the marsh. Staff presented options to bring the lighting into compliance. The Planning Commission concluded there was no finding of noncompliance. Jerry Steffes made a motion, seconded by Greg Hussman to recommend no enforcement action be taken.

7. The Planning Commission reviewed the letter from the Office of the County Assessor regarding 2022 valuations.

8. The Planning Commission discussed the introduction of HF 3256 – Legalizing Affordable Housing Act. Economic Development Coordinator Larry Kirch noted that other similar bills have been introduced in other states. No companion bill has been introduced in the Minnesota State Senate.

9. The members discussed flooding issues on the Wagon Wheel trail. The information was sent to the city engineer for review.

10. Meeting adjourned at 7:37 p.m.



#3.8




TO: Honorable Mayor and City Council Members  
FROM: Bill Waller, City Administrator *Bill*  
DATE: March 24, 2022  
RE: Natural Resource Group Appointment

We would suggest that the City Council appoint Betsy Knowles to the City's Natural Resource Advisory Group.

#3.9



TO: Honorable Mayor and City Council Members  
FROM: Debra Shimshak, Finance Director   
DATE: March 16, 2022  
RE: Houston County ARPA Allocation

On March 10, 2022 the city received two very generous checks from Houston County. The first check in the amount of \$40,000 is for the La Crescent Fire Department and the second check in the amount of \$5,000 is for the La Crescent First Responders. These appropriations are from the County's American Rescue Plan funds. The funds have been deposited in the Fire Department Fund and recorded in a special revenue account. These funds are to be used in accordance with the American Rescue Plan final rule.

We recommend that the council accept these funds by resolution.



# HOUSTON COUNTY

Carol A Lapham

*Finance Director*

304 South Marshall Street - Room 212

Caledonia, Minnesota 55921

Phone: (507) 725-5839 Fax: (507) 725-8724

carol.lapham@co.houston.mn.us

March 4, 2022

The Houston County Board authorized appropriations from the County's American Rescue Plan funds to the agencies as listed below. These appropriations were made based on funding needs as outlined by documentation the Board received. While the Board cannot designate how your agencies use these funds it is the Board's intention that they be used in the spirit given based on the requests they received.

Houston County Sheriff's Posse	\$7,500.00
Brownsville Fire Department	\$40,000.00
Caledonia Fire Department	\$40,000.00
Eitzen Fire Department	\$40,000.00
Hokah Fire Department	\$40,000.00
Houston Fire Department	\$40,000.00
La Crescent Fire Department	\$40,000.00
Spring Grove Fire Department	\$40,000.00
Caledonia Ambulance Service	\$40,000.00
Houston Ambulance Service	\$40,000.00
Spring Grove Ambulance Service	\$40,000.00
Brownsville First Responders	\$5,000.00
Eitzen First Responders	\$5,000.00
Hokah First Responders	\$5,000.00
La Crescent First Responders	\$5,000.00
SE MN Emergency Medical Services	\$5,000.00
Caledonia Food Shelf	\$1,000.00
Hokah Food Shelf	\$1,000.00
Houston Food Shelf	\$1,000.00
La Crescent Food Shelf	\$1,000.00
Spring Grove Food Shelf	\$1,000.00

Information regarding the use of ARP funds is available at <https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds>. The Overview of the Final Rule PDF provides beneficial guidance.

Feel free to contact me with any questions or concerns.

Carol Lapham  
Finance Director

**RESOLUTION NO. 03-22-13**

**RESOLUTION ACCEPTING DONATIONS FROM HOUSTON COUNTY'S AMERICAN  
RESCUE PLAN FUNDS FOR THE LA CRESCENT FIRE DEPARTMENT AND  
LA CRESCENT FIRST RESPONDERS**

WHEREAS, Houston County wishes to donate \$40,000.00 for the La Crescent Fire Department and \$5,000.00 for the La Crescent First Responders from the County's American Rescue Plan funds;

WHEREAS, these funds are to be used in accordance with the American Rescue Plan final rule.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of La Crescent hereby accepts the donations of \$40,000.00 for the La Crescent Fire Department and \$5,000.00 for the La Crescent First Responders from Houston County's American Rescue Plan funds to be used in accordance with the American Rescue Plan final rule.

ADOPTED this 28<sup>th</sup> day of March, 2022.

SIGNED:

\_\_\_\_\_  
Mayor

ATTEST:

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

# 3.10



TO: Honorable Mayor and City Council Members  
FROM: Chris Fortsch, Administrative Clerk *Chris*  
DATE: March 17, 2022  
RE: Gambling Permit Application

The City has received the following gambling permit application:

1. Lions Club of La Crescent – Raffle date is October 7, 2022

The application for the raffle drawing to be held at the La Crescent Area Event Center appears to be in order, and I would suggest that the City Council approve the application and authorize that it be forwarded to the Minnesota Gambling Control Board.



#3.11



TO: Honorable Mayor and City Council Members  
FROM: Chris Fortsch, Administrative Clerk *Chris*  
DATE: March 17, 2022  
RE: 2022 License Renewal Application

The City has received the following gas installers license application:

1. Hengel Brothers, Inc.

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

# 6.1



**La Crosse County Convention & Visitors Bureau  
In Person Board Meeting  
Thursday, March 24th 2022  
La Crosse Center  
8:00 a.m.**

Board of Directors: Dan Wick, President; Val Erickson, Vice President; Chris Roderique, Treasurer; Dave Ring, Secretary; Pete Boese, Pat Stephens, Ryan Johnson, Larry Jensen, Nathan Franklin, Patrick Barlow, Dan Stevens, Scott Neumeister, Cherryl Jostad, Michel Gabbud, Stephen Cohen, Jay Patel, Ashley Santolin, Cassandra Hanan, Jen Burch, Vicki Markussen & Lynn Zielke

Ad Hoc: Terry Bauer, Neal Zygarlicke, Art Fahey, Julie Hatlem

Executive Director: A.J. Frels

AGENDA

1. **Call to Order**
2. **Presentation by Madden Media (Alison Mairena, Jake Sillavan & Haleigh Doyle)**
3. **Board Minutes**
  - a. February 15<sup>th</sup>, 2022
  - b. March 7<sup>th</sup>, 2022
4. **Financial Committee**
  - a. Minutes – March 3<sup>rd</sup>, 2022
  - b. Minutes – March 9<sup>th</sup>, 2022
  - c. Statements – February 2022
  - d. Grants Program
  - e. Madden Media Campaign
5. **Executive Director's Report**
6. **Committees**
  - a. Membership
  - b. Grants
  - c. Convention/Sales
  - d. Marketing/Media
7. **Old Business**
  - a. Board Retreat Review
  - b. WIAA Sponsorship Update
  - c. D & I Meeting with Local Lodging Industry
8. **New Business**
  - a. Furniture from Mayo
  - b. Reconstruct 2022 Budget
  - c. Convention Sales Position
  - d. County Presentation for LCC Funding (Letter Attached)
  - e. Annual Meeting
9. **Event Center Updates**
10. **Community Updates**
11. **Adjournment**
12. **The next board meeting – Tuesday, April 19<sup>th</sup> 2022 at 8:00 a.m. at the La Crosse Center**



LA CROSSE COUNTY CONVENTION & VISITORS BUREAU

**BOARD MEETING**

February 15, 2022– 8:00 a.m.

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**Board Members:**

**Present:** Valerie Erickson, Larry Jensen, Dan Wick, Dave Ring, Patrick Barlow, Jen Burch, Pete Boese, Jay Patel, Art Fahey, Chris Roderique, Cheryl Jostad, Nathan Franklin, Ryan Johnson, Pat Stephens, Cassandra Hanan, Dan Stevens, Stephen Cohen, Lynn Zielke, Ashley Santolin, Julie Hatlem

**Excused:** Vicki Markussen, Terry Bauer

**Absent:** Michel Gabbud, Scott Neumeister, Neal Zygarlicke,

**Others present:**

Executive Director: A.J. Frels, Director of Finance & Human Resources: Michelle Hoch

**PROCEEDINGS:**

Dan Wick brought the meeting to order at 8:02 a.m.

**MOTION:** To approve the January 2022 Board minutes. (P. Stephens, J. Patel) Carried.

**FINANCE COMMITTEE:**

**MOTION:** To approve the February 2022 minutes & January 2022 financials. (V. Erickson, L. Zielke) Carried.

Presentation of Membership & Grants by Deb Carlson, Director of Membership & Grants.

**EXECUTIVE DIRECTOR REPORT:**

- We have redesigned and scheduled e-newsletters to go out to meeting planners on a monthly basis.
- The 2022 Visitor Guide is out for distribution, and we also have a digital version on our website.
- We staffed a booth at the La Crosse Sport Show held last weekend at the La Crosse Center.
- We launched the Winter Wonderland photo contest/sweepstakes this month. There are also digital ads on Google and YouTube with our new branded winter photography.
- AJ attended the Drift Bike or Bike Share Committee, and look to continue with the new company. The group continues to look at the idea of adding e-bikes to the inventory.
- AJ continues to stay involved with the Pump House and their yearlong planning session. They also received a \$248,000 capital grant from the Wisconsin Department of Administration.
- The next Governor's Council on Tourism will be held on March 15<sup>th</sup> following the Governor's Conference on Tourism. AJ will stay on the council for another term.
- The LCCVB team attended Dave Guepfer's retirement party held on February 3. Dave spent 22 years being the Food & Beverage Manager.
- Ben & AJ will be attending the Explore Minnesota Tourism Conference in Minnetonka held on March 1<sup>st</sup>.
- The Wisconsin Governor's Conference on Tourism will be held in Madison March 13-15, 2022.
- The Welcome booth at the La Crosse Center has been successful, and the staff has had good interaction with visitors.
- We continue to hold vendor meeting for agency-led meetings marketing campaigns.
- With the assistance of Hawkins Ash, we have applied for the Employee Retention Credit, and for years 2020 & 2021 we will be receiving a credit of \$221,062.05.
- A big thank you to Stephen Cohen for the donation of three of his office sets and chairs to the Explore La Crosse team. We had desks on our capital list for this year, but with this generous donation, this will take care of our needs for 2022.

- We have newly designed email signatures for all staff. Each include a link promoting all of our new videography.
- We have redesigned and optimized our Volunteer and Membership webpages, including the application process and form for each page.

### **COMMITTEE REPORTS:**

**Membership**-The reports were distributed. L. Jensen reported that membership revenue for January 2022 was \$12,574.75, budgeted \$10,800. There were 50 membership renewals, and 1 new member for the month. We currently have 399 members.

**Grants**-There were no grant funds distributed for the month of January. The next meeting will be held on April 14, 2022.

**Convention/Sales**- The January meeting was held at the La Crosse Center. A very educational meeting with Thomas Harris as the featured speaker, and an open discussion on diversity & inclusiveness.

**Marketing/Media**-There was no meeting held in January to report on.

### **OLD BUSINESS:**

- The Board Retreat has been scheduled for February 24<sup>th</sup> to be held at the Onalaska Omni Center at 7:30am.
- DMO Grant funds have not been received as of yet. We have been informed that the checks have been, or will be send out soon. We will keep the board informed when we receive the funds.
- WIAA Sponsorship, Dave Ring and AJ have been meeting with key stakeholders throughout the community for their support of the WIAA State Track & Field.
- AJ met with Robin Moses to discuss the Street Banner project. Robin has taken the lead on this project, and has met with AJ and Haleigh to review additional images that could be used for the banners.
- As a result of the Convention Committee meeting held in January, discussions have taken place with AJ, Thomas Harris, and Amanda Goodenough. Amanda will join the group in March to discuss the needs and desired topics to generate a survey. The information gathered from that survey will be used to lead the group in discussion at the May Convention Committee meeting. The plan is to dedicate the entire May meeting to D&I discussion with the Local Lodging Industry.

### **NEW BUSINESS:**

- Destinations Wisconsin Day at the Capital was very productive with good conversations with elected officials. The 2021-22 Legislative Position Session Position Paper was distributed, and included topics such as, K-12 Commencement Date, Peer-to-Peer Car Sharing, Restaurant Income Tax Exemption, Rural Creative Economy Grant Program.
- As a way to make our Volunteer Program more attractive, we are now offering to pay mileage to our volunteers who work at the I90 and Great River Landing welcome center locations. We have confirmed with our insurance agent, that by doing so, and if a situation were to occur while driving, the individuals insurance coverage would be responsible, and not the LCCVB insurance.
- The 2021 Audit is scheduled with Hawkins Ash for April 18 & 19, 2022.
- The STR Report was included in the packet for review. The chart shows comparisons for the years 2019-2021.
- LCCVB Board seat openings discussion to remove Troy Sargent from Duluth, and to add Pamela Maas as advisory position.

**MOTION: To accept resignation of Troy Sargent from the LCCVB Board. (V. Erickson, D. Ring) Carried.**

**MOTION: To accept Pamela Maas into an advisory position with the LCCVB Board. (V. Erickson, J. Patel) Carried.**

### **Event Centers Update:**

- Omni Center will have the Hockey HCHA Regional in February, and the ice will come out of the front area the

beginning of March.

-La Crosse Center: Several events have been held recently including 5 wrestling events during December & January. The La Crosse Sport Show had record attendance this last weekend, and upcoming will be the Dart Tournament, and MOSES conference.

-La Crescent Area Event Center recently held a successful Wedding Show. They have over 25 weddings booked so far for 2022, and corporate events are keeping them busy during the week.

#### **Community Updates:**

-Holmen-is looking to hire for their summer Rec & Pool season. Discussions are taking place regarding Public safety resources for the area. Jacqlons restaurant has been sold, and the new owners are operating as Su Casa Pub and Grill.

-Onalaska will hold an event at the Buffalo Wild Wings on February 28<sup>th</sup>, proceeds will go to the Special Olympics.

-La Crescent will hold their Chamber dinner and auction on February 26<sup>th</sup> at the La Crescent Event Center. They are working on the 2022-2026 capital improvement plans which could include a new city hall and more space for the fire department, and would require purchasing land.

-West Salem held their Business Association Meeting held last week. They are also continuing to work on the details for the bike park and working with ORA.

**Next meeting scheduled for March 24, at 8:00am, at the La Crosse Center**

**MOTION: Moved to Adjourn 9:06am. (D. Ring, J. Patel) Carried.**

Respectfully submitted, Michelle Hoch