

CITY OF LA CRESCENT
AGENDA
REGULAR MEETING
LA CRESCENT CITY HALL
315 MAIN STREET
APRIL 24, 2023
5:30 P.M.

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

1. CONSENT AGENDA

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

- 1.1 MINUTES – APRIL 10, 2023
- 1.2 BILLS PAYABLE THROUGH APRIL 21, 2023
- 1.3
- 1.4

2. PUBLIC HEARING/MEETING

5:30 – BOARD OF APPEAL AND EQUALIZATION MEETING

3. ITEMS FOR CONSIDERATION

- 3.1 AUTHORIZE QUOTES - WIESER PARK IMPROVEMENTS
- 3.2 ENGINEERING AGREEMENT – RESILIENCY GRANT
- 3.3 PLANNING COMMISSION MINUTES – APRIL 4, 2023
- 3.4 DRAFT CHICKEN ORDINANCE
- 3.5 MnDOT LANDSCAPE PARTNERSHIP RESOLUTION
- 3.6 SUMMER SUSTAINABILITY CORPS PROGRAM
- 3.7 FEE SCHEDULE AMENDMENT
- 3.8 HICKORY LANE ROAD RESOLUTION
- 3.9 PERSONNEL COMMITTEE RECOMMENDATIONS
- 3.10 LIVING FOR LIZ/ROTARY CLUB REQUEST
- 3.11 ACTIVE TRANSPORTATION GRANT UPDATE
- 3.12 WORK/PLANNING SESSION
- 3.13

4. UNFINISHED BUSINESS

- 4.1

CITY OF LA CRESCENT
AGENDA
REGULAR MEETING
LA CRESCENT CITY HALL
315 MAIN STREET
APRIL 24, 2023
5:30 P.M.

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

#1.1

MINUTES, REGULAR MEETING
CITY COUNCIL, CITY OF LA CRESCENT, MINNESOTA
APRIL 10, 2023

Pursuant to due call and notice thereof, the first meeting of the City Council of the City of La Crescent for the month of April was called to order by Mayor Mike Poellinger at 5:30 PM in the La Crescent City Hall, La Crescent, Minnesota, on Monday, April 10th, 2023.

Upon a roll call taken and tallied by the City Administrator, the following members were present: Members Ryan Hutchinson, Cherryl Jostad, Teresa O'Donnell-Ebner, Dale Williams, and Mayor Mike Poellinger. Members absent: none. Also present were City Attorney Skip Wieser, City Administrator Bill Waller, Community Development Coordinator Larry Kirch (via Zoom), and Deputy City Clerk Angie Boettcher.

Also in attendance was Houston County Assessor Luke Onstad.

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 – MARCH 27, 2023
- 1.2 BILLS PAYABLE THROUGH – APRIL 7, 2023
- 1.3
- 1.4

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. Deputy City Clerk Boettcher made the following requested change, **moving forward payments for professional contracted services to Community Development Director Larry Kirch will be made to Prologue Planning Group, LLC.**

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

A MOTION TO APPROVE THE CONSENT AGENDA WITH THE REQUESTED CHANGE THAT MOVING FORWARD PAYMENTS FOR PROFESSIONAL CONTRACTED SERVICES TO COMMUNITY DEVELOPMENT DIRECTOR LARRY KIRCH WILL BE MADE TO PROLOGUE PLANNING GROUP, LLC.

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

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

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

ITEM 3.1 – HOUSTON COUNTY ASSESSOR-LUKE ONSTAD

Houston County Assessor Luke Onstad reviewed the City's 2024 home valuations with City Council and answered any questions they had regarding the Board of Appeals meeting, which is set for Monday, April 24th.

ITEM 3.2 – LIBRARY DIRECTOR JESS WITKINS – 2022 REPORT

City of La Crescent Library Director, Jess Witkins reviewed the 2022 Library Report with City Council. This was informational only, no action required.

ITEM 3.3 – WALNUT STREET PLANNING PROJECT REVIEW

Community Development Director Larry Kirch (via Zoom) updated City Council on the Walnut Street Corridor Plan. This was informational only, no action required.

ITEM 3.4 – BIKE ACROSS MINNESOTA BIKE TOUR

Community Development Director Larry Kirch (via Zoom) reviewed with City Council a request from Bicycling Around Minnesota (BAM) Tour Assistant, Marilyn Doyle for the use of Veterans Park as a campsite for the Bicycling Around Minnesota (BAM) event to take place in La Crescent August 18-19, 2023. There will be three hundred bicyclists attending. An event schedule and site plan were included for the City Council. Following discussion, Member Jostad made a motion, seconded by Member Williams as follows:

MOTION TO APPROVE THE USE OF VETERANS PARK AS A CAMPSITE FOR THE BICYCLING AROUND MINNESOTA EVENT TAKING PLACE IN LA CRESCENT AUGUST 18-19, 2023.

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

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

made a motion, seconded by Member Williams as follows:

MOTION TO APPROVE A TEMPORARY ON-SALE LIQUOR LICENSE FOR THE LIONS CLUB OF LA CRESCENT ON AUGUST 18, 2023 AT VETERANS PARK DURING THE BICYCLING AROUND MINNESOTA EVENT.

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
Dale Williams	Yes
Mike Poellinger	Yes

and Member O'Donnell-Ebner abstained. The motion was declared duly carried by a 4-0 vote.

ITEM 3.6 – AUTHORIZE EXPENDITURE – 2023 TREE PROJECT

City Administrator Bill Waller reviewed with City Council a proposal from Hoffman & McNamara to provide fifty (50) trees that will be planted at Horse Track Meadows and Wieser Park as part of this year's Arbor Day tree planting project on April 28th. There are 10 different varieties of trees, and the total cost is \$10,535.00. There are funds in the 2023 general fund budget for this expenditure. It was recommended that City Council accept the proposal submitted by Hoffman & McNamara. Following discussion, Member O'Donnell-Ebner made a motion, seconded by Member Jostad as follows:

MOTION TO ACCEPT THE PROPOSAL FROM HOFFMAN & MCNAMARA FOR THE PURCHASE OF FIFTY (50) TREES IN THE AMOUNT OF \$10,535.00 FROM THE ALLOCATED 2023 GENERAL FUND BUDGET, TO BE PLANTED AT HORSE TRACK MEADOWS AND WIESER PARK AS PART OF THIS YEAR'S ARBOR DAY TREE PLANTING PROJECT ON APRIL 28TH.

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

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

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

ITEM 3.7 – DONATION RESOLUTION

City Council reviewed a Resolution regarding the acceptance of donations to the City for the month of

March 2023. Following review and discussion, Member Jostad introduced the following Resolution and moved its passage and adoption as follows:

RESOLUTION NO. 04-23-14

**RESOLUTION ACCEPTING DONATIONS MADE TO THE
CITY OF LA CRESCENT IN MARCH, 2023**

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

WHEREAS, the following donations were made to the City of La Crescent in the month of March, 2023:

1. Tri-State Two Cylinder Club wishes to donate \$75.00 to the La Crescent Fire Department Community Building.

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

ADOPTED this 10th day of April, 2023.

SIGNED:

Mayor

ATTEST:

Deputy City Clerk

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

Ryan Hutchinson	Yes
Cherryl Jostad	Yes

Teresa O'Donnell-Ebner	Yes
Dale Williams	Yes
Mike Poellinger	Yes

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

ITEM 3.8 – NATURAL RESOURCE ADVISORY GROUP WORK PLAN

City Administrator Bill Waller reviewed with City Council for approval the Natural Resource Advisory Groups 2023 work plan. It was recommended that City Council approve the 2023 work plan as presented. Following discussion, Member Hutchinson made a motion, seconded by Member O'Donnell-Ebner as follows:

MOTION TO APPROVE THE NATURAL RESOURCE ADVISORY GROUPS 2023 WORK PLAN AS PRESENTED.

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

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

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

ITEM 3.9 – 2023 LICENSE APPLICATION

City Council reviewed a memo from City Administrative Assistant Chris Fortsch regarding a new Message Technician license application from Jennifer Vogel. The application appears to be in order and it was recommended that City Council approve the license application for 2023. Following discussion, Member Hutchinson made a motion, seconded by Member O'Donnell-Ebner as follows:

MOTION TO APPROVE A NEW 2023 MESSAGE TECHNICIAN LICENSE APPLICATION FROM JENNIFER VOGEL.

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

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

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

ITEM 3.10 – WORK/PLANNING SESSION

City Administrator Bill Waller led a work/planning session on the following:

1. Building and Zoning Department, with changes to the current Building Officials' job duties and the creation of a new Building Inspector position.
2. The creation of a new Public Works Director position.
3. The creation of a new City Clerk position, to replace the current Deputy City Clerk position.
4. The creation of a second Bookkeeper position to allow for the split between accounts payable and utility billing and the future conversion to utility bills being generated on a monthly basis.
5. At the May 22nd City Council meeting a general review of the Police Department's staffing levels with communities throughout the State will be presented.

A current City organizational structure chart, along with a proposed new organizational structure chart which included a number of new and revised positions was provided to the City Council for review and consideration. This was informational only, no action required.

6. STAFF CORRESPONDENCE/COMMITTEE UPDATES

- 6.1 – City Council reviewed the Explore La Crosse meeting minutes from 2/21/2023.
- 6.2 – City Council reviewed the Natural Resource Advisory Group meeting minutes from 3/23/2023
- 6.3 – City Council reviewed the City of La Crescent GreenStep Committee meeting minutes from 3/30/2023.

7. CORRESPONDENCE

- 7.1 – City Council reviewed a letter from the Arbor Day Foundation to congratulate La Crescent in earning recognition as a 2022 Tree City USA. This is the sixth year the City has been recognized as a Tree City USA.
- 7.2 – City Council reviewed information regarding the La Crescent volunteer day to pull garlic mustard on Saturday, April 22nd.

8. HOUSTON COUNTY

Houston County Commissioner Dewey Severson was in attendance and gave an update.

9. CHAMBER OF COMMERCE

Chamber of Commerce representative Jon Wilson was in attendance and gave an update.

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

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

and none voted against the same. The motion was declared duly carried and the meeting duly adjourned at 7:03 PM.

APPROVAL DATE: _____

SIGNED:

Mayor

ATTEST:

City Administrator

1.2

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
ABILITY BUILDING CENTER INC						
16001	FD - CLEANING COMM RM	03/31/2023	364.00	.00		
16001	FD - CLEANING STATION	03/31/2023	198.00	.00		
16002	CITY HALL - CLEANING	03/31/2023	234.00	.00		
16002	CITY HALL - SHREDDING	03/31/2023	45.32	.00		
Total 8085:			841.32	.00		
ALL STAR PRO GOLF INC						
INV31649	GC - TEES FOR RESALE	04/12/2023	256.42	.00		
Total 51:			256.42	.00		
AMAZON CAPITAL SERVICES						
19JX-FKN1-4RP	B&Z - BATTERY FOR TWO WAY RADIO	03/03/2023	39.99	.00		
1CTQ-C9W4-1R	FD - OIL CHANGE KITS	03/14/2023	211.34	.00		
1NCD-FKJH-CPX	PARKS - TREE PRUNERS	03/24/2023	329.85	.00		
1Q4J-HFVD-313	WATER FOUNTAIN PARTS	04/12/2023	175.02	.00		
1RYP-V176-36T	CITY - OFFICE SUPPLIES	03/29/2023	15.99	.00		
1RYP-V176-36T	COMM BLDG. - CLEANING SUPPLIES	03/29/2023	16.18	.00		
1RYP-V176-36T	CITY - CLEANING SUPPLIES	03/29/2023	37.28	.00		
1TQH-LN69-1LP	PARKS - PRESSURE WASHER ATTACHMENT	04/12/2023	139.99	.00		
1VXT-FJTK-KVR	PARKS - TREE PLANTING SUPPLIES	04/02/2023	133.46	.00		
1YPD-DV1X-9JR	STREET - VEHICLE MAINTENANCE	04/08/2023	145.82	.00		
Total 9956:			1,244.92	.00		
B & T TECHNICAL SERVICES, LLC						
1250	COMM BLDG - SOLAR ELECTRICAL SERVICE	03/31/2023	325.91	.00		
Total 9680:			325.91	.00		
BAKER & TAYLOR						
2037371880	LIBRARY - BOOKS	03/06/2023	335.65	.00		
2037387301	LIBRARY - BOOKS	03/14/2023	349.33	.00		
2037388134	LIBRARY - BOOKS	03/14/2023	73.09	.00		
2037405330	LIBRARY - BOOKS	03/22/2023	352.79	.00		
2037417966	LIBRARY - BOOKS	03/28/2023	277.96	.00		
H64293860	LIBRARY - BOOKS	03/10/2023	65.21	.00		
H64293861	LIBRARY - BOOKS	03/10/2023	14.98	.00		
Total 8022:			1,469.01	.00		
BAKKUM, DOUGLAS						
4/10/23	G. C. - USED GOLF BALLS FOR RESALE	04/10/2023	800.00	.00		
Total 9326:			800.00	.00		
BENISH, TYLER J.						
2022 & 2023 BO	REIMBURSE - WORK BOOTS	04/16/2023	250.00	.00		
Total 9249:			250.00	.00		
BOB'S SERVICE						
585115	ABNET FIELD RESTROOM REPAIRS	04/04/2023	1,531.00	.00		
585120	GC- REPAIR BEER COOLER	04/08/2023	938.00	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 8841:			2,469.00	.00		
CINTAS CORPORATION						
4149089497	CITY HALL - CLEANING	03/13/2023	64.28	.00		
4150490146	CITY HALL - CLEANING	03/27/2023	64.28	.00		
Total 9696:			128.56	.00		
CITY TREASURER'S OFFICE						
189294 - MARCH	WASTEWATER TO LA CROSSE	03/31/2023	28,846.45	.00		
Total 1086:			28,846.45	.00		
CORKY'S PIZZA & ICE CREAM						
4/6/23	PD - LUNCH MEETING	04/06/2023	71.90	.00		
Total 241:			71.90	.00		
CULLIGAN WATER CONDITIONING						
285X20815902	MAINT - WATER COOLER RENTAL	04/01/2023	39.95	.00		
285X20815902	CITY HALL - WATER COOLER RENTAL	04/01/2023	39.95	.00		
285X20815902	PD - WATER COOLER RENTAL	04/01/2023	39.95	.00		
285X20839407	FD - WATER COOLER RENTAL	04/01/2023	39.95	.00		
Total 231:			159.80	.00		
DAVY LABORATORIES						
23D0220	WATER - TESTING	04/14/2023	96.30	.00		
Total 312:			96.30	.00		
DDI GENERAL CONTRACTOR						
1116-1-A	SCDP GRANT EXPENSE	04/16/2023	23,400.00	.00		
Total 10085:			23,400.00	.00		
DRIFTLESS REGION VECTOR CONTROL						
139	STORM WATER MOSQUITO MONITORING	04/13/2023	1,576.00	.00		
Total 9815:			1,576.00	.00		
E O JOHNSON CO.						
INV1317075	DUO AUTHEINITCATION - B&Z	04/06/2023	10.60	.00		
INV1317075	DUO AUTHEINITCATION - FIRE	04/06/2023	45.05	.00		
INV1317075	DUO AUTHEINITCATION - LIC BUR	04/06/2023	45.05	.00		
INV1317075	DUO AUTHEINITCATION - PUB WORKS	04/06/2023	10.60	.00		
INV1317075	DUO AUTHEINITCATION - STREETS	04/06/2023	10.60	.00		
INV1317075	DUO AUTHEINITCATION - CLERK	04/06/2023	26.50	.00		
INV1317075	DUO AUTHEINITCATION - GC	04/06/2023	26.50	.00		
INV1317075	DUO AUTHEINITCATION - POLICE	04/06/2023	68.90	.00		
INV1317075	DUO AUTHEINITCATION - SEWER	04/06/2023	10.60	.00		
INV1317075	DUO AUTHEINITCATION - WATER	04/06/2023	10.60	.00		
INV1317076	OFFICE 365	04/21/2023	200.00	.00		
Total 8614:			465.00	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
EMERGENCY COMMUNICATION SYSTEM						
3874	SIREN MAINTENANCE	04/18/2023	1,416.00	.00		
Total 9426:			1,416.00	.00		
EMERGENCY MEDICAL PRODUCTS INC						
2533863	FD - MEDICAL SUPPLIES	03/03/2023	29.40	.00		
2540805	FD - MEDICAL SUPPLIES	03/23/2023	122.97	.00		
Total 433:			152.37	.00		
G & F DISTRIBUTING, INC.						
0132310208	GC - BEER FOR RESALE	04/14/2023	179.00	.00		
Total 8628:			179.00	.00		
GALLIGAN, JOHN						
4/23/23	LIBRARY - AUTHOR VISIT	04/23/2023	200.00	200.00	04/19/2023	
Total 10082:			200.00	200.00		
GOODYEAR AUTO SERVICE CENTER						
0000049599	PARKS - MOWER TIRE	04/12/2023	155.54	.00		
Total 607:			155.54	.00		
H & R CONST. CO.						
20869	STREETS - GUARD RAIL HOOKS	04/05/2023	400.55	.00		
Total 8629:			400.55	.00		
HARTERT'S BUILDING SOLUTIONS						
46067	SCDP GRANT EXPENSES	04/17/2023	800.00	.00		
46068	SCDP GRANT EXPENSES	04/17/2023	800.00	.00		
Total 9689:			1,600.00	.00		
HAWKINS INC.						
6447184	WATER PLANT - CHEMICALS	04/15/2023	20.00	.00		
Total 512:			20.00	.00		
HOUSTON CNTY TREASURER						
2023 BEER OFF	G.C. BEER OFF SALE LIC. RENEWAL FEE	04/01/2023	50.00	.00		
2023 BEER ON	G.C. BEER ON SALE LIC. RENEWAL FEE	04/01/2023	50.00	.00		
2023 WINE	G.C. WINE LICENSE RENEWAL FEE	04/01/2023	250.00	.00		
Total 7222:			350.00	.00		
LA CRESCENT AREA EVENT CENTER, INC.						
3/23 LODGING T	LODGING TAX - MARKETING & PROMO AGREEMENT	04/24/2023	896.66	.00		
Total 9810:			896.66	.00		
LA CRESCENT CHAMBER OF COMMERCE						
3/23 LODGING T	LODGING TAX - MARKETING & PROMO AGREEMENT	04/24/2023	896.66	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 1142:			896.66	.00		
LA CROSSE AREA CONVENTION AND						
3/23 LODGING T	LODGING TAX - MARKETING & PROMO AGREEMENT	04/24/2023	2,804.93	.00		
Total 9824:			2,804.93	.00		
LA CROSSE SEED CORPORATION						
SI-2312343	PARKS - GRASS SEED	04/13/2023	53.63	.00		
Total 1198:			53.63	.00		
LEPAK, JASPAR						
4/29/23	LIBRARY - CONCERT PERFORMANCE	04/29/2023	500.00	.00		
Total 10084:			500.00	.00		
LUDWIGSON, JASON						
4/10/23	REIMBURSE - FEE FOR PESTICIDE APPLICATOR EXAM	04/10/2023	76.68	.00		
Total 9632:			76.68	.00		
MAYO CLINIC AMBULANCE SERVICE						
CPR CLASS 3/4/	CPR CLASS	03/04/2023	135.00	.00		
Total 8150:			135.00	.00		
MENARDS-LA CROSSE						
81661	SEWER REPAIR	04/05/2023	69.30	.00		
81664	ABNET PARK SINK REPAIR	04/05/2023	44.98	.00		
82040	WELL 3 REPAIR	04/14/2023	87.05	.00		
Total 1352:			201.33	.00		
MICROMARKETING, LLC						
915504	LIBRARY - BOOKS	03/07/2023	35.65	.00		
916037	LIBRARY - BOOKS	03/14/2023	117.42	.00		
917164	LIBRARY - BOOKS	03/23/2023	39.94	.00		
Total 10060:			193.01	.00		
MIENERGY COOPERATIVE						
3/23 STMT	ELECT UTILITIES-GC POP MACH.	03/31/2023	65.91	65.91	04/19/2023	
3/23 STMT	ELECT UTILITIES-GC IRRIGATION & PARKING LOTS LIGH	03/31/2023	176.35	176.35	04/19/2023	
3/23 STMT	ELECT UTILITIES - WIESER PARK	03/31/2023	77.44	77.44	04/19/2023	
3/23 STMT	ELECT UTILITIES-CRESC.HGTS.& WILDWOOD SEC LIGH	03/31/2023	245.81	245.81	04/19/2023	
3/23 STMT	ELECT UTILITIES-GC CLUBHOUSE	03/31/2023	222.51	222.51	04/19/2023	
3/23 STMT	ELECT UTILITIES - HORSETRACK MEADOWS LIFT STATI	03/31/2023	144.29	144.29	04/19/2023	
Total 2012:			932.31	932.31		
MINNESOTA CHILD SUPPORT PAYMENT CENTER						
4/14 P/R 001563	MN CHILD SUPPORT	04/18/2023	640.97	640.97	04/19/2023	
Total 9597:			640.97	640.97		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
MINNESOTA ENERGY RESOURCES INC						
3/23 STMT	ABNET RESTROOMS - GAS UTILITIES	03/31/2023	186.30	186.30	04/21/2023	
3/23 STMT	COMMUNITY BLDG - GAS UTILITIES	03/31/2023	521.97	521.97	04/21/2023	
3/23 STMT	CITY HALL - GAS UTILITIES	03/31/2023	300.18	300.18	04/21/2023	
3/23 STMT	PUMP HOUSE MCINTOSH	03/31/2023	80.29	80.29	04/21/2023	
3/23 STMT	CONTROL BLDG - GAS UTILITIES	03/31/2023	104.77	104.77	04/21/2023	
3/23 STMT	ANIMAL SHELTER - GAS UTILITIES	03/31/2023	141.16	141.16	04/21/2023	
3/23 STMT	POOL - GAS UTILITIES	03/31/2023	63.88	63.88	04/21/2023	
3/23 STMT	LIBRARY - GAS UTILITIES	03/31/2023	150.66	150.66	04/21/2023	
3/23 STMT	MAINT BLDG - GAS UTILITIES	03/31/2023	724.54	724.54	04/21/2023	
3/23 STMT	PUMP HOUSE ORCHARDVIEW	03/31/2023	105.49	105.49	04/21/2023	
3/23 STMT	ICE ARENA - GAS UTILITIES	03/31/2023	1,140.12	1,140.12	04/21/2023	
Total 8171:			3,519.36	3,519.36		
MN UNEMPLOYMENT INSURANCE						
CITY 1ST QTR 2	STREET - UNEMPLOYMENT BENEFITS	04/10/2023	239.94	.00		
CITY 1ST QTR 2	PARKS - UNEMPLOYMENT BENEFITS	04/10/2023	239.94	.00		
Total 1321:			479.88	.00		
MORRIS ELECTRONICS INC.						
2083	IT SERVICES - FBI/BCA AUDIT COMPLIANCE & IT TRANSI	03/16/2023	1,122.70	.00		
2084	IT SERVICES - FBI/BCA AUDIT COMPLIANCE & IT TRANSI	03/16/2023	2,296.60	.00		
2396	IT ASSISTANCE WITH WATCHGUARD SYSTEM	04/06/2023	100.00	.00		
Total 10081:			3,519.30	.00		
MUNICIPAL EMERGENCY SERVICE						
IN1854498	FD - PPE	03/31/2023	90.00	.00		
Total 8816:			90.00	.00		
MUSIC IN MOTION						
2023 NNO	PD - DJ ENTERTAINMENT FOR NNO	04/20/2023	750.00	.00		
Total 9958:			750.00	.00		
NORTHERN BEVERAGE DISTRIBUTING						
1099261	GC - BEER FOR RESALE	03/30/2023	727.20	.00		
Total 2311:			727.20	.00		
PENDELTON TURF SUPPLY INC						
5944	GC - FERTILIZER FOR THE COURSE	04/14/2023	2,375.20	.00		
Total 9169:			2,375.20	.00		
PUMP 4 LESS						
3/23 CITY	PUBLIC WORKS - MOTOR FUEL	03/31/2023	36.00	.00		
3/23 POLICE	POLICE DEPT - MOTOR FUEL	03/31/2023	82.69	.00		
Total 8604:			118.69	.00		
QUADIENT FINANCE USA, INC						
4/23 STMT	Postage Meter Postage- Arena	04/14/2023	3.00	.00		
4/23 STMT	Postage Meter Postage- Clerk	04/14/2023	45.00	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
4/23 STMT	Postage Meter Postage- Golf course	04/14/2023	9.00	.00		
4/23 STMT	Postage Meter Postage- Lic Bur	04/14/2023	30.00	.00		
4/23 STMT	Postage Meter Postage- Pool	04/14/2023	6.00	.00		
4/23 STMT	Postage Meter Postage- Sewer	04/14/2023	63.00	.00		
4/23 STMT	Postage Meter Postage- Animal rescue	04/14/2023	3.00	.00		
4/23 STMT	Postage Meter Postage- B&Z	04/14/2023	21.00	.00		
4/23 STMT	Postage Meter Postage- Fire	04/14/2023	12.00	.00		
4/23 STMT	Postage Meter Postage- Library	04/14/2023	9.00	.00		
4/23 STMT	Postage Meter Postage- Police	04/14/2023	21.00	.00		
4/23 STMT	Postage Meter Postage- Public works	04/14/2023	15.00	.00		
4/23 STMT	Postage Meter Postage- Water	04/14/2023	63.00	.00		
Total 9799:			300.00	.00		
R & R PRODUCTS INC						
CD2775820	GC - FLAGS & POLES FOR GREENS	04/13/2023	413.50	.00		
CD2775916	GC - COURSE REPAIR	04/13/2023	441.18	.00		
CD2775916	GC - EQUIPMENT REPAIR	04/13/2023	1,602.69	.00		
Total 1833:			2,457.37	.00		
RIVERLAND COMMUNITY COLLEGE						
1152642	FD - PREP FOR INITIAL COMP.OPS	03/19/2023	2,200.00	.00		
1152872	FD - SCBA/RIT TRAILER TRAINING	03/27/2023	1,200.00	.00		
Total 1837:			3,400.00	.00		
SCHOTT DISTRIBUTING CO., INC.						
490241	GC - CREDIT END OF YR BEER PICKUP	03/30/2023	588.50-	.00		
513147	GC - BEER FOR RESALE	03/30/2023	851.35	.00		
Total 1931:			262.85	.00		
SEMCAC						
INV. NO. 4	SCDP GRANT EXPENSES	04/18/2023	3,750.00	.00		
Total 9559:			3,750.00	.00		
SOUTHEAST LIBRARIES COOP						
051119	LIBRARY - SELCO AUTOMATION FEE	04/05/2023	1,323.24	.00		
051161	LIBRARY - OFFICE SUPPLIES	04/07/2023	82.56	.00		
051170	LIBRARY - PROCESSING MATERIALS	04/07/2023	113.69	.00		
Total 1962:			1,519.49	.00		
STAR TRIBUNE						
4/21/23 - 4/19/24	LIBRARY SUBSCRIPTION RENEWAL - 52 WEEKS	04/02/2023	439.30	.00		
Total 1866:			439.30	.00		
STUBER, KATHRYN						
3/23 LIBRARY	LIBRARY - CLEANING	03/31/2023	200.00	.00		
Total 10010:			200.00	.00		
TEAM LABORATORY CHEMICAL, LLC						
INV0034959	SEWER - ROOT TREATMENT	04/14/2023	318.25	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 2035:			318.25	.00		
TENNIS COURT SUPPLY, LLC						
AB-1302	PARKS - REPLACEMENT PARTS FOR TENNIS COURT	04/14/2023	599.98	.00		
Total 10083:			599.98	.00		
THE BUYERS EX-PRESS						
3522	GC - ADVERTISING	04/06/2023	150.00	.00		
Total 9513:			150.00	.00		
THORSON GRAPHICS LLC						
8796	VESTS FOR VOLUNTEERS WHO COMPLETED TREE STE	03/25/2023	299.76	.00		
Total 8998:			299.76	.00		
TITAN MACHINERY INC.						
18168541	MAINT - CASE LOADER REPAIR	03/21/2023	4,145.01	.00		
Total 9088:			4,145.01	.00		
ULINE						
162223021	PARKS-DOG WASTE BAGS	04/10/2023	195.00	.00		
Total 9422:			195.00	.00		
UNITED STATES POSTMASTER						
4/23 PAST DUE	PAST DUE WATER/SEWER - WATER	04/19/2023	22.32	22.32	04/20/2023	
4/23 PAST DUE	PAST DUE WATER/SEWER - SEWER	04/19/2023	22.32	22.32	04/20/2023	
Total 2102:			44.64	44.64		
UW-LA CROSSE						
5136	WORK PERFORMED - MISSISSIPPI VALLEY ARCHAEOLO	04/17/2023	8.19	.00		
Total 9984:			8.19	.00		
VERIZON WIRELESS						
9931501345	WATER DEPT - WIRELESS	03/31/2023	59.09	.00		
9931501345	SEWER DEPT - WIRELESS	03/31/2023	59.09	.00		
Total 8973:			118.18	.00		
Grand Totals:			103,992.88	5,337.28		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Dated:						
Mayor:						
City Council:						
City Recorder:						
City Treasurer:						

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

5:30 Public Meeting

Notice of Local Board of Appeal and Equalization
Important Information Regarding Property Assessments
This may affect your 2024 property taxes

NOTICE IS HEREBY GIVEN, that the Board of Appeal and Equalization for the City of La Crescent in Houston and Winona County, Minnesota, will meet at the La Crescent City Hall 315 Main Street, La Crescent, Minnesota, at 5:30 o'clock P.M., on Monday, the 24th day of April, 2023.

The purpose of this meeting is to determine whether taxable property in the jurisdiction has been properly valued and classified by the assessor and to determine whether corrections need to be made.

If you believe the value or classification of your property is incorrect, please contact your assessor's office to discuss your concerns. If you disagree with the valuation or classification after discussing it with your assessor, you may appear before the local board of appeal and equalization. The board will review your assessments and may make corrections as needed. You must appeal to the local board of appeal and equalization before appealing to the county board of appeal and equalization.

Given under my hand this 10th day of April 2023.

Bill Waller
City Administrator
City of La Crescent

Primary Parcel ID	Net Sale Price	Adjusted 2021 EMV	City Town	Trend Applied	Sales Ratio
25.0078.000	\$260,000	\$157,800	La Crescent	APPEAL	61%
25.0080.000	\$284,900	\$242,600	La Crescent	APPEAL	85%
25.0139.000	\$155,000	\$103,100	La Crescent	APPEAL	67%
25.0146.000	\$284,500	\$188,400	La Crescent	APPEAL	66%
25.0164.000	\$279,900	\$217,700	La Crescent	APPEAL	78%
25.0210.000	\$219,400	\$158,700	La Crescent	APPEAL	72%
25.0217.000	\$260,000	\$167,600	La Crescent	APPEAL	64%
25.0221.000	\$205,000	\$110,400	La Crescent	APPEAL	54%
25.0239.000	\$227,500	\$161,100	La Crescent	APPEAL	71%
25.0288.001	\$315,440	\$262,700	La Crescent	APPEAL	83%
25.0321.000	\$257,000	\$189,300	La Crescent	APPEAL	74%
25.0379.000	\$272,000	\$186,400	La Crescent	APPEAL	69%
25.0409.000	\$230,000	\$167,600	La Crescent	APPEAL	73%
25.0478.001	\$150,000	\$135,600	La Crescent	APPEAL	90%
25.0500.000	\$210,000	\$147,600	La Crescent	APPEAL	70%
25.0503.000	\$270,000	\$200,600	La Crescent	APPEAL	74%
25.0507.000	\$165,000	\$143,100	La Crescent	APPEAL	87%
25.0538.000	\$160,000	\$108,600	La Crescent	APPEAL	68%
25.0549.000	\$350,000	\$202,000	La Crescent	APPEAL	58%
25.0567.000	\$183,000	\$115,800	La Crescent	APPEAL	63%
25.0638.000	\$155,000	\$137,000	La Crescent	APPEAL	88%
25.0763.000	\$167,500	\$109,300	La Crescent	APPEAL	65%
25.0777.000	\$260,000	\$192,000	La Crescent	APPEAL	74%
25.0791.000	\$290,000	\$292,600	La Crescent	APPEAL	101%
25.0816.000	\$210,000	\$222,900	La Crescent	APPEAL	106%
25.0873.000	\$245,000	\$159,100	La Crescent	APPEAL	65%
25.0907.000	\$225,000	\$224,500	La Crescent	APPEAL	100%
25.0928.000	\$310,000	\$247,700	La Crescent	APPEAL	80%
25.0935.001	\$320,000	\$256,600	La Crescent	APPEAL	80%
25.0955.003	\$339,500	\$269,800	La Crescent	APPEAL	79%
25.0971.000	\$259,900	\$200,900	La Crescent	APPEAL	77%
25.0973.000	\$291,000	\$218,800	La Crescent	APPEAL	75%
25.0984.000	\$225,000	\$172,500	La Crescent	APPEAL	77%
25.0996.000	\$230,000	\$214,400	La Crescent	APPEAL	93%
25.1021.000	\$163,900	\$144,300	La Crescent	APPEAL	88%
25.1037.000	\$260,000	\$173,800	La Crescent	APPEAL	67%
25.1051.000	\$260,000	\$199,900	La Crescent	APPEAL	77%
25.1100.000	\$250,000	\$180,400	La Crescent	APPEAL	72%
25.1150.000	\$305,000	\$247,600	La Crescent	APPEAL	81%
25.1151.000	\$313,900	\$208,400	La Crescent	APPEAL	66%
25.1215.000	\$315,000	\$222,200	La Crescent	APPEAL	71%
25.1261.006	\$235,000	\$184,200	La Crescent	APPEAL	78%
25.1266.019	\$380,000	\$284,200	La Crescent	APPEAL	75%

25.1290.000	\$275,500	\$221,800	La Crescent	APPEAL	81%
25.1342.000	\$270,000	\$209,500	La Crescent	APPEAL	78%
25.1436.000	\$265,000	\$187,000	La Crescent	APPEAL	71%
25.1479.000	\$591,500	\$370,600	La Crescent	APPEAL	63%
25.1494.000	\$441,000	\$306,000	La Crescent	APPEAL	69%
25.1644.000	\$270,000	\$183,700	La Crescent	APPEAL	68%
25.1675.000	\$330,000	\$192,200	La Crescent	APPEAL	58%
25.1693.000	\$375,000	\$325,700	La Crescent	APPEAL	87%
25.1696.000	\$420,500	\$294,200	La Crescent	APPEAL	70%
25.1753.000	\$295,000	\$221,500	La Crescent	APPEAL	75%
25.1755.000	\$405,000	\$321,100	La Crescent	APPEAL	79%
25.1787.000	\$340,000	\$261,800	La Crescent	APPEAL	77%
25.1799.000	\$390,000	\$289,500	La Crescent	APPEAL	74%
25.1871.000	\$449,250	\$345,600	La Crescent	APPEAL	77%
25.1943.000	\$528,500	\$443,400	La Crescent	APPEAL	84%
25.1977.000	\$485,000	\$355,600	La Crescent	APPEAL	73%
25.2000.000	\$455,000	\$373,900	La Crescent	APPEAL	82%
25.2004.000	\$449,900	\$427,600	La Crescent	APPEAL	95%
25.2009.000	\$424,900	\$311,800	La Crescent	APPEAL	73%
25.2030.000	\$505,000	\$325,800	La Crescent	APPEAL	65%
25.2045.000	\$332,000	\$239,200	La Crescent	APPEAL	72%
25.2046.000	\$332,000	\$226,100	La Crescent	APPEAL	68%
25.2082.000	\$185,000	\$170,100	La Crescent	APPEAL	92%
25.2099.000	\$155,000	\$97,700	La Crescent	APPEAL	63%
25.2128.000	\$343,900	\$254,600	La Crescent	APPEAL	74%
25.2129.000	\$335,000	\$314,400	La Crescent	APPEAL	94%
25.2144.000	\$375,000	\$238,400	La Crescent	APPEAL	64%
25.2147.002	\$312,500	\$218,300	La Crescent	APPEAL	70%
25.2190.000	\$380,000	\$238,200	La Crescent	APPEAL	63%
25.2192.000	\$700,000	\$746,200	La Crescent	APPEAL	107%
25.1815.000	\$975,000	\$847,200	La Crescent	APPEAL	87%
25.1839.000	\$760,000	\$534,800	La Crescent	APPEAL	70%
25.2243.000	\$1,200,000	\$796,800	La Crescent	None	66%
25.0344.000	\$650,000	\$673,800	La Crescent	None	104%
25.1941.000	\$81,500	\$65,000	La Crescent	None	80%
25.1995.000	\$42,000	\$45,000	La Crescent	None	107%
25.1998.000	\$42,000	\$38,500	La Crescent	None	92%
25.2279.000	\$69,900	\$30,800	La Crescent	None	44%
25.2286.000	\$87,500	\$74,800	La Crescent	None	85%
25.2295.000	\$90,000	\$38,500	La Crescent	None	43%
25.2296.000	\$85,000	\$34,100	La Crescent	None	40%
25.2300.000	\$79,000	\$35,200	La Crescent	None	45%
25.2314.000	\$105,800	\$41,800	La Crescent	None	40%
25.2329.000	\$74,900	\$40,700	La Crescent	None	54%

MEMORANDUM

TO: Bill Waller, City Administrator

FROM: Tim Hruska, P.E., L.S.

DATE: April 21, 2023

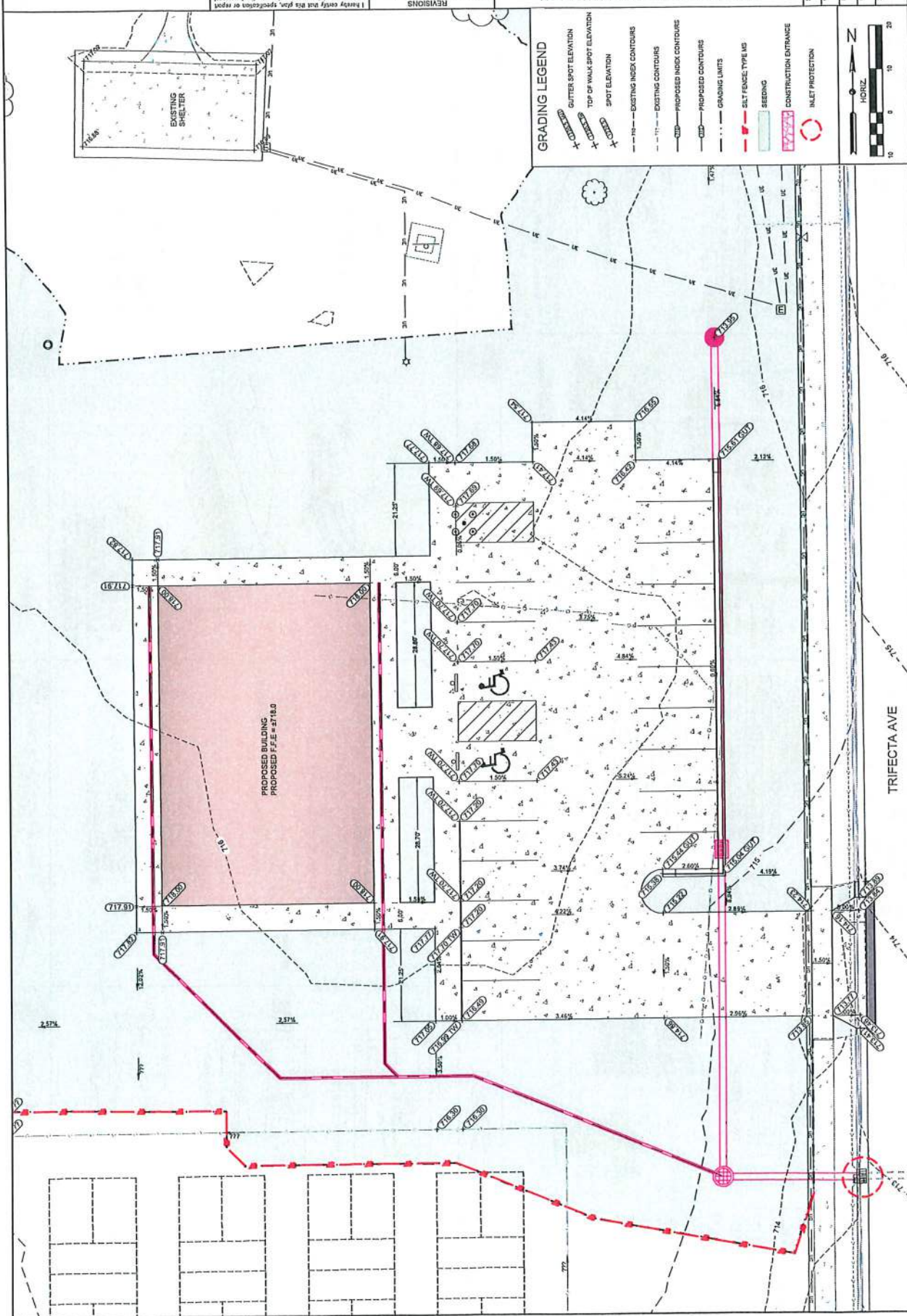
RE: Wieser Park Improvements

This project includes constructing concrete parking lot, site grading, and storm sewer improvements at Wieser Park. The parking lot will also include lighting and EV charging station. The project is in conjunction with the shelter that is under construction.

The plans and specifications for the above referenced project. The plans are attached.

Council Action Recommendation

We recommend that the Council approves Plans and Specifications and authorizes Staff to obtain quotes for this project that will be presented at a future meeting.



10 OF 9

MEMORANDUM

TO: Bill Waller, City Administrator
FROM: Tim Hruska, P.E., L.S.
DATE: April 19, 2023
RE: Climate Resiliency Planning

The City received a Small Communities Resiliency Grant for \$89,845.45 in March. The grant requires a 10% match, which can include staff time. The grant submission included 38 hours of City Staff time. The project will study the effects of localized flooding and impacts from the Mississippi River. The study will result in the following items.

- Identify which portions of the City are most vulnerable to flash floods under future rainfall events.
- Develop a prioritized list of stormwater infrastructure or road improvements to reduce the vulnerability of flood prone area.
- Guide City planning for maintaining access and core functions during flood events.

The attached agreement will develop a hydraulic model to review potential scenarios and identify infrastructure deficiencies. These deficiencies will be prioritized with estimated costs presented in the report.

Upon approval of the Professional Services Agreement, WHKS will begin working on the project with scheduled completion in the spring of 2024.



PROFESSIONAL SERVICES AGREEMENT

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

WHEREAS, the Client has a need for certain professional services relating to the project described as **Flood Resiliency Plan**.

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

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

Scope of Services

WHKS shall perform the following described services for the Client:

Design engineering services as described on the attached Scope of Services included in Attachment A.

Basis of Compensation

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

Billed Hourly with a Not-to-Exceed Fee of \$94,840 including Expenses. External expenses include an administrative charge of 10 percent.

Executed this _____ day of April, 2023

City of La Crescent

By: _____

Printed Name: _____

Title: _____

WHKS & CO.

By: _____

Printed Name: _____

Title: _____



Project title:

City of La Crescent Flood Resiliency Plan

1. Project summary:

Organization: City of La Crescent (the City)
Grantee's Authorized
Representative (Grantee
project manager): Jason Ludwigson
Title: City Sustainability Coordinator
Address: 315 Main Street
La Crescent, MN 55947
Phone: 507-313-9633
Email: jludwigson@cityoflacrescent-mn.gov

Minnesota Pollution Control Agency (MPCA) contact:

State's Authorized
Representative (MPCA
project manager): Aimee Duchene
Title: Grants Coordinator
Address: 714 Lake Ave., Suite 220
Detroit Lakes, MN 56501
Phone: 218-847-1519
Email: aimee.duchene@state.mn.us

Project information

Start date: 03/2022 End date: 6/30/2024
Total cost: \$98,830.00 (Grant: \$89,845.45; Match: \$8,984.55)

2. Statement of project details

The city of La Crescent is located in southeastern Minnesota, bordered by steep bluffs to the west and the Mississippi River to the east. Approximately one-third of the City is located within the Mississippi River floodplain. The city of La Crescent faces the unique challenge of planning for the potential impacts of increased intensity and depth of rainfall events on localized flooding when Mississippi River water levels are also above flood stage.

The Redwood River Drainage area drains north to south through the heart of the City and discharges to Pine Creek through a trailer park community. The trailer park community has been evacuated within the last 15-years due to flash flood conditions resulting from small but intense rainfall events. Notable floods occurred in August of 2007, which resulted in up to 2-feet of flooding on Main and Elm Streets, followed by another large rainfall event in July of 2008. More recently, approximately 5.5-inches of rain fell within a several hour period in August 2021, resulting in another localized flash flood.

Results from this study will be used to:

- identify which portions of the City are most vulnerable to flash floods under future rainfall events,

- develop a prioritized list of stormwater infrastructure or road improvements to reduce the vulnerability of flood prone areas, and
- guide City planning for maintaining access and core functions during flood events.

3. Goal statement, project deliverable(s), tasks, and subtasks

Goal statement: The goal of this planning project is to produce a prioritized list of storm water infrastructure and street improvements, including opinions of probable costs, for the City to incorporate to annual capital improvement plans, inform a stormwater utility rate update study, and pursue future grant opportunities as they arise. The plan will form the scientific basis for project prioritization and grant applications required by many state funding grant applications, increasing the competitiveness of City grant applications. This proposed project will also educate decision makers and the public about the impacts of increased rainfall to their community and resources, which may open future opportunities for funding or implementation partners.

Project deliverables: XP-SWMM modeled scenarios of peak flows and flood elevations in the Redwood Drive Drainage Area and Shore Acres Road under current (Atlas-14, volume 8, version 2) and future (mid-century) flood events to identify potential deficiencies in the existing storm water infrastructure and street design under future climate change. We will use this information to develop a prioritized list of storm water infrastructure and street improvements for the City to incorporate into their annual capital improvement budgets, pursue grant funding, or identify other implementation partners. The final project deliverable will be a written plan that provides the City with a road map of prioritized storm water infrastructure and street improvements, and potential partners, to guide implementation and funding over the next 10 years.

Task 1 of 3: H&H Model Development and Scenarios

Subtask 1a: Background Data Collection and Review

Brief description of activities involved: This task consists of gathering and formatting climate, topographical, and storm water infrastructure data for the Redwood Drive Drainage Area and Shore Acres Road.

Subtask 1b: H&H Model Development and Scenarios

Brief description of activities involved: This task covers the construction of a 2D hydrologic & hydraulic model in XP-SWMM of the Redwood Drive Drainage Area and Shore Acres Road and run a range of simulations under current (Atlas-14, volume 8, version 2) and future (mid-century) flood events for submerged and free fall outlet conditions.

Subtask 1c: Identification of Storm Water Infrastructure and Street Design Deficiencies

Brief description of activities involved: We will compare peak flows and flood elevations in the Redwood Drive Drainage Area and Shore Acres Road under current (Atlas-14, volume 8, version 2) and future (mid-century) flood events to identify potential deficiencies in the existing storm water infrastructure and street design under future climate change.

Task 2 of 3: Infrastructure Improvement Plan

Subtask 2a: Prioritization of Improvements and Estimated Costs

Brief description of activities involved: City and consulting staff will use the modeling results and their expertise to prioritize storm water infrastructure and street improvements for implementation over the next 10 years so as to have the biggest impact on protecting homes, businesses, and roads from future flood events. This task will also include identification of other future funding opportunities, such as grants, and implementation partners, such as the La Crosse Urban Stormwater Group, the WinLac One Watershed, One Plan planning partnership, the Houston and Winona Soil and Water Conservation Districts, local schools, businesses and private landowners.

Subtask 2b: Public Outreach and Engagement

Brief description of activities involved: This task includes presentation of the study results to the City Council, potential implementation partners (such as the La Crosse Urban Stormwater Group, the WinLac One Watershed, One Plan planning partnership, the Houston and Winona Soil and Water Conservation Districts, local schools, businesses, and private landowners). The purpose of these meetings will be to educate the public on the impacts of increased rainfall to their community and resources and to provide an opportunity for their input on the prioritization of proposed storm water infrastructure and street improvements. In addition, the City will utilize their existing MS4 public engagement and education program to develop fact sheets that summarize the primary results of the plan and key messages for decision makers and local residents.

Subtask 2c: Final Report Development

Brief description of activities involved: The results from this planning project will be summarized in a written plan that will provide the City with a road map of prioritized storm water infrastructure and street improvements, and potential partners, to guide implementation and funding over the next 10 years. The plan will also form the scientific basis for project prioritization required by many state funding grant applications.

Task 3 of 3: Final Report and Project Deliverables

Subtask 3a: Submit Grant Final Report

Brief description of activities involved: Will provide a final grant project report using the MPCA template approximately one month prior to the end of the grant agreement on June 30, 2024, or at completion of the project, whichever occurs first. Will respond promptly to any requests by the MPCA authorized representative for additional information and/or corrections to the report.

Timeframe: May-June 2024

Subtask 3b: Submit Project Deliverables

Brief description of activities involved: Will provide electronic files of all project deliverables to the MPCA authorized representative prior to the end of the grant agreement on June 30, 2024, or at the completion of the project, whichever occurs first.

Timeframe: May-June 30, 2024

STANDARD TERMS AND CONDITIONS FOR PUBLIC SECTOR PROJECTS

1. Scope of Services

Client and WHKS have agreed to a list of services WHKS will provide to Client as listed on the Professional Services Agreement Form.

2. Governing Law

The laws of the State of Minnesota will govern this Agreement, its interpretation and performance. Any litigation arising in any way from this Agreement shall be brought in the courts of that State.

3. Standard of Care

Services provided by WHKS under this Agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances and locality.

4. Integration

This Agreement comprises the final and complete agreement between Client and WHKS. It supersedes all prior communications, representations, or agreements, whether oral or written, relating to the subject matter of this Agreement. Execution of this Agreement signifies that each party has read the document thoroughly. Amendments to this Agreement shall not be binding unless made in writing and signed by both Client and WHKS.

5. Guarantees and Warranties

WHKS shall not be required to sign any documents, no matter by whom requested, that would result in WHKS having to guarantee or warrant the existence of conditions whose existence WHKS cannot ascertain. Client also agrees not to

make resolution of any dispute with WHKS or payment of any amount due to WHKS in any way contingent upon WHKS signing any such guarantee or warranty.

6. Indemnification

WHKS agrees, to the extent permitted by law, to indemnify and hold Client harmless from any damage, liability or cost (including reasonable attorney's fees and costs of defense) to the extent caused by WHKS' negligent acts, errors or omissions in the performance of professional services under this Agreement and those of its subconsultants or anyone for whom WHKS is legally liable.

Client agrees, to the extent permitted by law, to indemnify and hold WHKS harmless from any damage, liability or cost (including reasonable attorneys' fees and costs of defense) to the extent caused by Client's negligent acts, errors or omissions and those of Client's contractors, subcontractors or consultants or anyone for whom Client is legally liable.

Neither WHKS nor Client shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence.

7. Billing and Payment Provisions

Invoices shall be submitted by WHKS monthly and are due upon presentation and shall be considered PAST DUE if not paid within thirty (30) calendar days of the invoice date.

If payment is not received by WHKS within thirty (30) calendar days of the invoice date, Client shall pay as interest an additional charge of one

and one-quarter percent (1.25%) of the PAST DUE amount per month. Payment thereafter shall first be applied to accrued interest and then to the unpaid principal.

If Client fails to make payments within sixty (60) days from the date of an invoice or otherwise is in breach of this Agreement, WHKS may, at its option, suspend performance of services upon five (5) calendar days' notice to Client. WHKS shall have no liability whatsoever to Client for any costs or damages as a result of such suspension caused by any breach of this Agreement by Client. If Client fails to make payment to WHKS in accordance with the payment terms herein, this shall constitute a material breach of this Agreement and shall be cause for termination by WHKS.

In the event legal action is necessary to enforce the payment provisions of this Agreement, WHKS shall be entitled to collect from Client any judgment or settlement sums due, reasonable attorneys' fees, court costs and expenses incurred by WHKS in connection therewith and, in addition, the reasonable value of WHKS personnel time and expenses spent in connection with such collection action, computed at WHKS current fee schedule and expense policies.

Payment of invoices is in no case subject to unilateral discounting or set-offs by Client, and payment is due regardless of suspension or termination of this Agreement by either party.

8. Ownership of Records

All reports, plans, specifications, field data and notes and other

documents, including all documents on electronic media, prepared by WHKS as instruments of service shall remain the property of WHKS.

Client shall be permitted to retain copies, including reproducible copies, of the plans and specifications for information and reference in connection with Client's use of the completed project. The plans and specifications shall not be used by Client or by others on other similar projects except by agreement in writing by WHKS.

9. Delivery of Electronic Files

In accepting and utilizing any drawings, reports and data on any form of electronic media generated and provided by WHKS, Client covenants and agrees that all such electronic files are instruments of service of WHKS, who shall be deemed the author, and who shall retain all rights under common and statutory laws, and other rights, including copyrights. Client is aware that differences may exist between the electronic files delivered and the respective construction documents due to addenda, change orders or other revisions. In the event of a conflict between the signed construction documents prepared by WHKS and electronic files, the signed construction documents shall govern.

Client and WHKS agree that the electronic files prepared by WHKS shall conform to the current CADD software in use by WHKS or to other mutually agreeable CADD specifications defined in the Agreement. Any changes to the CADD specifications by either Client or WHKS are subject to review and acceptance by the other party. Additional efforts by WHKS made necessary by a change to the CADD specifications or other software shall be compensated for as Additional Services.

The electronic files provided by WHKS to Client are submitted for an acceptance period of 60 days. Any defects Client discovers during this period will be reported to WHKS and will be corrected as part of the Scope

of Services. Correction of defects detected and reported after the acceptance period will be compensated for as Additional Services.

Client agrees not to reuse the electronic files, in whole or in part, for any purpose or project other than the project that is the subject of this Agreement. Client agrees not to transfer the electronic files to others without the prior written consent of WHKS, except as required by law. In addition, Client agrees, to the extent permitted by law, to indemnify and hold WHKS harmless from any damage, liability or cost, including reasonable attorney's fees and costs of defense, arising from any changes made by anyone other than WHKS or from any reuse of the electronic files without the prior written consent of WHKS.

Under no circumstance shall delivery of the electronic files for use by Client be deemed a sale by WHKS and WHKS makes no warranties, either express or implied, of merchantability and fitness for any particular purpose. In no event shall WHKS be liable for any loss of profit or any consequential damages.

10. Changed Conditions

Client shall rely on the judgment of WHKS as to the continued adequacy of this agreement in light of occurrences or discoveries that were not originally contemplated by or known to WHKS. Should WHKS call for contract renegotiation, WHKS shall identify the changed conditions necessitating renegotiation and WHKS and Client shall promptly and in good faith enter into renegotiation of this Agreement. If terms cannot be agreed to, the parties agree that either party has the absolute right to terminate this Agreement.

11. Permits and Approvals

WHKS shall assist Client in applying for those permits and approvals typically required by law for projects similar to the one for which WHKS services are being engaged. This assistance consists of completing

and submitting forms as to the results of certain work included in the Scope of Services.

12. Suspension of Services

If the project is suspended for more than thirty (30) calendar days in the aggregate, WHKS shall be compensated for services performed and charges incurred prior to receipt of notice to suspend and, upon resumption, an equitable adjustment in fees to accommodate the resulting demobilization and remobilization costs. In addition, there shall be an equitable adjustment in the project schedule based on the delay caused by the suspension. If the project is suspended for more than ninety (90) calendar days in the aggregate, WHKS may, at its option, terminate this Agreement upon giving notice in writing to Client.

13. Termination

Either Client or WHKS may terminate this Agreement at any time with or without cause upon giving the other party seven (7) calendar days prior written notice. Client shall within thirty (30) calendar days of termination pay WHKS for all services rendered and all costs incurred up to the date of termination, in accordance with the compensation provisions of the Agreement.

14. Unauthorized Changes

In the event Client, Client's contractors or subcontractors or anyone for whom Client is legally liable makes or permits to be made any changes to any reports, plans, specifications or other contract documents prepared by WHKS without obtaining WHKS' prior written consent, Client shall assume full responsibility for the results of such changes. Therefore, Client agrees to waive any claim against WHKS and to release WHKS from any liability arising directly or indirectly from such changes.

Client also agrees, to the extent permitted by laws, to indemnify and hold WHKS harmless from any

damage, liability or cost, including reasonable attorneys' fees and costs of defense, arising from such changes.

15. Jobsite Safety

Neither the professional activities of WHKS nor the presence of WHKS or its employees and subconsultants at a construction site, shall relieve the General Contractor and any other entity of their obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending or coordinating all portions of the construction work in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. WHKS and its personnel have no authority to exercise any control over any construction contractor or other entity or their employees in connection with their work or any health or safety precautions.

16. Additional Services

Services which are requested by Client or are required as part of the Project, but are not included in the Scope of Services, are considered Additional Services.

WHKS will notify Client in writing when Additional Services will be needed. WHKS and Client will agree on the extent of the Additional Service(s) required and will agree on the method and amount of the compensation for performance of said agreed upon Additional Services.

WHKS will not perform Additional Services which will result in additional cost to Client without documented verbal or written authority of Client.

In the event WHKS is requested or required to participate in any dispute resolution procedure which involves any aspect of the Project, Client agrees to compensate WHKS for the reasonable value of WHKS' personnel time and expenses spent

in connection with such procedures computed at WHKS' then current fee schedule and expense policies.

17. Dispute Resolution

In an effort to resolve any conflicts that arise, Client and WHKS agree that all disputes between them arising out of or relating to this Agreement shall be submitted to nonbinding mediation unless the parties mutually agree otherwise.

18. Third Party Beneficiaries

Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either Client or WHKS. WHKS' services under this Agreement are being performed solely for Client's benefit, and no other entity shall have any claim against WHKS because of this Agreement or the performance or nonperformance of services hereunder.

19. Extension of Protection

Client agrees to extend any and all liability limitations and indemnifications provided by Client to WHKS to those individuals and entities WHKS retains for performance of the services under this Agreement, including but not limited to WHKS officers and employees and their heirs and assigns, as well as WHKS subconsultants and their officers, employees, heirs and assigns.

20. Timeliness of Performance

WHKS will perform the services described in the Scope of Services with due and reasonable diligence consistent with sound professional practices.

21. Delays

WHKS is not responsible for delays caused by factors beyond WHKS' reasonable control, including but not limited to delays because of strikes, lockouts, work slowdowns or stoppages, accidents, acts of God, failure of any governmental or other

regulatory authority to act in a timely manner, failure of Client to furnish timely information or approve or disapprove of WHKS' services or work product promptly, or delays caused by faulty performance by Client or by contractors of any level. When such delays beyond WHKS' reasonable control occur, Client agrees WHKS is not responsible for damages, nor shall WHKS be deemed to be in default of this Agreement.

22. Right to Retain Subconsultants

WHKS may use the services of subconsultants when, in the sole opinion of WHKS, it is appropriate and customary to do so. Such persons and entities include, but are not limited to, aerial mapping specialists, geotechnical consultants and testing laboratories. WHKS' use of other consultants for additional services shall not be unreasonably restricted by Client provided WHKS notifies Client in advance.

23. Assignment

Neither party to this Agreement shall transfer, sublet or assign any rights under or interest in this Agreement (including but not limited to monies that are due or monies that may be due) without the prior written consent of the other party.

24. Severability and Survival

Any provision of this Agreement later held to be unenforceable for any reason shall be deemed void, and all remaining provisions shall continue in full force and effect.

25. Hazardous Materials

It is acknowledged by both parties that WHKS' Scope of Services does not include any services related to asbestos or hazardous or toxic materials. In the event WHKS or any other party encounters asbestos or hazardous or toxic materials at the jobsite, or should it become known in any way that such materials may be present at the jobsite or any adjacent areas that may affect the performance of WHKS services,

WHKS may, at its option and without liability for consequential or any other damages, suspend performance of services on the project until Client retains appropriate specialist consultant(s) or contractor(s) to identify, abate and/or remove the asbestos or hazardous or toxic materials, and warrant that the jobsite is in full compliance with applicable laws and regulations.

26. Joint Participation

The parties have participated jointly in the negotiation and preparation of all agreements between the parties. Each party has had an opportunity to obtain the advice of legal counsel and to review and comment upon this instrument. Accordingly, no rule of construction shall apply against any party or in favor of any party. This instrument shall be construed as if the parties jointly prepared it and any uncertainty or ambiguity shall not be interpreted against one party and in favor of another.

27. Record Documents

If required in the Professional Services Agreement, WHKS shall, upon completion of the Work, compile for and deliver to the Client a reproducible set of Record Documents that are based upon the marked-up record drawings, addenda, change orders and other data furnished by the Contractor or other third parties. These Record Documents may show certain significant changes from the original design made during construction. Because these Record Documents are based on unverified information provided by other parties, which the Consultant is entitled to assume as reliable, the Consultant does not warrant their accuracy.

Revised 02/23/07

Revised: 04/29/09

3.3



TO: Honorable Mayor and City Council Members

FROM: Jason Ludwigson, Sustainability Coordinator

DATE: April 17th 2023

RE: Planning Commission meeting minutes April 4th 2023

Attached for your review are the minutes from the April 4th meeting of the Planning Commission. The Planning Commission reviewed the following ordinances: beekeeping, chicken, and parks, playgrounds, and public grounds. Information about the Walnut Street planning project and a city council update were provided.

MINUTES, REGULAR MEETING
PLANNING COMMISSION, CITY OF LA CRESCENT, MINNESOTA
APRIL 4th 2023

The Planning Commission met at 5:30 p.m., on April 4th, 2023 in the City Council Chambers at City Hall. Upon a roll call taken and tallied by the Sustainability Coordinator, the following members were present: Greg Husmann, Dave Coleman, Ryan Stotts, Dave Hanifil, Chris Langen, Mike Welch, and Jerry Steffes. City Sustainability Coordinator, Jason Ludwigson and Community Development Director Larry Kirch were also present. City Council representative Cherryl Jostad was present.

Members recited the Pledge of Allegiance.

Item 4. Approval of January 10th 2023 Meeting Minutes

Chris Langen made a motion to accept the minutes from the April 4th meeting. Dave Coleman seconded the motion.

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

Greg Husmann	Yes
Ryan Stotts	Yes
Chris Langen	Yes
Jerry Steffes	Yes
Dave Coleman	Yes
Dave Hanifil	Yes
Mike Wlech	Yes

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

Item 5. Review Draft Beekeeping Ordinance

Jason Ludwigson reviewed the draft beekeeping ordinances. Comments by members included adding the word honeybees in the title of the ordinance, inspections, penalty provision, and a fee/permit for registering a hive(s). Discussion followed. No action was taken by the planning commission.

Item 6. Review Chicken Ordinance

Comments by members included the number of chickens, setback distances, smell from chicken wastes and a fee/permit for registering chickens. Discussion followed. No action was taken by the planning commission.

Item 7. Walnut Street Planning Project

Larry Kirch noted the project received local studies funding from the La Crosse Area Planning Commission. The funds were provided for a corridor planning study. Larry explained the timeline for walking and reviewing the corridor Wednesday April 5th. Larry reviewed the scope and overall timeline for the project. Larry noted he will bring back updates on the project to the Planning Commission. Mike Welch is also on the city's Economic Development Commission and the EDC is the "planning committee" for the project. Discussion followed. No action was taken by the planning commission.

Item 8. Review Draft Ordinance Adopting New City Code Parks, Playgrounds, and Public Grounds

Comments by members included discussion of the reservation process for city parks. Discussion followed. No action was taken by the planning commission.

Item 9. Updates from the city council by Cherryl Jostad

Cherryl provided an update on city council actions that would be relevant to the planning commission.

Members agreed to the next Planning Commission meeting date of May 2nd, 2023 at 5:30 p.m. The meeting duly adjourned at 6:56 PM.

3.21



TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator
DATE: April 19, 2023
RE: Draft Chicken Ordinance

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



CITY OF LA CRESCENT

Department of Police

Chief Luke M. Ahlschlager



March 17, 2023

Honorable Mayor and City Council Members

City Administrator Bill Waller

RE: Proposal of ordinance regulating the limited keeping of Chickens - City of La Crescent

This last year the La Crescent Police Department had an influx of complaints with residents possessing/raising chickens. The complaints ranged from the number of chickens being possessed/raised, waste produced by the chickens, odor(s) from the chickens and noise complaints (rooster). Officers did their best addressing each complaint but learned the ordinance(s) the city currently has on the books were outdated and did not address the number of key issues we were seeing, particularly when it came to the number of chickens a resident could possess/raise.

The police department began consulting with City Attorney Skip Wieser in regards to the issue and after legal review, a preliminary ordinance was drafted. See attachment.

The ordinance addresses many of the key issues, particularly with the number of hen chickens one can possess and not allowing possession of roosters (noise complaints).

While I understand the need for local food production and self-sustainability, I do believe there needs to be certain restrictions with this activity. The city requires a better-defined set of regulations so the police department will be able to resolve complaints more effectively and impartially when it comes to possessing and raising chickens within the city limits.

Thank you for considering adopting a new and better-defined chicken ordinance.

Sincerely,

Chief Luke M. Ahlschlager

ORDINANCE NO. XXX

AN ORDINANCE OF THE CITY OF LA CRESCENT REGULATING THE LIMITED KEEPING OF CHICKENS IN THE CITY OF LA CRESCENT, MINNESOTA

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

SECTION I – PURPOSE.

The La Crescent City Council finds it necessary to regulate the limited keeping of chickens within the City of La Crescent to protect the public health, safety, and welfare.

SECTION II – LIMITED KEEPING OF CHICKENS.

- A. The limited keeping of chickens may be permitted as an accessory use to a legally established single-family residence subject to the following:
 - 1. The property shall be occupied with a single-family home. The owner of the chickens shall live in the dwelling on the property.
 - 2. No person shall keep more than five (5) total hen chickens.
 - 3. No person shall keep roosters or adult male chickens.
 - 4. Chickens shall be kept within a separate enclosed accessory building and fenced outdoor containment area subject to the following:
 - a. The accessory building shall be less than 120 square feet in size and not exceed six feet in height.
 - b. The accessory building shall comply with all setbacks and other standards for accessory buildings, unless otherwise stated herein.
 - c. Any outdoor containment areas shall be screened from view from all neighboring properties and rights-of-way. Outdoor containment areas shall not exceed 20 feet per bird and shall not have a fenced enclosure greater than six feet in height.
 - d. Any accessory building or containment area shall be located in the rear yard only and shall be at least 15 feet from any side or rear property lines.
 - e. Fencing used to contain chickens shall comply with applicable conditions of the City Code.
 - f. Chickens shall not be kept within the dwelling unit or garage.
 - g. The accessory building and/or containment area shall be maintained in good repair, in a clean and sanitary manner, free of vermin, and free of objectionable odors.
 - h. Chickens shall remain in the accessory building and/or containment area at all times and shall not run at large.

- i. Chickens shall remain in the accessory building from sunset to sunrise each day to prevent nuisance noise and the attraction of vermin and predators.
- j. Accessory buildings for the purpose of this ordinance shall not count towards the number of accessory building permitted or the size limitations as stated in Zoning Ordinance Chapter 12.
- k. The slaughter of chickens on site is prohibited.
- l. The raising of chickens for breeding purposes is prohibited.
- m. The sale of eggs or other commercial activity on the premises is prohibited.
- n. Feces and discarded feed shall be regularly collected and only stored temporarily on site in a leak-proof container with a tight-fitting cover to prevent nuisance odors and the attraction of vermin. Such waste shall not be composted on site.
- o. Chicken feed shall be stored in leak-proof containers with a tight-fitting cover to prevent attracting vermin.

B. The keeping of farm animals other than chickens or in greater numbers than permitted by division A. above shall comply with all other requirements of the City Code.

SECTION III – PERMIT REQUIRED. No person shall keep or maintain chickens without unless they have been granted a permit. The permit shall be subject to all terms and conditions of this ordinance, and any additional conditions deemed necessary by the City Council to protect the public health, safety, and welfare of the animal. The necessary permit applications are available in the City Clerk's Office. Included with the completed application, must be a scaled diagram that indicates the location of any chicken coop and run, the approximate size and distance from adjoining structures, and property lines.

SECTION IV – VIOLATION. A violation of this Ordinance is a petty misdemeanor subject to penalty not to exceed \$300.00.

SECTION V. These provisions shall become effective from and after due passage and enactment, and publication, according to law.

PASSED AND ENACTED this _____ day of _____, 2023.

Mayor

ATTEST:

City Administrator



Chickens License Application
ORIGINAL FEE: \$50 / RENEWAL FEE \$25

- ☐ Original Application
☐ Renewal Application

LICENSE NUMBER _____

Address where Chickens are located			
Name of Property Owner (please print)		Email	Phone
Street	City	State	Zip

Applicant Information (If Different From Owner. Example – Renter)

Name of Applicant (please print)		Email	Phone
Street	City	State	Zip

If this is a renewal, have there been any changes from the previous year? YES ☐ NO ☐

APPLICANTS MUST:

1. Submit a plan/diagram. If there are no changes, this is not required for renewal.
2. Contact the La Crescent Police Department for inspection at (507) 895-4414.
3. Permit required. No person shall keep or maintain chickens without unless they have been granted a permit. The permit shall be subject to all terms and conditions of this ordinance, and any additional conditions deemed necessary by the City Council to protect the public health, safety, and welfare of the animal. The necessary permit applications are available in the City Clerk's Office. Included with the completed application, must be a scaled diagram that indicates the location of any chicken coop and run, the approximate size and distance from adjoining structures, and property lines. A fee of \$50.00 will be charged for each permit which shall expire on December 31st of each year of the permit year.

APPLICANT'S STATEMENT

I hereby certify that the answers on this application are true and correct to the best of my knowledge. I understand that no commercial sales from the residence or any residential area within the city is permitted. I agree, in consideration of the granting of this permit, to comply with the laws of the State of Minnesota, and the provisions of the Ordinances of the City of La Crescent. I hereby waive, release and hold harmless the City of La Crescent, its officers, agents, employees and volunteers from any claims, demands, injuries or damages whatsoever arising out of my actions with respect to the keeping of chickens in the City of La Crescent.

Signature of owner

Date: _____

Signature of applicant if different from owner

Date: _____

License period: January 1st – December 31st

Non-refundable/Non-transferable

Return with payment to:

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

Office Staff Checklist

- _____ Copy of ordinance to applicant
_____ Required detailed lot diagram
_____ Fee paid

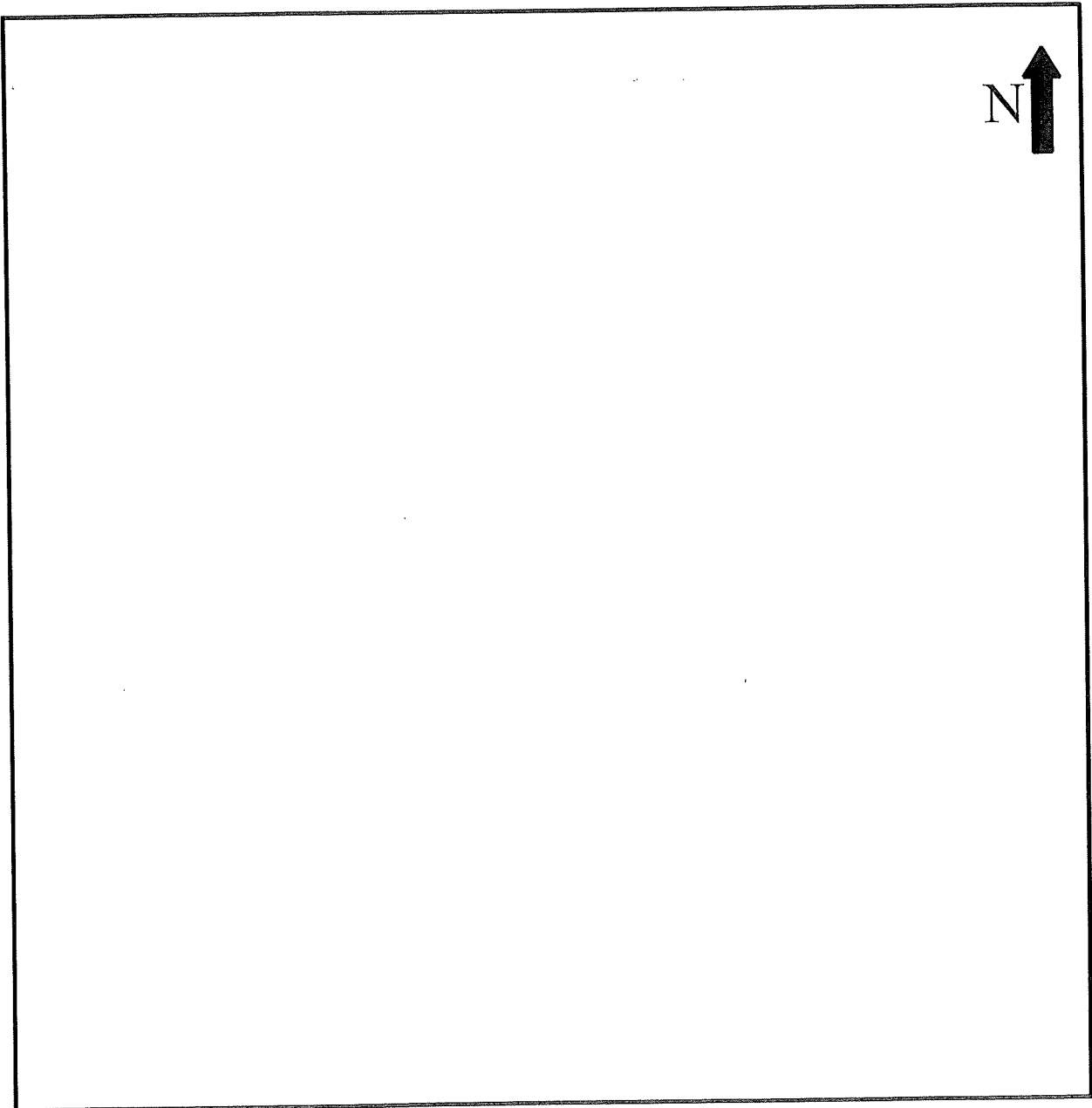
Chickens License Application

1. The plan to dispose of manure and other waste, including container type.

2. The materials used to make the coop and floor _____

3. Draw below a diagram showing the intended coop size and location, including property boundaries and nearby structures (detached garage, storage building, gazebo, playhouse, etc.) Show the distance from the coop/enclosed run to the side and rear lot lines of the property.

PROPERTY DIAGRAM



3.5



TO: City Council

FROM: Jason Ludwigson, Sustainability Coordinator

DATE: April 17th

RE: MnDOT Landscape Partnership Program Resolution FY 2023

Attached for your review and consideration by the City Council is resolution for the city to participate in the MnDOT Landscape Partnership Program. The Landscape Partnership Program is designed to provide technical and financial assistance to communities that are interested in landscaping state highway rights of way. The program has the following goals: 1. Roadside beautification, 2. Community improvement, and 3. Environmental stewardship.

To date, the city has completed 12 partnership projects, and has received approximately \$96,328 in grant funding for landscaping improvements in MnDOT's right of way. There is \$8,000 in funding available for the 2023 project.

The FY 2023 landscape partnership project will include landscape plantings around the foot of the bike and pedestrian bridge. In addition, the FY 2023 project will include a native prairie planting in the stormwater collection area underneath the bridge. A cooperative agreement is being developed for the project and will be brought to the council at a future meeting.

In order to proceed, we would suggest that the City Council adopt the attached resolution.

RESOLUTION NO. 04-23-15

**A RESOLUTION APPROVING THE CITY OF LA CRESCENT TO ENTER INTO A
MNDOT AGREEMENT WITH THE STATE OF MINNESOTA, DEPARTMENT OF
TRANSPORTATION**

IT IS RESOLVED that the City of La Crescent enter into an agreement with the State of Minnesota, Department of Transportation for the following purposes;

To provide for payment by the State to the City for the acquisition of landscape materials to be placed adjacent to the intersection of Trunk Highway No. 61-14-16, State Project No. (has not yet been assigned.)

IT IS FURTHER RESOLVED that the Mayor and the City Administrator are authorized to execute the Agreement and any amendments to the Agreement.

ADOPTED this 24th day of April, 2023.

SIGNED:

Mayor

ATTEST:

City Administrator

3.6



To: City Council

From: Jason Ludwigson, Sustainability Coordinator

Date: 04/17/2023

Re: 2023 Summer Sustainability Corps Program

The University of Minnesota Institute of the Environment: Learning and Education has a 2023 Summer Sustainability Corps Program. The program is designed to assist cities in the Gold Leaf Pilot program and GreenSteps cities program. After spring interviews with candidates La Crescent was partnered with Elizabeth Genkinger for the summer internship program. Elizabeth will be a junior in the College of Food, Agricultural and Natural Resource Sciences where she is majoring in Environmental Science with a Sustainability Studies minor. The internship will run from June 5th to August 11th 2023. The internship will be virtual up to 14 hours per week. Elizabeth will be supervised by me during the internship. There is no cost to the city for participation in the 2023 Summer Sustainability Corps Program.

INSTITUTE ON THE
ENVIRONMENT

SUSTAINABILITY *Corps*

Are you an UMN undergraduate looking for an internship or research opportunity this summer? Do you have an interest in sustainability and the environment? Apply for the IonE Sustainability Corps, a summer program to engage undergraduates in internships focused on the Institute on the Environment's impact goals around **energy transition, clean water, and sustainable land use**.

- **Application opens:** February 1, 8 am, 2023
- **Application deadline:** March 20, 6 pm, 2023 or until positions are filled

Program Details

- **Award Amount:** Up to \$2,500
- **Program Dates:** All selected students are required to attend orientation May 31st, 10-12 pm (save the date!), and will develop a weekly schedule with their supervisor for June 5-August 11. All students will meet as a cohort on Wednesdays 1-2 for training, reflection, and support.
- **Time Commitment:** 14 hours a week (140 hours total) + 1 hour a week for meetings (11 hours total) = 151 hours total commitment
- **Program Elements:** An exciting internship or research assistantship in which you will make an impact on important sustainability issues in Minnesota, twelve hours of leadership and professional development training, and a Sustainability Corps water bottle.
- **Types of Internships:** To contribute to the Institute on the Environment's impact goals around **energy transition, clean water, and sustainable land use**, we are prioritizing internship sites that can put students in positions working in one or more of these areas. To preview position descriptions, [click here](#).
- **Eligibility:** To learn more about eligibility, please [click here](#).
- To Preview application questions, [click here](#).
- **To Apply:** [Click here to complete the online application](#).

Community and Campus Leaders: Are you interested in hosting an intern or research assistant? If so, please find more information [here](#).

Questions can be directed to Aaron Hanson, hans4732@umn.edu

Sustainability Corps and the Institute on the Environment gave me the perfect platform to channel my creativity and passion for sustainability while working towards dismantling asymmetrical power structures, centering indigenous knowledge, and empowering local communities.

I interned with the MN350 Food Systems Team and my project consisted of creating content and onboarding curriculum materials for the Headwaters Bill, a piece of legislation focused on transforming our unjust food system into a regenerative, sustainable circular food economy that serves communities instead of corporations.

When applying to this internship, I knew that I would enjoy the policy aspect of sustainability, but I didn't have any real practical experience with lobbying or organizing around a piece of legislation. This internship and the experiences I've gained through it, have solidified for me that I have truly found my calling.

Manashree Padiyath

B.A. IN POLITICAL SCIENCE, B.S. IN SOCIOLOGY (POLICY ANALYSIS FOCUS), AND MINOR IN PUBLIC HEALTH

3.7



TO: Honorable Mayor and City Council Members

FROM: Angie Boettcher, Deputy Clerk

DATE: 4/11/2023

SUBJECT: **REQUEST TO MAKE A CHANGE TO THE FEE SCHEDULE FOR THE POLICE DEPARTMENT**

Police Chief Luke Ahlschlager is requesting the addition of a Background Check fee in the amount of \$50.00 to the Police Department's Fee Schedule. Attached for your approval is Ordinance #566 amending the 2023 fee schedule for that rate change. Also attached is the Summary of Ordinance.

ORDINANCE NO. 566

AN ORDINANCE OF THE CITY OF LA CRESCENT AMENDING THE MASTER FEE SCHEDULE FOR THE CITY OF LA CRESCENT AS SET FORTH IN ORDINANCES NO. 404, NO. 483, NO. 492, NO. 500, NO. 540, NO. 542, NO. 544, NO. 545, NO. 548, NO. 552, 564, NO. 565

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

1. The La Crescent City Code established on March 8, 2004, stated that certain fees may be set from time to time by the City Council.
2. The La Crescent City Code was amended on January 13, 2014, February 9, 2015, February 8, 2016, February 24, 2020, April 13, 2020, April 27, 2020, May 18, 2020, December 14, 2020, April 20, 2021, and December 13, 2021, December 19, 2022, February 13, 2023 by Ordinance to amend certain fees.
3. The Fee Schedule has been reviewed by City Staff and amended each year from 2016 to 2023 by Motions passed by City Council. These amendments passed by City Council shall remain in effect.
4. The City staff has reviewed the fees which the City currently charges and is recommending that the fee schedule be amended as follows:

POLICE

ADMINISTRATIVE FINE FEE SCHEDULE	
General Parking Violation	\$20.00
Handicapped Parking	\$25.00
Miscellaneous	
Accident Reports – State Form	\$2.00
(add) Background Check	\$50.00
Copy of Incident Reports – per page/100 pages or less \$.25/page. 100 or more assessed to actual cost of materials and staff time.	Refer to description at left
Print-out of driving record/registration check – per request	\$5.00
Police Reserves – School District #300 events – per hour/per person	\$12.00

Fingerprinting	\$55.00
Vehicle Towing Fee	\$225.00
Vehicle Impoundment Fee – per day	\$15.00
Yearly Permit to Acquire Firearms/Permit to Carry – per year	No Charge
NSF/Account Closed Checks – service fee	\$30.00
DVD Only	\$10.00
Transcription Fee	\$42.00
BWC - \$19.00 per video/\$1.00 per minute + actual cost of staff time	

ADOPTED this 24th day of April 2023.

SIGNED:

Mayor

ATTEST:

City Administrator

SUMMARY OF ORDINANCE NO. 566

AN ORDINANCE OF THE CITY OF LA CRESCENT AMENDING THE MASTER FEE SCHEDULE FOR THE CITY OF LA CRESCENT AS SET FORTH IN ORDINANCES NO. 404, NO. 483, NO. 492, NO. 500, NO. 540, NO. 542, NO. 544, NO. 545, NO. 548, NO. 552, NO. 554, NO 557, 564, AND NO. 565

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

The full text of Ordinance No. 566 marked "OFFICIAL COPY" is on file in the Office of the City Administrator, City Hall, La Crescent, Minnesota 55947, along with a reference draft available and open for inspection to enable a convenient means to ascertain where in the voluminous enactments and in the voluminous regulations enacted/amended hereby are found.

Passed and enacted this 24th day of April 2023.

APPROVED:
Mikel Poellinger, Mayor

ATTEST:
Bill Waller, City Administrator

3.8



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

4/19/23

TO: Honorable Mayor and City Council Members
CC: Bill Waller, City Administrator
FROM: Skip Wieser, City Attorney
DATE: April 18, 2023
RE: Hickory Lane Dedication

Attached for City Council consideration, find a resolution regarding Hickory Lane. Hickory Lane was initially developed in La Crescent Township. No formal dedication of Hickory Lane exists. Hickory Lane has been used by the public since 1969. The road and adjoining properties were annexed into the City of La Crescent in 2016. The purpose of the resolution is to formally declare Hickory Lane as a public roadway. Part of the Horse Track Meadows Development is adjacent to Hickory Lane.

After that plat was finalized, we were notified that a gap existed between Hickory Lane and Hickory Court. This Hickory Lane was not previously platted, but described on a metes and bounds basis.

The purpose of the attached resolution is to clarify the public records and to declare that all of Hickory Lane is in fact a public right-of-way as permitted by Minnesota law.

This will be reviewed with the City Council at the upcoming City Council meeting.

RESOLUTION NO. 01-23-_____

**A RESOLUTION DECLARING A PUBLIC RIGHT-OF-WAY
OF HICKORY LANE**

WHEREAS, Hickory Lane has been utilized as a public road since 1969. Hickory Lane is described on the attached Exhibit A.

WHEREAS, since that time, Hickory Lane has been open to the public.

WHEREAS, Hickory Lane was initially developed in La Crescent Township and was subsequently annexed to the City of La Crescent on or about August 8, 2016 by virtue of a joint agreement between the City of La Crescent and La Crescent Township.

WHEREAS, Hickory Lane has continuously been used, kept in repair, and worked as a public highway for at least six (6) continuous years, and therefore, the property is deemed dedicated to the public as a public highway pursuant to Minn. Stat. § 160.05.

BE IT RESOLVED, that the City Council of the City of La Crescent declares Hickory Lane, as described on Exhibit A, to be dedicated to the public as a public roadway.

ADOPTED this _____ day of _____, 2023.

SIGNED:

Mayor

ATTEST:

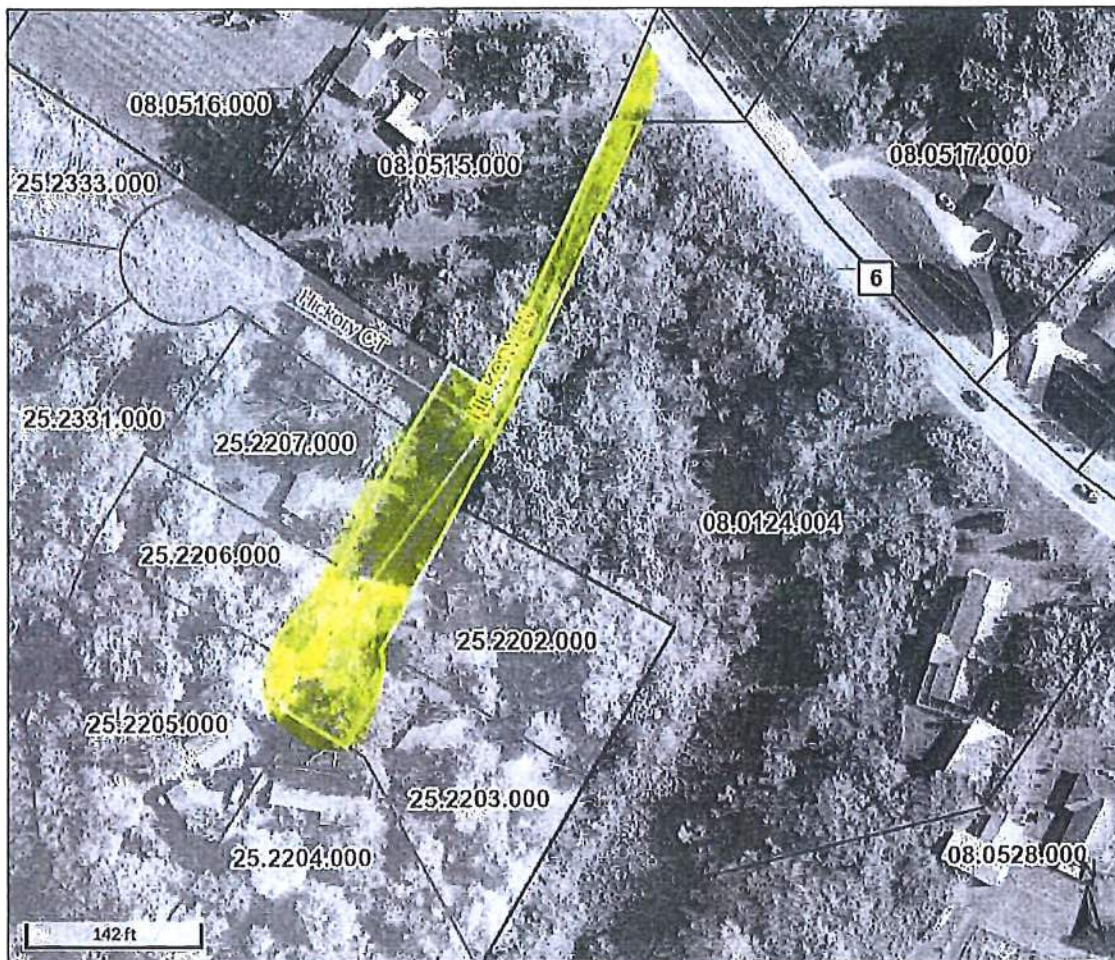
City Administrator

Exhibit A

Hickory Lane, being located in that part of the Southeast Quarter of the Northwest Quarter, and that part of the Northeast Quarter of the Southwest Quarter, Section 9, Township 104 North, Range 4 West, Houston County, described as commencing at the center of said Section 9, thence South along the Quarter Section line 424.4 feet to the center of the County State Aid Highway, thence North 58 degrees 32 minutes West 61.24 feet, thence continue along the center of said Highway along a curved line to the right of radius 1432.4 feet, a distance of 530.42 feet, the subtended chord of said curved line bearing North 47 degrees 55 minutes 30 seconds West, length 527.4 feet, thence continue along the center of said Highway on a bearing of North 37 degrees 19 minutes West 181.1 feet, and the point of beginning, thence South 22 degrees 05 minutes West 144.95 feet, thence South 28 degrees 35 minutes West 180.55 feet, thence South 30 degrees 35 minutes West 226.46 feet, thence along a circular curved line of radius 45.0 feet a distance of 47.94 feet, the subtended chord of said curved line bearing South 48 degrees 16 minutes West of length 45.70 feet, thence continue along said curved line to the left a distance of 60.60 feet, the subtended chord of said curved line bearing South 20 degrees 50 minutes 10 seconds East of length 56.12 feet (being the Northwest corner of the parcel described in Document No. 269694), thence South 59 degrees 25 minutes East 45.0 feet, thence North 30 degrees 35 minutes East 45.0 feet, thence along a circular curved line to the left of radius 45.0 feet a distance of 39.42 feet, the subtended chord of said curved line bearing North 6 degrees 28 minutes 20 seconds East of length 36.74 feet, to the southwest corner of the parcel described in Document No. 299468, thence northeast along the west line of said parcel described in Document No. 299468 to the northwest corner of said parcel described in Document No. 299468, thence North on and along the Easterly right of way of Hickory Lane to the intersection of the Easterly right of way of Hickory Lane and the Southerly right of way of Houston County Road #6, thence northwesterly along the Southerly right of way of Houston County Road #6 to the point of beginning.

Intending hereby to convey all our interest in Hickory Lane.

Consisting of Houston County Parcel No. 25.2208.000.



Overview



Legend

-  Parcels
-  Corporate Limits
- Roads
 -  <Null>
 -  COUNTY
 -  STATE
 -  US
 -  Political Township

3.9



TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator
DATE: April 19, 2023
RE: Personnel Committee Recommendations

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

1. On April 30, 2023, Kara Tarrence will have completed her 6-month probationary period as the City's Finance Director. Effective April 30, 2023, that Ms. Tarrence's probationary status be removed, and that she be classified as the City's Finance Director. Included in the recommendation is that effective April 30, 2023, Ms. Tarrence be moved from step 1 to step 2 in the Finance Director's salary schedule.
2. On May 9, 2023, Mike Ernster will have completed his 12-month probationary period as a Sergeant in the La Crescent Police Department. Effective May 9, 2023, that Mr. Ernster's probationary status be removed, and that he be classified as a Sergeant in the La Crescent Police Department. A letter from the Chief of Police regarding this recommendation is included.
3. That the City Council accept Charles Petersen's resignation as a Police Officer for the City of La Crescent, and that the City Council authorize to advertise to fill the vacancy. A hiring recommendation will be presented at a future City Council meeting. A letter from the Chief of Police regarding this recommendation is included.



CITY OF LA CRESCENT

Department of Police

Chief Luke M. Ahlschlager



April 17, 2023

Honorable Mayor and City Council Members

City Administrator Bill Waller

RE: Removal of Probationary Status

On May 9, 2023, Sgt. Michael Ernster will have completed a one-year probationary period as Police Sergeant for the La Crescent Police Department, per LELS Local 120 Contract Article 5.2.

I would like to report to La Crescent City Council Sgt. Ernster has satisfactorily completed the probationary period. I would respectfully request consideration that Sgt. Ernster be removed from Probationary Status.

Thank you for your consideration,

Luke Ahlschlager

Chief of Police

CITY OF LA CRESCENT

Department of Police

Chief Luke M. Ahlschlager



Apple Capital of Minnesota



April 19, 2023

Honorable Mayor and City Council Members

City Administrator Bill Waller

**RE: Resignation of Full-Time Peace Officer
Request to fill Vacant Position**

On April 19, 2023, a written resignation was received from Officer Charles Petersen, Badge #308 effective April 19, 2023. We would respectfully request Officer Petersen's resignation be accepted.

As a full-time employment position would be open, I would respectfully request permission to advertise a full-time Police Officer position.

Thank you in advance for your consideration.

A handwritten signature in black ink, appearing to read "L. Ahlschlager".

Luke M. Ahlschlager

Chief of Police

Charles Petersen

16861 Dairy Road
(507) 429-6470
charles72197@gmail.com

19th April 2023

Luke Ahlschlager

Police Chief, La Crescent Police Department
315 Main St
La Crescent, MN 55947

Dear Mr. Ahlschlager,

I am writing to announce my resignation as a Police Officer for the La Crescent Police Department effective April 19th.

I thank you and everyone in the Department for the excellent learning experience and the great opportunities given for Development as a Police Officer. I wish everyone the best at the Police Department, If you have any questions feel free to reach out.

Respectfully,

Charles Petersen

3.10

April 5, 2023

City Council
City of La Crescent

Re: 3-Part Request to City Council to reserve space in Event Center Parking lot August 12, 2023.

Dear Council members,

Request: On behalf of the La Crescent Rotary and Living For Liz, I would like to request space in Vet's Park for 6 hours on Saturday, August 12, 2023 to provide lunch during the Apple Blossom Bike Tour.


I spoke with Debbie of the La Crescent Event Center 4/5/23 who confirmed at this time they have no events scheduled on August 12, 2023. I also spoke with Kim with the Best Western Hotel who advised I speak with The La Crescent Event Center.

Living For Liz would provide lunch, homemade pulled pork w/fixings, to bike riders and volunteers. We would set up at 9:00 a.m., tear down at 3:00 p.m. Request to set up a 20 x 14 canopy and 3 banquet tables on pavement at southwest corner of The Event Center parking lot bordering grassy area of park.

Request: Availability of electrical outlets to plug in a roaster and an amplifier for a 2-person band, playing from 11:30 to 2:30. We will supply a generator if no electricity is available.

Request: 4 picnic tables be placed on grassy area by canopy.

Thank you in advance for your consideration,


Monica Holman

CITY OF LA CRESCENT, MINNESOTA

Agenda Request Form

DATE SUBMITTED: April 5, 2023

SUBMITTED BY: Monica Holman on behalf of the La Crescent Rotary Club and Living For Liz.

ISSUE: Request space in Vet's Park for 6 hours on Sat. Aug 12, 2023 to provide lunch during the Apple Blossom Bike Tour.

ATTACHMENTS:

JUSTIFICATION: I spoke with Debbie with the La Crescent Event Center on 4/5/23 who confirmed at this time, they have no events scheduled. I also spoke with him with the Best Western Hotel 4/5/23 who advised talking with the Event Center.

ACTION REQUESTED: To provide lunch, homemade pulled pork w/ fixings, to bike riders and volunteers. Set up 9:00 a.m., tear down 3 p.m. Request to set up a 20 x 14 canopy, 3 banquet tables on pavement at southwest corner of parking lot (Event Center) bordering grassy area of park. Requesting availability of electrical outlet for a roaster, an amplifier for a two-person band. The band will play from 11:30-2:30. We will supply a generator if no electrical is available. Also 4 picnic tables.

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

RECOMMENDATION:

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

3.11



MEMORANDUM

TO: Mayor, City Council

FROM: Larry Kirch, Community Development Director

DATE: April 24, 2023

SUBJECT: Funding Not Approved for MnDOT Active Transportation Infrastructure Grant 6th Street South Aquatic Center/Kistler Park Connector

The applied for funding to the MnDOT Active Transportation infrastructure grant program for funding a connection from 6th and Elm Street to the Aquatic Center/Kistler Park along with a connection from 7th Street to the Aquatic Center. This project is a recommended project in the city's adopted 2017 Bicycle and Pedestrian Plan. The city was not successful with this grant request.

There were \$29.5 million in project requests and only \$3.5 million available statewide for infrastructure projects.

Attached is an email from MnDOT that provides additional information and explanation as to why the city's request was not funded. It is hoped that additional funding becomes available. If not, the city will re-apply next year.

CITY OF LA CRESCENT
315 Main Street
P.O. BOX 142
La Crescent, MN 55947
P: (507) 895-2595
cityoflacrescent-mn.gov

Angie Boettcher

From: Brewer, Rashmi (DOT) <rashmi.brewer@state.mn.us>
Sent: Tuesday, April 4, 2023 7:12 PM
To: Larry Kirch
Cc: Cabral Neto, Fausto (DOT); Bill Waller
Subject: RE: 2022 Active Transportation (AT) Infrastructure Program Application, City of La Crescent

Hi Larry,

Thanks for your patience as I just returned back from vacation today. In response to your email inquiry, please refer to the [2022 list of all project applications \(PDF\)](#) for each funding pool.

The \$5 million in Active Transportation (AT) funding from the June 2021 omnibus transportation finance and policy bill was split between infrastructure (\$3.5 million) and non-infrastructure (\$1.5 million) activities. A total of 81 applications were submitted with requests of \$29.5 million in AT infrastructure funding. On March 6, 2023, the AT Infrastructure Advisory Committee, representing local public organizations and tribal lands statewide, convened, and approved 9 projects for \$3.5M funding through the competitive AT infrastructure solicitation.

Project selection results are available on the [Infrastructure - Active Transportation Program - MnDOT \(state.mn.us\)](#):

- [2022 program and project update \(PDF\)](#)
- [2022 list of all project applications \(PDF\)](#)

I am keeping my fingers crossed for the 2023 legislative session and hopeful for more Active Transportation grant funds available in the near future. Please check back on the AT infrastructure webpage for updates, especially in the fall of 2023.

I am here to help and willing to discuss your application with you further, if you prefer. If so, please let me know your meeting day and time availability on 4/6/2023 or after and I can arrange a Teams meeting for our upcoming discussion.

Best regards,
Rashmi

From: Larry Kirch <lkirch@cityoflacscent-mn.gov>
Sent: Tuesday, March 28, 2023 9:55 AM
To: Brewer, Rashmi (DOT) <rashmi.brewer@state.mn.us>
Cc: Cabral Neto, Fausto (DOT) <fausto.cabral@state.mn.us>; Bill Waller <bwallar@cityoflacscent-mn.gov>
Subject: RE: 2022 Active Transportation (AT) Infrastructure Program Application, City of La Crescent

This message may be from an external email source.

Do not select links or open attachments unless verified. Report all suspicious emails to Minnesota IT Services Security Operations Center.

Dear Rashmi,

The City Administrator, Bill Waller (copied herein) was inquiring where La Crescent's project fell in the funding list. It would be helpful for us to know if it was just below the "funding line" or way below the line. Is it possible to see the list of projects and where they ranked for funding?

Thank you,

Larry Kirch

From: Larry Kirch

Sent: Tuesday, March 21, 2023 9:14 PM

To: Brewer, Rashmi (DOT) <rashmi.brewer@state.mn.us>

Cc: Cabral Neto, Fausto (DOT) <fausto.cabral@state.mn.us>

Subject: RE: 2022 Active Transportation (AT) Infrastructure Program Application, City of La Crescent

Good evening, Rashmi,

Thank you, yes I received your message. While we are disappointed that our project was not funded at this time, we thank you for your consideration and for letting us know the disposition of our application.

Sincerely,

Larry

Larry Kirch

Community Development Director

315 Main Street
La Crescent, MN 55947
www.cityoflacrescent-mn.gov
(507) 895-4096



From: Brewer, Rashmi (DOT) <rashmi.brewer@state.mn.us>

Sent: Tuesday, March 21, 2023 8:31 PM

To: Larry Kirch <lkirch@cityoflacrescent-mn.gov>

Cc: Cabral Neto, Fausto (DOT) <fausto.cabral@state.mn.us>

Subject: 2022 Active Transportation (AT) Infrastructure Program Application, City of La Crescent

Hello Lawrence,

Please respond to this message so that we know you have received it.

Thank you for submitting an application for the Minnesota Active Transportation (AT) infrastructure program. The purpose of this message is to inform you that your project has not been selected for a state AT infrastructure grant award. Details on this can be found in the attached letter. More information on future solicitations will be made available on the AT infrastructure grant webpage: [Infrastructure - Active Transportation Program - MnDOT \(state.mn.us\)](https://state.mn.us/infrastructure-active-transportation-program).

If you have any questions, please contact me at Rashmi.Brewer@state.mn.us.

Best regards,
Rashmi

Rashmi S. Brewer, P.E. (MN)
State Programs Engineer | State Aid for Local Transportation

Minnesota Department of Transportation
395 John Ireland Blvd, MS 500
St. Paul, MN 55155
Office: 651-366-3830
Rashmi.Brewer@state.mn.us

mndot.gov/stateaid

3.12



TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator
DATE: April 19, 2023
RE: Work/Planning Session

Attached for review and consideration by the City Council is the summary of activity in the building department for the last 7 years. This information was not included in what was presented at the last City Council meeting.

The following items are presented for review and discussion, action is not proposed at this City Council meeting.

- a. Attached is a proposed job description for a new Building Inspector position. This position will be included in the AFSCME Union. The position will be assigned a point value of 213-245, and in 2023 will have a salary range of \$26.80 - \$31.04 per hour.
- b. Attached is an updated Building Officials job description that includes limited supervision over the new Building Inspector position. Additional duties include the responsibility for over-seeing all City buildings, including routine and required maintenance at each of the City facilities. The Building Officials position would continue to be included in the AFSCME union. The points assigned to the position will be increased from 305 to 315-345. In 2023 the salary range for the position will be \$31.51 to \$38.04 per hour.

The projected total cost of the new Building Inspectors position including wages and benefits would be approximately \$67,000 per year. The time allocation for this position will be 40% general fund, 30% water department, and 30% sewer department. We would expect that by the time the position is filled in 2023, there will be 6 months of the year remaining. This new position was planned for in the 2023 general fund budget. The 2023 budget includes 4 months of funding for the position. Given the anticipated schedule for filling the position, it will be necessary to amend the 2023 general fund budget by approximately \$4,500.

The projected total cost of the proposed wage increase for the Building Official in 2023 would be \$2,863 for the remaining 7 months of the year. It will be necessary to amend the 2023 general fund budget by approximately \$1,145 to reflect this increase.

The new Building Inspectors position will require a City vehicle. We will be evaluating a short-term solution while we look at alternatives utilizing funds in the 2022 capital equipment certificate to purchase either a new hybrid, plug-in hybrid, or electric vehicle. This will be presented to the City Council at a future meeting.

Building Department Summary

2016	166 individual permits issued, \$ 9.7 million in building permit value (Springbrook Village)
2017	169 individual permits issued, \$ 4.5 million in building permit value
2018	181 individual permits issued, \$ 10.8 million in building permit value (Hotel, Event Center and eight unit Apartment building)
2019	244 individual permits issued, \$ 2.9 million in building permit value 96 Building 21 Fence 50 Mechanical 60 Plumbing 12 Sign 5 Solar
2020	327 individual permits issued, \$ 5.2 million in building permit value 130 Building 22 Fence 63 Mechanical 99 Plumbing 9 Sign 4 Solar
2021	401 individual permits issued, \$ 8.7 million in building permit value 204 Building 25 Fence 86 Mechanical 75 Plumbing 6 Sign 5 Solar
2022	532 individual permits issued, \$ 8.1 million in building permit value 317 Building 21 Fence 94 Mechanical 88 Plumbing 6 Sign 6 Solar



Job Description

JOB TITLE: Building Inspector		Department: Building & Zoning
REPORTS TO: Building Official	SUPERVISES: None	FLSA STATUS: Non-Exempt
BARGAINING UNIT: American Federation of State, County and Municipal Employees (AFSCME)		EFFECTIVE DATE: 04-24-2023

POSITION SUMMARY

Under limited supervision, this paraprofessional position performs residential and commercial building and structure inspection work; and is responsible for careful visual and physical inspection for hazardous conditions and code enforcement. This position also performs other inspections for statute and ordinance compliance as required.

JOB DUTIES OR ESSENTIAL FUNCTIONS

The essential functions of the position include, but are not limited to the following:

- Conducts field inspections of commercial, industrial, and residential buildings to see that construction, alterations or maintenance being done complies with provisions of the building, plumbing, fire, mechanical codes.
- Completes inspections for compliance with state statutes and city ordinances including nuisance complaints.
- Inspects and monitors construction sites to ensure adherence to building erosion standards, building codes, or specifications, and completes required documentation.
- Performs fire/life safety inspections in coordination with the Fire Department.
- Reviews and interprets building plans to ensure compliance to legal requirements and safety regulations.
- Enforces city codes and ordinances such as nuisance related ordinances.
- Responds to public inquiries and complaints and tracks results for compliance.
- Maintains building files and database to ensure compliance with state requirements.
- Conveys information clearly and effectively through verbal and written responses.
- Process permit applications using department specific software for permitting.
- Performs other duties as assigned.

This position may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to perform the

duties. While data are being accessed, this position should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, this position must properly store the not public data.

MINIMUM QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience and training required.

Education

High school diploma or GED certificate required and technical training or certification in building trade.

Experience

- Three (3) years of building construction or related experience
- General computer skills

Trainings, Certificates, and Licenses

- Possess a driver's license valid in the state of Minnesota
- Possess a Building Official-Limited license from the State of Minnesota
- Possess a Minnesota Building Contractors License

DESIRED QUALIFICATIONS

The requirements listed below are representative of the formal education, experience and training preferred in order to exceptionally perform all of the functions of this position.

Education

Associate's Degree or equivalent training at a technical or vocational school with a focus on construction, plumbing, building inspection technology, or related field

Trainings, Certificates, and Licenses

- Possess Building Inspector certification from International Code Council (ICC)
- Possess other certification from International Code Council (ICC)

COMPLEXITY

The overall complexity of this position is moderately high. While performing the normal duties of this job, processes, procedures, or software vary from one assignment to the next. Assignments are still related in function and objective.

RESPONSIBILITY

Supervision

Limited supervision is provided while performing the normal duties of this job.

This position exhibits no formal supervisory responsibilities but may coordinate work with other individuals as a team member.

Impact

While performing the normal duties of this job, this position's work product or services affect the accuracy, reliability, or acceptability of further processes or services.

REQUIRED PHYSICAL ABILITIES AND WORK CONDITIONS

The physical demands and work conditions described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hazards

While performing the duties of this job, this position:

- May occasionally climb 20-100 steps, bend/stoop, kneel, crouch, squat, crawl, reach above shoulder level, push/pull 5-50 lbs., lift 50-100 lbs., carry 50-100 lbs., finger/enter data/keystroke, feel, hear, smell, and repetitive motions; frequently balance, sit, stand, walk, talk, and drive.
- Will use close vision, far vision, depth perception, visual accommodation, color vision, and peripheral vision.
- Will use their right hand and left hand for simple handling or grasping, firm handling or grasping, and fine handling or manipulation; will use their right and left foot.

Surroundings

While performing the duties of this job, this position will experience exposure to inside environmental conditions, exposure to outside environmental conditions, exposure to noise, dust, fumes, gases, chemicals, or oils requiring special mitigating precautions or protective gear, working in narrow aisles or passageways, work around moving mechanical parts, and working in close quarters.

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



Job Description

JOB TITLE: Building Official		Department: Building & Zoning
REPORTS TO: City Administrator	SUPERVISES: Building Inspector	FLSA STATUS: Non-Exempt
BARGAINING UNIT: American Federation of State, County and Municipal Employees (AFSCME)		EFFECTIVE DATE: 04-24-2023

DESCRIPTION OF WORK

General Statement of Duties: This job is a combination of duties performed by a building and inspections official responsible for enforcement of all building and zoning codes; and of duties in the public works department to ensure a safe, efficient, orderly work place.

ESSENTIAL JOB DUTIES PERFORMED

Duties may vary somewhat from position to position within a class.

- Responsible for maintaining working knowledge of all current building and zoning codes and ordinances, including but not limited to: the Uniform Building Code; the Minnesota State Building Code; and the Minnesota Plumbing Code as adopted by the City.
- Responsible for maintaining working knowledge of all current City Code and Zoning Regulations, including but not limited to: the Zoning Ordinance, the Sign Ordinance, the Shoreland Management Ordinance, and the Floodplain Ordinance.
- Conducts building inspections as directed under the Uniform Building Code and enforces code provisions by issuing warning notices, compliance orders, stop orders, complaints and citations as required.
- Issues building and excavation permits and collects and transmits monies received to the City Clerk/Finance Director in accordance with established procedures.
- Issues certificates of occupancy upon satisfactory completion of building construction.
- Prepares, submits and retains all reports and records required by the State of Minnesota and the city, pertaining to excavation, construction and occupancy of buildings.
- Reviews Gopher State One Calls and responds to requests of local property owners to locate City Utilities.
- Assists with the issuance of new water meters, sealing of new water meters, and provides records as required to the City Accounting Office.
- Inspects property and enforces City ordinances by providing noncompliance notices pertaining to: weeds, mowing, snow removal, tree trimming, junk cars, garbage, realtor signs, and other violations.
- Conducts inspections of all excavations done on City streets to ensure proper fill, compaction and resurfacing.

- Responsible for over-seeing all City buildings, and developing a plan including budget estimates for routine/required maintenance and future improvements at all City facilities.
- Advises the City Administrator of all ordinances, codes and zoning violations and of enforcement action taken.
- Performs fire/life safety inspections in coordination with the Fire Department.
- Performs all other duties assigned by the City Administrator.

This position may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to perform the duties. While data are being accessed, this position should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, this position must properly store the not public data.

MINIMUM QUALIFICATIONS

Certified Building Official from the State of Minnesota, and three (3) years of experience in a municipal public works department.

Education

High school diploma or GED certificate required and technical training or certification in building trade.

Experience

- Three (3) years of building construction or related experience
- General computer skills

Trainings, Certificates, and Licenses

- Possess a driver's license valid in the state of Minnesota
- Possess a Building Official-Limited license from the State of Minnesota

DESIRED QUALIFICATIONS

The requirements listed below are representative of the formal education, experience and training preferred in order to exceptionally perform all of the functions of this position.

Education

Associate's Degree or equivalent training at a technical or vocational school with a focus on construction, plumbing, building inspection technology, or related field

Trainings, Certificates, and Licenses

- Possess Building Inspector certification from International Code Council (ICC)
- Possess other certification from International Code Council (ICC)

COMPLEXITY

The overall complexity of this position is moderately high. While performing the normal duties of this job, processes, procedures, or software vary from one assignment to the next. Assignments are still related in function and objective.

RESPONSIBILITY

Supervision

Works under the general supervision of the City Administrator.

Exercises general and technical supervision over the building inspector.

Impact

While performing the normal duties of this job, this positions work product or services affect the accuracy, reliability, or acceptability of further processes or services.

REQUIRED PHYSICAL ABILITIES AND WORK CONDITIONS

The physical demands and work conditions described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hazards

While performing the duties of this job, this position:

- May occasionally climb 20-100 steps, bend/stoop, kneel, crouch, squat, crawl, reach above shoulder level, push/pull 5-50 lbs., lift 50-100 lbs., carry 50-100 lbs., finger/enter data/keystroke, feel, hear, smell, and repetitive motions; frequently balance, sit, stand, walk, talk, and drive.
- Will use close vision, far vision, depth perception, visual accommodation, color vision, and peripheral vision.
- Will use their right hand and left hand for simple handling or grasping, firm handling or grasping, and fine handling or manipulation; will use their right and left foot.

Surroundings

While performing the duties of this job, this position will experience exposure to inside environmental conditions, exposure to outside environmental conditions, exposure to noise, dust, fumes, gases, chemicals, or oils requiring special mitigating precautions or protective gear, working in narrow aisles or passageways, work around moving mechanical parts, and working in close quarters.

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

#6.1



**La Crosse County Convention & Visitors Bureau
In-Person Board Meeting
Explore La Crosse Office
Kwik Trip's Corporate Support Center at 1626 Oak Street, La Crosse
Thursday, April 18th, 2023
8:00 a.m.**

Board of Directors: Dave Ring, President; Jen Burch, Vice President; Chris Roderique, Treasurer; Stephen Cohen, Secretary; Pete Boese, Pat Stephens, Ryan Johnson, Nathan Franklin, Patrick Barlow, Dan Stevens, Scott Neumeister, Cherryl Jostad, Dan Wick, Kalynn Kruger, Jay Patel, Ashley Santolin, Cassandra Hanan, Val Erickson, Vicki Markussen, Pamela Maas & Lynn Zielke
Ad Hoc: Terry Bauer/Mary Larson (DMI), Beth Franklin (La Crosse Chamber), Jay Odegard (City of La Crosse Parks and Rec), Elizabeth Poh (La Crosse Center), Brian Meeter (La Crescent Chamber)
Executive Director: A.J. Frels

AGENDA

- 1. Call to Order**
- 2. Introductions**
 - a. Mary Larson, Executive Director of DMI
- 3. Community Partners Update**
 - a. DMI
 - b. La Crosse Chamber
 - c. La Crescent Chamber
- 4. Board Minutes**
 - a. March 2023
- 5. Financial Committee – Chris Roderique**
 - a. Minutes – April 2023
 - b. Statements – March 2023
 - c. 2023 Budget - Depreciation Line
- 6. Executive Director's Report – A.J. Frels**
- 7. Committees**
 - a. Membership - Pat Stephens
 - b. Grants - Pat Stephens
 - c. Convention/Sales - Dan Wick
 - d. Marketing/Media - Jay Patel

8. Old Business

- a. Board Retreat Recap
- b. Community Sales Training Program
- c. Mississippi River Sign in Riverside Park
- d. Q 1 Zartico Report

9. New Business

- a. Discover Wisconsin Premier May 3rd starting at 5:00 p.m. at the Downtown Radisson Ballroom
- b. Beer Wine & Cheese Update
- c. Scott Neumeister's LCCVB Board Seat

10. Marketing Presentation

- a. Haleigh Doyle

11. Event Center Updates

- a. La Crescent Area Event Center
- b. La Crosse Center
- c. Omni Center

12. Community Updates

- a. Town of Campbell
- b. Village of Holmen
- c. City of La Crescent
- d. City of La Crosse
- e. City of Onalaska
- f. Village of West Salem

13. Adjournment

Next board meeting – Tuesday, May 16th, 2023 at 8:00 a.m. at the LCCVB Office at 123 7th Street South, La Crosse.



LA CROSSE COUNTY CONVENTION & VISITORS BUREAU

BOARD MEETING

March 30, 2023– 8:00 a.m.

Board Members:

Present: Dave Ring, Dan Wick, Valerie Erickson, Chris Roderique, Ryan Johnson, Ashley Santolin, Cherryl Jostad,

Sarah DeLacy, Kalynn Kruger, Pat Stephens, Lynn Zielke, Dan Stevens, Terry Bauer, Pete Boese, Jen Burch, Jay Odegaard, Vicki Markussen, Elizabeth Poh

Excused: Beth Franklin, Nathan Franklin, Jay Patel, Stephen Cohen, Patrick Barlow, Pamela Maas, Neal Zygarlicke

Absent: Cassandra Hanan, Scott Neumeister

Others present:

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

PROCEEDINGS:

Dave Ring brought the meeting to order at 8:00 a.m.

MOTION: To approve the February 2023 Board minutes. (P. Stephens, P. Boese) Carried.

FINANCE COMMITTEE:

MOTION: To approve February 2023 financials and March 2023 minutes (P. Boese, D. Wick) Carried.

EXECUTIVE DIRECTOR REPORT:

- The La Crosse Center/Wisconsin Department of Tourism video was postponed until March 10th due to the weather. We were able to work with the Wisconsin Firefighters Association as the model group for the video footage. The video is complete and is being edited at this time.
- The Marbleseed convention went well with 1600 in attendance. Erik and Elizabeth are scheduling a recap meeting with them. The team will be discussing next year's needs and making sure they are booked for 2024.
- First Pitch for Explore La Crosse Day with the Brewers ticket kickoff event is scheduled for Thursday, April 13th at the Moose Lodge Family Center.
- AJ attended the Onalaska Room Tax Commission meeting on February 22nd. Our report was well received and the lodging revenue report looked good.
- We have received documentation that the final report we submitted for the grant has been received and approved by the DOA, and is now complete.
- Lynn Zielke and AJ attended the La Crescent Chamber Dinner and fundraiser. It was at that meeting they announced that Brian Meeter will be the new Executive Director. AJ has invited him to the LCCVB board meetings, and is arranging a time to have Brian stop over to the offices and meet the team.
- AJ attended the Destinations Wisconsin Day at the Capital in Madison, and met with several representatives from the region.
- This past month we provided community partners brand assets to use such as photography and videos to the Great River Road, West Salem and LADCO.
- The marketing department designed two new handouts with QR codes for trails and festivals to be used where needed.
- Dayle Muller has started as the LCCVB Events Manager as of March 6th.
- The billboard project is up and running, and the initial ads will feature LCCVB ads.

COMMITTEE REPORTS:

Membership- Reports were distributed. Revenue for the month of February is \$8,682.75 budgeted for \$5,400. Budgeted yearly revenue of \$88,000.00.

Grants- Reports were distributed. No grant dollars were disbursed in February, however, the committee has 11 grant requests to review.

Convention/Sales-At the March meeting, Jacob Sciammas of Drift Cycle-La Crosse Bike Share presented to the committee. The bikes will be back out in April, with a kickoff event at UWL. Next meeting is scheduled for May 10th.

Marketing/Media-The committee has not held a meeting since the last board meeting.

OLD BUSINESS:

- 2022 Audit: Hawkins Ash CPA's will perform the audit on April 17 & 18.

- April 18 Board Meeting: Will be held from 8-9am at the Kwik Trip facility at 1626 Oak Street. Following the board meeting, a tour of the Kwik Trip facility will be held from 9-1pm.

-Mississippi River Sign in Riverside Park: Haleigh and AJ met with the City of La Crosse Parks & Rec team to discuss the sign and they also met with the sign company. They will now run the sign idea past the Parks Department, and they will share a few different designs to review.

-US Cycling Bid: We were notified that we did not win the bid for the Cycling Event for 2023. Jeremiah and AJ will attend the event in Nebraska this year, and then look to prepare a bid for the event in the future.

NEW BUSINESS:

- Sponsorship at Features Fieldhouse: We have committed to a \$1500 annual sponsorship at the Fieldhouse. The sponsorship will include a banner inside the Fieldhouse, and advertising on their website and social media.

-Sales Training for Partners: The classes will start in the spring and they will be held during the Impact Meetings. The class fee will be small, and Explore La Crosse will help subsidize some of the costs.

-Update from WIGCOT & Explore Minnesota Tourism Conference: Several staff attended WIGCOT in Green Bay, Kwik Trip was a sponsor of one of the lunches. AJ and Ben attended the Minnesota conference and were able to secure some great marketing opportunities with the Minneapolis/St. Paul magazine.

-Board Retreat Update: Thank you to those who participated in the board retreat. Lynn Peters is working on the first draft of notes and we will begin laying out the plan for the year. This will be discussed at the April board meeting.

Event Center & Community Updates:

-La Crosse Center: Several events recently held including; FIRST Robotics, Rural Water, Stansfield Pool, Performance Group Food Show, WAMO Darts.

- Omni Center: Upcoming events including; The Ducks Unlimited Banquet, Rider Cup, Cabin Fever Frenzy, and the Craft Fair will be held in April.

-City of La Crescent: Items in planning phases including the Walnut Street reconstruction, and also looking into a new location for City Hall.

-City of La Crosse: Items discussed including the Levy project that will be wrapping up soon, Viking Cruises will start some overnight stays, and American Cruiselines would like to start coming back to La Crosse.

-City of Onalaska: Cabin Fever will be held at the Omni Center, and the search continues to find a new City Administrator.

-DMI: Several events coming up; April 22 Downtown Cleanup Day, April 30 Downtown Living Tour, June 10 Classic Car Show.

-La Crescent Chamber: Held their Annual Meeting in February, and hiring of new Executive Director, Brian Meeter, and Bike Across Minnesota to be held in August.

MOTION: Moved to Adjourn at 9:01 am (D. Stephens, P. Boese) Carried.

Respectfully submitted, Michelle Hoch

