

CITY OF LA CRESCENT
AGENDA
REGULAR MEETING
LA CRESCENT CITY HALL
315 MAIN STREET
FEBRUARY 27, 2023
5:30 P.M.

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

1. CONSENT AGENDA

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

- 1.1 MINUTES – FEBRUARY 13, 2023
- 1.2 BILLS PAYABLE THROUGH FEBRUARY 24, 2023
- 1.3
- 1.4

2. PUBLIC HEARING/MEETING

3. ITEMS FOR CONSIDERATION

- 3.1 VALOR COMMENDATION AWARD – DARIN DAVEAU
- 3.2 CLOSED SESSION – The City Council will go into closed session as permitted by Minnesota Statute Section 13D.05 Subd. 3(B) for purposes of preserving attorney/client privilege relating to active litigation regarding the matter of the City of La Crescent v. Ryan Quanrud and the Public Employees' Retirement Association OAH22-3600-38728 with the attorneys representing the City of La Crescent in this matter.
- 3.3 RUN FOR THE ONE - 5K RUN REQUEST
- 3.4 CITY I/T PROVIDER RECOMMENDATION
- 3.5 DONATION REQUEST
- 3.6 2022 POLICE DEPARTMENT YEAR END REPORT
- 3.7 DONATION RESOLUTION
- 3.8 LOCAL PLANNING STUDY RECOMMENDATION
- 3.9 WORK/PLANNING SESSION
- 3.10
- 3.11

CITY OF LA CRESCENT
AGENDA
REGULAR MEETING
LA CRESCENT CITY HALL
315 MAIN STREET
FEBRUARY 27, 2023
5:30 P.M.

4. UNFINISHED BUSINESS

4.1

5. MAYOR'S COMMENTS

5.1

6. STAFF CORRESPONDENCE/COMMITTEE UPDATES

6.1 NATURAL RESOURCE ADVISORY GROUP – 1/5/2023

6.2 ROOT RIVER TRAIL COMMITTEE – 1/11/2023

6.3 EXPLORE LACROSSE

7. CORRESPONDENCE

7.1

7.2

7.3

8. HOUSTON COUNTY

8.1

9. CHAMBER OF COMMERCE

9.1

10. ITEMS FOR NEXT AGENDA

11. ADJOURNMENT

#1.1

MINUTES, REGULAR MEETING
CITY COUNCIL, CITY OF LA CRESCENT, MINNESOTA
FEBRUARY 13, 2023

Pursuant to due call and notice thereof, the first meeting of the City Council of the City of La Crescent for the month of February was called to order by Mayor Mike Poellinger at 5:30 PM in the La Crescent City Hall, La Crescent, Minnesota, on Monday, February 13th, 2023.

Upon a roll call taken and tallied by the City Administrator, the following members were present: Members Ryan Hutchinson, Cheryl Jostad, Dale Williams, and Mayor Mike Poellinger. Members absent: Teresa O'Donnell-Ebner. Also present were City Attorney Skip Wieser, City Administrator Bill Waller, Police Chief Luke Ahlschlager, City Sustainability Coordinator Jason Ludwigson, and Deputy City Clerk Angie Boettcher.

Also present were Peter Lindstrom, Clean Energy Resources Teams (via Zoom).

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

ITEM 1 – CONSENT AGENDA

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

- 1.1 MINUTES – JANUARY 23, 2023
- 1.2 BILLS PAYABLE THROUGH – FEBRUARY 10, 2023
- 1.3
- 1.4

At the conclusion of the reading of the Consent Agenda, Mayor Poellinger asked if the Council wished to have any of the items removed from the Consent Agenda for further discussion.

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

A MOTION TO APPROVE THE CONSENT AGENDA AS PRESENTED.

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

Ryan Hutchinson	Yes
Cheryl Jostad	Yes
Dale Williams	Yes
Mike Poellinger	Yes

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

ITEM 3.1 – REVIEW SOLAR INCENTIVES AND FINANCING OPTIONS

City Administrator Waller introduced Peter Lindstrom, Manager for Public Sector and Community Engagement with the Clean Energy Resources Teams to City Council, who presented information to the Council (via Zoom) about solar system financing options and recent changes in laws. The Inflation Reduction Act makes cities eligible to receive 30% solar investment tax credit when they purchase a solar PV system. Other incentives could increase that percentage amount. There are also financial institutes that offer loans to cities for the purchase of solar systems. This was informational only, no action taken.

ITEM 3.5 – REVIEW SOLAR PROPOSALS

At this time Attorney Wieser recommended to City Council that Item 3.5 be addressed as it correlates with Item 3.1. The city issued a Third-Party Solar Request for Proposals (RFP) on July 22nd, 2022 for the Ice Arena and Aquatic Center. On October 5th, 2022 the city received three proposals for solar PV systems. The City Council adopted a motion for the City Attorney to review the proposal from iDeal Energies at the November 28th, 2022 meeting. Since then, as mentioned in Item 3.1 the Inflation Reduction Act has been introduced. City Sustainability Coordinator Ludwigson recommends that Council reject the iDeal Energies solar RFP and authorize City Sustainability Coordinator Ludwigson to prepare a new RFP, including information about the direct pay provision for the Investment Tax Credit (ITC) in the RFP and bring back to Council for approval. Following discussion Member Jostad made a motion, seconded by Member Williams as follows:

MOTION TO REJECT THE IDEAL ENERGIES SOLAR RFP.

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
Dale Williams	Yes
Mike Poellinger	Yes

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

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

MOTION TO AUTHORIZE CITY SUSTAINABILITY COORDINATOR LUDWIGSON TO PREPARE A NEW RFP WHICH INCLUDES INFORMATION ABOUT THE DIRECT PAY PROVISION FOR THE INVESTMENT TAX CREDIT IN THE RFP AND BRING BACK TO COUNCIL FOR APPROVAL.

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
Dale Williams	Yes
Mike Poellinger	Yes

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

ITEM 3.2 – APPLE BLOSSOM POINTE ROADS

City Attorney Wieser reviewed with City Council the road feasibility study agreement by WHKS that was approved to be prepared at the October 24, 2022, Council Meeting. The cost of the study would be \$7,500.00 with the Apple Blossom Pointe Homeowners Association paying ninety (90%) percent and the City paying ten (10%) percent of the cost. The minutes of the Dresbach Township meeting were reviewed and indicated that Apple Blossom Pointe residents were seeking to detach from the City of La Crescent and that the Dresbach Township Board had approved a motion to allow those parcels back to Dresbach Township. It was recommended to City Council not to act on the road feasibility study agreement at this time until the detachment issue is resolved. No action was taken.

ITEM 3.3 – PERSONNEL COMMITTEE RECOMMENDATIONS

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

1. That the City Council accept Paul Theede's resignation from the Fire Department. A letter from the Fire Chief regarding the recommendation was included.

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

MOTION TO ACCEPT PAUL THEEDE'S RESIGNATION FROM THE FIRE DEPARTMENT.

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
Dale Williams	Yes
Mike Poellinger	Yes

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

2. That the City Council authorize the internal posting of the Corporal position in the Police Department. A staffing recommendation will be presented to the City Council at a future meeting. A letter from the Chief of Police regarding the recommendation was included.

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

MOTION TO AUTHORIZE THE INTERNAL POSTING OF THE CORPORAL POSITION IN THE POLICE DEPARTMENT WITH A RECOMMENDATION BEING BROUGHT BACK TO COUNCIL AT A FUTURE 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
Dale Williams	Yes
Mike Poellinger	Yes

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

ITEM 3.4 – REVIEW AND APPROVE CHANGE TO CITY I/T PROVIDER

City Police Chief Ahlschlager requested approval from City Council to search for a new IT provider for the PD and City Hall. Locknet, the city's current provider is unable to provide necessary compliance services to the PD. Following discussion, Member Williams made a motion, seconded by Member Jostad as follows:

MOTION TO APPROVE POLICE CHIEF AHLSCHLAGER TO SEARCH FOR A NEW IT PROVIDER FOR THE PD AND CITY HALL BASED ON THE FACT THAT THE CURRENT IT PROVIDER, LOCKNET, CANNOT PROVIDE THE NECESSARY COMPLIANCE SERVICES TO THE PD.

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
Dale Williams	Yes
Mike Poellinger	Yes

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

ITEM 3.6 – PLANNING COMMISSION MINUTES – 1/10/2023

City Sustainability Coordinator Ludwigson reviewed with City Council the Planning Commission Minutes from January 10, 2023. The Planning Commission is recommending that City Council approve a Conditional Use Permit for the property located at 1120 South Oak Street currently zoned C-1 commercial to allow the use of the space as a school based on the following conditions and findings:

Conditions:

1. This CUP is conditionally approved pursuant to Chapter 12, ZONING ORDINANCE of the City of La Crescent, Minnesota, Section 12-06, Conditional Use Permits and the use shall be as set forth in accordance with the application and plans attached and associated to this case and all the provisions of the zoning ordinance and city codes applicable to this case.
2. That adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use.
3. The Fire Marshall approves use of the building
4. The applicant shall obtain any necessary building permits for construction in the rented space.

Findings:

1. The use will not cause traffic hazards or congestion.

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

MOTION TO APPROVE THE CONDITIONAL USE PERMIT APPLICATION FOR 1120 SOUTH OAK STREET WITH THE ABOVE CONDITIONS AND FINDINGS AS STATED IN THE JANUARY 10, 2023 PLANNING COMMISSION MINUTES.

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
Dale Williams	Yes
Mayor Poellinger	Yes

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

ITEM 3.7- REVIEW ADOPT A DRAIN PROGRAM

City Sustainability Coordinator Ludwigson reviewed with City Council the progress of the Adopt-a-Drain program, which the City has been a part of for the past year. This was informational only, no action taken.

ITEM 3.8 – WIESER PARK PAVILION BID RESULTS

City Council reviewed for approval a bid from Wieser Brothers General Contractors in the amount of \$622,500.00, with an in-kind donation of \$226,300.00 for the Wieser Park Pavilion Improvement project, contingent upon obtaining all of the required State approvals and the issuance of a building permit. City Staff also recommended that City Council approve change order number 1 for the project, at an additional cost of \$118,962.00. The change order includes the following items:

- The addition of three overhead doors

- The addition of two furnaces
- Increasing the size of the structure by approximately 700 square feet
- A change in the roof trusses to that of a vaulted ceiling
- Additional design/architectural fees

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

MOTION TO ACCEPT THE BID FROM WIESER BROTHERS GENERAL CONTRACTORS IN THE AMOUNT OF \$622,500.00, WITH AN IN-KIND DONATION OF \$226,300.00 FOR THE WIESER PARK PAVILION IMPROVEMENT PROJECT, CONTINGENT UPON OBTAINING ALL OF THE REQUIRED STATE APPROVALS AND THE ISSUANCE OF A BUILDING PERMIT.

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
Dale Williams	Yes
Mayor Poellinger	Yes

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

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

MOTION TO APPROVE CHANGE ORDER NUMBER 1 FOR THE PROJECT AT AN ADDITIONAL COST OF \$118,962.00 TO INCLUDE THE ADDITION OF THREE OVERHEAD DOORS, TWO FURNACES, INCREASING THE SIZE OF THE STRUCTURE BY APPROXIMATELY 700 SQUARE FEET, A CHANGE IN THE ROOF TRUSSES TO THAT OF A VAULTED CEILING, AND ADDITIONAL DESIGN/ARCHITECTURAL FEES.

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
Dale Williams	Yes
Mayor Poellinger	Yes

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

ITEM 3.9 – HEART SAFE COMMUNITY DESIGNATION

Mayor Poellinger reviewed with City Council the Minnesota Department of Health's Heart Safe Community Designation Program and the opportunity for the city to become a Heart Safe Community. Many of the requirements for the program are already in place. It was recommended that Council approve the formation of a Heart Safe Program Committee. The Committee would be responsible for completing the paperwork to submit to the State of Minnesota for the program and overseeing the growth to provide additional training to area service clubs, schools, churches, and other organizations, as well as provide more AED's based on the population. Following discussion, Member Hutchinson made a motion, seconded by Member Jostad as follows:

MOTION TO APPROVE THE FORMATION OF A HEART SAFE PROGRAM COMMITTEE.

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
Dale Williams	Yes
Mayor Poellinger	Yes

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

ITEM 3.10 – FEE SCHEDULE UPDATE

City Deputy Clerk Boettcher reviewed with City Council the Golf Commission's recommendations for rates for 2023 that were discussed at their January 18, 2023 meeting. City Council reviewed an Ordinance with these fee schedule changes. Following further discussion, Member Jostad introduced the following ordinance and moved its passage and adoption:

ORDINANCE NO. 565

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

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

1. The La Crescent City Code established on March 8, 2004, stated that certain fees may be set from time to time by the City Council.
2. The La Crescent City Code was amended on January 13, 2014, February 9, 2015, February 8, 2016, February 24, 2020, April 13, 2020, April 27, 2020, May 18, 2020, December 14, 2020, April 20, 2021, and December 13, 2021, December 19, 2022, by Ordinance to amend certain fees.

3. The Fee Schedule has been reviewed by City Staff and amended each year from 2016 to 2022 by Motions passed by City Council. These amendments passed by City Council shall remain in effect.

4. The City staff has reviewed the fees which the City currently charges and is recommending that the fee schedule be amended as follows:

GOLF

2023 SEASON PASSES – GOOD ANYTIME REQUIRES TEE TIME (ON A 1 ST COME BASIS)	
FAMILY – (2 ADULTS AND CHILDREN UNDER THE AGE OF 17)	\$555.00 to \$600.00
SINGLE	\$425.00 to \$440.00
SINGLE WITH CAR	\$725.00 to \$750.00
COUPLES WITH CART (2 ADULTS SAME RESIDENCE)	\$950.00 to \$980.00
GOLF CAR TRAIL PASS	\$125.00 to \$140.00 (FOR USE OF PERSONAL RIDING CAR FOR THE SEASON)
\$8.00 to \$9.00 PER PERSON CAR RENTAL add (\$5.00 for additional rounds) 1/2 CAR FRIDAY/PLAY AT RECIPROCAL COURSES*/SEASON PASSES MAY BE USED FOR LEAGUE PLAY & GROUP OUTING DISCOUNTS WHEN SPECIFIED/NO ADDITIONAL COST TO RIDE ALONE	
2023 DAILY FEES	
9 HOLES add Monday-Thursday	\$13.50 to \$14.00
Add - 9 HOLES Friday – Sunday & Holidays	\$15.00
18 HOLES	\$21.00 OR \$35.00 W/RIDING CART
RIDING CART	\$9.00 to \$10.00 PER PERSON PER 9 HOLES/RIDE ALONE \$13.00 PER PERSON PER 9 HOLES.
PULL CARTS	\$3.50 to \$4.00
TRAIL PASS	\$5.00 to \$6.00 (DAILY RATE FOR USE OF PERSONAL CAR, WITHOUT SEASON TRAIL PASS)
“ALL DAY” RATE WALKING \$25 with car \$40** **Subject to availability of tee times, pricing not valid for groups or group outings	
DAILY RATE SPECIALS	
“EARLY BIRD” RATE BEFORE 10:00 to 9:00 AM Saturday/Sunday - \$10.00 to \$12.00 GOLF \$8.00-CAR	
“The NOONER” 12:00 PM to 2:00 PM Monday thru Friday to Thursday - \$10.00 to \$12.00 GOLF	
9 Hole RATE PER PERSON AND EXCLUDES HOLIDAYS	

SENIOR (60+)	
9 HOLES - WEEKDAY to Monday - Thursday	\$11.50 to \$12.00
Add - 9 HOLES Friday - Sunday & Holidays	\$13.00
18 HOLES - WEEKDAY	\$18.00 OR \$32.00 W/RIDING CART
JUNIOR RATES - 11-17 YEARS	
9 HOLES - EVERY DAY to Monday - Thursday	\$6.00 to \$7.00
Add - 9 HOLES Friday - Sunday & Holidays	\$7.00
18 HOLES - EVERY DAY	\$9.00 - MAY RIDE FREE WITH PAID ADULT
JUNIOR RATE (10 AND UNDER)	
9 HOLES - EVERY DAY (ALL DAY) WITH PAID ADULT & RIDE FOR FREE WITH PAID ADULT	\$4.00 to \$5.00
PUNCH CARDS	
5 ROUND GOLF ONLY \$60.00 TO \$65.00 /10 ROUND GOLF ONLY \$110.00 TO \$120.00	
5 PUNCH CAR \$40 to \$45.00 */10 PUNCH CAR \$75 to \$80.00 *	
5 ROUND PLAY & RIDE \$100.00 to \$110.00 */10 ROUND PLAY & RIDE \$185.00 to \$200.00 *	
LEAGUE ONLY CARDS —SENIOR 10 ROUND GOLF \$70.00 to \$80.00 /SENIOR 10 PUNCH PLAY & RIDE \$140.00 to \$150.00 *	
6 ROUND MEN'S, LADIES LEAGUE \$50.00 to \$55.00	
LEAGUE RATES	
SENIOR LEAGUE \$8.50 9 HOLES/\$8.50 RIDING CAR	
MENS, LADIES \$10.00 9 HOLES/\$8.50 RIDING CAR	
COUPLES LEAGUE \$8.50 9 HOLES/\$8.50 RIDING CAR	
<i>DISCOUNTS FOR GROUP OR COMPANY OUTING - GROUP CATERING AVAILABLE</i>	
*RECIPRICAL COURSES ARE SUBJECT TO CHANGE, MUST CALL FOR TEE TIMES, AND RESCIPRICAL COURSE RESTRICTIONS.	
*PUNCH PLUS \$3.00 WHEN RIDING ALONE USING A RIDING CAR PUNCH CARD	

These fees shall become effective from and after due passage and enactment and publication according to law.

ADOPTED this 13th day of February, 2023.

SIGNED:

Mayor

ATTEST:

City Administrator

The foregoing motion 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
Dale Williams	Yes
Mike Poellinger	Yes

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

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

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

MOTION THAT A PRÉCIS FORMAT OF SAID ORDINANCE 563 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 voted in favor thereof, viz;

Ryan Hutchinson	Yes
Cherryl Jostad	Yes
Dale Williams	Yes
Mayor Poellinger	Yes

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

ITEM 3.11 – DONATION RESOLUTION

City Council reviewed a Resolution regarding the acceptance of donations to the City for the month of January 2023. Following review and discussion, Member Jostad introduced the following Resolution and moved its passage and adoption as follows:

RESOLUTION NO. 02-23-08

RESOLUTION ACCEPTING DONATIONS MADE TO THE CITY OF LA CRESCENT WIESER MEMORIAL PARK IMPROVEMENT PROJECT IN JANUARY AND FEBRUARY 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 January 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. An Anonymous donor wishes to donate \$25,000.00

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 13th day of February 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 voted in favor thereof, viz;

Ryan Hutchinson	Yes
Cherryl Jostad	Yes
Dale Williams	Yes
Mike Poellinger	Yes

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

ITEM 3.12 – AUTHORIZE CAPITAL EXPENDITURE

City Administrator Waller reviewed with City Council for authorization the following capital equipment expenditure. The purchase of a used 2013 Toro Groundsmaster 4700-D mower for \$15,569.38 from MTI Distributing for Pine Creek Golf Course. There are funds in the 2022 capital equipment certificate for this expenditure. Authorization from City Council was also requested to sell two used mowers that are no longer used at the golf course. Following discussion, Member Williams made a motion, seconded by Member Hutchinson as follows:

MOTION TO AUTHORIZE THE CAPITAL EQUIPMENT EXPENDITURE OF \$15,569.38 FROM THE 2022 CAPITAL EQUIPMENT CERTIFICATE FOR THE PURCHASE OF A USED 2013 TORO GROUNDSMASTER 4700-D MOWER FOR PINE CREEK GOLF COURSE FROM MTI DISTRIBUTING.

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
Dale Williams	Yes
Mayor Poellinger	Yes

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

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

MOTION TO AUTHORIZE THE SALE OF TWO USED MOWERS THAT ARE NO LONGER USED AT THE GOLF COURSE.

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
Dale Williams	Yes
Mayor Poellinger	Yes

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

ITEM 3.13 – HORSE TRACK MEADOWS – LETTER OF CREDIT

City Administrator Waller reviewed with City Council a letter from City Engineer Tim Hruska recommending approval for a reduction in the Letter of Credit for Horse Track Meadows. As part of the development, the Developer agreed to perform several items for Phase 1. These items were completed in the Spring of 2021. WHKS recommends that the warranty period be started retroactively to June 1, 2021, which would end the warranty period for phase 1 for the developer on June 1, 2023. This does not affect the warranty period for Horse Track Meadow West which would begin upon completion of the final bituminous wear course. The Letter of Credit for Horse Track Meadows can be reduced to reflect the work completed so far by the developer. The final bituminous wear course needs to be installed in 2023. The cost of this is estimated to be \$32,000.00. A reduction in the Letter of Credit would cover approximately 125% of this cost which would be \$40,000.00. Following discussion, Member Hutchinson made a motion, seconded by Member Williams as follows:

MOTION TO APPROVE A REDUCTION OF THE LETTER OF CREDIT FOR HORSE TRACK MEADOWS TO COVER THE FINAL BITUMINOUS WEAR COURSE AT AN ESTIMATED COST OF \$32,000.00 THE REDUCTION OF THE LETTER OF CREDIT WOULD COVER APPROXIMATELY 125% OF THIS COST WHICH WOULD BE \$40,000.00 AND TO RETROACTIVELY START THE WARRANTY PERIOD FOR PHASE 1 OF THE DEVELOPMENT TO JUNE 1, 2023.

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
Dale Williams	Yes
Mayor Poellinger	Yes

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

ITEM 3.14 – DONATION REQUEST

City Council reviewed a letter from Police Chief Ahlschlager regarding the Crucifixion School Mardi Gras Event to be held on Monday, February 20th, 2023. The Crucifixion School is planning for its annual Mardi Gras Event and they are seeking donations for the event and are hopeful the La Crescent Police Department would consider donating a "Ride to School" with a police officer. A prize certificate would be created and

provided for the event and the winner would schedule a date with the police department for the "Ride to School". Chief Ahlschlager is asking that Council approve this donation request. Following discussion Member Hutchinson made a motion, seconded by Member Williams as follows:

MOTION TO APPROVE IN THE FORM OF A DONATION FOR THE CRUCIFIXION SCHOOL MARDI GRAS, A 'RIDE TO SCHOOL' WITH A POLICE OFFICER.

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
Dale Williams	Yes
Mayor Poellinger	Yes

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

ITEM 3.15 – MAYOR FOR A DAY – AUTHORIZE EXPENDITURE

City Administrator Waller reviewed with the City Council results of the Mayor for a Day essay contest. Last fall the City Council approved participating in the Mayor for a Day essay contest sponsored by the League of Minnesota Cities. Jess Witkins, the City Library Director, and City Council member Teresa O'Donnell-Ebner coordinated the program on behalf of the City. The local schools were invited to participate in the program. In total there were 560 participants statewide. Locally a number of submissions were received from Crucifixion School students. Of the Crucifixion students, one student was recognized as a State winner, another was recognized as a State Honorable Mention winner, and two other students were recognized as local honorees. It was suggested that the City sponsor an Honoree Reception on March 16th, and then the four students would be invited to attend and participate in the March 27th City Council meeting. It was also recommended that City Council authorize a payment of \$300.00 to Ryan Stotts to attend, interview, and write a story about the program and the participants. The story would be posted to the City's website, included in the spring newsletter, and possibly published in the Houston County News. Following discussion, Member Hutchinson made a motion, seconded by Member Williams as follows:

MOTION TO AUTHORIZE PAYMENT OF \$300.00 TO RYAN STOTTS TO ATTEND, INTERVIEW, AND WRITE A STORY ABOUT THE MAYOR FOR A DAY ESSAY PROGRAM AND THE PARTICIPANTS.

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
Dale Williams	Yes
Mayor Poellinger	Yes

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

ITEM 3.16 – REVIEW UPCOMING CITY COUNCIL MEETINGS

City Administrator Waller reviewed with City Council some agenda items for upcoming City Council meetings. This was informational only, no action taken.

ITEM 3.17 – HOUSTON COUNTY – INTERIM ORDINANCE

City Attorney Wieser reviewed with City Council a Houston County notice of public hearing and intent to adopt the interim ordinance and moratorium on the sale of edible cannabinoid products and/or hemp-derived THC food & beverages to be held on Tuesday, February 28, 2023 at 6:00 pm in the Commissioners' Room at the Houston County Historic Courthouse. It was recommended that City Council approve Attorney Wieser to prepare licensing and zoning guidelines in preparation for the interim ordinance. Following discussion, Member Williams made a motion, seconded by Member Hutchinson as follows:

MOTION TO APPROVE CITY ATTORNEY WIESER TO PREPARE LICENSING AND ZONING GUIDELINES IN PREPARATION FOR THE INTERIM ORDINANCE FOR THE SALE OF EDIBLE CANNABINOID PRODUCTS AND/OR HEMP-DERIVED THC FOOD AND BEVERAGES.

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
Dale Williams	Yes
Mayor Poellinger	Yes

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

8. HOUSTON COUNTY

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

9. CHAMBER OF COMMERCE

Chamber of Commerce President Sarah DeLacy was in attendance and provided an update.

There being no further business to come before the Council at this time, Member Williams 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
Dale Williams	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried and the meeting duly adjourned at 6:48 PM.

APPROVAL DATE: _____

SIGNED:

Mayor

ATTEST:

City Administrator

#1.2



TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator
DATE: February 24, 2023
RE: Bills Payable

Attached for review and consideration by the City Council are the bills payable for the period ending February 24, 2023. We would suggest that the City Council approve the payment of the bills as presented.

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
AMAZON CAPITAL SERVICES						
1316-1RG7-77G	CITY - OFFICE SUPPLIES	02/03/2023	79.99	.00		
1316-1RG7-77G	MAINT - VEHICLE MAINT	02/03/2023	12.78	.00		
1316-1RG7-77G	MAINT - SMALL TOOLS	02/03/2023	55.84	.00		
1316-1RG7-77G	FD - WETSUIT REPAIR	02/03/2023	13.62	.00		
16GY-P634-PTD	LIBRARY - OFFICE SUPPLIES	02/12/2023	49.99	.00		
1DW1-19XC-6HT	CITY - OFFICE SUPPLIES	02/09/2023	26.59	.00		
1DW1-19XC-6HT	GC - OFFICE SUPPLIES	02/09/2023	26.59	.00		
1PQQ-GQ1M-63	PD - OFFICE SUPPLIES	02/07/2023	22.52	.00		
1PQQ-GQ1M-63	CITY HALL - CLEANING SUPPLIES	02/07/2023	68.46	.00		
1VLK-V1XJ-9RC	CITY - CLEANING SUPPLIES CREDIT	02/09/2023	34.47	.00		
1YCM-LV9G-CG	LIBRARY - OFFICE SUPPLIES	02/09/2023	22.99	.00		
1YCM-LV9G-CG	LIBRARY - CLEANING SUPPLIES	02/09/2023	13.59	.00		
Total 9956:			358.49	.00		
ANCHOR SOLAR INVESTMENTS LLC						
#40	MAINTENANCE BLDG - SOLAR	02/01/2023	372.26	.00		
#40	ANIMAL RESCUE - SOLAR	02/01/2023	190.88	.00		
#40	RADIUM PLANT - SOLAR	02/01/2023	372.26	.00		
Total 9959:			935.40	.00		
AT&T MOBILITY						
1/23 FIRE	FD - WIRELESS	01/31/2023	100.36	.00		
Total 9870:			100.36	.00		
B & T TECHNICAL SERVICES, LLC						
1213	COMM BLDG - SOLAR ELECTRICAL SERVICE	01/31/2023	20.06	.00		
Total 9680:			20.06	.00		
BAKER & TAYLOR						
2037251172	LIBRARY - BOOKS GRANT FUNDED	01/09/2023	361.35	.00		
2037274373	LIBRARY - BOOKS GRANT FUNDED	01/20/2023	349.99	.00		
2037294908	LIBRARY - BOOKS	01/30/2023	371.84	.00		
Total 8022:			1,082.98	.00		
BLUE & BROWN BACKGROUNDS LLC						
2023	PD - INGLETTS TRAINING	01/18/2023	300.00	.00		
Total 10074:			300.00	.00		
BOB'S LOCK & SAFE INC.						
41492	WATER DEPT - LOCKS FOR GATES	02/09/2023	224.40	.00		
Total 123:			224.40	.00		
BUREAU OF CRIMINAL APPREHENSION						
27632	PD - CLARK NARCOTICS INVESTIGATIONS TRAINING	02/08/2023	375.00	.00		
27633	PD - DAVEAU NARCOTICS INVESTIGATIONS TRAINING	02/08/2023	375.00	.00		
Total 9681:			750.00	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
CINTAS CORPORATION						
4142111270	CITY HALL - CLEANING	01/03/2023	63.99	.00		
4143489192	CITY HALL - CLEANING	01/16/2023	63.99	.00		
4144896506	CITY HALL - CLEANING	01/30/2023	63.99	.00		
Total 9686:			191.97	.00		
CITY OF ROCHESTER, MN						
8497	LIBRARY - OUTREACH PROGRAM	02/03/2023	250.00	.00		
Total 10075:			250.00	.00		
CITY TREASURER'S OFFICE						
188281 - JAN 20	WASTEWATER TO LA CROSSE	01/31/2023	28,318.88	.00		
Total 1086:			28,318.88	.00		
CLEARWAY COMMUNITY SOLAR LLC						
12/22 STMT	608 S 7TH ST - TENNIS COURT LIGHTS	12/31/2022	1.06	.00		
12/22 STMT	200 STONEY POINT - WELL HOUSE	12/31/2022	147.95	.00		
12/22 STMT	407 ORCHARDVIEW - BOOSTER STATION	12/31/2022	56.50	.00		
12/22 STMT	1450 HWY 16 - LIFT STATION	12/31/2022	5.55	.00		
12/22 STMT	110 MIDNIGHT ST - LIFT STATION	12/31/2022	9.69	.00		
12/22 STMT	219 CHESTNUT STREET - BRIDGE LIGHT	12/31/2022	10.44	.00		
12/22 STMT	31 MCINTOSH RD - LIFT STATION	12/31/2022	2.11	.00		
12/22 STMT	336 S 1ST ST - COMM BLDG	12/31/2022	28.70	.00		
12/22 STMT	722 N 2ND ST - RADIUM PLANT	12/31/2022	370.46	.00		
12/22 STMT	321 MAIN ST - LIBRARY	12/31/2022	30.49	.00		
12/22 STMT	400 LARCH AVE - WELL 2	12/31/2022	121.00	.00		
12/22 STMT	523 S CHESTNUT ST - ANIMAL SHELTER	12/31/2022	7.49	.00		
12/22 STMT	1200 JONATHAN LN - PARK SHELTER	12/31/2022	7.97	.00		
12/22 STMT	193 MCINTOSH RD - BOOSTER STATION	12/31/2022	34.16	.00		
12/22 STMT	209 S WALNUT ST - LAC SIGN	12/31/2022	2.62	.00		
12/22 STMT	1323 SPRUCE DRIVE - ABNET FIELDS	12/31/2022	5.85	.00		
12/22 STMT	520 S 14TH ST - ICE ARENA	12/31/2022	477.06	.00		
12/22 STMT	608 S 7TH ST - POOL	12/31/2022	95.32	.00		
12/22 STMT	202 MAIN ST - FLAG LIGHT	12/31/2022	.59	.00		
12/22 STMT	219 MAIN ST - UNIT LIGHTS	12/31/2022	14.57	.00		
Total 9854:			1,430.36	.00		
CORE & MAIN LP						
5376308	WATER METERS	02/16/2023	5,197.90	.00		
Total 9647:			5,197.90	.00		
CULLIGAN WATER CONDITIONING						
285X20762401	FD - WATER COOLER RENTAL	02/01/2023	39.95	.00		
Total 231:			39.95	.00		
E O JOHNSON CO.						
INV1283281	DUO AUTHENTICATION - B&Z	02/06/2023	10.00	.00		
INV1283281	DUO AUTHENTICATION - FIRE	02/06/2023	45.05	.00		
INV1283281	DUO AUTHENTICATION - LIC BUR	02/06/2023	45.05	.00		
INV1283281	DUO AUTHENTICATION - PUB WORKS	02/06/2023	10.00	.00		
INV1283281	DUO AUTHENTICATION - SEWER	02/06/2023	10.00	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
INV1283281	DUO AUTHENTICATION - CLERK	02/06/2023	26.50	.00		
INV1283281	DUO AUTHENTICATION - GC	02/06/2023	26.50	.00		
INV1283281	DUO AUTHENTICATION - POLICE	02/06/2023	68.90	.00		
INV1283281	DUO AUTHENTICATION - STREETS	02/06/2023	10.60	.00		
INV1283281	DUO AUTHENTICATION - WATER	02/06/2023	10.60	.00		
INV1290201	OFFICE 365	02/21/2023	200.00	.00		
Total 8614:			465.00	.00		
E O JOHNSON CO INC - LEASE						
33312997	BLDG/ZNG - COPY MACHINE MAINT	01/20/2023	112.49	.00		
33312997	FIRE DEPT - COPY MACHINE MAINT	01/20/2023	74.99	.00		
33312997	PUBLIC WORKS - COPY MACHINE MAINT	01/20/2023	112.49	.00		
33312997	WATER DEPT - COPY MACHINE MAINT	01/20/2023	74.99	.00		
33312997	CITY HALL - COPY MACHINE MAINT	01/20/2023	187.50	.00		
33312997	POLICE - COPY MACHINE MAINT	01/20/2023	112.49	.00		
33312997	SEWER DEPT - COPY MACHINE MAINT	01/20/2023	74.99	.00		
33433818	GC - COPY MACHINE/PRINTER	02/07/2023	73.00	.00		
Total 9397:			822.94	.00		
EARL F ANDERSEN INC						
0131911-IN	NEIGHBORHOOD BIKEWAY SIGNS - SHIP GRANT FUNDE	02/08/2023	903.30	.00		
Total 404:			903.30	.00		
EMERGENCY MEDICAL PRODUCTS INC						
2522011	FD - MEDICAL SUPPLIES	01/27/2023	19.79	.00		
2522350	FD - MEDICAL SUPPLIES	01/30/2023	122.97	.00		
Total 433:			142.76	.00		
FIFTH AVENUE AWARDS, INC.						
44251	FD - RECOGNITION AWARDS	02/17/2023	129.00	.00		
Total 582:			129.00	.00		
GUNDERSEN HEALTH SYSTEM						
2/6/2023 STMT	ANNUAL DRUG/ALCOHOL MEMBER FEE	02/06/2023	100.00	.00		
Total 622:			100.00	.00		
HAWKINS INC.						
6402138	WATER PLANT - CHEMICALS	02/15/2023	40.00	.00		
Total 512:			40.00	.00		
HOKAH CO-OP OIL ASSOCIATION						
34956	GC- LP REFILL	02/14/2023	1,280.48	1,280.48	02/21/2023	
Total 715:			1,280.48	1,280.48		
HOUSTON CNTY TREASURER						
25.1257020	CONDITIONAL USE PERMIT RECORDING	02/21/2023	46.00	.00		
Total 721:			46.00	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
IDEAL CRANE RENTAL						
455693	RENT - LIFT FOR CHRISTMAS LIGHTS	01/20/2023	598.50	.00		
Total 9445:			598.50	.00		
KAROW, GREGORY						
2023-0019	B&Z - PLAN REVIEW SERVICE WIESER PARK FACILITY	02/13/2023	2,143.85	.00		
2023-0022	B&Z - PLAN REVIEW SERVICE 734 TRIFECTA	02/21/2023	1,107.66	.00		
Total 8987:			3,251.51	.00		
KIRCH, LARRY						
1/3/23 - 1/15/23	ECONOMIC DEVELOPMENT SERVICES	01/15/2023	2,246.40	.00		
Total 10006:			2,246.40	.00		
LA CRESCENT ACE HARDWARE						
1/23 STMT	MAINT - SMALL TOOLS	01/31/2023	6.79	.00		
1/23 STMT	MAINT - VEHICLE REPAIR	01/31/2023	8.99	.00		
1/23 STMT	BIKE SIGNS	01/31/2023	63.20	.00		
1/23 STMT	STREET - VEHICLE REPAIR	01/31/2023	65.55	.00		
1/23 STMT	LIBRARY - BUILDING MAINT	01/31/2023	11.98	.00		
1/23 STMT	STREET - VEHICLE MAINTENANCE	01/31/2023	34.58	.00		
1/23 STMT	STREET - EQUIPMENT REPAIR	01/31/2023	2.49	.00		
1/23 STMT	MAINT - CLEANING SUPPLIES	01/31/2023	12.99	.00		
1/23 STMT	MAINT - SMALL TOOLS	01/31/2023	37.57	.00		
1/23 STMT	MAINT - SMALL TOOLS	01/31/2023	27.17	.00		
1/23 STMT	MAINT - SMALL TOOLS	01/31/2023	42.58	.00		
1/23 STMT	MAINT - SMALL TOOLS	01/31/2023	10.99	.00		
1/23 STMT	PD - OFFICE SUPPLIES	01/31/2023	9.38	.00		
1/23 STMT	GC- KEYS MADE	01/31/2023	4.78	.00		
1/23 STMT	MAINT - SMALL TOOLS	01/31/2023	28.78	.00		
1/23 STMT	CITY HALL - RESTROOM REPAIR	01/31/2023	18.98	.00		
1/23 STMT	MAINT - SMALL TOOLS	01/31/2023	10.77	.00		
1/23 STMT	LIBRARY - BUILDING MAINT	01/31/2023	17.98	.00		
1/23 STMT	STREET - VEHICLE REPAIR	01/31/2023	18.94	.00		
1/23 STMT	MAINT - SHOP THERMASTAT	01/31/2023	58.98	.00		
1/23 STMT	SIDEWALK SALT	01/31/2023	465.01	.00		
1/23 STMT	MAINT - SMALL TOOLS	01/31/2023	11.94	.00		
1/23 STMT	LIBRARY - DOOR REPAIR	01/31/2023	8.59	.00		
1/23 STMT	MAINT - CLEANING SUPPLIES	01/31/2023	23.58	.00		
1/23 STMT	MAINT - BRAKE & CARB CLEANER	01/31/2023	29.36	.00		
1/23 STMT	MAINT - SMALL TOOLS	01/31/2023	89.96	.00		
1/23 STMT	CITY HALL - PAINT FOR MENS RESTROOM	01/31/2023	83.96	.00		
1/23 STMT	FD - SMALL TOOLS	01/31/2023	16.74	.00		
Total 717:			1,222.61	.00		
LA CRESCENT AREA EVENT CENTER, INC.						
1/23 LODGING T	LODGING TAX - MARKETING & PROMO AGREEMENT	01/27/2023	674.70	.00		
Total 9810:			674.70	.00		
LA CRESCENT AUTO REPAIR, INC						
26197	P13 - P20 MAINTENANCE	02/13/2023	40.42	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 8168:			40.42	.00		
LA CRESCENT CHAMBER OF COMMERCE						
1/23 LODGING T	LODGING TAX - MARKETING & PROMO AGREEMENT	01/27/2023	674.70	.00		
Total 1142:			674.70	.00		
LA CROSSE AREA CONVENTION AND						
1/23 LODGING T	LODGING TAX - MARKETING & PROMO AGREEMENT	01/27/2023	2,110.59	.00		
Total 9824:			2,110.59	.00		
LEAGUE OF MN CITIES INS TRUST						
7858	INS. DEDUCTIBLE - CITY BOBCAT STRUCK PARKED VEHI	01/19/2023	1,000.00	.00		
Total 1116:			1,000.00	.00		
LEMKE, ROY						
2023 BOOT	GC - REIMBURSE SHOE ALLOWANCE	01/27/2023	109.99	.00		
Total 1109:			109.99	.00		
MENARDS-LA CROSSE						
78999	GC - SMALL TOOLS	02/02/2023	51.95	.00		
78999	GC - COURSE REPAIR	02/02/2023	58.92	.00		
78999	GC - CLEANING SUPPLIES	02/02/2023	40.93	.00		
79494	MAINT - SHOP TOOLS	02/14/2023	43.97	.00		
Total 1352:			195.77	.00		
MIENERGY COOPERATIVE						
1/23 STMT	ELECT UTILITIES-CRESC.HGTS.& WILDWOOD SEC LIGH	01/31/2023	245.81	245.81	02/21/2023	
1/23 STMT	ELECT UTILITIES - WIESER PARK	01/31/2023	76.60	76.60	02/21/2023	
1/23 STMT	ELECT UTILITIES-GC IRRIGATION & PARKING LOTS LIGH	01/31/2023	176.35	176.35	02/21/2023	
1/23 STMT	ELECT UTILITIES - HORSETRACK MEADOWS LIFT STATI	01/31/2023	144.29	144.29	02/21/2023	
1/23 STMT	ELECT UTILITIES-GC CLUBHOUSE	01/31/2023	234.99	234.99	02/21/2023	
1/23 STMT	ELECT UTILITIES-GC POP MACH.	01/31/2023	65.91	65.91	02/21/2023	
Total 2012:			943.95	943.95		
MINNESOTA CHILD SUPPORT PAYMENT CENTER						
2/17/23 PR00156	MN CHILD SUPPORT	02/21/2023	640.97	640.97	02/21/2023	
Total 9597:			640.97	640.97		
MINNESOTA ENERGY RESOURCES INC						
1/23 STMT	CITY HALL - GAS UTILITIES	01/31/2023	542.92	.00		
1/23 STMT	MAINT BLDG - GAS UTILITIES	01/31/2023	953.63	.00		
1/23 STMT	PUMP HOUSE MCINTOSH	01/31/2023	122.17	.00		
1/23 STMT	POOL - GAS UTILITIES	01/31/2023	16.47	.00		
1/23 STMT	ANIMAL SHELTER - GAS UTILITIES	01/31/2023	233.62	.00		
1/23 STMT	ABNET RESTROOMS - GAS UTILITIES	01/31/2023	159.65	.00		
1/23 STMT	LIBRARY - GAS UTILITIES	01/31/2023	239.61	.00		
1/23 STMT	ICE ARENA - GAS UTILITIES	01/31/2023	2,234.07	.00		
1/23 STMT	PUMP HOUSE ORCHARDVIEW	01/31/2023	130.78	.00		
1/23 STMT	CONTROL BLDG - GAS UTILITIES	01/31/2023	191.75	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
1/23 STMT	COMMUNITY BLDG - GAS UTILITIES	01/31/2023	1,031.78	.00		
Total 8171:			5,856.45	.00		
MISSION COMMUNICATIONS, LLC						
1073287	SEWER - MANHOLE MONITORING SERVICE	02/15/2023	239.40	.00		
Total 9938:			239.40	.00		
NORTHLAND SECURITIES INC						
7337	ANNUAL DISCLOSURE REPORTING FEES	12/31/2022	63.75	.00		
7337	ANNUAL DISCLOSURE REPORTING FEES	12/31/2022	341.25	.00		
7337	ANNUAL DISCLOSURE REPORTING FEES	12/31/2022	65.63	.00		
7337	ANNUAL DISCLOSURE REPORTING FEES	12/31/2022	167.50	.00		
7337	ANNUAL DISCLOSURE REPORTING FEES	12/31/2022	160.00	.00		
7337	ANNUAL DISCLOSURE REPORTING FEES	12/31/2022	7.50	.00		
7337	ANNUAL DISCLOSURE REPORTING FEES	12/31/2022	155.83	.00		
7337	ANNUAL DISCLOSURE REPORTING FEES	12/31/2022	103.11	.00		
7337	ANNUAL DISCLOSURE REPORTING FEES	12/31/2022	187.50	.00		
7337	ANNUAL DISCLOSURE REPORTING FEES	12/31/2022	20.63	.00		
7337	ANNUAL DISCLOSURE REPORTING FEES	12/31/2022	187.50	.00		
Total 8272:			1,500.00	.00		
PER MAR SECURITY SERVICES						
2981709	ARENA - ALARM SERVICE 3/1/23 - 2/29/24	02/08/2023	652.92	.00		
Total 1642:			652.92	.00		
PUMP 4 LESS						
1/23 CITY	PUBLIC WORKS - MOTOR FUEL	01/31/2023	38.66	.00		
Total 8604:			38.66	.00		
QUADIENT FINANCE USA, INC						
2/23 STMT	Postage Meter Postage - Police	02/12/2023	21.00	.00		
2/23 STMT	Postage Meter Postage - Public works	02/12/2023	15.00	.00		
2/23 STMT	Postage Meter Postage - Water	02/12/2023	63.00	.00		
2/23 STMT	Postage Meter Postage- Animal rescue	02/12/2023	3.00	.00		
2/23 STMT	Postage Meter Postage - Clerk	02/12/2023	45.00	.00		
2/23 STMT	Postage Meter Postage - Pool	02/12/2023	8.00	.00		
2/23 STMT	Postage Meter Postage - Sewer	02/12/2023	63.00	.00		
2/23 STMT	Postage Meter Postage- Arena	02/12/2023	3.00	.00		
2/23 STMT	Postage Meter Postage- Fire	02/12/2023	12.00	.00		
2/23 STMT	Postage Meter Postage- Library	02/12/2023	9.00	.00		
2/23 STMT	Postage Meter Postage- B&Z	02/12/2023	21.00	.00		
2/23 STMT	Postage Meter Postage- Golf course	02/12/2023	9.00	.00		
2/23 STMT	Postage Meter Postage- Lic Bur	02/12/2023	30.00	.00		
Total 9799:			300.00	.00		
SPLISH SPLASH AUTO BATH						
2/23	PD - 20 CAR WASH TOKENS	02/13/2023	162.00	.00		
Total 8587:			162.00	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
STOP STICK LTD						
0027998-IN	PD - HANDLE REPLACEMENT	02/21/2023	45.00	.00		
Total 1074:			45.00	.00		
STREICHER'S						
11599305	PD - PETERSEN UNIFORM SHIRT PER LELS CONTRACT	11/07/2022	61.99	.00		
11611762	PD - AMMO FOR TRAINING	01/18/2023	451.66	.00		
11614171	PD - AMMO FOR TRAINING	01/31/2023	928.00	.00		
Total 1022:			1,441.65	.00		
SWABTEK						
3080	PD - DRUG TEST KITS	02/07/2023	262.50	.00		
Total 9918:			262.50	.00		
UNITED STATES POSTMASTER						
2/23 PAST DUE	PAST DUE WATER/SEWER - WATER	02/16/2023	41.04	41.04	02/16/2023	
2/23 PAST DUE	PAST DUE WATER/SEWER - SEWER	02/16/2023	41.04	41.04	02/16/2023	
Total 2102:			82.08	82.08		
UW-LA CROSSE						
5079	WORK PERFORMED - MISSISSIPPI VALLEY ARCHAEOLO	01/31/2023	98.94	.00		
Total 9984:			98.94	.00		
VAN METER INC.						
S012537774.001	MAINT SHOP - WIRE FOR SWITCHES	01/10/2023	386.67	.00		
Total 10036:			386.67	.00		
VERIZON WIRELESS						
9926392333	FD - MOBILE	01/28/2023	120.03	.00		
9926689068	WATER DEPT - WIRELESS	01/02/2023	59.47	.00		
9926689068	SEWER DEPT - WIRELESS	01/02/2023	59.47	.00		
Total 8973:			238.97	.00		
WHKS & CO.						
47589	PINE CREEK CPL GRANT	01/27/2023	315.20	.00		
47609	WIESER PARK FEASIBILITY	01/27/2023	6,702.38	.00		
Total 8290:			7,097.58	.00		
XCEL ENERGY						
1/23 STMT	LIBRARY - 321 MAIN	01/31/2023	222.86	.00		
1/23 STMT	FLAG LIGHT - 226 MAIN ST	01/31/2023	20.70	.00		
1/23 STMT	GARAGE - 223 HWY 16	01/31/2023	36.03	.00		
1/23 STMT	STREET LIGHTS - PO BOX 142	01/31/2023	6,507.32	.00		
1/23 STMT	LIFT STATION - 31 MCINTOSH RD E	01/31/2023	27.25	.00		
1/23 STMT	WELL #2 - 400 LARCH	01/31/2023	1,165.68	.00		
1/23 STMT	BOOSTER STATION - 407 ORCHARDVIEW DR	01/31/2023	179.03	.00		
1/23 STMT	RESERVOIR - 1026 CRESCENT HILLS	01/31/2023	16.67	.00		
1/23 STMT	ABNET FIELD - 1323 SPRUCE	01/31/2023	54.09	.00		
1/23 STMT	SHORE ACRES - GRINDER PUMPS	01/31/2023	280.70	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
1/23 STMT	PARK SHELTER - 1200 JONATHAN	01/31/2023	94.50	.00		
1/23 STMT	UNIT STREET LIGHTS - 33 S WALNUT	01/31/2023	66.05	.00		
1/23 STMT	CITY HALL - 317 MAIN	01/31/2023	494.24	.00		
1/23 STMT	FLAG LIGHT - 202 MAIN	01/31/2023	13.60	.00		
1/23 STMT	SIGN LIGHT - 525 S CHESTNUT	01/31/2023	14.88	.00		
1/23 STMT	STREET LIGHTS - 219 MAIN ST UNIT LIGHTS	01/31/2023	36.09	.00		
1/23 STMT	ICE ARENA - 520 S 14TH	01/31/2023	4,172.87	.00		
1/23 STMT	WELL #3 - 417 WALNUT PL	01/31/2023	1,794.27	.00		
1/23 STMT	RADIUM PLANT - 722 N 2ND	01/31/2023	2,322.95	.00		
1/23 STMT	BOOSTER STATION - 193 MCINTOSH E	01/31/2023	145.66	.00		
1/23 STMT	WELL HOUSE - 200 STONEY PT RD	01/31/2023	1,501.02	.00		
1/23 STMT	LIFT STATION - 1450 HWY 16	01/31/2023	20.34	.00		
1/23 STMT	BRIDGE LIGHTS - 219 CHESTNUT ST	01/31/2023	57.05	.00		
1/23 STMT	NEW LA CRESCENT SIGN - 209 S WALNUT	01/31/2023	19.99	.00		
1/23 STMT	332 S 1ST ST - HOUSE	01/31/2023	19.29	.00		
Total 1410:			19,283.14	.00		
ZENKE INC						
7029	WATER MAIN BREAK - WILLOW ST	01/30/2023	1,540.00	.00		
Total 2412:			1,540.00	.00		
Grand Totals:			96,066.32	2,947.48		

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

City Treasurer: _____

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

#3.1

CITY OF LA CRESCENT

Department of Police

Chief Luke M. Ahlschlager



February 22, 2023

Honorable Mayor and City Council Members

City Administrator Bill Waller

RE: **Valor Commendation Award for La Crescent Police Officer Darin Daveau badge #307**

An Act of Valor commendation is awarded to officers who exhibit exceptional courage, extraordinary decisiveness, and presence of mind along with unusual swiftness of action, regardless of his or her personal safety, to save or protect human life or effect or attempt to effect the arrest of any person who has used or attempted to use a deadly weapon.

On the morning of Monday, February 6th, 2023 at approximately 7:35 A.M. Houston County Dispatch received a 9-1-1 call from a residence located in the City of La Crescent. The dispatcher advised on-duty La Crescent Police Officer Darin Daveau, La Crescent Police Investigator Kaylee Inglett and myself, Chief Luke Ahlschlager of the 9-1-1 call. The dispatcher reported to officers that a female caller was yelling into the phone and in the background, there were kids screaming. The dispatcher also reported to officers the situation at the residence seemed very chaotic and the caller had yelled to someone, "what have you done." While we were enroute, dispatch advised that the call was suddenly disconnected.

Arriving at the residence, officers encountered a very chaotic situation that involved a suicidal woman armed with a large Chef's Knife. Outside of the residence, the woman threatened Chief Ahlschlager with the knife. In addition, the woman posed a potential threat to multiple family members and to Officer Daveau & Investigator Inglett. The armed woman was able to get back inside of the residence where there were two children and an elderly man. While Investigator Inglett and I were dealing with an aggressive and non-compliant male individual outside of the residence, Officer Daveau, alone, went into the residence to protect the children and to locate the woman with the knife. Officer Daveau assured the safety of the children and the elderly man, then locating the woman who was found to have committed self-harm.

CITY OF LA CRESCENT

Department of Police

Chief Luke M. Ahlschlager

Officer Daveau recovered the knife and rendered aid to the non-compliant woman who was eventually transported to the hospital with non-life-threatening injuries.

Officer Daveau demonstrated professionalism, courage, and bravery in the line of duty; risking his own personal safety to save the life of another, and effect the arrest of a person who has used, or attempted to use, a deadly weapon.

Officer Daveau's actions on the morning of February 6th, 2023 was an Act of Valor so it would be my honor to issue him with a Certificate of Valor and pin as a very small token of recognition for his distinguished service.

Sincerely,

A handwritten signature in black ink, appearing to read 'L. Ahlschlager', with a stylized flourish at the end.

Luke M. Ahlschlager, Chief of Police
La Crescent Police Department



AWARD OF VALOR

Proudly Presented to:

OFFICER DARIN DAVEAU

For distinguished police service on February 6, 2023.
Officer Daveau demonstrated professionalism, courage, and bravery in the line of duty; risking his own personal safety to save the life of another, and effect the arrest of a person who has used, or attempted to use, a deadly weapon.

Awarded this 27th day of February, 2023




Chief of Police, Luke Anischlager

3.2



TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator *SW*
DATE: February 23, 2023
RE: Closed Session

City Attorney Skip Wieser will be in attendance at the meeting, and Susan Tindal from the law firm of Iverson Ruevers will be in attendance via Zoom, to review this with the City Council.

COUNCIL MEETING MINUTE NOTICE

The City Council will go into closed session as permitted Minn. Stat. § 13D.05 Subd. 3(B) for purposes of preserving attorney/client privilege relating to active litigation regarding the matter of the City of La Crescent v. Ryan Quanrud and The Public Employees' Retirement Association OAH22-3600-38728 with the attorneys representing the City of La Crescent in this matter.

3.3

CITY OF LA CRESCENT

Department of Police

Chief Luke M. Ahlschlager



February 13, 2023

Honorable Mayor and City Council Members

City Administrator Bill Waller

RE: **Bluff County Family Resources request for a 5K event called "Run For The One"**

On February 9, 2023 I received an email from Bluff Country Family Resources Executive Director Sara Gilman requesting city approval for a 5k Run event in La Crescent on Saturday, April 29, 2023 at 10:00 AM. This event, called Run For The One, is in recognition of Sexual Assault Awareness Month and is largely being utilized to raise community awareness of the services and support our organization offers.

As with these events the La Crescent Police Department will assist with providing an escort, traffic control and security.

I would respectfully request the La Crescent City Council grant permission for the event to proceed.

Respectfully,

Luke Ahlschlager

Chief of Police

Ahlschlager, Luke M.

From: bcfr.sara <bcfr.sara@goacentek.net>
Sent: Thursday, February 9, 2023 3:58 PM
To: Ahlschlager, Luke M.
Subject: 5k Run Proposal

Good afternoon Chief Ahlschlager,

I am reaching out with the hope that you could recommend City Council approval for a 5k Run event that Bluff Country Family Resources would like to put on in La Crescent. This event, called Run For The One, is in recognition of Sexual Assault Awareness Month and is largely being utilized to raise community awareness of the services and support our organization offers.

Our proposed event date is Saturday, April 29 - the race itself would begin at 10am and I'm thinking we could be wrapped up by 1pm. Officers Clark and Inglett are members on our board and helped us create a looped run route that begins and ends at Old Hickory Park, pictured below. We are also hoping to offer a food truck during that timeframe, in case that would require any additional permissions from the City.

Please let me know if there is any other information you need or any concerns you may have. Thank you for all you do!

Respectfully,
Sara Gilman, Executive Director | Bluff Country Family Resources

DISTANCE **3.10 mi**

Help ?



Sara Gilman (she/her/hers)

Executive Director | Bluff Country Family Resources

(507) 894-2676 | 114 Main St, P.O. Box 294, Hokah, MN 55987

#3.4



TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator 
DATE: February 24, 2023
RE: I/T Provider

Information regarding this will be presented to the City Council at the meeting.

#3.5

CITY OF LA CRESCENT

Department of Police

Chief Luke M. Ahlschlager



February 22, 2023

Honorable Mayor and City Council Members

City Administrator Bill Waller

RE: Benefit for Hayden Event – Saturday, April 29, 2023

In January Hayden was diagnosed with testicular cancer and quickly after it was found it metastasized to his lungs and brain. Over the next several months, Hayden will be undergoing extensive chemotherapy.

On Saturday, April 29 at 12:00 P.M. they will be holding a benefit event for Hayden at the TimeOut Tavern in La Crescent, MN and part of the event will be a live and silent auction. The event organizers are seeking donations and are hopeful the La Crescent Police Department would consider donating in the form a "Ride to School" with a police officer.

A prize certificate would be created and provided for the event. The winner of the prize certificate would make arraignments with the police department to set up the "Ride to School" with an officer.

I respectfully request your permission to participate in the benefit event.

Thank you for your consideration.

Respectfully,

Luke Ahlschlager

Chief of Police



Year End Report



Message from Chief Luke Ahlschlager:

On behalf of the La Crescent Police Department, I sincerely thank the Council Members and residents for a successful 2022. I have provided a synopsis of what your Police Department has been up to.

It is the intent of the La Crescent Police Department to conduct public service and safety in a professional, transparent manner. If this synopsis creates further questions or prompts specific discussion regarding any issues, please do not hesitate to reach out to me.

2022 Operational Highlights

The La Crescent Police Department responded to nearly 4,900 incidents this year. Some via phone, others in person. This is an average of 408 calls per month or approximately 14 calls for service per day.

(La Crescent reports criminal statistics to the FBI Uniform Crime Report Indexes. There are two categories, Part 1 Crimes which are generally crimes of violence and involve property. Part 2 Crimes are often considered less serious such as forgery, embezzlement/fraud, weapons violations, sex crimes, and drug laws.)

The remaining balance of calls for service cover an extremely wide variety of events including but not limited to traffic stops, emergency medical care, mental health response, juvenile welfare concerns, public assistance, suspicious activity, alarms, animal control, parking complaints, permits to purchase firearms and ordinance enforcement.

265 Citations issued for various offenses from traffic to ordinance violations.

36 shifts of Department of Public Safety grant funded saturation patrols focusing on traffic safety (Towards Zero Deaths - TZD)

Toward Zero Deaths (TZD) photo: May 2022



The annual Southeast TZD regional photo that was taken Monday May 23, 2022 at the Dodge County Courthouse in Mantorville. More than 50 individuals representing Law Enforcement, Education, EMS and Engineering were represented at this regional event including: Mantorville Fire, Dodge Center Ambulance, Dodge County Highway Department, Dodge County Sheriff's Office, Kasson Police Department, Minnesota State Patrol, Kenyon Police Department, Albert Lea Police Department, Rochester Police Department, Cannon Falls Police Department, Olmsted County Sheriff's Office, Mower County Sheriff's Office, Winona Police Department, Owatonna Police Department, Goodhue County Sheriff's Office, Steele County Sheriff's Office, Plainview Police Department, La Crescent Police Department, West Concord Police Department, Zumbrota Police Department, Faribault Police Department, Rice County Sheriff's Office, Northfield Police Department, Austin Police Department, St. Charles Police Department, Fillmore County Sheriff's Office, Freeborn County Sheriff's Office.

"In 2021, there were 108 traffic deaths in Minnesota attributed to not wearing seatbelts."

Kevin E. Torgerson, Olmsted County, MN

2022



LCPD Department Staff

8 full time Police Officers (including one Sergeant)

3 part time Police Officers

1 Police Administrative Secretary

7 La Crescent Police Reserves

Chief Luke Ahlschlager and Sergeant Michael Ernster
May 2022



July 2022

La Crescent PD at the Hwy 14 Minnesota/Wisconsin border.
Officer Ethan Hofschulte left and Officer Roth Clark right.

During one traffic stop, on the bridge past the RV place, a boat on the river was playing Bad Boys, the COPS theme song for me. It was quite funny and I made sure to give them a thumbs up.

Scott McConkey, Southern Minnesota Law Enforcement Liaison



Stats for the entire B2B (Border to Border) operation Hwys 14 & 19 combined:

Traffic Stops – 645, Speed Citations – 163, Speed Warnings – 379, Speeds at 100 plus – 1
La Crescent also had 2 move-over violations and a plate impoundment violation.

National Night Out; Tuesday August 2, 2022

- The department was excited to offer another in-person Neighbor Night featuring a DJ, free swimming, a photo booth and free dinners to attendees.
- Just over 900 meals were served.
- There were about 50 prizes given away through generous donations from local businesses.
- La Crescent Fire Department, HCSO Sheriff and Deputies, MN State Patrol and Tri State Ambulance provided the opportunity to see their vehicles and ask questions.
- La Crescent – Hokah Robotics team held demonstrations; one robot was able to launch t-shirts to groups of children.
- Many booths were set up from local vendors (no money is accepted at this event) including the Library, the local garden and Healthy Community Partnership, the La Crescent Historical Society, the La Crescent Bike Shoppe, and various businesses who offered free items and information.
- Generous Kudos to the always-amazing **Lions Club** members for their helpful volunteerism!



National
Night
Out
2022





The Wagon Wheel Trail Bridge Camera System was completed in October 2022.

The Verkada camera system video feed is recorded and the police department will be capable of retrieving video footage.



Safe Community Camera Program:

Please consider partnering with the La Crescent Police Dept by registering you have a camera.

www.cityoflacrescent-mn.gov/police-department/safe-community-camera-program

La Crescent Police: 507-895-4414

Officer Darin Daveau kicked off a community camera program, where residents can report if they have external cameras, for the Police Dept to reach out if a crime happened in their area. *LCPD would not have access to the cameras, rather, just know if there are some in the area to request footage.

On October 14th, 2022 Officer Ethan Hofschulte, along with some of La Crescent's First Responders, was honored by 7R-CAPE (7 Rivers Cardiac Arrest Preparedness & Education) at the 10th Annual *Heroes and Survivors* celebration event.

The incident:

On November 7th, 2021 Officer Ethan Hofschulte assisted the Houston County Sheriff's Office, La Crescent First Fire and Rescue (first responders) and Tri-State Ambulance Paramedics with an active overdose medical. The subject of the call was actively attempting to harm themselves. Officer Hofschulte and a Houston County Deputy located the subject who was still actively attempting self-harm. Officer Hofschulte and the Deputy immediately acted and successfully took the subject into protective custody without injury. This action made it safe for paramedics and first responders to begin treating the subject who shortly after went unresponsive. Lifesaving Medical Care was performed on the subject by paramedics and first responders. The Lifesaving Medical effort was successful and Officer Hofschulte's actions that day was a part of the lifesaving effort.

Thank you, Officer Hofschulte and congratulations.

Luke M. Ahlschlager, Badge #301
Chief of Police, La Crescent Police Department



Peace Officer Training

- The Minnesota Peace Officer Standards and Training (POST) Board requires a minimum of 48 hours of continuing education every three years in order to maintain licensure. La Crescent Peace Officers generally far exceed minimum training standards.
- Training events consist of attending courses sponsored by professional associations, certification of Department employees in specific areas of training expertise, internet on-line assignments, and conducting training in joint cooperation with other Houston County law enforcement agencies and the La Crescent Fire Department.
- The department's achievements with training are to be applauded. As the Public Safety landscape is ever-changing and associated cost of continuing education can be prohibitive, I believe the City of La Crescent is represented with some of the best trained personnel not only in the region, but in the State of Minnesota.

2022 was a year filled with training:

- Investigator Kaylee Inglett, Officer Roth Clark and Officer Ethan Hofschulte attended Taser Instructor training and received their certifications.
- Sergeant Ernster attended a three-day Advanced Pistol & Rifle Instructor Recertification Training and received his recertification.
- Investigator Kaylee Inglett attended a five-day Death and Homicide Investigations Training in St. Paul, MN and received her certification.
- Officer Hofschulte and Officer Petersen attended Standardized Field Sobriety Testing Training and received certification.
- Officer Roth Clark attended a five-day Use of Force Foundation Instructor Training and received certification.
- Sergeant Ernster attended a three-day Field Training Officer (FTO) training and received certification.
- Sergeant Ernster, along with faculty members of the La Crescent-Hokah High/Middle School, attended a School Safety Summit in Rochester, MN.
- Chief Luke Ahlschlager attended a two-day Criminal Justice Information Users Conference in St. Cloud, MN.
- Annual Spring and Fall Houston County Law Enforcement In-Service Training were attended by all LCPD Officers and all received certifications.
- Multiple officers attended and completed several other trainings and received certifications.
- In addition, LCPD Officers complete numerous online trainings through PATROL ONLINE (Peace Officer Accredited Training Online) that meet mandatory training guidelines.
- EMR (Emergency Medical Responder) Training was held in September.



La Crescent Police Reserves

Drug Take Back Day October 22, 2022

Curb Side Collections in front of La Crescent City Hall

CP Rail Meeting: November 10, 2022

LCPD Meeting with leadership of Canadian Pacific Railroad, with city hall employees and the mayor of La Crescent in attendance.

Topics covered included the intersections being blocked and the excessive train horn blowing.



Investigator Kaylee Inglett, badge #304

Protecting Your Personal Information / Scam and Fraud Prevention

A presentation was given at the La Crescent Library for residents to learn how to arm themselves against scam calls and fraud issues.

Investigator Kaylee Inglett provided information on behalf of the La Crescent Police Department, along with members of Home Federal Savings Bank.

:: Reach out to Investigator Inglett if you'd like handouts to share with family and friends.

Police Cases of Interest from LCPD in 2022:

Child Abuse Case

On January 5th, 2022, the La Crescent Police Department was notified of an ongoing investigation regarding child abuse from the La Crosse Police Department. After reviewing the case, it was believed the crime occurred in the City of La Crescent with the victim being 4-years-old at the time. The suspect was ultimately arrested after a tenacious investigation and will be formally sentenced in the new year. He was found guilty of malicious punishment of a child (felony). Without the combined work from the La Crosse Police Department, La Crosse Human Services, Mayo Clinic staff, Stepping Stones, and La Crescent Police Department, justice would not have been served.

La Crescent Police Investigator Inglett was invited to be a keynote speaker and help present the case at the 2023 Child Maltreatment Conference hosted by Mayo Clinic.

Eagle Motors Theft Case

On January 17th, 2022, Officer Hofschulte received a report from staff at Eagle Motors regarding a theft that occurred in the previous weekend. They reported vehicle parts were taken from a vehicle for sale in their parking lot. After watching hours of surveillance camera footage, Investigator Inglett located the suspect vehicle and narrowed down the timeline. The suspect vehicle matched a theft case Winona County was working at the time and they ultimately conducted a search warrant on the vehicle.

Several of the stolen vehicle parts were located and returned to Eagle Motors, while the suspect was identified, then charged by both counties.

Elder Abuse Fraud Case

On January 18th, 2022, Officer Hofschulte received a phone call from staff at River Bank in Holmen, Wisconsin, notifying him of potential financial elder abuse fraud with the victim living in the City of La Crescent. The suspects were identified as the victim's daughter and grandson. It appeared there had been several years of financial abuse occurring, resulting in the victim losing thousands of dollars.

Throughout Investigator Inglett's investigation and in coordination with Houston County Human Services, the victim was granted a permanent guardian/conservator along with necessary, established long-term care.

Suspicious Money Case

On February 20th, 2022, Chief Ahlschlager received a call from a concerned citizen advising they had received an envelope in the mail containing \$1,300 in Kwik Trip money orders and hundred-dollar bills; Attached was a letter stating, "This is the money for a false claim I made in 1991. Couldn't live with it. So it was for 1,200 but here's 1,300."

Upon following every lead possible, including obtaining video from Kwik Trip of the subject purchasing the money orders and asking for assistance from surrounding law enforcement agencies in identifying him, the original sender was never identified. Since the true owner never came forth, the property was ultimately released back to the citizen who received the letter.

Robbery Case

On March 18th, 2022, Officer Hofschulte and Officer Skree took a report of a suspicious person in the La Crescent Aquatic Center parking lot. Upon arrival, officers located glass on the ground and a large tree branch nearby. While documenting the incident, a subject approached them stating he had been robbed and his vehicle windows had been smashed out. Upon taking his report, officers noted there were three suspects, two of which were wearing ski masks and another wearing a bandana. The victim's phone was also taken during this incident.

Upon further investigation by Investigator Inglett and Officer Hofschulte, suspects were identified and had been involved in another mugging incident in La Crosse shortly after this one was reported. One of the suspects was being held in La Crosse County, to which Investigator Inglett and Officer Hofschulte attempted to interview him. While the suspect declined to speak, he had the victim's phone in his possession, along with a bandana matching the description of one of the suspects in the incident.

Ultimately, two subjects were charged with first degree aggravated robbery, theft, damage to property and assault.

Jewelry Theft / Pawn Case

On April 19th, 2022, Officer Hofschulte took a report of damage to property and possible theft that occurred in a residence. The reporting party advised she allowed her son to stay at her residence while she was away for several months, when she returned, she found her home to be damaged and several of her items missing, including jewelry.

The case was initially deemed a civil matter, until recently a subject was able to corroborate the theft of jewelry. Upon Investigator Inglett's further investigation, it was learned the suspect pawned several items of his mother's jewelry totaling over \$1,000 in loss. The suspect was ultimately charged with felony theft.

Overview of Incidents for 2022

Domestic Cases:

There were 26 cases of Domestic situations, including papers served, general concern, Safety Hold and 8 arrests.

Search Warrants:

La Crescent Officers executed 8 search warrants in criminal cases/investigations/assist Houston County Sheriff.

Driving While Impaired (DWI)

36 arrests in the city of La Crescent, including assisting the HC Sheriff's Office.

9-1-1 CALLS. Number of 9-1-1 calls that needed to be responded to by La Crescent officers, 146

Community Policing:

This includes checking business doors after hours, attending sporting and other events, foot patrol in the city.

Total calls for Community Policing: 295

Motor Vehicle Unlocks:

La Crescent is one of the few cities to assist with this issue. 27 assists were performed.

Parking Complaints:

103 incidents

Firearm Permits:

135 issued (combination of city residents issued permit to purchase, and background check through the Sheriff's Office for La Crescent resident's permit to carry).

Vehicle Theft: 2 incidents **Trouble with Party.** 107 incidents **Welfare Checks.** 115 incidents

Noise Complaints: 40 incidents

Found Property: 92 incidents (From animals, to keys, to bicycles, to chainsaws - and much in between)

Medical Calls: 259 assists to Fire Dept, Ambulance, Lift Assist and more.

Scam Reports: 52

Fraud Reports: 16

Fingerprinting:

Approximately 70 Fingerprinting appointments in 2022 to assist those who require this service for employment, guardianship, adoption or other background reasons. These are done by appointment for a fee.

Project Lifesaver:

This community service continues with monthly visits to a local family, from Investigator Inglett and/or Sergeant Michael Ernster



2022 Houston County Law Enforcement Association:

Gifts were purchased, wrapped and delivered to Houston County children with a jolly Santa to greet them! The association raises funds to help spread holiday cheer, collecting wish lists from a variety of families in the county.

This event is led by HCSO Sergeant Chris Frick, #2814, including:

Houston County Sheriff's Office, Fillmore County Sheriff's Office, La Crescent Police Department, Hokah Police Department, Caledonia Police Department, Houston Police Department, La Crescent Fire & Rescue, Caledonia Fire Department, Houston Fire & Rescue, Mabel Fire & Rescue, Rushford Fire Department, Eitzen Volunteer Fire Department, Walmart – Onalaska, H&R Enterprises and Gillette Pepsi-Cola Co.

Audits and Compliance Checks 2022:

La Crescent Police Department received an on-site compliance review by the Minnesota Peace Officer Standards and Training (P.O.S.T). The P.O.S.T reviewer found the La Crescent Police Department in compliance of various state mandated training, policies, reporting and rules.

La Crescent Police Department received a Triennial Information Technology Security Audit (ITSA) by the Minnesota Bureau of Criminal Investigation (BCA) and also by the Federal Bureau of Investigation (FBI). La Crescent Police Department are working with the city's IT group Locknet to resolve some technical/security concerns brought up by auditors.

La Crescent Police Department completed a successful Biennial Independent Audit on the department's Body Worn Camera (BWC) program.

La Crescent Police Reserves Unit

The Police Reserve Officer Program is comprised of community members who wish to help the community in the area of public safety. The reserve officers supplement the police department by doing a variety of duties.

Duties include, but are not limited to; security, event supervision, traffic control, police ride-along, disaster response, and communications. A variety of training is provided to the group throughout the year.

LCPD Reserve Unit Summary 2022 (from Officer Roth Clark)

There are currently 7 LCPD Police Reserves, 3 are Sergeants, 1 is Captain

Involvements

54 total involvements and ride-along duty with an Officer, which included locating 26 unlocked business or school doors and 20 community policing events.

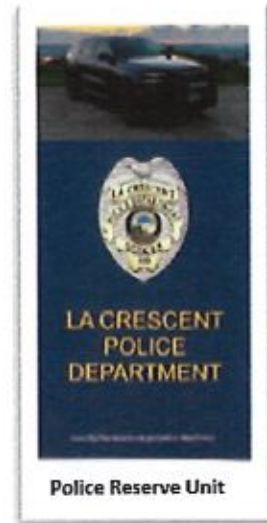
Other duties worked are drug take back day collections, and delivery to the Drug Enforcement Administration.

LCPD Reserves perform door checks in the community. In 2021, there were 12 unlocked or open doors located of the 403 buildings checked. In 2022, there were 22 unlocked or open doors located of the 465 buildings checked.

Training

In 2022, all active reserve officers attended a mandatory use of force training and policy review. Additional training offered included:

- Taser certification
- Traffic control/direction
- Radio use
- Report Writing
- Intro to DWI Investigations
- Defensive tactics refresher course
- Building searches
- Multiple scenario-based trainings



Mandatory Minimums

Reserve officers worked the National Night Out and Holiday train as mandatory events. In addition, all reserves worked at the Applefest parade and were required to work at least one additional event during Applefest weekend. Reserve officers are required to maintain 20% event participation as well as work at least one power-car shift per calendar quarter. All active reserve officers met or exceeded the minimum activity requirements expected of them.

Additional Opportunities

Reserve officers are now offered a yearly review by the reserve liaison officer which includes a coaching session and evaluation of their goals and career ambitions. Resources and other information is provided to them to help them be successful in reaching their goals. All reserve officers participated in this optional activity.

Promotional opportunities are available for reserve officers who have shown exceptional motivation and leadership abilities. Reserve Sergeants are tasked with being a primary point of contact for reserve officers and coordinating with the reserve Captain and Liaison Officer. The reserve Captain is tasked with oversight of all reserve functions and being a primary contact for the liaison officer for additional tasks and delegations. Supervisors meet with the Liaison quarterly to discuss training opportunities, activity reports, and general updates about the reserve unit and department happenings.



Happy New Year, from the La Crescent Police Department

Left to Right: Police Admin Secretary Lisa Olson, Investigator Kaylee Inglett, Officer Roth Clark, Officer Ethan Hofschulte, Officer Charles Petersen, Officer Darin Daveau, Chief Luke Ahlschlager, Sergeant Michael Ernster and Officer Kyler Nesbit. (Not shown: Officer Cody Bellock and Officer Josh DeBoer) Photo by: Amy Ernster

Respectfully submitted to La Crescent City Council,

Luke Ahlschlager, #301
Chief of La Crescent Police
lahlschlager@cityoflacscent-mn.gov

RESOLUTION NO. 02-23-09

**RESOLUTION ACCEPTING DONATIONS MADE TO THE
CITY OF LA CRESCENT WIESER MEMORIAL PARK IMPROVEMENT PROJECT
FEBRUARY, 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 February 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. An Anonymous donor wishes to donate \$25,000.00
2. Tessa and Adam Peterson wish to donate \$100.00

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 27th day of February 2023.

SIGNED:

Mayor

ATTEST:

Deputy Clerk

MEMORANDUM

TO: Mayor, City Council

FROM: Larry Kirch, Community Development Director

DATE: February 27, 2023

SUBJECT: Walnut Street RFP – LAPC Local Studies Program

The city worked with Peter Fletcher and Jackie Eastwood of the La Crosse Area Planning Committee (LAPC) to apply for funding through the LAPC's Local Studies Program. The city submitted a project proposal on October 19, 2022. The project was approved by the LAPC staff and the Wisconsin DOT. The city then developed a Request For Proposals (RFP) using the LAPC's suggested format. The RFP document was approved by the LAPC and the WisDOT and was published on a public procurement website known as DemandStar on January 13, 2023. One proposal was received by the deadline of February 20th from MSA Professional Services, Inc. With receiving only one proposal, the city did not convene a selection committee.

Staff reviewed the proposal for completeness and responsiveness and the proposal was found to be responsive to the city's request. There were two items in the MSA proposal that were not addressed. These two items from section 4.2.1 were subsequently addressed by MSA.

- 1) MSA is not classified as a DBE.
- 2) MSA's 2022 gross receipts were \$57,250,000.00

City staff recommends entering into a Professional Services Agreement (attached to the RFP) with MSA Professional Services, Inc., in the amount of \$27,000.00 subject to the submitted RFP dated February 20, 2023 with the addition of the two items noted above. Staff is also recommending adding the non-discrimination language (see below) found in the RFP to the PSA. The city is quite familiar with this firm as they have completed many planning projects for the city including the Comprehensive Plan, Downtown Plan, and the recent Park and Open Space plan. The city will be reimbursed by the LAPC at the completion of the project. The project will commence as soon as possible and be completed by the end of this year.

4.2.2 Consultant Assurances

The Consultant, subrecipient or subconsultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Consultant shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts. The consultant shall comply with all federal Planning 23 CFR 450.336(a) Self-Certification requirements. Failure by the Consultant to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

Attachments: RFP, MSA Proposal, PSA

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

AGREEMENT BETWEEN
City of La Crescent
and

This Agreement is made as of _____ between _____
("Contractor") having its principal office of business at _____, and the
City of La Crescent ("Client" or "City"), (collectively the "Parties") having its principal office of
business at 315 Main Street, La Crescent, MN 55947. Contractor's project number shall be as
follows: _____.

AGREEMENT

Contractor and Client agree as follows:

1. The scope of this Agreement (the "Project" or "Services") and time period of performance are as follows:

See Exhibit A

2. Client shall compensate Contractor by paying a lump sum fee with a budget amount of \$_____. A more detailed description of the compensation for the Services may be found in Exhibit B.
3. Contractor shall submit invoices (no more frequently than once per month) based on work completed during that time period and Client shall pay Contractor within thirty (30) days after receipt of invoice.
4. This Agreement shall automatically terminate on _____. Before this official date of termination, the obligation to provide further services under this Agreement may be terminated by either party upon five (5) business days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. Upon any termination, Contractor will be paid for all services completed to the date of termination.
5. Client shall arrange for access to and make all provisions for Contractor to enter upon public and private property as required for Contractor to perform the Services.
6. Client shall give written notice to Contractor whenever Client becomes aware of any development that affects the scope or timing of Contractor's Services.
7. Any official notice or other communication required hereunder shall be sent by certified mail (return receipt requested), and/or other methods as mutually agreed upon, and shall be deemed given on the date which such notice is received.

To Contractor at:

To Client at: City Administrator
City of La Crescent
315 Main Street
La Crescent, MN 55947

w/Copy to: Al Wieser, III
Wieser Law Office, P.C.
33 South Walnut Street, Suite 200
La Crescent, MN 55947

8. Insurance secured by the Contractor shall be issued by insurance companies acceptable to the City and admitted in Minnesota. The insurance specified may be in a policy or policies of insurance, primary or excess. Such insurance shall be in force on the date of execution of the Contract and shall remain continuously in force for the duration of the Contract. Contractor shall obtain insurance policies from insurance companies having "AM Best" rating of A- (minus). The Contractor shall secure and maintain the following insurance as itemized below:
 - a. Workers Compensation insurance shall meet the statutory obligations with Coverage B – Employers Liability limits of at least \$100,000 each accident, 500,000 disease – policy limit and \$100,000 disease each employee.
 - b. Commercial General Liability insurance shall be at the limits of at least \$2,000,000 each occurrence; 3,000,000 annual aggregate. The policy shall be on an "occurrence" basis, shall include contractual liability coverage and the City shall be named an additional insured.
 - c. Commercial Automobile Liability insurance covering all owned, non-owned and hired automobiles with limits of at least \$2,000,000 combined single limit for bodily injury and property damage. In addition, the following coverage shall be included: owned, hired and non-owned automobiles.
9. The Contractor shall, prior to commencing services, deliver to the City a Certificate of Insurance as evidence that the above coverage is in full force and effect.
10. Nothing contained in this agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Contractor shall at all times remain an independent Contractor with respect to the services to be performed under this contract. Any and all employees of Contractor or other persons engaged in the performance of any work or services required by Contractor under this Contract shall be considered employees or sub-contractors of the Contractor only and not of the City; and any and all claims that might arise, including Worker's Compensation claims under the Worker's Compensation Act of the State of Minnesota or any other state, on behalf of said employees or other persons while so engaged in any of the work or services provided to be rendered herein, shall be the sole obligation and responsibility of the Contractor.
11. Contractor shall defend, indemnify and save harmless the City from any and all claims and causes of action which may be asserted against the City on account of any act or omission, or any misfeasance or malfeasance of Contractor or its employees and agents in

connection with its performance under this Agreement. Contractor shall defend, indemnify, keep and save harmless the City and its representative officers, agents, and employees against any or all suits or claims that may be based upon any injury or damage to persons or property that may occur, or that may be alleged to have occurred, in the course of the performance of this contract by Contractor, or as a result of the performance of this contract by Contractor, whether or not it shall be claimed that the injury was caused through a negligent act or omission of Contractor or his/her employees.

12. Acceptance of the insurance by the City shall not relieve, limit or decrease the liability of the Contractor. Any policy deductibles or retention shall be the responsibility of the Contractor. The City does not represent that the insurance requirements are sufficient to protect the Contractor's interest or provide adequate coverage. A thirty (30)-day written notice is required if the policy is canceled, not renewed or materially changed or ten (10) days written notice for non-payment of premium. The Contractor shall require any of its sub-contractors, if sub-contracting is allowable under this Contract, to comply with these provisions.
13. All original design calculations, field notes, quantity calculations, logos, maps, photographs, written reports, necessary project specific provisions, and other material including drawings prepared under this agreement ("Data"), and without regard to the media in which the Data was developed, shall be the property of the Client and Contractor. Client shall make available to Contractor drawings, specifications, schedules and other information and data which are pertinent to Contractor's Services.
14. The Parties shall cooperate and use their best efforts to ensure that the various provisions of the Agreement are fulfilled. The Parties agree to act in good faith to undertake resolution of disputes, in an equitable and timely manner and in accordance with the provisions of this agreement. If disputes cannot be resolved informally by the Parties, the following procedures shall be used:
 - a. Whenever there is a failure between the Parties to resolve a dispute on their own, the Parties shall first attempt to mediate the dispute. The parties shall agree upon a mediator, or if they cannot agree, shall obtain a list of court-approved mediators from the Houston County District Court Administrator and select a mediator by alternately striking names until one remains. The City shall strike the first name followed by the Contractor and shall continue in that order until one name remains.
 - b. If the dispute is not resolved within thirty (30) days after the end of mediation proceedings, the Parties may litigate the matter.
15. This Agreement supersedes any prior or contemporaneous representations or agreements, whether written or oral, between the Parties and contains the entire agreement.
16. The Contractor may not assign this Agreement to any other person unless written consent is obtained from the City.

17. Any modification or amendment to this Agreement shall require a written agreement signed by both Parties.
18. The Contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Agreement. The Contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted agreements. The Contractor shall comply with all federal Planning 23 CFR 450.336(a) Self-Certification requirements. Failure by the Contractor to carry out these requirements is a material breach of this Agreement, which may result in the termination of this Agreement or such other remedy as the City deems appropriate.
19. Neither party shall be liable to the other or deemed in default under this Agreement, if and to the extent that such party's performance is prevented by reason of Force Majeure, as determined by the City.
20. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota. All proceedings related to this Agreement shall be venued in the County of Houston, State of Minnesota.
21. The waiver by either party of any breach or failure to comply with any provision of this Agreement by the other party shall not be construed as or constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this Agreement.
22. The Contractor agrees to abide by the applicable provisions of the Minnesota Government Data Practice Act, Minnesota Statutes, Chapter 13, and all other applicable state or federal rules, regulations, or orders pertaining to privacy or confidentiality. The Contractor understands that all of the data created, collected, received, stored, used, maintained, or disseminated by the Contractor in performing those functions that the City would perform is subject to the requirements of Chapter 13 and the Contractor must comply with those requirements as if it were a government entity. This does not create a duty on the part of the Contractor to provide the public with access to public data if the public data is available from the City, except as required by the terms of this Agreement.
23. This Agreement may be signed in counterparts, each of which shall be deemed an original, and which taken together shall be deemed to be one and the same document.
24. If any court finds any portion of this Agreement to be contrary to law, invalid, or unenforceable, the remainder of the Agreement will remain in full force and effect.
25. Client and Contractor shall not be liable to each other for indirect, incidental, special, economic consequential, or punitive damages of any kind (including, but not limited to lost profits and operation costs).
26. All representations, indemnifications, warranties and guarantees made in, required by or given in accordance with the Agreement, as well as all continuing obligations indicated in the Agreement, will survive final payment, termination or completion of the Project and/or Agreement.

IN WITNESS WHEREOF, the Parties hereto have made, executed and agreed to this Agreement as the day and year first above written:

CITY OF LA CRESCENT

By: _____

Its: _____

By: _____

Its: _____



PROPOSAL TO PROVIDE

Walnut Street Corridor Plan

Prepared for:

City of La Crescent, MN
February 20, 2023

Proposal
to Provide:
WALNUT STREET
CORRIDOR PLAN

February 20, 2023

Angie Boettcher,
Deputy Clerk
City of La Crescent
City Hall - 315 W Main
Street
La Crescent, MN
55947

Brad Vowels-Katter
Lead Designer
MSA Professional
Services, Inc.
1702 Pankratz Street
Madison, WI 53704

Dear Angie,

We commend the City for a commitment to quality of life and economic development through investment in downtown vitality and walking, biking and recreation amenities. The Walnut Street Corridor Plan is about encouraging investment and infill development while completing a critical linkage between the downtown trailhead and the Blufflands trail network via Veteran's Park.

MSA is proud to have worked with the City over the past 8 years to involve residents in planning for growth and change. From the comprehensive plan to the Downtown Plan to Blufflands and parks planning, we have enjoyed helping you guide the continuing improvement of the community. We understand the importance of involving City residents in critical decision-making processes.

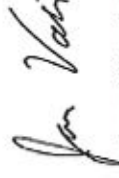
For this project we have assembled a team with expertise in urban design, bike and pedestrian planning and design, and landscape architecture. Our team is prepared to involve all stakeholders in planning for Walnut Street as a safe, welcoming, multimodal, mixed use corridor.

Sincerely,
MSA Professional Services, Inc.



Brad Vowels-Katter
Lead Designer

bvowels-katter@msa-ps.com | (608) 579-9908



Jason Valerius, AICP
Client Liaison

jvalerius@msa-ps.com | (608) 242-6629

TABLE OF CONTENTS

EXPERIENCE AND QUALIFICATIONS

A summary of who we are and what we do and projects like yours that we've completed

1

KEY PERSONNEL

Resumes for key personnel

11

CLIENT REFERENCES

What are clients are saying

16

WORK PLAN AND SCHEDULE

Our plan to complete your project and key milestones to complete your project

19

FEE AND INVOICING SCHEDULE

A breakdown of anticipated costs

24







EXPERIENCE AND QUALIFICATIONS



FIRM PROFILE

MSA Professional Services, Inc. (MSA) specializes in the sustainable development of communities. We achieve this by building honest, open relationships that go beyond the project to become a trusted source of expertise and support for immediate challenges and long-term goals. Big or small, we do whatever it takes to meet each need, working to make communities stronger in the process. **It's more than a project. It's a commitment.**

MSA's roots reach back to the 1919, and we incorporated in 1962. Our firm consists of more than 380 engineers, architects, planners, funding experts, surveyors, GIS experts and environmental scientists. MSA excels at helping clients identify grant and funding sources and then delivering high quality, cost-effective solutions.

Main Office Where Work Will Be Conducted

1702 Pankratz Street

Madison, WI 53704

P: (608) 242-7779 | TF: (800) 446-0679 | F: (608) 242-5664



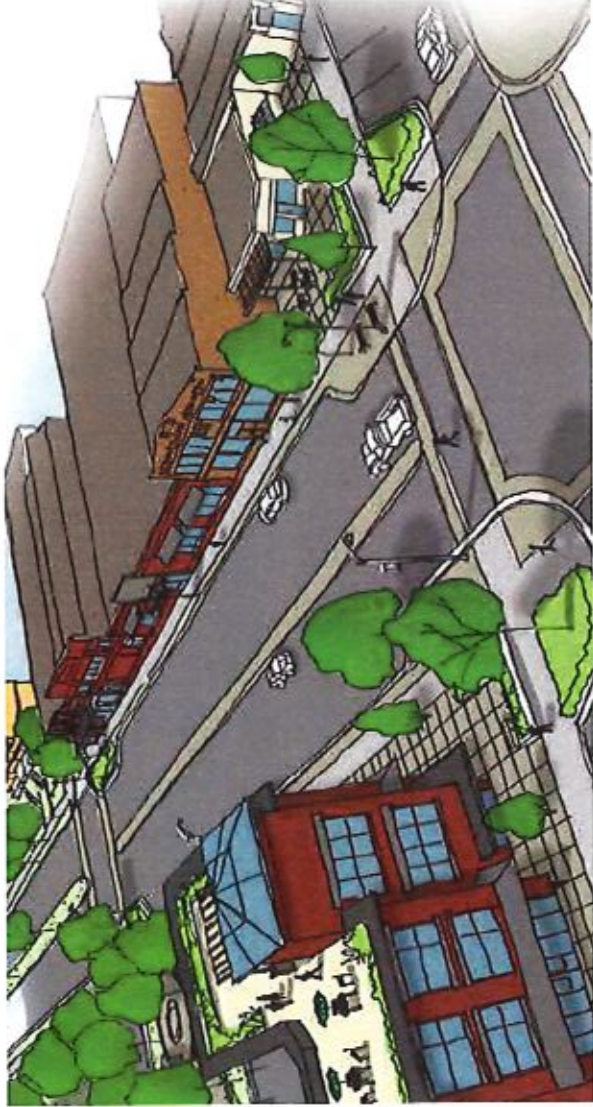
planning + design
studio

PLANNING AND DESIGN STUDIO

At MSA, we know that every project starts with a plan – a clear and consensus-driven vision for the future that can be realistically implemented. Our Planning + Design Studio is 29 strong consisting of:

- 12 American Institute of Certified Planners (AICP)
- 3 Professional Landscape Architects (PLA)
- 2 Landscape Designers
- 2 Housing Specialists
- 10 Planning & Economic Development Specialists

Members of our studio regularly give presentations on various planning topics at state and national conferences. The professional planners that comprise the Studio have helped hundreds of communities and private organizations define their vision, obtain funding, and implement the improvements they seek. And, because our planners are part of a multi-disciplinary firm, they are able to engage our professional engineers and architects in the planning processes to aid our clients in developing sustainable, implementable plans.



PLANNING EXPERIENCE

URBAN DESIGN | NEIGHBORHOOD/CORRIDOR PLANNING

MSA's Planning + Design Studio is an award-winning team with expertise in market analysis, stakeholder engagement and urban design. We help our clients identify opportunities and resolve barriers to positive change - this includes large to small communities and private developers.

RECENT PROJECT EXPERIENCE

NEIGHBORHOOD/CORRIDOR PLANNING

- City of Baraboo, WI
- City of Des Moines, IA
- City of Fitchburg, WI
- City of River Falls, WI
- City of Sun Prairie, WI
- City of Wilton, IA

AREA PLANS/CONCEPTS

- City of Abbotsford, WI
- Village of Pardeeville, WI
- Village of Somerset, WI

DOWNTOWN PLANNING

- City of Clinton, IA
- City of La Crescent, MN
- City of Solon, IA
- City of Tomah, WI
- City of Tuscola, IL
- City of Verona, WI

HOUSING STUDIES & PLANS

- City of Marshfield, WI
- City of Stevens Point, WI
- City of Sheboygan, WI

MINNESOTA & FEDERAL FUNDING EXPERTISE

MSA has worked with state and federal funding program for decades. In addition to the deep funding knowledge of our Planning + Design Studio, MSA has an in-house team of funding specialists dedicated to helping our clients bundle funding sources, manage timelines, and take care of the details to satisfy the fund requirements. In total, our team has helped clients secure over \$625 million in grants and low-interest loans.

COST ESTIMATING EXPERIENCE

In today's competitive bidding environment, and with careful consideration to the supply chain, MSA's project teams use a blend of experience and industry resources to develop accurate cost estimates. We seek innovative solutions, such as bundling funding programs and purposeful, creative phasing of projects to assure our clients are applying for grants and bidding projects at optimal times. As you enter the planning and analysis phase of your corridor plan where the potential for cost savings is highest, exploring cost efficiencies is part of our team's standard scope of work.

PUBLIC ENGAGEMENT EXPERTISE

At MSA, we believe that when planning a public project, it must be done with the public's advice and input. Decisions made by local governments affect the future of all those who live and work in the community. We are committed to helping governments and organizations understand the diverse needs and concerns of the public, non-profit organizations, business interests and local governments. Aside from community support, this process also lends itself to ensuring the final project reflects the community's ethos and vision for its future.

AN INTEGRATED SOLUTION

We specialize in working alongside our clients and selecting the best available methods to hear the voices of many citizens through the process. The type and combinations of methods selected will ensure a balance of informing, consulting, involving, collaborating and empowering the public. Therefore, engagement can and should be accomplished by tapping into a variety of sources, including community and non-profit organizations, public officials, youth, individuals with disabilities, mature citizens and those that have been traditionally underserved. Listed below are a few techniques we use to strengthen public involvement for your community.

- Neighborhood advisory committees
- Open houses
- StoryMap
- POLCO experience experts
- Pop-up booths at community events
- Community surveys
- Media relations
- Project websites
- Project newsletters/direct mailers
- Neighborhood office hours
- Stakeholder interviews/focus groups
- Interactive community mapping tools
- Door hangers/leave behinds
- Translation of materials into other languages



REACH. LISTEN. MEET. INCLUDE. ANALYZE.

MSA is dedicated to helping you improve relationships and build trust with your residents. The goal is to reach more people and simplify the process. One of the ways we do so is through the use of Project Websites.

Project Websites offer an integrated solution that helps engage stakeholders:

- Impact more residents.
- Gather stakeholder input across multiple channels.
- Keep stakeholders informed through project website, email, SMS, and social media updates.
- Monitor and manage data and reporting for robust analytics.

To explore a live planning site using project website:



[Waverly Process Engagement Portal](#)

CONSENSUS BUILDING | COMMUNITY RELATIONS | STAKEHOLDER ENGAGEMENT

Our ability to create and implement effective, comprehensive public participation plans is one of the many reasons communities turn to MSA for their public engagement needs.



SHOREWOOD, WI WILSON DRIVE CONCEPT PLANNING

Wilson Drive is a minor arterial on the west side of Shorewood, running between Capitol Drive to the Village limits. In October 2016, MSA Professional Services, Inc., was commissioned to work with the Wilson Drive Steering Committee (WDSC) to explore four pre-determined road width scenarios to assist the WDSC in making a recommendation to Village Board. MSA attended and facilitated discussions at two WDSC meetings using Sketchup 3-D models to illustrate potential outcomes for all four scenarios. From feedback provided by the WDSC, MSA prepared an advisory plan documenting the process and listing the potential strengths and weaknesses of each road design, including bike

and pedestrian safety, aesthetics, construction cost, maintenance and potential funding opportunities. The outcome of this plan helped the WDSC narrow the road design scenarios to two options so engineering and design services underway to complete road reconstruction could commence.

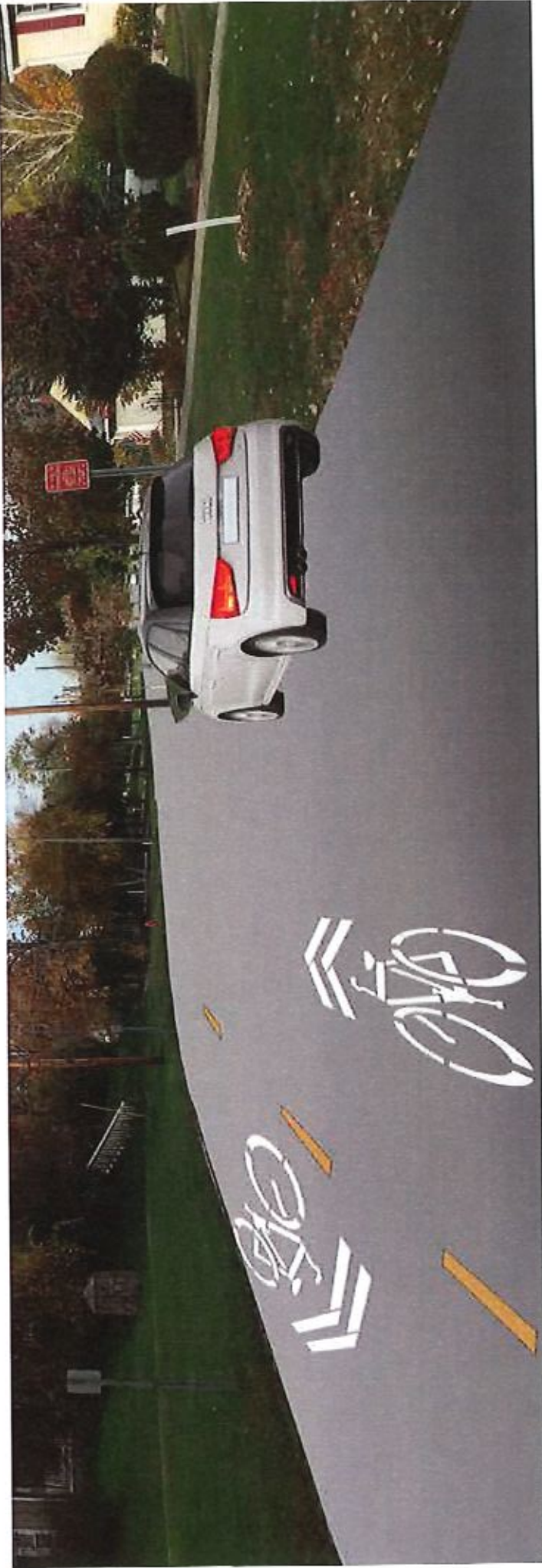


Reference information

Bart Griepentrog, AICP
Planning & Development Director

P: (414) 847-2647

E: bgriepentrog@villageofshorewood.org



RED WING, MN E. 7TH ST. PROJECT

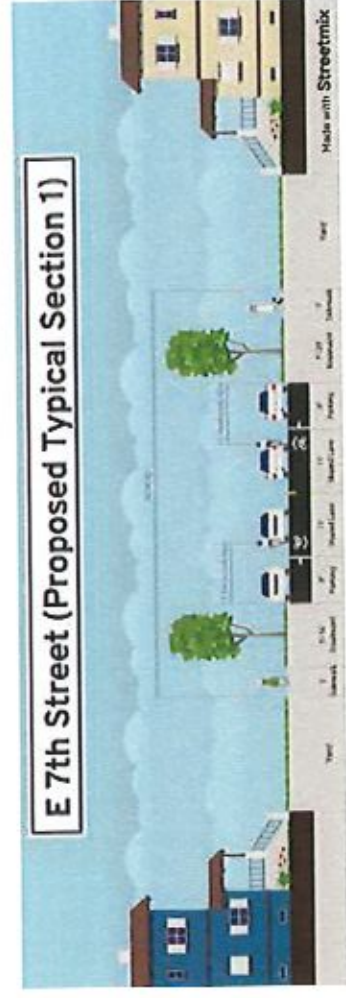
East 7th Street is a residential corridor that connects Downtown Red Wing with US Highway 61. In December 2021, MSA Professional Services, Inc. was contracted by the City of Red Wing, MN to perform engineering design of a proposed reconstruction of an approximately 1-mile corridor. The existing corridor is a high-volume 2-lane street with sidewalks and street parking on both sides throughout most of the project area. The City has a Complete Streets policy that encourages the implementation of bicycle and pedestrian facilities in all municipal street projects. The MSA engineering team developed four concepts incorporating either bicycle lanes or a sidepath trail with the existing sidewalks. Planners at MSA collaborated with the engineering team and the City to create edited photos and graphic cross-sections to show proposed changes, as well as a survey to gauge the interest of adjoining landowners whose sidewalk may be widened for a trail. A letter describing the project was mailed to affected properties with a short survey, and both were made available online in an ArcGIS StoryMap. The results of the survey helped the project team narrow down the design scope to use on-street bicycle facilities.

Reference information

Jay Owens, City Engineer

P: (651) 385-3674

E: jay.owens@ci.red-wing.mn.us



PORT BYRON, IL DOWNTOWN STREETScape

The Village of Port Byron's scenic downtown is home to the Baby Blues & BBQ Fest, the Great River Tug Fest, and iconic Will B. Rolling statue. Thousands of tourists and bicyclists are exposed annually to the businesses along the IL Highway 84 corridor and Main Street within Port Byron. The Village recognizes the importance of providing safe and decorative sidewalks, streetscape features, and lighting along the downtown business district while also maintaining adequate parking. Improving the parking (layout and capacity), sidewalks, and streetscape will increase mobility to downtown businesses and will be a catalyst for stimulating economic growth.

To help achieve these goals, the Village of Port Byron, with support from the business community and elected officials, applied for and received federal funding through the Illinois Department of Transportation's (IDOT) Illinois Transportation Enhancement Program (ITEP). ITEP funding is the primary funding source, along with TIF, for the streetscape improvements along Main Street. Upon completion of Phase I engineering, the Village re-applied for a future ITEP grant cycle to pay for Phase II engineering and construction costs.

With project funding mechanisms and grant amounts in place, MSA led the design effort to accomplish the planned construction within the established budgets. Throughout the design development process, the MSA team developed construction cost estimates that reflect the current bidding environment. The estimates will be updated based on plan modifications due to public input, Village staff direction, or IDOT recommendations and requirements. Providing revised cost estimates is part of our normal and regular discussions with Village staff to ensure the project is completed within the awarded grant amounts.



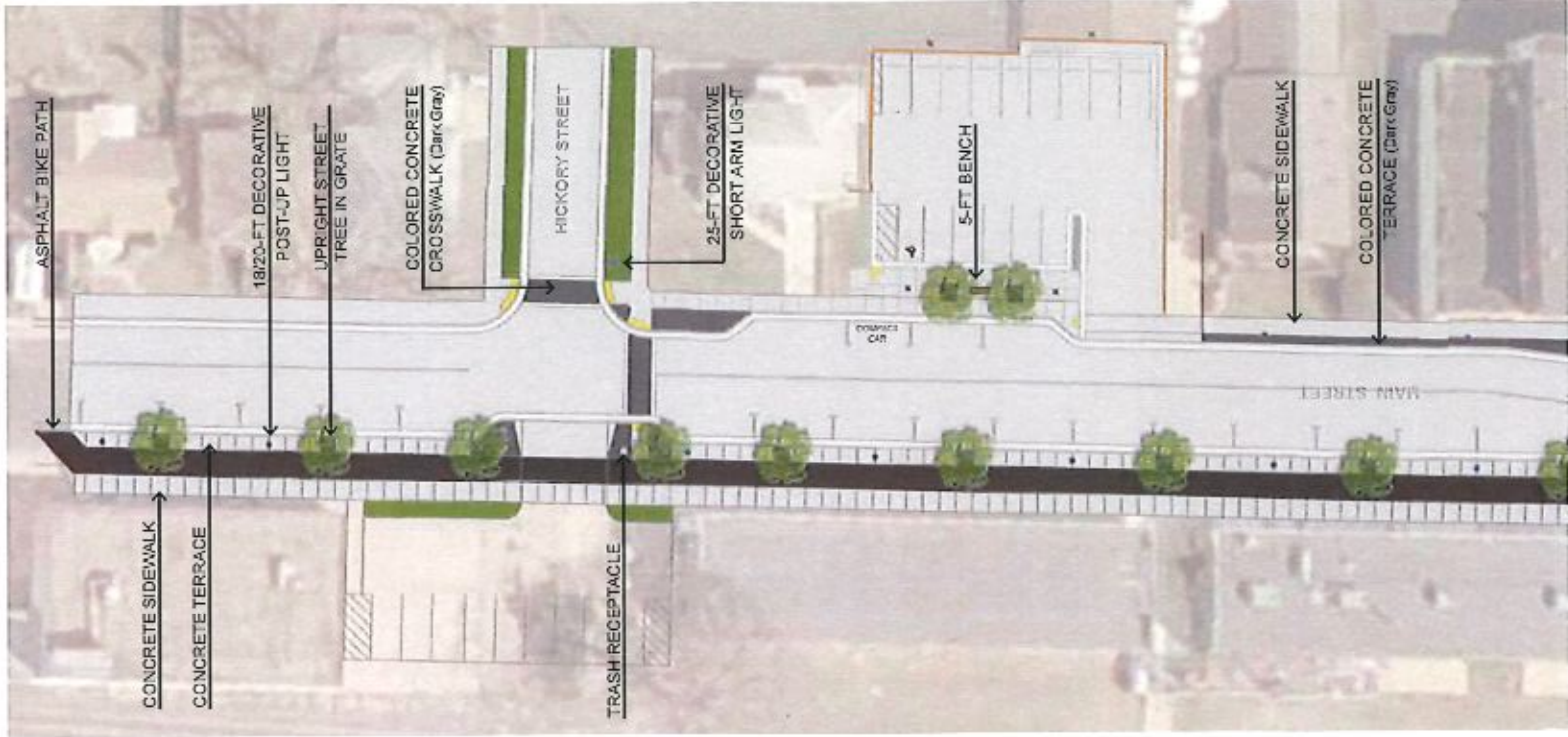
5'	Sidewalk
2.5'	Terrace
9'	Parallel Parking
11'	Travel Lane
11'	Travel Lane
10'	Flex Space w/ 3' Rolled Curb
3'	Terrace
8'	Sidewalk

Reference information

Barbara Cray, Mayor

P: (309) 523-3705

E: bcray@portbyronil.com





BARRON, WI DOWNTOWN PLAN

The City of Barron wanted to proceed with the development and adoption of a LaSalle Avenue Conceptual Streetscape Design and Downtown Revitalization Plan. This project came ahead of a planned 2020 reconstruction of LaSalle Avenue, offering a great opportunity to make smart and efficient streetscaping improvements.

Working with MSA, Barron developed a plan to use as a guide for implementation. The action plan features a set of objectives to increase investment and economic activity in the downtown as was derived from a multi-faceted public engagement process. Each objective possesses a set of specific actions, and each action assigned a deadline and responsible party to help bring the plan to life.

Reference information

Liz Jacobson, City Administrator
P: (715) 537-5631
E: ljacobson@barronwi.us

VERONA, WI DOWNTOWN MOBILITY AND DEVELOPMENT PLAN



Verona Avenue Reconstruction Vision



Main Street Reconstruction Vision

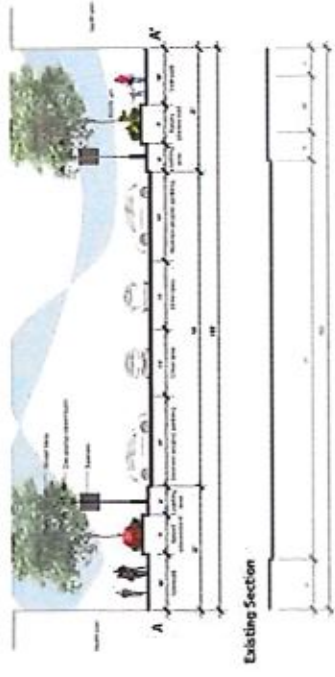
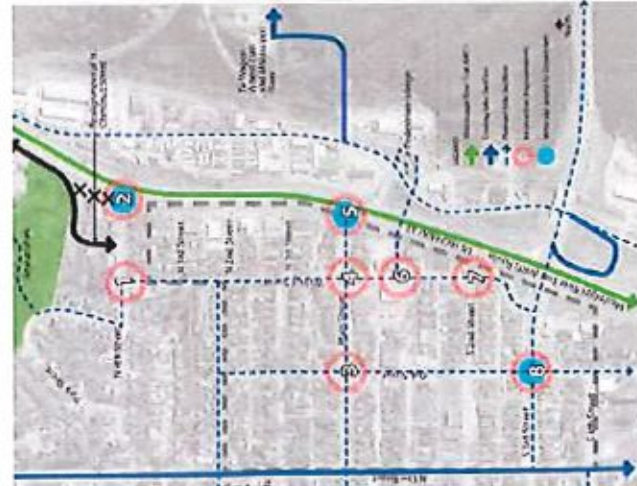
The City of Verona has undergone major changes in the past 20 years. USH 18/151, which used to run through the heart of Verona, now bypasses the city to the south. Meanwhile, the relocation of a major regional employer, Epic Systems, to the city has caused an explosion in the population. From 1990 to 2010, the City doubled in size from 5,000 to 10,000 residents. The population boom has brought a corresponding traffic boom. The primary intersection in Verona, Business 18/151 (Verona Avenue) and CTH M (Main Street), routinely fails during rush hour. The City sought an engineering firm to redesign the Business 18/151 and CTH M intersection, as well as several other intersections in the downtown.

At the same time that Verona looks at redesigning key intersections in the downtown, the City would also like to explore economic development options. Many of the commercial buildings in downtown Verona are highway-oriented, dating back to when USH 18/151 ran through town. In addition to traffic engineering, the City would like to redevelop the downtown business district to more closely match the current market demands. This includes creating a master plan, identifying parcels for redevelopment (including real estate acquisition estimates), creating a parking plan and designing streetscape improvements.

With a project that is equal parts traffic engineering and urban planning, MSA was in the unique position of being able to provide nearly all of the requested services in-house. Since completing the planning process, the City has moved forward with streetscaping on Main Street and has built a public parking lot that helps to support existing businesses and improves the marketability for the proposed higher-density mixed-use developments suggested in the plan.



Preferred Scenario



LA CRESCENT, MN DOWNTOWN PLAN

Small town, big opportunities

The City of La Crescent has big opportunities. Nestled between the bluffs and the marsh along the west shore of the Mississippi River, La Crescent has little land into which it can grow outward. But with just a five-minute drive to downtown La Crosse, Wisc., this city of 5,000 residents has the potential to add new housing and commercial space to its downtown that could attract a variety of new residents and visitors, and it acknowledged this in its 2016 Comprehensive Plan. The challenge? Accepting and encouraging narrower streets and multi-story redevelopment in a place where residents are accustomed to the way things are today.

City's downtown planning encourages economic development

The City retained MSA to continue the work begun in the comprehensive planning process, which encouraged downtown reinvestment. Our Planning & Design Studio worked with local stakeholders to explore the details of redevelopment so that everyone could see and understand the potential. Beginning with walking tours and proceeding through a series of site illustrations, we helped residents see how three- and four-story buildings can fit in Downtown La Crescent. We designed

streetscapes for primary downtown streets with more green space, including a new pocket park to facilitate public gathering and outdoor dining along Main Street. And we spent time to work out parking, to show that parking can remain convenient through a combination of public and below-grade parking lots without giving up valuable sites along Main Street. The resulting plan is guiding efforts to encourage the redevelopment of key sites, including the planned replacement of City Hall as a catalyst downtown project.

Reference information

Bill Waller, Administrator
P: (507) 895-2595
E: BWaller@cityoflacrescent-mn.gov



**KEY
PERSONNEL**

ORGANIZATIONAL CHART

The team we have assembled includes experienced urban designers, landscape architects, and technical service leads who bring an efficient blend of skills that will assist La Crescent Rest assured, you will always have the support necessary to achieve a successful project.

PROJECT MANAGEMENT: At MSA, our client service approach is simple: We strive to be our clients' trusted partner. We proactively communicate opportunities and identify potential issues early on so small concerns do not grow into big problems. To do this, you need a trusted planner who is well versed in managing a full range of projects and can effectively communicate back to all vested stakeholders. Brad is just that, and he will work with you to establish a custom communication plan. Brad will be the City's main point of contact throughout the project.

AVAILABILITY: Based on our honest commitment to our clients, we immediately establish accountability of all personnel involved in a project's completion. When our team starts a project, we analyze the proposed schedule and compare it to each team member's potential workload. We then obtain commitments from all individuals on the project team to complete the work as identified within the proposed schedule. This approach helps to foster a team mentality and results in personal accountability of all team members involved.

In addition, MSA utilizes a client liaison system, in which a single professional is responsible for client satisfaction. Jason Valerius is La crescent's liaison.



Steve Tremlett, AICP, CNU-A
Principal in Charge



Brad Vowels-Katter
Project Manager, Lead Designer



Lauren Dietz, AICP
Project Planner



Growing from River to Ridge



Dan Schmitt, PLA, CPSI, CPO
Landscape Architect



Brian Huibregtse, PE, PTOE
Traffic Engineer



Jason Valerius, AICP
Client Liaison



Stephen Tremlett, AICP, CNU-A

Principal in Charge | Urban Designer

With more than 15 years of consulting experience, Steve has taken on primary roles in downtown planning and design projects, commercial/residential development concept plans, bike/pedestrian plans, and the development of comprehensive plans and design standards. His architectural and planning background includes emphases in site planning, urban redevelopment, zoning administration and urban design using a variety of applications, including AutoCAD, Photoshop, InDesign, GIS, SketchUp, Lumion and Microsoft Office applications.

Education

M.S., Architecture & Urban Planning University of Wisconsin-Milwaukee
B.S., Architecture University of Wisconsin-Milwaukee

Selected Project Experience

- Downtown Vision and Strategic Plan, La Crescent, MN
- Bluffland Trails Plan, La Crescent, MN
- Downtown Transportation and Corridor Study, Verona, WI
- North Main St. Corridor Plan, Fond du Lac, WI
- Arsenal Gateway Revitalization Plan, Rock Island, IL
- Anton Drive Redevelopment Plan, Fitchburg, WI
- Downtown Plan, Barron, WI
- Highway 82 Corridor Plan, Mauston, WI
- Downtown Plan, Port Byron, IL
- Wilson Dr. Concept Planning, Shorewood, WI
- East Neighborhood Plan, McFarland, WI



Brad Vowels-Katter

Project Manager | Lead Designer

Brad specializes in spatial analysis, community planning, and landscape design with experience across a variety of project types and scales. Brad combines his experience withandscape architecture, planning, and social science into an interdisciplinary approach toward planning, design, and research projects. Brad has worked as a landscape designer at small private design firms, coordinated community grant programs, and managed park development for a rural municipality. Currently, he is pursuing a Ph.D. in Urban and Regional Planning at UW-Madison with a focus on landscape ecology and public health. His doctoral research addresses how state and local planning policies approach rural development patterns and the implications for water quality.

Education

M.S., Water Resources Management, University of Wisconsin-Madison
M.S., Landscape Architecture, University of Wisconsin-Madison
B.S., Landscape Architecture, University of Kentucky

Selected Project Experience

- North Main St. Corridor Plan, Fond du Lac, WI
- Downtown Sidewalk and Streetscape Design, Elizabeth, IL
- East Neighborhood Plan, McFarland, WI
- Zoning Administration, City of Lodi, WI
- Residential Development Design, City of Chetek, WI
- Moffit Lake Park Restoration and Redevelopment, Morganfield, KY*
- Community Outreach Coordinator/Landscape Designer, Mazomanie, WI*



Lauren Dietz, AICP
Project Planner

Lauren is an experienced government administrator, and community, regional, and multimodal transportation planner. She has extensive professional and research experience in municipal zoning policy and administration, parks and recreation, sustainability and resilience, long-term and short-term planning for communities and organizations, GIS mapping, land use analysis, and multimodal transportation. Lauren is also a member of the American Planning Association.

Education

M.B.A. and Master of Community & Regional Planning, Iowa State University
Master of Public Policy, University of Northern Iowa
B.A., History, Italian, University of Wisconsin-Madison

Certifications

American Institute of Certified Planners (AICP)

Selected Project Experience

- Bicycle & Trails Master Plan, Knoxville, IA*
- Four-County Rural Regional Trails Plan, Iowa Heartland RC&D*
- Joint Bicycle & Pedestrian Master Plan, Fort Dodge & Webster County, IA*
- Heart of Iowa Nature Trail Paving Master Plan, Story County, IA*
- Bicycle Facilities Master Plan, Mitchellville, IA*
- Bicycle Facilities Master Plan, Amana Colonies, IA*
- Boone to High Trestle Trail Connector Master Plan and Design, Boone County, IA*
- Prairie City to Monroe Trail Site Conditions Survey, Jasper County Conservation Board*
- Iowa DOT Strategic Highway Safety Plan, State of Iowa*

*Denotes experience prior to MSA



Dan Schmitt, PLA, CPSI, CPO
Landscape Architect

Dan is a professional landscape architect and plays a key role in each of our recreation-based projects. His experience with onsite construction management provides a valuable understanding of construction detailing and construction workflow including permitting and local code and zoning requirements. His experiences provide a comprehensive knowledge of site inventory, concept development, landscape plans, planting design and construction details.

Education

M.A., Landscape Architecture, University of Wisconsin-Madison
B.S., Landscape Architecture, University of Wisconsin-Madison

Registration | Certifications

Professional Landscape Architect, MN, WI, IL
Certified Playground Safety Inspector (CPSI)
Certified Pool & Spa Operator

Selected Project Experience

CONCEPT/MASTER PLANS

- Barber Park, Mahomet, IL
- Downtown Plaza, Arthur, IL
- Vilas Park Master Plan, Madison, WI
- Sauk City Riverfront Park, Sauk City, WI
- Fireman's Park, Verona, WI
- Indianhead and Field Park Master Plan, Mukwonago, WI

DEVELOPMENT

- Sauk City Riverfront Park, Sauk City, WI
- Fireman's Park, Verona, WI
- Riverfront Park, Wisconsin Rapids, WI
- Recreation Complex, Wisconsin Rapids, WI
- Lowe Park, Marion, IA
- Riverfront Pocket Park, Sauk City, WI
- Jones Park, Appleton, WI



Brian Huibregtse, PE, PTOE
Traffic Engineer

Brian has more than 15 years of experience managing WisDOT and local traffic and urban reconstruction projects. He is particularly knowledgeable on traffic modeling, signal design, and ADA compliance. Brian has presented nationally on curb ramp design and is looked at as an expert in both temporary and permanent ADA accommodations for roadway infrastructure projects.

Education

B.S. Civil Engineering, University of Wisconsin-Madison

Registration

Professional Engineer, WI, MN

Professional Traffic Operations Engineer

Selected Project Experience

- Downtown Transportation and Corridor Study, Verona, WI
- STH 11 Fiber Optic Signal Interconnect Plans, Racine, WI
- Grand Ave Signal Interconnect Planning, Sun Prairie, WI
- Main Street Reconstruction, Sun Prairie, WI
- Downtown Janesville Roadway Design, Janesville, WI
- Grand Avenue & Westside Neighborhood Development, Sun Prairie, WI
- Riverview Expressway Traffic Study, Wisconsin Rapids, WI
- WIS 76 Intersection Control Survey, Winnebago County, WI
- Central Avenue Reconstruction, Marshfield, WI
- Riverview Expressway Traffic Study, Wisconsin Rapids, WI
- WIS 42, Lincoln Avenue, Two Rivers, WI
- Ruger Avenue, Janesville, WI
- WIS 58-82 Redesignation, Mauston, WI
- Winneconne Ave and Green Bay Rd Roundabout, Neenah, WI
- CTH P & USH 51 HISP, Portage, WI



Jason Valerius, AICP
Client Liaison

Jason has more than 20 years of community planning and design experience in public, non-profit and academic settings. His experience includes comprehensive planning and market analysis in a variety of urban and rural communities, design standards and guidelines for municipalities and private developments, real estate development planning and municipal redevelopment planning. Jason is trained in both architecture and planning, and specializes in community design and regulatory tools that guide community design. As Team Leader, Jason manages a diverse and talented group of planners with expertise ranging from comprehensive planning and transportation planning to GIS mapping, landscape architecture, urban design and planning for sustainability and energy independence. He is

Education

M.S., Architecture and Urban Planning, UW-Milwaukee

B.S., Government/Psychology, Lawrence University

Certifications

American Institute of Certified Planners (AICP)

Selected Project Experience

- Comprehensive Plan, La Crescent, MN
- Downtown Vision and Strategic Plan, La Crescent, MN
- Bluffland Trails Plan, La Crescent, MN
- Veterans Park Plan, La Crescent, MN
- Downtown Transportation and Corridor Study, Verona, WI
- Bike and Pedestrian Master Plan, Middleton, WI
- Marathon County CORP, Marathon County, WI
- Parks Transit Feasibility Study, Prairie du Chien Area, WI
- Rivers to Ridges Outdoor Recreation Plan, Northwestern Illinois
- Blufflands Recreation and Conservation Plan, La Crosse-La Crescent Region



CLIENT REFERENCES

PROJECTS

- | | | | |
|---|--|---|--|
| 1 | Potential Commercial Site (restaurant) | 1 | New Entertainment Park (Garden, Modern Architecture) |
| 2 | Potential Hotel Site | 2 | Seminary Blvd Redesign w/ Gateway Features |
| 3 | Potential Commercial Site (gas station) | 3 | Crosswalk Enhancement & Gateway Features |
| 4 | Potential Multi-Family (MF) Residential Site | 4 | Central Avenue Redesign (impervious parking) |
| 5 | Potential Commercial Site | 5 | Court St. Redesign & Streetscaping |
| 6 | Potential Senior Housing / MF Site | 1 | Grocery Parking Lot Redesign |
| 7 | Potential Senior Housing / MF Site | 2 | Public Parking Redesign |
| 8 | Potential Commercial Site | 3 | Land Acquisition (New Parking Lot) |
| 9 | German Warehouse Reuse for parking | 4 | Land Acquisition (New Parking Lot) |
| | | 5 | Public Parking Redesign |

GATEWAY FLAG POLES

GATEWAY MONUMENTS





Input Booth | Hastings MN

REFERENCES

CITY OF FITCHBURG, WI

Mike Zimmerman
Economic Development Director
 5520 Lacy Road
 Fitchburg, WI 53711
 P: (608) 270-4245
 E: michael.zimmerman@city.fitchburg.wi.us

Project:

- Anton Drive Planning Study

VILLAGE OF CROSS PLAINS, WI

Matt Schuenke, Administrator
(currently working for McFarland, WI)
 5915 Milwaukee Street
 McFarland, WI 53558
 P: (608) 838-3153
 E: Matt.Schuenke@mcfarland.wi.us

Projects:

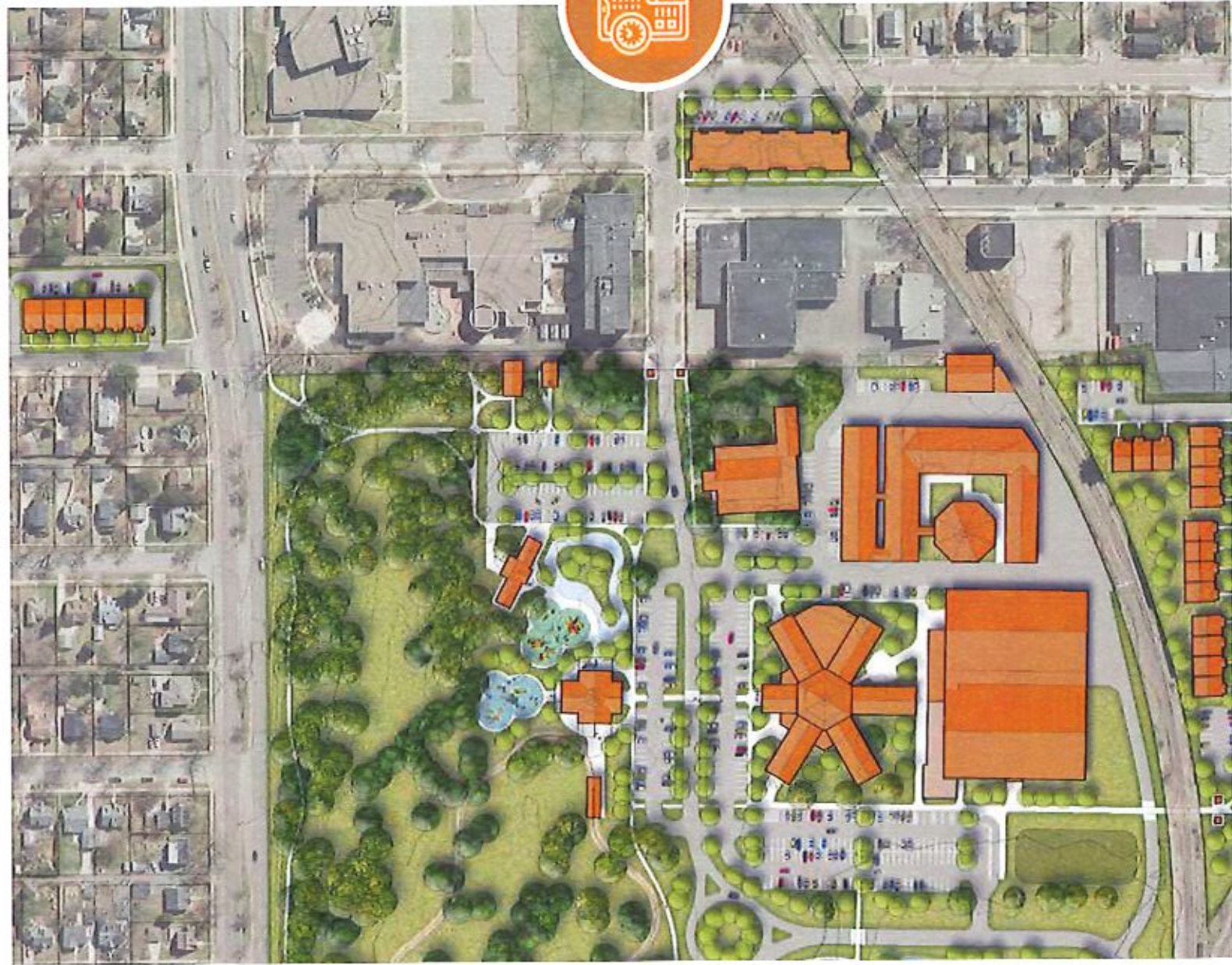
- Downtown Redevelopment Plan
- US 14 Lighting Plan
- US 14 Corridor Gateway, Streetscape + Wayfinding Plan
- Glacier's Edge Redevelopment Plan

CITY OF VERONA, WI

Adam Sayre, Director of Planning and Development
 111 Lincoln Street
 Verona, WI 53593
 P: (608) 848-9941
 E: adam.sayre@ci.verona.wi.us

Project:

- Downtown Transportation & Corridor Study



WORK PLAN AND SCHEDULE



PERSPECTIVE

Our approach to planning is rooted in creative placemaking, community involvement, and open conversations. MSA is committed to being mindful of diversity, equity, and inclusion, and has specialists in all areas of community planning, urban design and economic development. Our planners and landscape architects work to understand the challenges our clients face and help them develop user-friendly, sustainable, and highly implementable plans.

GENERAL APPROACH

We provide a team-based approach to planning that sustains excellence by subscribing to a holistically collaborative process. By applying a diverse set of experts and creative talents, we channel the energy and imagination of clients, staff and stakeholders to create a meaningful plan. Planning requires foresight and intuition to capture the distinctive spirit and uniqueness of place. Using those skills, coupled with engineering and architecture expertise, our planning and design studio provides thoughtful solutions. Our approach pursues the effective use of space, user well-being, and functionality while applying a strong understanding of the trends and qualities that lead to comprehensive and complementary environments. Our design solutions are both strategic and physical and emerge from the underlying patterns and traditions of a place.

WORK PLAN & PROJECT APPROACH

MSA will work with the City to finalize the scope and schedule. We recommend the following approach.

1. Engagement Plan

The following activities are proposed; we will work with you to refine this plan. The finalized Engagement Plan will highlight methods for gaining input from minority and limited-English proficient populations, low-income populations, people with disabilities, seniors, youth, and students. It will be "published" and used throughout the process to guide activities.

City Staff: Bi-weekly check-in and coordination calls.

Technical Committee: MSA will attend four (4) Technical Committee meetings. We recommend these as virtual meetings.

Focus Groups: MSA will collaborate with the Technical Committee to arrange 3 focus groups, including downtown business/property owners along the corridor, other property owners (primarily homeowners), and other stakeholders identified during the process. We recommend that two of these be virtual and one in-person.

Public Meetings: MSA will present at two public meetings at City Hall, including a Public Kickoff Meeting to introduce the project and hear initial ideas and concerns, and then a review meeting to collect reactions to draft improvement concepts for the corridor.

Pop-Up Events: MSA will host an interactive booth or tent at two outdoor events during the planning process, including one downtown and one at the farmer's market

2. Plan Review

We will prepare a 4-page summary of relevant data and policy guidance from prior plans and studies, including the Comprehensive Plan, Bicycle and Pedestrian Plan, Downtown Vision and Strategic Plan, Coulee Vision 2050, La Crescent Blufflands Plan and Veteran's Park Master Plan.

3. Corridor Evaluation

We will walk, photograph and inventory the corridor, including measurement of existing street and right-of-way width and identification of trees and other vertical features in the right-of-way. The 10-page evaluation report will include maps and photos of the corridor.

4. Goals, Objectives and Outcomes

We will prepare a 1-page draft statement of Goals, Objectives and Outcomes based on feedback from the Technical Committee Meeting, the Kickoff Public Meeting, and the Focus Group Meetings. We will seek affirmation and refinement of this statement from the Technical Committee and at the Public Alternatives Review Meeting.

5. Walnut Street Corridor Plan

Following the Public Alternatives Review Meeting, we will prepare a document that includes:

- Summary of public engagement
- Summary of existing plans
- Community goals, objectives and outcomes
- Evaluation of alternatives
- Specific recommendations, including a large-scale graphic of the corridor
- Implementation plan with preliminary cost estimates, possible funding sources, project prioritization, and an implementation timeline

6. Adoption

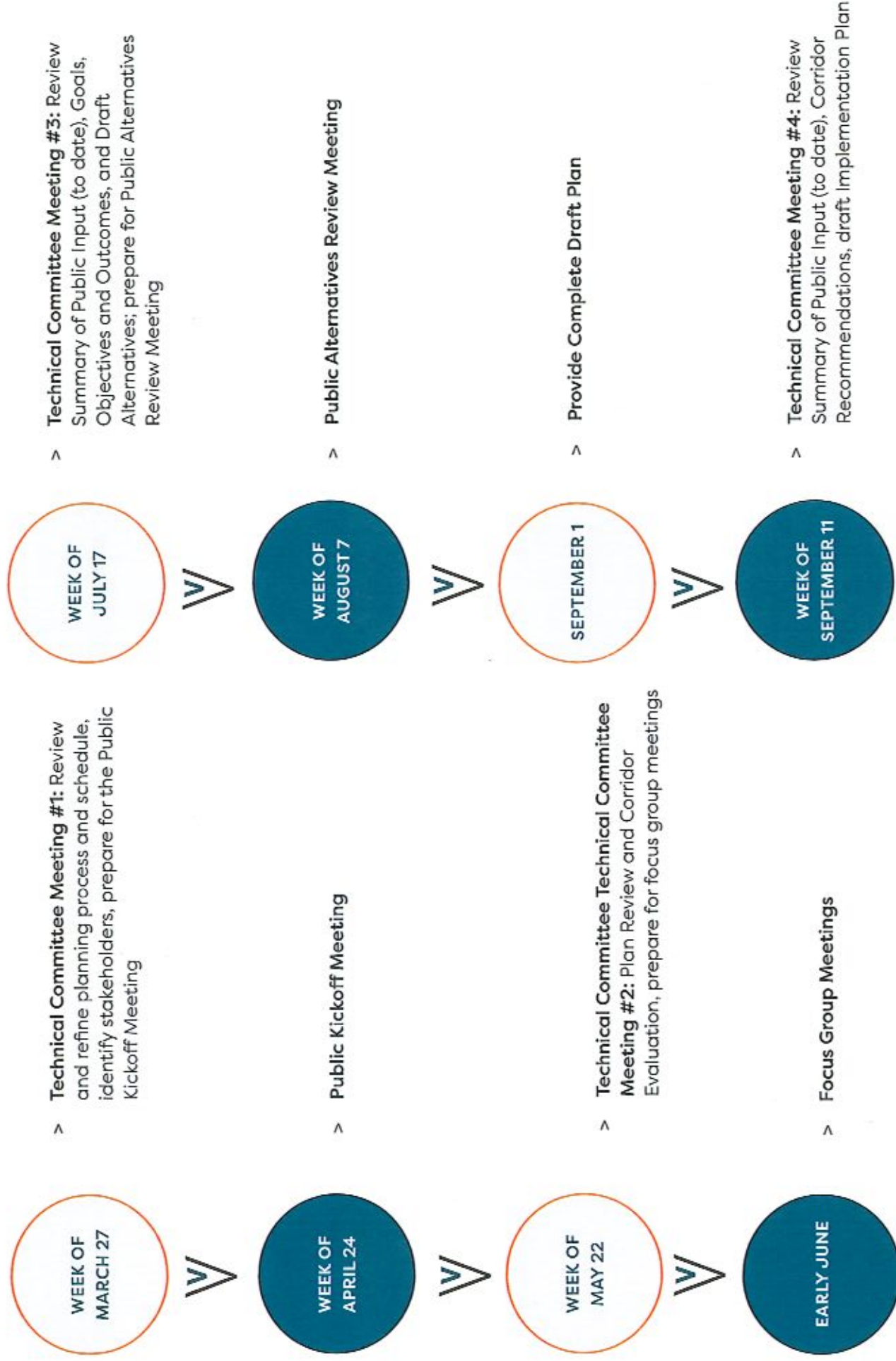
We will attend committee and council meetings in support of the adoption process. Our cost proposal assumes virtual attendance.

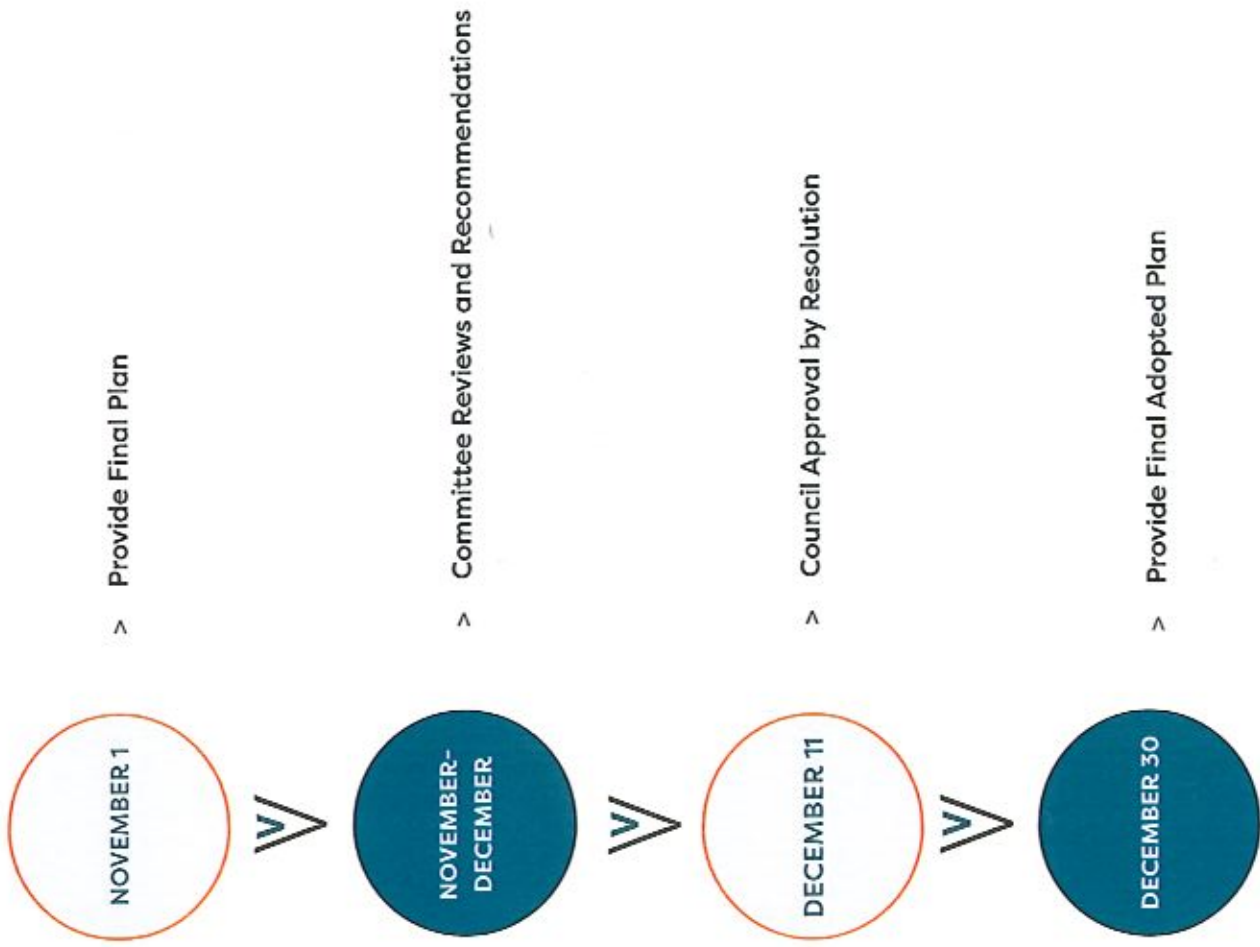
Vision Graphic | Downs, IL (Downtown (STH 27) Streetscape Plan)

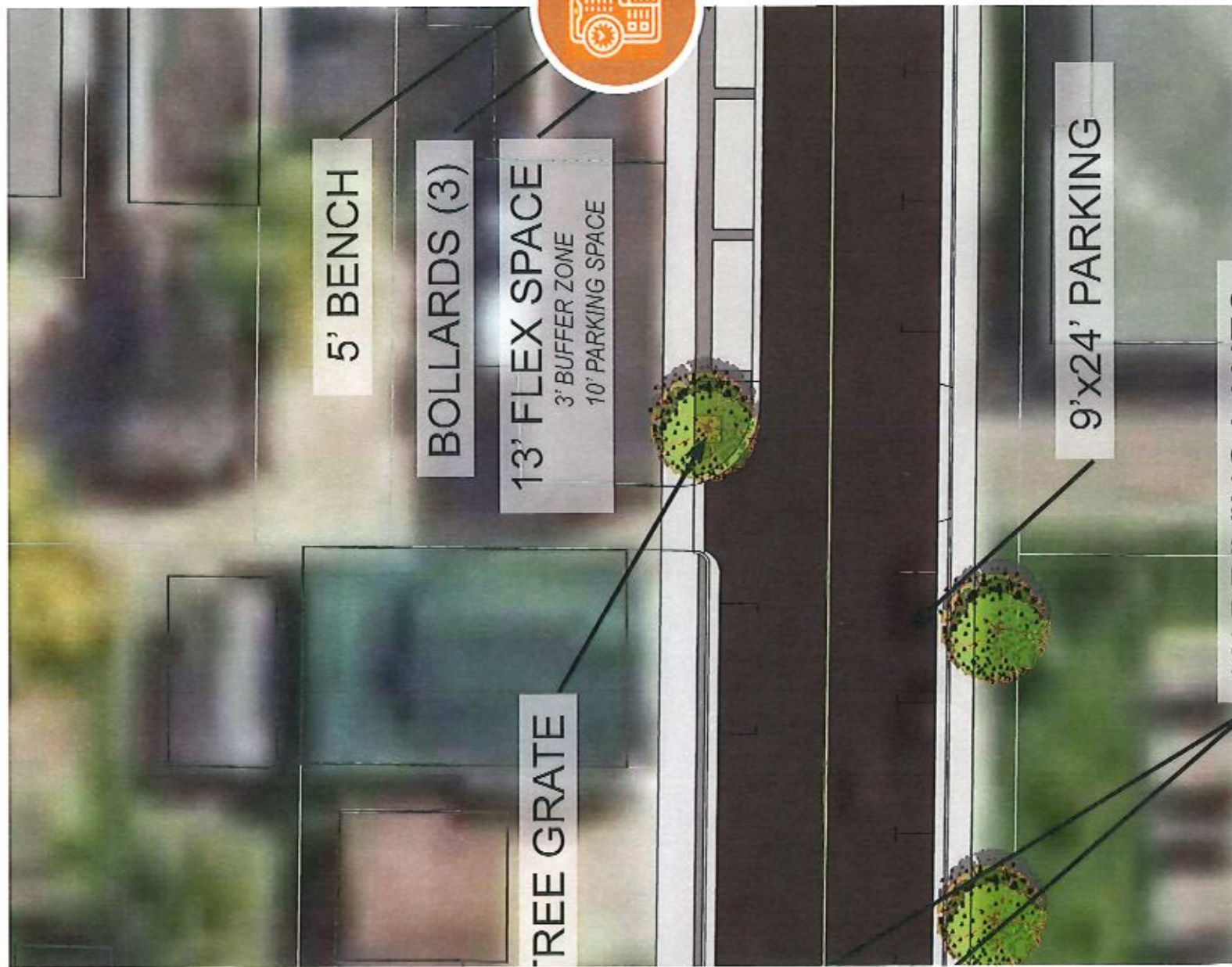


PROJECT SCHEDULE

We propose the following meeting and event schedule:







FEE AND INVOICING SCHEDULE

FEE & INVOICING SCHEDULE

The scope and schedule described herein can be completed at a cost of \$27,000, inclusive of necessary travel and limited printing costs for public meetings and events.

We will invoice monthly based on the percentage of work completed. We understand that 10% will be withheld until the final deliverable is received.

IT'S MORE THAN A PROJECT. IT'S A COMMITMENT.

WALNUT STREET CORRIDOR REDEVELOPMENT PLAN

LA CRESCENT, MN | FEBRUARY 20, 2023



www.msa-ps.com

JANUARY 13, 2023

WALNUT STREET CORRIDOR PLAN RFP- 2023-01

WALNUT STREET CORRIDOR PLAN

CITY OF LA CRESCENT, MINNESOTA
315 W MAIN STREET
La Crescent, MN 55947

Table of Contents

Section 1: Overview	1
1.1 Background / Planning Context	1
1.2 Project Overview	3
Section 2: City of La Crescent, MN Walnut Street Corridor Plan Plan	4
2.1 Purpose and Need.....	4
2.1.1 Existing Conditions	4
2.1.2 Inclusive Public Engagement.....	4
2.2 Title and Timeline.....	4
2.3 Goal	4
2.4 Scope.....	4
2.5 Deliverables.....	6
2.6 Deadline	6
Section 3: Proposal Submittal Instructions	6
3.1 RFP Schedule	6
3.2 RFP Location.....	7
3.3 Submission of Questions.....	7
3.4 Submission of Proposals	7
3.5 Opening of Proposals	8
3.6 Ownership of Proposals	8
3.7 Other Information.....	8
3.8 Amendments to the RFP	8
3.9 Public Records Law.....	8
3.10 Public View of Proposals	8
Section 4: Terms and Conditions	9
4.1 City of La Crescent Terms and Conditions	9
4.2 Disadvantaged Business Enterprise (DBE) and Title VI of the Civil Rights Act of 1964.....	9
4.2.1 Consultant Information.....	9
4.2.2 Consultant Assurances	10
4.3 Insurance.....	10
Section 5: Consultant Experience and Qualifications	10

City of La Crescent, Minnesota
Walnut Street Corridor Plan RFP-2023-01

5.1	Relevant Experience.....	10
5.1.1	Experience with bicycle and pedestrian planning, recreational planning, and transportation.....	10
5.1.2	Experience with inclusive public engagement.....	11
5.1.3	Experience with fiscal constraint and financial planning.....	11
5.2	Organization and Key Personnel.....	11
5.2.1	Organizational Structure and Hierarchy	11
5.2.2	Experience.....	11
5.3	References	11
Section 6: Expectations of the Consultant		11
6.1	Work plan and schedule	11
6.2	Communications	11
6.3	Meetings	11
6.4	Public Engagement Plan.....	12
6.5	Final Plan Document	12
Section 7: Pricing and Invoicing		12
7.1	Fee.....	12
7.2	Invoicing Schedule	12
Section 8: Evaluation of Proposals.....		12
8.1	Evaluation Criteria.....	12
8.2	Initial Evaluation	12
8.3	Consultant Interview (if needed)	13
Appendix A: City of La Crescent Map.....		15

Section 1: Overview

1.1 Background / Planning Context

The City of La Crescent completed a series of planning efforts in 2016 and 2017 including the Comprehensive Plan, the Downtown Vision and Strategic Plan, and a Bicycle and Pedestrian Plan Update. Those planning processes and the final adopted plans identified numerous opportunities to implement and realize the desired outcomes for the city. These plans have specific recommendations and also have higher level planning concepts contained in the documents. Planning matters and therefore the guidance and recommendations from these plans will inform and direct the Walnut Street Corridor Plan.

The Comprehensive Plan outlines seven Essential Themes, two of which particularly relate to the Walnut Street Corridor Plan. [City-of-La-Crescent-Comp-Plan-2016-1.pdf \(cityoflacrescent-mn.gov\)](#)

2. A proactive City role in new housing and downtown redevelopment – with few options for outward growth, the City can lead the way with “catalytic” infill projects by acquiring parcels and facilitating redevelopment

5. Health and safety as a priority – attention to health and safety in all projects and decisions, including continued investments in bicycle and pedestrian facilities

Two community surveys were conducted and Survey 1 - Housing and Economic Development revealed the following community preferences as it relates to downtown:

17. Respondents want more sit-down restaurants and downtown retail shopping/services.

19. Respondents believe retail/service supply and variety are inadequate in downtown La Crescent.

20. Only 8% are opposed to new, multi-story buildings Downtown.

21. What don't people want to see change in the downtown area? Common themes include small-town feel; the grocery store; and a sense of connection to nature, including downtown greenery and views of the bluffs and river

The second survey pertaining to - Land Use and Community Design; Transportation; Public Infrastructure and Services; and Natural Systems, Open Space and Recreation revealed the following community preferences:

6. Common responses when asked if there are specific sites or areas in the City that respondents would like to see changed or improved through redevelopment include more/improved opportunities for outdoor recreation; improved waterfronts; housing or other new development on the school site if it is sold; making the downtown more vibrant and attractive to tourists; and adding more businesses.

8. 21% of respondents rate local streets as “poor.”

9. 49% of respondents said more/better bike lanes or paths would make them more likely to ride a bike in La Crescent. 46% said more/better sidewalks would make them more likely to walk.

11. 58% of respondents chose “maintenance of existing roads” as a high priority for transportation investments over the next 10 years.

The Comprehensive Plan contained the following downtown Minnesota Design Team Recommendations- 2008

Central Business District (CBD) aka downtown • Add bump outs and angle parking downtown • Housing options • Complete downtown streetscape and landscaping • Facade improvements in downtown buildings • Construct Hotel and Restaurant complex • Redevelopment plan of downtown and buildings

Chapter 2 of The Comprehensive Plan, Downtown Enhancement contains the following goals. The strategies found in the plan provide specific guidance:

Goal 1 New development on Main Street and Walnut Street in the Downtown Core will have urban character appropriate to La Crescent.

Goal 2 Downtown streetscaping will be improved to define and enhance the downtown character and identity.

Goal 3 The downtown district will be apparent and accessible to visitors from all directions.

Goal 4 Downtown activity and retail/service market demand will be increased through the development of more residential units in the downtown area.

Goal 5 Parking will remain convenient and free in the downtown area.

Goal 6 Downtown will be recognized locally and regionally as the civic and commercial heart of the La Crescent community.

The Transportation and Mobility Goal states that: La Crescent provides a safe, efficient, multi-modal and well-maintained transportation network that balances the needs of all users. Objective 6 states that the city will "Follow Complete Streets principles, and amend the Complete Streets policy to address community health more broadly, including provisions for street trees and stormwater management. This means that every transportation project, including County or State projects in the City, will make the street network safer and healthier for everyone that uses the street in any way."

The Future Land Use Category: Downtown Mixed Use and Downtown Core Mixed Use states that:

the City desires redevelopment in the Downtown area that brings more uses and activity of all kinds, including more residential units and more commercial and office space. New development should create an urban form and character that is distinctively "downtown" while retaining a small-town feel. The design strategies on the following page illustrate aspects of the desired character (and are consistent with the design standards in the current CBD-1 and CBD-2 zoning districts). The City desires a concentration of the most intensive new development within a limited area, including portions of Main Street and Walnut Street. This area is designated "Downtown Core Mixed Use" on the Future Land Use Map and is most appropriate for the CBD-1 zoning. To make this area distinctly "downtown", buildings should be built to the front property line (no setback) without exception, and at least two stories tall whenever feasible. Multistory buildings are strongly preferred

Coulee Vision 2050 - 2013 (text from the La Crescent Comprehensive Plan - 2016)

La Crescent is an active participant and funding member of the La Crosse Area Planning Committee (LAPC), a regional transportation and land use planning entity. In 2013 the LAPC adopted a long-term, regional vision to inform future transportation investments. This plan highlights the important link between land use patterns and transportation needs, and it features principles to inform local plans and decisions. La Crescent is well-positioned to help implement and act as an exemplar of this vision due to its location and

spatial constraints [See: Beyond Coulee Vision 2040 – LAPC Metropolitan Area Transportation Plan containing the “Guiding Principals”]

Selected Transportation Principles

Bike and pedestrian facilities will become ubiquitous.

Selected Land Use Principles

The region places a high priority on infill development to enhance the utilization of existing urban infrastructure and enhance the concentration of uses so that more residents are within a 10-minute walk of their daily retail needs. • New buildings and development areas will often include a mix of uses.

The Downtown Vision and Strategic Plan was completed in 2017 and provides more context and conceptual framework for the Walnut Street Corridor Plan. Pages 14, 15, 17 and the streetscape section provide high-level concepts for Walnut Street and current corridor/intersection issues. Connecting the downtown to Veteran’s Park and the new Hotel and event center is not discussed in the plan, nor is the South Walnut Street connection to South 3rd Street as corridor gateway into the downtown.

[Downtown-Vision-Adopted-2017.pdf \(cityoflacrecent-mn.gov\)](#)

Project Overview

This planning project is not a streetscaping or street reconstruction design project. The entire “Background/Planning Context” section above presents the transformational role that a well-planned public street realm can have in revitalizing communities and setting the stage for a more walkable urban town center. Rather, this planning process is a sustainability, land use, urban design, downtown revitalization, and context sensitive solutions planning process. The city wants to re-imagine the Walnut Street corridor into a walkable/bikeable complete street that provides the momentum to enliven the downtown with a mix of businesses, residential, public spaces, offices that appeal to both community residents, and visitors. The resulting plan will bring forth all the previous plans into a community supported, realistically fundable and viable Walnut Street corridor project.

The city identified in its 2017 Downtown Vision and Strategic Plan, a vision of the downtown as a trailhead to a regional system of interconnected walking, biking, hiking trails in the community including the bluffslands, streets and waterways. With the 2022 completion of the Wagon Wheel bicycle and pedestrian bridge over U.S. 14/61, one important linkage has been completed. The next critical linkage is from the bridge landing at Walnut St. and 1st St. south to 3rd Street and north to Veteran’s Park (one of the access points to the City’s bluffland trails) and the new La Crescent Area Event Center and Best Western Hotel. Walnut Street has sidewalks on only one side of the street in the northern portion and has no accommodations for safe biking. There are neither walking nor biking accommodations that connect safely to Veteran’s Park or the events center.

This planning project is rooted in community engagement. The planning process will engage residents and property owners in the planning of a corridor through the heart of the downtown. The corridor plan will enable residents and property owners to envision a complete street connection, including options to provide for safe driving, transit, truck route, parking, walking and biking in this corridor while balancing the needs of all stakeholders.

La Crescent has this golden opportunity to “get it right” with this planning process and corridor plan.

The project will be funded through the La Crosse Area Planning Committee's (the Metropolitan Planning Organization for the La Crosse-La Crescent urbanized area) Local Studies Program. The program utilizes a combination of Federal Highway Administration (FHWA), Wisconsin Department of Transportation (WisDOT), and local (City of La Crescent) funding.

The budgeted amount for the Walnut Street Corridor Plan and other deliverables is not to exceed \$27,000 inclusive of all consultant costs.

Section 2: City of La Crescent Walnut Street Corridor Plan

Consultants shall describe their approach to the elements discussed in this section.

2.1 Purpose and Need

The City of La Crescent is requesting proposals for the preparation of a Walnut Street Corridor Plan. The purpose of this planning process is to develop sound strategies for re-imagining Walnut Street as the catalyst for redeveloping the downtown and the entire corridor while maintaining the small-town character and feel. The Consultant will provide an analysis of current conditions, existing plans, programs and policies, and will develop a corridor plan that includes maps, recommendations, project costs, and funding sources in accordance with the recommended plan.

2.1.1 Existing Conditions

The City of La Crescent is located in Southeast Minnesota and the largest city in Houston County, Minnesota. The city provides a full range of urban services and mix of industrial, commercial, residential, parks and open space land uses. The City of La Crescent lies on the west side of the Mississippi River and is just west of La Crosse, Wisconsin. The City of La Crescent has a population of 5,276 in 2022 (Decennial Census). The city is mostly built out with little room for municipal expansion except for the Pine Creek valley west of the downtown and through redevelopment of the existing core of the city.

The city adopted the Comprehensive Plan in 2016 and a Bicycle and Pedestrian Plan and a Downtown Vision and Strategic Plan in 2017. The city recently updated its Park and Recreation Plan in 2022. Developing a specific corridor plan for the entire Walnut Street Corridor can serve to implement these plans.

2.1.2 Inclusive Public Engagement

The public engagement process must include representation from the City of La Crescent City Council, Planning Commission, Green Step Committee, Economic Development Commission, Park and Recreation Commission, Bicycle and Pedestrian Committee, Safe Routes To School Committee, Houston County officials and staff, La Crescent Chamber of Commerce and Tourism, downtown business and property owners, residential property owners, community residents, LAPC staff, local and regional bicycle and pedestrian advocacy groups and committees, under-represented groups (minority, low-income, and limited-English proficient), and other groups as identified as the process gets underway.

2.2 Title and Timeline

City of La Crescent Walnut Street Corridor Plan 2023.

2.3 Goal

The goal is to create a corridor plan for Walnut Street that transforms the community and launches the revitalization of downtown.

2.4 Scope

The Scope of Work includes but is not limited to the following required elements:

- 1) **Develop an inclusive public engagement plan that includes virtual and in-person elements.** Plan elements at a minimum should address engagement of key stakeholders, focus groups, community surveys, public input opportunities, etc. The plan shall establish how members of the general public will be engaged throughout the process and have opportunities to contribute meaningful input prior to final recommendations being made. The plan must detail efforts to gain input from minority and limited-English proficient populations, low-income populations, people with disabilities, seniors, youth, and students. A project web page must be maintained during the planning process. A Technical Committee comprised of City staff and officials will guide community stakeholders and groups and review draft materials (4 meetings anticipated). Focus groups will be organized for targeted discussions, including downtown business/property owners and other key stakeholders identified during the process (3 focus groups anticipated). Public meetings will be hosted at City Hall, including a kickoff meeting to introduce the project and hear initial ideas and concerns, and then a review meeting to collect reactions to draft improvement concepts for the corridor. Two pop-up events will be held outdoors, one in the downtown and one at the community farmer's market.

Deliverables: Public Engagement Plan (2 pages)

- 2) **Review and summarize background information and plans of the City of La Crescent and those of MnDOT.** Review the city's Comprehensive Plan, Bicycle and Pedestrian Plan, Downtown Vision and Strategic Plan and Coulee Visions 2050. An inventory of existing transportation facilities including but not limited to the road network, transit routes, truck routes, and bicycle and pedestrian facilities, stormwater management is required. A review of local and regional recreation, transportation, comprehensive or other bicycle and pedestrian planning documents shall be summarized.

Deliverables: Summary of planning documents and transportation plans and their collective vision for the downtown and corridor (4 pages)

- 3) **Conduct a detailed corridor evaluation.**
The selected consultant and city technical committee members will walk, photograph and inventory the corridor to identify opportunities for conversion of the street to a complete street. The evaluation will recognize the context of the corridor from its downtown business environment to a residential street and connection to Veteran's Park. A detailed description of current conditions and issues will be prepared.

Deliverables: Corridor Evaluation Report (10 pages)

- 4) **Gain consensus on goals, objectives, and outcomes for the Walnut Street Corridor.**
Through public engagement, the corridor plan shall detail goals, objectives, and desired outcomes arrived at as part of the planning process.

Deliverables: Community goals, objectives and outcomes (1 page)

- 5) **Walnut Street Corridor Plan.**
Following technical committee and public review of a draft corridor plan, the planning team will prepare a final corridor plan of the community-driven desired complete street improvements. The planning team will prepare a corridor plan, including alternative solutions and illustrations as necessary to convey critical concepts. The plan will include a summary of public engagement;

summary of existing plans; community goals, objectives and outcomes; evaluation of alternatives, specific recommendations and implementation strategies that prioritize projects; funding recommendations, and an implementation timeline. The Plan implementation component will include a schedule for implementation of projects, strategies, and actions as well as cost estimates and funding sources to implement specific projects.

Deliverables: Walnut Street Corridor Plan (30-45 pages)

6) Adoption

The City Council intends to adopt the corridor plan as a guide for future engineering design, following reviews and recommendations from other standing committees as appropriate. The planning team will be available for meetings through final adoption.

2.5 Deliverables

The consultant must provide the following plan documents to the City of La Crescent:

- 1) Draft documents in accordance with the RFP schedule in Section 3.1.
- 2) A final Walnut Street Corridor Plan that documents all the elements and plan components identified under the scope in Section 2.4.
- 3) A large-scale graphic illustrating/visualizing the recommendations in the plan.

2.6 Deadline

The Plan process and deliverables must be completed by December 30, 2023.

Section 3: Proposal Submittal Instructions

3.1 RFP Schedule

The schedule outlined in Table 1 is anticipated for the project. Although the schedule is condensed for the notice and selection process, the purpose is to give the awarded Consultant sufficient time to engage in an inclusive public process, interact with committees and staff, gather and analyze data, and prepare and present the Plan. Meetings may occur in-person or virtually if acceptable to the City or as necessary due to continuing COVID concerns. Public stakeholders will be invited to all agency presentations and given the opportunity to make public comment. The City of La Crescent reserves the right to change dates as needed and will post changes to its website.

TABLE 1: ANTICIPATED PROJECT SCHEDULE

Task	Date
Request for Proposal distributed/published	January 13, 2023
Deadline for consultant questions	January 27 2023
Responses to questions posted online	February 6, 2023
Deadline for proposals uploaded to DemandStar	February 20, 2023
Consultant virtual interviews (if needed)	February 23, 2023
Consultant selection notification	February 24, 2023
Contract approval and Notice to Proceed	March 13, 2023
City Council Presentation – Informational (Public – Project Kick-off meeting)	April 24, 2023
Consultant submittal of electronic draft plan	September 1, 2023
Consultant submittal of electronic Final Plan in Word and Adobe PDF	November 1, 2023

3.2 RFP Location

The RFP is posted on the DemandStar procurement website. The City of La Crescent reserves the right to amend the RFP at any time. If the RFP is amended, changes will be posted to the City of La Crescent website only. The Consultant is responsible for checking the City of La Crescent website for updates.

3.3 Submission of Questions

Questions regarding the content of this RFP will be accepted in writing until 3:00 p.m. on Monday, February 6, 2023 and shall be directed to: Angie Boettcher, Deputy Clerk, City of La Crescent at aboettcher@cityoflacrescent-mn.gov

No phone calls will be accepted.

Responses will be posted to the City of La Crescent website: [City of La Crescent Minnesota - Apple Capital of MN \(cityoflacrescent-mn.gov\)](https://www.cityoflacrescent-mn.gov/)

Questions regarding the procurement process can be directed to:

Angie Boettcher, Deputy Clerk, City of La Crescent at aboettcher@cityoflacrescent-mn.gov

3.4 Submission of Proposals

Proposals shall be submitted in complete original form. No faxed or emailed proposals will be accepted. Interested vendors shall submit their proposal via DemandStar procurement website.

The DemandStar website is a procurement notification, document distribution and proposal collection website. Vendors must register on-line at <https://network.demandstar.com/>.

Please call DemandStar at 1-866-273-1863 with questions.

After registering with DemandStar, vendors should locate "City of La Crescent" and this specific RFP "Walnut Street Corridor Plan RFP-2023-01"

Proposals shall be uploaded to DemandStar no later than 10:00 a.m. (CST) on February 20, 2023 to:

City of La Crescent, Minnesota
Walnut Street Corridor Plan RFP-2023-01

DemandStar will not accept proposals after the time and date above.

3.5 Opening of Proposals

Proposals received in compliance with this RFP will be publicly opened via the DemandStar website at 10:15 a.m. on February 20, 2023 at the following location:

City of La Crescent, Minnesota
City Hall – 315 W Main Street
La Crescent, MN 55947

At that time, the names of vendors who submitted a proposal will be announced. Announcement of the names of the vendors who submitted a proposal is not a guarantee that the proposal otherwise complied with the specifications of this RFP.

Vendors wanting to participate in the proposal opening thru ZOOM should contact:

Angie Boettcher, Deputy Clerk, City of La Crescent at aboettcher@cityoflacrescent-mn.gov

3.6 Ownership of Proposals

All proposals submitted on time become the property of the City of La Crescent upon submission, and the proposals will not be returned to the Consultants. By submitting a proposal, the Consultant agrees that the City of La Crescent may copy the proposal for purposes of facilitating the evaluation.

3.7 Other Information

Consultants may submit any other information that is not described in this proposal that would be beneficial to the Consultant. If in the City of La Crescent's opinion the Consultant has overlooked anything material or relevant, such item(s) may be brought to the Consultant's attention and be included in the proposal.

3.8 Amendments to the RFP

In the event it becomes necessary to amend, alter or delete any part of the RFP, changes to the RFP will be posted on the City of La Crescent website: [City of La Crescent Minnesota - Apple Capital of MN](https://www.cityoflacrescent-mn.gov) ([cityoflacrescent-mn.gov](https://www.cityoflacrescent-mn.gov))

3.9 Public Records Law

All proposals are subject to the Minnesota Public Records Laws.

3.10 Public View of Proposals

To the extent permitted by law, the City of La Crescent will withhold the contents of the proposals from public view until such time in the opinion of the City of La Crescent competitive reasons no longer require non-disclosure. At that time, all proposals will be made available in accordance with the Minnesota Public Records Laws. It is intended that proposals will be withheld until after the Request for Proposal (RFP) process has been completed.

Section 4: Terms and Conditions

4.1 City of La Crescent Terms and Conditions

- A. The City of La Crescent reserves the right to accept or reject any or all proposals or portions thereof without stated cause.
- B. The City of La Crescent reserves the right to re-issue any requests for proposals.
- C. Upon the selection of a finalist Consultant, the City of La Crescent by its proper officials, employees, or agents shall attempt to negotiate and reach a final agreement with the Consultant. A professional services agreement (PSA) with a fixed fee, not to exceed amount will be executed by the City Administrator after approval by the Mayor and City Council and recommended by the City Attorney. The PSA is attached as Exhibit 1 which has been approved by the City Attorney and Wisconsin DOT staff. Consultants shall submit their proposal based on the approved PSA. If the City of La Crescent for any reason is unable to reach a final agreement with the Consultant, the City of La Crescent reserves the right to reject such Consultant and negotiate a final agreement with the Consultant who has the next most viable proposal or bid. The City of La Crescent may also elect to reject all proposals and re-issue a request for proposal.
- D. The City of La Crescent reserves the right to obtain clarification of any point in a Consultant's proposal or obtain additional information.
- E. The City of La Crescent is not bound to accept the proposal with the lowest cost but may accept the proposal that demonstrates the best ability to meet the needs of the City of La Crescent.
- F. The City of La Crescent reserves the right to waive any formalities, defects, or irregularities in any proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in the best interests of the City of La Crescent.
- G. The City of La Crescent reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the Consultant.
- H. The Consultant agrees to the fullest extent permitted by law to indemnify, defend, and hold harmless, the City of La Crescent and its agents, officers, and employees from and against all loss or expense including costs and attorney fees by reason of liability for damages including suits at law or in equity caused by any wrongful, intentional, or negligent act or omission of the Consultant or its (their) agents and/or subconsultants which may arise out of or connected with activities covered by this contract.

4.2 Disadvantaged Business Enterprise (DBE) and Title VI of the Civil Rights Act of 1964

The City of La Crescent shall not discriminate on the grounds of race, color, national origin, sex, age or disability in the selection of a Consultant. The City of La Crescent encourages proposal submittals but has not set a DBE goal for this contract. The City of La Crescent will maintain a bidders list and will request DBE information from potential Consultants.

4.2.1 Consultant Information

Consultants agree to provide:

- Firm name
- Firm address
- Firm's status as a DBE or non-DBE
- Age of the firm
- The annual gross receipts of the firm (according to gross receipts bracket).

4.2.2 Consultant Assurances

The Consultant, subrecipient or subconsultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Consultant shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts. The consultant shall comply with all federal Planning 23 CFR 450.336(a) Self-Certification requirements. Failure by the Consultant to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

4.3 Insurance

The Consultant agrees that in order to protect itself, the City of La Crescent and its officers, Boards, and employees under the indemnity provisions set forth in the paragraph above, the Consultant will at all times during the terms of this contract keep in force insurance policies issued by an insurance company authorized to do business and licensed in the State of Minnesota. Unless otherwise specified in Minnesota Statutes, the types of insurance coverage and minimum amounts shall be as follows:

- Workers' Compensation: Minimum amount statutory
- Comprehensive General Liability: \$500,000.00 per occurrence and in aggregate for bodily injury and property damage

The City of La Crescent shall be given thirty (30) days advanced written notice of any cancellation or non-renewal of insurance during the term of this contract. Upon execution of this contract, the Consultant will furnish the City of La Crescent with written verification of the existence of such insurance. In the event of any action, suit, or proceedings against the City of La Crescent upon any matter herein indemnified against, the Consultant shall within five (5) working days cause notice in writing thereof to be given to the City of La Crescent by certified mail, addressed to its post office address. The Consultant shall cooperate with the City of La Crescent and its attorneys in defense of any action, suit or other proceedings.

Section 5: Consultant Experience and Qualifications

Consultants shall describe their experience and qualifications. Please provide examples and links to completed plans, survey instruments, meeting minutes, etc. if available.

5.1 Relevant Experience

5.1.1 Experience with downtown revitalization, community planning, corridor multi-modal planning, recreational planning, and transportation

- Small town revitalization, downtown development, urban design, corridor planning, transportation facilities/networks
- Walkable urban, bicycle and pedestrian safety
- Regional corridor and trail systems

5.1.2 Experience with inclusive public engagement

- o Taking the project to the people
- o Engaging under-represented groups
- o Pop-up events
- o Focus groups
- o Public meetings
- o Online/Community/resident survey instruments

5.1.3 Experience with fiscal constraint and financial planning

- o Cost estimating
- o State of Minnesota and Federal funding sources

5.2 Organization and Key Personnel

Please identify primary contact, project manager and any key support personnel. The planning team will contain a certified planner, certified transportation planner, registered Landscape Architect, urban designer, traffic/civil engineer.

5.2.1 Organizational Structure and Hierarchy

5.2.2 Experience

Responsibilities and relevant qualifications of key personnel/staff providing services under this proposed agreement (indicate firm of origin where more than one company is involved if prime business entity is responding). Identify certified planners (AICP), certified transportation planners (CTP), professional transportation planners (ITE PTP), urban designers, NCI certified staff, CPTED trained staff

5.3 References

Provide client agency name, contact name, title, address, and phone number of references from at least three municipalities (preferably of similar size) that have been, or preferably, are currently being provided similar service within the last five (5) years.

Section 6: Expectations of the Consultant

Consultants shall describe their approach to the following expectations.

6.1 Work plan and schedule

The Consultant is to prepare a work plan and schedule to meet the established deadline for completing the deliverables. The deadline for completing the plan process and final deliverables is December 30, 2023. The consultant shall provide a summary of milestone events within their proposal.

6.2 Communications

The Consultant is to communicate with City of La Crescent staff bi-weekly to monitor project progress.

6.3 Meetings

City of La Crescent staff will assist the Consultant in coordinating public meetings, technical committee meetings, council, commission, pop-up events. Some meetings may be virtual and/or in-person.

6.4 Public Engagement Plan

The Consultant will work with City of La Crescent staff to develop a public engagement plan for gathering data, public input, and stakeholder information. Aspects of the Plan will include proposed social media outreach and in-person and virtual survey instruments, focus groups, and public meetings.

Due to continuing concerns with COVID-19 and prevalence of mobile devices, especially cell phones, a public engagement plan that addresses remote participation is expected.

6.5 Final Plan Document

The final plan document must be submitted to the City of La Crescent by December 30, 2023 in a Word and PDF format.

Section 7: Pricing and Invoicing

Consultants are to complete a Fee Schedule and return with their proposal.

7.1 Fee

Consultants are to provide a fixed fee for providing service regarding the City of La Crescent Walnut Street Corridor Plan (Section 2) and the Expectations of the Consultant (Section 6).

7.2 Invoicing Schedule

Consultants shall propose an invoicing schedule. The invoicing schedule shall be mutually agreed upon by the City of La Crescent and the selected Consultant. The City of La Crescent shall retain 10% of each invoice until the final project is closed out on or before December 30, 2023.

Section 8: Evaluation of Proposals

8.1 Evaluation Criteria

City of La Crescent procurement staff/committee will evaluate the proposals using the following criteria:

Category	Points
Consultant's project understanding and approach (Section 2 and 6)	50
Consultant's qualifications and references (Section 5)	30
Price and Invoicing (Section 7)	20
<i>Initial evaluation Total</i>	<i>100</i>
Interview (if needed)	100
Grand Total	200

8.2 Initial Evaluation

Each proposal shall receive an initial evaluation. The proposals will be reviewed by an evaluation team. The highest evaluated Consultants (up to 3) may be requested to meet with the evaluation team for an interview. All Venders will be notified on Interview status no later than 4:00 p.m. on March 1st, 2023. Consultants selected for an interview will be sent an agenda detailing interview process.

8.3 Consultant Interview (if needed)

Consultant interviews are scheduled for March 6th, 2023. Consultants must be available to interview at that time. Consultants participating in this process shall explain and support their written proposal through a presentation and question/answer forum. Consultants will be asked to propose a selection of public participation activities and a project schedule. Consultant team presenters shall only include the Project Manager, Primary Lead and Key Staff. Consultant Principals shall not be present.

3.9



TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator
DATE: February 23, 2023
RE: Work/Planning Session

Bill Waller

The following items are presented for review, discussion, and direction:

1. Re-start planning for the new City Hall/Library project.
 - a. Review and consider updating programming analysis completed to date. Information included.
 - b. Review site plan, and property acquired to date. Information included.
 - c. Review current Five-Year Capital Improvement Plan, a copy of which is included. Consider an amendment to the current Plan. Potential items include the acquisition of additional property, paying off the balance of the contract for deed, or paving the existing parking lot and alley. A cost estimate to reconstruct the parking lot and alley are included.
 - d. Discuss Outdoor Performance Venue and opportunity to incorporate the Venue into the development plan for the new City Hall/Library. Information included.
2. Review pending 2023/2024 improvement projects.
 - a. Wieser Park Pavilion and related park improvements. Construction contract awarded to Wieser Brothers General Contractors for the construction of the pavilion. WHKS is preparing the plans and specifications for the new parking lot and stormwater/grading improvements at Wieser Park. An update will be provided regarding the preliminary plat for Horse Track Meadows North as it relates to development at Wieser Park. Information included.
 - b. South 6th Street reconstruction plan including path/bikeway. An Active Transportation grant has been submitted to MnDOT for a portion of the project costs. Information included.
 - c. Walnut Street improvement project, including MPO planning grant. Information included.
 - d. Review current Five-Year Street Reconstruction Plan, a copy of which is included. Consider preparation of a new street reconstruction plan in 2024 after the completion of the Walnut Street Improvement Project.
 - e. Climate resiliency grant and the potential to establish a stormwater utility. Information included.
 - f. Blandin Foundation Rural Leadership Boost Grant/Overlook Plaza. Information included.
 - g. Review lead and copper rule. Information included.
 - h. ACEC/MN Engineering Excellence Award. Information included.

3. Review recycling/refuse collection, utility billing, and the replacement of water meters.
 - a. Current agreement with Hilltopper expires December 31, 2025.
 - b. Request to eliminate bag option and convert to totes for solid waste collection, either now or in the future.
 - c. Consideration of options in the future to provide organic recycling as an additional service for community residents.
 - d. Would require City to include billing for solid waste collection on the City's current utility bill. Utility billing is currently done on a quarterly basis.
 - e. The addition of solid waste collection fees and a stormwater utility fee would most likely require that the City convert from quarterly utility billing to monthly utility billing.
 - f. Current City staffing levels do not allow for monthly utility billing. This includes both the reading of the water meters and generating the bills on a monthly basis.
 - g. The City currently spends 34 hours per quarter reading water meters. It is not feasible for the City to read water meters on a monthly basis given the current time that it takes to read water meters.
 - h. There are 2,981 water meters in the City, of which 2,229 are radio read. In order to reduce the time to read water meters on a monthly basis, it will be necessary to convert the remaining 752 water meters to radio read. The cost of a water meter and reader is approximately \$350. The total cost to replace the remaining 752 water meters is approximately \$263,200.
 - i. The City has received \$557,804 in American Rescue Funds. We are suggesting that the City Council commit \$263,200 in American Rescue Funds towards the replacement of the remaining 752 water meters. In doing so, we would suggest that the City Council make the finding that the utilization of American Rescue Funds to replace water meters will allow the City to complete a capital improvement project without the need to increase water rates for improvements to the City's water system. It will take City staff 12-18 months to complete the water meter replacement program.



Member of The American Institute of Architects
CONSTRUCTION EXPRESS INC
411 LA CROSSE STREET
LA CROSSE, WI 54601
(608) 784-9299
FAX (608) 784-9396

CITY OF LA CRESCENT
CITY HALL & POLICE STATION
LA CRESCENT, WISCONSIN

NEW FACILITY STUDY PROGRAMMING MEETING #1

AUGUST 3, 2015 10:00 AM

ATTENDANCE:

Bill Waller	City Administrator – La Crescent
Doug Stavenau	Police Chief – La Crescent
Debra Shimshak	Finance Director – La Crescent
Shawn Wetterlin	Building & Zoning Official – La Crescent
David Holstrom	Architect - Construction Express Inc

DISCUSSION ITEMS:

BUILDING PROGRAM GOALS

1. The general programming goal of this report, is to survey existing space allowances, discuss existing building deficiencies, project future building needs, discuss alternate possible proactive building opportunities, and establish preliminary budget costs for future building plan consideration.
2. Building program should provide improvement in efficiency of operations and communications between departments, as well as better serve the community and their future programs.

GENERAL BUILDING DISCUSSION

3. Provisions for a future Deputy Clerk should be considered.
4. Provisions for a future Assistant Utility Clerk should be considered.
5. Current Finance Director office is too small to accommodate appropriate file storage.
6. City Administrator office size is satisfactory presently.
7. The Mayor and Council members do not have offices and there is no intention to create them in the future.
8. There are currently no county offices in the building and no plans to add them in the future.
9. Police Station upgrades should include a second interview room, locker rooms with showers, and improved placement of toilet facilities, secure evidence storage and more file space.

10. Provisions for a future IT office and server space should be considered.
11. The present entry/lobby space is congested and functions poorly for DMV, reception, customer access, and employee circulation.
12. DMV should have own lobby and queuing space within department, and additional file and supplies storage.
13. New building should control public access better, allowing circulation in a controlled manor.
14. New Police Station should be equipped with "Sally Port" capabilities with bathroom and small interview room.
15. The La Crescent Community Bike Shoppe is coordinated through Police Dept at an offsite location.
16. The Council Chambers is too small at popular meetings, could be improved with better entrance/exit doors and isolation from adjacent activities, and could also use some technology upgrades.
17. The Breakroom is undersize and could be located in a better location.
18. City Hall should have at least two (2) conference rooms.
19. The most consumer-related public departments/spaces include the DMV, Receptionist/cashier for water & utilities, Police Station, Building & Zoning, and the Council Chambers.
20. The most remote departments include Administration and Finance.
21. The Council Chambers is used for the site of driver's testing.
22. The Police Secretary sometimes covers for the Receptionist front desk position during the day or other alternate duties elsewhere.
23. The Police Station located within City Hall allows close connection with community and offers increased security for City Hall operations.



Member of The American Institute of Architects

CONSTRUCTION EXPRESS INC

411 LA CROSSE STREET

LA CROSSE, WI 54601

(608) 784-9290

FAX (608) 784-9396

**CITY OF LA CRESCENT
CITY HALL/POLICE STATION
SPACE SURVEY**

8/26/2015

1 of 2

CITY HALL & POLICE STATION BUILDING

6400 SF

LIBRARY BUILDING

4800 SF

CITY HALL BUILDING SPACE BREAKDOWN

DEPT	SPACE	EXISTING SF-AREA	PROPOSED SF-AREA
ADMINISTRATION			
	CITY ADMINISTRATOR	264	264
	COUNCIL CHAMBERS	728	1200
	RECEPTION, UTILITY COLLECTIONS	224	224
	EDA / FILE ROOM	256	224
	DEPUTY CLERK	-	224
BUILDING & ZONING			
	BUILDING & ZONING OFFICIAL	324	324
DEPT OF MOTOR VEHICLES			
	DMV OPERATIONS	336	800
FINANCE			
	FINANCE DIRECTOR	160	224
	BOOKKEEPER	160	224
	UTILITY CLERK	-	224
COMMUNITY PROGRAMS			
	FRIENDS OF THE LIBRARY / CONFERENCE	420	420
MISC AREAS			
	MAIL / WORKROOM	256	400
	BREAKROOM	192	400
	CONFERENCE ROOMS (2)	-	600
	SECURE / FIREPROOF FILE STORAGE	-	600
	LOBBY	-	300
	BATHROOMS	152	400
	IT OFFICE / SERVER	-	224
	MECH, STRUCTURE, BLDG CIRCULATION	1188	1600
SUBTOTALS		4660	8876

POLICE STATION BUILDING SPACE BREAKDOWN

DEPT	SPACE	EXISTING SF-AREA	PROPOSED SF-AREA
OFFICE AREA			
	CHIEF'S OFFICE	126	224
	SECRETARY	60	224
	INTERVIEW ROOM(S)	72	240
	OFFICES / FILE STORAGE	386	386
EVIDENCE			
	STORAGE ROOM	276	320
MISC AREAS			
	BATHROOM	40	64
	LOCKERROOMS / SHOWER	-	448
	SECURE DRIVE-IN GARAGE / STORAGE	-	960
	MECH. STRUCTURE, BLDG CIRCULATION	780	800
SUBTOTALS		<u>1740</u>	<u>3668</u>
TOTALS		<u>6400</u>	<u>12542</u>



Member of The American Institute of Architects

CONSTRUCTION EXPRESS INC

411 LA CROSSE STREET
LA CROSSE WI 54601
(608) 784-9290
FAX (608) 784-9398

**CITY OF LA CRESCENT
NEW CITY HALL PROJECT
SPACE SURVEY
10/24/2019
1 of 3**

CURRENT CITY HALL & POLICE STATION BUILDING	6400 SF
CURRENT LIBRARY BUILDING	4800 SF

NEW CITY HALL BUILDING SPACE BREAKDOWN

FLOOR	DEPARTMENT	SPACE	EXISTING SF-AREA	PROPOSED SF-AREA
FIRST				
	DEPT OF MOTOR VEHICLES			
		DMV OPERATIONS	336	800
	LIBRARY			
		LIBRARY OPERATIONS	4800	6000
	COMMUNITY PROGRAMS			
		FRIENDS OF THE LIBRARY	420	420
		SENIOR DINING		2000
		CONFERENCE MULTIPURPOSE		240
		CONFERENCE MULTIPURPOSE		480
		CONFERENCE MULTIPURPOSE		960
	MISC AREAS			
		LOBBY SPACE		400
		BATHROOMS		480
		MECH, STRUCTURE,CIRCULATION		1600
		STAIRWAYS		400
		ELEVATORS		240
			SUBTOTAL	14020

FLOOR	DEPARTMENT	SPACE	EXISTING SF-AREA	PROPOSED SF-AREA
SECOND				
	ADMINISTRATION			
		CITY ADMINISTRATOR	264	264
		COUNCIL CHAMBERS	728	1200
		RECEPTION, UTILITY COLLECTIONS	224	224
		EDA / FILE ROOM	256	224
		DEPUTY CLERK	-	224
		SUSTAINABILITY POSITION	-	224
	BUILDING & ZONING			
		BUILDING & ZONING OFFICIAL	324	324
	FINANCE			
		FINANCE DIRECTOR	180	224
		BOOKKEEPER	180	224
		UTILITY CLERK	-	224
	MISC AREAS			
		US ARMY CORPS OF ENGINEERS		3000
		MAIL / WORKROOM	256	400
		BREAKROOM	192	400
		CONFERENCE ROOMS (2)	-	600
		SECURE / FIREPROOF FILE STORAC	-	600
		IT OFFICE / SERVER	-	224
		BATHROOMS	152	480
		MECH, STRUCTURE, CIRCULATION		1600
		STAIRWAYS		400
		ELEVATORS		240
			SUBTOTAL	11300

FLOOR	DEPARTMENT	SPACE	EXISTING SF-AREA	PROPOSED SF-AREA
BASEMENT				
		MECH, STRUCTURE, CIRCULATION		1600
		STAIRWAYS		400
		ELEVATORS		120
		BOILER MECH ROOM		800
		STORAGE ROOMS		1000
			SUBTOTAL	3920

FIRE STATION FIRST FLOOR REMODEL FOR POLICE STATION

CHIEF'S OFFICE	126	224
SECRETARY	60	224
INTERVIEW ROOM(S)	72	240
OFFICES / FILE STORAGE	386	386
EVIDENCE STORAGE ROOM	276	400
BATHROOM	40	64
SALLY PORT LINK STRUCTURE	-	1200
MECH, STRUCTURE, CIRCULATION	-	800
SUBTOTAL		3538

Oak St

Walnut St

1-b

Purchased 2014
\$137,500
50' X 140'

Purchased 2017
\$190,000
60' X 140'

City Library Lot
60' X 140'

City Hall Lot
79' X 140'

S Oak St

S Walnut St

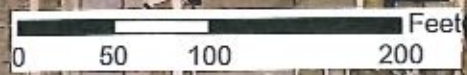
Community Building/
Fire Station
100' X 130'

Purchased 2021
\$230,000

Potential Acquisition
50' X 130'

City Parking Lot
100' X 130'

Purchased 2021
Contract for Deed
\$135,000
Monthly Payment \$2,471.03
3.75% Interest
Last Payment - February 2026



Legend

- Minimum Principal & Accessory Structure Setbacks (0ft)
- - - Maximum Principal and Accessory Structure Setbacks (0-3ft)
- Parking Setback (0-5ft min)
- XX> No Parking Zone

La Crescent, MN

New City Hall

whks

engineers + planners + land surveyors

2022 through 2026

Five-Year Capital Improvement Plan for the

City of La Crescent, Minnesota

Adopted
March 14th Public Hearing

Prepared by:



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

I. INTRODUCTION

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

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

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

II. PURPOSE

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

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

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

III. THE CAPITAL IMPROVEMENT PLANNING PROCESS

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

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

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

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

Any modifications to the Plan to change the Facilities 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 Plan to include the project costs to finance construction of the Facilities will require that the City complete the entire capital improvement planning process again and all requirements.

PROJECT(S) SUMMARY

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

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

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

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

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

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

7. Operating costs of the proposed improvements.
8. Alternatives for providing services most efficiently through shared facilities with other cities or local governments.

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

Acquisition of Land for the Facilities

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

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

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

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

2. Likely Demand for the Project

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

3. Estimated Cost of the Improvement

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

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

For purposes of the cost of land acquisition for the Facilities, the expenditure is not to exceed \$450,000. This amount includes the \$230,000 that the City has already spent and plans to reimburse itself with proceeds from the CIP Bonds, with a balance of \$220,000 available to acquire the remaining property on South 1st Street in the City.

4. Available Public Resources

The CIP Bonds will be paid with ad valorem property taxes and secured by the City's full faith and credit. The par amount of the CIP Bonds will 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

Indirect Debt

<u>Issuer</u>	<u>2020/2021 Tax Capacity Value⁽¹⁾</u>	<u>2020/2021 Tax Capacity Value in City⁽²⁾</u>	<u>Percentage Applicable in City</u>	<u>Outstanding General Obligation Debt⁽²⁾</u>	<u>Taxpayers' Share of Debt</u>
Houston County	\$ 21,175,814	\$ 4,666,251	22.04%	\$ 14,100,000	\$ 3,107,640
Winona County	52,494,479	143,998	0.27	9,610,000	25,947
IED No. 300, La Cresent-Hokah	\$,551,133	4,810,249	55.99	25,675,000	<u>14,375,453</u>
<i>Total Indirect Debt:</i>					<u>\$ 17,509,020</u>

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

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

(2) As of December 31, 2021, unless noted otherwise.

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

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

7. Operating Costs of the Proposed Improvements

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

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

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

FINANCING THE CAPITAL IMPROVEMENT PLAN

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

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

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

Statutory Debt Limit¹

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

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

2020/2021 Estimated Market Value	\$ 487,020,300
Multiplied by 3%	<u>14,610,609</u>
Statutory Debt Limit	\$ 14,610,609

Less outstanding debt applicable to debt limit:

\$905,000 G.O. Certificates of Indebtedness, Series 2013A	\$ 164,000
\$360,000 G.O. Promissory Note of 2014	102,000
\$3,860,000 G.O. Bonds, Series 2016A (Street Reconstruction Portion)	1,030,000
\$896,000 G.O. Equipment Certificates of Indebtedness, Series 2017A	625,000
\$1,280,000 G.O. Bonds, Series 2018A	1,155,000
\$745,000 G.O. Bonds, Series 2019A	330,000
\$360,000 G.O. Bonds, Series 2019B	<u>360,000</u>
Debt applicable to debt limit	\$ 3,766,000
Legal debt margin	\$ 10,844,609

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

2. A separate limitation under the CIP Act is that, without referendum, the total amount of principal and interest in any one year on all CIP Bonds issued by the City cannot exceed 0.16% of the total estimated market value in the municipality. In the City, that maximum annual debt service amount is \$779,232. The annual principal and interest payments on the CIP Bonds proposed to be issued under this CIP will average approximately \$30,053. As such, debt service on the CIP Bonds will be well within the annual limits under the CIP Act. The Bonds are estimated to be repaid over a 10-20 year period. The bond amount will not exceed the maximum principal amount of CIP Bonds referred to above.

Engineer's Opinion of Probable Construction Costs
City Hall Parking Lot & Alley Paving - Oak to Walnut
La Crescent, MN

7319.23

15-Feb-23

No utility improvements. Concrete apron on Oak Street to be reconstructed. Tie into all existing driveways.
 Reconstruct City Hall's parking lots. Protect Hardware and Grocery Store's parking lots

Line	Item Description	Approx. Quantities	Unit of Measure		Unit Price	Total Amount
1	Mobilization	1	L.S.	@	\$10,000.00	\$10,000.00
2	Remove Bituminous Pavement	2,750	S.Y.	@	\$5.00	\$13,750.00
3	Remove Concrete Pavement & Curb	50	S.Y.	@	\$10.00	\$500.00
4	Remove & Replace Parking Blocks	24	Each	@	\$10.00	\$240.00
5	Common Excavation	760	C.Y.	@	\$15.00	\$11,400.00
6	Topsoil Borrow	10	C.Y.	@	\$20.00	\$200.00
7	Aggregate Base 10"	760	C.Y.	@	\$35.00	\$26,600.00
8	Bituminous Pavement 4"	700	Ton	@	\$130.00	\$91,000.00
9	Concrete Apron & Curb	50	S.Y.	@	\$70.00	\$3,500.00
10	Pavement Markings	700	L.F.	@	\$2.00	\$1,400.00
11	Turf Restoration	1	L.S.	@	\$500.00	\$500.00
					Construction Total	\$159,090.00
					Contingency 10%	\$15,900.00
					Engineering 18%	\$31,500.00
					2023 Total	\$206,500.00

La Crescent Outdoor Performance Venue Project

— Creating Community Connections Through
Enjoyment of the Arts

#1d.

Background & Work To Date...

In December of 2021, the La Crescent Lions Club started exploring what was involved in getting a bandshell built in the city. Members of the club had expressed an interest in creating an outdoor/park venue for local musicians to display their talents. The greater purpose of a bandshell, though, is to bring community together for an evening of enjoyment of the arts, relaxation, and visiting with friends and neighbors. Knowing this was a big undertaking, the Lions asked Rotarians and other community members to be part of the planning team.

Background & Work To Date...

Community Visioning Meeting:

Why: Creating community connections through enjoyment of the arts

What: Design, build, and manage an outdoor performance venue to support a wide variety of activities (concerts, theater, movie nights, special events & presentations)

How: Strategic Challenges & Strategic Advantages

Start with Why... then the What

It's more than brick & mortar – It's about...

Creating Community Connections Through Enjoyment of the Arts

What - one of many examples... <https://www.stonehorsegreen.org/>



How - Strategic Advantages & Challenges

Advantages:	Challenges:
Local Talent in the Arts (Appleseed Community Theater, Apple Annies, La Crescent-Hokah Community Summer Band, Library Programming)	Funding/Finance
Beautiful/Scenic Location Options	Location/Site Selection
Promote Tourism & Support Local Business	Sustainability/Management
Build sense of Community and Community Pride	Competition with other venues and events

How - Project Steering Committee

Steering Committee:

Dean Bergstrom, Dave Ebner, Chris Fortsch, Vanessa Machado, Patti Martell,
Randy Rosenberg, and Ron Wilke



How - Project Subcommittees

Marketing & Communications: print materials, website, logo, venue name, branding, social media, etc...

Finance & Fundraising: set up bank account, business/corporate sponsors, research grant availability, etc...

Facility Design/Site Selection/Construction: identify requirements, research options, work with engineering firm/architect, select contractors, etc...

Long-Range Sustainability: event planning, build out 2023 performance series, determine types of entertainment to be performed/other uses for the facility, etc.

How - Project Timeline

Phase I (Fall '22 - Summer '23): Conceptual Design, Budget, Increase Partnerships, Identify Sponsors, Fundraising Campaign, 2023 "Portable Performance Series" (3-4 events)

Phase II (Summer '23 - Winter '24): Finalize Structure Design, Site Selection, Plan 2024 "Portable Performance Series"

Phase III (Spring - Summer - Fall '24): Ground Breaking/Construction, 2024 "Portable Performance Series", Establish Summer Performance Series Board of Directors, Facility Dedication, Fall Events

Phase IV (Spring Summer '25): 2025 Performance Series!!!

Project Partners...

La Crescent Lions Club

Additional Partners??? City of La Crescent, Rotary Club of La Crescent,
Appleseed Community Theater, District 300 Foundation, La Crescent-Hokah
Community Education, La Crescent Community Foundation, La Crescent Area
Chamber of Commerce & Tourism???

Project Partners...

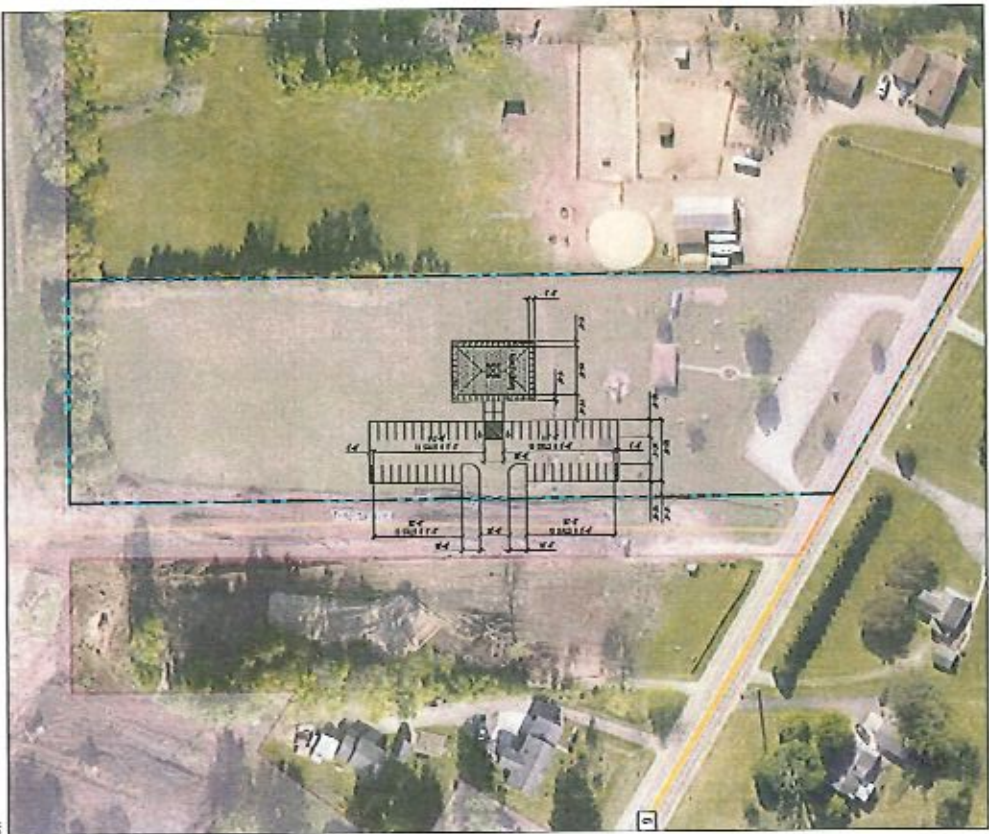
None of us is as smart as all of us....

We are hopeful that you will consider joining us on a subcommittee to support this community venue. **We need enthusiastic volunteers with a passion for the arts to make this project successful.** To learn more, to receive project updates, or to sign up to help, contact us at friendsofLCPV@gmail.com

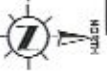
2 a.

Wieser Park Shelter

New Construction
County Rd. 6
Construction Documents
January 20, 2023
LaCrescent, MN 55947



1 Site Layout Plan
1" = 50'-0"



Project General Notes:

1. SEE EXHIBIT "A" FOR ALL TYPICAL DETAILS, SPECIFICATIONS, AND MATERIALS.
2. EXISTING CONDITIONS ARE SHOWN FOR REFERENCE ONLY. ALL NEW CONSTRUCTION SHALL BE SHOWN IN RED.
3. CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE MINNESOTA BUILDING CODE, MINNESOTA ELECTRICAL CODE, AND MINNESOTA MECHANICAL CODE.
4. ALL MATERIALS AND METHODS OF CONSTRUCTION SHALL BE APPROVED BY THE LOCAL HEALTH DEPARTMENT.
5. THE OWNER SHALL PROVIDE ALL NECESSARY PERMITS AND INSURANCE.
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSURANCE.
7. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AT ALL TIMES.
8. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING ALL EXISTING UTILITIES AND STRUCTURES.
9. THE CONTRACTOR SHALL MAINTAIN ADEQUATE DRAINAGE AND EROSION CONTROL MEASURES.
10. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL ADJACENT PROPERTIES.
11. THE CONTRACTOR SHALL MAINTAIN ADEQUATE ACCESS TO ALL ADJACENT PROPERTIES.
12. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL ADJACENT PROPERTIES.

Architectural

- A0.0 Title Sheet / Site Layout Plan
- A2.0 First Floor Plan
- A2.1 Elected Plans / Interior Details
- A3.0 Exterior Elevations
- A3.1 Building Sections

Structural

- S1.0 Structural Notes
- S2.0 Foundation & Framing Plans

GENERAL NOTES AND SPECIFICATIONS

1. The contract shall be in accordance with the specifications of the Minnesota Building Code.
2. All materials and methods of construction shall be approved by the local health department.
3. The contractor shall be responsible for obtaining all necessary permits and insurance.
4. The contractor shall maintain access to all adjacent properties at all times.
5. The contractor shall be responsible for the protection of all adjacent properties.

Code Information

Code	Version	Adopted
Minnesota Building Code	2018	2018
Minnesota Electrical Code	2017	2017
Minnesota Mechanical Code	2017	2017
Minnesota Fire Code	2015	2015
Minnesota Sanitary Code	2015	2015
Minnesota Health Code	2015	2015
Minnesota Environmental Code	2015	2015
Minnesota Land Use Code	2015	2015
Minnesota Planning Code	2015	2015
Minnesota Zoning Code	2015	2015

Location Map:



Architect:

CASHMAN ASSOCIATES, Inc.
Gregory M. Cashman, AIA

Architect Stamp:



Architect Stamp:



Architect Stamp:

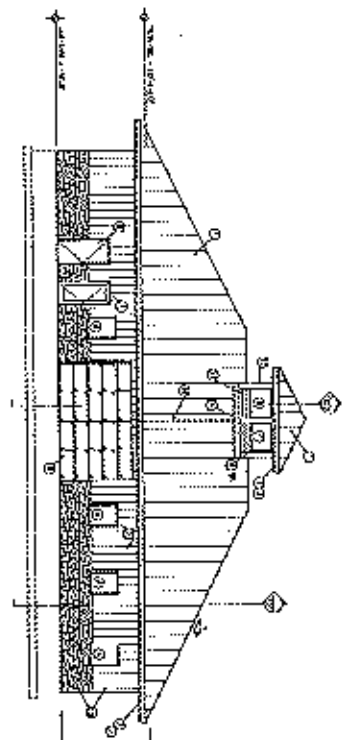


Architect Stamp:

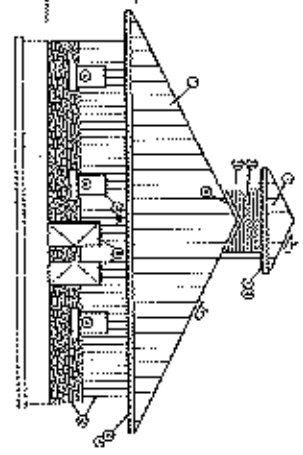


Architect Stamp:

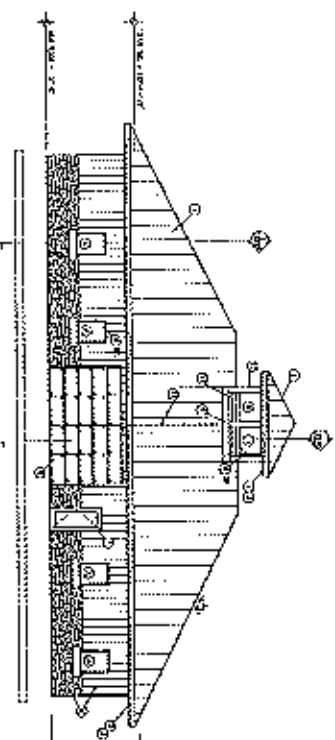




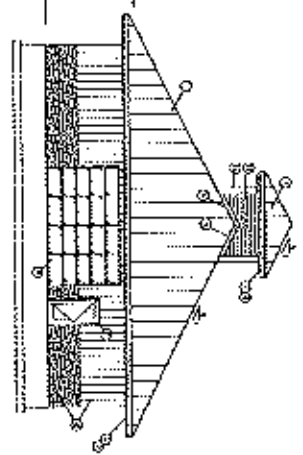
West Elevation
1/8" = 1'-0"



North Elevation
1/8" = 1'-0"

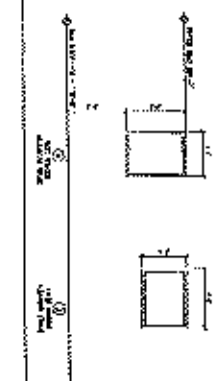


East Elevation
1/8" = 1'-0"

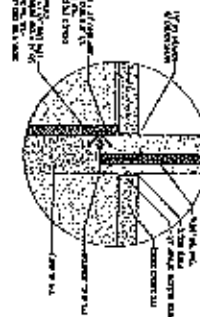
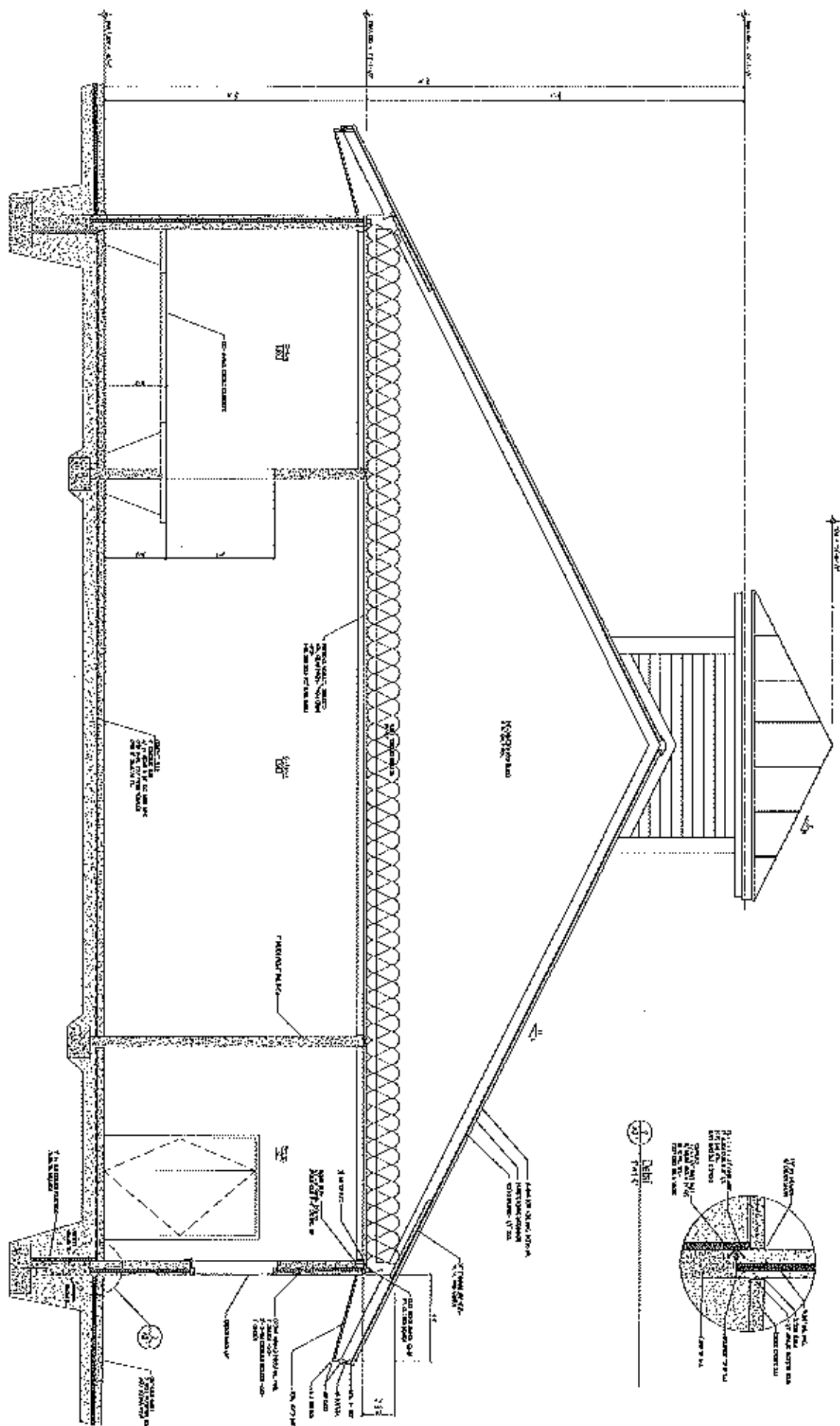
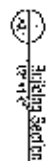


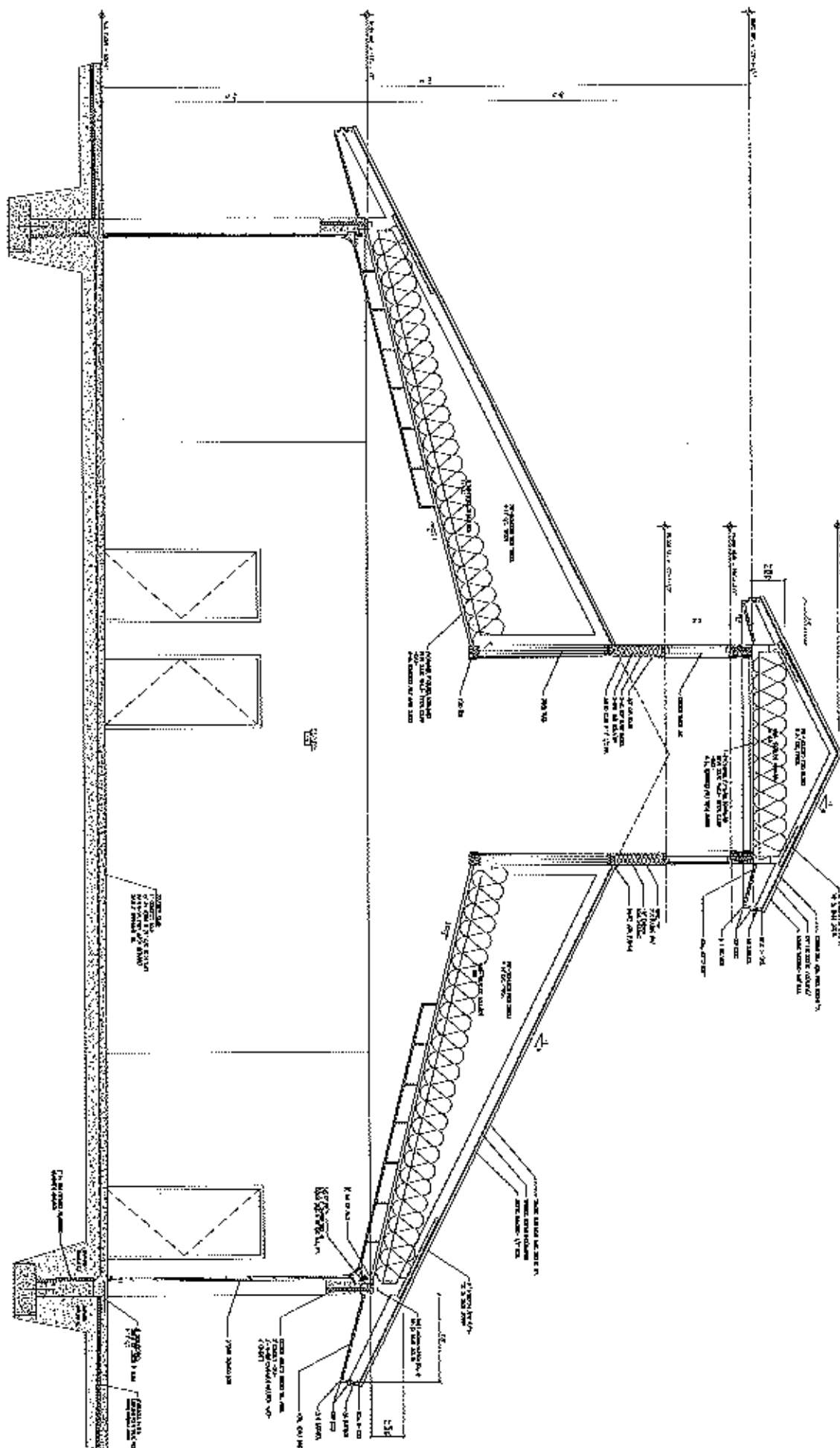
South Elevation
1/8" = 1'-0"

- Shelter Window Notes**
- 1. All windows are double hung with 1/2" x 6" x 6" glass.
 - 2. All windows are painted white.
 - 3. All windows are painted white.
 - 4. All windows are painted white.
 - 5. All windows are painted white.
 - 6. All windows are painted white.
 - 7. All windows are painted white.
 - 8. All windows are painted white.
 - 9. All windows are painted white.
 - 10. All windows are painted white.



- Notes:**
1. All windows are double hung with 1/2" x 6" x 6" glass.
 2. All windows are painted white.
 3. All windows are painted white.
 4. All windows are painted white.
 5. All windows are painted white.
 6. All windows are painted white.
 7. All windows are painted white.
 8. All windows are painted white.
 9. All windows are painted white.
 10. All windows are painted white.



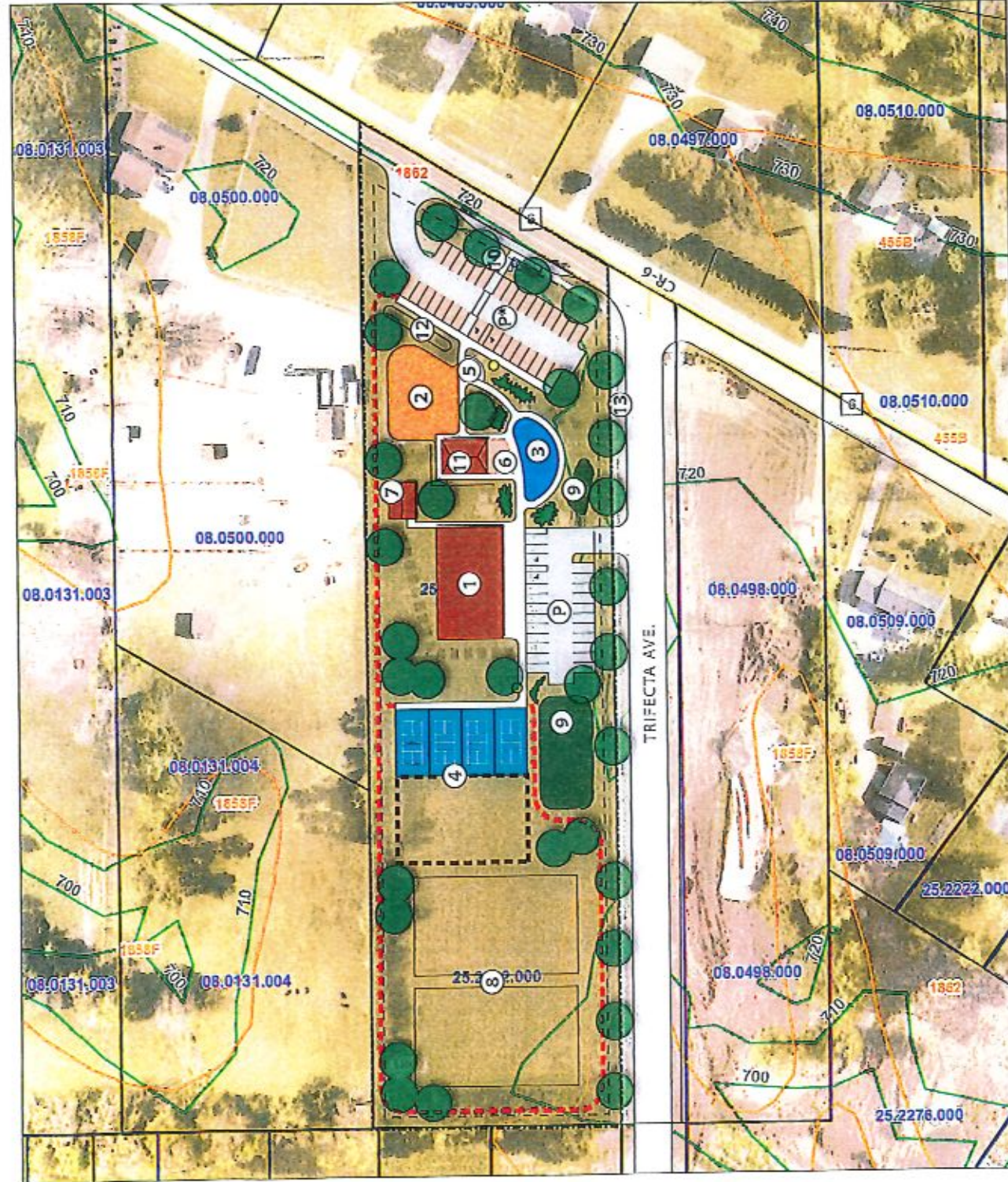


WIESER PARK

CONCEPTUAL MASTER PLAN

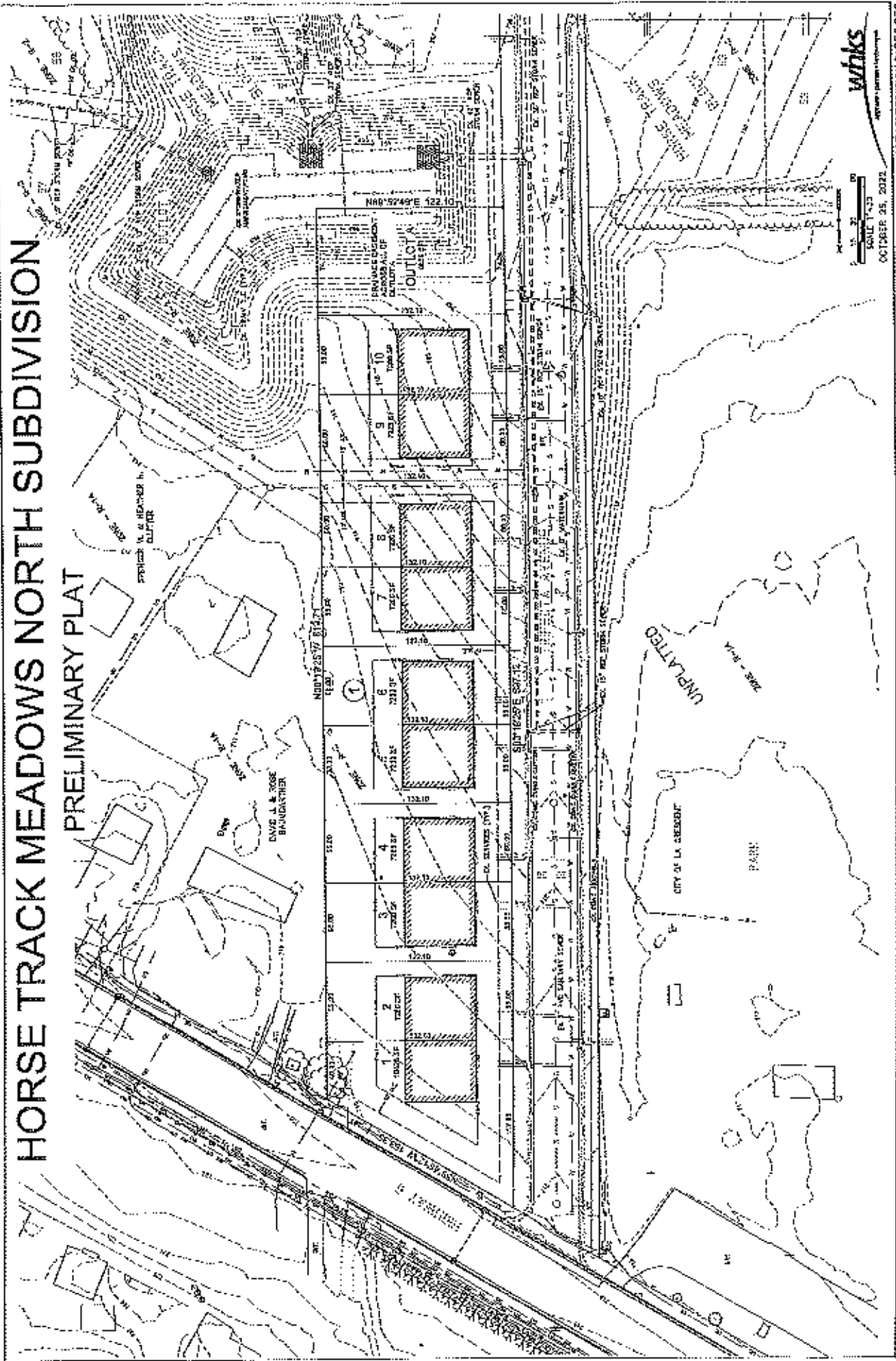
- ① Pavilion
- ② Playground
- ③ Splash Pad
- ④ Pickleball Courts (4)
(passable expansion South)
- ⑤ Monument
- ⑥ Plaza/Seating Area
- ⑦ Storage/Equipment Building
- ⑧ Multi-Use Open Space
- ⑨ Stormwater/Rain Garden
- ⑩ Park Sign/Monument
- ⑪ Existing Open Shelter
- ⑫ Barn
- ⑬ Possible Transit Stop
(confirm location)
- Landscaping
- Trees
- Walking Trail
- Bike Racks
- Parking
- Parking - Possible Permeable Pavement

August 30, 2022



HORSE TRACK MEADOWS NORTH SUBDIVISION

PRELIMINARY PLAT



whks

SCALE 1"=33'
OCTOBER 25, 2022

#26



CONCEPT PLAN

S 6TH STREET RECONSTRUCTION
LA CRESCENT, MINNESOTA
2023

REVISIONS

REV.	DATE	DESCRIPTION

whks

engineering • planning • landscape architecture

Engineer's Opinion of Probable Construction Costs
S 6th Street Trail Construction
La Crescent, MN
2023

Line	Item Description	Approx. Quantities	Unit of Measure		Unit Price	Total Amount
1	Mobilization	1	L.S.	@	\$6,000.00	\$6,000.00
2	Clear and Grub Tree	10	Each	@	\$825.00	\$8,250.00
3	Remove Bituminous Pavement	258	S.Y.	@	\$5.50	\$1,419.00
4	Remove Curb and Gutter	147	L.F.	@	\$5.50	\$808.50
5	Remove Concrete Walk	228	S.Y.	@	\$6.60	\$1,504.80
6	Remove Concrete Driveway Pavement	85	S.Y.	@	\$6.60	\$561.00
7	Remove Fence	150	L.F.	@	\$11.00	\$1,650.00
8	Common Excavation (P)	175	C.Y.	@	\$13.20	\$2,310.00
9	Common Topsoil Borrow (CV)	30	C.Y.	@	\$33.00	\$990.00
10	Type SP 12.5 Bituminous Wearing Course	9	Ton	@	\$132.00	\$1,188.00
11	4" Concrete Sidewalk	7,803	S.F.	@	\$8.80	\$68,666.40
12	6" Concrete Sidewalk	404	S.F.	@	\$13.20	\$5,332.80
13	Concrete Driveway Reinforced Pavement	104	S.Y.	@	\$88.00	\$9,152.00
14	Traffic Control	1	L.S.	@	\$1,650.00	\$1,650.00
15	Silt Fencing, Type Machine Sliced	150	L.F.	@	\$3.30	\$495.00
16	Temporary Rock Construction Entrance	1	Each	@	\$1,650.00	\$1,650.00
17	Storm Drain Inlet Protection	2	Each	@	\$247.50	\$495.00
18	Erosion Control Blanket	1,020	S.Y.	@	\$3.30	\$3,366.00
19	Sod	917	S.Y.	@	\$13.20	\$12,104.40
20	Seeding	0.2	Acres	@	\$8,800.00	\$1,760.00
Subtotal						\$129,000.00

Engineer's Opinion of Probable Construction Costs
S 6th Street Reconstruction
La Crescent, MN
2023

Line	Item Description	Approx. Quantities	Unit of Measure		Unit Price	Total Amount
1	Mobilization	1	L.S.	@	\$16,000.00	\$16,000.00
3	Remove Bituminous Pavement	2,548	S.Y.	@	\$5.50	\$14,014.00
4	Remove Curb and Gutter	1,069	L.F.	@	\$5.50	\$5,879.50
5	Remove Concrete Walk	54	S.Y.	@	\$6.60	\$356.40
6	Remove Concrete Driveway Pavement	103	S.Y.	@	\$6.60	\$679.80
7	Remove Storm Sewer Catch Basin	1	Each	@	\$495.00	\$495.00
8	Remove Storm Sewer Pipe	50	L.F.	@	\$16.50	\$825.00
9	Remove Gate Valve	2	Each	@	\$275.00	\$550.00
10	Remove Watermain	574	L.F.	@	\$6.60	\$3,788.40
11	Remove Hydrant	1	Each	@	\$440.00	\$440.00
12	Common Excavation (P)	825	C.Y.	@	\$13.20	\$10,890.00
13	Common Topsoil Borrow (CV)	15	C.Y.	@	\$33.00	\$495.00
14	Geotextile Fabric, Type 7 (P)	2,375	S.Y.	@	\$3.85	\$9,143.75
15	Subgrade Preparation 12"	5.1	Rd. Sta.	@	\$605.00	\$3,085.50
16	Aggregate Base, Class 5 (P)(CV)	660	C.Y.	@	\$38.50	\$25,410.00
17	Breaker Run (CV)	80	C.Y.	@	\$38.50	\$3,080.00
18	Type SP 12.5 Bituminous Wearing Course	242	Ton	@	\$132.00	\$31,944.00
19	Type SP 12.5 Bituminous Non-Wearing Course	242	Ton	@	\$132.00	\$31,944.00
20	Aggregate for Pipe Foundation (CV)	44	C.Y.	@	\$38.50	\$1,694.00
21	F&I 12" PVC Storm Sewer	143	L.F.	@	\$77.00	\$11,011.00
22	Construct Structure, Type 4 (48")	1	Each	@	\$4,730.00	\$4,730.00
23	Construct Structure Type 1	1	Each	@	\$3,850.00	\$3,850.00
24	Connect to Existing Storm Sewer Structure	1	Each	@	\$1,650.00	\$1,650.00
25	Adjust Frame Ring and Casting	4	Each	@	\$522.50	\$2,090.00
26	4" Concrete Sidewalk	202	S.F.	@	\$8.80	\$1,777.60
27	6" Concrete Sidewalk	413	S.F.	@	\$13.20	\$5,451.60
28	Truncated Domes	40	S.F.	@	\$60.50	\$2,420.00
29	Concrete Driveway Reinforced Pavement	94	S.Y.	@	\$88.00	\$8,272.00
30	B624 Concrete Curb and Gutter	1,178	L.F.	@	\$24.20	\$28,507.60
31	Traffic Control	1	L.S.	@	\$2,200.00	\$2,200.00
32	Temporary Rock Construction Entrance	1	Each	@	\$1,650.00	\$1,650.00
33	Storm Drain Inlet Protection	1	Each	@	\$247.50	\$247.50
34	Sod	379	S.Y.	@	\$13.20	\$5,002.80
35	Seeding	0.1	Acres	@	\$5,500.00	\$550.00
36	F&I 8" PVC Watermain	528	L.F.	@	\$66.00	\$34,848.00
37	F&I 6" PVC Watermain	5	L.F.	@	\$60.50	\$302.50
38	F&I 1" Type K Copper Pipe	563	L.F.	@	\$49.50	\$27,868.50
39	F&I Hydrant	1	Each	@	\$6,380.00	\$6,380.00
40	F&I 6" Gate Valve and Box	1	Each	@	\$2,447.50	\$2,447.50
41	F&I 8" Gate Valve and Box	1	Each	@	\$3,410.00	\$3,410.00
42	1" Corporation Stop	14	Each	@	\$495.00	\$6,930.00
43	1" Curb Stop and Box	14	Each	@	\$638.00	\$8,932.00

Engineer's Opinion of Probable Construction Costs
S 6th Street Reconstruction
La Crescent, MN
2023

Line	Item Description	Approx. Quantities	Unit of Measure		Unit Price	Total Amount
44	F&I Ductile Iron Fittings	36	Pound	@	\$14.30	\$514.80
45	Connect to Existing Watermain	1	Each	@	\$1,375.00	\$1,375.00
46	Temporary Water System	1	L.S.	@	\$8,800.00	\$8,800.00
Subtotal						\$342,000.00
Contingency (10%)						\$34,000.00
Engineering (18%)						\$68,000.00
Trail Contingency						\$13,000.00
Trail Engineering						\$26,000.00
Total						\$483,000.00

S:\Jobs\La Crescent\7319.22\S 6th Street Estimate_Proposal_BidTab.xls

#2c.

Engineer's Opinion of Probable Construction Costs
Walnut Street Reconstruction
La Crescent, MN
WHKS #9181



Line	Item Description	Approx. Quantities	Unit of Measure		Unit Price	Total Amount
STREET & SIDEWALK						
1	Mobilization	1.00	LS	@	\$200,000.00	\$200,000.00
2	Common Excavation	5,500.00	CY	@	\$15.00	\$82,500.00
3	Topsoil Strip and Replace	2,500.00	CY	@	\$8.00	\$20,000.00
4	Clear and Grubb	1.00	LS	@	\$15,000.00	\$15,000.00
5	Subbase, 16" (pavement)	10,000.00	TON	@	\$20.00	\$200,000.00
6	Subbase, 6" (driveway)	225.00	TON	@	\$20.00	\$4,500.00
7	Subbase, 4" (sidewalk)	1,150.00	TON	@	\$20.00	\$23,000.00
8	Existing Sidewalk Removal	2,123.00	SY	@	\$15.00	\$31,845.00
9	Existing Pavement Removal	12,250.00	SY	@	\$5.00	\$61,250.00
10	Curb and Gutter	4,450.00	LF	@	\$32.00	\$142,400.00
11	Sidewalk, 4"	1,675.00	SY	@	\$55.00	\$92,125.00
12	Bike Trail/Sidewalk, 6"	1,900.00	SY	@	\$65.00	\$123,500.00
13	Driveway Remove and Replace	700.00	SY	@	\$80.00	\$56,000.00
14	4" HMA Roadway Pavement	9,600.00	SY	@	\$26.00	\$249,600.00
15	Painted Pavement Markings	1.00	LS	@	\$15,000.00	\$15,000.00
16	Permanent Signage	1.00	LS	@	\$15,000.00	\$15,000.00
SUBTOTAL						\$1,331,720.00
SANITARY SEWER						
17	Sanitary Structure Removal	10	EA	@	\$600.00	\$6,000.00
18	Sanitary Sewer, 8"	2520	LF	@	\$50.00	\$126,000.00
19	San Structures	10	EA	@	\$3,500.00	\$35,000.00
20	Sanitary Sewer Service Lines	1280	LF	@	\$45.00	\$57,600.00
SUBTOTAL						\$224,600.00
STORM SEWER						
21	12" RCP Storm Sewer	1000	LF	@	\$50.00	\$50,000.00
22	15" RCP Storm Sewer	1600	LF	@	\$55.00	\$88,000.00
23	Storm Structures	33	EA	@	\$3,500.00	\$115,500.00
SUBTOTAL						\$253,500.00

Engineer's Opinion of Probable Construction Costs
Walnut Street Reconstruction
La Crescent, MN
WHKS #9181

whks

engineers + planners + land surveyors

Line	Item Description	Approx. Quantities	Unit of Measure		Unit Price	Total Amount
WATERMAIN						
24	Water Main, 8"	2450	LF	@	\$50.00	\$122,500.00
25	Water Services	1280	LF	@	\$40.00	\$51,200.00
26	Water Service Corp, Curb Stop, And Box	32	EA	@	\$1,000.00	\$32,000.00
27	Water Fittings	2000	LB	@	\$7.50	\$15,000.00
28	8" Valves	15	EA	@	\$2,500.00	\$37,500.00
29	Fire Hydrant Assembly	5	EA	@	\$5,500.00	\$27,500.00
SUBTOTAL						\$285,700.00
EROSION CONTROL						
30	Turf Restoration	0.85	ACRE	@	\$15,000.00	\$12,750.00
31	Stormwater and Pollution Prevention	1	LS	@	\$5,000.00	\$5,000.00
SUBTOTAL						\$17,750.00

STREET & SIDEWALK SUBTOTAL \$1,331,720.00

SANITARY SUBTOTAL \$224,600.00

STORM SUBTOTAL \$253,500.00

WATERMAIN SUBTOTAL \$285,700.00

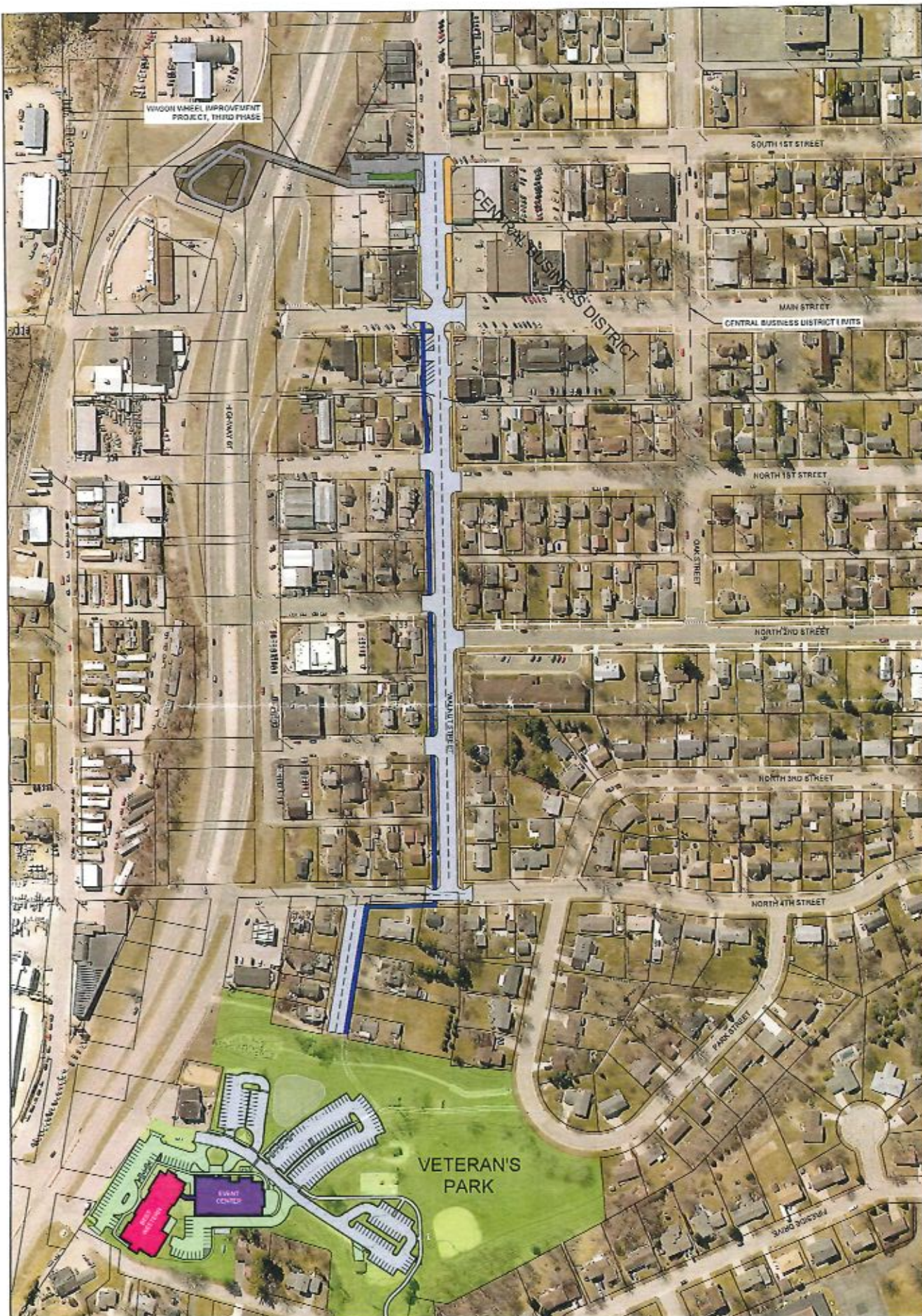
EROSION CONTROL SUBTOTAL \$17,750.00

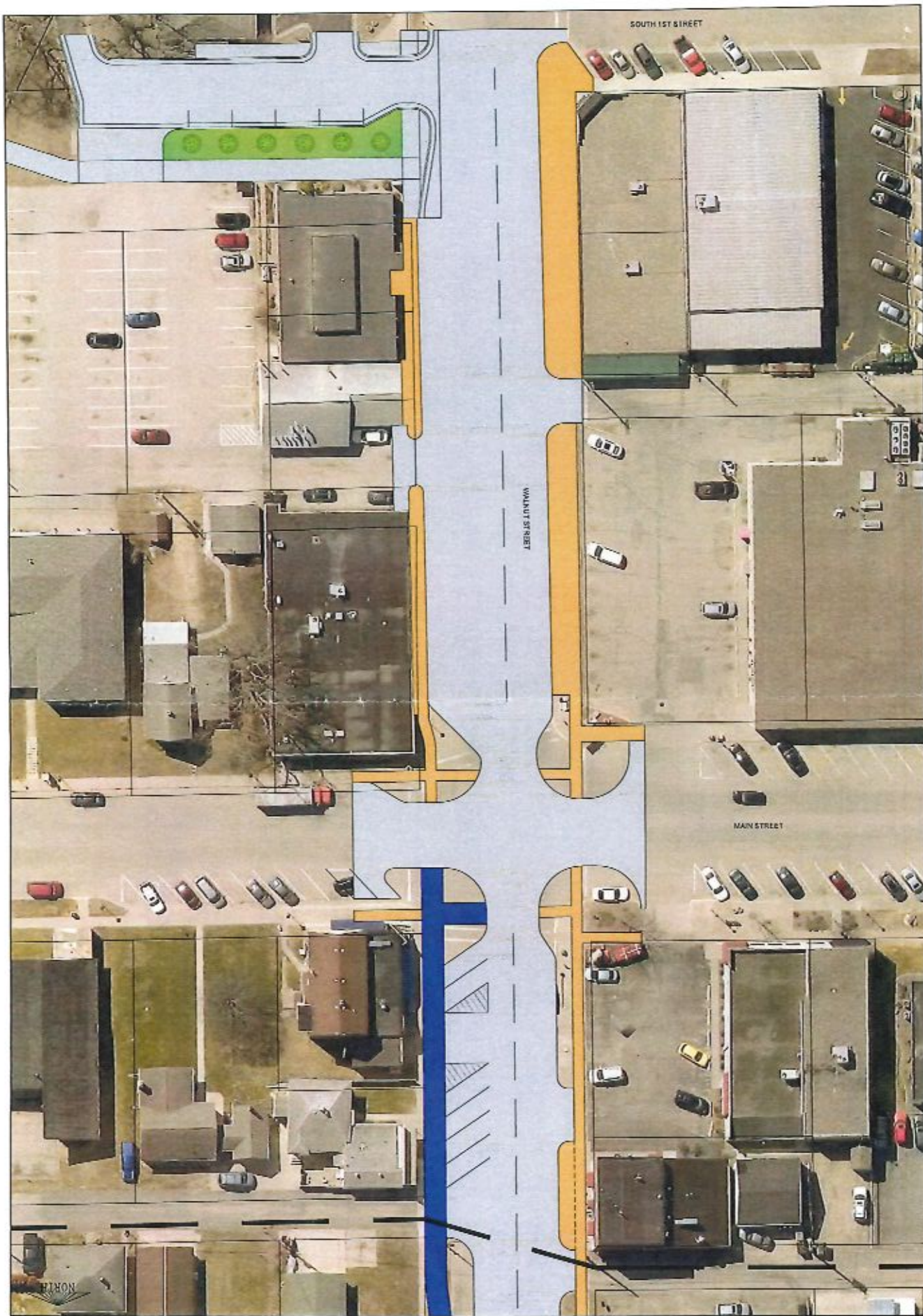
SUBTOTAL \$2,113,270.00

CONTINGENCY (15%) \$317,000.00

ENGINEERING (15%) \$364,500.00

TOTAL COST \$2,794,770.00





#2d.

ADOPTED
CITY OF LA CRESCENT, MN
2021 to 2025 STREET RECONSTRUCTION PLAN

Public Hearing: February 24, 2020

Adopted: February 24, 2020

Resolution No. 02-20-06

City of La Crescent, MN
2021-2025 Street Reconstruction Plan

Introduction

The City of La Crescent (the "City") historically has conducted street maintenance and reconstruction as part of its annual operational budget or as part of a street improvement capital improvement project. The maintenance and reconstruction has included seal coating, mill and overlay, complete reconstruction, and other such items incidental to the maintenance of city streets. The City finds that it does not have the resources for reconstructing streets as quickly as required, due to increased need for major reconstruction projects.

Due to this fact, the City has decided to finance a portion of its street reconstruction through the issuance of General Obligation Street Reconstruction Bonds.

Statutory Authority and Requirements

Minnesota Statutes, Section 475.58, Subd. 3b (the "Act") authorizes Minnesota cities to adopt a Street Reconstruction Plan. The Plan must cover at least a five-year period and set forth the streets to be reconstructed, the estimated costs, and any planned reconstruction of other streets in the municipality over the next five years.

Street Reconstruction Bonds can be used to finance the reconstruction and bituminous overlay of existing city streets. Eligible improvements may include turn lanes and other improvements having a substantial public safety function, realignments, other modifications to intersect with state and county roads, and the local share of state and county road projects. Except in the case of turn lanes, safety improvements, realignments, intersection modifications, and the local share of state and county road projects, street reconstruction does not include the portion of project cost allocable to widening a street or adding curbs and gutters where none previously existed. Street Reconstruction Bonds are subject to the debt limit.

The Act sets forth specific requirements for the issuance of Street Reconstruction Bonds, which are as follows:

- The projects financed under this authority must be described in a street reconstruction plan, as described above.
- The city must publish notice of and hold a public hearing on the proposed plan and the related issuance of bonds. The notice must be published at least ten days but not more than 28 days prior to the hearing date.
- The plan and the issuance of bonds must be approved by a vote of two-thirds of the members of the governing body present at the meeting following the public hearing.
- The issuance of bonds is subject to a reverse referendum. An election is required if voters equal to 5% of the votes cast in the last municipal general election file a petition with the

city clerk within 30 days of the public hearing. If the city decides not to undertake an election, it may not propose the issuance of Street Reconstruction Bonds 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 section 475.58, subdivision 1a, shall apply (no resubmission for same purpose/amount for 180 days).

History and Existing Street Reconstruction Bonds

At the time of the approval of this Street Reconstruction Plan, the City has the following outstanding Street Reconstruction Bonds issued under Chapter 475.

Series	Original Par	Outstanding as of February 24, 2020
G.O. 2016A Bonds	\$1,360,000	\$1,120,000
G.O. 2018A Bonds	\$1,280,000	\$1,225,000
G.O. 2019B Bonds	\$360,000	\$360,000
Total	\$3,000,000	\$2,705,000

Net Debt Limits

Minnesota Statutes Section 475.53, Subd. 1 states that no municipality, except a school district or a city of the first class, shall incur or be subject to a net debt in excess of 3% percent of the market value of taxable property in the municipality.

Bonds issued under the authority granted by this Plan are subject to the net debt limit restriction described above. The City has the following net debt capacity.

Computation of Legal Debt Margin as of February 24, 2020:

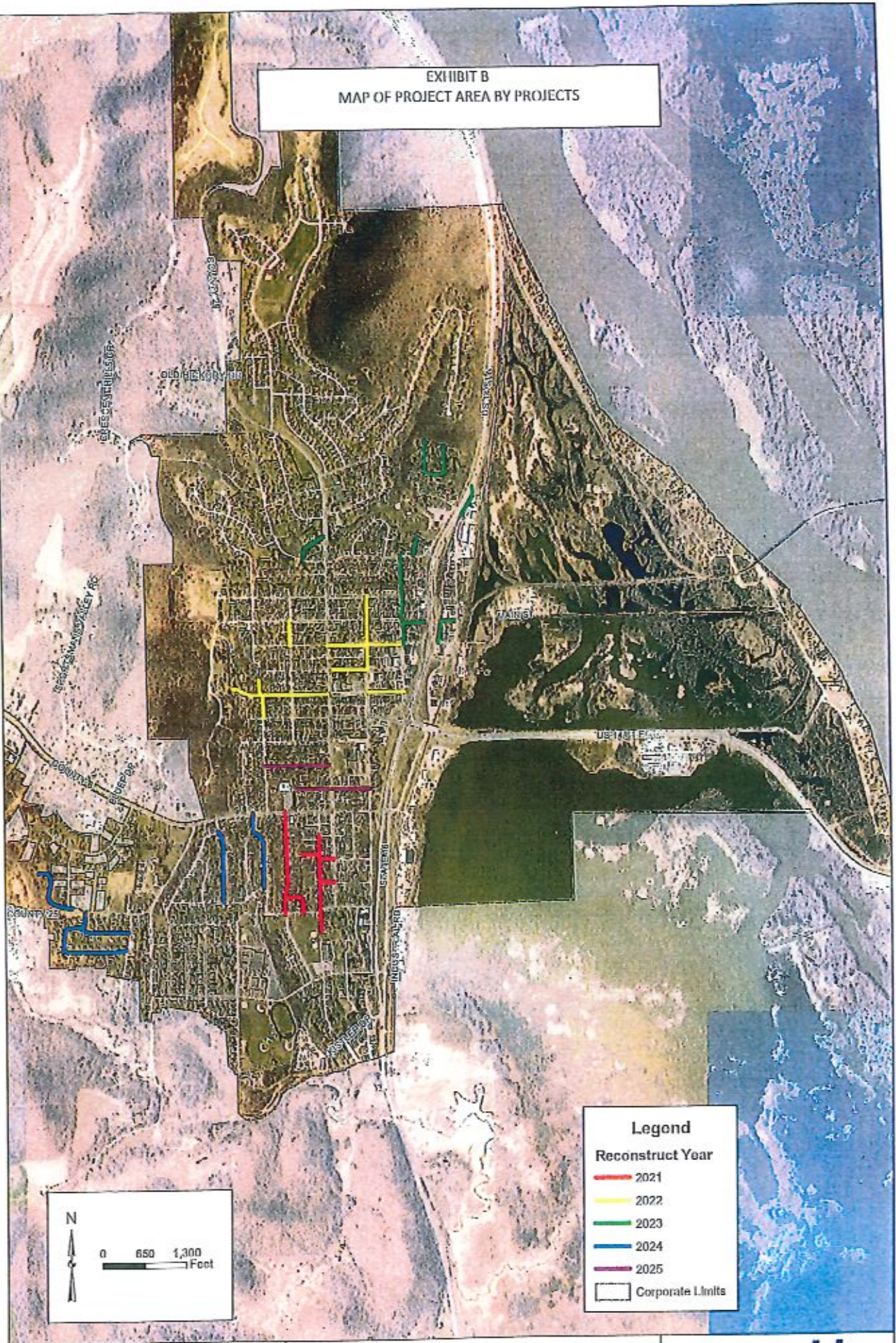
2018/2019 Estimated Market Value ¹	\$ 437,499,600
Multiplied by 3%	x .03
Statutory Debt Limit	\$ 13,124,988
Less outstanding debt applicable to debt limit:	
\$905,000 G.O. Certificates of Indebtedness, Series 2013A	\$ 319,000
\$360,000 G.O. Promissory Note of 2014	168,000
\$3,860,000 G.O. Bonds, Series 2016A (Street Reconstruction Portion)	1,120,000
\$896,000 G.O. Equipment Certificates of Indebtedness, Series 2017A	720,000
\$1,280,000 G.O. Bonds, Series 2018A	1,225,000
\$745,000 G.O. Bonds, Series 2019A	365,000
\$360,000 G.O. Bonds, Series 2019B	360,000
Debt applicable to debt limit	\$ 4,277,000
Legal debt margin	\$ 8,847,988

¹ Most current taxes payable year available as certified as final by the County.

EXHIBIT A
City of La Crescent, MN
Project Spending and
Bonding Authorized in 2021-2025 Street Reconstruction Plan

LA CRESCENT 2021-2025 STREET RECONSTRUCTION PLAN		Amounts in Plan
Year 2021		
Spruce Drive, Cedar Drive, Balsam Ave, 9th & 10th Street		\$800,000
TOTAL		\$800,000
Year 2022		
S. 2nd, S. 1st, Main, Oak, S. Hill, & Maple		\$2,000,000
TOTAL		\$2,000,000
Year 2023		
S. Chestnut, N 1st, Orchard View, Sycamore, Riverview, Hillcrest, & Walnut		\$2,100,000
TOTAL		\$2,100,000
Year 2024		
Birch, Redwood, Kinder, Dell, & Claudia		\$900,000
TOTAL		\$900,000
Year 2025		
S. 5th Street & S. 6th Street		\$925,000
TOTAL		\$925,000
GRAND TOTAL (between 2021-2025)		\$6,725,000
Maximum Bonding Authorized (between 2021-2025)		\$3,000,000

EXHIBIT B
MAP OF PROJECT AREA BY PROJECTS



LA CRESCENT, MN

2021 CAPITAL IMPROVEMENT PLAN

WHKS No. 63/8



#2e.

Small Communities Planning Grants for Stormwater, Wastewater, and Community Resilience

Project workplan

Doc Type: Grant Application

Project title:

City of La Crescent Flood Resiliency Plan

Statement of project details

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

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

Results from this study will be used to:

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

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

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

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

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

Subtask 1a: Background Data Collection and Review

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

Subtask 1b: H&H Model Development and Scenarios

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

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

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

Task 2 of 3: Infrastructure Improvement Plan

Subtask 2a: Prioritization of Improvements and Estimated Costs

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

Subtask 2b: Public Outreach and Engagement

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

Subtask 2c: Final Report Development

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

Task 3 of 3: Final Report and Project Deliverables

Subtask 3a: Submit Grant Final Report

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

Subtask 3b: Submit Project Deliverables

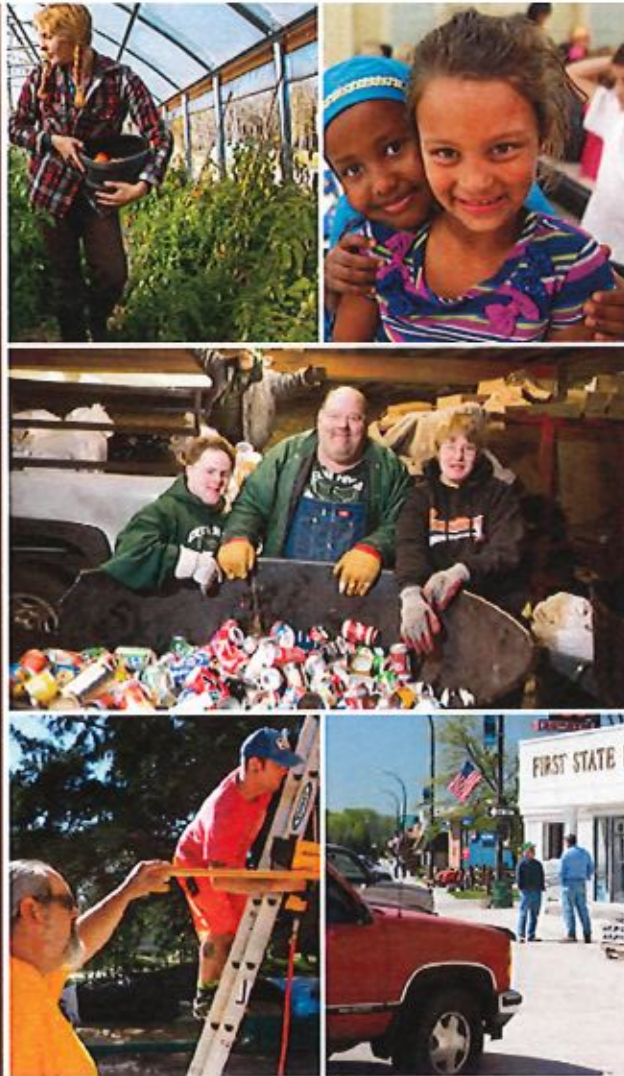
Brief description of activities involved: Will provide electronic files of all project deliverables to the MPCA authorized representative prior to the end of the grant agreement on June 30, 2024, or at the completion of the project, whichever occurs first.
Timeframe: May-June 2024

Cost category	Cost (\$/unit) Not to Exceed	Quantity (Qty/Unit)		I. Grant funds	II. Budgeted cash match	III. Budgeted in-kind match	IV. Total budgeted match (II + III)	V. Total budget (I + IV)
City Professional Rate	\$105.00	hour	26	\$2,481.82	\$248.18		\$248.18	\$2,730.00
WHKS Principal Rate	\$230.00	hour	10	\$2,090.91	\$209.09		\$209.09	\$2,300.00
WHKS Project Manager Rate	\$155.00	hour	148	\$20,854.55	\$2,085.45		\$2,085.45	\$22,940.00

2 f.



Blandin Foundation
STRENGTHENING RURAL MINNESOTA



Rural Leadership Boost Grants

Grant Application

By Invitation Only
Due Date: August 24, 2022

Rural Leadership Boost Grants

Overview

The last two years of complex crises have taken a toll on leaders across rural Minnesota. In times like this, of great challenge and opportunity, the resilience and fortitude of rural people and places shines through. Yet, we recognize the critical need for more resources to move small communities from where they are to where they want to go. Rural Leadership Boost Grants were designed to support local vision and spur the dreamers and doers who move rural places forward. This round of funding, the first of three, will support projects that bring people together to plan for the future of their community.

Thank you for bringing your ideas to us.

Guidelines

- Funding is available for activities and projects associated with community planning, community convening, and community engagement.
- Funded projects will show that planned activities engage a broad range of people to:
 - bring about community change, socially, culturally, economically, or environmentally (Change)
 - move a community forward with new voices at the table (Equity)
 - identify and bring new resources to the community (Resources)
 - tackle challenging issues and conversations in new ways (Innovation)
- Project expenses may include contracting for professional services, research and studies, cost of convening and hosting meetings, evaluation activities (recording and reporting), communications, and other expenses necessary for success.
- Visit our website for a list of [ineligible activities](#).

Timeline:

Project Timeline:	October 1, 2022 - September 30, 2023
August 10	Proposals invited; application sent out
August 24	Deadline for returning proposals to grants@blandinfoundation.org
August 25 – Sept 9	Proposal review, processing, notification
By September 30	All grant agreements completed

Questions/Contact:

Please reach out to either LuAnn Robinson or Linda Gibeau at 218-326-0523 and lrobinson@blandinfoundation.org / lmgibeau@blandinfoundation.org



Blandin Foundation™
STRENGTHENING RURAL MINNESOTA

Grant Application Summary

Organization Information

City of La Crescent, Minnesota

Name of organization/entity

Name on articles of incorporation, if different

<u>315 Main Street</u>	<u>La Crescent, MN 55947</u>	<u>41-6005291</u>	
Address	City, State, Zip	Employer Identification Number (EIN)	
<u>(507) 885-2595</u>	<u>(507) 895-8694</u>	<u>https://www.cityoflacrescent-mn.gov/</u>	
Phone	Fax	Website	
<u>Mikel Poellinger</u>	<u>Mayor</u>	<u>(507) 895-4356</u> <u>mpoellinger@cityoflacrescent-mn.gov</u>	
Name of Executive Director, CEO, Board Chair, or Lead Organizer	Title	Phone	E-mail
<u>Larry Kirch, Community Development Director</u>		<u>(507) 895-4096</u>	<u>lkirch@cityoflacrescent-mn.gov</u>
Name of contact person regarding this application	Title	Phone	E-mail

Is your organization an IRS 501(c)(3) nonprofit? ☐ Yes ☐ No

If no, is your organization a public agency, Tribal government entity, or unit of government?

X Yes ☐ No

If no, list name and address of fiscal agent, including EIN number:

EIN Number

If you will be working through a fiscal agent, please attach an email or letter confirming they have agreed to be fiscal agent for your organization and this grant.

Please attach your organization's or the fiscal agent's current W-9. A blank copy is attached for your convenience

Formatted: Right: 0", Space Before: 0 pt, Line spacing: single



Blandin Foundation™
STRENGTHENING RURAL MINNESOTA

Anti-Discrimination Policy*

Blandin Foundation does not discriminate on the basis of race, color, religion (creed), gender identity, gender expression, age, national origin (ancestry), disability, marital status, familial status, sexual orientation, sex, pregnancy, military status, or any other legally protected status or characteristic in its activities or operations. Blandin Foundation does not knowingly award grants to organizations that violate our anti-discrimination values. If at any point in a working relationship Blandin Foundation discovers standards, policies, or practices held by any of our partners that violate this anti-discrimination policy, Blandin Foundation reserves the right to terminate the relationship, contract, and/or ask for funds to be returned to the Foundation to the extent permissible by law, in addition to Blandin Foundation's cessation of business with that organization or entity in the future.

Does your organization, project, or initiative comply with our Anti-Discrimination Policy?

☒ Yes ☐ No

*Excerpt, view Blandin Foundation's full [Anti-Discrimination Policy here](#).



Blandin Foundation™
STRENGTHENING RURAL MINNESOTA

Proposal Summary

Duration of project: October 1, 2022 to September 30, 2023

Please give a 2-3 sentence summary of your proposal:

The City of La Crescent desires to educate residents and visitors and celebrate our rich Indigenous history by installing monuments, kiosks, seating, and plantings at the City's new Overlook Plaza in downtown La Crescent at the terminus of the new Wagon Wheel Trail bicycle/pedestrian connector bridge over U.S. Highway 14/61. Overlook Plaza is envisioned to become the "next in a series" of kiosks and focal points that celebrate the Indigenous peoples who called this part of the Driftless Region home. This overlook site was the center of a thriving Native American community and this project can be a catalyst to share that vibrant history.

Please give a 1-2 sentence summary of the geographic area your proposal will serve:

The proposal will primarily serve the far southeastern Minnesota counties of Winona, Houston, and Fillmore. Because the region's indigenous peoples also inhabited neighboring La Crosse County in Wisconsin and Allamakee County in Iowa, the project will also serve to educate and inform regional populations, as well as tourists along the Great River Road, the Bluff Country Scenic Byway, Mississippi River Bike Trail, and the Root River Bike Trail.

Budget Summary

Fiscal Year of Organization or Project: 2022/2023

Total project budget: \$300,000

Total dollar amount requested of Blandin Foundation: \$60,000

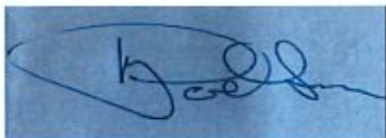
Total annual budget (of entity or organization): \$5,175,200

See also: <https://www.cityoflacscent-mn.gov/wp-content/uploads/2021-City-of-La-Crescent-Audited-Report.pdf>

Signature

Mikel Poellinger, Mayor

Name of CEO/Executive Director/Board Chair/Elected Official



Signature (scanned/electronic signature acceptable)



Blandin Foundation™
STRENGTHENING RURAL MINNESOTA

Proposal Narrative

- 1) Describe the opportunity your project addresses in your community.
(Help us understand the project in more detail, who is leading, who is engaged, what issues are you trying to address)

The City of La Crescent is leading the project. The primary issue being addressed is bringing to light the city's rich indigenous cultural past that is unknown to most residents. The city is collaborating closely with the City's Historical Society, the La Crescent-Hokah School District, the Montessori School, Rotary and Lions clubs, Chamber of Commerce, and downtown merchants. The city is seeking close collaboration with the Ho-Chunk Nation and the Prairie Island Indian Community and has reached out to the cultural heritage staff at both communities. The city is seeking engagement with the Houston County Historical Society, the La Crescent Area Healthy Community Partnership and multiple bicycle advocacy groups in the city and region.

These groups will enrich the project by providing historically accurate content, fiscal and in-kind project support to accomplish an on-going commitment to educate youth and the entire community about our indigenous history.

- 2) What do you hope will be different in your community after you complete this project? How does this project help you accomplish this?

Downtown La Crescent was the site of an indigenous village, located on a terrace of the Mississippi River, yet very little knowledge of this village exists other than one archaeological report. The city's history clock appears to have begun at the time of white settlement and it is past time for the community and region to recognize, honor and commemorate the native indigenous peoples of this corner of Minnesota.

The project is to be located at a highly prominent location at the focal point of a new Overlook Plaza in the core of the city, at the landing of the new Wagon Wheel Trail Bridge. This location provides the best location to relay the history and stories of the indigenous inhabitants of the area.

As their story is told, generations of La Crescent residents will now know and appreciate the peoples who called this part of the Driftless Region home. At this time in our nation's history, cultural awareness and understanding is increasingly critical. Our community can only appreciate the full history of our region if we teach our youth and the entire community about the rich heritage of the indigenous peoples who made this area home.

- 3) Please tell us how you've included people who will benefit from this project during your planning.

In our project planning we have primarily included entities that can assist in ensuring project success such as the La Crescent Historical Society, the School District, private schools, city engineer, city administrator, Mayor Poellinger, city council members and Blandin alumnus.

A former long-time resident who grew up in La Crescent and a member of the Ho-Chunk Nation is assisting us in making key connections within the Ho-Chunk Nation. We have reached out to the Prairie Island Indian Community to the person who monitored the Wagon Wheel Bike-Ped Bridge Construction so we can appropriately involve the Prairie Island Indian Community.



Blandin Foundation
STRENGTHENING RURAL MINNESOTA

4) Please list 1-4 goals the project will accomplish.

Goal 1: Expand the educational opportunities for the nearby schools (public, parochial, Montessori and STEM schools)

- 4th graders having a specific curriculum related to indigenous history;
- learning local indigenous history is more personal and meaningful to the students, their families and our community;
- this fits with the overall school goals for diversity and inclusion to learn about other cultures;
- the proximity of the display gives an opportunity for outdoor learning without the transportation expense

Goal 2: Overlook Plaza will launch the "next in a series" of kiosks and focal points throughout the La Crescent area that will celebrate the indigenous peoples who called this part of the Driftless Region home. The central location of Overlook Plaza will serve as an open invitation to our visitors to further explore this rich history.

- The soon to be adopted Park and Open Space Plan notes that a future focal point project could be a "Council Circle" at Vetsch Park at the base of the bluffs.
- Our new tagline for La Crescent is "Growing from River to Ridge". A series of historical markers and contemplation areas can provide "History from River to Ridge" from the Mississippi River, to the location of the ancient village, and up into our beautiful bluffs.

Goal 3: This project will build on the Neutral Ground project recently completed by the La Crescent Area Historical Society and funded by the Minnesota Historical Society. Commemorative markers were installed along the Wagon Wheel Trail and on Skunk Hollow Road noting the northeast boundaries of the "Neutral Ground" - a large area of land identified in an 1830 U.S. treaty to separate the hunting grounds of local tribes.

5) In addition to these questions, and what you shared in the letter of interest that you submitted this spring, what else would you like us to know about the project? (If nothing, you can skip this question.)

There are recent examples in the La Crescent/La Crosse area where public and private entities are working much closer with the native communities and nations including Granddod Bluff, Red Cloud Park, and Gundersen Medical Center, to name a few. The proposed Overlook Plaza site was the center of a thriving Native American community and this project can be a catalyst to share that vibrant history on the Minnesota side of the Mississippi River. La Crescent is committed to bringing indigenous cultural awareness to as many people as possible. Our educators are excited to have local sites to make this learning more meaningful for students. As we work on implementing this project, it will provide opportunities for the schools to establish connections with the cultural heritage representatives of the tribal nations which, in turn, could foster more opportunities to bring local indigenous history into the classroom.

6) Attach an income and expense budget in whatever format you have; feel free to include any notes that will help us understand your budget. Please include other sources of support of the project (e.g., City [public] dollars, private contributions, volunteer time).

(See Attached)



Blandin Foundation
STROPPERSHIRE BLUFF, MINNESOTA

Income and Expense Budget

Design and Consultation Phase - The city is seeking funding for this phase of the project from the Blandin Foundation and will match those funds with in-kind services and city funds. The city will also seek funding from community groups outlined below. The end product will be construction drawings, a landscape plan, informational kiosk design and a bidding and construction schedule.

Design and Consultation Phase		
Source of Funds		Uses of Funds
<i>Blandin Foundation</i>	<i>\$60,000</i>	<u><i>Archaeological/Historian Services</i></u> <i>Review Existing Archaeological Reports</i> <i>Consultation Services by Historian/Archaeologists</i> <i>Kiosk Narrative/Designs</i> <i>Monument Design and Verbiage</i> <i>Final Monument and Kiosk Design Specifications</i> <u><i>Engineering Services/Property Survey</i></u> <i>Engineering Site Plan/grading plan/stormwater/rain garden plan/electrical and lighting plan</i> <u><i>Landscape Architecture Services</i></u> <i>Landscape Plan/Planting Plan</i> <u><i>Final Bidding Documents</i></u> <i>Kiosks, Monuments, Landscaping, Engineering Plan sets</i>
<i>City of La Crescent</i>	<i>\$70,000</i>	
<i>In Kind Funds</i>	<i>\$10,000</i>	
<i>City Public Works (demolition of pavement, site work), Community Development, Sustainability Coordinator, Historical Society, design and consultation meeting time and facilities, travel for consultations to Black River Falls and Red Wing, travel to cultural sites with existing indigenous installations</i>		
Total	\$90,000	

Construction Phase - For the construction phase, the city will be seeking funding from the Ho-Chunk Nation, the Prairie Island Indian Community, Rotary Foundation, Kiwanis Club, Southern Minnesota Initiative Foundation (SMIF), La Crescent Historical Society, Minnesota Historical Society, La Crescent Community Foundation, and local businesses such as the La Crosse – McCormick Clock Company (who has agreed to place a clock in the Overlook Plaza area). The City will also contribute funds and additional in-kind services during the construction phase. The city would hope that the Blandin Foundation may also want to financially participate in the construction and installation phase.

The total project cost is estimated to be \$300,000 depending on the final design.



Blandin Foundation
REPRESENTING GREAT MINNESOTA

#29.

 An official website of the United States government
[Here's how you know](#)



MENU

Search EPA.gov

News Releases: Headquarters

https://epa.gov/newsreleases/search/press_office/headquarters-226129 | **Water (OW)**

https://epa.gov/newsreleases/search/press_office/water-ow-226159

CONTACT US <https://epa.gov/newsreleases/forms/contact-us>

EPA Issues Guidance to Help Communities Locate Lead Pipes that can Contaminate Drinking Water

New Guidance Advances Biden-Harris Administration Lead Pipe and Paint Action Plan, Informs Investment of \$15 Billion from Bipartisan Infrastructure Law

August 4, 2022

Contact Information

EPA Press Office (press@epa.gov)

WASHINGTON (August 4, 2022) – Today, the U.S. Environmental Protection Agency is releasing guidance that will help communities and water utilities identify lead pipes that connect drinking water service to homes and other buildings. This action marks a key milestone in implementing the Biden-Harris Administration's Lead Pipe and Paint Action Plan  <https://www.whitehouse.gov/briefing-room/statements-releases/2021/12/16/fact-sheet->

[the-biden-harris-lead-pipe-and-paint-action-plan/](#)>. Together with unprecedented funding from the Bipartisan Infrastructure Law, this guidance will help water utilities comply with the requirements of the Lead and Copper Rule Revisions that went into effect in December 2021 and make rapid progress on removing harmful lead from America's drinking water.

“There is no safe level of lead exposure, and it is essential that we accelerate progress on locating lead pipes that deliver drinking water where people live, work, and play,” **said EPA Assistant Administrator for Water Radhika Fox**. “Under President Biden’s leadership, EPA is committed to working with states, Tribes, and water utilities to get the lead out of our drinking water. We are using every tool available, including providing this important guidance, strengthening the Lead and Copper Rule, and investing \$15 billion through the Bipartisan Infrastructure Law to remove lead pipes.”

Specifically, EPA’s new *Guidance for Developing and Maintaining a Service Line Inventory*:

- Provides best practices for inventory development and risk communications.
- Contains case studies on developing, reviewing, and communicating about inventories.
- Includes a template for water systems, states, and Tribes to use or adapt to create their own inventory.
- Highlights the importance of prioritizing inventory development in disadvantaged communities and where children live and play.

Under the Lead and Copper Rule Revisions, water systems are required to prepare and maintain an inventory of service line materials by October 16, 2024. EPA’s new guidance will assist water systems in developing and maintaining service line inventories, support notifications to consumers served by lead pipes, and provide states with needed information for oversight and reporting to EPA.

This guidance will also facilitate investment of \$15 billion in funding through the Bipartisan Infrastructure Law (BIL) that is dedicated to lead service line replacement. BIL funding can be used for lead service line replacement projects and associated activities directly connected to the identification, planning, design, and replacement of lead service lines, including development of service line inventories themselves.

EPA will continue to strengthen actions to protect communities from lead in drinking water. This guidance alongside regulatory improvements, infrastructure investments and other actions, are significant steps toward the goal of replacing 100% of lead service lines.

Learn more about safe drinking water <<https://epa.gov/safewater>> , EPA's new guidance <<https://epa.gov/ground-water-and-drinking-water/revised-lead-and-copper-rule>> (including an upcoming webinar) and efforts to strengthen the Lead and Copper Rule, and EPA's water infrastructure investments <<https://epa.gov/infrastructure/water-infrastructure-investments>> through the Bipartisan Infrastructure Law.

Contact Us <<https://epa.gov/newsreleases/forms/contact-us>> to ask a question, provide feedback, or report a problem.

LAST UPDATED ON AUGUST 4, 2022

2 h.

Sarah Saylor

From: WHKS <newsletter@whks.com>
Sent: Wednesday, February 22, 2023 9:04 PM
To: Sarah Saylor
Subject: [EXTERNAL] Wagon Wheel Trail Pedestrian Bridge Wins Engineering Excellence Award

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Display problems? [View this newsletter in your browser.](#)

whks

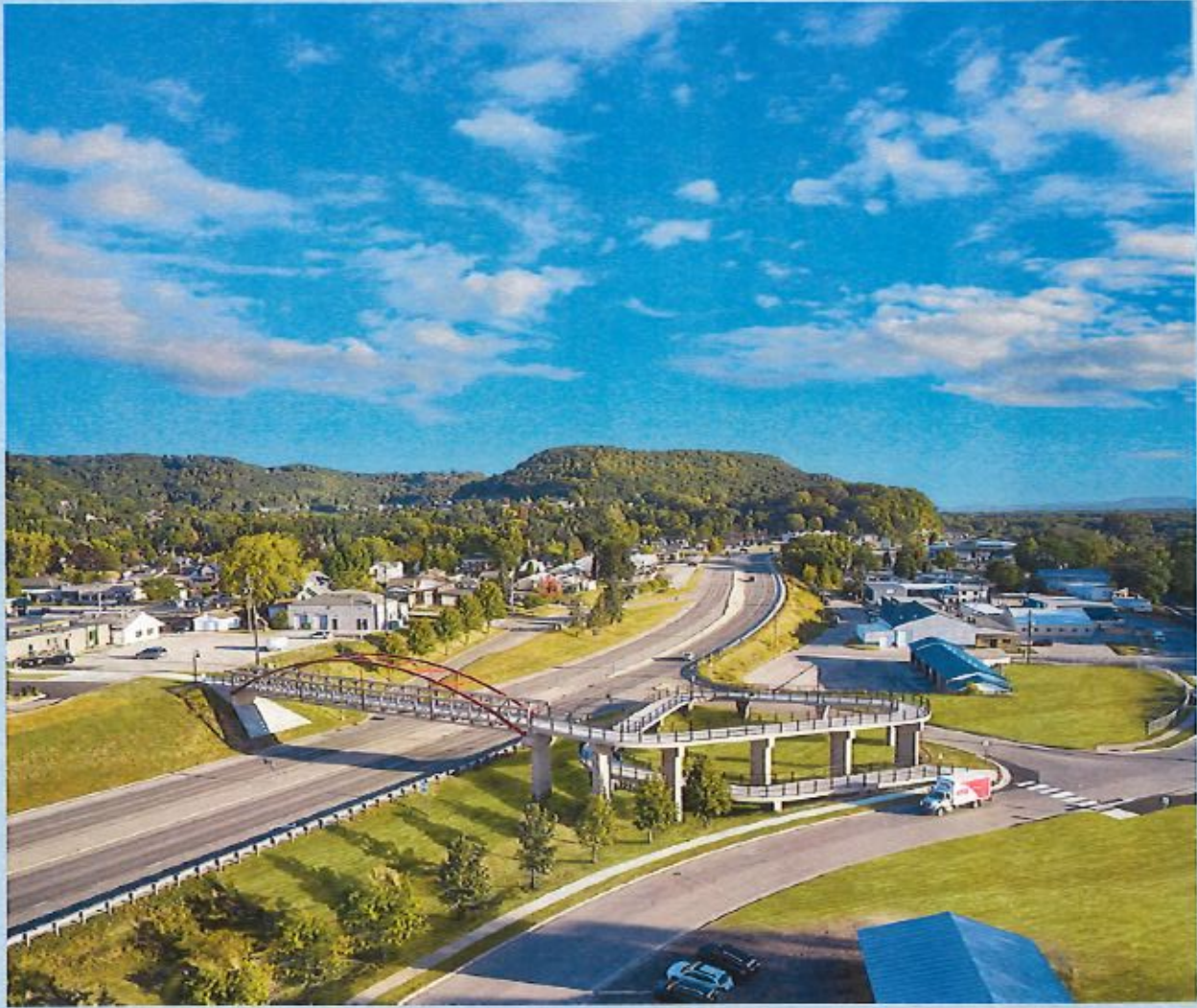
engineers + planners + land surveyors

shaping the horizon

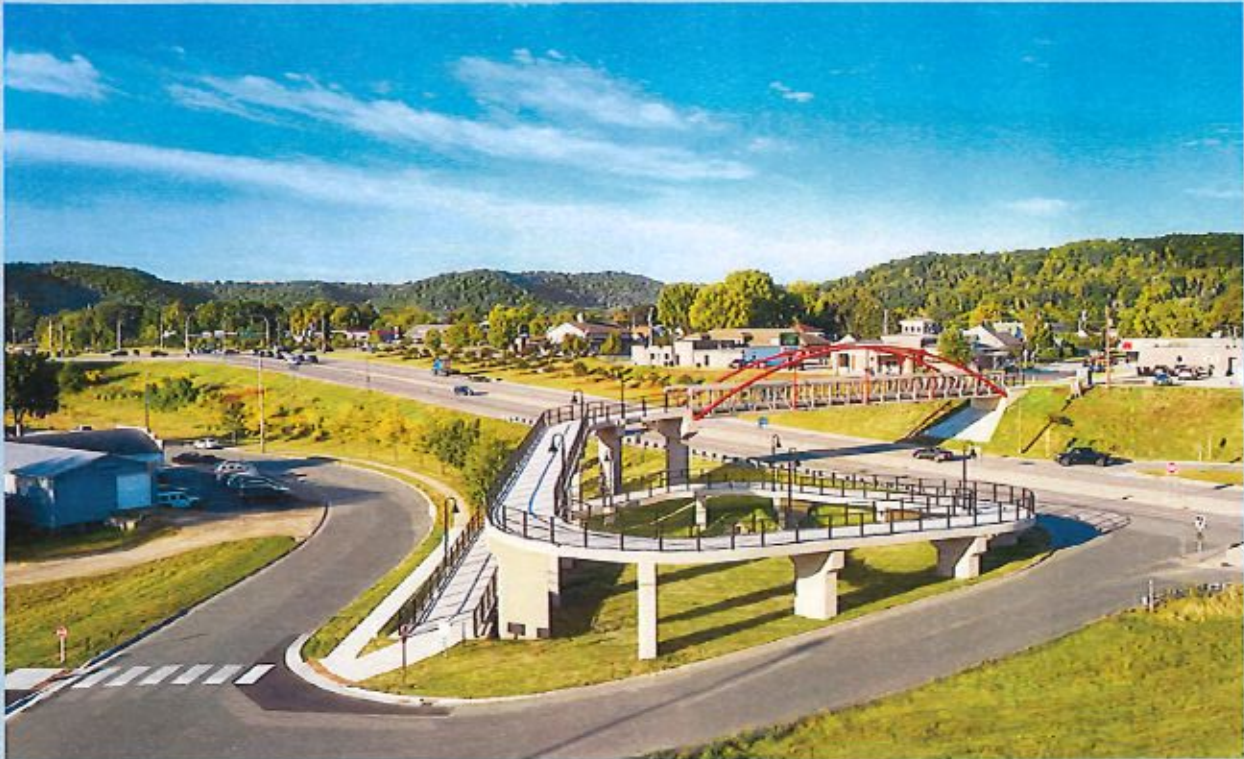
February 28, 2023

Wagon Wheel Trail Pedestrian Bridge Wins Engineering Excellence Award

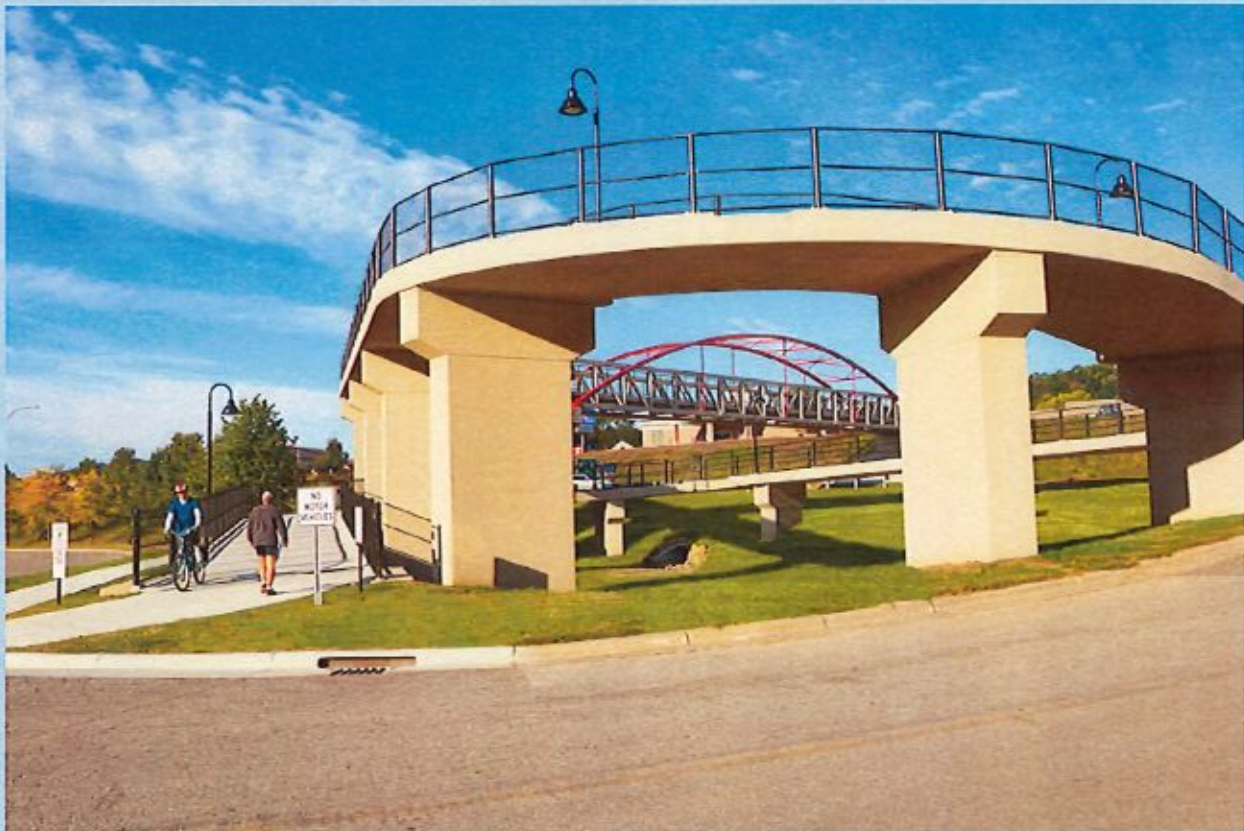
The Wagon Wheel Trail Pedestrian Bridge in La Crescent, MN was a Grand Award winner (first place) in the 2023 ACEC/MN Engineering Excellence Award Competition. Representatives of WHKS and the City of La Crescent accepted the award on February 24 in Minneapolis.



The design combined the power of cutting-edge visualization and analysis technology with engineering expertise. This combination helped create a unique structure with both aesthetic appeal and functional practicality. The bridge crosses Highway 61 and was designed and constructed to MnDOT Standards.



The Wagon Wheel Trail Pedestrian Bridge satisfies the community's goals of constructing a landmark structure and connecting the trail system to downtown La Crescent. WHKS is providing ongoing planning, survey, design, and construction engineering services to develop the City's trail system.



Natural Resource Advisory Group**1.5.2023 Minutes**

Present: Betsy Knowles, Marge Loch-Wouters, Jason Ludwigson, Jim Nissen, Ruth Nissen, Randy Urich, Bill Waller **Guests:** Chuck Lee (Friends of the Marsh), Val Green (MN DNR Forester)

- I. Chuck Lee from Friends of the Marsh attending via Zoom to describe their work removing buckthorn. The following were discussed:
 - A. Pesticide usage and safety equipment
 - B. Volunteer group size and process
 - C. Liability waivers
- II. Val Green, MN DNR Forester address a wide range of questions:
 - A. Invasive management - importance of consideration of location, species, and history in selecting treatment approach
 - B. Garlic mustard disposal - suggests a burn pile, critical timing to pull, and subsequent restoration should be considered. Herbicide use has collateral damage.
 - C. Buckthorn - discussed both cut and spray approach as well as basal bark spray
 - D. Liability - need to know if city insurance covers volunteers, restrict tools to hand saws, pesticide applicator must have training and certification, need to post entrances to park when spraying
 - E. Public education - importance of communicating about invasive management to the public, DNR has materials which can be referenced.
 - F. Roles that Val might take in the future were discussed.
 1. May be available to assist on a volunteer day
 2. May be able to do a walk through and a brief plan of forested park areas, in line with the long run plan objective.
- III. Action Plan Discussion
 - A. Bill identified areas that could become the focus for Natural Resource Advisory Group: Invasive species control, overlook preservation, goat prairie maintenance, and forest habitat. All agreed to adopt these areas as work focus, as well as providing information on best management practices.
 - B. Unanimous approval of these areas for focus.
 - C. Jason is scheduled in May to complete the license for pesticide use.

IV. Migratory Bird Day - Plans remain on hold

Next meeting: February 16, 3:45 pm

Respectfully submitted, Betsy Knowles

Root River Trail Extension - Citizens Exploratory Committee

Meeting minutes.

Date: January 11, 2023

Location: La Crescent City Hall

1. Call To Order, Roll Call

The meeting was called to order at 3:05 p.m. by Larry Kirch, City of La Crescent, Community Development Director.

Members Present: Hein Bloem, Ben Horn, Jake Olson, Larry Stryker, Joe Thesing, Kevin Walther, Jay Wheaton, Dick Wieser

Members Absent: none

Others Present: Allison Wagner, Houston County Economic Development Director/Board Clerk, Christina Peterson, La Crescent Resident

Larry Stryker suggested the group go around the table and introduce themselves and what communities they represent. Larry Stryker, City of La Crescent, Ben Horn, Houston County, Jake Olson, City of Hokah, Hein Bloem, City of Houston, Jay Wheaton, City of Houston, Kevin Walther, City of Hokah, Joe Thesing, Houston County, Dick Weiser, City of La Crescent

2. November 11, 2022 Minutes - Acceptance

Larry Kirch asked if there were any changes or corrections to the minutes, there were none and the minutes were accepted by consensus.

3. Update on MnDOT Active Transportation Program Corridor Plan – Wagon Wheel Bridge to Miller's Corner (STH 16)

Larry Kirch updated the committee on the MnDOT Active Transportation Planning (STH 16 corridor from the new Wagon Wheel bridge landing to Miller's Corner) corridor study. The project consultants and DOT launched a survey and website. The survey resulted in 279 respondents. The mapping piece of the website did not illicit much as only two people tried to use the mapping feature. There is a local "planning committee" made up of the consultant team, MnDOT staff, DNR, USF&W staff, city staff, LAPC staff, bike and pedestrian advocates. The "planning committee" will meet again on March 2 in a virtual meeting. A third planning committee meeting as well as a public meeting and city council meetings are also to be scheduled in March and April. The project was to finish in March but is more likely to be April. Three alternatives were identified all with constraints. At a consultant call, the MnDOT staff is attempting to obtain more detailed right-of-way maps of the corridor to better understand where MnDOT ROW exists. As noted, the corridor planning study is related to this effort but is proceeding independently of the work of this

committee. Larry Kirch mentioned that there are several other projects in the downtown related to the corridor study including a planning study of Walnut Street from South 3rd Street north to the new hotel as well as some projects related to the Wagon Wheel Bridge Landing area currently known as Overlook Plaza.

4. Guest Speaker – Christina Peterson

Christina Peterson introduced herself and described her previous involvement in this effort both as an employee of an engineering firm and as the Houston City Clerk/Administrator. Christina was involved around 2005 and spend a lot of time researching property owners and working with the county committee that was initiated through the Houston County EDA. That effort lasted approximately 10 years and work ceased essentially because of one property owner and previous use of eminent domain for other parts of the Root River Trail. There are now several Minnesota DNR designated lands and the DNR has at least four divisions related to their functions. Agencies include the MnDNR, the MnDOT, the NRCS and USF&W.

Some strategies that Christina identified was to have a dual track, one for agencies and one for private landowners. We should review public ownership and then meet with all the agencies at once and include the internal divisions within the DNR. We should check the current ownership and review any easements that were created on both private and public property. Larry mentioned the possible role of an organization like the Parks and Trails Council of Minnesota that could be the entity to acquire the property for eventual ownership by a public entity.

5. Discussion Items –

- a. Review Draft of Stakeholders/Resources (Communities, Groups, State/Federal agencies, maps, aerial photos, ownership information, existing plans)

Some additional names mentioned as resources were Craig Blummer former DNR staff person, Dale Scoby who has done title research before, perhaps hire a title company. Larry Kirch said he would reach out to the new MnDNR trails person and also reach out to the Parks and Trails Council. Summer Thorson's name was also mentioned.

- b. Review Draft RRT Extension Fact Sheet

Larry Kirch handed out a very preliminary draft of an Frequently Asked Questions (FAQ) list of questions and promised to work on this much more before the next meeting.

- c. Review Draft Task List/Milestones/Deliverables (aka Work Breakdown Structure)

Larry Kirch handed out a sample of a Work Breakdown Structure and said that he would further develop the list of tasks. Some of these tasks included:

- 1) Reaching out to the new MnDNR parks and trails person, Tiffany Howard

- 2) Reaching out to the Parks and Trails Council
- 3) Creating some mapping of the corridor for both public and private ownership
- 4) Conducting title work on the properties
- 5) Meeting with Agencies
- 6) Finding funding sources
- 7) Creating a project website/fact sheet
- 8) Developing the "Trails Plan"

There was consensus that there was a lot of basic background work needing to be done before any private property owners were contacted. Perhaps a lot of the ownership has changed and it was felt that a better understanding how much of the study area had now moved into public ownership over the last decade was essential. The public is invited to these meetings but it was premature to hold any public outreach meetings or contact individuals.

6. 2023 Meeting Dates/Times

The next meeting of the Root River Trail Extension - Citizens Exploratory Committee will be held on Wednesday, March 8, 2023 at 3:00 p.m., in Houston, Mn Tentative location at the Nature Center. Future meetings are April 5, May 10 (likely virtual), June 7, July 12, August 9, September 13, October 4, November 8.

7. Public Comment - None

8. Adjourn – The meeting was adjourned at 4:25 p.m.

Meeting minutes drafted by Larry Kirch, City of La Crescent, Community Development Director

#6.3



**La Crosse County Convention & Visitors Bureau
In-Person Board Meeting
Explore La Crosse Office
123 7th Street South, La Crosse WI 54601
Tuesday, February 21st, 2023
8:00 a.m.**

Board of Directors: Dave Ring, President; Jen Burch, Vice President; Chris Rodrique, Treasurer; Stephen Cohen, Secretary; Pete Boese, Pat Stephens, Ryan Johnson, Nathan Franklin, Patrick Barlow, Dan Stevens, Scott Neumeister, Cheryl Jostad, Dan Wick, Kalynn Kruger, Jay Patel, Ashley Santolin, Cassandra Hanan, Val Erickson, Vicki Markussen, Pamela Maas & Lynn Zielke

Ad Hoc: Terry Bauer, Beth Franklin, Jay Odgaard, Elizabeth Poh, Tammy Stremcha

Executive Director: A.J. Frels

AGENDA

- 1. Call to Order**
- 2. Board Member Introductions**
- 3. Board Minutes**
 - a. January 2023
- 4. Financial Committee – Chris Rodrique**
 - a. Minutes – February 2023
 - b. Statements – December 2022
 - c. Statements – January 2023
 - d. Adjusted 2023 Budget
 - e. CD Update
- 5. Executive Director's Report – A.J. Frels**
- 6. Committees**
 - a. Membership - Pat Stephens
 - b. Grants - Pat Stephens
 - c. Convention/Sales - Dan Wick
 - d. Marketing/Media - Jay Patel
- 7. Old Business**
 - a. Billboards
 - b. Charging Stations
 - c. Board Retreat Date – March 10th from 8 a.m. – noon. at the Radisson Hotel, in the Iowa Room
 - d. Event Position
 - e. Grant & Membership Committee Members
 - f. LCCVB Vehicle
- 8. New Business**
 - a. Sales Training for Partners
 - b. Audit – April 17th & 18th
 - c. April 18th Board Meeting at Kwik Trip with Tour – Please sign the "Sign Up Sheet" if you are attending the LCCVB board meeting (8-9 a.m.) and Kwik Trip tours (9 a.m. – 1 p.m.)
 - d. Explore La Crosse Day with the Brewers & First Pitch – April 13 from 4:30-7:30 p.m. @ Moose Lodge
 - e. Mississippi River Sign in Riverside Park – La Crosse Park Board – CVB Subcommittee

9. Event Center Updates

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

10. Community Updates

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

11. Adjournment

Next board meeting -- Thursday, March 30th, 2023 at 8:00 a.m. at the LCCVB office.

**LA CROSSE COUNTY CONVENTION & VISITORS BUREAU****BOARD MEETING****January 17, 2023– 8:00 a.m.**

Board Members:

Present: Dave Ring, Valeric Erickson, Jay Patel, Ashley Santolin, Cherryl Jostad, Stephen Cohen, Chris Roderique,

Pat Stephens, Lynn Zielke, Dan Stevens, Terry Bauer, Vicki Markussen, Pete Boese, Jen Burch, Patrick Barlow, Beth Franklin, Kalynn Kruger, Elizabeth Poh, Jay Odegaard, Pamela Maas

Excused: Dan Wick, Neal Zygarlicke

Absent: Ryan Johnson, Cassandra Hanan, Scott Neumeister, Nathan Franklin, Kris Salzwadel

Others present:

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

PROCEEDINGS:

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

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

FINANCE COMMITTEE:

The December 2022 financials will be reviewed in February 2023 after changes are made to the ERC revenue line on the P&L.

MOTION: To approve AJ & Michelle to move funds from the Money Market to CD's of staggering maturity dates of 6,9,12,18 months once the percentage rate of CD's is at least a half of a percent higher than the money market account, and to obtain final approval via email from the finance committee prior to move of funds. (P. Barlow, P. Boese) Carried.

MOTION: To approve the adjustment of the 2023 budget to allocate the funds that were slated originally for the monthly mortgage payment, and move those funds to the line item for marketing and sales. (P. Boese, V. Markussen) Carried.

EXECUTIVE DIRECTOR REPORT:

-We are signed up for Travel WI Coop 2023. Haleigh is also looking into our options for similar programs with Explore Minnesota.

- We took our Holiday Photo in front of the Christmas tree at Dash Park this year. We sent the card to our members, clients and tourism partners.

-The Drift Cycle agreement has been signed off on by all four Synergy partners.

-AJ is serving on the search committee for the new Executive Director of the Pump House. They held interviews with the final four candidates for the position on January 13th.

-We are prepped for the Marbleseed convention and have been working closely with the La Crosse Center. The shuttle schedule is set and they have added a trip to PSB this year.

-All fourth quarter municipality meetings have been held, and all went very well.

-The Holiday Train was in this year on December 10th, and we had one of the largest crowds to date.

-Carey held a lunch for the Explore La Crosse volunteers on December 5th. She took time to review some numbers and handed out performance certificates which was very much appreciated by the volunteers.

-AJ attended the Cross Country Track meeting at Maple Grove Venues. They are looking to get the area schools behind the idea of enhancing the grounds/course as well as host additional championships including the WIAA State event.

- AJ attended the Onalaska Room Tax Commission meeting on December 7th to give an update and to share information from the STR report.
- Our 2023 sweepstake giveaway item will be a Red Feather canoe.
- The sales team will be compiling their list for the 2023 FAM tours, and will be reaching out to our partners for help with this effort.
- We took delivery of our 2023 Visitor guides on January 11th. The team has started to deliver them to our partners for distribution.
- AJ met with Pat Mutter, Executive Director of the Winona CVB to discuss possible collaboration on future projects.

COMMITTEE REPORTS:

Membership- Membership- Reports were distributed. Revenue for the month of December is \$7,399 budgeted for \$5,300. Revenue for the year is \$97,649.78 budgeted for \$88,000.00.

Grants- Reports were distributed. \$37,000 was paid out in 2022. The next meeting is scheduled for January 19th.

Convention/Sales-The sales team gave an update and reviewed the 90 day schedule of upcoming conventions, and groups. Colin Sherden, City of La Crosse Police Department was at the meeting to discuss the unsheltered population in the region.

Marketing/Media-The 2023 Visitors Guide was delivered for distribution around the region and beyond, the Rotary Lights sweepstakes was a huge success, and received over 15,000 entries.

OLD BUSINESS:

- Billboard: the billboard is on schedule to begin in March 2023 as approved by the board.
- Charging Station: At the January Finance meeting, Tim Bartels, Project Manager of Xcel Energy presented information on the charging stations for consideration at the office location. The committee has asked for a report from the staff for next month's finance meeting to further review the project.
- Event Position: We are still in the process of interviewing and looking for the candidate for the position.
- Frothbite Update: The event report was included in the packet for review. There are still a few outstanding invoices yet to be paid.
- Vehicle: After the board voted to purchase a second vehicle at our December meeting, we found and made a deposit on a 2023 Hyundai Santa Fe Hybrid at the local Dahl dealership. We should take delivery in March.

NEW BUSINESS:

- Board Retreat Date: The February date didn't work for many board members, so we are looking to schedule the retreat for early March.
- Board Meeting Dates: Please see the updated 2023 meeting dates included in the packet.
- Grant Committee Policies: Deb will work with the Grants Committee to review our current policies and ensure we are up to date with what we may require from applicants.
- Grant & Membership Committee Members: Both AJ & Deb feel that we should consider adding a few more people to both committees. We are open to anyone that may want to volunteer to serve on the committee and are considering adding more members beyond the LCCVB Board.
- Adjust the 2023 Budget: With the building being paid off, the Finance Committee voted to make adjustments to the 2023 budget and reassign those dollars to our marketing and sales efforts.
- Event Center & Community Updates:
- Onalaska & Omni Center: The Center is busy with hockey tournaments and open skate. A beer collector event will be held on January 21st.

- La Crescent & La Crescent Event Center: February 5th is the Driftless Wedding event. Also working to potentially secure BAM (Bicycles Across Minnesota). February 4th La Crescent Lions Frozen Apple Candlelight Hike, and on February 25th the La Crescent Chamber will hold their Annual Chamber Member Dinner Celebration & Live Auction.
- La Crosse Center: Many upcoming events including; three wrestling tournaments and Badgerland Nationals.
- West Salem: Construction on the new Features Fieldhouse, is coming along and expected to open in May. February 2nd a full moon candlelit walk event organized by ORA will be held from 6-8 pm. along Lake Neshonoc. They are looking into putting in a new trail head sign along one of the trails connecting the west side of town into Veterans Memorial park. Upcoming work on a new bridge across the La Crosse River to be constructed later this year.
- DMI: Several events coming up; February 20th Winter Days, April 21st Wisconsin Main Street Awards to be held at the La Crosse Center, and on June 10th a Classic Car Show.
- La Crosse Chamber of Commerce: Their Annual Meeting will be held on March 6th at the La Crosse Center. Young Professional Social will be held February 16th at Mt. La Crosse Ski & Snowboard Night.
- Holmen: The new Scooters Coffee site is currently being prepped for construction. The three new parks projects at this time are about 70% complete.
- Town of Campbell: They will soon be drilling a test well to check the water samples, and will be monitored through the month of March.

MOTION: Moved to Adjourn at 9:09 am.

Respectfully submitted, Michelle Hoch