



City Council
Monday, August 24, 2026 - 5:00 PM

Regular Meeting
La Crescent Community Building
336 South First Street

AGENDA

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- August 10, 2026
- 1.2 Bills payable through August 21, 2026
- 1.3 Cash balance/activity report- July 2026
- 1.4 Library report- July 2026
- 1.5 Donation Resolution
- 1.6 Low Potency Hemp Retail License

2. Public Hearing/Meeting

3. Items for Consideration

- 3.1 Appeal of termination of employment by a former employee of the Fire Department
- 3.2 Elizabeth Wefel, Coalition of Greater Minnesota Cities updates
- 3.3 Jess Witkins, Library Director, summer reading presentation
- 3.4 Outdoor Fireworks Display Request- La Crescent-Hokah High School Band
- 3.5 Request to switch Fire Department software
- 3.6 Personnel Committee Recommendations

3.7 MPCA GreenCorps Host Site Agreement

3.8 City Council bylaws review

4. Unfinished Business

5. Mayor's Comments

6. Staff Correspondence/Committee Updates

6.1 Planning Commission minutes 08/04/2026

7. Correspondence

8. Houston County

9. Chamber of Commerce

10. Items for Next Agenda

11. Adjournment



Item: 1.1

STAFF REPORT

To: Honorable Mayor and City Council Members
From: Angie Boettcher, City Clerk
Date: August 24, 2026
Re: Minutes- August 10, 2026

Attached for review and consideration by the City Council are minutes from the August 10, 2026, City Council Meeting.

**Minutes, Regular Meeting
City Council, City of La Crescent, Minnesota
August 10, 2026**

Call to Order

Pursuant to due call and notice thereof, the first meeting of the City Council of the City of La Crescent for the month of August was called to order by Mayor Mike Poellinger at 5:00 PM in the La Crescent Community Building, La Crescent, Minnesota, on Monday, August 10, 2026.

Pledge of Allegiance

Roll Call

Upon a roll call taken and tallied by the City Clerk, the following members were present: Members Cherryl Jostad, Chris Langen, Teresa O'Donnell-Ebner, Dale Williams, and Mayor Mike Poellinger. Members absent: None. Also present were, City Administrator Cassie Hanan, Public Works Director Tyler Benish, City Attorney Skip Wieser, Sustainability Coordinator Jason Ludwigson, and City Clerk Angie Boettcher.

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.

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

- 1.1 Approval of Minutes- 07/24/2026, 07/27/2026, 08/03/2026
- 1.2 Bills payable through August 7, 2026

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

A MOTION TO APPROVE THE CONSENT AGENDA AS PRESENTED.

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

Cherryl Jostad Yes
Chris Langen Yes
Teresa O'Donnell-Ebner Yes
Dale Williams Yes
Mayor Poellinger Yes

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

2. Public Hearing/Meeting

3. Items for Consideration

3.1 Consideration of a proposal by MSA Professional Services, Inc. for updating the City of La Crescent Comprehensive Plan

City Administrator Hanan reviewed with City Council a contract by MSA Professional Services, Inc. for updating the city of La Crescent Comprehensive Plan for \$41,900. The City's Comprehensive Plan was last updated in 2016. As good practice, the Comprehensive Plan should be updated every ten (10) years. The Planning Commission reviewed the scope of work and contract with MSA. The City has \$12,000 set aside for zoning updates in 2026. Administrator Hanan is requesting that those funds be reallocated to this project with the remaining \$29,900 to be included in the proposed 2027 budget, as well as funding for zoning updates. It was recommended that City Council approve the contract with MSA and allow the City Attorney and the City Administrator to make changes to the contract as needed.

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

MOTION TO APPROVE THE CONTRACT WITH MSA PROFESSIONAL SERVICES, INC. TO UPDATE THE CITY OF LA CRESCENT COMPREHENSIVE PLAN WITH FUNDING AS STATED AND ALLOW THE CITY ATTORNEY AND CITY ADMINISTRATOR TO MAKE CHANGES TO THE CONTRACT AS NEEDED.

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

Cherryl Jostad - Yes
Chris Langen - Yes
Teresa O'Donnell-Ebner - Yes
Dale Williams - Yes
Mayor Poellinger - Yes

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

3.2 Fire Relief Association pension increase request

City Council reviewed a Fire Relief Association pension increase request from the La Crescent Fire Department Relief Association to increase the annual pension benefit amount from \$5,900 to \$6,500. The Relief Association has adequate funds in their account to cover this increase. It was recommended that City Council approve the request. Following discussion, Member Williams made a motion, seconded by Member O'Donnell-Ebner as follows:

MOTION TO APPROVE THE LA CRESCENT FIRE DEPARTMENTS REQUEST TO INCREASE THE ANNUAL PENSION BENEFIT FROM \$5,900 TO \$6,500.

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

Cherryl Jostad - Yes
Chris Langen - Yes
Teresa O'Donnell-Ebner - Yes
Dale Williams - Yes
Mayor Poellinger - Yes

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

3.3 Resolution Seeking State of Minnesota Revenue Sharing Fund to
Sustain Deputy Registrar Offices

City Administrator Hanan reviewed with City Council a Resolution seeking State of Minnesota Revenue Sharing Funds to Sustain Deputy Registrar Offices. The Minnesota Deputy Registrar's Association (MDRA) is a statewide membership organization promoting common interests of deputy registrars in providing professional services to the public and liaison to the state. The MDRA is asking every deputy registrar's office to pursue passage of the resolution. Following discussion, Member Langen introduced the following Resolution and moved its passage and adoption:

RESOLUTION NO. 08-26-19
RESOLUTION SEEKING STATE OF MINNESOTA
REVENUE SHARING FUND TO SUSTAIN DEPUTY REGISTRAR OFFICES

WHEREAS, the State of Minnesota has a responsive and well-established network of locally operated deputy registrars acting as independent agents for the benefit of our citizens and the State, who are appointed and regulated by the Minnesota Department of Public Safety; and,

WHEREAS, the State of Minnesota in 1949 established a filing fee on motor vehicle-related transactions to be retained by the deputy registrar office as their only income to pay for all their associated costs in providing this vital local service on the State's behalf; and,

WHEREAS, increasing costs borne by any office include but are not limited to basic inflation, salaries, training, insurance, rent, security, bank fees, utilities, furnishings, phones, computers, IT infrastructure, scanners, copiers, paper and toner cartridges, postage; and,

WHEREAS, the Department of Public Safety has transferred 40% of their data entry work onto deputy registrars without due compensation for these additional time-consuming tasks; and,

WHEREAS, the Department of Public Safety has aggressively marketed their exclusive online and mail-in service options to the public which also captures any filing fee in direct competition with deputy registrar offices who depend upon that revenue for their own local sustainability; and,

WHEREAS, increased costs to provide local services, exacerbated by competition and expanded new duties both caused by the State, now routinely outpace the filing fee income realized by any deputy registrar office and causing 6 permanent local office closures statewide since 2021; and,

WHEREAS, annual shortages incurred by public deputy offices are now consistently being subsidized by their local governments to remain open, while private deputy offices without this ability are forced to seek alternative lines of credit elsewhere to remain operational; and,

WHEREAS, a 2022 State commissioned independent expert review (*King report*) specifically calls on the State to share 25-50% of all filing fee revenue derived from the Department's online and mail-in transactions with all local deputy registrar offices, and a subsequent State commissioned study from 2024 (*Barry-Dunn report*) also reinforced the overall need to develop a more sustainable revenue model for deputy registrars to remain operational.

NOW, THEREFORE, BE IT RESOLVED the **City** of La Crescent requests that the **2027 State Legislature** recognize the critical need to sustain deputy registrar offices and to **enact a permanent state revenue sharing fund for deputy registrars**, sourced with 50% of the existing filing fee revenue captured by the Department of Public Safety from their online and mail-in transactions to be disbursed quarterly among all deputy offices in Minnesota.

Passed and adopted this 10th day of August, 2026

The foregoing motion was duly seconded by Member Jostad and upon a roll call vote taken and tallied by the City Clerk, the following Members voted in favor thereof, viz;

Cherryl Jostad - Yes
Chris Langen - Yes
Teresa O'Donnell-Ebner - Yes
Dale Williams - Yes
Mayor Poellinger - Yes

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

3.4 Consideration of Grant Agreement with MnDNR CPL Grant Phase III
Stoney Point

City Council reviewed a grant agreement that was awarded to the City from Conservation Partners Legacy Grant by the Minnesota Department of Natural Resources to complete phase III of the forest habitat restoration on the Stoney Point Property. The project is anticipated to start in the late fall and winter of 2027/2028. It was recommended that City Council approve entering into the grant agreement. Following discussion, Member O'Donnell-Ebner made a motion, seconded by Member Williams as follows:

MOTION TO APPROVE A GRANT AGREEMENT WITH THE MINNESOTA DEPARTMENT OF NATURAL RESOURCES TO COMPLETE PHASE III OF THE FOREST HABITAT RESTORATION ON THE STONEY POINT PROPERTY.

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

Cherryl Jostad - Yes
Chris Langen - Yes
Teresa O'Donnell-Ebner - Yes
Dale Williams - Yes
Mayor Poellinger - Yes

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

3.5 Request to allow goats in Wieser Park on October 11, 2026

City Council reviewed a request from the La Crescent Montessori & STEM School to have two to four goats at Wieser Park during their Fall Festival on Sunday, October 11, 2026, from 1:00 p.m. to 4:00 p.m. The goats will remain in a secure three-foot-high portable pen with a hay feeder. Following discussion, Member Jostad made a motion, seconded by Member Langen, as follows:

MOTION TO APPROVE THE LA CRESCENT MONTESSORI & STEM SCHOOLS REQUEST TO HAVE TWO TO FOUR GOATS AT WIESER PARK DURING THEIR FALL FESTIVAL ON SUNDAY, OCTOBER 11, 2026, FROM 1:00 TO 4:00 P.M.

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

Cherryl Jostad - Yes
Chris Langen - Yes
Teresa O'Donnell-Ebner - Yes
Dale Williams - Yes
Mayor Poellinger - Yes

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

3.6 Resolution — MNDOT IIJA grant funding for the FRA railroad crossing elimination grant

City Council reviewed a Resolution for a grant agreement with MnDOT for IIJA grant match funding for the FRA railroad crossing elimination program. The grant agreement will reimburse the City of La Crescent up to \$30,645 for the planning and alternative analysis performed by SRF Consulting Group. It was recommended that City Council approve the resolution. Following discussion, Member Williams introduced the following Resolution and moved its passage and adoption:

RESOLUTION 08-26-20
State Funded Program for IIJA Discretionary Grant
Assistance Terms and Conditions
SP No. 236-589-002
August 10, 2026

WHEREAS, **the City of La Crescent** has applied to the Commissioner of Transportation for a grant from the State Program for IIJA Assistance; and

WHEREAS, the Commissioner of Transportation has given notice that funding for this project is available; and

WHEREAS, the amount of the grant has been determined to be **\$30,645.00** by reason of the lowest responsible bid;

NOW THEREFORE, be it resolved that *the City of La Crescent* does hereby agree to the terms and conditions of the grant consistent with Minnesota Laws 2023, Chapter 68, Article 1, Section 2, Subdivision 5(a), and will pay any additional amount by which the cost exceeds the estimate and will return any amount appropriated for the project but not required. The proper City officers are authorized to execute a grant agreement and any amendments thereto with the Commissioner of Transportation concerning the above-referenced grant.

SIGNED:

Mayor

ATTEST:

City Clerk

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

Cherryl Jostad - Yes

Chris Langen - Yes

Teresa O'Donnell-Ebner - Yes

Dale Williams - Yes
Mayor Poellinger - Yes

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

3.7 USA Gravel National championship request

Public Works Director Tyler Benish reviewed with City Council a request from USA Cycling to host the 2026 Gravel National Championship on Saturday, September 12, 2026. A map of street closures and layout was included for review. The local organizing committee would like to request the following:

- a street closure for the start and finish of the race and other street closures as stated
- support from the La Crescent Police Department and Reserve Officers at critical intersections along the route
- support from the La Crescent Fire Department to provide medical aid as well as traffic control along the route for participants
- support from the La Crescent Public Works Department to provide traffic control, set up and tear down
- allow the use of the Community Ice Arena for race registration, check-in, and back-up medical aid station beginning on Thursday, September 10, 2026, through Saturday, September 12th.
- allow temporary use of golf carts on public property and city streets for Gravel National Championship-related needs. The golf carts will be clearly marked for use with the Gravel National Championship
- Allow the use of the Community Ice Arena parking lot for the vendor expo with vendors selling food and other goods on public property from 7:30 a.m. on Friday, September 11th through 6:00 p.m. on Saturday, September 12th.
- ability to accommodate items or concerns that are not listed if it is critical to the success of the Gravel National Championship at the discretion of the department head for the Police, Fire, and Public Works Departments.

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

MOTION TO APPROVE USA CYCLING TO HOST THE 2026 NATIONAL GRAVEL CHAMPIONSHIP ON SATURDAY, SEPTEMBER 12, 2026, WITH REQUESTS AS STATED.

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

Cherryl Jostad - Yes
Chris Langen - Yes
Teresa O'Donnell-Ebner - Yes
Dale Williams - Yes
Mayor Poellinger - Yes

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

3.8 Temporary Liquor License Application- Explore La Crosse for the Gravel National Championship event to be held September 11-12, 2026 at Abnet Field

City Council reviewed a temporary liquor license request from Explore La Crosse for the Gravel National Championship event to be held from September 11–12, 2026, at Abnet Field. The application appears to be in order, and it was recommended that City Council approve the application and authorize that it be forwarded to the Minnesota Department of Public Safety for issuance. Following discussion, Member Teresa O'Donnell-Ebner made a motion, seconded by Member Langen, as follows:

MOTION TO APPROVE THE TEMPORARY LIQUOR LICENSE REQUEST FROM EXPLORE LA CROSSE FOR THE GRAVEL NATIONAL CHAMPIONSHIP FROM SEPTEMBER 11, 2026, TO SEPTEMBER 12, 2026, AT ABNET FIELD AND AUTHORIZE THAT IT BE FORWARDED TO THE MINNESOTA DEPARTMENT OF PUBLIC SAFETY FOR ISSUANCE.

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

Chris Langen - Yes
Teresa O'Donnell-Ebner - Yes
Dale Williams - Yes
Mayor Poellinger - Yes

and Member Jostad abstained. The motion was declared duly carried by a 4-0 vote.

3.9 Personnel Committee Recommendations

The Personnel Committee had the following recommendations:

1. Accept Administrative Assistant Chris Fortsch's resignation effective August 14, 2026. Following discussion, Member O'Donnell-Ebner made a motion, seconded by Member Langen as follows:

MOTION TO ACCEPT ADMINISTRATIVE ASSISTANT CHRIS FORTSCH'S RESIGNATION EFFECTIVE AUGUST 14, 2026.

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

Cherryl Jostad - Yes
Chris Langen - Yes
Teresa O'Donnell-Ebner - Yes
Dale Williams - Yes
Mayor Poellinger - Yes

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

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

MOTION TO AUTHORIZE CITY CLERK BOETTCHER TO PLAN A SMALL INTERNAL GATHERING ON OR BEFORE MS. FORTSCH'S LAST DAY OF EMPLOYMENT WITH THE COST TO BE COVERED BY THE CITY AND TO THANK HER FOR HER TIME WITH THE CITY.

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

Cherryl Jostad - Yes
Chris Langen - Yes
Teresa O'Donnell-Ebner - Yes
Dale Williams - Yes
Mayor Poellinger - Yes

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

2. Post the position of Administrative Clerk with an application deadline of September 1, 2026. A memo, position description, and wage scale was included. Following discussion, Member O'Donnell-Ebner made a motion to approve the posting of the Administrative Clerk position and request that a City Council member actively participate in the review of the applications and the interview panel. The motion failed due to no second. Following further discussion, Member Langen made a motion, seconded by Member Williams as follows:

MOTION TO APPROVE POSTING THE POSITION OF ADMINISTRATIVE CLERK WITH AN APPLICATION DEADLINE OF SEPTEMBER 1, 2026.

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

Cherryl Jostad - Yes
Chris Langen - Yes
Teresa O'Donnell-Ebner - Yes
Dale Williams - Yes
Mayor Poellinger - Yes

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

3. Utilize the League of Minnesota Cities Collaboration services to address ongoing personnel issues. Following discussion, Member O'Donnell-Ebner made a motion, seconded by Member Langen as follows:

MOTION TO APPROVE THE UTILIZATION OF THE LEAGUE OF MINNESOTA CITIES COLLABORATION SERVICES TO ADDRESS ONGOING PERSONNEL

ISSUES.

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

Cherryl Jostad - Yes
Chris Langen - Yes
Teresa O'Donnell-Ebner - Yes
Dale Williams - Yes
Mayor Poellinger - Yes

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

3.10 Final Pay Request- S. 6th St, and Oak St. Reconstruction

City Administrator Hanan reviewed with City Council a final payment of \$11,281.70 to Griffin Construction Company in the bills payable for the South 6th Street and Oak Street Reconstruction Project. It was recommended that City Council accept the project and authorize final payment. This will start the two-year maintenance bond on the project. A letter from the City Engineer regarding the recommendation was included. Following discussion, Member Langen made a motion, seconded by Member Williams, as follows:

MOTION TO AUTHORIZE FINAL PAYMENT OF \$11,281.70 TO GRIFFIN CONSTRUCTION COMPANY AND ACCEPT THE PROJECT FOR THE SOUTH 6TH STREET AND OAK STREET RECONSTRUCTION PROJECT WHICH WILL START THE TWO-YEAR MAINTENCE BOND ON THE PROJECT.

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

Cherryl Jostad - Yes
Chris Langen - Yes
Teresa O'Donnell-Ebner - Yes
Dale Williams - Yes
Mayor Poellinger - Yes

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

3.11 Expenditure request- All-staff training day October 12, 2026

City Administrator Hanan reviewed with City Council a request to close City Hall to the public on Monday, October 12, 2026, to hold an all-staff training day and the use of discretionary funds of \$1,635.00 to cover the cost of the training and to provide breakfast and lunch for staff. The training would be from 8:00 a.m. to 3:30 p.m. at the Wieser Pavilion. Following discussion, Member O'Donnell-Ebner, seconded by Member Williams as follows:

MOTION TO APPROVE TO CLOSE CITY HALL TO THE PUBLIC ON MONDAY, OCTOBER 12, 2026, IN ORDER TO HOLD AN ALL-STAFF TRAINING DAY INCLUDING CITY COUNCIL MEMBERS AND CONTRACTED STAFF AT THE

WIESER PAVILION FROM 8:00 A.M. TO 3:30 P.M. AND TO USE THE DISCRETIONARY FUNDS OF \$1,635.00 TO COVER THE COST OF THE TRAINING AND PROVIDE BREAKFAST AND LUNCH FOR STAFF.

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

Cherryl Jostad - Yes
Chris Langen - Yes
Teresa O'Donnell-Ebner - Yes
Dale Williams - Yes
Mayor Poellinger - Yes

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

3.12 Resolution authorizing joining the Statewide Volunteer Firefighter Defined Benefit Plan

City Council reviewed a letter from Fire Chief Josh Tarrence stating that the La Crescent Fire Department Relief Association has approved a Resolution stating that the Relief Association would like to join the PERA Statewide Volunteer Benefit Fund, effective January 1, 2027. The La Crescent Fire Department Relief Association is requesting City Council, as the Governing body of the Relief Association, to approve a Resolution for the Relief Association to join the PERA Statewide Volunteer Benefit Fund. Todd Hase, Treasurer of the Relief Association, was in attendance to answer questions. Following discussion, Member Williams introduced the following Resolution and moved its passage and adoption:

**City of La Crescent
Resolution No. 08-26-21**

A RESOLUTION for governing bodies to join the Statewide Volunteer Firefighter Defined Benefit Plan (SVF DBP).

WHEREAS: The city is authorized to join the Statewide Volunteer Firefighter Defined Benefit Plan (SVF DBP) administered by the Public Employees Retirement Association (PERA); and

WHEREAS: The city and the city's fire department relief association (if one exists) have jointly consented to and obtained a cost analysis for joining the SVF DBP for PERA not more than 120 days ago; and

WHEREAS: The city highly values the contributions of city fire department members to the safety and well-being of our community and wishes to safeguard their pension investments in a prudent manner; and

WHEREAS: The existing benefit level for the city fire department is currently at \$5,900 per year of service pursuant to current relief association bylaws.

NOW THEREFORE, BE IT RESOLVED: by the city council of La Crescent, Minnesota:

- 1. The city hereby approves coverage by and requests participation in the SVF DBP administered by PERA under the terms provided in the PERA cost analysis at the \$6,500 benefit level per year of service, effective January 1, 2027; and
- 2. The city hereby approves coverage by and requests participation in the SVF DBP administered by PERA under the terms provided in the PERA cost analysis with the vesting schedule beginning at 4% after 5 years of service, increasing by 4% each year until 100% vesting is reached after 20 years of service; and
- 3. The city clerk/administrator and mayor are hereby authorized to bring this resolution into effect.

I Mikel Poellinger, council member of the City of La Crescent, do hereby certify that this is a true and correct transcript of the resolution that was adopted at a meeting held on the 10th of August, 2026; the original of which is on file in this office. I further certify that _____ members voted in favor of this resolution and that _____ voted against the resolution. Total of _____ members were present and voting.

BY:		ATTEST:	
_____	_____	_____	_____
Mayor	Date	City Clerk	Date

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

- Cherryl Jostad - Yes
- Chris Langen - Yes
- Teresa O'Donnell-Ebner - Yes
- Dale Williams - Yes
- Mayor Poellinger - Yes

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

3.13 Gambling Premises Permit Application- Lancer Booster Club

City Administrator Hanan reviewed with City Council a Gambling Premises Permit application from the Lancer Booster Club for the La Crescent-Hokah Middle/High School located at 1301 Lancer Blvd. The Application appears to be in order and it was recommended that City Council approve the application. Following discussion, Member O' Donnell-Ebner made a motion, seconded by Member Langen, as follows:

MOTION TO APPROVE A GAMBLING PREMISES PERMIT APPLICATION FROM THE LANCER BOOSTER CLUB FOR THE LA CRESCENT-HOKAH MIDDLE/HIGH SCHOOL LOCATED AT 1301 LANCER BOULEVARD.

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

Cherryl Jostad - Yes
Chris Langen - Yes
Teresa O'Donnell-Ebner - Yes
Dale Williams - Yes
Mayor Poellinger - Yes

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

4. Unfinished Business

5. Mayor's Comments

6. Staff Correspondence/Committee Updates

6.1 Explore La Crosse June 2026 Minutes

City Council reviewed the June 16, 2026, Explore La Crosse Board Meeting minutes.

6.2 Explore La Crosse July 2026 Agenda

City Council reviewed the July 28, 2026, Explore La Crosse Board Meeting agenda.

6.3 Ribbon Cutting- Wieser Park Solar Panels and Playground

City Council reviewed a flyer for a ribbon cutting ceremony at Wieser Park for the new solar panels and playground equipment on August 18, 2026, at 5:00 p.m.

7. Correspondence

7.1 Representative Greg Davids Recognition- League of Minnesota Cities Legislator of Distinction

City Council reviewed a letter of recognition for Representative Greg Davids, who was selected as a League of Minnesota Cities Legislator of Distinction for 2026.

8. Houston County

Houston County Commissioner Cindy Wright was in attendance and had no updates.

9. Chamber of Commerce

A representative from the La Crescent Chamber of Commerce was in attendance and had no updates.

10. Items for Next Agenda

11. Adjournment

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

Cherryl Jostad - Yes
Chris Langen - Yes
Teresa O'Donnell-Ebner - Yes

Dale Williams - Yes
Mike Poellinger - Yes

and none voted against the same. The motion was declared duly carried and the meeting duly adjourned at 5:43 p.m.

Approval Date:

Signed:

Mayor

Attest:

City Administrator



Item: 1.2

STAFF REPORT

To: Honorable Mayor and City Council Members
From: Cassie Hanan, City Administrator
Date: August 24, 2026
Re: Bills payable through August 21, 2026

Attached for review and consideration by the City Council are the bills payable for the period ending August 21, 2026. We would suggest that the City Council approve the payment of the bills payable as presented.

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
ABILITY BUILDING CENTER INC						
31416	CITY HALL - CLEANING	07/31/2026	99.47	.00		
31416	CITY HALL - SHREDDING	07/31/2026	49.96	.00		
31417	FD - CLEANING COMM RM	07/31/2026	358.80	.00		
31417	FD - CLEANING STATION	07/31/2026	119.39	.00		
Total 8085:			627.62	.00		
AMAZON CAPITAL SERVICES						
113Y-NR1T-XGQ	LIC BUR - OFFICE SUPPLIES	08/13/2026	5.90	.00		
13MF-VF66-MW	LIBRARY - BOOKS GRANT FUNDED	07/26/2026	22.78	.00		
14J7-T7MN-CQD	LIBRARY - BOOKS GRANT FUNDED	08/12/2026	16.49	.00		
179R-K7RF-3XR	FD - TRUCK MAINT	08/08/2026	17.00	.00		
19N1-YXKG-KM	LIBRARY - BOOKS GRANT FUNDED	07/28/2026	12.34	.00		
1CY7-9KH6-9XP	LIBRARY - BOOKS GRANT FUNDED	08/09/2026	16.98	.00		
1DWQ-74RY-KD	LIBRARY - BOOKS GRANT FUNDED	07/27/2026	12.99	.00		
1DXF-64FR-F6W	LIBRARY - PROGRAM SUPPLIES	08/12/2026	22.99	.00		
1DXF-64FR-F6W	LIBRARY - BOOKS GRANT FUNDED	08/12/2026	10.42	.00		
1DYF-6JTX-976F	LIBRARY - BOOKS GRANT FUNDED	08/09/2026	25.98	.00		
1FDM-LN1C-CN	LIBRARY - PROGRAM SUPPLIES	07/24/2026	122.68	.00		
1FMN-CYNQ-7L	LIBRARY - BOOKS GRANT FUNDED	08/09/2026	15.40	.00		
1JL6-1FXJ-Y1YQ	CITY HALL - OFFICE SUPPLIES	08/07/2026	5.39	.00		
1JTH-XF6F-4CT	LIBRARY - BOOKS GRANT FUNDED	08/09/2026	10.79	.00		
1KT4-VF1N-DVR	LIBRARY - PROGRAM SUPPLIES	08/12/2026	7.99	.00		
1MG4-3PMX-CP	LIBRARY - BOOKS GRANT FUNDED	08/09/2026	37.71	.00		
1NR6-1W61-LJN	LIBRARY - BOOKS GRANT FUNDED	08/01/2026	41.30	.00		
1QD6-791K-FM4	LIBRARY - BOOKS GRANT FUNDED	08/02/2026	33.00	.00		
1T7X-FRMK-3TC	LIBRARY - BOOKS GRANT FUNDED	08/09/2026	53.99	.00		
1TQW-TNL9-3M	LIBRARY - BOOKS GRANT FUNDED	07/27/2026	47.11	.00		
1WV4-6PPX-FJT	GC - COOLER BAGS	08/03/2026	97.88	.00		
1XQR-XLLT-HJ1	LIBRARY - BOOKS GRANT FUNDED	07/26/2026	6.49	.00		
Total 9956:			643.60	.00		
ASSOCIATION FOR RURAL & SMALL LIBRARIES						
80059	MEMBERSHIP RENEWAL	08/04/2026	50.00	.00		
Total 9688:			50.00	.00		
B & T TECHNICAL SERVICES, LLC						
2000	COMM BLDG - SOLAR ELECTRICAL SERVICE	07/31/2026	835.48	.00		
Total 9680:			835.48	.00		
BATTERIES PLUS, LLC						
P93986043	STREETS - BATTERIES FOR 7TH ST CROSS WALK LIGHT	08/14/2026	47.50	.00		
Total 9428:			47.50	.00		
BKC CONSTRUCTION LLC						
7738	BLACK DIRT FOR NEW PLAYGROUND AT WIESER PARK	08/11/2026	450.00	.00		
BLD-2026-1440	EROSION CONTROL DEPOSIT REFUND	08/03/2026	250.00	.00		
Total 10339:			700.00	.00		
BOUND TREE MEDICAL, LLC						
86292000	FD - MEDICAL SUPPLIES	07/24/2026	26.78	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 9621:			26.78	.00		
CINTAS CORPORATION						
4275440663	CITY HALL - MATS, CLEANING RAGS & TOWELS	07/13/2026	110.26	.00		
4275440668	GC- CLEANING RAGS FOR CLUBHOUSE AND SHOP	07/13/2026	49.43	.00		
4276929990	CITY HALL - MATS, CLEANING RAGS & TOWELS	07/27/2026	110.26	.00		
4276930039	GC- CLEANING RAGS FOR CLUBHOUSE AND SHOP	07/27/2026	59.05	.00		
Total 9696:			329.00	.00		
CLEARWAY COMMUNITY SOLAR LLC						
6/26 STMT	608 S 7TH ST - TENNIS COURT LIGHTS	06/30/2026	11.00	.00		
6/26 STMT	400 LARCH AVE - WELL 2	06/30/2026	714.09	.00		
6/26 STMT	200 STONEY POINT - WELL HOUSE	06/30/2026	872.91	.00		
6/26 STMT	523 S CHESTNUT ST - ANIMAL SHELTER	06/30/2026	44.21	.00		
6/26 STMT	407 ORCHARDVIEW - BOOSTER STATION	06/30/2026	333.37	.00		
6/26 STMT	1200 JONATHAN LANE - PARK SHELTER	06/30/2026	47.03	.00		
6/26 STMT	1450 HWY 16 - LIFT STATION	06/30/2026	32.77	.00		
6/26 STMT	193 MCINTOSH RD - BOOSTER STATION	06/30/2026	201.52	.00		
6/26 STMT	110 MIDNIGHT ST - LIFT STATION	06/30/2026	57.14	.00		
6/26 STMT	209 S. WALNUT ST- LAC SIGN	06/30/2026	15.45	.00		
6/26 STMT	219 CHESTNUT ST - BRIDGE LIGHT	06/30/2026	61.62	.00		
6/26 STMT	1323 SPRUCE DR - ABNET FIELDS	06/30/2026	34.54	.00		
6/26 STMT	31 MCINTOSH RD - LIFT STATION	06/30/2026	12.42	.00		
6/26 STMT	520 S 14TH ST - ICE ARENA	06/30/2026	2,814.66	.00		
6/26 STMT	336 S 1ST ST - COMMUNITY BLDG	06/30/2026	169.34	.00		
6/26 STMT	608 S 7TH ST - POOL	06/30/2026	562.58	.00		
6/26 STMT	722 N 2ND ST - RADIUM PLANT	06/30/2026	2,185.73	.00		
6/26 STMT	202 MAIN ST - FLAG LIGHT	06/30/2026	3.49	.00		
6/26 STMT	321 MAIN ST - LIBRARY	06/30/2026	179.87	.00		
6/26 STMT	219 MAIN ST - UNIT LIGHTS	06/30/2026	85.98	.00		
Total 9854:			8,439.72	.00		
COHNREZNICK, LLP						
90299534	2025 AUDIT - INSTALLMENT 3 OF 3	08/06/2026	6,750.00	.00		
Total 10356:			6,750.00	.00		
CORKY'S PIZZA & ICE CREAM						
8/11/26	FOOD FOR ELECTIONS	08/11/2026	138.00	.00		
Total 241:			138.00	.00		
DEMCO INC						
7833912	LIBRARY - 12 ARMLESS CHAIRS WITH GLIDES	07/28/2026	4,560.68	.00		
Total 316:			4,560.68	.00		
DEPT OF NATURAL RESOURCES						
08/04/26-08/10/2	WEEKLY RECREATIONAL VEH. REGIST.	08/10/2026	1,475.77	1,475.77	08/14/2026	
Total 318:			1,475.77	1,475.77		
DOBECK, RHODA						
7/26 LIBRARY	LIBRARY- CLEANING	07/31/2026	157.50	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 10098:			157.50	.00		
EFTPS - ELECTRONIC FEDERAL TAX						
08/14/26 P/R	FED/FICA/MEDICARE	08/19/2026	28,724.06	28,724.06	08/19/2026	
Total 1127:			28,724.06	28,724.06		
ELLEFSON EXCAVATING						
BLD 2026-1465	EROSION CONTROL DEPOSIT REFUND	08/03/2026	250.00	.00		
Total 9778:			250.00	.00		
EMERGENCY COMMUNICATION SYSTEM						
4890	ANNUAL TORNADO SIREN MAINTENANCE & REPAIR	08/18/2026	2,597.50	.00		
Total 9426:			2,597.50	.00		
FARRELL EQUIPMENT & SUPPLY CO.						
340724	STREETS - CONCRETE FORM & MOLD RELEASE	08/13/2026	287.97	.00		
Total 8459:			287.97	.00		
FIRE SAFETY U.S.A., INC.						
262424	FD - EQUIPMENT	08/11/2026	144.95	.00		
Total 8851:			144.95	.00		
FLAGSHIP RECREATION						
F24669	PLAYGROUND SURFACE - WIESER PARK	06/30/2026	118,021.50	.00		
Total 9160:			118,021.50	.00		
HAWKINS INC.						
7533369	WATER PLANT - CHEMICALS	08/15/2026	40.00	.00		
Total 512:			40.00	.00		
HILLTOPPER REFUSE & RCYL SRVC						
7/26 BAGS	MONTHLY REFUSE P/U	07/31/2026	4,414.43	.00		
7/26 GOLF	RECYCLING & REFUSE P/U GOLF COURSE	07/31/2026	247.87	.00		
7/26 STMT	REFUSE P/U CITY HALL	07/31/2026	67.89	.00		
7/26 STMT	REFUSE P/U LIBRARY	07/31/2026	10.45	.00		
7/26 STMT	REFUSE P/U FIRE DEPT	07/31/2026	26.11	.00		
7/26 STMT	RECYCLING P/U FIRE DEPT	07/31/2026	16.48	.00		
7/26 STMT	REFUSE P/U PARKS	07/31/2026	405.37	.00		
7/26 STMT	REFUSE P/U MAINT SHOP	07/31/2026	300.42	.00		
7/26 STMT	REFUSE P/U ARENA	07/31/2026	160.00	.00		
7/26 STMT	REFUSE P/U ANIMAL SHELTER	07/31/2026	76.53	.00		
7/26 STMT	CITYWIDE RECYCLING P/U	07/31/2026	7,801.10	.00		
Total 9233:			13,526.65	.00		
HOMETOWN CONSTRUCTION SERVICES LLC						
BLD 2026-1430	EROSION CONTROL DEPOSIT REFUND	08/03/2026	500.00	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 10039:			500.00	.00		
INGRAM LIBRARY SERVICES LLC						
98234386	LIBRARY - BOOKS GRANT FUNDED	07/30/2026	38.16	.00		
98336719	LIBRARY - BOOKS GRANT FUNDED	08/04/2026	20.19	.00		
98507704	LIBRARY - BOOKS GRANT FUNDED	08/12/2026	20.19	.00		
98562833	LIBRARY - BOOKS GRANT FUNDED	08/14/2026	15.37	.00		
98562834	LIBRARY - BOOKS GRANT FUNDED	08/14/2026	20.50	.00		
Total 10337:			114.41	.00		
INNOVATIVE OFFICE SOLUTIONS						
IN5175187	CITY HALL - NAME PLATE	08/11/2026	32.07	.00		
Total 9471:			32.07	.00		
JOHNSON LIVINGS LLC						
1154	MEMORIAL PLAQUE FOR PARK BENCH	07/21/2026	14.00	.00		
Total 10147:			14.00	.00		
LA CRESCENT AREA EVENT CENTER, INC.						
7/26 LODGING T	LODGING TAX - MARKETING & PROMO AGREEMENT	08/21/2026	1,561.56	.00		
Total 9810:			1,561.56	.00		
LA CRESCENT AUTO REPAIR, INC						
37642	B&Z - VEHICLE MAINTENANCE	07/27/2026	83.11	.00		
37747	B&Z - VEHICLE MAINTENANCE	07/27/2026	375.82	.00		
Total 8168:			458.93	.00		
LA CRESCENT CHAMBER OF COMMERC						
7/26 LODGING T	LODGING TAX - MARKETING & PROMO AGREEMENT	08/21/2026	1,561.56	.00		
Total 1142:			1,561.56	.00		
LA CROSSE AREA CONVENTION AND						
7/26 LODGING T	LODGING TAX - MARKETING & PROMO AGREEMENT	08/21/2026	4,884.89	.00		
Total 9824:			4,884.89	.00		
LACKORE ELECTRIC MOTOR REPAIR						
6708	GC - BELT FOR MOWER	07/15/2026	10.39	.00		
Total 1169:			10.39	.00		
LEAGUE OF MN CITIES INS TRUST						
26420	GC - WORKERS COMP DEDUCTIBLE	08/18/2026	254.95	.00		
Total 1116:			254.95	.00		
LIBRARY IDEAS LLC						
131961	LIBRARY - BOOKS GRANT FUNDED	07/30/2026	651.25	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 10004:			651.25	.00		
MAYO CLINIC AMBULANCE SERVICE						
4224106	CPR CLASS	07/10/2026	108.00	.00		
Total 8150:			108.00	.00		
MIDWEST TAPE						
509181903	LIBRARY- MOVIES GRANT FUNDED	07/23/2026	61.32	.00		
509212033	LIBRARY- MOVIES GRANT FUNDED	07/30/2026	22.49	.00		
509245219	LIBRARY- MOVIES GRANT FUNDED	08/06/2026	25.49	.00		
509276966	LIBRARY- MOVIES GRANT FUNDED	08/14/2026	26.99	.00		
Total 9851:			136.29	.00		
MIENERGY COOPERATIVE						
7/26 STMT	ELECT UTILITIES-CRESC.HGTS.& WILDWOOD SEC LIGH	07/31/2026	253.00	253.00	08/18/2026	
7/26 STMT	ELECT UTILITIES-GC POP MACH.	07/31/2026	150.28	150.28	08/18/2026	
7/26 STMT	ELECT UTILITIES-GC CLUBHOUSE	07/31/2026	1,690.11	1,690.11	08/18/2026	
7/26 STMT	ELECT UTILITIES-GC IRRIGATION & PARKING LOTS LIGH	07/31/2026	1,202.36	1,202.36	08/18/2026	
7/26 STMT	ELECT UTILITIES - HORSETRACK MEADOWS LIFT STATI	07/31/2026	170.61	170.61	08/18/2026	
7/26 STMT	ELECT UTILITIES - WIESER PARK	07/31/2026	164.06	164.06	08/18/2026	
Total 2012:			3,630.42	3,630.42		
MINNESOTA CHILD SUPPORT PAYMENT CENTER						
08/14/26PR0015	MN CHILD SUPPORT	08/18/2026	525.14	525.14	08/18/2026	
Total 9597:			525.14	525.14		
MINNESOTA DEPT OF REVENUE						
08/14/26 P/R	MN STATE WHT	08/19/2026	5,337.00	5,337.00	08/19/2026	
Total 227:			5,337.00	5,337.00		
MINNESOTA ENERGY RESOURCES INC						
7/26 STMT	ANIMAL SHELTER - GAS UTILITIES	07/31/2026	69.97	69.97	08/18/2026	
7/26 STMT	ICE ARENA - GAS UTILITIES	07/31/2026	376.27	376.27	08/18/2026	
7/26 STMT	COMMUNITY BLDG - GAS UTILITIES	07/31/2026	45.00	45.00	08/18/2026	
7/26 STMT	POOL - GAS UTILITIES	07/31/2026	1,359.94	1,359.94	08/18/2026	
7/26 STMT	CONTROL BLDG - GAS UTILITIES	07/31/2026	26.12	26.12	08/18/2026	
7/26 STMT	PUMP HOUSE - 193 MCINTOSH	07/31/2026	26.96	26.96	08/18/2026	
7/26 STMT	PUMP HOUSE - 405 ORCHARDVIEW	07/31/2026	18.00	18.00	08/18/2026	
7/26 STMT	ABNET RESTROOMS - GAS UTILITIES	07/31/2026	33.34	33.34	08/18/2026	
7/26 STMT	MAINT BLDG - GAS UTILITIES	07/31/2026	45.00	45.00	08/18/2026	
7/26 STMT	LIBRARY - GAS UTILITIES	07/31/2026	20.71	20.71	08/18/2026	
7/26 STMT	CITY HALL - GAS UTILITIES	07/31/2026	45.00	45.00	08/18/2026	
Total 8171:			2,066.31	2,066.31		
MINNESOTA HISTORICAL SOCIETY						
8/11/26	LIBRARY - MEMBERSHIP	08/11/2026	40.00	.00		
Total 10379:			40.00	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
MN DEPT OF REVENUE						
7/26 SALES TAX	SALES TAX - GF	08/19/2026	2,207.33	2,207.33	08/19/2026	
7/26 SALES TAX	SALES TAX - LICENSE BUREAU	08/19/2026	.39	.39	08/19/2026	
7/26 SALES TAX	SALES TAX - SOLID WASTE	08/19/2026	506.40	506.40	08/19/2026	
7/26 SALES TAX	SALES TAX - WATER	08/19/2026	303.34	303.34	08/19/2026	
7/26 SALES TAX	SALES TAX - G.C.	08/19/2026	6,052.13	6,052.13	08/19/2026	
Total 1331:			9,069.59	9,069.59		
MN FIRE SERVICE CERT. BOARD						
8/20/26	FD - 9 FF CERTIFICATION RENEWALS	08/20/2026	354.25	.00		
Total 1270:			354.25	.00		
MN POLLUTION CONTROL AGENCY						
J. DORSCHNER	WASTEWATER CERTIFICATION RENEWAL	08/04/2026	23.00	.00		
Total 1316:			23.00	.00		
MTI DISTRIBUTING INC						
1532431-00	GC - MOWER REPAIR	07/27/2026	608.85	.00		
1533270-00	GC - MOWER REPAIR	07/30/2026	136.73	.00		
Total 1330:			745.58	.00		
NEADER MOTORS						
8/5/26	REFUND UTILITY BILL DOUBLE PAYMENT	08/05/2026	134.24	134.24	08/10/2026	
Total 10376:			134.24	134.24		
NORTHERN BEVERAGE DISTRIBUTING						
1719110	GC - BEER FOR RESALE	08/06/2026	320.60	.00		
1722775	GC - BEER FOR RESALE	08/13/2026	800.95	.00		
1726551	GC - BEER FOR RESALE	08/20/2026	283.00	.00		
Total 2311:			1,404.55	.00		
OFFICE OF SECRETARY OF STATE						
2026 L. LEIS	NOTARY APPLICATION FEE	08/18/2026	120.00	.00		
Total 1509:			120.00	.00		
PEPSI-COLA BOTTLING COMPANY						
9134786	GC - WATER FOR RESALE	07/15/2026	528.00	.00		
Total 1615:			528.00	.00		
POINT C						
08/14/26 C. FOR	MEDICAL REIMB P/R DEDUCTED- C. FORTSCH	08/17/2026	2,649.23	2,649.23	08/17/2026	
Total 10202:			2,649.23	2,649.23		
PUBLIC EMPLOYEES RETIREMENT						
08/14/26 P/R	RETIREMENT DEDUCTIONS/CONTRIB.-DCP	08/19/2026	272.50	272.50	08/19/2026	
08/14/26 P/R	RETIREMENT DEDUCTIONS/CONTRIB.-CORD & PF	08/19/2026	18,199.36	18,199.36	08/19/2026	

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 1612:			18,471.86	18,471.86		
QUALITY POOL & SPA						
38790	POOL - CHEMICALS	07/27/2026	17.90	.00		
Total 1596:			17.90	.00		
QUILLINS LA CRESCENT						
7/26 STMT	POOL - CLEANING SUPPLIES	07/31/2026	4.19	.00		
7/26 STMT	POOL - CLEANING SUPPLIES	07/31/2026	22.37	.00		
7/26 STMT	POOL - CLEANING SUPPLIES	07/31/2026	13.38	.00		
7/26 STMT	GC - FOOD FOR RESALE	07/31/2026	4.58	.00		
7/26 STMT	POOL - CONCESSIONS	07/31/2026	12.98	.00		
7/26 STMT	GC - FOOD FOR RESALE	07/31/2026	17.88	.00		
7/26 STMT	GC - FOOD FOR RESALE	07/31/2026	16.47	.00		
7/26 STMT	LIBRARY - PROGRAM SUPPLIES	07/31/2026	11.27	.00		
7/26 STMT	LIBRARY - PROGRAM SUPPLIES	07/31/2026	23.30	.00		
7/26 STMT	PD - CHEIFS MEETING	07/31/2026	20.37	.00		
7/26 STMT	POOL - SWIM TEAM	07/31/2026	144.27	.00		
Total 1707:			291.06	.00		
RONCO ENGINEERING SALES INC						
3440180	GC - MOWER REPAIR	08/04/2026	67.33	.00		
Total 1813:			67.33	.00		
SOUTHEAST LIBRARIES COOP						
054407	LIBRARY- ILS PACKAGE AND PC SUPPORT	08/01/2026	660.31	.00		
Total 1962:			660.31	.00		
SUPERIOR TURF SERVICES						
9498	GC - CHEMICALS	08/09/2026	2,064.78	.00		
Total 9826:			2,064.78	.00		
TACTICAL SOLUTIONS						
11626	PD - YEARLY RADAR CERTIFICATION	08/17/2026	317.00	.00		
Total 9345:			317.00	.00		
THE BUYERS EX-PRESS						
5192	GC - ADVERTISING	08/03/2026	150.00	.00		
Total 9513:			150.00	.00		
VALLEY URGENT CARE &						
11764	PD - PHYSICAL EXAM & DRUG SCREEN PRE-EMPLOYME	08/17/2026	285.00	.00		
Total 10378:			285.00	.00		
VERIZON WIRELESS						
6149756282	PD - COMPUTER DATA & PHONE SERVICE	07/28/2026	552.83	.00		
6149756282	B&Z - COMPUTER DATA	07/28/2026	40.04	.00		
6149756282	SEWER DEPT - DATA	07/28/2026	20.02	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
6149756282	WATER DEPT - DATA	07/28/2026	20.02	.00		
6150062104	WATER DEPT - WIRELESS	07/31/2026	57.87	.00		
6150062104	SEWER DEPT - WIRELESS	07/31/2026	57.87	.00		
Total 8973:			748.65	.00		
VOYA INSTITUTIONAL TRUST COMPANY						
08/14/26 P/R	DEFERRED COMP. DEDUCTIONS/CONTRIBUTIONS	08/19/2026	3,534.00	3,534.00	08/19/2026	
Total 10290:			3,534.00	3,534.00		
WATER SYSTEMS CO.						
405684	LIBRARY - WATER DELIVERY	07/16/2026	56.00	.00		
414375	LIBRARY - WATER COOLER RENTAL	07/31/2026	8.00	.00		
Total 8605:			64.00	.00		
WIESER BROTHERS, INC.						
BLD 2026-1407	EROSION CONTROL DEPOSIT REFUND	08/03/2026	500.00	.00		
Total 2338:			500.00	.00		
WINCHESTER PSYCHOLOGICAL ASSESSMENT LLC						
20260812-01	PD - PSYCHOLOGICAL EVALUATION PRE-EMPLOYMENT	08/12/2026	600.00	.00		
Total 10377:			600.00	.00		
XCEL ENERGY						
7/26 STMT	MAINT PARKING LOT - 517 S CHESTNUT	07/31/2026	8.70	8.70	08/18/2026	
7/26 STMT	EV STATION - 339 S 1ST ST	07/31/2026	164.87	164.87	08/18/2026	
7/26 STMT	CITY HALL GREEN SPACE - 322 S 1ST	07/31/2026	36.45	36.45	08/18/2026	
7/26 STMT	UNIT STREET LIGHTS - 33 S WALNUT	07/31/2026	8.30	8.30	08/18/2026	
7/26 STMT	SHORE ACRES - GRINDER PUMPS	07/31/2026	235.01	235.01	08/18/2026	
7/26 STMT	LIFT STATION - 1450 HWY 16	07/31/2026	45.56	45.56	08/18/2026	
7/26 STMT	WELL HOUSE - 200 STONEY PT RD	07/31/2026	1,798.14	1,798.14	08/18/2026	
7/26 STMT	WWTP - 222 HWY 16	07/31/2026	658.93	658.93	08/18/2026	
7/26 STMT	RESERVOIR - 1026 CRESCENT HILLS	07/31/2026	10.34	10.34	08/18/2026	
7/26 STMT	ABNET FIELDS - 1323 SPRUCE	07/31/2026	5.37	5.37	08/18/2026	
7/26 STMT	BOOSTER STATION - 193 MCINTOSH E	07/31/2026	312.31	312.31	08/18/2026	
7/26 STMT	WELL #3 - 417 WALNUT PL	07/31/2026	2,739.18	2,739.18	08/18/2026	
7/26 STMT	POOL - 608 S 7TH	07/31/2026	1,729.25	1,729.25	08/18/2026	
7/26 STMT	STREET LIGHTS - PO BOX 142	07/31/2026	7,198.34	7,198.34	08/18/2026	
7/26 STMT	SIGN LIGHT - 525 S CHESTNUT	07/31/2026	10.19	10.19	08/18/2026	
7/26 STMT	FLAG LIGHT - 226 MAIN	07/31/2026	21.39	21.39	08/18/2026	
7/26 STMT	FLAG LIGHT - 202 MAIN	07/31/2026	4.98	4.98	08/18/2026	
7/26 STMT	CITY HALL - 315 MAIN	07/31/2026	980.90	980.90	08/18/2026	
Total 1410:			15,968.21	15,968.21		
Grand Totals:			269,029.99	91,585.83		

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

Report Criteria:
Detail report.
Invoices with totals above \$0 included.
Paid and unpaid invoices included.



Item: 1.3

STAFF REPORT

To: Honorable Mayor and City Council Members
From: Kara Tarrence, Finance Director
Date: August 24, 2026
Re: Cash balance/activity report- July 2026

Attached is the Cash Balance/Activity Report for July 2026.

CITY OF LA CRESCENT
CASH BALANCES
JULY 30, 2026

FUND	UNAUDITED 12/31/2025 BALANCE	UNAUDITED 7/31/2026 BALANCE
GENERAL (101)		
Unreserved	1,636,332.44	5,136,020.19
TOTAL GENERAL FUND	<u>1,636,332.44</u>	<u>5,136,020.19</u>
REVOLVING LOAN FUND (204)		
SCDP Grant Funds Returned	34,587.55	47,087.55
TOTAL REVOLVING LOAN FUND	<u>34,587.55</u>	<u>47,087.55</u>
LIBRARY (211)		
Unreserved	104,513.58	97,004.66
TOTAL LIBRARY	<u>104,513.58</u>	<u>97,004.66</u>
FIRE DEPARTMENT (213)		
Unreserved	570,885.53	568,198.79
	<u>570,885.53</u>	<u>568,198.79</u>
TAX INCREMENT FINANCE DISTRICTS		
Tax Increment 2-1 Duckett (252)	16,550.30	15,561.86
Tax Increment 5-1 Heth's (257)	-1,910.67	-5,938.12
Tax Increment 4-2 Gundersen (258)	61,964.44	66,238.11
Tax Increment 6-1 Schumacher Kish (259)	0.00	0.00
Tax Increment 1-8 Event Ctr/Hotel (260)	37,330.12	22,830.40
Tax Increment 1-9 31 S. Walnut (261)	-8,469.36	-6,636.16
	<u>105,464.83</u>	<u>92,056.09</u>
DEBT SERVICE		
Bonds Paid Up (300)	20,642.74	285.62
2009A G.O. Refunding Bonds (322)	2,808.91	9,008.84
2011A GO IMP Fund (324)	0.00	0.00
2011B G.O. Rec. Facilities (325)	335,858.12	265,592.56
2013A G.O. Equipment Certificates (326)	0.00	0.00
2016A G.O. Refunding Bonds (327)	132,474.79	93,336.73
2017A G.O. Equipment Certificates (328)	152,415.66	108,809.15
2018A G.O. Imp. Bonds (329)	220,656.55	145,341.52
2019A G.O. Equipment Certificates (330)	58,104.01	24,314.64
2019B G.O. Imp. Bonds (331)	43,086.30	27,207.91
2020A G.O. Imp. Bonds-HTM (332)	1,283,158.66	1,042,339.04
2020A G.O. Imp. Bonds-Arena (333)	22,503.84	17,162.08
2022A GO Bond (334)	220,079.15	126,789.23
TOTAL DEBT SERVICE	<u>2,491,788.73</u>	<u>1,860,187.32</u>

CITY OF LA CRESCENT
CASH BALANCES
JULY 31, 2026

FUND	UNAUDITED 12/31/2025 BALANCE	UNAUDITED 7/31/2026 BALANCE
CAPITAL PROJECTS		
2017A Equipment Certificate (446)	23,412.48	23,860.72
2019B G.O. Improvement Projects (449)	9,588.00	9,771.32
2020A G.O. Improvement Projects (450)	46,465.21	47,381.59
Future Wieser Park Project (451)	118,608.55	122,062.17
2022A G.O. Bond (452)	234,338.32	198,958.06
TOTAL CAPITAL PROJECTS	432,412.56	402,033.86
WATER FUND (601)		
Unreserved	-117,059.11	-342,088.39
2008A Water Revenue Bonds	0.00	0.00
2012B Water Revenue Bonds	0.00	0.00
2016A Water Revenue Bonds	0.00	0.00
TOTAL WATER FUND	-117,059.11	-342,088.39
SEWER FUND (602)		
Unreserved	-741,087.27	-1,165,697.01
2008A Sewer Revenue Bonds	0.00	0.00
2012B Sewer Revenue Bonds	0.00	0.00
2016A Sewer Revenue Bonds	0.00	0.00
Designated Funds for Plant Replacement	0.00	0.00
TOTAL SEWER FUND	-741,087.27	-1,165,697.01
SOLID WASTE (603)		
Unreserved	57,976.02	41,159.45
TOTAL SOLID WASTE	57,976.02	41,159.45
LICENSE BUREAU (604)		
Unreserved	239,954.47	242,283.23
TOTAL LICENSE BUREAU	239,954.47	242,283.23
PINE CREEK GOLF COURSE (613)		
Unreserved	129,046.59	175,154.18
TOTAL GOLF COURSE	129,046.59	175,154.18
ICE ARENA (615)		
Unreserved	-69,859.69	-108,532.39
	-69,859.69	-108,532.39
TOTAL FUNDS	\$4,874,956.23	\$7,044,867.53

CITY OF LA CRESCENT
CASH & INVESTMENT ANALYSIS
JULY 31, 2026

PETTY CASH & CASH DRAWERS	3,950.00
NOW CHECKING (5000047)/SWEEP ACCT	5,768,017.57
PSN DEPOSITORY ACCT (40031122)	54,378.56
HOME FEDERAL SAVINGS ACCT (4000061304)	0.00
MERCHANTS DMV (40064109)	19,662.90
PINE CREEK GOLF COURSE (9191115)	89,343.82
ICD SECURITIES, INC. MM (33682956)	10,758.52
MULTI-BANK SECURITIES, INC. - MM	0.00
MULTI-BANK SECURITIES, INC. - GOVT SEC.	0.00
MULTI-BANK SECURITIES, INC. - CD'S	646,394.26
ICD SECURITIES, INC. CD'S	425,668.25
	<u>\$7,018,173.88</u>

<u>TOTAL INVESTMENTS-THIS YEAR</u>	
MONEY MARKET, TREAS INDEX & CASH ACCTS	5,946,111.37
CD'S	1,072,062.51
GOVERNMENT SECURITIES	0.00
	<u>7,018,173.88</u>
RATES ON INVESTMENTS	0.40% - 4.6%

<u>TOTAL INVESTMENTS-LAST YEAR</u>	
MONEY MARKET, TREAS INDEX & CASH ACCTS	3,857,665.11
CD'S	1,087,000.00
GOVERNMENT SECURITIES	0.00
	<u>4,944,665.11</u>
RATES ON INVESTMENTS	0.40% - 4.6%



Item: 1.4

STAFF REPORT

To: Honorable Mayor and City Council Members
From: Kara Tarrence, Finance Director
Date: August 24, 2026
Re: Library report- July 2026

Attached is the Library Report for July 2026.

Report Criteria:

Actual Amounts

All Accounts

Include FUNDS: 211

Page and Total by FUND

All Segments Tested for Total Breaks

Account Number	Title	Debit Amount	Credit Amount
211-10000	CASH & INVESTMENTS	97,004.66	
211-10200	PETTY CASH-LIBRARY	.00	
211-10450	INTEREST RECEIVABLE		37.00-
211-10700	TAXES RECEIVABLE DELINQUENT	610.13	
211-11550	ACCTS RECEIVABLE - OTHER	.00	
211-13203	DUE FROM COUNTY		.48-
211-15500	PREPAID INSURANCE	4,687.27	
211-20200	ACCOUNTS PAYABLE		971.14-
211-21500	ACCRUED INTEREST PAYABLE	.00	
211-21600	ACCRUED WAGES/SAL PAYABLE	.00	
211-22810	SALES TAX PAYABLE-LIBRARY	.00	
211-23800	DEFERRED REV-DELINQUENT TAXES	.00	
211-25300	FUND BALANCE		102,448.84-
211-31013	LIBRARY TAX REVENUE		111,183.33-
211-31014	HOUSTON COUNTY LIBRARY LE		27,709.06-
211-31051	EXCESS TIF REVENUE REFUND	.00	
211-33161	FEDERAL CARES ACT FUNDS	.00	
211-33402	MARKET VALUE HOMESTEAD CREDIT	.00	
211-33620	WINONA COUNTY FUNDING		6,537.53-
211-33621	HOUSTON COUNTY ARPA ALLOCATIO	.00	
211-34761	SELCO LIBRARY GRANT	.00	
211-34762	COPY MACHINE REVENUE		1,515.63-
211-34763	COMPUTER PRINTER REVENUE	.00	
211-35103	FINES		559.07-
211-36200	MISCELLANEOUS INCOME	.00	
211-36210	INTEREST ON INVESTMENTS	174.95	
211-36230	CONTRIBUTIONS		15,289.50-
211-36232	SUMMER SPONSORS		2,250.00-
211-36233	CONTRIBUTION-LA CRESC. TWNSHP	.00	
211-36236	COMPUTER FUND REVENUE	.00	
211-36238	GRANT/SCHOLARSHIP FUNDING		11,721.04-
211-36241	INSURANCE REIMBURSEMENT	.00	
211-36243	ACE CAPITAL CREDITS	.00	
211-39200	FRIENDS OF THE LIBRARY	.00	
211-39201	TRANSFER FROM GEN. FUND	.00	
211-39202	LACRESCENT TOWNSHIP DONATION	.00	
211-45500-101	WAGES - FULL-TIME	80,442.58	
211-45500-102	OVERTIME PAY	.00	
211-45500-103	WAGES - PART-TIME	24,389.31	
211-45500-111	SEVERANCE PAY	.00	
211-45500-121	EMPLOYER FICA EXPENSE	8,366.19	
211-45500-122	PERA CONTRIBUTIONS	7,826.28	
211-45500-131	EMPLOYER PAID HEALTH INS	6,051.57	
211-45500-152	WORKERS COMP BENEFITS	.00	
211-45500-200	LIBRARY OFFICE SUPPLIES	309.44	
211-45500-202	COPY MACHINE SUPPLIES	.00	
211-45500-203	COMPUTER PRINTER SUPPLIES	.00	
211-45500-211	CLEANING & SANITARY SUPPLIES	353.43	
211-45500-220	PROGRAM SUPPLIES	6,550.53	

LIBRARY FUND

Account Number	Title	Debit Amount	Credit Amount
211-45500-221	WINTER READING PROG EXPENSES	.00	
211-45500-310	OTHER CONTRACTED SERVICES	2,607.48	
211-45500-321	TELEPHONE-LIBRARY	999.52	
211-45500-322	POSTAGE-LIBRARY	82.77	
211-45500-331	TRAVEL EXPENSES	1,650.12	
211-45500-350	PRINTING AND PUBLISHING	350.00	
211-45500-360	INSURANCE	3,674.59	
211-45500-381	UTILITIES-ELECTRIC	1,513.86	
211-45500-382	UTILITIES-WATER/SEWER	356.51	
211-45500-383	UTILITIES-GAS	613.44	
211-45500-384	REFUSE DISPOSAL	62.70	
211-45500-401	REPAIR/MAINT-BUILDINGS	993.48	
211-45500-404	REPAIR/MAINT-EQUIPMENT	.00	
211-45500-406	REPAIR/MAINT-COMPUTERS	4,570.43	
211-45500-414	LIMITED ACCESS LINE	9,224.51	
211-45500-415	RENTALS-OTHER EQUIPMENT	48.00	
211-45500-430	MISCELLANEOUS	.00	
211-45500-432	UNCOLLECTIBLE ACCOUNTS	.00	
211-45500-433	DUES & MEMBERSHIPS	202.25	
211-45500-434	LEGACY GRANT EXPENDITURES	.00	
211-45500-504	BOOKS - GRANT FUNDED	7,317.45	
211-45500-505	BOOKS,PERIODICALS,VIDEOS ETC	6,416.57	
211-45500-506	PROCESSING MATERIALS	1,131.54	
211-45500-520	C.O.-BUILDINGS-LIBRARY	.00	
211-45500-570	OFFICE EQUIP. & FURNISHINGS	2,533.00	
211-45500-575	C.O.-COMPUTER EQUIPMENT	.00	
211-45500-580	C.O. OTHER EQUIPMENT	.00	
211-45500-610	INTEREST EXPENSE		891.94-
Total LIBRARY FUND:		281,114.56	281,114.56-
Net Loss:			1,155.40
Grand Totals:		281,114.56	281,114.56-
Net Loss:			1,155.40

Report Criteria:

Actual Amounts

All Accounts

Include FUNDS: 211

Page and Total by FUND

All Segments Tested for Total Breaks

Account Number	Account Title	2024 Pri Year 2 Actual	2025 Pri Year Actual	01/26-07/26 Cur YTD Actual	2026 Cur Year Budget	2026 Cur Year Unexpended
LIBRARY FUND						
SOURCE: 23						
211-23800	DEFERRED REV-DELINQUENT TAXES	1,285	1,100	.00	.00	.00
Total SOURCE: 23:		1,285	1,100	.00	.00	.00
TAXES						
211-31013	LIBRARY TAX REVENUE	187,309	195,749	111,183	204,141	92,958
211-31014	HOUSTON COUNTY LIBRARY LE	68,599	59,848	27,709	54,925	27,216
211-31051	EXCESS TIF REVENUE REFUND	.00	.00	.00	.00	.00
Total TAXES:		255,907	255,597	138,892	259,066	120,173
INTERGOVERNMENTAL AID						
211-33161	FEDERAL CARES ACT FUNDS	.00	.00	.00	.00	.00
211-33402	MARKET VALUE HOMESTEAD CREDIT	.00	.00	.00	.00	.00
211-33620	WINONA COUNTY FUNDING	9,565	12,656	6,538	13,075	6,538
211-33621	HOUSTON COUNTY ARPA ALLOCATIO	.00	.00	.00	.00	.00
Total INTERGOVERNMENTAL AID:		9,565	12,656	6,538	13,075	6,538
PUBLIC CHARGES FOR SERVICE						
211-34761	SELCO LIBRARY GRANT	20	.00	.00	.00	.00
211-34762	COPY MACHINE REVENUE	2,523	2,696	1,516	2,500	984
211-34763	COMPUTER PRINTER REVENUE	.00	.00	.00	.00	.00
Total PUBLIC CHARGES FOR SERVICE:		2,543	2,696	1,516	2,500	984
FINES & FORFEITURES						
211-35103	FINES	832	1,158	559	500	59-
Total FINES & FORFEITURES:		832	1,158	559	500	59-
SPECIAL ASSESSMENTS						
211-36200	MISCELLANEOUS INCOME	.00	.00	.00	.00	.00
211-36210	INTEREST ON INVESTMENTS	701	1,638	175-	.00	175
211-36230	CONTRIBUTIONS	27,238	37,055	15,290	10,000	5,290-
211-36232	SUMMER SPONSORS	1,550	.00	2,250	2,000	250-
211-36233	CONTRIBUTION-LA CRESC. TOWNSHIP	3,000	3,000	.00	.00	.00
211-36236	COMPUTER FUND REVENUE	2,460	.00	.00	.00	.00
211-36238	GRANT/SCHOLARSHIP FUNDING	7,928	6,297	11,721	.00	11,721-
211-36241	INSURANCE REIMBURSEMENT	.00	.00	.00	.00	.00
211-36243	ACE CAPITAL CREDITS	.00	.00	.00	.00	.00
Total SPECIAL ASSESSMENTS:		42,877	47,990	29,086	12,000	17,086-
OTHER FINANCING SOURCES						
211-39200	FRIENDS OF THE LIBRARY	.00	45	.00	.00	.00
211-39201	TRANSFER FROM GEN. FUND	.00	.00	.00	.00	.00
211-39202	LACRESCENT TOWNSHIP DONATION	.00	.00	.00	3,000	3,000
Total OTHER FINANCING SOURCES:		.00	45	.00	3,000	3,000
LIBRARY EXPENSES						
211-45500-101	WAGES - FULL-TIME	120,427	129,242	80,443	140,676	60,233
Budget notes:						

Account Number	Account Title	2024 Pri Year 2 Actual	2025 Pri Year Actual	01/26-07/26 Cur YTD Actual	2026 Cur Year Budget	2026 Cur Year Unexpended
Library Director & Library Assistant						
211-45500-102	OVERTIME PAY	.00	.00	.00	.00	.00
211-45500-103	WAGES - PART-TIME	38,291	40,622	24,389	44,611	20,222
211-45500-111	SEVERANCE PAY	.00	.00	.00	.00	.00
211-45500-121	EMPLOYER FICA EXPENSE	11,923	12,906	8,366	14,174	5,808
Budget notes: 7.65%						
211-45500-122	PERA CONTRIBUTIONS	10,974	11,868	7,826	12,143	4,317
Budget notes: 7.5%						
211-45500-131	EMPLOYER PAID HEALTH INS	7,280	8,635	6,052	9,837	3,786
211-45500-152	WORKERS COMP BENEFITS	.00	.00	.00	.00	.00
211-45500-200	LIBRARY OFFICE SUPPLIES	2,370	2,280	309	2,500	2,191
211-45500-202	COPY MACHINE SUPPLIES	.00	.00	.00	.00	.00
211-45500-203	COMPUTER PRINTER SUPPLIES	.00	.00	.00	.00	.00
211-45500-211	CLEANING & SANITARY SUPPLIES	731	790	353	1,000	647
211-45500-220	PROGRAM SUPPLIES	15,841	16,901	6,551	4,000	2,551-
211-45500-221	WINTER READING PROG EXPENSES	.00	.00	.00	.00	.00
211-45500-310	OTHER CONTRACTED SERVICES	2,937	3,247	2,607	4,000	1,393
211-45500-321	TELEPHONE-LIBRARY	1,658	1,796	1,000	2,000	1,000
211-45500-322	POSTAGE-LIBRARY	126	127	83	200	117
211-45500-331	TRAVEL EXPENSES	1,232	495	1,650	1,500	150-
211-45500-350	PRINTING AND PUBLISHING	.00	350	350	350	.00
211-45500-360	INSURANCE	6,873	6,540	3,675	.00	3,675-
211-45500-381	UTILITIES-ELECTRIC	2,180	3,012	1,514	2,800	1,286
211-45500-382	UTILITIES-WATER/SEWER	526	515	357	700	343
211-45500-383	UTILITIES-GAS	813	1,026	613	1,100	487
211-45500-384	REFUSE DISPOSAL	125	125	63	200	137
211-45500-401	REPAIR/MAINT-BUILDINGS	939	1,340	993	2,500	1,507
211-45500-404	REPAIR/MAINT-EQUIPMENT	.00	.00	.00	.00	.00
211-45500-406	REPAIR/MAINT-COMPUTERS	4,920	5,599	4,570	6,000	1,430
211-45500-414	LIMITED ACCESS LINE	12,520	12,904	9,225	13,500	4,275
211-45500-415	RENTALS-OTHER EQUIPMENT	96	96	48	120	72
Budget notes:						
Water Cooler						
211-45500-430	MISCELLANEOUS	.00	.00	.00	.00	.00
211-45500-432	UNCOLLECTIBLE ACCOUNTS	.00	.00	.00	.00	.00
211-45500-433	DUES & MEMBERSHIPS	1,153	1,173	202	700	498
211-45500-434	LEGACY GRANT EXPENDITURES	.00	.00	.00	.00	.00
211-45500-504	BOOKS - GRANT FUNDED	24,111	21,464	7,317	.00	7,317-
211-45500-505	BOOKS,PERIODICALS,VIDEOS ETC	8,237	7,260	6,417	13,000	6,583
211-45500-506	PROCESSING MATERIALS	1,779	1,846	1,132	1,800	668
211-45500-520	C.O.-BUILDINGS-LIBRARY	.00	.00	.00	.00	.00
211-45500-570	OFFICE EQUIP. & FURNISHINGS	.00	.00	2,533	.00	2,533-
211-45500-575	C.O.-COMPUTER EQUIPMENT	.00	.00	.00	.00	.00
211-45500-580	C.O. OTHER EQUIPMENT	.00	.00	.00	.00	.00
211-45500-610	INTEREST EXPENSE	.00	864-	892-	500	1,392
Total LIBRARY EXPENSES:		278,062	291,297	177,746	279,912	102,166
LIBRARY FUND Revenue Total:		313,010	321,242	176,590	290,141	113,551
LIBRARY FUND Expenditure Total:		278,062	291,297	177,746	279,912	102,166
Net Total LIBRARY FUND:		34,948	29,945	1,155-	10,229	11,385

Account Number	Account Title	2024 Pri Year 2 Actual	2025 Pri Year Actual	01/26-07/26 Cur YTD Actual	2026 Cur Year Budget	2026 Cur Year Unexpended
Net Grand Totals:		34,948	29,945	1,155-	10,229	11,385



Item: 1.5

STAFF REPORT

To: Honorable Mayor and City Council Members
From: Cassie Hanan, City Administrator
Date: August 24, 2026
Re: Donation Resolution

Attached is a donation resolution accepting a donation to the Fire Department. We recommend that the Council approve this resolution.

RESOLUTION NO. 08-26-22

**RESOLUTION ACCEPTING DONATIONS MADE TO THE CITY OF LA CRESCENT IN
AUGUST 2026**

WHEREAS, the following donations were made to the City of La Crescent in the month of August 2026:

1. Greg Marnach wishes to donate \$1,000.00 to the La Crescent Fire Department.

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

ADOPTED this 21st day of August 2026.

SIGNED:

Mayor

ATTEST:

City Clerk



Item: 1.6

STAFF REPORT

To: Honorable Mayor and City Council Members
From: Cassie Hanan, City Administrator
Date: August 24, 2026
Re: Low Potency Hemp Retail License

Attached for review and consideration is a Low Potency Hemp Retail License Application from EMD Tobacco. This application appears to be in order and we recommend approval.



City of La Crescent
315 Main Street, La Crescent, MN 55947
Office: (507) 895-2595 Fax: (507) 895-8694

RECEIVED
AUG 17 2026

CITY OF LA CRESCENT

**REGISTRATION APPLICATION FOR LOW POTENCY HEMP EDIBLE
RETAIL BUSINESS**

Applicant Note:

Print, type, or check all applicable information. Incomplete applications will not be accepted, and penalties may be assessed. The information contained in this application becomes part of City of La Crescent's official records upon receipt by the department and is thereafter accessible to the public.

MAKE CHECKS PAYABLE TO CITY OF LA CRESCENT

Registration Type	
☒ Initial registration (New Establishment) Date of Opening: <u>6/1/26</u>	☐ Existing Establishment Registration (change in Ownership) Date of Reopening: _____ Previous Owner: _____ Date of Change of Ownership: _____
☐ New Development*	☐ Other _____
☐ Renewal Registration	
☐ Change in location (business Relocating) Old Location: _____ New Location: _____	

Business Information	
Business (dba) Name: <u>EMD Tobacco</u>	Owner Name: <u>Emad Al Hussni</u>
Business Address: <u>111 S Walnut St Ste A</u> (must be physical location) <u>La Crescent, MN 55947</u>	Owner Mailing Address: <u>406 12th Ave SE</u> <u>Unit 219</u> <u>Minneapolis, MN 55414</u>
Parcel ID: _____	Telephone Number: <u>(630) 340-8228</u>
Telephone Number: <u>(507)-551-7024</u>	Email: <u>emd.tobacco@gmail.com</u>
Email: _____	

Office of Cannabis Management Number: LPDIS-126-000229-01
Office of Cannabis Management License Type: LPHE Retailer
Local ordinance compliance? ☒ Yes ☐ No

Registration/Business Type
(each location requires a separate application) See supplement for description of each business type
☒ LOWER-POTENCY HEMP EDIBLE RETAILER

Total Annual Fee (See City of La Crescent Fee Schedule) \$ 125

I declare under the penalties of perjury and criminal liability for willfully making a false statement that this application is, to the best of my knowledge and belief, true, correct, and complete.

Signature of owner, partner, or principal officer <u>Emad Al Hussni</u>	Title <u>CEO</u>	Date <u>7/29/26</u>
--	---------------------	------------------------



Item: 3.1

STAFF REPORT

To: Honorable Mayor and City Council Members
From: Cassie Hanan, City Administrator
Date: August 24, 2026
Re: Appeal of termination of employment by a former employee of the Fire Department

Please see the attached memo and information from Attorney Wieser regarding agenda item 3.1.



WIESER LAW OFFICE, P.C.

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

KELLY M. IVERSON
AL "SKIP" WIESER, III
KAYLA C. SCHMIDT

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

TO: Honorable Mayor and City Council Members
CC: Cassandra Hanan, City Administrator
FROM: Skip Wieser, City Attorney
DATE: August 21, 2026
RE: Employee Appeal – Agenda Item No. 3.1

Attached for Council consideration find an appeal by an employee who was terminated from the Fire Department by the City Council on August 3, 2026. Also find a copy of Article XIII(B) of the Fire Department Rules and Regulations addressing appeal of disciplinary action to the City Council. Last, find a copy of the August 17, 2026 correspondence sent to members of the Council.

Consideration of this appeal will take place in open session.

Background Summary

The employee was notified of a City Council meeting on July 24, 2026, which was continued to August 3, 2026, to allow the employee to respond to preliminary allegations of misconduct. Following those proceedings, the City Council terminated the employee from the City of La Crescent Fire Department for just cause. The employee did not attend either the July 24 or August 3 meeting.

We recommend the Council review the appeal under the following standard:

- Has the employee presented compelling circumstances showing that the Council's August 3, 2026 decision was erroneous? For purposes of this review, 'error' does not include facts or evidence that were known on August 3, 2026.

At the conclusion of this item, we will outline potential Council actions.

August 10, 2026

La Crescent City Council
La Crescent City Administrator
315 Main Street
P.O. Box 142
La Crescent, MN 55947

RE: Notice of Right to Appeal

I respectfully submit my written notice of Appeal regarding the disciplinary action taken on August 3, 2026.

Sincerely,

Douglas Stavenau

XIII DISCIPLINE

A. Discipline for Cause

Disciplinary action may be imposed by the City Administrator or city designated representative for cause, including but not limited to the following:

1. Insubordination;
2. Failure to comply with Department Rules and Regulations;
3. Failure to follow Department operating procedures;
4. Failure to comply with safety rules, regulations and procedures;
5. Incompetence;
6. Misconduct; and
7. Unauthorized action at the scene of an emergency.

Disciplinary action may be in one or more of the following forms:

1. Verbal reprimand;
2. Written reprimand;
3. Suspension, or
4. Termination.

Disciplinary action for cause may begin at any step at the discretion of the City Administrator or the city designated representative.

Suspension in excess of more than thirty (30) calendar days or termination shall require action by the City Council. Veterans shall be provided with notice of intent to discharge and may exercise rights as provided for in MS. 197.46.

B. Appeal of Disciplinary Action

A member of the Department may appeal disciplinary action by written notice to the City Council within fifteen (15) calendar days of the discipline having been imposed. The written notice of appeal shall be filed with the City Administrator.

The timely filed appeal shall be heard by the City at its next regular scheduled meeting held no sooner than seven (7) calendar days nor more than thirty (30) calendar days from receipt of the written appeal.

August 17, 2026

Respectfully,

As the termination appeal date approaches, I would continue to encourage you to ask many of the questions that should have been asked previously. I acknowledge having a mutual responsibility in the matter at hand; however, that responsibility exists within a larger context than the carefully crafted narrative that has been presented to you.

I would like you to recognize that the record provided contains no opportunity for my response. This is not by choice; it is simply because that opportunity has not been allowed. The conflict is more complex than what has been presented as simple "proof," and is not a singular event or allegation. The origins of the dispute with Administration date back to at least as early as March of 2025, including documented conflict involving a department head dating even earlier.

Most concerning in the cumulation of events is Administration's blatant attack on my character and the dramatization of an unhealthy conflict to the point of involving law enforcement. The decision to do so was without legitimate basis and relied instead on exaggeration and speculation. Such actions by Administration have nothing to do with the alleged misbehavior and appear intended to intimidate, damage my reputation, create distraction, and further discourage any genuine dialogue regarding the core issues.

To further clarify, I am not referring to the investigative report included in the record, but to additional actions taken by Administration.

I would like to share with all of you another perspective for consideration.

Many groups develop a collective ego. Some groups are healthy, and some are not. Within any group, members can become accustomed to a particular culture, structure, and way of doing things. Over time, members may feel an expectation to follow that culture without question. When someone challenges the established hierarchy or raises concerns about how the group operates, the collective group can react defensively.

In an unhealthy or insecure group, the response to those concerns may become focused not on examining the questions themselves, but on examining the person who raised them. Instead of asking whether the concerns have merit, the group may begin to question the individual's motives, character, loyalty, or intentions. The individual can then become the

focus of the conflict, allowing the group to protect its comfort, its established hierarchy, and its existing way of operating without having to address the underlying concerns.

Once the individual becomes the focus, circumstances can begin to be viewed through that perspective. Context can be created around individual events, assumptions can become accepted as fact, and “proof” can appear abundant because circumstances are being interpreted to support an existing narrative. The original questions or concerns can then become secondary to the defense of the group and its hierarchy.

The power structure of the group may even begin to view the member as disloyal or dangerous, when that person may simply care about the group, its integrity, and its future success. A person who challenges the established way of doing things is not necessarily trying to undermine the group. They may instead be trying to identify problems, encourage discussion, and contribute to a better outcome.

When a group becomes more focused on protecting its hierarchy than examining legitimate concerns, it can ultimately harm itself. It loses the opportunity to hear different perspectives, consider better solutions, and address problems before they become larger. The result is that the underlying issues remain unresolved while the person who raised them becomes the perceived problem.

Unlike the directive I received from the current City Administrator while an employee, I would openly encourage any of you to initiate communication with me as I can clarify or respond to any allegations that have been made.

I again appeal to the La Crescent City Council to request that a neutral party conduct an independent investigation into the allegations that have been presented before you.

Douglas Stavenau



Item: 3.2

STAFF REPORT

To: Honorable Mayor and City Council Members
From: Cassie Hanan, City Administrator
Date: August 24, 2026
Re: Elizabeth Wefel, Coalition of Greater Minnesota Cities updates

Elizabeth Wefel, Coalition of Greater Minnesota Cities, will be in attendance at the City Council meeting to provide an update on the current priorities and work of the Coalition.



2026 CITY VISIT

LA CRESCENT, MN



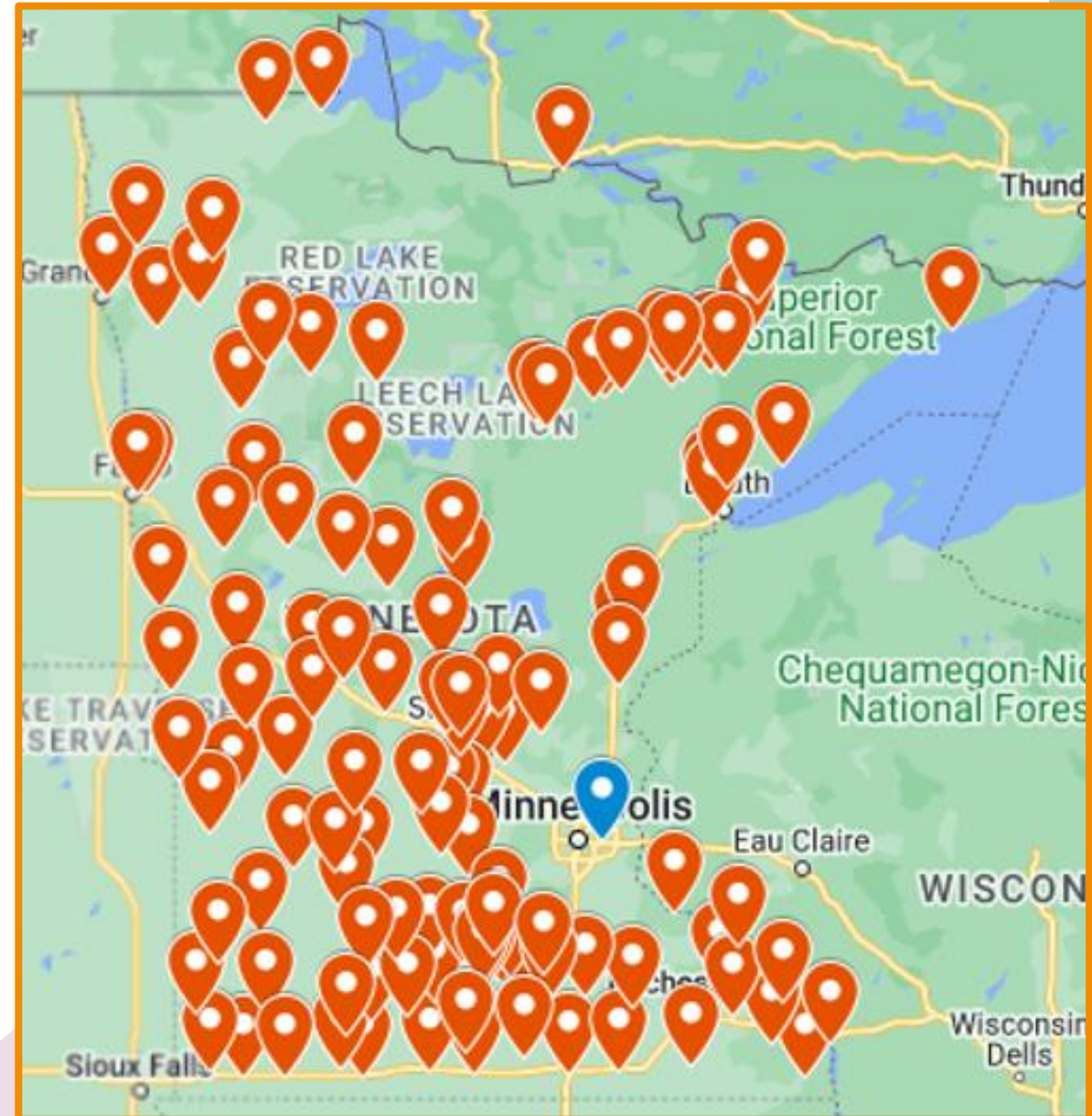
August 24, 2026

| Elizabeth Wefel

CGMC:

MORE THAN 100 CITIES ACROSS THE STATE WORKING TOGETHER

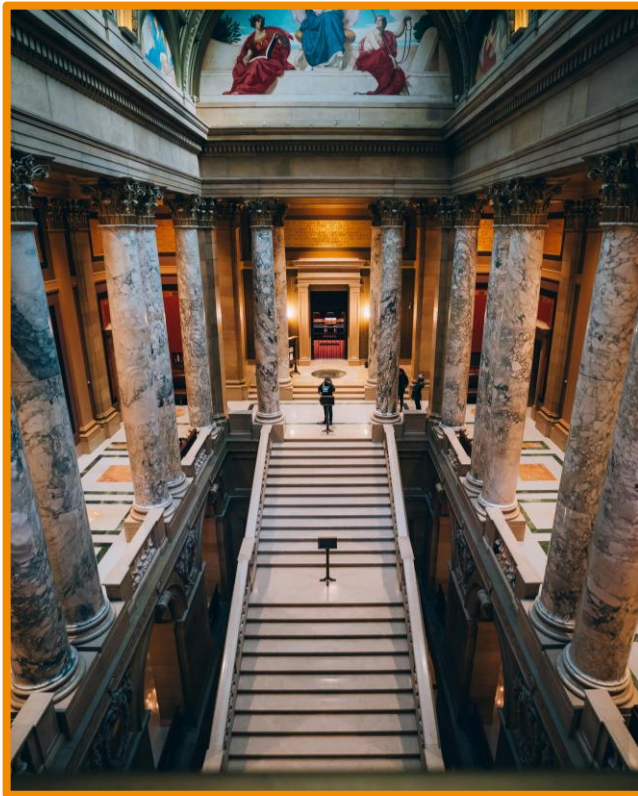
- Local Government Aid (LGA)/Property Taxes
- Environment and Energy
- Housing
- EMS
- Economic Development
- Transportation
- Annexation and Land Use
- Labor and Employment



2026 LEGISLATIVE SESSION RECAP



DIVIDED GOV'T BRINGS LOW EXPECTATIONS

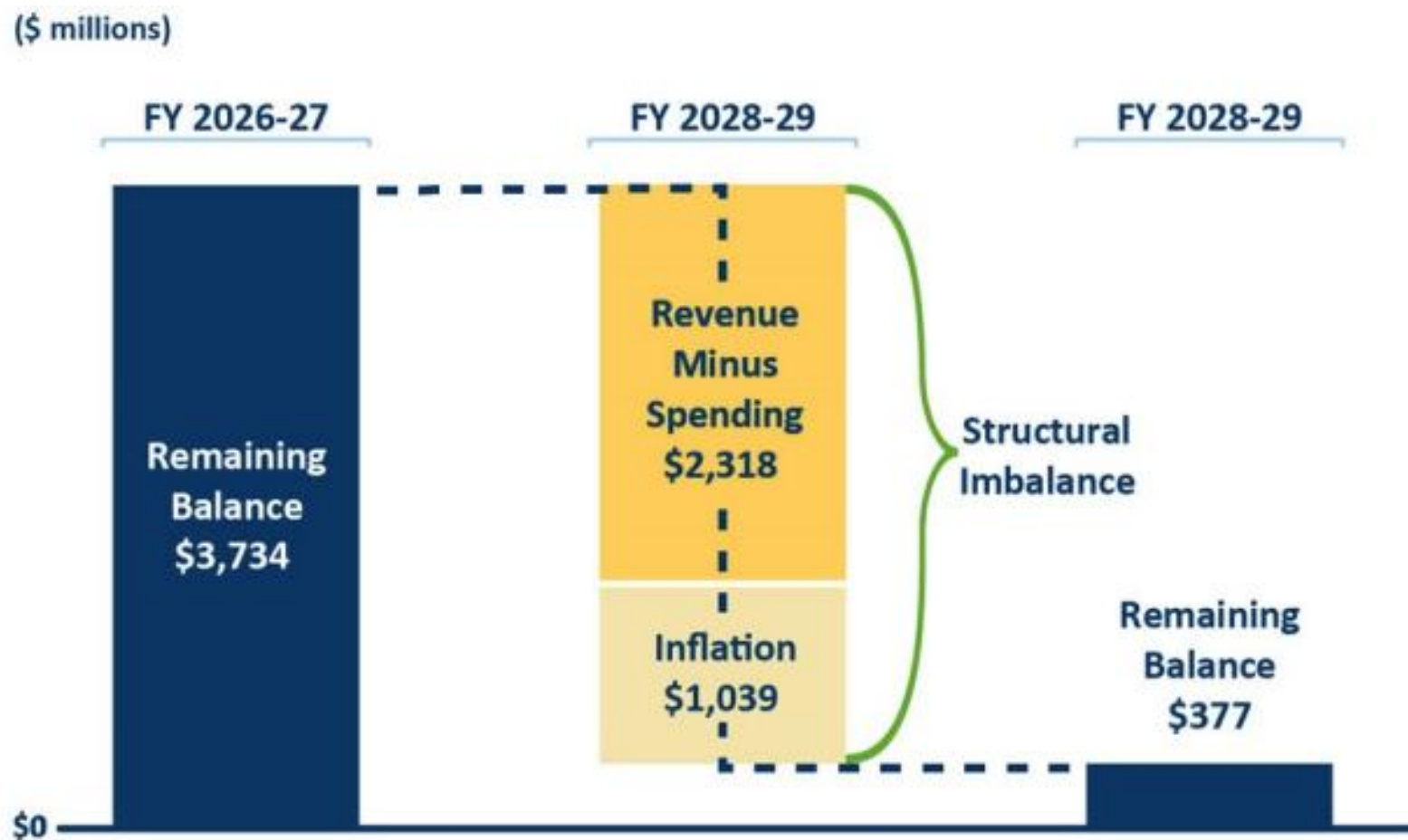


- DFL maintains 1-seat majority in Senate
- House evenly divided at 67-67
- Everything is a four-way negotiation: Gov. Walz, House DFL, Senate DFL, House GOP
- Focal points for the session:
 - Fraud
 - Guns
 - HCMC
 - School Safety
 - Bonding

TASKS FOR THE SESSION

- ✓ Protect LGA
- ✓ Pass a bonding bill
- ✓ Lead line funding
- ✓ Resist zoning and development pre-emption

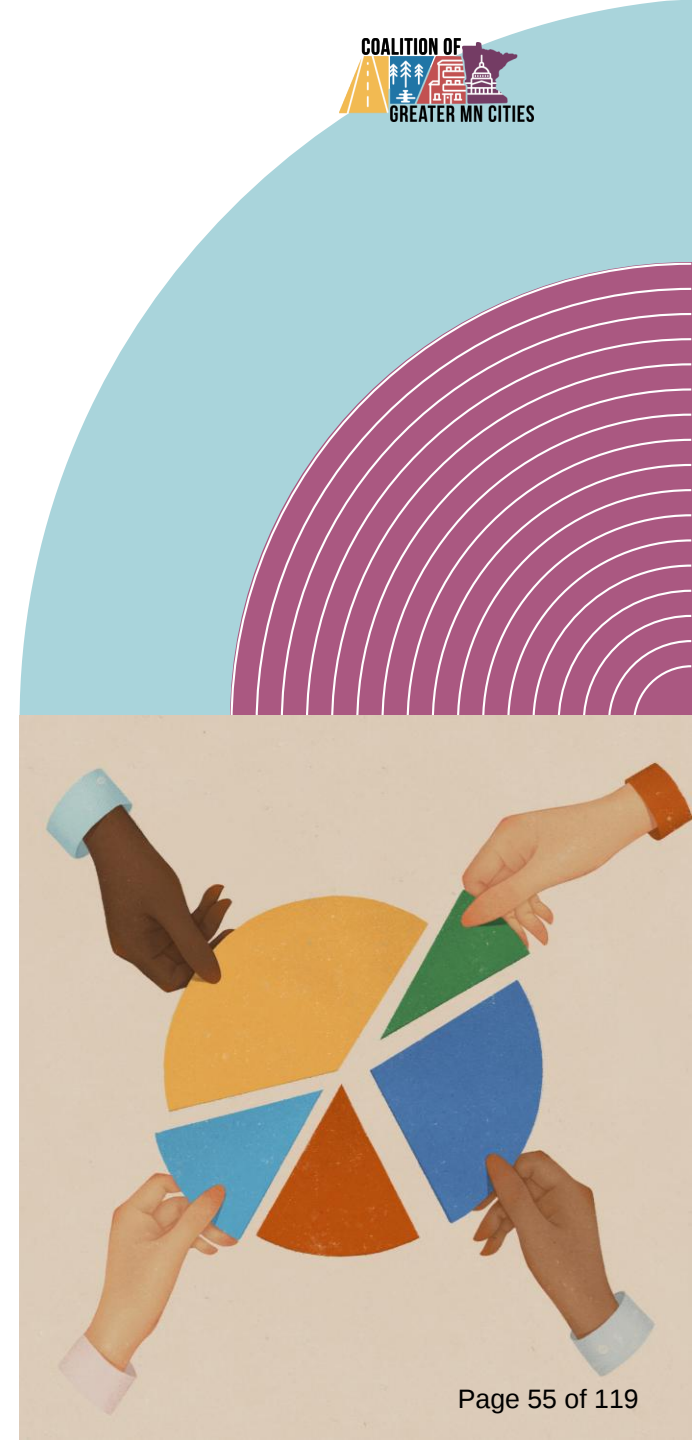
FEBRUARY 2026 STATE BUDGET FORECAST



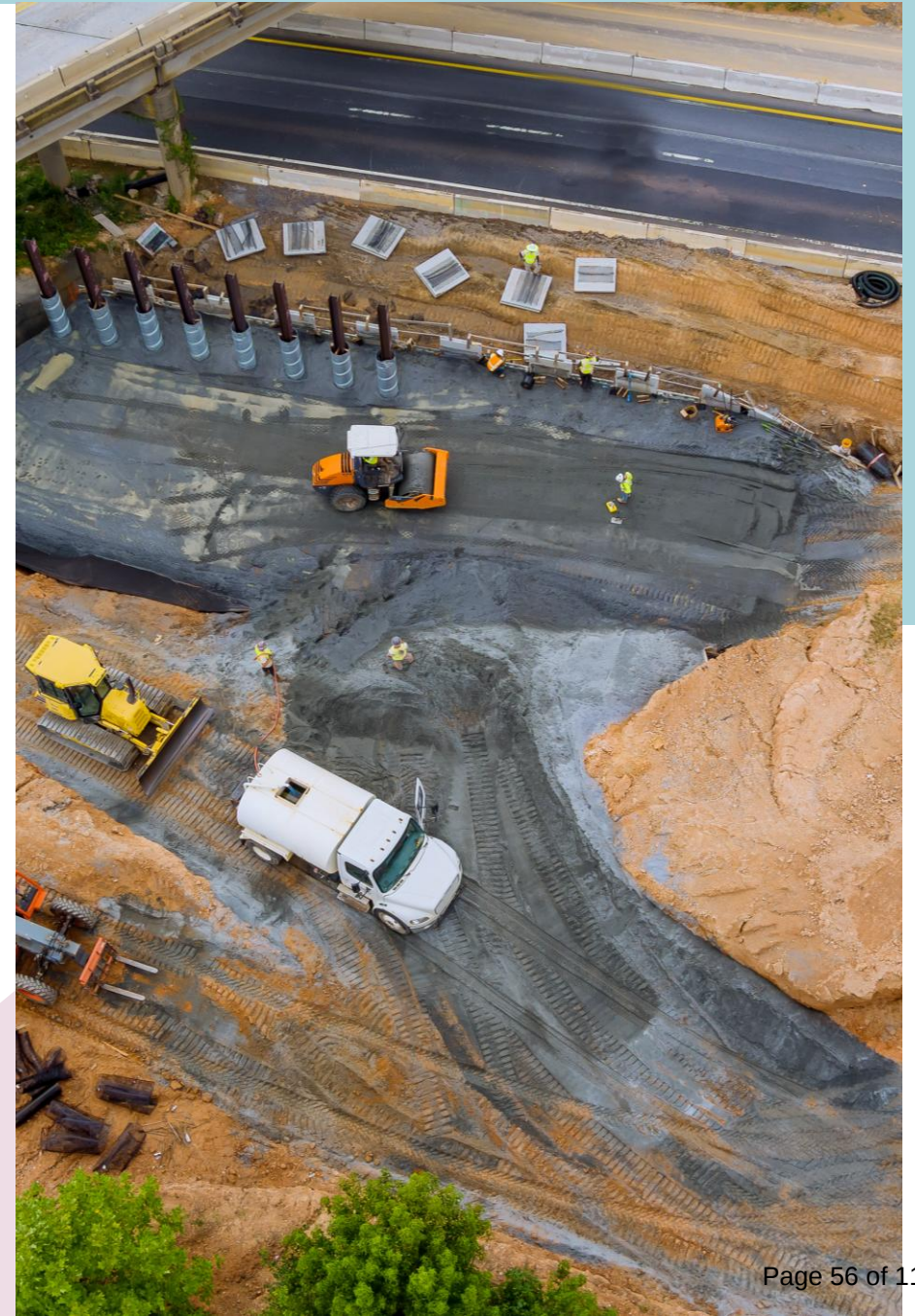
Source: Minnesota Management & Budget (February 2026)

NON-BUDGET YEAR, FISCAL CHALLENGES LIMIT SPENDING TALK

- Budget situation is improved, but still challenging
- Very little spending contemplated this session
- Focus on bonding bill and policy
- 2025 = Threat to LGA
 - Senate DFL proposal to cut \$20 million defeated
- 2026 = No discussion of cutting LGA



BONDING



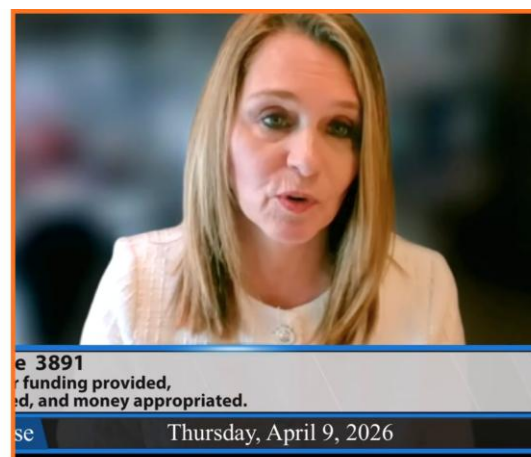
BACKGROUND ON THE BONDING BILL

- Bonding bill in 2025
- Bonding bill requires bipartisanship
- Governor's bonding proposal:
 - Heavy on state-owned assets
 - Capitol complex security
 - PFA = \$99 million
 - BDPI - \$2.5 million
 - Local roads/bridges = \$0
 - Local project set aside = \$35 million



CGMC BONDING EFFORTS

- Bonding bill a top focus of lobbying this session



BONDING BILL PASSES WITH IMPRESSIVE LEGISLATIVE SUPPORT

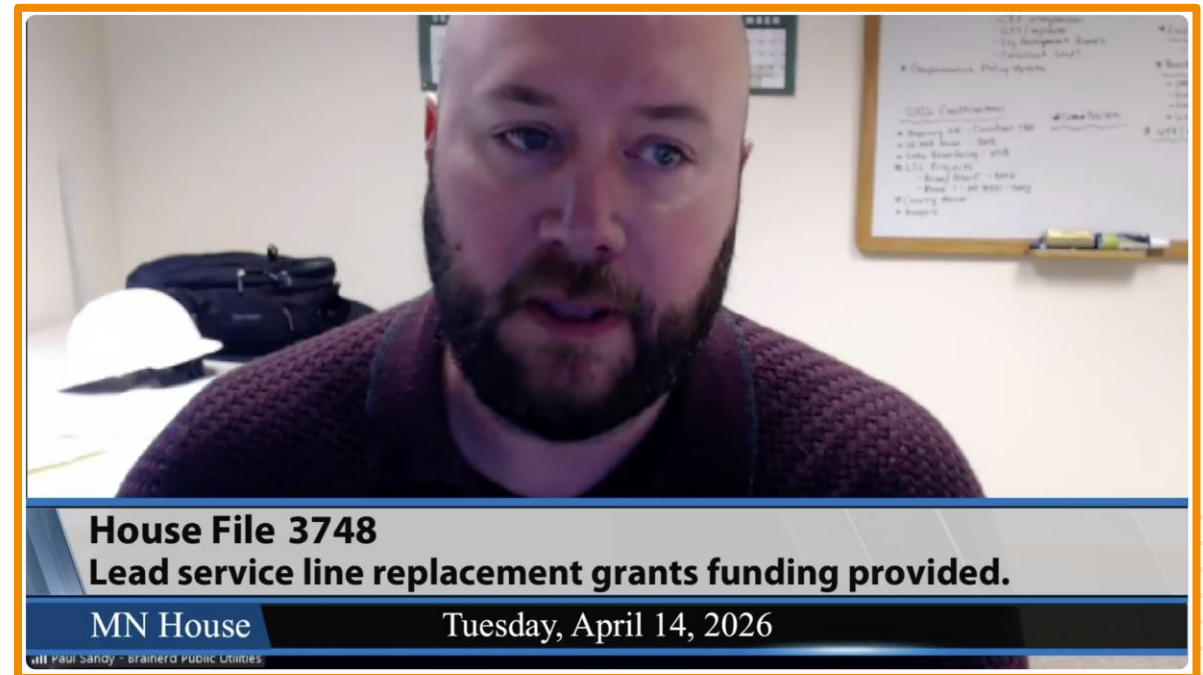
- Total \$1.24 billion package from all sources
- \$400+ million in PFA programs and local water and wastewater grants
 - PFA = \$122 million (grant and loan programs)
- Local bridges = \$25 million (undesignated)
- Local roads = \$47 million
- BDPI = \$2 million
- Unlike 2025, millions in local projects

LEAD SERVICE LINES



MOMENTUM ON LEAD LINES UNDER THREAT

- 2037 EPA deadline to remove lead service lines
- \$240 million allocated in 2023 session
- Initial inventory:
 - 87,000 lead lines statewide
 - 200,000 still to be identified
- Total cost estimate \$1.5 billion
- Reaching goal will require yearly progress with adequate funding
- Without infusion of dollars 2027 construction season in peril
- CGMC ask = \$250 million
- Inventory map → <https://maps.umn.edu/LSL/>



LEAD LINE DISAPPOINTMENT



- Lead line money included in bonding bill
- Squeezed by other bonding bill priorities
- **Only \$15 million** included in final package
- Need for dedicated funding source

HOUSING & ZONING



2024 “MISSING MIDDLE” → 2025 “YES TO HOMES” → 2026 “STARTER HOME ACT

“Starter Home Act” had many of the same elements. Different framework:

- Preemption of aesthetic and material standards, HOA preemption, require ADUs
- Cities over 5,000...
 - Must allow up to four units on 33% of area zoned as single-family
 - No minimum lot size greater than 1/8 acre in greenfield areas
 - Must allow multi-family in 33% of area zoned commercial

CITIES OVER 10,000

Choose your own adventure!



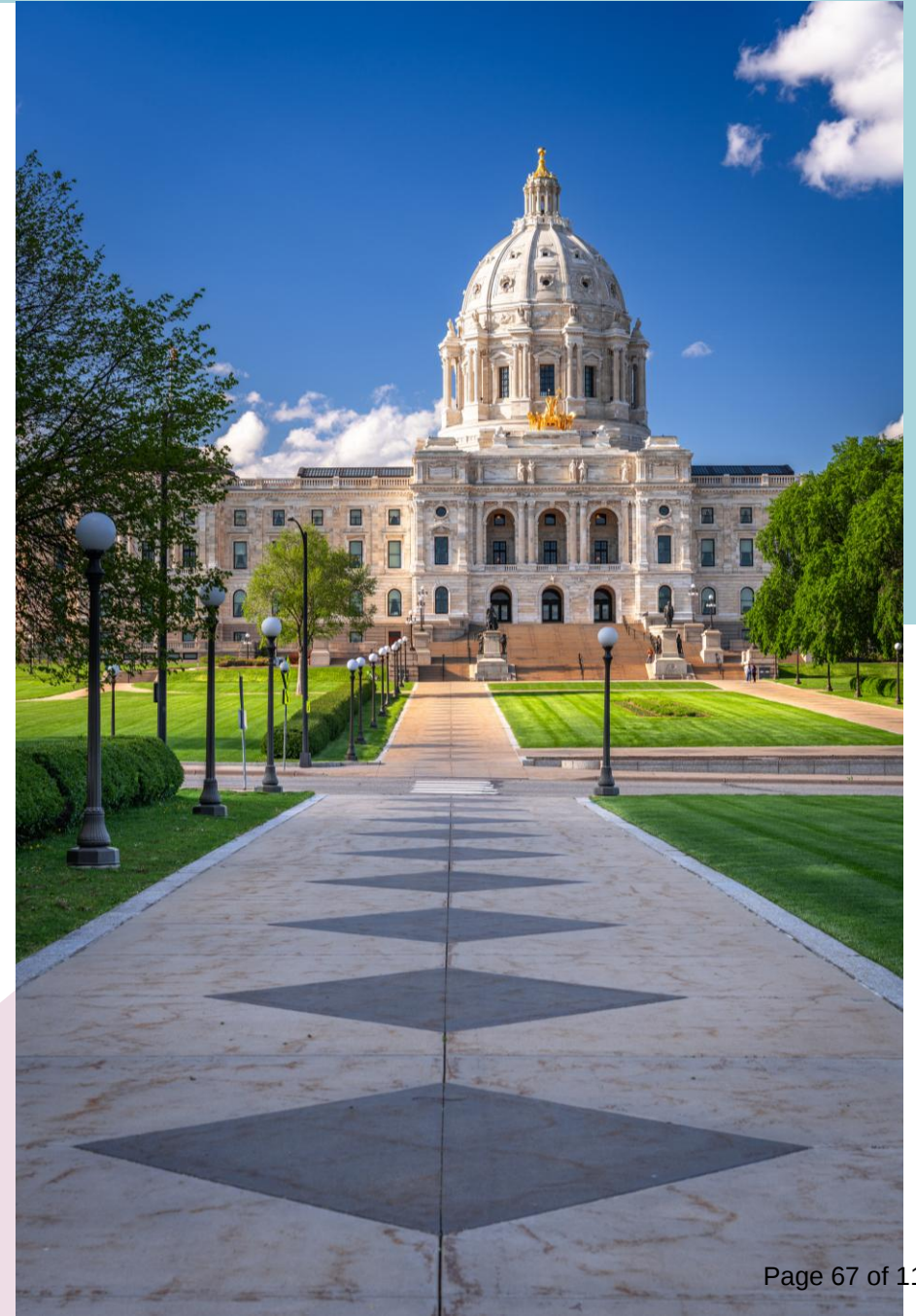
- Cities of the 1st, 2nd, and 3rd class must pick a specified number of additional requirements from a list of choices. Choices include things like:
 - Parking minimums
 - Additional upzoning in single-family zones
 - Additional allowance for multi-family in commercial zones
 - Creation of a housing trust fund
 - Housing subsidy programs

CGMC & METRO ALLIES DEFEAT BILL

- LMC drops active opposition to bill
- CGMC, Metro Cities, and the Municipal Legislative Commission continues opposition
- Bill defeated in House committee
- No hearing in the Senate
- Expect advocates and legislators to bring back some version of preemption again in 2027



LOOKING AHEAD



ALL EYES ON THE ELECTION

- Open Governor's race with primary to set final field in August
- All 201 legislative seats on the ballot
- Lots of retirements mean lots of new faces
- CGMC will use interim to engage with candidates
 - Candidate education packet on CGMC issues coming later this summer
- Session scheduled to convene on January 14, 2027.



UPCOMING CGMC EVENTS

- 2026 CGMC Fall Conference – November 12-13, Waite Park
- 2027 CGMC Legislative Action Day – February 10, 2027, St. Paul
- 2027 CGMC Summer Conference – TBD, Owatonna

Reach out to Emma Cliff at etcliff@flaherty-hood.com with any questions about CGMC events!

QUESTIONS?

Elizabeth Wefel

(651) 225-8840

ewefel@flaherty-hood.com

GREATERMNCITIES.ORG | @GREATERMNCITIES



Item: 3.3

STAFF REPORT

To: Honorable Mayor and City Council Members
From: Cassie Hanan, City Administrator
Date: August 24, 2026
Re: Jess Witkins, Library Director, summer reading presentation

Jess Witkins, Library Director, will be in attendance to discuss the summer reading program.

Plant a Seed, Read!

La Crescent Public Library SRP Review 2026



1 Reading Challenges

241 Youth and Teen
Participants

Up 4% in registration from
2025

2 Programming

821 attendees came out for our
youth and family programs this
year, a 29% decrease from 2025.
However, we added 12 adult-
focused programs over the
summer which brought in 151
attendees.

3 Increased Outreach

Up 12% from 2025 in outreach
programs. This year, in addition to
the farmer's market, we added
more storytimes, continued Littles
at the Library, attended the
Garden GROW Party, and more!

4 Circulation

Library checkouts went up
22% in June and July with an
average of 5,326
checkouts/month.

5 Ongoing Education

This year's Legacy programs
explored reptiles, family
comedy, metalworking, and
painting. Additionally, our
Public Health Student Intern
brought in programs and
displays for a wealth of
environmental public health.



Item: 3.4

STAFF REPORT

To: Honorable Mayor and City Council Members
From: Josh Tarrence, Building Inspector/Fire Chief, Luke Ahlschlager, Police Chief
Date: August 24, 2026
Re: Outdoor Fireworks Display Request- La Crescent-Hokah High School Band

The La Crescent-Hokah High School Band has submitted an application to conduct a supervised fireworks display on Friday, September 4th, 2026. In the event of inclement weather, the rain date is scheduled for Friday, September 11th, 2026. The display will take place at the La Crescent-Hokah High School Athletic Fields on Lancer Boulevard. Their intentions are to discharge fireworks at the beginning of the game during the Star-Spangled Banner, and again during the band's halftime performance. The display will be conducted by a Minnesota State Fire Marshal's Office Certified Operator. The application, and intended plan have been reviewed by the La Crescent Fire Chief and the La Crescent Police Chief. After review, both feel the fireworks display is well planned and can be conducted in a safe and enjoyable manner. The La Crescent Fire Department is willing to provide a brush truck and small crew during the display for added safety measures. Fire Chief Tarrence and Police Chief Ahlschlager recommend approving the application for the fireworks display. Erik Chapman, the High School Band Director, and the Fire Chief will be in attendance at the meeting in case of any questions.

**La Crosse
SKYROCKERS**

A La Crosse Tradition Since 1929

La Crosse Skyrockers, Inc.

PO Box 2223

La Crosse, WI 54602-2223

www.skyrockers.org

August 21, 2026

Angie Boettcher, City Clerk
City of La Crescent
315 Main Street
P.O. Box 142
La Crescent, MN 55947

Re: Application for Outdoor Fireworks Display Permit — La Crescent High School Band Performance

Dear Ms. **Boettcher**:

On behalf of the La Crescent High School Band, I am submitting the supporting documents for a permit to conduct a supervised public fireworks display in accordance with Minnesota Statutes § 624.22.

The display is proposed for Friday, September 4, 2026 (Rain date Friday, September 11, 2026) at the La Crescent High School Athletic Fields on Lancer Blvd. Fireworks will be discharged twice: at approximately 7:00 p.m. during "The Star-Spangled Banner," and again during the Band's halftime performance.

The display will be conducted by Minnesota State Fire Marshal (SFM) Certified Operator:

Name: *Charles P. Weeth*

SFM Certification Number: B-0239

Certification Expiration: 12/31/2028

NFPA Standard: NFPA 1123 — Outdoor

In support of this application, the following required attachments and information are provided:

1. Permit application from the sponsor;
2. Permit fee of \$30.00;
3. Proof of bond or certificate of insurance in the amount required by the City of La Crescent for this outdoor display; ✓
4. A site diagram showing the Discharge Site, Fallout Area (Display Site) and distances to spectators, nearest occupied building, above ground flammable fuel storage, and health care institutions; ✓
5. Copy of the operator's current State Fire Marshal certification; ✓
6. Applicable ATF permit/license documentation for the display fireworks; ✓
7. Signed permission letter for access to and use of the site from the La Crescent-Hokah School District; ✓

8. Names and dates of birth (DOB) of all participating in the display (each 18 years of age or older); ✓

Charles P Weeth	04-05-1953	Operator
Martin Schmal	10-24-1976	Assistant
Sonya Mix	08-24-1969	Assistant
Rick Parchim	08-31-1964	Assistant
John Jones	09-09-1964	Assistant
Nathan Schumaker	07-17-1984	Assistant

9. List of fireworks to be used in the outdoor display ✓

288 - Roman candles - Red
144 - Roman candles - Silver
288 - Roman candles - Blue
144 - Roman candles - Silver Reports
6 - 25 s 500g cakes
90 - 30mm Comet \ Mine Blue Meteor
93 - 30mm Red Meteor
90 - 30mm Comet \ Mine White Meteor
8 - 76mm / 3" Brocade to Chrysanthemum Crackle Mine
7 - 76mm / 3" Red Mine
3 - Slice 13' Red to White to Blue Ghost (5 sec.)
3 - Slice 13's Red-White-Blue Mines (4 sec.)
1 - USA Ground Set Piece
1 - 250 Ground Set Piece
20 - 1.4G gerbs
20 - 200 gram 1.4G cakes
10 - 500 gram 1.4G cakes
50 - 1.75" 1.4G aerial shells

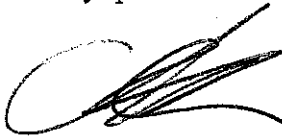
NOTE: All classified as FIREWORKS UN0336 1.4G or ARTICLES PYROTECHNIC UN0431 1.4G

10. Fire Department Services Requested

A brush truck and crew on standby to cover the embankment on the east side of the Display Site.

To assist in the permit approval process and the fireworks display, I have attached a MINNESOTA FIREWORKS DISPLAY REQUIREMENTS checklist.

If you have any questions or need additional information, please let me know,



Charles P. Weeth, Certified Operator: B-0239

122 17th St S

La Crosse, WI 54601-4208

Mobile: 608-784-3212

Email: chzweeth@pyro-pages.com



APPLICATION / PERMIT
OUTDOOR PUBLIC FIREWORKS DISPLAY

Applicant instructions:

1. This application is for an **outdoor** public fireworks display only and is **NOT** valid for an indoor fireworks display.
2. This application must be completed and returned at least 15 days prior to date of display.
3. Fee upon application is \$30 and must be made payable to: **CITY OF LA CRESCENT**

Name of Applicant (Sponsoring Organization): La Crescent High School Band

Address of Applicant: 1301 Lancer Blvd, La Crescent MN 55947

Name of Applicant's Authorized Agent: _____

Address of Agent: _____

Telephone Number of Agent: _____

Date of Display: 9/14/26

Time of Display: 8:00 pm

Location of Display: Earl Scafen Field - La Crescent High School

Manner and place of storage of fireworks prior to display: Skyrockers ATF approved

Type = 4 magazine.

Type and number of fireworks to be discharged: See attached list.

MINNESOTA STATE LAW REQUIRES THAT THIS DISPLAY BE CONDUCTED UNDER THE DIRECT SUPERVISION OF A PYROTECHNIC OPERATOR CERTIFIED BY THE STATE FIRE MARSHAL.

Name of Supervising Operator: Charles P Weeth

Certificate No.: B-0239

Required attachments. The following attachments must be included with this application:

1. Proof of a bond or certificate of insurance in amount of at least \$ 2,000,000
(Suggested Amount: \$1.5 million minimum)
2. A diagram of the ground at which the display will be held. This diagram (drawn to scale or with dimensions included) must show the point at which the fireworks are to be discharged; the location of ground pieces; the location of all buildings, highways, streets, communication lines and other possible overhead obstructions; and the lines behind which the audience will be restrained.
3. Names and ages of all assistants that will be participating in the display.

The discharge of the listed fireworks on the date and at the location shown on this application is hereby approved, subject to the following conditions, if any: Rain date Friday September 11, 2026

I understand and agree to comply with all provisions of this application, MN Statute 624.20 through 624.25, MN State Fire Code, National Fire Protection Association Standard 1123 (2006 edition), applicable federal law(s) and the requirements of the issuing authority, and will ensure that the fireworks are discharged in a manner that will not endanger persons or property or constitute a nuisance.

Signature of Applicant (or Agent): [Signature]

Date: 8-20-26

Signature of Fire Chief/County Sheriff: _____

Date: _____

Signature of Issuing Authority: _____

Date: _____



LA CRESCENT-HOKAH
PUBLIC SCHOOLS

Erik Chapman
HS Band Director
(507) 895-4484 opt. 1
FAX: (507) 895-4490

High School
1301 LANCER BOULEVARD
LA CRESCENT, MN 55947

This letter is in reference to Skyrockers and Licensed Fireworks Operator Charles Weeth in and the half time show organized by High School Band Director Erik Chapman.

This letter grants permission to access the La Crescent High School athletic fields by motor vehicle and to perform the fireworks display on Sept 4 (Rain date Sept 11) in conjunction with the La Crescent High School Band performance at the opening and halftime of the La Crescent High School Football game.

Principal Jacob Feldman

In accordance with the provisions of Title XI, Organized Crime Control Act of 1970, and the regulations issued thereunder (27 CFR Part 555), you may engage in the activity specified in this license or permit within the limitations of Chapter 40, Title 18, United States Code and the regulations issued thereunder, until the expiration date shown. **THIS LICENSE IS NOT TRANSFERABLE UNDER 27 CFR 555.53.** See "WARNINGS" and "NOTICES" on reverse.

Direct ATF
Correspondence To
ATF - Chief, FELC
244 Needy Road
Martinsburg, WV 25405-9431

License/Permit
Number

3-WI-063-34-9A-00868

Chief, Federal Explosives Licensing Center (FELC)

Expiration
Date

January 1, 2029

Name

LA CROSSE SKYROCKERS INC

Premises Address (Changes? Notify the FELC at least 10 days before the move)

1032 ROSE ST
LA CROSSE, WI 54603-

Type of License or Permit

34-USER OF EXPLOSIVES

Purchasing Certification Statement

The licensee or permittee named above shall use a copy of this license or permit to assist a transferor of explosives to verify the identity and the licensed status of the licensee or permittee as provided by 27 CFR Part 555. The signature on each copy must be an original signature. A faxed, scanned or e-mailed copy of the license or permit with a signature intended to be an original signature is acceptable. The signature must be that of the Federal Explosives Licensee (FEL) or a responsible person of the FEL. Permittee that this is a true copy of a license or permit issued to the licensee or permittee named above and use in the business or operations specified above under "Type of License or Permit."

Mailing Address (Changes? Notify the FELC of any changes.)

LA CROSSE SKYROCKERS INC
1032 ROSE ST
LA CROSSE, WI 54603-

Licensee/Permittee Responsible Person Signature

Position/Title

Printed Name

Date

Previous Edition is Obsolete

LA CROSSE SKYROCKERS INC-1032 ROSE ST-54603-3-WI-063-34-9A-00868/January 1, 2029-34-USER OF EXPLOSIVES

ATF Form 5400.14/5400.15 Part I
Revised September 2011

Federal Explosives License (FEL) Customer Service Information

Federal Explosives Licensing Center (FELC)
244 Needy Road
Martinsburg, WV 25405-9431

Toll-free Telephone Number: (877) 283-3352
Fax Number: (304) 616-4401
E-mail: FELC@atf.gov

ATF Homepage: www.atf.gov

Change of Address (27 CFR 555.54(a)(1)). Licensees or permittees may during the term of their current license or permit remove their business or operations to a new location at which they intend regularly to carry on such business or operations. The licensee or permittee is required to give notification of the new location of the business or operations not less than 10 days prior to such removal with the Chief, Federal Explosives Licensing Center. The license or permit will be valid for the remainder of the term of the original license or permit. (The Chief, FELC, shall, if the licensee or permittee is not qualified, refer the request for amended license or permit to the Director of Industry Operations for denial in accordance with § 555.54.)

Right of Succession (27 CFR 555.59). (a) Certain persons other than the licensee or permittee may secure the right to carry on the same explosive materials business or operations at the same address shown on, and for the remainder of the term of, a current license or permit. Such persons are: (1) The surviving spouse or child, or executor, administrator, or other legal representative of a deceased licensee or permittee; and (2) A receiver or trustee in bankruptcy, or an assignee for benefit of creditors. (b) In order to secure the right provided by this section, the person or persons continuing the business or operations shall furnish the license or permit for that business or operations for endorsement of such succession to the Chief, FELC, within 30 days from the date on which the successor begins to carry on the business or operations.

(Continued on reverse side)

Cut Here ✂

Federal Explosives License/Permit (FEL) Information Card

License/Permit Name: LA CROSSE SKYROCKERS INC

Business Name:

License/Permit Number: 3-WI-063-34-9A-00868

License/Permit Type: 34-USER OF EXPLOSIVES

Expiration: January 1, 2029

Please Note: Not Valid for the Sale or Other Disposition of Explosives.

FIREWORK OPERATOR CERTIFICATE

Certificate Type: O, P

NFPA 1123, NFPA 160/1126

Certificate No: 0239

Charles P Weeth

122 - 17th St S

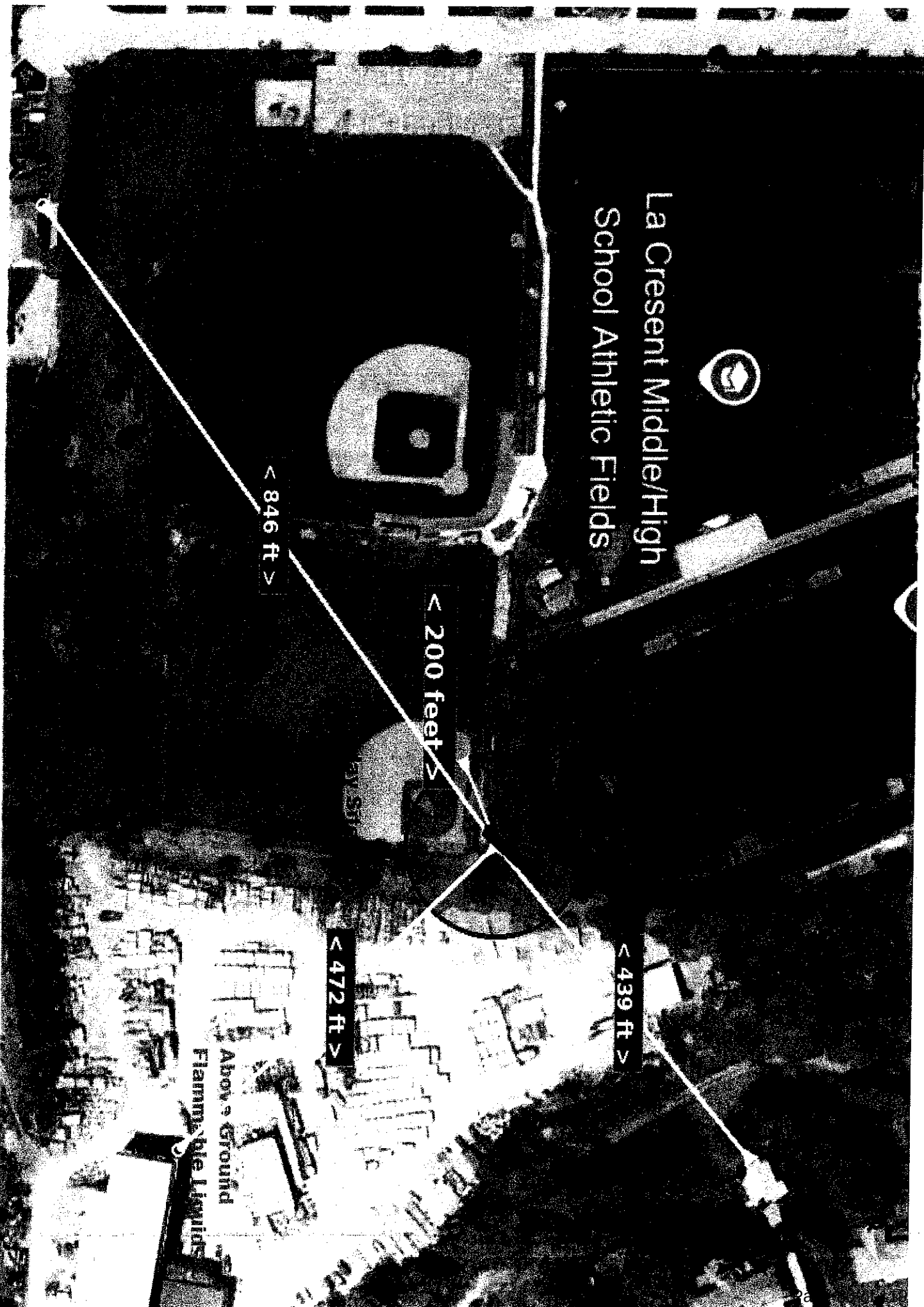
La Crosse, WI 54601

**Effective Date
12/6/2024**

**Expiration Date
12/31/2028**



La Crescent Middle/High School Athletic Fields





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08-17-2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER PROFESSIONAL PROGRAM INSURANCE BROKERAGE DIVISION OF SPG INSURANCE SOLUTIONS, LLC 1304 SOUTHPOINT BLVD., #101 PETALUMA CA, 94954	CONTACT NAME: PHONE (A/C, No, Ext): 415-475-4300 FAX (A/C, No): 415-475-4304 E-MAIL: ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: Certain Underwriters at Lloyd's, London INSURER B: INSURER C: INSURER D: INSURER E: INSURER F: NAIC # AA-1128623
INSURED La Crosse Skyrockers, Inc. 1032 Rose Street La Crosse, WI 54603	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☒ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC	X	PY/25-0232	09/15/2025	09/15/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ HIRED AUTOS ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB ☐ OCCUR ☐ CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y/N If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

La Crescent Hokah Public Schools; City of La Crescent are Additional Insured as respects the 1.3G Class B Aerial Fireworks display(s) on 9/4/2026 (RD: 9/5/2026) located at La Crescent High School Athletic Fields, 1301 Lancer Blvd. This policy provides a two-year extended reporting period from the date of the display. 30-day notice of cancellation applies. 10-day notice of non-payment.

CERTIFICATE HOLDER

CANCELLATION

La Crescent Hokah Public Schools 1301 Lancer Blvd La Crescent MN 55947	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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MINNESOTA FIREWORKS DISPLAY REQUIREMENTS

Duties & Deadlines Checklist by Role

Permit Application and Fireworks Display

Outdoor Public Fireworks Displays

Minn. Stat. § 624.20–624.25; Minn. R. 7511 (State Fire Code); NFPA 1123

1. Sponsor / Applicant Organization

The entity sponsoring the display (city, fair association, amusement park, or other public/private organization).

Duty / Action	Deadline / Timing	Reference
Confirm organization is an eligible sponsor (statutory/home rule city, fair association, amusement park, or other public or private organization). Private individuals may not sponsor a display.	Before applying	<i>Minn. Stat. § 624.22, subd. 1(a)</i>
Engage a fireworks operator currently certified by the State Fire Marshal to supervise the display.	Before applying	<i>Minn. Stat. § 624.22, subd. 1(a)(1)</i>
Submit written permit application: to the municipal clerk if the display is within an incorporated municipality, or to the county auditor if outside city limits.	At least 15 days before the display date	<i>Minn. Stat. § 624.22, subd. 1(b)–(c)</i>
Include in the application: operator's name and certification, number/type/size of fireworks, and (for proximate-audience displays) the fallout radius for each device.	With application	<i>Minn. Stat. § 624.22; Minn. R. 7511.5608.1.1</i>
Attach required supporting documents: proof of bond/insurance, scaled site diagram, names/ages of assistants (18+), operator certification copy, and applicable federal ATF permit.	With application	<i>MN DPS-SFM, Public Fireworks Display Permit Application; 27 C.F.R. Part 555, Subpart D</i>
Pay the permit fee set by the issuing authority.	Upon permit issuance	<i>Minn. Stat. § 624.22, subd. 1(b)</i>
Ensure fireworks are sold, possessed, and used only for the permitted display; permit is non-transferable.	Display date only	<i>Minn. Stat. § 624.22, subd. 1(e)</i>
If aggrieved by a denial, petition the state fire marshal in writing for reconsideration; may appeal to district court after reconsideration.	No statutory deadline stated to petition; SFM must decide within 30 days of receipt	<i>Minn. Stat. § 624.22, subd. 1</i>
Ensure operator (or sponsor on operator's behalf) files the post-display report with the State Fire Marshal.	Within 30 days after the display	<i>MN DPS-SFM, Fireworks Operator Display Report requirement</i>
Under NFPA 1123, make provisions for fire protection acceptable to the AHJ, consulting with the AHJ and operator on the level needed; arrange and position crowd-control monitors subject to AHJ/operator approval.	Before and during the display	<i>NFPA 1123 § 8.1, 8.1.1, 8.1.2</i>

MINNESOTA FIREWORKS DISPLAY REQUIREMENTS

2. City Clerk / County Auditor

City clerk handles displays inside city limits; the county auditor performs the identical duties when the display is outside an incorporated municipality.

	Duty / Action	Deadline / Timing	Reference
☐	Receive the written outdoor display permit application from the sponsor.	Application due ≥ 15 days before display date	<i>Minn. Stat. § 624.22, subd. 1(b)</i>
☐	Promptly refer the application to the fire chief (or, for county auditor applications, the county sheriff) for investigation.	Promptly upon receipt	<i>Minn. Stat. § 624.22, subd. 1(b)–(c)</i>
☐	Receive the investigation report back from the fire chief / sheriff addressing operator certification, competency, and site safety.	Before permit issuance	<i>Minn. Stat. § 624.22, subd. 1(b)</i>
☐	Issue the permit and collect the permit fee once the fire chief/sheriff reports the operator is certified and competent and the display conforms to SFM safety guidelines.	After favorable investigation report	<i>Minn. Stat. § 624.22, subd. 1(b)</i>
☐	Confirm insurance/bond amount is adequate per local requirements before issuing the permit.	Before permit issuance	<i>Local ordinance; MN DPS-SFM, Fireworks Display Safety Guidelines (rev. 2004)</i>
☐	Retain permit records and make information available for the commissioner of public safety's statewide fireworks database.	Ongoing / upon request	<i>Minn. Stat. § 624.22</i>
☐	County auditor only: perform all of the above duties in place of the municipal clerk when the display site is outside incorporated city limits.	Same 15-day application deadline applies	<i>Minn. Stat. § 624.22, subd. 1(c)</i>

MINNESOTA FIREWORKS DISPLAY REQUIREMENTS

3. Fire Chief / County Sheriff

The municipal fire chief investigates displays inside city limits; the county sheriff performs the identical duties for displays outside city limits. Functionally, this role — together with the State Fire Marshal — serves as the Authority Having Jurisdiction (AHJ) under NFPA 1123.

	Duty / Action	Deadline / Timing	Reference
☐	Receive the referred application from the clerk (or auditor).	Promptly after clerk/auditor receipt	<i>Minn. Stat. § 624.22, subd. 1(b)-(c)</i>
☐	Investigate whether the named operator is certified by the State Fire Marshal and is competent to supervise the display.	Before permit issuance	<i>Minn. Stat. § 624.22, subd. 1(b)</i>
☐	Determine whether the display, as planned, is located, discharged, or fired such that it will not be hazardous to property or endanger any person.	Before permit issuance	<i>Minn. Stat. § 624.22, subd. 1(b)</i>
☐	Inspect the display site.	Prior to permit issuance	<i>Minn. Stat. § 624.22 (site inspection requirement)</i>
☐	Confirm the display plan conforms to the State Fire Marshal's safety guidelines (paragraph (f)).	Before reporting to clerk/auditor	<i>Minn. Stat. § 624.22, subd. 1(f)</i>
☐	Report investigation results and recommendation to the clerk (or auditor).	In time for the clerk/auditor to issue or deny before the display date	<i>Minn. Stat. § 624.22, subd. 1(b)</i>
☐	County sheriff only: perform all of the above duties in place of the fire chief when the application was made to the county auditor.	Same timing as fire chief duties	<i>Minn. Stat. § 624.22, subd. 1(c)</i>
☐	As AHJ under NFPA 1123: review/approve the site plan (discharge site, fallout area, spectator separation), approve crowd-control provisions, and retain authority to postpone or halt the display for hazardous conditions.	Before and during the display	<i>NFPA 1123, Ch. 5; § 8.1.1, 8.1.4</i>

Note — Indoor displays follow a separate track: the facility operator applies directly to the State Fire Marshal (or a delegated local fire chief in select cities) at least 15 days before the event. The State Fire Marshal investigates operator certification/competency and hazard, confirms adequate patron notice, and issues the permit upon payment of a \$150 fee plus inspection costs. Minn. Stat. § 624.22, subd. 1(d).

MINNESOTA FIREWORKS DISPLAY REQUIREMENTS

NFPA 1123 DISPLAY ROLES

Definitions & Duties — Code for Fireworks Display

Plain-language summary of roles used throughout an outdoor display, cross-referenced to the Minnesota permit roles above where applicable.

Authority Having Jurisdiction (AHJ)

Definition: The organization, office, or individual responsible for enforcing the display code and approving the site plan, equipment, and procedures used. In Minnesota, this role is filled by the municipal fire chief, county sheriff, or State Fire Marshal, depending on where the display occurs (see Sections 2–3 above).

Duty / Action	When Performed	Reference
☐ Reviews and approves the site plan, including discharge site, fallout area, and spectator separation distances	Pre-display	NFPA 1123, Ch. 5
☐ Approves the level of fire protection and crowd-control provisions proposed by the sponsor and operator	Pre-display	NFPA 1123 § 8.1, 8.1.1
☐ Verifies the operator is licensed/certified and competent before the display	Pre-display	NFPA 1123 § 10.1
☐ Inspects the display site and may increase separation distances if warranted	Pre-display	NFPA 1123 (site approval)
☐ Has authority to require the display be postponed or discontinued for hazardous conditions	During display	NFPA 1123 § 8.1.4

Sponsor

Definition: The organization or person that arranges for the display to take place and holds overall responsibility for staging it — in Minnesota, the permit applicant (see Section 1 above).

Duty / Action	When Performed	Reference
☐ Retains an operator certified/licensed by the AHJ to supervise the display	Pre-display	NFPA 1123 (general)
☐ Makes provisions for fire protection acceptable to the AHJ, in consultation with the AHJ and operator	Pre-display	NFPA 1123 § 8.1, 8.1.1
☐ Arranges and positions monitors for crowd control, subject to AHJ/operator approval	Pre-display	NFPA 1123 § 8.1.2
☐ Secures the permit, required insurance/bond, and site logistics (parking, spectator areas, EMS access)	Pre-display	NFPA 1123 (general) / local permit rules

Monitors

Definition: Personnel stationed around the discharge site whose sole duty is crowd control — keeping spectators and unauthorized persons out of the restricted area.

MINNESOTA FIREWORKS DISPLAY REQUIREMENTS

Duty / Action	When Performed	Reference
☐ Positioned around the discharge site perimeter before the display begins	Pre-display / continuous	NFPA 1123 § 8.1.2.1
☐ Prevent spectators or unauthorized persons from entering the discharge or fallout area	During display	NFPA 1123 § 8.1.2.1
☐ Communicate encroachment or crowd-control problems to the operator promptly	During display	NFPA 1123 § 8.1.4.1
☐ Do not handle, prepare, or fire fireworks — crowd control is their sole assigned duty	Continuous	NFPA 1123 § 8.1.2

Operator (Lead / Pyrotechnic Operator)

Definition: The individual with overall and primary responsibility for the safety and conduct of the display. Must be at least 21 years old and licensed or approved by the AHJ (the State Fire Marshal, in Minnesota), with demonstrated experience.

Duty / Action	When Performed	Reference
☐ Holds overall and primary responsibility for display safety from setup through cleanup	Continuous	NFPA 1123 (general)
☐ Determines the number of assistants needed and ensures each is trained for assigned tasks	Pre-display	NFPA 1123 (general)
☐ Controls the firing sequence and has authority to halt the display at any time	During display	NFPA 1123 (general)
☐ Signs off on the fallout radius and site plan together with the AHJ	Pre-display	NFPA 1123, Ch. 5
☐ Confirms required PPE, shell inspection, and storage practices are followed	Continuous	NFPA 1123 (general)

Assistants

Definition: Persons working under the direct supervision of the operator; must be at least 18 years old and trained for their specific assigned duties.

Duty / Action	When Performed	Reference
☐ Perform tasks assigned by the operator (e.g., loading, shell preparation, equipment handling)	Pre-display / during display	NFPA 1123 (general)
☐ Work only under the operator's direct supervision — no freelancing of duties	Continuous	NFPA 1123 (general)
☐ Are briefed and trained on their specific role before the display begins	Pre-display	NFPA 1123 (general)

MINNESOTA FIREWORKS DISPLAY REQUIREMENTS

Duty / Action	When Performed	Reference
☐ Comply with required PPE and remain within approved work zones	Continuous	NFPA 1123 (general)

Shooter

Definition: The crew member who performs the actual ignition of fireworks — by hand-lighting a fuse or operating an electrical firing system — under the operator's direction.

Duty / Action	When Performed	Reference
☐ Ignites shells and devices per the operator's sequence and timing	During display	NFPA 1123 (general)
☐ Maintains direct communication with the operator and spotters throughout firing	During display	NFPA 1123 (general)
☐ For pre-loaded, electronically fired displays, positioned at least 75 ft from the mortar	During display	NFPA 1123 § 8.2.9.2
☐ Stops firing immediately on the operator's command	During display	NFPA 1123 (general)

Spotters

Definition: Assistants assigned to watch for hazards during the display — aircraft, weather changes, and fallout-area hazards — and relay findings to the operator.

Duty / Action	When Performed	Reference
☐ Watch the airspace for low-flying aircraft and monitor changing weather/wind conditions	During display	NFPA 1123 (general); OSHA pyrotechnics guidance
☐ Watch the fallout area for hazards, stray debris, or unexploded shells ("duds")	During and after display	NFPA 1123 (general)
☐ Communicate hazards to the operator and shooter immediately	During display	NFPA 1123 (general)
☐ Support the operator's decision to pause or halt the display when a hazard is spotted	During display	NFPA 1123 § 8.1.4

Note — Role definitions and duties above are a plain-language summary based on NFPA 1123, Code for Fireworks Display (as adopted by Minnesota Rule 7511), and related guidance (OSHA Pyrotechnics Industry resource). References marked "(general)" reflect duties commonly described in secondary guidance rather than a single numbered code section. Always consult the current edition of NFPA 1123 for full, authoritative text.

This checklist summarizes duties under Minn. Stat. § 624.20–624.25, Minn. R. 7511 (State Fire Code), NFPA 1123, and State Fire Marshal guidance as of August 2026. Confirm current fee amounts, insurance minimums, and any additional local requirements with the municipal clerk, county auditor, fire chief, sheriff, or SFM Fireworks/Explosives Unit before filing.

MINNESOTA FIREWORKS DISPLAY REQUIREMENTS

FULL LEGAL CITATIONS

Complete citations for every statute, rule, and code referenced in this document, for verification.

Source	Full Citation & URL
Minnesota Statute	Minn. Stat. §§ 624.20–624.25, "Sale, Possession, and Use of Fireworks," Minnesota Statutes (2025 ed.), Office of the Revisor of Statutes. https://www.revisor.mn.gov/statutes/cite/624.20
Minnesota Statute	Minn. Stat. § 624.22, "Fireworks Displays; Permit; Operator Certification," Minnesota Statutes (2025 ed.), Office of the Revisor of Statutes. https://www.revisor.mn.gov/statutes/cite/624.22
Minnesota Rule	Minn. R. 7511.5608, "Section 5608, Fireworks Display" (amending IFC § 5608), Minnesota Rules, Dept. of Labor & Industry / Dept. of Public Safety, current through Register Vol. 49, No. 13 (Sept. 23, 2024); published electronically May 12, 2016. https://www.revisor.mn.gov/rules/7511.5608/
Federal Regulation	27 C.F.R. Part 555, Subpart D, "Licenses and Permits," Commerce in Explosives, Bureau of Alcohol, Tobacco, Firearms and Explosives, U.S. Dept. of Justice, current edition (electronic CFR). https://www.ecfr.gov/current/title-27/chapter-II/subchapter-C/part-555/subpart-D
NFPA Standard	NFPA 1123, Code for Fireworks Display, National Fire Protection Association — Minnesota's 2020 SFM inspection checklist cites the 2018 edition; confirm the edition currently adopted by Minn. R. 7511 before relying on section numbers. Free read-only access requires registration. https://www.nfpa.org/product/nfpa-1123-code/p1123code
MN State Fire Marshal	Minnesota Dept. of Public Safety, State Fire Marshal Division, "Fireworks — Licensing and Permitting" (operator certification steps, renewal requirements), page last modified Jan. 21, 2026. https://dps.mn.gov/divisions/sfm/services/licensing-and-permits/fireworks/operators
MN State Fire Marshal	Minnesota Dept. of Public Safety, State Fire Marshal Division, "Fireworks (Public Display) Inspection Checklist," Version 3.0, effective March 31, 2020. https://assets.dps.mn.gov/files/sfm/checklist-fireworks-display-2020.docx
MN State Fire Marshal	Minnesota Dept. of Public Safety, State Fire Marshal Division, Public Fireworks Display Permit Application (required attachments: insurance/bond, site diagram, assistant list). https://forms.dps.mn.gov/242766235276059
MN State Fire Marshal	Minnesota Dept. of Public Safety, State Fire Marshal Division, Fireworks Display Safety Guidelines (rev. 2004) (operator restrictions, suspension/revocation grounds). https://smfdmn.gov/DocumentCenter/View/170/FireworksGuidelinesRevised2004



Item: 3.5

STAFF REPORT

To: Honorable Mayor and City Council Members
From: Josh Tarrence, Building Inspector/Fire Chief
Date: August 24, 2026
Re: Request to switch Fire Department software

In January of 2026, the Fire Department began using the software program ResponseMaster, by Emergency Solutions Inc. This software was chosen based on being the least expensive option that was presented to do all the functions the Fire Department needed. The company advised Fire Department administration that the software would be able to provide all necessary reports and document all necessary information the department needed. After using the software for 7 months, it has been determined that it will not document all the needed information nor is it capable of producing the required reports needed for attendance and payroll. The software provider is also not willing to help create the needed reports nor can they modify the software to document the needed information. The Fire Department has looked into other software options. After researching other options, sitting through demonstrations and extensive meetings with software providers, the Fire Department is requesting to switch to Red Alert System by Alpine Software. Alpine Software has ensured that the software will do everything we need. We will continue to use ResponseMaster through the end of 2026 as we have paid for the full year, and start with Red Alert by Alpine, January 1st of 2027. Enclosed is the estimate for Red Alert. If approved, Alpine will begin the implementation and training process with the go live date scheduled for January 1st, 2027. Alpine will delay the invoice for the software until after January 1st, 2027 so funds will come out of next budget year. Thank you for your consideration and support.



La Crescent Fire Dept - RedAlert System Ballpark Pricing

La Crescent Fire Dept

PO Box 142

La Crescent, MN 55947

United States

Reference: 20260820-161351117

Quote created: August 20, 2026

Quote expires: September 30, 2026

Quote created by: Will Wendel

"Account Executive"

willw@alpinesoftware.com

Josh Tarrence

jtarrence@cityoflacrescent-mn.gov

(507) 895-4409

Comments from Will Wendel**Pricing & Contract Terms**

Alpine Software offers 1-, 3-, or 5-year agreements. Annual contracts include a 3–5% annual uplift depending on the length and size of the agreement.

The pricing shown reflects the annual cost for the first year of service and is provided for quoting purposes only — this document is not a contract.

Any discounts included in this quote are not temporary or promotional. They are permanent and will carry forward for the duration of your agreement. Your discounted rate is locked in and will not increase due to the expiration or removal of a discount.

Billing Considerations

If needed, we can delay your first invoice for up to one year while beginning implementation immediately after contract signature to help align with your budget cycle.

Products & Services

Item & Description	Quantity	Unit Price	Total
RedAlert Desktop Centralized platform for incident reporting, personnel management, daily logs, document management, training, certification, and event scheduling. Includes NERIS compliance for state and federal submission, integrated imaging and records, and secure document storage for all department operations. Includes US-based customer support in Rochester, NY. Designed for deployment on Windows-based operating systems only. NERIS input from a mobile device is provided as an extension of RedAlert Desktop.	1	\$3,500.00 / year	\$3,500.00 / year for 1 year
RedAlert Email/Paging CAD Interface Receives the same alert data transmitted from the dispatch center to alerting applications via email or paging data push. Supports basic alerting and limited automation of incident report creation based on available dispatch information. Implementation requires coordination with the dispatch agency to define integration scope and confirm any vendor-imposed interface fees prior to setup.	1	\$500.00 / year	\$500.00 / year for 1 year
RedAlert Pay Per Call Tracking System Module for tracking, calculating, and reporting per-call compensation for responders. Automatically logs attendance and participation from incident entries, applies department-defined pay rates, and exports payment summaries for payroll or municipal processing.	1	\$500.00 / year	\$500.00 / year for 1 year
RedAlert Scheduling Configurable shift and staffing scheduler for managing shift calendar, time-off requests, shift trades, and automated notifications.	1	\$1,500.00 / year	\$1,500.00 / year for 1 year
RedAlert Responder Mobile Responder solution that provides real-time incident notifications, response status updates, and routing for personnel within the RedAlert Mobile App.	1	\$500.00 / year	\$500.00 / year for 1 year

Item & Description	Quantity	Unit Price	Total
RedAlert Station Monitor Digital station display for call alerts, shift information, and department bulletins. Delivers interface for display boards in truck bay or office areas of the fire house. Includes CAD interface and GIS mapping integration. -Includes the software for the bulletin board display (Up to X Bulletins). -Department is responsible for display hardware (TV, monitor, screen, etc.) and HDMI connection to that display via a laptop or PC that will host the software	1	\$200.00 / year	\$200.00 / year for 1 year
RedAlert Mapping GIS-powered mapping solution enabling hydrant plotting, POI plotting, hazard, and pre-incident plan visualization across Desktop, Mobile, and MDT platforms. Supports hydrant layers, property boundaries, and live map overlays for field and station use. Includes RedAlert Hydrant Management in package. - Includes Preplans	1	\$1,000.00 / year	\$1,000.00 / year for 1 year
RedAlert Retone Supplemental CAD alerting and notification service allowing departments to retransmit CAD activations via text, push notification, or pager for secondary alerting redundancy.	1	\$200.00 / year	\$200.00 / year for 1 year
RedAlert Assets, Inventory, and Maintenance End-to-end asset, equipment, and fleet management system for tracking truck checks, equipment checks, fleet inspections, hoses, SCBAs, inventory, maintenance, and work orders. Provides lifecycle tracking, automated notifications, and compliance reporting for apparatus and station assets.	1	\$1,000.00 / year	\$1,000.00 / year for 1 year
RedAlert Mobile Inventory QR and Bar Coding System Streamline inventory management with built-in barcode and QR code scanning in the RedAlert Mobile app, enabling faster individual item checks, batch inspections, and new item entry directly from your device's camera. Requires RedAlert Assets, Inventory, and Maintenance System for functionality.	1	\$250.00 / year	\$250.00 / year for 1 year
RedAlert Mobile Mobile application that acts as an extension of RedAlert Desktop.	1	\$0.00 / year	\$0.00 / year for 1 year

Item & Description	Quantity	Unit Price	Total
RedAlert Paging & Reminders Integrated notification module that automates delivery of system alerts, task reminders, and scheduled notifications to personnel via email, text, or in-app messaging. Supports customizable reminder intervals for inspections, maintenance, training, and compliance deadlines. Ensures critical assignments and time-sensitive activities are completed on schedule across all RedAlert modules.	1	\$200.00 / year	\$200.00 / year for 1 year
RedAlert Implementation, Product Training, & Configuration Services Comprehensive professional services for configuring, customizing, training, and deploying the RedAlert platform based on department purchases. Training is delivered in a one-on-one, train-the-trainer format and continues until the platform is fully operational.	1	\$0.00	\$0.00
Annual subtotal			\$9,350.00
One-time subtotal			\$0.00
Total			\$9,350.00

Purchase terms

Questions? Contact me



Will Wendel
"Account Executive"
willw@alpinesoftware.com

Alpine Software
295 Woodcliff Drive
Fairport, NY 14450
United States



Item: 3.6

STAFF REPORT

To: Honorable Mayor and City Council Members
From: Cassie Hanan, City Administrator
Date: August 24, 2026
Re: Personnel Committee Recommendations

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

1. Remove the probationary status of firefighters Brad Northrup, Jaden George, Joe Sandvik, and Brandon Welke effective August 1, 2026.
2. Accept the resignation of probationary firefighter Jacine Johanningmeier effective August 1, 2026.

A letter from Fire Chief Josh Tarrence is attached.



To: Personnel Committee
Honorable Mayor and City Council Members
Cassandra Hanan – City Administrator

From: Chief Josh Tarrence

Date: August 18th, 2026

RE: Personnel Changes

I am pleased to inform you that the following probationary members have completed the required training and certifications as required by the La Crescent Fire Department. Brad Northrup, Jaden George, Joe Sandvik and Brandon Welke. These members can be removed from probationary status effective August 1st, 2026.

Probationary Firefighter Jacine Johanningmeier has submitted her resignation from the department effective August 1st, 2026. Due to unforeseen circumstances, she had to move out of our service area and out of state. Attached is her letter of resignation.

Thank you for your attention and support.

Respectfully,

Josh Tarrence
Fire Chief
La Crescent Fire Department



Item: 3.7

STAFF REPORT

To: Honorable Mayor and City Council Members
From: Jason Ludwigson
Date: August 24, 2026
Re: MPCA GreenCorps Host Site Agreement

The City of La Crescent has been selected to host a GreenCorps member in 2026/2027. The Minnesota GreenCorps program is a program coordinated by the Minnesota Pollution Control Agency (MPCA) that aims to preserve and protect Minnesota's environment while training a new generation of environmental professionals. Minnesota GreenCorps members serve full-time at their host site for 11 months, from September to August each year. Members implement environmental projects to build community resilience in one of four topic areas: community readiness and outreach, energy conservation and green transportation, stormwater and forestry, waste reduction and recycling. Sample projects include activities such as coordinating multi-modal transportation events, educating community members and youth, removing invasive species, installing rain gardens, benchmarking energy, conducting waste sorts, and more.

The member's efforts will be focused on stormwater and forestry. The member will work with the city from September 2026 to August 2027. The member will work closely with the public works director and will be supervised by myself during service time with the city. I will be in attendance to answer any questions.



Minnesota GreenCorps
Host Site Agreement
Program Year 2026-2027

SWIFT #:	293934
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I. Purpose

This Agreement is between the State of Minnesota, acting through its Commissioner of the **Minnesota Pollution Control Agency** (MPCA), 520 Lafayette Road North, St. Paul, MN 55155, using the Minnesota GreenCorps program, herein after referred to as “State” or “MPCA,” and **City of La Crescent**, 315 Main Street, La Crescent, MN 55947 herein after referred to as the “host site.” The Agreement delineates the terms, conditions, and rules of participation in the Minnesota GreenCorps program for the 2026-2027 program year.

II. Term of agreement

Effective date: **September 18, 2026**, or the date the State obtains all required signatures under Minn. Stat. § 16C.05, subd. 2, whichever is later.

Expiration date: **August 24, 2027**, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

III. Authorized representatives

The MPCA’s Authorized Representative is **Candice McElroy**, Minnesota GreenCorps Program Coordinator, 520 Lafayette Road North, St. Paul, MN 55155, 651-757-2610, candice.mcelroy@state.mn.us, or her successor.

The host site’s Authorized Representative is **Cassie Hanan**, Administrator, 315 Main Street, La Crescent, MN 55947, 507-895-4668, chanan@cityoflacrescent-mn.gov, or their successor. If the host site’s Authorized Representative changes at any time during this Agreement, the host site must immediately notify the MPCA.

The host site supervisor is: **Jason Ludwigson**, Sustainability Coordinator, 315 Main Street, La Crescent, MN 55947 507-313-9633, jludwigson@cityoflacrescent-mn.gov, or their successor. If the supervisor(s) changes at any time during this Agreement, the host site must immediately notify the MPCA.

IV. Member position description

The host site will provide direction, supervision, training, and resources for the **Stormwater & Forestry** Minnesota GreenCorps member, performing activities per the below position description. The MPCA is responsible for candidate selection, ensuring that selected members meet the eligibility requirements and qualifications outlined below.

Summary: Strengthen host site capacity and community resilience by implementing stormwater and forestry best practices to improve water quality and public lands through activities such as rain garden maintenance, erosion control, invasive species removal, and tree plantings. Assist in collecting, managing, and analyzing data by inventorying and/or assessing stormwater best management practices (BMPs), chloride sources and concentrations, and trees and forest health. Provide outreach opportunities to increase awareness and engage community members.

Essential functions

- Inventory or assess existing stormwater BMPs and manage associated data.
- Implement or maintain green infrastructure practices, such as rain gardens, permeable pavement, green roofs, bioswales, etc.

- Provide community outreach, education, and guidance about the benefits of green stormwater infrastructure practices and pollution prevention to improve water quality.
- Develop or update stormwater or forest management plans, Emerald Ash Borer/pest management plans, invasive species management plans, tree care plans, etc.
- Conduct tree inventory and manage associated data.
- Facilitate the distribution of tree canopy by conducting research, planning, and coordinating community tree plantings.
- Improve public land through activities such as clearing natural debris, planting resilient plants and trees, and removing invasive species.
- Identify local chloride sources and management strategies and provide outreach, education, and guidance on proper salt application. Incorporate best management practices for road and sidewalk salt reduction e.g., improved snow removal, product storage, and application.
- Conduct surveys to collect pre/post information from participants in trainings, events, workshops, etc., on knowledge gained and/or behavior change to more sustainable environmental practices.
- Use resources/calculators (e.g., Minnesota Stormwater Manual, minimal impact design standards (MIDS) calculator, i-Tree) to quantify the benefits of best practices.
- Mobilize volunteers to assist in the implementation of activities.
- Assist with additional sustainability-related projects as outlined in the community readiness and outreach, energy conservation and green transportation, and waste reduction and recycling position descriptions (not to exceed 20% of the time on the service plan).

Qualifications

Minimum qualifications:

- Must be a minimum of 18 years or older.
- Must be a U.S. Citizen, U.S. National, or a lawful permanent resident of the U.S.
- Must be eligible to serve in AmeriCorps and commit to completing the AmeriCorps service term.
- Must have two years post-secondary education (a two-year associate degree or completion of sophomore year in a four-year degree program) or equivalent of six (6) months professional experience (volunteer, internship, or work).
- Must have a demonstrated interest in the environment and service and community work.
- Must have a valid driver's license and consent to and pass a driving record check (if the position requires driving).
- Must consent to, and pass, an AmeriCorps required criminal history check, including an FBI fingerprint check.

Preferred qualifications

- Ability to build and maintain relationships.
- Ability to work well independently and on diverse teams.
- Ability to take initiative and effectively manage projects.
- Ability to research and organize information.
- Effective communication, presentation, and writing skills.
- Functional computer skills: word processing, spreadsheet, database management.

Physical requirements

- Most positions are primarily based in an office setting and require sitting, standing, and operating a computer and telephone.
- Most positions require light to moderate lifting, bending, stooping, pulling, kneeling, and/or carrying.
- Some (limited) positions require the use of hand tools and/or power tools (e.g., chainsaws). Personal protective equipment and safety training must be provided by the host site.
- Some (limited) positions require the ability to work outdoors in adverse weather conditions, such as wind, rain, and high or low temperatures on uneven terrain for up to 8 hours at a time.

While Minnesota GreenCorps members will be selected for placement based on their qualifications and commitment to service, members may not bring highly specialized skills to their position. Members participate in the Minnesota GreenCorps program to give back to their communities and gain valuable skills and experience in the environmental field. Host sites will need to invest time in member training and professional development.

V. Responsibilities of the MPCA

The MPCA, acting through Minnesota GreenCorps program staff, supporting staff, and management, is responsible for providing oversight to the Minnesota GreenCorps program on a statewide level, including member management, site management, and compliance with all AmeriCorps rules and regulations.

A. Member selection and management

1. **Interview and selection:** The MPCA will accept and screen all applications for member positions. The MPCA reviews applications, selects candidates for interviews, and makes offers. The MPCA has the responsibility and authority to make final selection decisions.
2. **Criminal history checks:** Per AmeriCorps requirements, the MPCA will conduct a criminal history check on selected member applicants. This includes a national sex offender database search, and a state and FBI fingerprint-based check. Member participation in the Minnesota GreenCorps program is contingent upon passing these criminal history checks. Some positions also require passing a driving record check, administered by the MPCA. The host site is responsible for conducting any additional checks that the host site may require.
3. **Program requirements:** Minnesota GreenCorps program staff will track and monitor each member's progress in completing program requirements. This includes monitoring service hours to ensure the member will complete the minimum hour requirement by the end of the program term.
4. **Oversight:** While the host site will provide day-to-day supervision, Minnesota GreenCorps program staff will communicate regularly with the member to provide guidance and ensure continued project alignment with the service plan, position description, and goals of the Minnesota GreenCorps program and the MPCA. The MPCA will schedule and conduct a minimum of one site visit during the year.
5. **Benefits:** The MPCA is responsible for administering and overseeing member benefits including the living allowance, health insurance, and workers' compensation. Program staff will assist qualifying members in receiving federal student loan forbearance, childcare assistance, and the AmeriCorps education award.
6. **Training:** The MPCA is responsible for coordinating logistics and scheduling of member required orientation and quarterly trainings. The MPCA will reimburse qualified travel expenses for members to attend required trainings.
7. **Mentorship:** The MPCA will work with host sites to provide each Minnesota GreenCorps member with a mentor that will provide technical assistance and support throughout the program year.
8. **Performance management:** The MPCA will work closely with the site supervisor regarding setting expectations, coaching, and, if necessary, administering coaching and discipline for performance-related issues, including but not limited to lateness, difficulty meeting deadlines, failure to complete service position duties, etc.

9. **Grievance procedures:** The MPCA will ensure that service concerns are resolved appropriately, following the grievance procedures outlined in the Member Service Agreement.
10. **Release from service:** Only the MPCA's designated staff has the authority to suspend (and reinstate) and/or release a member for cause or for compelling personal circumstances. Site supervisors must actively work with the MPCA to address performance issues, following the coaching procedure as outlined in the supervisor manual, before release from service is considered.
11. **Reasonable accommodation:** Members with mental or physical disabilities have the right to request reasonable accommodations through their host site. The host site should work closely with Minnesota GreenCorps program staff to support and respond to such requests. The MPCA and/or the host site must provide accommodation, upon request by members with disabilities, unless doing so imposes undue financial or administrative burden on the program.
12. **Site partnership termination:** In the event that a host site environment becomes unsuitable for a member to continue their service work, the MPCA reserves the right to terminate the site partnership.
13. **Personnel file:** The MPCA will maintain a personnel file for each member.

B. Site management

1. **Program requirements:** Minnesota GreenCorps program staff track and monitor site progress. This includes monitoring member service hours and activity alignment with the pre-scoped position description.
2. **Oversight:** Program staff will communicate regularly with the site supervisor to ensure continued project alignment with the service plan, position description, and goals of the Minnesota GreenCorps program and the MPCA, in addition to compliance with program requirements, including all applicable executive orders.
3. **Site visits:** Minnesota GreenCorps program staff will schedule and conduct at least one site visit with each host site. The site visit is an opportunity to review progress in relation to the expectations laid out in the Host Site Agreement, monitor the service plan, and provide support.

VI. Responsibilities of the host site

The host site, acting primarily through the site supervisor, is responsible for the following:

A. Member management

1. **Supervision:** Provide day-to-day professional supervision of the Minnesota GreenCorps member(s), equating to an average of three hours per week, per member. Set a daily schedule to ensure a full-time member is serving approximately 40 hours per week and hold the member accountable to this set schedule. Supervisors must work from the office at least two days a week; those days should be days that the member is serving in person.
2. **Communication:** Maintain open lines of communication with the Minnesota GreenCorps member, Minnesota GreenCorps program staff, and MPCA professional staff in relation to the member's role and performance.
3. **Member terminology:** Minnesota GreenCorps members are not "employees" or "interns" of the site.
4. **Supervisor training:** Supervisors are required to participate in site supervisor orientation at the start of the program year to learn roles and responsibilities. If a site supervisor is unable to attend the supervisor training, they must send another representative from the host site to receive proper training. Supervisors are expected to attend and actively participate in webinars, site visits, and check-ins.
5. **Member training:** Provide site orientation including a building tour, introductions to partners, and explanation of site policies, rules of conduct, site expectations, safety procedures, etc. Invite the Minnesota GreenCorps member to participate in relevant on-site training and staff meetings. Help the

member identify training opportunities relevant to their project and/or their career development. Minnesota GreenCorps host sites must contribute \$600 for member professional development (trainings, conference registration, networking events, certifications, or other opportunities). The professional development contribution is required as in-kind match; host sites must retain receipts as documentation.

6. **Time tracking and reporting:** Verify member service hours by approving the timesheet online once every two weeks; member timesheets must be approved by supervisors on time for the member to receive the living allowance. Review monthly progress reports, validating data to ensure accuracy.
7. **Performance management:** Host sites must ensure that members comply with the terms of the Member Service Agreement, provide constructive feedback and discuss challenges with members, conduct a mid-year and end-of-year member performance evaluation, and engage in informal problem solving and coaching to support performance improvement. The site supervisor must work closely with Minnesota GreenCorps program staff to resolve challenges through disciplinary action and support the grievance procedures outlined in the Member Service Agreement. A site may not decide to terminate a member; only designated MPCA staff have the authority to suspend or release a Minnesota GreenCorps member from service for disciplinary reasons.

B. Service site

1. **Work environment:** Maintain a work environment that is safe, welcoming, respectful, and free of harassment and discrimination.
2. **Workspace:** Provide a reasonable workspace at the host site for members to complete project tasks. This includes a desk, phone, computer, internet, and access to office supplies, a printer/copier, and project materials. The host site is required to provide the member with a host site email address.
3. **Teleservice:** If teleservice is allowable within the perimeters of the Teleservice Policy, provide members with necessary equipment to operate from an off-site location. The member and supervisor must complete a Teleservice Authorization form for approval. It is the supervisor's responsibility to monitor the members' plans, progress, and outputs while they are serving off-site.
4. **Safety:** Provide appropriate safety training including employee right-to-know and emergency procedures and provide personal protective equipment.
5. **Reasonable accommodation:** Members with mental or physical disabilities have the right to request reasonable accommodations through their host site. The host site should work closely with the Minnesota GreenCorps program to respond to such requests.
6. **Travel:** If traveling is required for the member service activities, the host site must provide transportation for the member, e.g., access to fleet vehicles (preferred), mileage reimbursement, bus fare reimbursement, etc.
7. **Insurance:** If the member is using vehicles belonging to the host site organization to conduct business on behalf of the Minnesota GreenCorps program, then the host sites vehicle insurance is primary. The host site organization directing the member activity is responsible for liability coverage, not the MPCA. Minnesota GreenCorps does not provide indemnification.

VII. Prohibited service activities

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or AmeriCorps, members may not engage in prohibited service activities per C.F.R. § 2520.65. AmeriCorps members may not engage in the below activities directly or indirectly by recruiting, training, or managing others for the primary purposes of engaging in one of the activities listed. Individuals may exercise their rights as private citizens and may participate in the activities listed on their initiative, on non-AmeriCorps time, and using non-AmeriCorps funds. Individuals should not wear the AmeriCorps logo while doing so.

- A. Attempting to influence legislation.
- B. Organizing or engaging in protests, petitions, boycotts, or strikes.
- C. Assisting, promoting, or deterring union organizing.
- D. Impairing existing contracts/agreements for services or collective bargaining agreements.
- E. Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office.
- F. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, platforms, political candidates, proposed legislation, or elected officials.
- G. Engaging in religious instruction; conducting worship services; providing instruction as part of a program that includes mandatory religious instruction or worship; constructing or operating facilities devoted to religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; or engaging in any form of religious proselytization.
- H. Providing a direct benefit to: (1) a business organized for profit; (2) a labor union; (3) a partisan political organization; (4) a non-profit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986, except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and (5) an organization engaged in the religious activities, unless AmeriCorps assistance is not used to support those activities.
- I. Conducting a voter registration drive or using AmeriCorps funds to conduct a voter registration drive.
- J. Providing abortion services or referrals for receipt of such services.
- K. Census activities. AmeriCorps members and volunteers associated with AmeriCorps grants may not engage in census activities during service hours. Being a census taker during service hours is categorically prohibited. Census-related activities (e.g., promotion of the Census, education about the importance of the Census) do not align with AmeriCorps State and National objectives. What members and volunteers do on their own time is up to them, consistent with program policies about outside employment and activities.
- L. Election and polling activities. AmeriCorps member may not provide services for election or polling locations or in support of such activities.
- M. Any activity prohibited by applicable Executive Order/Memorandum.
- N. Such other activities as AmeriCorps may prohibit.

Fundraising restrictions

- A. AmeriCorps members may raise resources directly in support of program service activities.
- B. Examples of fundraising activities AmeriCorps members may perform include, but are not limited to, the following:
 - 1. Seeking donations of books from companies and individuals for a program in which volunteers teach children to read.
 - 2. Writing a grant proposal to a foundation to secure resources to support the training of volunteers.
 - 3. Securing supplies and equipment from the community to enable volunteers to help build houses for low-income individuals.
 - 4. Securing financial resources from the community to assist in launching or expanding a program that provides social services to the members of the community and is delivered, in whole or in part, through the members of a community-based organization.
 - 5. Seeking donations from alumni of the program for specific service projects being performed by current members.

C. AmeriCorps members may not:

1. Raise funds for living allowances or for an organization's general (as opposed to project) operating expenses or endowment.
2. Write a grant application to AmeriCorps or to any other federal agency.

D. An AmeriCorps member may spend no more than 10% of their originally agreed-upon term of service, as reflected in the member enrollment in the National Service Trust, performing fundraising activities, per C.F.R. § 2520.45.

Nonduplication/nondisplacement

A. Nonduplication: AmeriCorps assistance may not be used to duplicate an activity that is already available in the locality of a program. And, unless the requirements of the nondisplacement clause (below) are met, AmeriCorps assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides, per C.F.R. § 2540.100.

B. Nondisplacement:

1. An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving AmeriCorps assistance.
2. An organization may not displace a volunteer by using a participant in a program receiving AmeriCorps assistance.
3. A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.
4. A participant in a program receiving AmeriCorps assistance may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.
5. A participant in any program receiving assistance under this chapter may not perform any services or duties, or engage in activities, that:
 - i. Will supplant the hiring of employed workers.
 - ii. Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.
6. A participant in any program receiving assistance under this chapter may not perform services or duties that have been performed by or were assigned to any:
 - i. Presently employed worker.
 - ii. Employee who recently resigned or was discharged.
 - iii. Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.
 - iv. Employee who is on leave (terminal, temporary, vacation, emergency, or sick).
 - v. Employee who is on strike or who is being locked out.

VIII. Harassment and non-discrimination policy

The MPCA and the Minnesota GreenCorps program prohibit all forms of discrimination and harassment. Harassment based on the protected class status listed in section A. below is also prohibited, including both overt acts of harassment and those acts that create a negative work environment. Discriminatory harassment is any behavior based on protected class status that is unwelcome and personally offensive and, thereby, may affect morale and interfere with the member's ability to perform. For example, harassment based on national origin has

been defined by the U.S. Equal Employment Opportunity Commission as “Ethnic slurs and other verbal or physical conduct relating to an individual's national origin.”

Sexual harassment has also been specifically defined by the Minnesota Human Rights Act, which states in regard to employment, that:

“Sexual harassment” includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when: (1) submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment; (2) submission to or rejection of that conduct or communication by an individual is used as a factor in decision affecting that individual's employment; or (3) that conduct or communication has the purpose or effect of substantially interfering with an individual's employment, and in the case of employment, the employer knows or should know of the existence of the harassment and fails to take timely and appropriate action.

Discriminatory harassment may occur: 1) among peers or coworkers, 2) between managers and subordinates, or 3) between members and the public.

A. AmeriCorps program civil rights and non-harassment policy

Advancing civil rights and equal opportunity is the responsibility of the whole of government, and AmeriCorps is committed to these principles, including treating all persons who participate in our programs with dignity and respect. The service environments demand that AmeriCorps maintains a zero tolerance for unlawful harassment or discrimination against any individual or groups engaged in national service.

AmeriCorps expects the same commitment from all recipients of services, programs, and benefits; including service members, volunteers, associated individuals, organizations, programs, and projects. This policy is incorporated by reference into the terms and conditions for AmeriCorps Recipients, inclusive of sub-grantees. Recipients are expected to notify service members and volunteers of their rights under this policy.

In accordance with applicable laws and regulations, AmeriCorps prohibits all forms of discrimination and harassment based on the protected categories of race, color, national origin, sex, age, religion, sexual orientation, disability (mental or physical), political affiliation, marital or parental status, pregnancy, reprisal, genetic information (including family medical history), or military service. All entities receiving federal financial assistance from AmeriCorps; and all programs, services, and benefits administered by such entities; must be free from all forms of discrimination and harassment. Harassment is any unwelcome conduct or conduct done in reprisal for opposing discrimination or participating in the discrimination complaint process, when such behavior has the purpose or effect of interfering with service performance or creating an intimidating, hostile, or offensive service environment.

Harassment may include slurs and other verbal or physical conduct relating to an individual's sex, race, religion, sexual orientation, or any other legally protected category. Examples of harassing conduct include, but are not limited to: explicit or implicit demands for sexual favors; pressure to engage in a romantic relationship or for dates; deliberate touching of another person without consent; leaning over or cornering a person; repeated offensive teasing, jokes, remarks, or questions; unwanted letters, text messages, emails, or phone calls; distribution or display of offensive materials, including on social media; offensive looks or gestures; and/or sexual, racial, ethnic, or religious baiting. Harassment can also include physical assault or other threatening behavior, as well as other demeaning, debasing, or abusive comments or actions that intimidate.

AmeriCorps does not tolerate discrimination and harassment from anyone, including Recipients; AmeriCorps employees and supervisors; project or site employees and supervisors; project or site non-employees (e.g., contractors or clients of a project or site); or national service participants. Harassment is unacceptable in AmeriCorps offices or campuses and in other service-related settings such as convenings, training sessions, service sites, and at service-related social events, whether in-person or online.

Any discrimination or harassment, when substantiated, will result in corrective action, up to and including removal or termination of any individual engaging in such misconduct.

AmeriCorps Recipients permitting discrimination or harassment in violation of this policy will be subject to a finding of non-compliance, which may result in termination of federal financial assistance.

Recipients are expected to take prompt action to effectively address service member and volunteer complaints. Recipients must immediately investigate complaints of discrimination or harassment and take appropriate measures to remedy the situation. Supervisors and managers of AmeriCorps programs and projects; when made aware of alleged discrimination or harassment by employees, service members and volunteers, or any other associated individuals; must report the matter to the personnel in the Recipient's organization who are responsible for investigating such claims or AmeriCorps' Office of Civil Rights (OCR). OCR conducts service member and volunteer discrimination and harassment inquiries.

Service members, volunteers, grantees, sub-grantees, and Recipients may contact OCR at eo@americorps.gov for information or assistance. Further details on AmeriCorps' civil rights complaint process can be found at 45 C.F.R. Part 1225. The full AmeriCorps non-harassment and civil rights policy can be found here:

https://www.americorps.gov/sites/default/files/document/2026-01/Program_Civil_Rights_and_Non-Harassment_Policy_Statement_02-21-2025.pdf.

B. Complaint procedures

Members have the right to report a concern or complaint about discrimination or discriminatory harassment to their host site supervisor, the MPCA's Minnesota GreenCorps program staff, the MPCA Community and Business Assistance Development Manager, or to the MPCA Human Resources Department. In fulfilling the obligation to maintain a positive and productive work environment, site supervisors, the MPCA's Minnesota GreenCorps staff, and the MPCA Human Resources Department are expected to address or report any suspected discrimination or discriminatory harassment.

Service members and volunteers who believe they have been subjected to treatment in violation of any civil rights laws, regulations, or this policy, or have been subject to retaliation for opposing discrimination or participating in discrimination complaint proceedings (e.g., filing a complaint or acting as a witness) in any AmeriCorps program or project, may contact the OCR at 202-606-7503 or eo@americorps.gov. Recipients must contact OCR within 30 calendar days of an occurrence of discrimination or harassing conduct to initiate an inquiry in the civil rights complaint process.

Service members and volunteers are not required to use a program, project, or sponsor dispute resolution process before contacting OCR. While Recipients are expected to take prompt action to effectively address service member and volunteer complaints, Recipients cannot institute policies requiring any such matters be handled "in house." If a service member or volunteer chooses to pursue another dispute resolution or complaint procedure, it does not suspend the 30 calendar-day time limit for contacting OCR. Discrimination and harassment claims that are not brought to the attention of OCR within 30 calendar days of the occurrence may not be accepted for investigation if a formal complaint of discrimination is filed.

The following is the contact information for the MPCA Human Resources Office:

Human Resources Office
Minnesota Pollution Control Agency
520 Lafayette Road North
St. Paul, MN 55155
651-757-2587 (voice)
Kellie.McNamara@state.mn.us (email)

Members also have a right to contact other local, state, and federal government agencies, including:

Office of Equal Opportunity
202-606-7503 (voice); 202-565-2799 (TTY)
eo@americorps.gov (email)

C. Retaliation

It is unlawful to retaliate against any person who, or organization that, files a complaint about such discrimination. In addition to filing a complaint with local and state agencies that are responsible for resolving discrimination complaints, members may bring a complaint to the attention of AmeriCorps. AmeriCorps prohibits any retaliatory action against a person who raises discrimination or harassment concerns.

IX. In-kind contributions

While MN GreenCorps does not charge a fee to host a member, the MPCA does require in-kind contributions from the host site; in kind contributions are required match for our AmeriCorps grant. The host site is responsible for in-kind contributions of \$600 for each MN GreenCorps member for trainings, webinars, conferences, or events. Associated costs such as lodging may count toward the \$600 with prior approval. The host site must pay for the trainings directly; no payment (reimbursement) can be made to the member. The host site is responsible for obtaining acceptable documentation (training registration receipts) and submitting it to the MPCA. In-kind contributions cannot be provided from a federal source of funds unless the federal funding agency has granted permission to use those funds as match.

X. Recital

- A. Under Minn. Stat. § 15.061 the State is empowered to engage such assistance as deemed necessary.
- B. The State is in need of agreeing upon rules of participation, roles, and responsibilities for host sites.
- C. The host site represents that it is duly qualified and agrees to perform all services described in this Contract to the satisfaction of the State.

XI. Survival of terms

The following clauses survive the expiration or cancellation of this Contract: Indemnification; State audits; Government data practices; Governing law, jurisdiction, and venue; and Data disclosure.

A. Indemnification

Each party agrees that it shall be responsible for its own acts and omissions and shall not be responsible for the acts or omissions of the other party. Each party therefore agrees that it shall assume liability for itself or its employees for any injury to persons or property resulting in any manner from the conduct of its own operations, and the operations of its employees, and for any loss, cost, damage, or expense resulting at any time from failure to exercise proper precautions by itself or through its employees. Nothing in this Clause or in this Contract is intended to be construed as a waiver of the Tort Claims Act, Minn. Stat. § 3.736, or any law, legislative or judicial, limiting governmental liability.

B. State audits

Under Minn. Stat. § 16C.05, subd. 5, the host site's books, records, documents, and accounting procedures and practices relevant to this Contract are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Contract.

C. Government data practices

Government data practices. The host site and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. ch. 13, (or, if the State contracting party is part of the Judicial Branch, with the Rules of Public Access to Records of the Judicial Branch promulgated by the Minnesota Supreme Court as the same may be amended from time to time) as it applies to all data provided by the State under this Contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the host site under this Contract. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data governed by the Minnesota Government Practices Act, Minn. Stat. ch. 13, by either the host site or the State.

If the host site receives a request to release the data referred to in this clause, the host site must immediately notify and consult with the State's Authorized Representative as to how the host site should respond to the request. The host site's response to the request shall comply with applicable law.

D. Governing law, jurisdiction, and venue

Minnesota law, without regard to its choice-of-law provisions, governs this Contract. Venue for all legal proceedings out of this Contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

E. Data disclosure

Under Minn. Stat. § 270C.65, subd. 3 and other applicable law, the host site consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state agencies, and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state laws which could result in action requiring the host site to file state tax returns, pay delinquent state tax liabilities, if any, or pay other state liabilities.

XII. Certification

- This Agreement serves as a binding contract between the host site and the MPCA for the 2026-2027 program year. The terms of this Agreement will end on the member's last day of service or August 31, 2027, whichever is earlier. The MPCA may cancel this Agreement at any time, with or without cause, upon 30 days' written notice to the host site. Amendments to this Agreement may be made only with the consent of both parties and shall be done in writing.
- If a member exits the Minnesota GreenCorps program early either for cause or compelling personal circumstances, or is relocated to a different host site, this agreement will automatically end on the last day of the member's service at this host site.
- Failure to adhere to policies or to fulfill responsibilities outlined in this Agreement will become part of the selection criteria in the event of a re-application process for future year programs.
- **Termination for insufficient funding.** The State may immediately terminate this Agreement if it does not obtain funding from ServeMinnesota or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the work scope covered here. Termination must be by written or fax notice to the host site. The State is not obligated to pay for any work performed after notice and effective date of termination. However, the host site will be entitled to payment, determined on a pro-rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the Agreement is terminated because of the decision of the Minnesota Legislature or other funding source not to appropriate funds. The State must provide the host site with notice of the lack of funding within a reasonable time of the State's receiving that notice.
- By signing this Agreement, I acknowledge that I have read, understand, and agree to all terms and conditions of this Agreement.

Host Site

The host site certifies that the appropriate persons have executed the Agreement on behalf of the host site as required by applicable articles, bylaws, resolutions, or ordinances.

Host Site Authorized Representative (with delegated authority)

Print name: Cassie Hanan

Title: _____

Signature: _____

Date
(mm/dd/yyyy): _____

Minnesota Pollution Control Agency (with delegated authority)

Print name: _____

Title: _____

Signature: _____

Date
(mm/dd/yyyy): _____

^{DS}




Item: 3.8

STAFF REPORT

To: Honorable Mayor and City Council Members
From: Cassie Hanan, City Administrator
Date: August 24, 2026
Re: City Council bylaws review

Please see the attached memo from Attorney Wieser regarding agenda item 3.8.



WIESER LAW OFFICE, P.C.

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KELLY M. IVERSON
AL "SKIP" WIESER, III
KAYLA C. SCHMIDT

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

TO: Honorable Mayor and City Council Members

CC: Cassandra Hanan, City Administrator

FROM: Skip Wieser, City Attorney

DATE: August 21, 2026

RE: Resolution 02-13-03

8/21/26

Attached for Council review find Resolution 02-13-03. A resolution establishing rules for organization and procedures of the City Council of the City of La Crescent. This resolution is reviewed with the Council annually at the City Council annual meeting in January of each year. Administrator Hanan and I felt this meeting would be an opportunity to conduct a brief refresher of the bylaws with the Council in advance of the upcoming collaborative meeting facilitated by LMCIT.

No action will be requested regarding the resolution at this time.

RESOLUTION NO. 02-13-03

A RESOLUTION ESTABLISHING RULES FOR THE ORGANIZATION AND PROCEDURE OF THE CITY COUNCIL OF THE CITY OF LA CRESCENT

The City Council of the City of La Crescent resolves as follows:

WHEREAS, the City Council of the City of La Crescent has power to regulate its own procedure under Minn. Stat. § 412.191, Subd. 2.

WHEREAS, the purpose of this policy on city council meetings is to set the ground work for orderly and respectful communication between and among council members, city staff and citizens to promote the efficient working of the public's business at city council meetings.

NOW, THEREFORE, the city council of the City of La Crescent has determined that its rules of organization and procedure are as follows:

Section 1. Open Meetings

The Open Meeting Law, Minn. Stat. Ch. 13D, generally requires all meetings of the council to be open to the public.

Subd. 1. Regular Meetings. Regular meetings of the city council shall be held on the second and fourth Monday of each calendar month at 5:00 p.m. Any regular meeting falling upon a holiday shall be held on the next following business day at the same time and place. The clerk shall maintain a schedule of regular meetings. This schedule shall be available for public inspection during regular business hours at the city clerk's office. All meetings, including special, emergency meetings, shall be held in the city hall, unless otherwise designated.

Subd. 2. Special Meetings. The mayor or any two members of the council may call a special meeting of the council upon at least twenty-four (24) hours written notice to each member of the council. This notice shall be delivered personally to each member, or left at the member's usual place of residence with some responsible person. Similar written notice shall be mailed at least three (3) days before the meeting date to those who have requested a notice of such special meetings. This request must be in writing and be filed with the clerk, designating an official address where notice may be mailed. Such request will be valid for one (1) year.

Subd. 3. Emergency Meetings. The mayor or any two (2) council members may call an emergency meeting when circumstances require the immediate consideration of a matter by the council. Notice may be in writing personally delivered to council members or may be in the form of personal telephone communication. Notice must include the date, time, place, and purpose of such a meeting. Where practical, the clerk shall make an effort to contact news gathering organizations that have filed a request to receive notice of special meetings.

Subd. 4. Closed Meetings. The Minnesota Open Meeting Law allows some meetings to be closed to the public for defined purposes. When a meeting is closed, the presiding officer at the

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Amended by Council: January 12, 2015; December 12, 2022; January 8, 2024

Reviewed by Council: February 25, 2013, May 27, 2014, January 12, 2015, January 11, 2016, January 9, 2017,

January 8, 2018, January 14, 2019, January 13, 2020; January 11, 2021; January 10, 2022; January 9, 2023; January 8, 2024;

January 27, 2025; January 12, 2026

council meeting will state the reason for closing the meeting on the record and cite the state statute that permits closure.

Subd. 5. Recessed or Continued Meetings. When a meeting is recessed or continued, the presiding officer shall state the time and place for the next meeting to occur pursuant to Minn. Stat. § 13D.04, subd. 4. The time and place shall be noted in the minutes. If the time and place are stated in the minutes, no additional notice of the meeting is required. However, if the time and place is not stated, the notice procedures for special meeting shall be required.

Subd. 6. Initial Meeting/Organizational Meetings. The council will conduct its organizational meeting concurrent with the first regular council meeting in January of each year to:

1. Appoint an acting mayor pursuant to Minn. Stat. § 412.121.
2. Select an official newspaper pursuant to Minn. Stat. § 412.831.
3. Select an official depository for city funds. This must be done within thirty (30) days of the start of the City's fiscal year pursuant to Minn. Stat. §§ 427.01-.02; 118A.02, subd. 1; 427.09.
4. Review council's bylaws and make any needed changes.
5. Assign committee duties to members.

Subd. 7. Public Meetings. Except as otherwise provided in the open meeting law, all council meetings, including special, emergency, and adjourned meetings and meetings of all council committees shall be open to the public.

Subd. 8. Interactive Technology. The City Council may broadcast their meeting(s) through interactive technology and allow the observation of public meetings. Interactive technology will not be used by the City Council for accepting public comment or testimony. This subdivision does not apply to employees, appointed officers, or consultants of the City.

Section 2. Presiding Officer

Subd. 1. Who Presides. The presiding officer shall be the mayor. In the absence of the mayor, the acting mayor shall preside. In the absence of both, the city administrator shall call the meeting to order and shall preside until the council members present at the meeting choose one of their number to act temporarily as presiding officer.

Subd. 2. Procedure. The presiding officer shall preserve order, enforce the rules of procedure herein prescribed and determine without debate, subject to the final decision of the council on appeal, all questions of procedure and order. The presiding officer shall determine which member has the right to speak and may move matters to a vote once the officer has determined that all members have spoken. The presiding officer may determine whether a motion or proposed amendment is in order and may call members to order. Except as otherwise provided by statute or by these rules, the proceedings of the council shall be conducted in accordance with *Robert's Rules of Order, Newly Revised, 11th Edition, as revised*.

Subd. 3. Appeals. Any member may appeal to the council from a ruling of the presiding

officer. If the appeal is seconded, the member may speak once solely on the question involved and the presiding officer may explain his or her ruling, but no other council member shall participate in the discussion. Once both the maker of the motion and the presiding officer have spoken, the matter must be voted upon by the council as a whole. The appeal shall be sustained if it is approved by a majority of the members present.

Subd. 4. Rights of Presiding Officer. Whenever the presiding officer desires to speak on any question or to make or second any motion, the presiding officer shall vacate the chair, designate the acting mayor, or in their absence, some other council member, to preside temporarily, and shall not resume the chair until the matter under consideration has been acted upon by the council.

Section 3. Minutes

Subd. 1. Who Keeps. Minutes of each council meeting shall be kept by the clerk or in the city clerk's absence, the city administrator, or his/her assigns. In the absence of both, the presiding officer shall appoint the city attorney as a secretary pro tem. Ordinances, resolutions, and claims need not be recorded in full in the minutes if they appear in other permanent records of the clerk and can be accurately identified from the description given in the minutes.

Subd. 2. Approvals. The minutes of each meeting shall be reduced to typewritten form, shall be signed by the clerk, and copies shall be delivered to each council member as soon as practicable after the meeting. At the next regular meeting following such delivery, approval of the minutes need not be read aloud, but the presiding officer shall call for any additions or corrections. If there is no objection to a proposed addition or correction, it may be made without a vote of the council. If there is an objection, the council shall vote upon the addition or correction. If there are no additions or corrections, the minutes shall stand approved.

Subd. 3. Publication. Minutes shall be published as required by Minn. Stat. §§ 412.191, 331A.08, subd. 3, 331A.01, subd. 10.

Section 4. Order of Business.

Subd. 1. Order Established. Each meeting of the council shall convene at the time and place appointed. Council business shall be conducted in the following order:

1. Call to order
2. Pledge of Allegiance
3. Roll call
4. Action to change agenda
5. Consent agenda
6. Public hearings
7. Items for consideration
8. Unfinished business
9. Mayor's comments
10. Staff correspondence
11. Correspondence

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12. Announcements
13. Items for next agenda
14. Adjournment

Subd. 2. Varying Order. The order of business may be varied by the presiding officer, but all public hearings shall be held at the time specified in the notice of hearing.

Subd. 3. Agenda. An agenda will be prepared for all regular council meetings by the city administrator. Agenda items may be placed by city council members and city staff. Members of the public wishing to place items on the agenda shall complete an agenda request form. When a special meeting is called, the agenda must be included in the request for the meeting and notice consisting of the date, time and purpose of the special meeting shall be posted by the City.

1. All requests to place an item on the agenda must be received by the city administrator/clerk by noon on the Wednesday prior to the next council meeting.
2. All requests to place an item on the agenda must be on the form prescribed by the city. The form should be completed with the goal of clearly describing the subject matter to be considered by council and any action requested or required. Supporting information may be attached to the form as necessary.
3. All requests to place an item on the agenda by city staff must be reviewed by the city administrator/clerk.
4. The agenda, along with information materials, will be mailed or delivered to all city council members and the city attorney at least three (3) days prior to the next council meeting.
5. No item of business shall be considered unless it appears on the agenda for the meeting or is approved for addition to the agenda by a unanimous consent of the Council Members present, unless extraordinary circumstances exist.

Section 5. Quorum and Voting.

Subd. 1. Quorum. At all council meetings a majority of the elected council members shall constitute a quorum for the transaction of business, but a smaller number may adjourn from time to time. The council may punish non-attendance by a fine not exceeding \$100.00 for each absence from any meeting unless a reasonable excuse is offered.

Subd. 2. Voting. The votes of the members on any question may be taken in any manner, which signifies that the intention of the individual members, and the votes of the members on any action taken shall be recorded in the minutes. The vote of each member shall be recorded on each appropriation of money, except for payments of judgments, claims and amounts fixed by statute. If any member is present but does not vote, the minutes, as to that member's name, shall be recorded as an abstention.

Subd. 3. Votes Required. A majority vote of all members of the council shall be necessary for approval of any ordinance unless a larger number is required by statute. Except as otherwise provided by statute, a majority vote of a quorum shall prevail in all other cases.

Section 6. Decorum of Council Members.

Subd. 1. Aspirational Statement. All council members shall assist the presiding officer in preserving order and decorum and in providing for the efficient operation of the meeting.

Subd. 2. Aspirational Statement. No council member shall engage in conduct which delays or interrupts the proceeding or which hinders honest, respectful discussion and debate.

Subd. 3. Aspirational Statement. City council meetings shall be conducted in a courteous manner that recognizes the validity of differing points of view and promotes the ideal of democratic discussion and debate free of insult, slander, and personal attacks and threats.

Subd. 4. Aspirational Statement. To effectuate these aspirational goals, city council members shall conduct themselves at council meetings in a manner consistent with the following:

1. No council member shall engage in private conversation or pass private messages while in the chamber in a manner so as to interrupt the proceedings of the council.
2. No council member shall leave his or her seat or make any noise of disturbance while a vote is being taken and until the result of the vote is announced.
3. No council member shall use profane or obscene words or unparliamentary language or use language that threatens harm or violence toward another person during a council meeting.
4. No council member shall speak on any subject other than the subject in debate.
5. No council member shall speak without being recognized by the chair; nor shall any council member interrupt the speech of another council member.

Section 7. Ordinances, Resolutions, Motions, Petitions and Communications.

Subd. 1. Readings. Every ordinance and resolution shall be presented in writing. An ordinance or resolution need not be read in full unless a member of the council requests such a reading.

Subd. 2. Signing and Publication Proof. Every ordinance and resolution passed by the council shall be signed by the mayor, attested by the clerk, and filed by the clerk in the ordinance or resolution book. Proof of publication of every ordinance shall be attached and filed with the ordinance.

Subd. 3. Repeals and Amendments. Every ordinance or resolution repealing a previous

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ordinance or resolution or a section or subdivision thereof shall give the number, if any, and the title of the ordinance or code number of the ordinance or resolution to be repealed in whole or in part. Each ordinance or resolution amending an existing ordinance or resolution or part thereof shall set forth in full each amended section or subdivision as it will read with the amendment.

Subd. 4. Motions, Petitions, Communications. Every motion shall be stated in full before the presiding officer submits it to a vote and shall be recorded in the minutes. Every petition or other communication addressed to the council shall be in writing and shall be read in full upon presentation to the council unless the council dispenses with the reading. Each petition or other communication shall be recorded in the minutes by title and filed with the minutes in the office of the clerk.

Section 8. Committees.

Subd. 1. Committees Designated. The following committee shall be appointed by the council at the first regular council meeting in January of each year:

1. Personnel committee

Subd. 2. Referral and Reports. Any matter brought before the council for consideration may be referred by the presiding officer to the appropriate committee or to a special committee that the presiding officer appoints for a written report and recommendation before it is considered by the council as a whole. A majority of the members of the committee shall sign the report and file it with the clerk prior to the council meeting at which it is to be submitted. Minority reports may be submitted. Each committee shall act promptly and faithfully on any matter referred to it.

Section 9. Suspension or Amendment of Rules.

These rules may be suspended or amended only by a two-thirds vote of the members present and voting.

Originally passed February 25, 2013 and Amended May 27, 2014, January 12, 2015, and January 8, 2024 by the City Council of the City of La Crescent.

Mayor

City Administrator

**Minutes, Regular Meeting
Planning Commission, City of La Crescent, Minnesota
August 4, 2026**

Call to Order

The Planning Commission meeting was called to order at 4:00PM.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call

All Planning Commission members were present. Also present were City Administrator Cassie Hanan and Building Inspector Josh Tarrence.

1. Items for Consideration

1.1 Approval of June 2, 2026 Meeting Minutes

A correction was made to the June 2nd, 2026 meeting minutes. The motion for adjournment was made by Commissioner Wilson, not Commissioner Welch. A motion was made to approve the minutes with the correction. The motion was made by Vice Chair Husmann and seconded by Commissioner Welch. All members voted in favor thereof. The motion carried.

1.2 Consideration of property purchase option

City Administrator Cassie Hanan discussed the City of La Crescent's, consideration to purchase property, described as the NW-SW 40 acres of Parcel 01-000-0990. The Planning Commission members and Administrator Hanan had discussion about the property and it was determined that purchasing this property would serve to protect bluffland in perpetuity. A motion was made to recommend approval of the purchase by the City of La Crescent, with the proposed findings as stated in the packet. The motion was made by Vice Chair Husmann and seconded by Commissioner Welch. All members voted in favor thereof. The motion carried.

1.3 Consideration of Comprehensive Plan Update

City Administrator Cassie Hanan discussed with the Planning Commission, the intention to update the City's Comprehensive Plan. She went through the steps of the process, the Planning Commission's anticipated participation, and timeline of the project. Administrator Hanan requested approval from the Planning Commission, to recommend to the City Council, to move forward with the Comprehensive Plan Update. A motion was made to recommend to the City Council, to move forward with updating the Comprehensive Plan. The motion was made by Vice Chair Husmann and seconded by Commissioner Niemeyer. All members voted in favor thereof. The motion carried.

1.4 Zoning Ordinance discussion

Building Inspector Josh Tarrence discussed with the Planning Commission members the need to review the City's Zoning Ordinance. A work session will take place at an upcoming meeting to discuss and needed text amendments until the Zoning Ordinance is updated. Updating the Zoning Ordinance will occur after the completion of the Comprehensive Plan update. This was informational only and no action was needed.

2. Future Agenda Items- Commission Members

There were no future agenda items discussed.

3. Adjournment

A motion for adjournment was made by Vice Chair Husmann and seconded by Commissioner Enright. The meeting was adjourned at 4:29PM.

Approval Date:

Signed:

Mayor

Attest:

City Administrator