

CITY OF LA CRESCENT

AGENDA

REGULAR MEETING

LA CRESCENT COMMUNITY BUILDING

336 SOUTH FIRST STREET

OCTOBER 9, 2023

5:00 P.M.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

ACTION TO CHANGE AGENDA

1. CONSENT AGENDA

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

- 1.1 MINUTES – SEPTEMBER 25, 2023
- 1.2 BILLS PAYABLE THROUGH OCTOBER 6, 2023
- 1.3
- 1.4

2. PUBLIC HEARING/MEETING

3. ITEMS FOR CONSIDERATION

- 3.1 PROCLAMATION - FRIENDS OF LIBRARIES WEEK
- 3.2 CITY WIDE SPEED LIMIT REDUCTION
- 3.3 SCHOOL ZONE SPEED LIMIT
- 3.4 ENGINEERING AGREEMENT – CRESCENT HILLS
SANITARY SEWER
- 3.5 ENGINEERING AGREEMENT – SOUTH 5TH STREET
PROJECT
- 3.6 RESOLUTION - MUNICIPAL STATE AID SYSTEM
- 3.7 SPORTSMANS LANDING ROAD – FINAL PAYMENT
- 3.8 ENGINEERING PROJECT REVIEW
- 3.9 RESOLUTION – CALL FOR PUBLIC HEARING TO AMEND
FIVE-YEAR CAPITAL IMPROVEMENT PLAN
- 3.10 PERSONNEL COMMITTEE RECOMMENDATIONS
- 3.11 MTU 2024 SERVICE AGREEMENT
- 3.12 MTU VEHICLE LEASE
- 3.13

CITY OF LA CRESCENT
AGENDA
REGULAR MEETING
LA CRESCENT COMMUNITY BUILDING
336 SOUTH FIRST STREET
OCTOBER 9, 2023
5:00 P.M.

4. UNFINISHED BUSINESS

4.1

5. MAYOR'S COMMENTS

5.1

**6. STAFF CORRESPONDENCE/COMMITTEE
UPDATES**

6.1 FIRE DEPARTMENT OPEN HOUSE

6.2 PARK & RECREATION COMMISSION MINUTES – 9/20/23

6.3

6.4

7. CORRESPONDENCE

7.1

7.2

7.3

8. HOUSTON COUNTY

8.1

9. CHAMBER OF COMMERCE

9.1

10 ITEMS FOR NEXT AGENDA

11. ADJOURNMENT

MINUTES, REGULAR MEETING
CITY COUNCIL, CITY OF LA CRESCENT, MINNESOTA
SEPTEMBER 25, 2023

Pursuant to due call and notice thereof, the second meeting of the City Council of the City of La Crescent for the month of September was called to order by Mayor Mike Poellinger at 5:00 PM in the La Crescent Community Building, La Crescent, Minnesota, on Monday, September 25th, 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, Public Works Director Tyler Benish, and Deputy Clerk Angie Boettcher.

Also present was Explore La Crosse Executive Director A.J. Frels.

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 – SEPTEMBER 11, 2023
- 1.2 BILLS PAYABLE THROUGH – SEPTEMBER 22, 2023
- 1.3

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 Clerk Angie Boettcher made a requested change to add the wording “Short-Term tax” under Scope II of the Short-Term Rental Ordinance, included in the minutes of the September 11, 2023 City Council meeting.

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

A MOTION TO APPROVE THE CONSENT AGENDA WITH THE REQUESTED ADDITION OF THE WORDING “SHORT-TERM TAX” TO SCOPE II OF THE SHORT-TERM RENTAL ORDINANCE, INCLUDED IN THE MINUTES OF THE SEPTEMBER 11, 2023 CITY COUNCIL MEETING.

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 – EXPLORE LA CROSSE – A.J. FRELS

A.J. Frels, Executive Director of Explore La Crosse presented City Council with an update on the 2023 Explore La Crosse area campaign as well as the quarterly report. This was informational only, no action required.

ITEM 3.2 – DONATION RESOLUTIONS

City Council reviewed a Resolution regarding the acceptance of donations to the City for the month of September. Following review and discussion, Member Jostad introduced the following Resolution and moved its passage and adoption as follows:

RESOLUTION NO. 09-23-35

RESOLUTION ACCEPTING DONATIONS MADE TO THE CITY OF LA CRESCENT WIESER MEMORIAL PARK IMPROVEMENT PROJECT IN SEPTEMBER 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 La Crescent in the month of September 2023 to the Wieser Memorial Park Improvement Project to be used for the specific purpose of improvements to the park shelter and bathroom facilities:

1. Jason and Amber Wieser wish to donate \$500.00 to the Wieser Park Improvement Project.
2. An Anonymous donor wishes to donate \$2,000.00 to the Wieser Park Improvement Project.
3. An Anonymous donor wishes to donate \$1,000.00 to the Wieser Park Improvement Project.

WHEREAS, La Crescent agrees to accept the donations for Wieser Memorial Park
Subject to the conditions identified above.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of La Crescent hereby accepts the donations stated above for Wieser Memorial Park subject to the conditions identified above.

ADOPTED this 25th day of September 2023.

SIGNED:

Mayor

ATTEST:

Deputy 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 present voted in favor thereof, viz;

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

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

City Council reviewed a second Resolution regarding the acceptance of donations to the City for the month of September. Following review and discussion, Member O'Donnell-Ebner introduced the following Resolution and moved its passage and adoption as follows:

RESOLUTION NO. 09-23-36

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

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

1. James Fowler wishes to donate \$250.00 to the Kayak Launch/Fishing Dock Project.

2. Michelle Kirgis wishes to donate \$25.00 to the La Crescent Fire Department in memory of Dan Wellendorf.
3. An Anonymous donor wishes to donate \$10.00 to the La Crescent Fire Department in memory of Dan Wellendorf.
4. Greg and Linda Thompson wish to donate \$25.00 to the La Crescent Fire Department in memory of Dan Wellendorf.
5. Charles and Marilyn Evans wish to donate \$25.00 to the La Crescent Fire Department in memory of Dan Wellendorf.

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

ADOPTED this 25th day of September 2023.

SIGNED:

Mayor

ATTEST:

Deputy Clerk

The motion for the adoption of the foregoing resolution was duly seconded by Member Williams and 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 3.3 – EXTEND NO PARKING ZONE-SOUTH OAK STREET

City Council reviewed a memo from Police Chief Ahlschlager regarding a request from the La Crescent-Hokah Elementary School Principal Jeffrey Copp asking that the no parking zone on the West side of South Oak Street be extended approximately 50 feet south. Principal Copp reports vehicles that park there during the school day cause the departing school buses to veer into the oncoming lane to go around the parked

vehicles. After reviewing Principal Copp's request Chief Ahlschlager concluded that extending the no-parking zone in that area would provide the necessary room for school buses to maneuver safely onto South Oak Street and would have minimal impact on parking accommodations. It was recommended that City Council approve the extension of the specified no-parking zone. Following discussion, Member Williams introduced the following ordinance and moved its passage for adoption:

ORDINANCE NO. 575

AN ORDINANCE OF THE CITY OF LA CRESCENT REGULATING PARKING ON S OAK STREET

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

SECTION I. There shall be no parking on the west side of S Oak Street fifty (50) feet south of the current bus departure lane; as shown on the attached Map.

SECTION II. Any person, firm or corporation that violates this Ordinance shall upon conviction be guilty of a petty misdemeanor. The penalty which may be imposed under this Section shall be a \$300.00 fine.

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

PASSED AND ENACTED this 25th day of September, 2023.

Mayor

ATTEST:

City Administrator

The foregoing motion was duly seconded by Member Jostad and upon a roll call vote taken and tallied by the City Administrator, 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.

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

MOTION THAT A PRÉCIS FORMAT OF SAID ORDINANCE 575 BE PUBLISHED IN THE OFFICIAL NEWSPAPER OF THE CITY AND WITH "OFFICIAL COPY" SO MARKED BE KEPT ON FILE IN THE OFFICE OF THE CITY ADMINISTRATOR.

Upon a roll call vote taken and tallied by the City Administrator, 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 3.4 – PARADE REQUEST-HOMECOMING

City Council reviewed a memo from Police Chief Ahlschlager regarding a request from the La Crescent-Hokah School District student body to have a formal Homecoming parade with staff support during school hours on Friday, September 29th. There will be student parade floats and student band participation in the event with a request for the La Crescent Fire Department to participate in the parade. The parade will start in the La Crescent Middle School parking lot at approximately 12:45 pm and will travel north on Lancer Blvd. to South 11th Street, north on South Elm Street, and then circle the La Crescent Elementary School building returning to the High School parking lot by the same route. Chief Ahlschlager is requesting Council permission to temporarily use the public thoroughfares for the event. This will minimally impact daily traffic activity and the La Crescent Police Department will assist by marking the procession's front and rear with emergency lighting. Following discussion, Member Hutchinson made a motion, seconded by Member Williams as follows:

MOTION TO APPROVE THE REQUEST FROM THE LA CRESCENT-HOKAH SCHOOL DISTRICT STUDENT BODY TO HOLD A HOMECOMING PARADE ON FRIDAY, SEPTEMBER 29th AT 12:45 PM BEGINNING AT THE LA CRESCENT MIDDLE SCHOOL PARKING LOT AND TRAVEL NORTH ON LANCER BLVD TO SOUTH 11TH STREET, NORTH ON SOUTH ELM STREET AND THEN CIRCLE THE LA CRESCENT ELEMENTARY

SCHOOL BUILDING AND RETURN TO THE HIGH SCHOOL PARKING LOT BY THE SAME ROUTE WITH THE LA CRESCENT POLICE DEPARTMENT PROVIDING ASSISTANCE BY MARKING THE FRONT AND REAR OF THE PROCESSION WITH EMERGENCY LIGHTING AND PARTICIPATION OF THE LA CRESCENT FIRE DEPARTMENT IN THE PARADE.

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 3.5 – ROAD CLOSURE REQUEST-GREAT GREEN RUN/ROLL

City Council reviewed a letter from Police Chief Ahlschlager requesting approval to temporarily close South 4th Street between Oak and Elm Streets and temporarily post the north side of South 4th Street as “No Parking” on Friday, September 29th between the hours of 8:00 am and 12:00 pm so that the La Crescent Elementary School PTO can hold the Great Green Run and Roll fun run on the sidewalks. There will be minimal disruption to daily traffic. Following discussion, Member Hutchinson made a motion, seconded by Member Williams as follows:

MOTION TO APPROVE THE TEMPORARY CLOSURE OF SOUTH 4TH STREET BETWEEN OAK AND ELM AS WELL AS TEMPORARY POSTING OF “NO PARKING” SIGNS ON THE NORTH SIDE OF SOUTH 4TH STREET ON FRIDAY, SEPTEMBER 29TH BETWEEN THE HOURS OF 8:00 AM AND 12:00 PM SO THAT THE LA CRESCENT ELEMENTARY SCHOOL PTO CAN HOLD THE GREAT GREEN RUN AND ROLL FUN RUN ON THE SIDEWALKS WITH ANTICIPATION THAT DAILY TRAFFIC WILL BE MINIMALLY DISRUPTED.

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 3.6 – SEWER AGREEMENT – CITY OF LA CROSSE

City Attorney Wieser updated City Council that the City of La Crosse's Common Council voted to approve the Sanitary Sewer Conveyance Agreement at their September 14, 2023 meeting. The City of La Crescent approved the agreement on September 11, 2023. It is anticipated that the agreement will be fully executed within the next week upon obtaining required signatures. This was informational only, no action required.

ITEM 3.7 – MN DNR-DROUGHT RESTRICTIVE RESPONSE PHASE

Public Works Director Tyler Benish made a request to City Council to initiate phase 2 of Ordinance No. 255 to conserve and restrict the usage of water from the municipal water system. On August 4th, 2023 the City of La Crescent enacted phase 1 of Ordinance No. 255 limiting water usage with a goal of fifty percent (50%) above January levels from the municipal system, due to notice from the Minnesota Department of Natural Resources. On September 15th, 2023 the City received another letter from the MN DNR for further reduction of water use requiring the City to implement water use reduction actions with a goal of reducing water use to twenty-five percent (25%) above January levels. It was also recommended that City Council approve city staff to review ordinance No. 255 and bring back any changes to the city council at a later date. Following discussion, Member O'Donnell-Ebner made a motion, seconded by Member Jostad as follows:

MOTION TO INITIATE PHASE 2 OF ORDINANCE NO. 255 TO CONSERVE AND RESTRICT THE USAGE OF WATER FROM THE MUNICIPAL WATER SYSTEM WITH A GOAL OF REDUCING WATER USE TO TWENTY-FIVE PERCENT (25%) ABOVE JANUARY LEVELS AND TO APPROVE CITY STAFF TO REVIEW ORDINANCE NO. 255 AND BRING BACK ANY CHANGES TO THE CITY COUNCIL AT A LATER DATE.

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 – 2024 PRELIMINARY BUDGET/LEVY RESOLUTION

City Administrator Waller reviewed with City Council the requirements needed to approve the proposed

2024 general fund budget. By October 2nd, the City Council is required to adopt a resolution setting the preliminary levy and set the date for the public meeting at which time the proposed budget and levy will be discussed, and the final budget and levy determined. As part of the budget review and adoption process, it was noted to City Council that they cannot adopt the 2024 general fund budget until after the public meeting in December, and once the preliminary levy is set, the City Council has the discretion to lower the levy, but the City Council cannot increase the preliminary levy. Administrator Waller reviewed with City Council the resolution that sets the preliminary levies for 2024 which was provided to the City Council at the Council meeting. It was recommended that the City Council adopt the resolution that was presented at the meeting setting the preliminary levies for 2024 and that the public meeting be set for 6:00 p.m., on Monday, December 18, 2023. The proposed 2024 preliminary resolution reflects a 5% increase. The final total City levy in 2023 was \$3,524,879.00, and the proposed 2024 levy is \$3,701,122.00. Following discussion, Member O'Donnell-Ebner introduced the following resolution, and moved its passage and adoption:

RESOLUTION 09-23-37

RESOLUTION MAKING PRELIMINARY GENERAL LEVIES FOR COLLECTION WITH REAL ESTATE TAXES PAYABLE IN THE CALENDAR YEAR 2024

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

1. It is hereby determined and declared that there shall be and there is hereby levied upon all taxable property within the City for the general purposes of the City, as provided by law, to be collected in the year 2024 as part of the general taxes due and payable in the year 2024 a direct ad valorem tax in the amount of \$2,431,002.00 as provided by State law to be levied and collected in the manner provided by law.
2. Be it also hereby determined and declared that there shall be and there is hereby levied upon taxable property within the City of La Crescent for public library service, a tax in the amount of \$188,520.00 to be collected in the year 2024, as authorized by Minnesota Statutes, Section 134.33 and 134.34.
3. It is hereby found, determined, and declared that the amounts set forth in a column at the right to be levied with taxes to be collected in the calendar year 2024, in conjunction with the various bonds issued and sinking funds described below:

FUND #	YEAR	DESCRIPTION	TO BE LEVIED FOR COLLECTION IN CALENDAR YEAR 2024
325	2016A	G.O. Refunding Rec. Fac. Bonds – Aquatic Center	\$196,700.00
327	2016A	G.O. Improvement Bonds – Oak St. Recon.	\$114,000.00
328	2017A	G.O. Equipment Certificates	\$120,700.00
329	2018A	G.O. Improvement Bonds – Streets/Veterans Park	\$144,900.00

FUND #	YEAR	DESCRIPTION	TO BE LEVIED FOR COLLECTION IN CALENDAR YEAR 2024
330	2019A	G.O. Equipment Certificates – Fire Truck	\$48,000.00
331	2019B	G.O. Improvement Bonds – Street Recon.	\$35,000.00
332	2020A	G.O. Improvement Bonds – HTM	\$178,000.00
333	2020A	G.O. Bonds – Tax Abatement - Ice Arena	\$16,000.00
334	2022A	G.O. Imp.Bonds/Equip.Cert. & CIP Bonds	\$228,300.00
		TOTAL DEBT SERVICE LEVY	\$1,081,600.00

4. Total levy for the City of La Crescent for collection in 2024 is \$3,701,122.00.

ADOPTED this 25th day of September 2023.

SIGNED:

Mayor

ATTEST:

City Administrator

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

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

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

City Administrator Bill Waller recommended to City Council to set the date and time as December 18, 2023, at 6:00 p.m. for the public meeting at which time the proposed 2024 general budget and levy will be discussed, and the final budget and levy determined. Following discussion Member Williams made a motion, seconded by Member O'Donnell-Ebner as follows:

MOTION TO SET THE DATE AND TIME FOR THE PUBLIC MEETING FOR MONDAY, DECEMBER 18, 2023 AT 6:00 P.M. AT WHICH TIME THE PROPOSED 2024 GENERAL BUDGET AND LEVY WILL BE DISCUSSED, AND THE FINAL BUDGET AND LEVY DETERMINED.

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.

6. STAFF CORRESPONDENCE/COMMITTEE UPDATES

- 6.1 City Council reviewed a letter from Police Chief Ahlschlager regarding the approval of a \$1,375.00 Community Partnership Grant from the Minnesota Chiefs of Police Foundation Designated for the annual Neighbor's Night Out.
- 6.2 City Council reviewed an update on the phase 4 Wagon Wheel Project.
- 6.3 City Council reviewed the September 19, 2023 Explore La Crosse Board Meeting agenda and the August 29, 2023 Board Meeting minutes.

7. CORRESPONDENCE

City Council reviewed a letter from the City of La Crosse Utilities regarding 2024 Sewer Rate Increases.

9. CHAMBER OF COMMERCE

Chamber of Commerce representative Amy Shimshak was in attendance, there were no updates from the Chamber at this time.

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

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

and none voted against the same. The motion was declared duly carried and the meeting duly adjourned at 5:51 P.M.

APPROVAL DATE: _____

SIGNED:

Mayor

ATTEST:

City Administrator

#1.2



TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator *Bill*
DATE: October 4, 2023
RE: Bills Payable

The bills payable will be e-mailed out separately.

#3.1

National Friends of Libraries Week
Proclamation

Whereas, Friends of the La Crescent Library raise money that enables our library to move from good to great -- providing the resources for additional programming, much needed equipment, support for children's summer reading, and special events throughout the year;

Whereas, the work of the Friends highlights, on an on-going basis, the fact that our library is the cornerstone of the community, providing opportunities for all to engage in the joy of life-long learning and connect with the thoughts and ideas of others from ages past to present;

Whereas, the Friends understand the critical importance of well-funded libraries and advocate to ensure that our library gets the resources it needs to provide a wide variety of services to all ages including access to print and electronic materials, along with expert assistance in research, readers' advisory, and children's services;

Whereas, the Friends' gift of their time and commitment to the library sets an example for all in how volunteerism leads to positive civic engagement and the betterment of our community;

Now, therefore, be it resolved that Mike Poellinger, Mayor of La Crescent proclaims October 15-21, 2023, as Friends of Libraries week in La Crescent, Minnesota, and urges everyone to join the Friends of the Library and thank them for all they do to make our library and community so much better.

Dated this 9th day of October 2023

Mayor _____



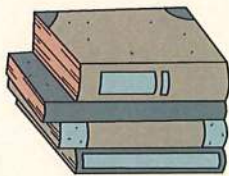
FRIENDS OF THE LA CRESCENT LIBRARY

CELEBRATING THE VOLUNTEERS,
WHO SUPPORT OUR SERVICES,
COLLECTION, AND PROGRAMMING



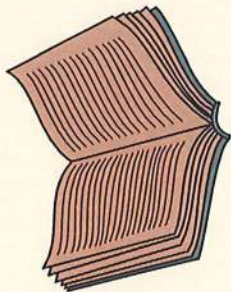
IMPACT OF THE FRIENDS

IT'S MORE THAN JUST BOOKS!



TECHNOLOGY:

- SUPPORTING THE FULL COST OF OUR PUBLIC PRINTER/COPIER
- SUPPORTING 50% OF THE LIBRARY'S COMPUTER LEASING FEE



PROGRAMMING:

- PROVIDING SPECIAL FUNDS FOR SUMMER READING, GUEST AUTHORS, SPEAKERS, AND PERFORMERS



MAINTENANCE:

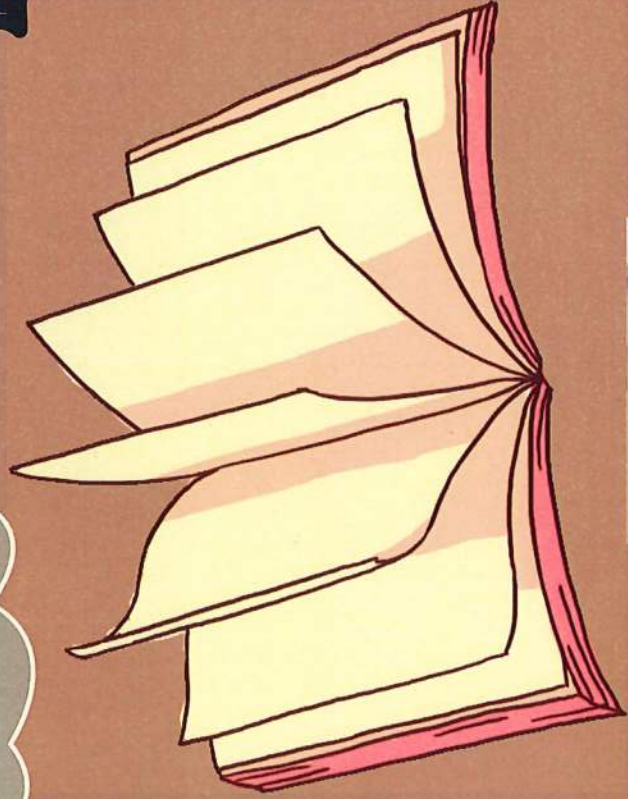
- ASSISTANCE WITH SPECIAL PROJECTS OR NEEDS OF THE LIBRARY BUILDING



COLLECTIONS:

- FUNDING THE PURCHASE OF THOUSANDS OF NEW BOOKS, MOVIES, AUDIOBOOKS, KITS, AND OTHER SPECIAL COLLECTION MATERIALS

SPECIAL PROJECT HIGHLIGHTS



- Adding over 100 Vox Book Titles creating an entirely new technology collection that benefits early literacy, bilingual families, and families with English as a second language
- Updating our Beginning Reader books with titles that feature math and science concepts as well as books featuring different abilities and cultures
- Sponsoring some of our most diverse and inclusive speakers
- Addressing building needs to keep us functional and operating safely
- Supporting accessibility by making large quantities of the Driftless Regional Read available in the La Crescent community



NATIONAL FRIENDS OF THE LIBRARY WEEK

OCTOBER 15 - 21, 2023

- Join us in the proclamation and celebration of our Friends of the Library
- Find featured books for all ages displayed in October that were added to our collection by the Friends of the Library
- Become a member! Join the Friends of the Library and help with book sales, bake sales, and other important fundraising efforts



#3.2



CITY OF LA CRESCENT

Department of Police

Chief Luke M. Ahlschlager



September 22, 2023

Honorable Mayor and City Council Members

City Administrator Bill Waller

RE: **City-wide Speed Limit Reduction**

As the Police Chief of La Crescent, I am writing to address a matter that pertains to the safety of our community's residents and road users.

Our city has witnessed growth and increased traffic density over the years. As a result, the safety of our citizens on our roadways has become a matter of increasing concern. One of the most effective ways to enhance road safety and reduce the risk of crashes is by adjusting speed limits to align with the evolving nature of our city. In my 22 years as a law enforcement officer, one of the most common complaints is "fast traffic" complaints.

I am formally requesting the City Council to consider a reduction in the citywide speed limit. This measure is essential to enhance safety, reduce the severity of crashes, and promote responsible driving behavior. In addition, our city has seen a significant increase in the number of individuals choosing to use bicycles and walk as a mode of transportation. This shift towards more sustainable and healthy options is commendable and aligns with our collective goals of reducing carbon emissions and promoting a healthier lifestyle.

I propose that we lower the city's current speed limit from 30 miles per hour to 25 miles per hour. I believe this moderate reduction is reasonable and will be effective in enhancing the safety of residents and road users.

Several reasons to support this request:

Safety: Lowering the speed limit will result in reduced accident severity, giving drivers more time to react and making our roads safer for all users, including pedestrians and cyclists.

Pedestrian & Cyclist Safety: Slower traffic speeds are critical for pedestrian and Cyclist safety, especially at intersections and crosswalks. Lower speeds give drivers more time to notice and yield to pedestrians.

Traffic Calming: A lower speed limit serves as a natural traffic calming measure, discouraging reckless driving, and reducing noise pollution.

CITY OF LA CRESCENT

Department of Police

Chief Luke M. Ahlschlager

Environmental Impact: Slower speeds lead to reduced emissions, contributing to improved air quality and a more sustainable urban environment.

To facilitate this transition, I recommend the following steps:

Public Awareness Campaign: Launch a comprehensive public awareness campaign to inform residents and visitors about the new speed limit, emphasizing the safety benefits and the importance of compliance.

Traffic Signage: Replace or update existing speed limit signs throughout the city to reflect the new limit clearly and conspicuously.

Enforcement: Ensure effective enforcement of the new speed limit to encourage compliance.

I understand that changing the citywide speed limit is a significant decision that requires careful consideration. However, the safety of our community members is paramount, and this adjustment can contribute significantly to their well-being.

I kindly request the City Council's thoughtful consideration of this proposal. If you require any additional information or wish to discuss this matter further, please do not hesitate to contact me.

Thank you for your attention to this critical issue, and I look forward to working together to enhance road safety within our city.

*It should be noted we are working with Houston County Engineer Brian Pogodzinski to be able to implement the speed reduction on South 7th Street and South and North Elm Street which of course is County Rd 6 and County Rd 29.

Sincerely,



Luke Ahlschlager

Chief of Police

MEMORANDUM

TO: City of La Crescent
Bill Waller, City Administrator
Tyler Benish, Public Works Director
Luke Ahlschlager, Chief of Police

FROM: Tim Hruska, P.E., L.S. – WHKS & Co.

DATE: September 19, 2023

RE: City-wide Speed Limits

Minnesota Statutes Section 169.14 subd. 2 (7) allows Cities to establish a speed limit of 25 Miles per Hour (MPH) on roadways within the City's jurisdiction without conducting an Engineering and Traffic (E&T) Investigation. Speeds lower than 25 MPH will require an E&T.

To change speed limits within La Crescent, the City needs to pass an ordinance establishing the speed limit on roadways within the City's jurisdiction. This subdivision does not apply to town roads, county highways, or trunk highways in the City. The ordinance establishing a 25 MPH speed limit can either be blanket speed on City streets or it can be based on route designation (local, collector, arterial, etc.). For La Crescent, a blanket designation is most reasonable. In this case, the entrances to town need to be posted with a sign stating the overall speed limit, unless posted differently.

There are roughly 10 entrances to La Crescent, so it would likely require fewer than 20 signs to meet signage notification requirements. Because the designation will be only for City streets, signage on township and county roads will need to reflect the higher speed limit. For example, when entering town from the west on County Road 6, drivers will encounter a sign with the wording "City Wide Speed Limit, 25 MPH, Unless Otherwise Posted". After the entrance sign, a 30-MPH sign will be present designating the speed for the county roadway. The cost to implement the lower speed limit signage is roughly \$3,000, provided the signs are installed by City staff.

Lowered speed limits are unlikely to change driver behavior. Roadway width and other factors influence speed more than speed limit signs.

If the City elects to pass an ordinance for 25 MPH, a signage plan will be created detailing the location and number of signs necessary. In addition to the signage plan, implementing a public outreach plan is recommended to inform drivers of the new rules.



CITY OF LA CRESCENT

Department of Police

Chief Luke M. Ahlschlager



September 22, 2023

Honorable Mayor and City Council Members

City Administrator Bill Waller

RE: Establishment of School Speed Zones

As the Police Chief of La Crescent, I am writing to bring to your attention a matter of utmost importance regarding the safety of our community's children.

Over the years, our city has experienced growth, leading to increased traffic in residential areas, particularly those surrounding educational institutions. Four such areas that warrants immediate attention is the in the vicinity of La Crescent-Hokah Elementary School, La Crescent-Hokah Middle/High School, Crucifixion School and the La Crescent Montessori School. With a significant number of students attending these educational institutions, it is crucial that we take proactive measures to ensure their safety during peak traffic hours.

I am formally requesting the City Council to consider the establishment of a School Speed Zone in the immediate vicinity of the four schools. A School Speed Zone is a designated area where reduced speed limits are enforced during specific hours when school-related activities occur. Such zones are essential in safeguarding our young pedestrians and cyclists who may be crossing streets and commuting to and from school.

The proposed School Speed Zones would extend from the following:

La Crescent-Hokah Elementary School

- On South Oak Street (north & south) from South 4th Street to South 6th Street covering approximately 872 feet.
- On South Elm Street (north & south) from South 4th Street to South 6th Street covering approximately 872 feet.
- On South 4th Street (east & west) from South Oak Street to South Elm Street covering approximately 475 feet.
- On South 6th Street (east & west) from South Oak Street to South Elm Street covering approximately 475 feet.

La Crescent-Hokah Middle/High School

- On Lancer Blvd (north & south) from South 12th Street to South 14th Street covering approximately 857 feet.

CITY OF LA CRESCENT

Department of Police

Chief Luke M. Ahlschlager

- On South 14th Street (east & west) from Lancer Blvd to Spruce Drive covering approximately 1,381 feet.

Crucifixion School

- On South Oak Street from the South 3rd Street Alley North to South 1st Street covering approximately 450 feet.
- On South Elm Street from the South 3rd Street Alley North to South 1st Street covering approximately 450 feet.

La Crescent Montessori School

- South 11th Street to South 14th Street covering approximately 1,109 feet on South Oak Street (north & south).

*It should be noted we are working with Houston County Engineer Brian Pogodzinski to be able to implement the school zones on Elm Street which of course is County Rd 6 and County Rd 29.

I recommend implementing the following speed limits within the designated zones:

School Zone Speed Limit: The speed limit should be reduced to 15 miles per hour “when children are present”. This reduction in speed will allow motorists ample time to react to potential hazards and ensure a safer environment for students and all pedestrians.

Speed Zone Signage: Appropriate and highly visible traffic signs must be installed at the entry points of the School Speed Zone, clearly indicating the reduced speed limits and the times they are in effect.

Awareness Campaign: A comprehensive awareness campaign should be initiated in collaboration with the school administration, local media, and community organizations. This campaign will educate residents and motorists about the importance of the School Speed Zone and the need to exercise caution during school hours.

Enforcement: It is vital to enforce the School Speed Zone rigorously to ensure compliance with the reduced speed limits. Patrol officers will be actively monitoring the area during school hours to deter speeding and ensure the safety of all pedestrians.

The implementation of a School Speed Zone will undoubtedly contribute to a safer environment for students, parents, and teachers. Moreover, it will serve as a testament to our city's commitment to prioritizing the safety and well-being of its young residents.

I kindly request the City Council's consideration of this proposal, as the safety of our children is of the utmost importance. Should you require any additional information or clarification regarding this matter, please do not hesitate to contact me.

Luke Ahlschlager, Chief of Police

MEMORANDUM

TO: Bill Waller, City Administrator
Tyler Benish, Public Works Director
Luke Ahlschlager, Chief of Police

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

DATE: September 27, 2023

RE: School Zone Speed Limit

School Zone Speed Limit Requirements

According to Minnesota Statutes, Section 169.14, the City is required to complete an Engineering and Traffic (E&T) Investigation to establish a School Zone Speed Limit (SZSL). The areas adjacent to the Middle/High School, Montessori School, and most of the Elementary School are governed by local authorities (City). Elm Street adjacent to the Elementary School is governed by Houston County. The County Engineer is currently investigating the establishment of a speed zone on Elm Street. The existing speed limit on all streets is 30 mph. Since no roadway is a trunk highway, an authorization from the Commissioner of Transportation is not required. According to Minnesota Statutes and the Minnesota Department of Transportation guidelines, 15 MPH is the lowest the speed limit can be reduced to.

Engineering and Traffic Investigation

There are five steps involved in the evaluation of a SZSL:

1. Establish or review a School Route Plan and crash history
2. Select an appropriate SZSL
 - a. If the existing speed limit is 30 MPH or less and the speed differential is 10 MPH or less, an E&T is not necessary. Example. If an existing 30 MPH speed zone is reduced to a 20 MPH speed limit, the completion of an E&T isn't necessary.
 - b. If the City-wide speed limit is reduced to 25 MPH, the SZSL could be 15 MPH without completing an E&T.
3. Identify if an E&T investigation is needed and if additional safety and speed management countermeasures should be considered.
 - a. Not required if differential is 10 MPH or less.
4. Design the school zone
 - a. Prepare a signage and striping plan
5. Implementation

Recommendation

If the speed limit remains at 30 MPH City-wide, WHKS recommends implementing a SZSL of 20 MPH and completing a school zone design, accompanied by a public outreach and education plan supporting the new speed limit. If the City-wide speed limit is reduced to 25 MPH, the recommended SZSL is 15 MPH. The SZSL should be established for the following areas:

- South 4th Street between Elm and Oak Streets
- Oak Street between South 4th and South 6th Streets
- South 6th Street between Elm and Oak Streets
- Oak Street between South 11th Street and 600' south of South 11th Street
- South 14th Street between Lancer Boulevard and Spruce Drive
- Lancer Boulevard between South 12th and South 14th Streets

#3.4



TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator *BW*
DATE: October 4, 2023
RE: Engineering Agreement – Crescent Hills Sanitary Sewer

Attached for review and consideration by the City Council is an engineering agreement with WHKS to prepare a feasibility study with regard to the extension of sanitary sewer to Crescent Hills. This is related to the annexation request that the City has received from 5 property owners on Crescent Hills. Information regarding that annexation request is included.

The City Attorney will provide the City Council with an update at the meeting on the annexation request, and how the feasibility study relates to the pending annexation.

Neil N. Mighall, D.D.S.

1385 CRESCENT HILLS DRIVE
LA CRESCENT, MN 55947

March 20, 2023

To: The City of La Crescent Administration

This is a formal request by myself, Neil Mighall, Jon Zlabek, Kern Minehan, Tom Tornstrom and Paul Albrecht, all owners of vacant lots in Crescent Hills 1st Addition to be considered for annexation to the City of La Crescent.

Each of the forementioned individuals have provided me with permission to make this request on their behalf.

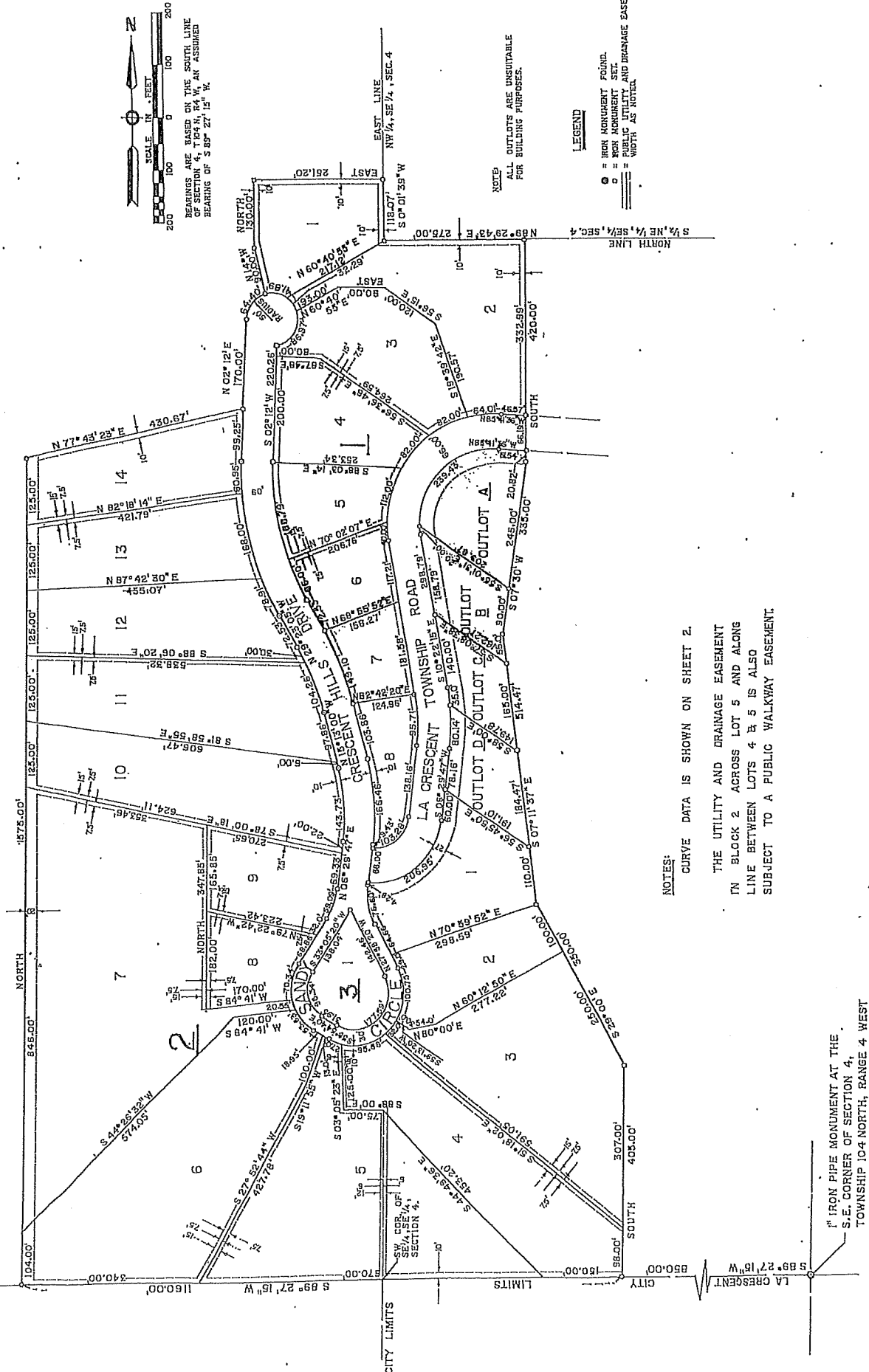
Thank you.

Respectfully,

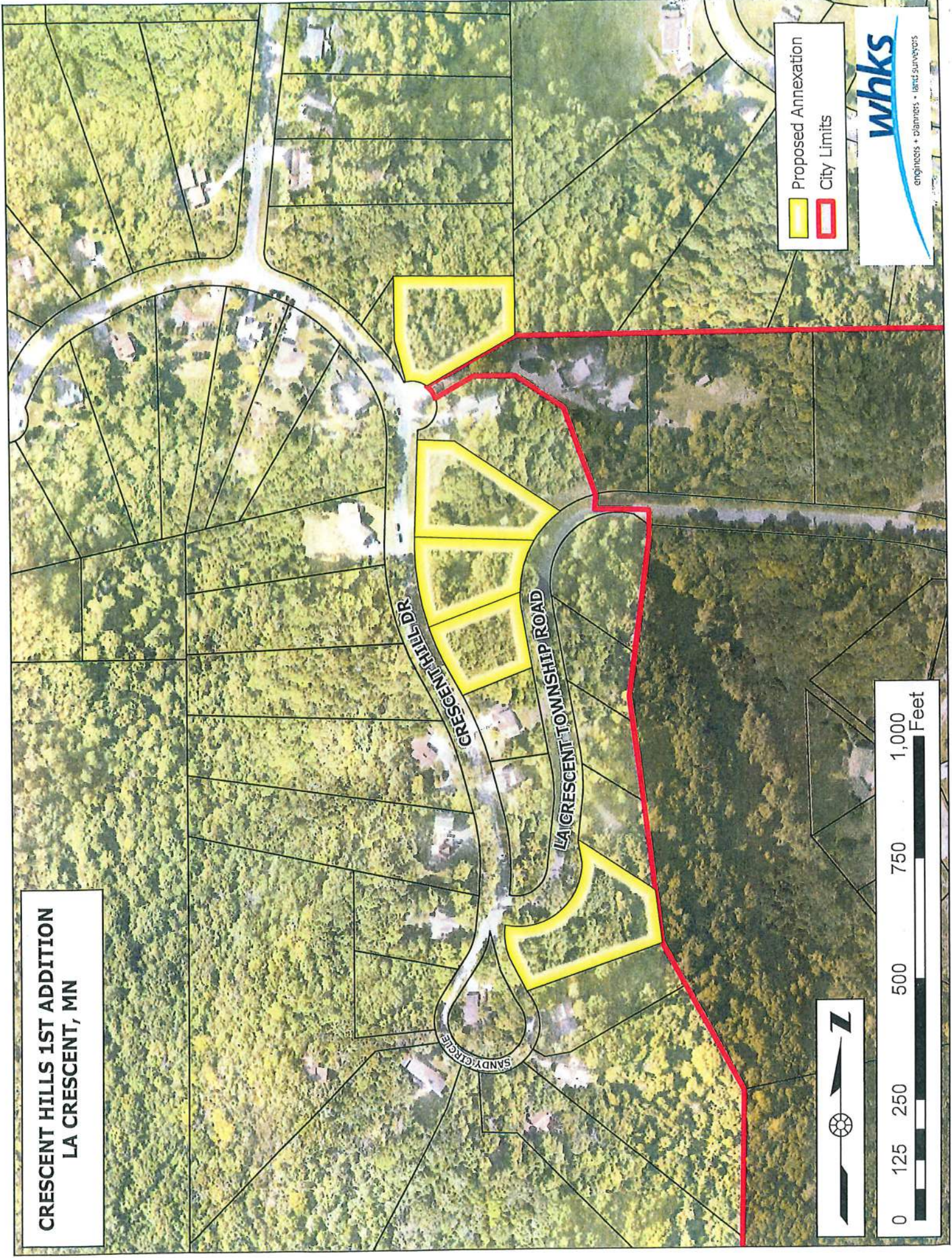
Neil N. Mighall

A handwritten signature in black ink, appearing to read "Neil N. Mighall", is written over the printed name.

CRESCENT HILLS 1ST ADDITION LA CRESCENT TOWNSHIP—HOUSTON COUNTY



**CRESCENT HILLS 1ST ADDITION
LA CRESCENT, MN**



MEMORANDUM

TO: Bill Waller, City Administrator
Tyler Benish, Public Works Director

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

DATE: October 3, 2023

RE: Sanitary Sewer to Serve Crescent Hills

The City has been contemplating annexation of portions of Crescent Hills. One of the considerations is septic systems and space to accommodate those systems on the lots that were previously platted. It is also anticipated that as building sites age, there may be additional needs for sanitary sewer to the area similar to what was experienced in Crescent Valley.

The area has some unique topographic conditions to consider when determining which potential systems would be most advantageous and cost-effective for the residents. The study would evaluate traditional gravity sewer and low pressure grinder pump system. The study would also review how the costs should be allocated across the system and it is not anticipated that the entire area would be served at one time.

Recommendation

We recommend that the City study the feasibility of extending sanitary sewer service to Crescent Hills as it continues to consider annexation of lots in the area.

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 **Feasibility Study of Crescent Hills Sanitary Sewer**.

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:

Study options to serve Crescent Hills with sanitary sewer. The following will be included:

- Review existing data for the area.
- Evaluate sanitary sewer routing, potential lift stations and grinder pumps.
- Prepare letter report summarizing existing conditions and proposed improvements.
- Prepare opinion of probable construction cost for the project. Potential phasing options will be discussed.
- Prepare recommendations for establishing connection charges for the area to recuperate funds for the project.
- Meet with City Staff to review the document.
- Present report to City Council.

Basis of Compensation

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

Billed Hourly with an Estimated Fee of \$9,300. Expenses billed at actual cost and mileage at the current published IRS rate per mile.

Executed this _____ day of October, 2023

City of La Crescent

WHKS & CO.

By: _____

By: _____

Printed Name: Bill Waller

Printed Name: Timothy A. Hruska, P.E., L.S.

Title: City Administrator

Title: Vice President

MEMORANDUM

TO: Bill Waller, City Administrator
Tyler Benish, Public Works Director

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

DATE: October 3, 2023

RE: 5th Street Reconstruction

We have reviewed the condition of 5th Street between Hill and Elm Streets. The roadway has exceeded its life expectancy and is a candidate for reconstruction. After discussions with staff, we have prepared an exhibit and construction cost opinion for the project. We expect to reconstruct the roadway to a width of 38 feet face of curb to face of curb. The project will also reconstruct sidewalks on both sides of the road. In addition to roadway reconstruction, the watermain will be replaced as part of the project. The sanitary sewer has been televised and reviewed and is in good condition. When the sanitary sewer needs to be rehabilitated, it is anticipated that lining will be a viable solution. The cost opinion for the project is \$990,000.

The City is anticipating to pay for the roadway portion of the project with State Aid funds. In order to use those funds, the City will need to pass a resolution dedicating the road as a State Aid Route. This is a separate agenda item. The watermain portion of the project is expected to be funded using ARPA funds.

We have included the attached Professional Services Agreement for consideration by the Council. The agreement is to prepare plans and specifications for the project.

Council Action Recommendation:

Approve the agreement so that plans and specifications can be prepared for 2024 construction of the project.



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 **5th Street South Reconstruction**.

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, bid, and construction phase engineering services as described on the attached Scope of Services included in Exhibit A.

Basis of Compensation

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

Items 1-5 - Billed Hourly with an Estimated Fee of \$147,000. Expenses billed at actual cost and mileage at the current published IRS rate per mile.

Executed this _____ day of October, 2023

City of La Crescent

By: _____

Printed Name: Bill Waller

Title: City Administrator

WHKS & CO.

By: _____

Printed Name: Timothy A. Hruska

Title: Vice President

Exhibit A to Professional Services Agreement

A. Project Description

The Project consists of the reconstruction of South 5th Street between Hill and Elm Streets. The road will be narrowed to 38 feet from curb face to curb face and will be reconstructed with new road base, curb and gutter on both sides, and bituminous pavement. City watermain and water services will be reconstructed along South 5th Street as part of the project. Sidewalks on both sides of the road will be reconstructed or constructed between Hill and Elm Streets. New pedestrian ramps are also being reconstructed at both intersections. The project will be designed to MnDOT State Aid Standards.

B. Scope of Services Provided Under This Agreement:

1. Project Management and Meetings

- Perform general project administrative duties including supervision and coordination of the project team, review of project costs and billings, prepare invoices using Consultant's standard forms, preparation of status reports, and general administrative activities.
- Hold kick-off meeting with Client to discuss the project and review the scope.
- Advise the Client of the necessity of obtaining Special Engineering Services as described in Paragraph C., and act as the Client's representative in connection with any such services not actually performed by WHKS.
- Attend three (3) meetings for the project.

2. Topographic Survey and Research of Existing Conditions

- Perform site topographical surveys to support new facilities, exclusive of boundary surveys for land and easement acquisition.
- Develop project control and base map for the project.
- Locate the existing underground utilities as located by the Gopher State One Call locate system.
- Collect, obtain, and review relevant information from the Client.

3. Preliminary and Final Design

- Prepare preliminary and final plans and specifications to show the character and scope of work to be performed by contractors on the Project. Plans will follow MnDOT State Aid standards.
- Geotechnical Engineering services will be performed by a subcontractor to WHKS under this contract. Geotechnical services include soil borings, and geotechnical evaluation.
- Prepare forms of advertisement for bids, contractor's proposal, construction agreement, payment bond and performance bond for approval by the Client, subject to prior review and approval by Client's Attorney, Bond Counsel, and/or Fiscal Agent.
- Prepare opinion of probable construction cost on completed plans and specifications.
- Furnish one original signed copy of the plans, specifications, and other contract documents as required to the Client.

- Furnish plans and specifications to bidders through the use of a web based plan room.
- Answer contractor's questions during the bidding phase.
- Prepare addendums to the contract documents prior to bid letting, if necessary.
- Assist in the receiving and tabulation of Contractors' proposals and assist in awarding construction contract.
- A Storm Water Pollution Prevention Plan (SWPPP) will be prepared.
- Prepare and submit applicable construction permit application package to Minnesota Department of Health, NPDES, and Houston County.

4. Construction Administration

- Provide construction administration assistance during construction. Contract administration assistance activities conducted during project construction include clarification of design details, periodic visits to the construction site to observe the progress of work, review of shop drawings, review periodic payment estimates for completed construction work and recommend payments for processing, prepare change orders when required, and prepare the final summary of construction costs.
- Conduct a preconstruction meeting with Client, Contractor and Utility Owners.
- Provide construction staking.
- Prepare record drawings from Contractor provided "mark-ups" at the completion of the construction.
- Provide construction updates to the Client.

5. Construction Observation

- Provide resident project observation services during the construction of the Project. Resident observation is a full time function during construction. Duties are to provide on-site evaluations of the Project progress in accordance with the plans and specifications and report said progress to the Engineer. Additionally, the observer maintains a log book recording conditions at the job site, weather, record of visitors, summary of daily activities, actions taken, observations in general and assists in recording data for eventual preparation of Record Drawings. The observer duties do not include construction means, methods, procedures, and job-site safety. Fee based on 400 hours of observation and travel time.
- A geotechnical firm will provide construction materials testing services as a subcontractor to WHKS & Co. under this contract.

C. Special Engineering Services:

Special Engineering Services are those services not listed above, but which may be required or advisable to accomplish the Project. Special Engineering Services shall be performed when authorized by the Client for additional fees, to be determined at the time authorized.

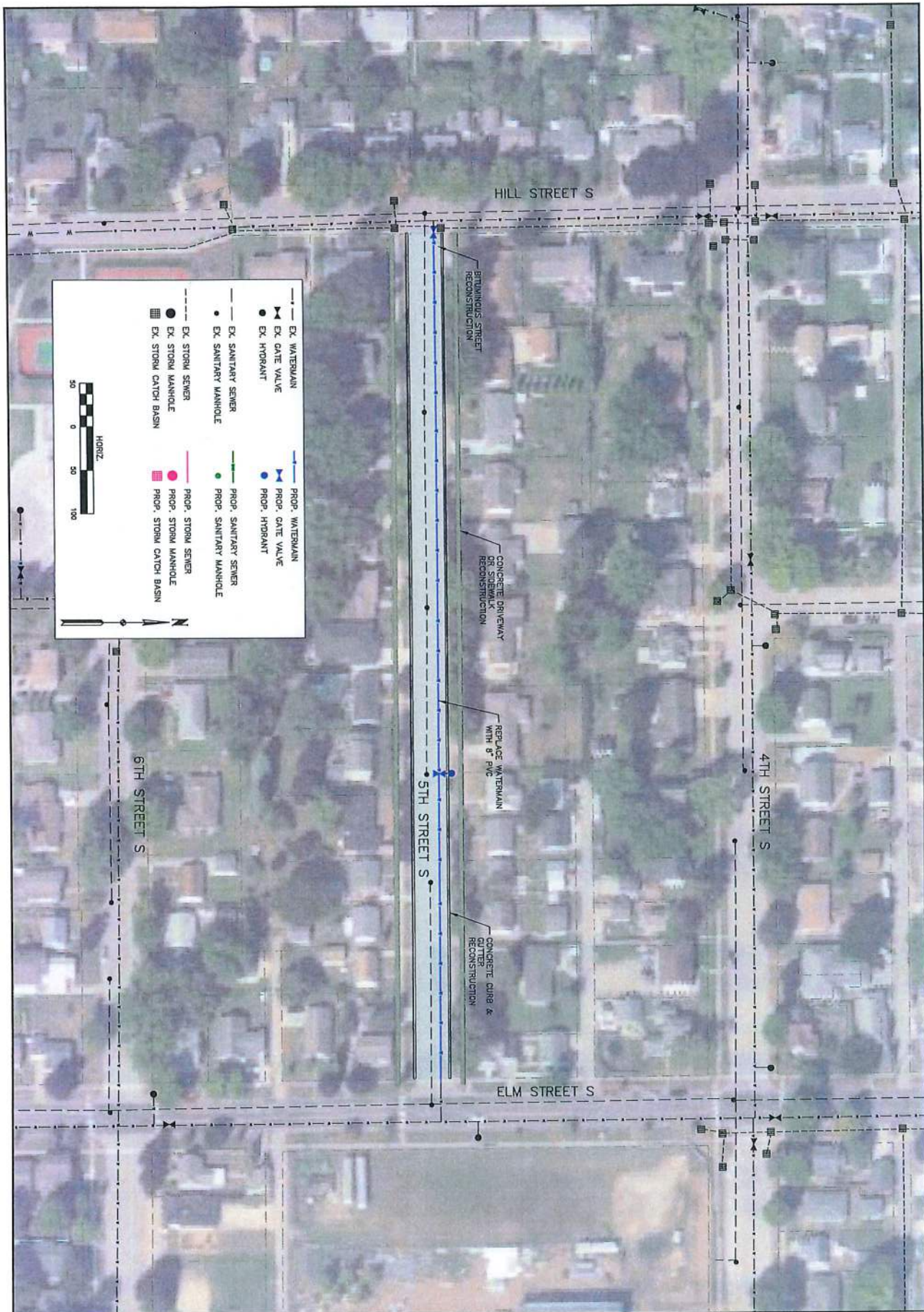
Special Engineering Services include:

1. Land surveying and platting
2. Easement research, plats or descriptions
3. Negotiation for easements or land acquisition
4. Special assessment assistance
5. Funding assistance, including grant and/or loan applications
6. Floodplain and hydraulic/hydrologic modeling.

Engineer's Opinion of Probable Construction Costs
S 5th Street Reconstruction
La Crescent, MN
2024

Line	Item Description	Approx. Quantities	Unit of Measure		Unit Price	Total Amount
1	Mobilization	1	L.S.	@	\$75,000.00	\$75,000.00
2	Clearing & Grubbing	11	Each	@	\$1,500.00	\$16,500.00
3	Remove Bituminous Pavement	4,100	S.Y.	@	\$4.00	\$16,400.00
4	Remove Curb and Gutter	2,000	L.F.	@	\$6.00	\$12,000.00
5	Remove Concrete Walk	780	S.Y.	@	\$6.50	\$5,070.00
6	Remove Concrete Driveway Pavement	400	S.Y.	@	\$6.50	\$2,600.00
7	Remove Gate Valve	2	Each	@	\$500.00	\$1,000.00
8	Remove Watermain	990	L.F.	@	\$5.00	\$4,950.00
9	Remove Hydrant	1	Each	@	\$1,000.00	\$1,000.00
10	Remove & Reinstall Signs & Mailbox's	30	Each	@	\$150.00	\$4,500.00
11	Common Excavation (P)	1,200	C.Y.	@	\$15.00	\$18,000.00
12	Common Topsoil Borrow (CV)	180	C.Y.	@	\$35.00	\$6,300.00
13	Geotextile Fabric, Type 7 (P)	4,888	S.Y.	@	\$2.50	\$12,220.00
14	Aggregate Base, Class 5 (P)(CV)	1,200	C.Y.	@	\$40.00	\$48,000.00
15	Breaker Run (CV)	600	C.Y.	@	\$45.00	\$27,000.00
16	Type SP 12.5 Bituminous Wearing Course	400	Ton	@	\$135.00	\$54,000.00
17	Type SP 12.5 Bituminous Non-Wearing Course	650	Ton	@	\$130.00	\$84,500.00
18	Aggregate for Pipe Foundation (CV)	80	C.Y.	@	\$40.00	\$3,200.00
19	4" Concrete Sidewalk	9,700	S.F.	@	\$7.50	\$72,750.00
20	6" Concrete Sidewalk	450	S.F.	@	\$10.00	\$4,500.00
21	Truncated Domes	40	S.F.	@	\$50.00	\$2,000.00
22	Concrete Driveway Reinforced Pavement	450	S.Y.	@	\$85.00	\$38,250.00
23	B624 Concrete Curb and Gutter	2,000	L.F.	@	\$25.00	\$50,000.00
24	F&I 8" PVC Watermain	1,000	L.F.	@	\$65.00	\$65,000.00
25	F&I 8" Gate Valve and Box	1	Each	@	\$2,500.00	\$2,500.00
26	F&I 6" Gate Valve and Box	1	Each	@	\$2,000.00	\$2,000.00
27	F&I Hydrant	1	Each	@	\$7,500.00	\$7,500.00
28	Connect to Existing Watermain	2	Each	@	\$1,500.00	\$3,000.00
29	F&I Water Service	25	Each	@	\$2,000.00	\$50,000.00
30	Temporary Water System	1	L.S.	@	\$10,000.00	\$10,000.00
31	Adjust Sanitary Frame & Ring Casting	4	Each	@	\$500.00	\$2,000.00
32	Sanitary Sewer Service Repair	5	Each	@	\$1,000.00	\$5,000.00
33	Storm Sewer Structure Modification	1	Each	@	\$1,500.00	\$1,500.00
34	Storm Sewer Intake	2	Each	@	\$3,500.00	\$7,000.00
35	Sod	3,500	S.Y.	@	\$12.00	\$42,000.00
36	Storm Drain Inlet Protection	2	Each	@	\$250.00	\$500.00
37	Temporary Rock Construction Entrance	2	Each	@	\$1,500.00	\$3,000.00
38	Traffic Control	1	L.S.	@	\$2,500.00	\$2,500.00

Subtotal	\$763,000.00
Contingency (10%)	\$76,000.00
Engineering (18%)	\$151,000.00
Total	\$990,000.00



3.6



MEMORANDUM

TO: Bill Waller, City Administrator
Tyler Benish, Public Works Director

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

DATE: October 3, 2023

RE: State Aid Routes

The City has the ability to designate up to twenty percent of its roadways as State Aid Routes. A roadway designated as a route allows the City to utilize State Aid construction funds to pay for reconstruction of these roads. The City has added roadway mileage to its overall system with the addition of Horse Track Meadows. Staff are proposing to include part of Hill Street between South 4th and South 5th Street and South 5th Street between Hill and Elm Streets as a State Aid Route as shown on the attached exhibit. This is an additional 1460 feet of roadway. Once the included resolution is approved, we will submit to State Aid for inclusion in our routes. This will allow the City to utilize State Aid funds to reconstruct 5th Street in 2024.

The current balance in the City's account is \$908,506.80.

Recommendation

Approve the resolution designating portions of Hill and 5th Streets as State Aid Routes.

RESOLUTION NO. 10-23-38

RESOLUTION ESTABLISHING MUNICIPAL STATE AID STREET DESIGNATIONS

WHEREAS, it appears to the City Council of the City of La Crescent that the streets hereinafter described should be designated as Municipal State Aid streets under the provisions of Minnesota Laws;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of La Crescent, Minnesota:

1. That the streets described as follows to-wit:
 - a. South Hill Street from South 4th Street to South 5th Street and
 - b. South 5th Street from South Hill Street to South Elm Street

be hereby established, located, and designated as municipal State Aid streets of the City of La Crescent, subject to the approval of the Commissioner of Transportation of the State of Minnesota.

BE IT FURTHER RESOLVED that the City Administrator is hereby authorized and directed to forward two (2) certified copies of this resolution to the Commissioner of Transportation for this consideration and that upon the Commissioner's approval of the revocations of said streets or portion thereof, that same be revoked as Municipal State Aid Streets and that upon the Commissioner's approval of the designation of said streets or portions thereof, that same be constructed, improved and maintained as a Municipal State Aid Streets of the City of La Crescent, to be numbered and known as a municipal State Aid Street.

ADOPTED this 9th day of October 2023.

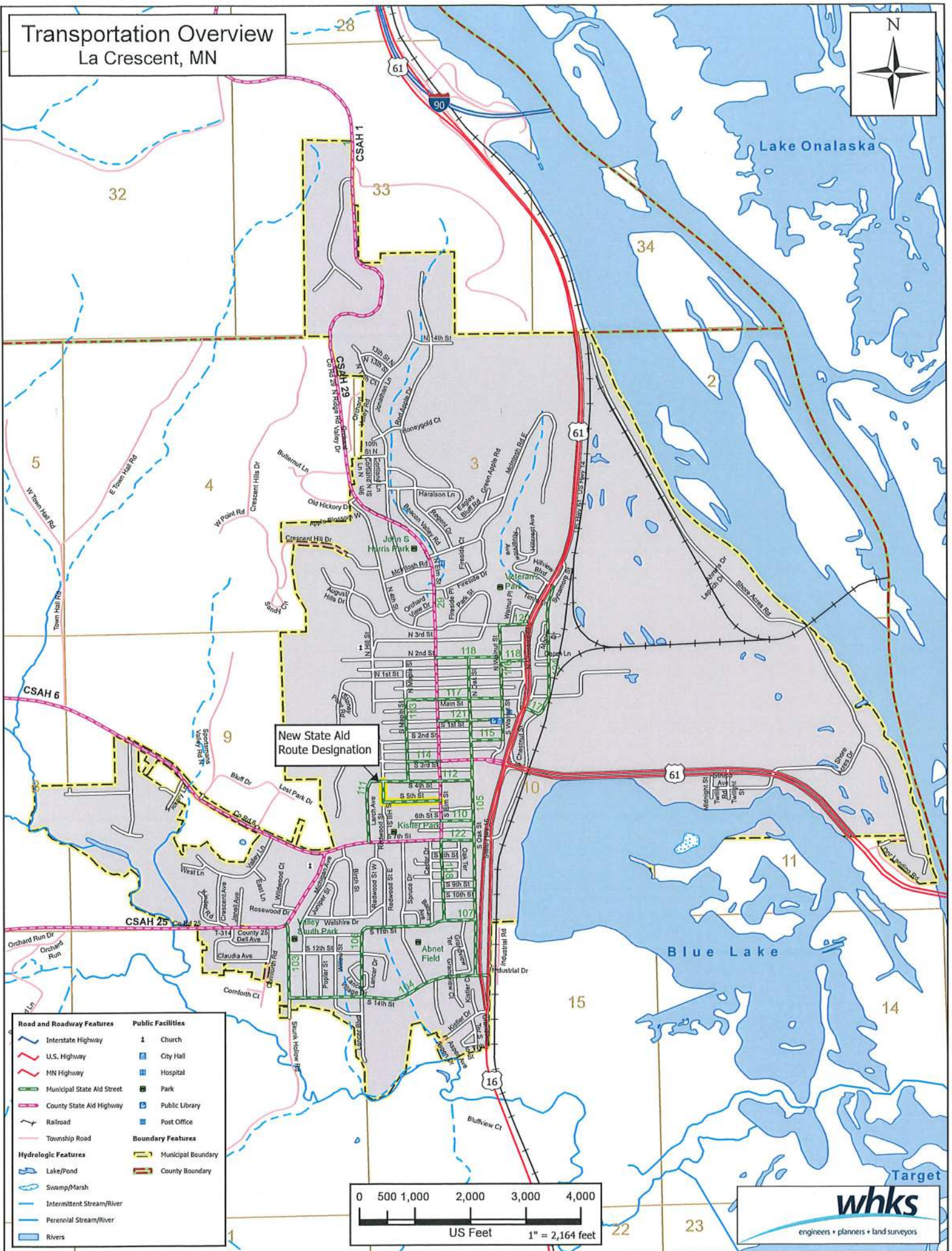
SIGNED:

Mayor

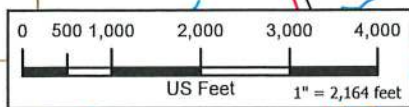
ATTEST:

City Administrator

Transportation Overview La Crescent, MN



- | | |
|----------------------------------|--------------------------|
| Road and Roadway Features | Public Facilities |
| Interstate Highway | Church |
| U.S. Highway | City Hall |
| MN Highway | Hospital |
| Municipal State Aid Street | Park |
| County State Aid Highway | Public Library |
| Railroad | Post Office |
| Township Road | Boundary Features |
| Hydrologic Features | Municipal Boundary |
| Lake/Pond | County Boundary |
| Swamp/Marsh | |
| Intermittent Stream/River | |
| Perennial Stream/River | |
| Rivers | |



#3.7



TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator *BW*
DATE: October 3, 2023
RE: Sportsman/DNR Landing Road Project Final Payment

Included in the bills payable is the final payment of \$4,301.56 to Mathiowetz Construction for the Sportsman/DNR Landing Road Project. We would suggest that the City Council accept the project, and authorize the final payment. This will start the two-year maintenance bond on the project. A letter from the City Engineer regarding the recommendation is included.

2905 South Broadway
Rochester, MN 55904-5515
Phone: 507.288.3923
Email: rochester@whks.com
Website: www.whks.com



September 26, 2023

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

RE: La Crescent, MN
DNR Landing Road & Monte Carlo Road
Pay Request No. 3

Dear Bill:

Enclosed is Pay Request No. 3 for work on the above referenced project. We recommend the City Council accept the project and make final payment in the amount of \$4,301.56:

Mathiowetz Construction Company
30676 County Rd 24
Sleepy Eye, MN 56085

Acceptance by the City Council will initiate the start of the two-year maintenance bond, as specified in the contract documents.

Please contact me if you have any questions.

Sincerely,

WHKS & co.

A handwritten signature in blue ink, appearing to read "Timothy Hruska", is written over the printed name.

Timothy Hruska, P.E., L.S.

TH/mg

Enclosure

cc: Melissa Gasner, WHKS (file)
Adam Kimball, Mathiowetz Construction Company

MEMORANDUM

TO: Bill Waller, City Administrator
FROM: Tim Hruska, P.E., L.S.
DATE: October 4, 2023
RE: Current Engineering Projects

MS4 Permit

We continue to work with Staff to review the permit.

Street Inventory / 5-year CIP

We plan to complete the street inventory/evaluation in the spring. This work will be used to prepare the 5-year CIP for securing street bonding funds in the future.

Walnut Street

We have been working with MSA on the corridor study. The draft study is complete and has been reviewed by the EDC and Planning Commission. We are working with Staff to secure funding for the project using Local Road Improvement Plan and State Bonding funds.

CPKC Railroad Coordination

We are meeting with CPKC Rail on Tuesday October 10th to discuss the crossing for the maintenance building. We will also be discussing the Shore Acres Road crossing and overall operations of the trains in and around the City.

Climate Resiliency Project

We have completed a model of the City storm sewer system and beginning to run different scenarios which will generate a list of improvements that will benefit the area. These will be used to develop a storm sewer CIP and lead to future discussions about a stormwater utility fee.

Wagon Wheel Phase 3

Project is completed. We are working on final paperwork and payment to the contractor. This will be presented at a future meeting.

Horse Track Meadows

The contractor has a few minor punch list items left to complete and then we will finalize this project.

Horse Track Meadows West

Working to finalize this project in the next month.

Eagles Bluff Trail Easement

We are revising the Certificate of Survey for a land swap. We will be coordinating with the property owner, and Land Trust for completing the transaction.

Lead Service Line Inventory – MN Department of Health (MDH)

MDH is requiring that the above plans be submitted. The Risk Assessment was submitted in June. We are working with Staff to complete the Response Plan in December.

City Hall Site Planning

This project is currently on hold.

TH 14/61/16 Project

We have met with MnDOT and Houston County regarding a future bituminous surfacing project on the highway. MnDOT is evaluating the intersection of North 4th Street to determine the issues with the intersection and review potential options for improvement. We are also working with Houston County on evaluating alternatives for South 3rd Street as this would be an opportunity to do improvements with the project scheduled for 2027.

SRTS Project

The City has secured funding for a SRTS project in 2026 through Transportation Alternative funding. The project will be further developed in the future.

5th Street Project

This project has two items on the Council agenda for consideration.

Crescent Hills Sanitary Sewer Study

This project is on the Council agenda.

Wieser Park Improvements

Site improvements have been completed. Working on final payment with the contractor.

Horse Track Meadows North

Working with the County Surveyor to get plat approval.

Reduced Speed Limit and School Zone Speed Limit

This is on the Council agenda for discussion.

#3.9



TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator *Bill*
DATE: October 4, 2023
RE: Capital Improvement Plan

In 2022 the City Council adopted a Five-Year Capital Improvement Plan related to the acquisition of land for the future construction of a new City Hall/Library/Police facility. We are now suggesting that the City Council amend the plan that was adopted in 2022.

Attached for review and consideration by the City Council is a resolution calling for a public hearing on the intention to issue general obligation capital improvement plan bonds and the proposal to adopt an amended and restated capital improvement plan. A copy of the amended and restated Five-Year Capital Improvement Plan is included.

The 2022 Plan authorized the City Council to issue up to \$450,000 in capital improvement bonds. The proposed amended and restated 2023 Plan would provide the City with an additional \$550,000 in bonding authority. There are no immediate plans for the City to issue bonds related to the amended and restated 2023 Plan.

The amended and restated 2023 Plan would allow the City to use a portion of the funds from the 2022 Capital Improvement bond issue to pay for planning/architecture costs that are currently being performed. The 2023 Plan would also provide funding in the future for acquisition of property related to the project, funds to pave the existing parking lot and alley that are in need of replacement, funds to demolish structures that the City purchases in the future, and funds for architecture and consulting costs to prepare for construction of the facilities.

We would expect that in 2025 the City will issue improvement bonds for the Walnut Street Improvement Project. We would expect that the 2025 bond issue may include costs related to the amended and restated Five-Year Capital Improvement Plan that is now being considered. It is also quite possible that in 2024 the City Council may consider reimbursement resolutions for costs associated with either a street improvement project or an item included in the amended and restated Five-Year Capital Improvement Plan.

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

RESOLUTION NO. 10-23-39

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

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

WHEREAS, the City Council will hold a public hearing on November 13, 2023, on its intention to issue the Bonds and to adopt the Plan; and

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

ADOPTED this 9th day of October, 2023.

SIGNED:

Mayor

ATTEST:

City Administrator

EXHIBIT A

CITY OF LA CRESCENT, MINNESOTA

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

NOTICE IS HEREBY GIVEN, that the City Council of the City of La Crescent, Minnesota (the "City") will meet at the La Crescent Community Building, 336 South 1st Street, La Crescent, Minnesota, at 5:00 P.M. on Monday, November 13, 2023, for the purpose of conducting a public hearing on (a) the intention to issue general obligation capital improvement plan bonds in an amount not to exceed \$525,000 and (b) the proposal to adopt a capital improvement plan therefor. The proceeds of the bonds will be used to finance the acquisition or betterment to public lands, buildings, or other improvements used as a city hall, town hall, library, public safety, or public works facility for the City pursuant to Minnesota Statutes, Section 475.521.

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

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

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

/s/ Bill Waller, City Administrator

FINAL DRAFT FOR PUBLIC HEARING AS OF SEPTEMBER 26, 2023

AMENDED AND RESTATED

2022 through 2026

Five-Year Capital Improvement Plan for the

City of La Crescent, Minnesota

Originally Adopted: March 14, 2022

Amended and Restated: _____, 2023

Prepared by:



I. INTRODUCTION

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

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

As part of the authorization process to issue capital improvement plan bonds ("CIP Bonds"), the CIP Act requires municipalities to prepare a five-year capital improvement plan that includes information specific in the statute, and different than the information that municipalities often provide in a more comprehensive and detailed "budget" or capital improvement plan it may prepare. This document, the Amended and Restated 2022 through 2026 Five-Year Capital Improvement Plan" has been prepared to meet the specific requirements of the CIP Act

II. PURPOSE

For purposes of the CIP Act, a capital improvement is a major expenditure of municipal funds for the acquisition or betterment to public lands, buildings, or other improvements used as a city hall, town hall, library, public safety, or public works facility, which has a useful life of 5 years or more. Capital improvements, as defined in the CIP Act, do not include light rail transit or related activities, parks, road/bridges, administrative buildings other than city or town hall, or land for those facilities.

A capital improvement plan adopted pursuant to the CIP Act is a document designed to anticipate capital improvement expenditures and schedule them over a five-year period so that they may be purchased in the most efficient and cost-effective method possible. The capital improvement plan allows the matching of expenditures with anticipated income. As potential expenditures are reviewed, the municipality considers the benefits, costs, alternatives, and impact on operating expenditures.

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

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

III. THE CAPITAL IMPROVEMENT PLANNING PROCESS

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

A written plan is prepared by the City to set forth the estimated schedule, timing, and details of specific capital improvements by year, together with the estimated cost, the need for the improvement, and the sources of revenue for the improvement. The City Council then holds a public hearing on the CIP. The notice must be published at least 14 but not more than 28 days before the date of the hearing. The City Council may either approve the CIP immediately after the hearing or based on input may make revisions and approve the CIP at a later meeting.

The Council must approve the issuance of the CIP Bonds, as defined in the CIP Act, by an affirmative vote if three-fifths of its membership. The CIP Bonds are subject to a so-called “reverse referendum”. The City may issue the bonds only after obtaining the approval of a majority of the voters voting on the question of issuing the obligations, if a petition requesting a vote on the issuance is signed by voters equal to five percent of the votes cast in the municipality in the last municipal general election and is filed with the clerk within 30 days after the public hearing. If the municipality elects not to submit the question to the voters, the municipality shall not propose the issuance of bonds under this section for the same purpose and in the same amount for a period of 365 days from the date of receipt of the petition. If the question of issuing the bonds is submitted and not approved by the voters, the provisions of Minnesota Statute Section 475.58, subdivision 1a, shall apply.

Further, the maximum debt service in any year on all outstanding CIP Bonds is 0.16% of the estimated market value of property in the City, using the estimated market value for the taxes-payable year in which the CIP Bonds are issued.

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

Any modifications to the Plan to change the projects included or to increase the CIP Bonds will require that the City complete the entire capital improvement planning process again and all requirements. Similarly, adoption of a new capital improvement plan to include the project costs to finance construction of the project costs will require that the City complete the entire capital improvement planning process again and all requirements.

IV. PROJECT SUMMARY

Pursuant to this document, "Amended and Restated 2022 through 2026 Five-Year Capital Improvement Plan", referred to hereafter as the "CIP", the City intends to incur expenditure of funds for acquisition, betterment of public lands, buildings or other improvements for a city hall, library, and public safety facility, including expansion of an existing public safety facility (together, the "Facilities").

The CIP as prepared does not provide for the construction of the Facilities. The CIP covers only property acquisition costs, building demolition and removal, site improvements/preparation costs, and architect and consulting costs to prepare for construction of the Facilities.

The City will need to either act to amend the CIP or adopt a new CIP, pursuant to the CIP Act, at a future date to provide authority to finance the construction of the Facilities.

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

1. Condition of the City's existing infrastructure, including projected need for repair or replacement.
2. Likely demand for the improvement.
3. Estimated cost of the improvement.
4. Available public resources.
5. Level of overlapping debt in the City.

6. Relative benefits and costs of alternative uses of funds.
7. Operating costs of the proposed improvements.
8. Alternatives for providing services most efficiently through shared facilities with other cities or local governments.

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

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

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

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

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

2. Likely Demand for the Project

The proposed Facilities will allow for improved efficiency of delivering municipal services and improvements for safe operations.

3. Estimated Costs of the Improvement

The estimated cost of the improvements the City plans to finance through issuance of CIP Bonds pursuant to this CIP is an amount not to exceed \$955,000. This amount is inclusive of the following estimated costs of the improvement: property acquisition costs; building demolition and removal; site improvements/preparation costs; and architect and consulting costs to prepare for construction of the Facilities. This amount does not include cost of issuance of the Bonds, which will be in addition to this amount and paid from bond proceeds.

This amount includes \$450,000 that the City financed with the General Obligation, Series 2022A Bonds, CIP portion, issued with original par amount of \$475,000, as authorized by the CIP adopted on March 14, 2022.

Exhibit A includes a map with information on property acquired to date by the City for the Facilities and potential future acquisition.

This amount includes City plans to finance site improvements and preparation costs for the purpose of maintaining public parking lots and public alleyway access that serves the existing City Hall and Fire Department Building and to prepare for the Facilities.

4. Available Public Resources

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

5. Level of Overlapping Debt

See Exhibit B.

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

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

7. Operating Costs of the Proposed Improvements

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

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

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

V. FINANCING THE CAPITAL IMPROVEMENT PLAN

The total principal amount for the CIP Bonds authorized by the CIP is not to exceed \$1,000,000. This amount includes \$475,000 for the General Obligation,

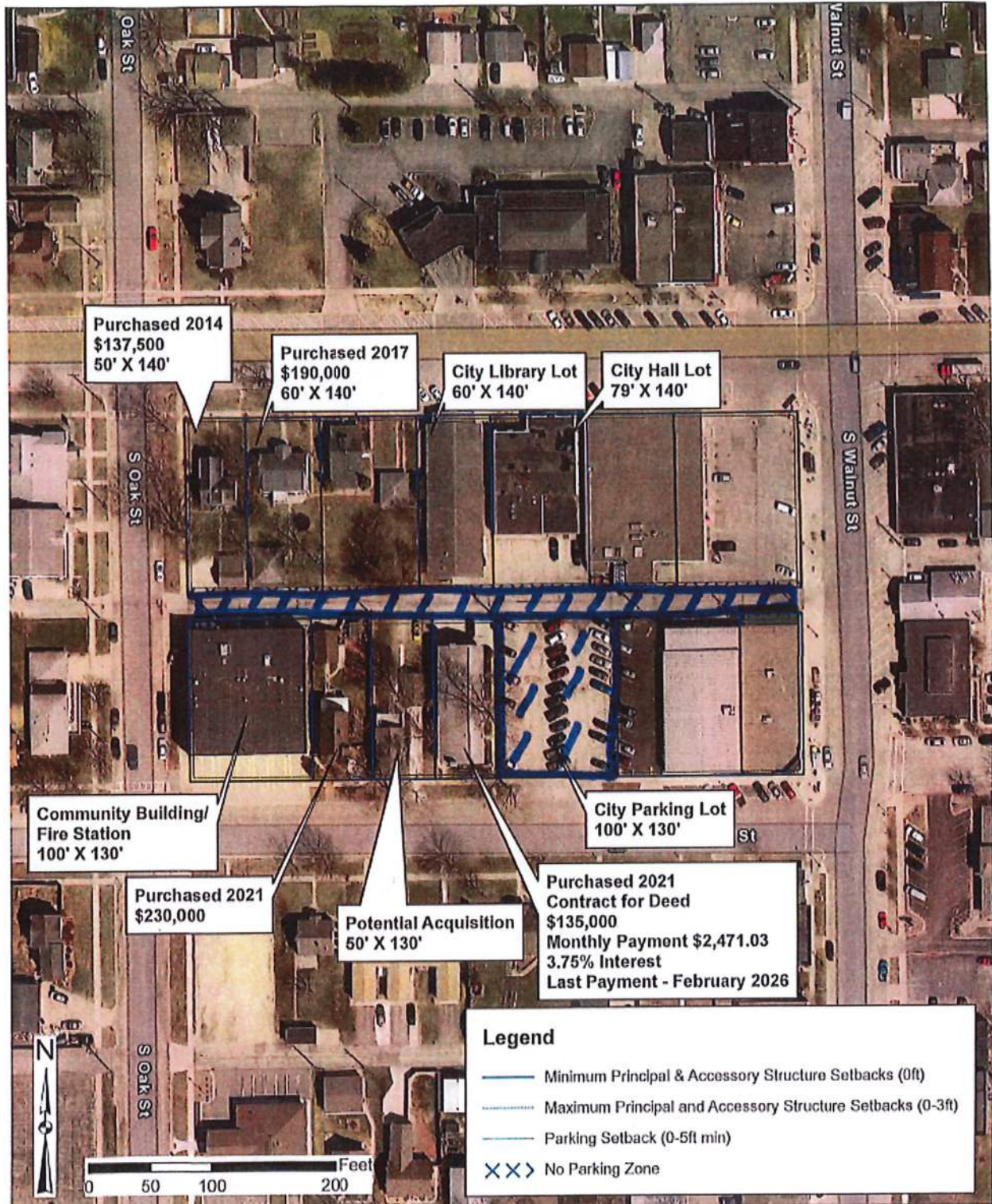
Series 2022A Bonds, CIP portion, issued on May 18, 2022, as authorized by the “2022 through 2026 Five-Year Capital Improvement Plan” adopted by the City Council on March 14, 2022. The City plans to issue up to an additional \$525,000 in CIP Bonds.

The \$1,000,000 is the maximum principal amount of CIP Bonds that may be issued under the CIP, (the “Amended and Restated 2022 through 2026 Five-Year Capital Improvement Plan”) to provide funds for the Facilities and to pay any capitalized interest and the cost of issuance of the CIP Bonds. Principal and interest on the CIP Bonds will be paid through ad valorem property taxes over the term of the CIP Bonds.

In the financing of the CIP, two significant statutory limitations apply.

1. Under Chapter 475, with few exceptions, municipalities cannot incur debt in excess of 3% of the assessor’s estimated market value for the municipality. In the City, the 2022/2023 estimated market value is \$632,643,200. Therefore, the total amount of outstanding debt cannot exceed \$18,979,296. As shown in Exhibit A, as of September 2, 2023, the City has \$7,080,000 subject to the legal debt limit. The legal debt margin as of September 2, 2023 is \$11,899,296. Issuance of the CIP Bonds will within the statutory debt limit for the City.
2. A separate limitation under the CIP Act is that, without referendum, the total amount of principal and interest in any one year on all CIP Bonds issued by the City cannot exceed 0.16% of the total estimated market value in the municipality. In the City, that maximum annual debt service amount is \$1,012,229. The annual principal and interest payments on the CIP Bonds proposed to be issued under this CIP will average approximately \$74,473.75. As such, debt service on the CIP Bonds will be within the annual limits under the CIP Act. The Bonds are estimated to be repaid over a 25-year period. The bond amount will not exceed the maximum principal amount of CIP Bonds referred to above.

EXHIBIT A



La Crescent, MN

New City Hall
Potential Building Outline



WHKS No. 7319.19

#3.10



TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator *Bill*
DATE: October 4, 2023
RE: Personnel Committee Recommendations

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

1. On September 23, 2019 the City Council approved a waiver to the response time requirements included in the Rules and Regulations of the Fire Department for Fire Chief Tom Paulson. The waiver was for a one-year trial period, at which time the waiver would be reviewed and evaluated and a potential extension considered. In granting the waiver, the City Council made the finding of fact that no undue hardship or hazard would result to the citizens served by the Fire Department.
In 2020, 2021, and 2022 the City Council reviewed the waiver, and granted a one-year waiver to the response time requirements for Fire Chief Tom Paulson. Each time, the City Council reaffirmed the findings of fact that were referenced in 2019.
The Personnel Committee is again recommending that the City Council approve an additional one-year waiver to the response time requirements for Fire Chief Tom Paulson. The waiver would run through October 31, 2024. The Personnel Committee cites the same finding of fact as was included in each of the previous motions regarding this recommendation.
2. That the City Council authorize the Fire Department to advertise the position of Firefighter. A hiring recommendation will be presented at a future City Council meeting. A letter from the Fire Chief regarding the recommendation is included.
3. That the City Council approve the \$50 per month cell phone allowance for Chris Oliver and Jevin Dorschner, employees in the City's Utility/Maintenance Department. A letter from the Public Works Director regarding this recommendation is included. The effective date of this recommendation would be October 1, 2023.



La Crescent Fire/Rescue

Date: 10-04-2023

To: Personnel Committee

Subject: Personnel Memorandum and Request to Open Recruitment

From: Fire Chief, Tom Paulson

Request to Open Recruitment:

Due to continued rising demand for service, I request permission to open recruitment to hire for the Fire Department. Our current roster totals 26 active members and our goal would be to hire a minimum of 2 qualified candidates, with the final recommendation dependent upon the candidate pool.

Thank you for your consideration and support.

Sincerely,

A handwritten signature in black ink, appearing to read "Tom Paulson".

Tom Paulson
Fire Chief
La Crescent Fire Department



TO: Honorable Mayor and City Council Members
FROM: Tyler Benish, Public Works Director
DATE: October 1, 2023
RE: Public Works cellphone allowance

The City of La Crescent Public Work's staff use personal cellphones regularly in day-to-day operations. Some of the most common uses are, work emails, water meter scheduling and reading as well as communication with residents and staff. Personal cell phones were a huge asset to document the damage done during the 2023 flooding event on shore acres rd. and have benefitted the city in other similar instances.

I am suggesting the City Council approve a \$50 monthly reimbursement to Chris Oliver and Jevin Dorschner for use of personal cell phones, effective October 1, 2023.

#3.11



TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator *Bill*
DATE: October 4, 2023
RE: Transit Operating Agreement

Attached for review and consideration by the City Council is the 2024 transit operating agreement with the La Crosse MTU for the operation of the local Apple Express bus service. In order to continue to provide the bus service, we would suggest that the City Council approve the 2024 operating agreement, and authorize the required signatures.

For City Council information, the City contribution to the bus service will be reduced from \$64,393 in 2023 to \$16,197 in 2024. This is due to the State of Minnesota increasing the States share of the transit service cost in 2024. In 2023, the City received a total of \$224,329 in State and Federal funding to provide the Apple Express bus service. In 2024, the City will receive \$307,739 in State and Federal funding to provide the Apple Express bus service. This figure, when combined with an increase in the annual cost, and a decrease in the revenue, will result in the City's contribution to the Apple Express bus service being reduced by \$48,196. We will be adjusting the proposed 2024 general fund budget to reflect this change.

2024 OPERATIONS AGREEMENT BETWEEN THE CITY OF LA CROSSE
AND THE CITY OF LA CRESCENT, MINNESOTA
PERTAINING TO PUBLIC TRANSPORTATION BY BUS

THIS AGREEMENT is made by and between the City of La Crosse acting through the La Crosse Municipal Transit Utility, hereinafter referred to as "MTU", and the City of La Crescent, Minnesota, hereinafter referred to as "LA CRESCENT."

WITNESSETH

WHEREAS, La Crosse currently owns and operates a transit system.

WHEREAS, the purpose of this agreement is to set forth the terms and conditions under which transit service is provided by the City of La Crosse, through the MTU, to the City of La Crescent, Minnesota.

NOW, THEREFORE, the parties hereto agree as follows:

1. The MTU shall provide route deviation bus service in conformance with this agreement to the City of La Crescent. Routes, schedules, fare structure, and other policy issues will be as determined by the City of La Crosse and the MTU with input from the City of La Crescent.
2. The MTU shall be responsible to complete, with advice and assistance of La Crescent, any forms for federal assistance, assistance from the State of Minnesota, reports required by federal or state agencies, and all grant applications related to furnishing of bus service in the City of La Crescent.
3. La Crosse and La Crescent agree that each participating community will pay its portion of the local share of the operating costs of providing bus service. The number of hours of service and the local share cost shall be calculated on an annual basis as provided on attached Exhibit "A" which is incorporated herein by reference.
4. Any dollar amount over or under budget shall be distributed annually to each respective municipality based upon the cost per hour formula at the time the year end audit has been completed. If additional capital funding is made available after the budget has been approved and cost allocation has been determined, the funding must be approved by the MTU. The funding must then be approved by the governing bodies of La Crosse and La Crescent, respectively, before the capital grant application may proceed.
5. The services to be rendered hereunder shall commence on January 1, 2024 and terminate December 31, 2024, unless the parties hereto agree on or before September 1, 2024, to provide service beyond such date.
6. Payment of local share shall be made by La Crescent to the MTU on a quarterly basis. Such quarterly payments will be made on the 31st day of

March, the 30th day of June, the 30th day of September, and the 31st day of December.

7. Interest of members of/or Delegates to Congress: No members of/or delegates to the Congress of the United States shall be admitted to any share or part of this contract or to any benefit therefrom.
8. Equal Employment Opportunity: In connection with the execution of this contract, the MTU shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, or nation of origin. The MTU shall take affirmative action to insure that applicants are employed and that employees are treated during their employment, without regard to their race, color, sex, or nation of origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or advertising; layoff, or termination; rates of pay, or other forms of compensation; and the selection for training.
9. Audit and Inspection of Records: MTU and La Crescent shall permit the authorized representatives of the City, the U.S. Department of Transportation; and the Comptroller General of the United States to inspect and audit all data and records of the MTU relating to this contract until the expiration of three (3) years after the final payment under this contract.
10. Disadvantaged Business Enterprise: In connection with the performance of this contract, the City of La Crescent will cooperate with the City of La Crosse in meeting its commitments and goals with regard to maximum utilization of disadvantaged business enterprises and will use its best efforts to insure that disadvantaged business enterprises shall have maximum practicable opportunity to compete for sub-contract work under the contract.
11. To the extent applicable and in accordance with the attached June 29, 2023 communication from the U.S. Department of Labor, the parties hereto agree as a condition of the contract and a condition to the release of assistance with the terms and conditions contained in said certification letter and any corresponding protective arrangements. Said terms and conditions are incorporated as part of this agreement to the extent applicable.

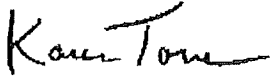
The Department of Labor makes the certification called for under the statute for the instant project on condition that:

1. As a precondition to the release of assistance, this letter and the terms and conditions of the protective arrangements referenced above shall be made applicable to the instant project and made part of the contract of assistance between the Grantee and the U. S. Department of Transportation, by reference;
2. The term "project" as used in each of the respective protective arrangements referenced above shall be deemed to cover and refer to those portions of the instant project to which they have been applied;
3. The protective arrangements certified by the Secretary of Labor are intended for the primary and direct benefit of transit employees in the service area of the project. These employees are intended third-party beneficiaries to the employee protective arrangements referenced in the grant contract between the U.S. Department of Transportation and the Grantee, and the parties to the contract so signify by executing that contract. Such transit employees are also third-party beneficiaries to the protective arrangements incorporated in any subsequent contract(s) of assistance between the Grantee and any Recipient(s). Employees not represented by any labor organization, or if so represented through their representative on their behalf, may assert claims with respect to the protective arrangements under this provision. This clause creates no independent cause of action against the United States Government;
4. Disputes over the interpretation, application and enforcement of the terms and conditions of the certified protective arrangements, including those disputes arising out of this letter of certification, shall be resolved in accordance with the procedures specified in the aforementioned certified arrangements; and
5. Employees of mass transportation providers in the service area of the project who are not represented by a union designated above shall be afforded substantially the same levels of protections as are afforded to the employees represented by the union(s) under the above referenced protective arrangements and this certification. Such protections include procedural rights and remedies as well as protections for individual employees affected by the project. Should a dispute remain after exhausting any available remedies under the protective arrangements and absent mutual agreement to utilize another final and binding resolution procedure, any party to the dispute may submit the controversy to final and binding arbitration. With respect to a dispute involving a union not designated above, if a component of its parent union is already subject to a protective arrangement, the arbitration procedures of that arrangement will be applicable. If no component of its parent union is subject to the arrangements, the Recipient or the union may request the American Arbitration Association to furnish an arbitrator and administer a final and binding resolution of the dispute under its Labor Arbitration Rules. If the employees are not represented by a union for purposes of collective bargaining, the Recipient or employee(s) may request the Secretary of Labor

to designate a neutral third party or appoint a staff member to arbitrate and render a final and binding determination of the dispute.

6. For LaCrosse MTU: Absent written mutual agreement by the parties to the contrary, the terms and conditions of any expiring collective bargaining agreement shall remain in place following the expiration of such agreement until the effective date of a successor agreement between the parties, or completion of the dispute resolution procedures provided for under Section 111.70 of the Wisconsin Municipal Employment Relations Act, whichever is earlier; and As a condition of this certification, the City of La Crosse and the La Crosse Municipal Transit Utility agree that the employer will bargain in good faith to impasse over all subjects which are proper subjects of collective bargaining under 49 U.S.C. Section 5333(b) (as measured against the requirements articulated in *Amalgamated Transit Union v. Donovan*, 767 F. 2d 939 (9th Cir 1985)). The employer will not object to the inclusion of such proper subjects of bargaining under Section 5333(b) in final offers pursuant to Section 111.70 (4) (cm) subd. 6.a. of the Wisconsin Municipal Employment Relations Act. Such subjects shall then be treated as a mandatory subject under the Wisconsin statute.

Sincerely,



Karen Torre
Chief, Division of Interpretations and Regulations
Office of Labor-Management Standards
Department of Labor
OLMS-DSP@dol.gov
(202) 693-1209

cc: Adam Lorentz / LMTU
Jim Krueger / LMTU
ATU / ATU

IN WITNESS WHEREOF, this agreement has been duly executed this _____ day of _____, 2023.

WITNESS:

CITY OF LA CRESCENT BY:

Mikel Poellinger, Mayor

Bill Waller, City Administrator

WITNESSES:

CITY OF LA CROSSE
MUNICIPAL TRANSIT UTILITY

Mitch Reynolds, Mayor

Nikki Elsen, City Clerk

Attachments

Exhibit A

EXHIBIT A

2024 MTU SERVICE TO LA CRESCENT, MINNESOTA

THIRTEEN TRIPS (HOURS) DAILY, MONDAY - FRIDAY
EIGHT TRIPS (HOURS) DAILY, SATURDAY

CALCULATION OF COST PER HOUR - La Crosse Municipal Transit Utility

MTU OPERATING COST	<i>MTU Budget - Specialized Transportation Cost</i>	\$6,512,343
CAPITAL COST	<i>Estimate of Local Share of Capital Cost</i>	\$307,600
TOTAL COST		\$6,819,943
TOTAL ROUTE HOURS		67,724
SERVICE COST PER HOUR		\$98.14

Prepared by: La Crosse MTU: 26-Sep-23

	Budget
TOTAL ANNUAL LA CRESCENT HOURS	3,905
TOTAL ANNUAL LA CRESCENT COST	\$383,237
REVENUE	\$59,301
<i>Estimated System Average</i>	
FEDERAL SHARE	\$86,336
MINNESOTA STATE SHARE	\$221,403
GREATER MINNESOTA TRANSIT FUND	\$0

LA CRESCENT LOCAL SHARE \$16,197 *

**This amount was calculated using the estimated MTU Budget on 7/24/2023.*

Due to the impact of COVID-19 on our partnering Communities the City of La Crosse MTU would like to propose a 2.5% increase in the cost for this contracted service from the 2023 rates (which have been frozen since 2020) for 2024 to help ease the burden to your Community. The Local share has also been impacted by the Minnesota State Statute Change capping the funding from a local source at 5% of the operating costs paid in 2024.

\$16,197

3.12



TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator
DATE: October 3, 2023
RE: Bus Lease

Attached for review and consideration by the City Council is the 2024 motor vehicle lease with the La Crosse MTU. The City of La Crescent owns the bus that is used in the operation of the local Apple Express bus service, and leases the bus to the La Crosse MTU. In order to continue to provide the bus service, we would suggest that the City Council approve the 2024 motor vehicle lease and authorize the required signatures.

The new bus was delivered to the La Crosse MTU last week. The MTU is in the process of preparing an amended lease for 2024. The amended lease will be presented at a future City Council meeting. A graphic of the new bus is included.

**CITY OF LA CRESCENT
2024 MOTOR VEHICLE LEASE**

WHEREAS, the City of La Crescent, “Lessor” owns a bus designed for public transportation,

WHEREAS, the La Crosse Municipal Transit Utility, “Lessee” wishes to lease said bus in order to provide service under the contract known as Agreement between the City of La Crosse Municipal Transit Utility and the City of La Crescent, Minnesota pertaining to public transportation by bus.

NOW, THEREFORE, it is agreed by and between Lessor and Lessee, as follows:

The Lessor shall and does hereby lease the following vehicle to the Lessee for a period commencing from January 1, 2024 through December 31, 2024:

<u>Year:</u>	<u>Make:</u>	<u>Model:</u>	<u>VIN Number:</u>
2015	Arboc	Spirit of Mobility	1GB6G5BL2F1131397

per the following terms and conditions:

1. Lessee shall lease said vehicle and operate the same in accordance with applicable state and local laws and pursuant to the operating requirements set forth above.
2. Title to the vehicle shall be in the name of the City of La Crescent.
3. The vehicle shall primarily be used by the Lessee for the purpose of providing transportation under the Agreement referred to above.
4. The Lessee shall immediately notify the Lessor if the vehicle is no longer used for the purpose described herein. The Lessee shall also keep satisfactory records with regard to use of the equipment and submit to the Lessee upon request such information as may be required by the Lessor to assure compliance.
5.
 - a. The Lessor will be responsible for all major mechanical repairs beyond the scope of the warranty unless such repairs are caused by the acts or omissions of Lessee. Repairs and vehicle delivery shall be at the La Crosse Municipal Service Center located at 2000 Marco Drive, La Crosse.
 - b. The Lessee shall perform preventative maintenance on the vehicle at a level no less than the manufacturer’s recommended specifications. The vehicle shall be maintained in good operating order.
6. The Lessee shall make the vehicle available to the Minnesota Department of

Transportation and the Lessor upon demand for the purpose of annual verification or other inspections deemed necessary by the Department or Lessor.

7. A Certificate of Insurance shall be filed by Lessee with the City of La Crescent, prior to any operation of said vehicle:
 - a. The vehicle shall be insured by Lessee for damage or loss from fire, theft, collision, and shall contain a comprehensive damage provision. For purposes of this section it is agreed that the current value of the vehicle is \$170,000.
 - b. The vehicle shall be insured by Lessee for liability for personal injury and property damage for the Minnesota statutory (ss466.04) requirements of \$500,000 per claim and \$1,500,000 per occurrence in 2023.
 - c. The leased vehicle shall be recorded as an insured vehicle on the Lessee's Liability Policy and shall contain a provision providing for loss to be payable to the Lessor as its interest may appear.
 - d. Lessee shall hold Lessor harmless from any and all loss, costs, or damage that may arise out of or in connection with the use and operation of the aforesaid vehicle by Lessee, its agents or employees, or any other persons operating said vehicle.
8. Lessor reserves the right to require the Lessee to restore the vehicle or pay for damage to the vehicle as a result of abuse or misuse. All reasonable efforts shall be taken by the Lessee to insure against theft and vandalism. Lessee agrees to return all leased equipment in the condition in which it was received, except for reasonable wear and tear.
9. Lessee shall pay Lessor, as lease payment for said vehicle, the sum of One Dollar (\$1.00).
10. In the event that the lease shall be in default of any of the terms or conditions herein agreed to be kept and performed by Lessee, the Lessor may terminate this lease upon five days notice, and possession of aforesaid vehicle shall immediately be returned to Lessor.
11. Any revisions to this contract must be agreed to by both parties, as evidenced by an addendum signed by the authorized representative of each party. This contract, or any part thereof, may be renegotiated in circumstances where changes are required by Federal law or regulations, State law or regulations, court orders or actions or when both parties agree that a new contract would better meet their particular needs than the existing terms and conditions of this

contract. This contract, or any part thereof, shall not be construed to supersede the lawful power or duties of either party.

12. The expense incurred with connection to the lease of this vehicle, except as otherwise provided, including but not limited to, insurance, oil, minor maintenance, etc., shall be the sole responsibility of the Lessee.
13. Lessor shall be responsible for acquiring all necessary vehicle licenses and registration. Lessee shall insure that no one drives the vehicle unless duly licensed under the laws of the State of Wisconsin. Lessee shall inspect the licenses of the person who is to operate the vehicle to insure that said person is properly licensed.
14. The Lessee may not make any vehicle or equipment modifications without the written consent of the Lessor. Equipment shall be attached or deleted as not to cause vehicle damage.
15. Only approved exterior or interior identification may be applied to the leased vehicle.
16. In the event that the leased vehicle is inoperable, Lessee is responsible for providing the service that would have been provided with the leased vehicle.
17. Lessee agrees to comply with all laws, ordinances, rules and regulations which may pertain or apply to the use and operation of aforesaid vehicle.

Dated this ____ day of _____, 2023.

CITY OF LA CRESCENT, LESSOR

Mikel Poellinger, Mayor

Bill Waller, City Administrator

CITY OF LA CROSSE, LESSEE

Mitch Reynolds, Mayor

Adam Lorentz, Transit Manager



#6.1



LA CRESCENT FIRE DEPARTMENT OPEN HOUSE

Live demonstrations • Fire Safety Education
Prizes • Refreshments • Station Tours

336 S. 1st Street
Tuesday, October 10th 5-7pm

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ride in a fire truck!

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#6.2

O: Honorable Mayor and City Council Members
Park and Recreation Commission Members
FROM: Bill Waller, City Administrator
DATE: September 27, 2023
RE: Meeting Minutes
September 20, 2023

The La Crescent Park and Recreation Commission met at 5:30 p.m., on Wednesday, September 20, 2023, in the Wieser Park Pavilion at Wieser Park. The following members were present: Jon Steffes, Paul McLellan, Maseray Bangura, Patti Martell, Marge Loch-Wouters, and Diana Adamski. Commission member Sarah Wetterlin was not in attendance. Also in attendance were Teresa O'Donnell-Ebner, Chris Fortsch, Jason Ludwigson, and Bill Waller.

1. It was the consensus of the Commission to approve the minutes of the July 17, 2023 Park and Recreation Commission meeting as presented.
2. The Commission was updated on the status of the dog park project. Work was stopped at the location adjacent to South 7th Street, and the City Council requested that the Park & Recreation Commission evaluate another potential site and bring back a recommendation to a future City Council meeting. The Commission was informed that a map was being prepared of a location adjacent to Stoney Point Road and North 1st Street, and that adjacent land owners be provided notice of the October 30, 2023 Park & Recreation Commission meeting at which time the project would be reviewed and consideration given to a new location for the dog park.
3. The Commission reviewed the Wieser Park Improvement Project, including the new pavilion, the new pickle ball courts, and the new parking lot and corresponding stormwater improvements. Administrative Assistant Chris Fortsch provided information at the meeting on the number of reservations for the new park pavilion.
4. Summer Recreation Director Jon Steffes reviewed the 2023 summer recreation programming and discussed the upcoming 2024 summer recreation season. Discussion followed regarding the challenge to find and retain staff for all of the summer recreation programming offered by the City.
5. The Commission reviewed the updated draft of a City ordinance for Parks, Playgrounds, and Public Grounds. The Commission is recommending that the ordinance be presented to the City Council for review and adoption.
6. Sustainability Coordinator Jason Ludwigson reviewed with the Commission the solar projects that are being worked on at various park facilities.
7. The Commission reviewed information on the Blue Lake canoe/kayak access, proposed improvements by Winona County at Apple Blossom Overlook Park, and the fourth phase of the Wagon Wheel Improvement project.
8. The next Park & Recreation Commission meeting will be October 30, 2023. The meeting will be held at the Wieser Park Pavilion.

9. There being nothing further to discuss, the meeting was adjourned at approximately 6:30 pm.