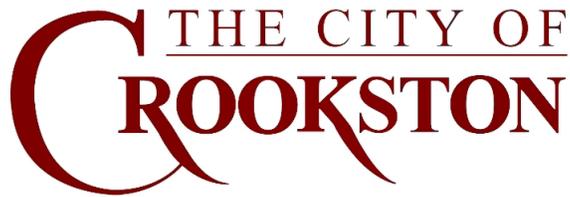


Mayor -Dale Stainbrook

Council Members:

W-1 Joseph Shostell
W-2 Henry Fischer
W-3 Clayton Briggs
At Large – Wendy Ault



Council Members:

W-4 Donald R Cavalier
W-5 Derek Brekken
W-6 Dylane Klatt
At Large – Morgan Hibma

CITY COUNCIL AGENDA

January 5, 2026, at 5:30PM

The City's YouTube Channel is <https://www.youtube.com/c/CityofCrookstonChannel>

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **CROOKSTON FORUM** - *Individuals may address the Council about any item not contained on the regular agenda. A maximum of 15 minutes is allotted for the Forum. If the full 15 minutes are not needed for the Forum, the City Council will continue with the agenda. The City Council will take no official action on items discussed at the Forum, with the exception of referral to staff or the Commission for future reports.*
4. **PRESENTATIONS AND PUBLIC INFORMATION ANNOUNCEMENTS**
5. **APPROVE AGENDA** - *Council Members may add items to the agenda, including items contained in the Council Information memorandum for discussion purposes or staff direction only. The Council will not usually take official action on items added to the agenda.*
6. **CONSENT AGENDA** - *These items are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member or citizen so requests. In that event, the item will be removed from the consent Agenda and placed elsewhere on the agenda.*
 - 6.01 Approve Proposed City Council Meeting Minutes from December 15, 2025.
 - 6.02 Approve Proposed Special City Council Meeting Minutes from December 29, 2025.
 - 6.03 Resolution to approve City of Crookston Bills and Disbursements for \$558,947.48 Check Nos 76249-76344.
 - 6.04 Resolution to approve the 2026 Gas Fitters and Cement Mason License.
 - 6.05 Resolution regarding the approval of the LELS addendum for Juneteenth.
 - 6.06 Resolution appointing Tanner Holten as the City Attorney for 2026.
 - 6.07 Resolution regarding a donation from the Baseball association for \$2,045.65 for a new cover at the baseball field.
 - 6.08 Resolution designating the Crookston Watch as the Official Newspaper for 2026.
 - 6.09 Resolution regarding appointing Bakertilly as the City of Crookston's Audit firm for 2026.
 - 6.10 Resolution designating depositories for public funds for 2026.
 - 6.11 Resolution regarding bank authority at United Valley Bank.
 - 6.12 Resolution regarding bank authority at Old National Bank.
 - 6.13 Resolution to approve the fee schedule for 2026.
7. **PUBLIC HEARINGS**
8. **REGULAR AGENDA**
 - 8.01 Resolution regarding the approval of the new Finance Director, Jon Roscoe.
 - 8.02 Resolution regarding the contract with Houston Engineering for USDA Grant Award ED25CHI0G0211 administration and reporting, including DEED BDPI grant administration and reporting for the Crookston Industrial.
 - 8.03 Resolution regarding DEED Redevelopment Grant Program Application Authorization for the Tri Valley Building.
 - 8.04 Resolution regarding expressing support for a Minnesota Rail Service Improvement (MRSI) phase II grant application for the Crookston Industrial Park Railroad Spur Extension.
 - 8.05 Memorandum of Understanding (MOU) regarding a land lease for the Phase II Rail Spur located on City-owned property.
 - 8.06 Resolution authorizing the application for the Greater Minnesota Small Cities (Tier II Cities) Housing Aid Grant Program-Round 2.
9. **COUNCIL REPORTS**
10. **ADJOURNMENT**

Mayor and Council:

Detailed below is the City Administrators report for 01-05-2026:

8.01 Resolution regarding the approval of the new Finance Director, Jon Roscoe.

- As described, Jon Roscoe has the requisite professional qualifications and experience to perform the duties and tasks of the City of Crookston Finance Director.

8.02 Resolution regarding the contract with Houston Engineering for USDA Grant Award ED25CHIOG0211 administration and reporting, including DEED BDPI grant administration and reporting for the Crookston Industrial.

- The EDA and BDPI grants require ongoing professional grant administration, reporting, compliance monitoring, financial management, and project closeout services to ensure adherence to all federal and state requirements
- Houston Engineering, Inc. possesses the qualifications, experience, and expertise necessary to successfully administer complex federal and state economic development grants and has prior experience working with the City and CHEDA on similar projects

8.03 Resolution regarding DEED Redevelopment Grant Program Application Authorization for the Tri Valley Building.

- The City of Crookston seeks to address blight, public safety concerns, and redevelopment barriers at the former Tri-Valley building located at the intersection of Broadway and Robert Street
- The structure constitutes a safety hazard and hinders redevelopment potential within the downtown corridor
- The City of Crookston intends to request up to \$650,000 in Redevelopment Grant funds to support necessary demolition and site preparation activities

8.04 Resolution regarding expressing support for a Minnesota Rail Service Improvement (MRSI) phase II grant application for the Crookston Industrial Park Railroad Spur Extension.

- Either Farmers Union Enterprises or Minnesota Northern Railroad intends to submit an application for MRSI Phase II funding to extend the existing railroad spur within the Crookston Industrial Park to directly serve the former Ag Innovation Center property
- Either Farmers Union Enterprises or Minnesota Northern Railroad will serve as the grant applicant and will provide the required 50 percent local match, with no City funds requested for match purposes

- The City of Crookston is willing to lease necessary City-owned property within the Crookston Industrial Park to allow for the construction, operation, and maintenance of the railroad spur extension, subject to final City Council approval and execution of a formal agreement

8.05 Memorandum of Understanding (MOU) regarding a land lease for the Phase II Rail Spur located on City-owned property.

- Farmers Union Enterprises or Minnesota Northern Railroad intends to apply for funding through the Minnesota Department of Transportation (MnDOT) Minnesota Rail Service Improvement (MRSI) Phase II grant program to extend an existing railroad spur to serve its facility located in the Crookston Industrial Park
- The proposed railroad spur extension requires the use of City-owned property for rail infrastructure, including track, subgrade, and related appurtenances
- The city desires to document its intent to cooperate with the project for purposes of the grant application through a non-binding MOU.
- The MOU provides that, subject to City Council approval and applicable law, the City may lease the necessary City-owned property to Farmers Union Enterprises or Minnesota Northern Railroad if the MRSI Phase II grant is awarded and a final lease agreement is approved

8.06 Resolution authorizing the application for the Greater Minnesota Small Cities (Tier II Cities) Housing Aid Grant Program- Round 2.

- Minnesota Housing has opened the Request for Proposals (RFP) for Round 2 of the Greater Minnesota Small Cities (Tier II Cities) Housing Aid Grant Program, which provides funding to cities in Greater Minnesota with populations under 10,000 to support housing development and affordability initiatives
- The maximum award for Round 2 of the program is \$75,000 per applicant, and no local matching funds are required
- If awarded, CHEDA proposes to use the grant funds to support the Broadway Villas (Casey's Housing Development), an eligible housing project under the program guidelines

Since the last council meeting, detailed below are some of the meetings/projects I have attended or worked on:

- City of Crookston Potluck Celebration
- Department head meetings
- Several EDA meetings
- Retirement party for Maureen Kostrzewski.

- Congratulations on your retirement and thank you for all your years of dedication and service to the City of Crookston. Maureen will be missed!
- Industrial Park Meetings
- Regular and Special Council Meetings
- Meetings with CLA and/or Baker Tiller

Please reach out at anytime with questions,

Thanks, Darin

OFFICIAL MINUTES OF THE CROOKSTON CITY COUNCIL, POLK COUNTY, MINNESOTA. THE COUNCIL MEETING OF DECEMBER 15, 2025, COUNCIL CHAMBERS, CITY HALL.

Mayor Stainbrook called the meeting to order at 5:30 p.m. and requested all present to stand to recite the Pledge of Allegiance.

ROLL CALL

The Council Members present in answer to the roll call were: Derek Brekken, Dylane Klatt, Wendy Ault, Morgan Hibma, Joseph Shostell, Henry Fischer, Clayton Briggs, and Donald Cavalier.

Council Members Absent:

Staff present: Darin Selzler, Shane Heldstab, Greg Hefta, Ashley Rystad, Keenan Devier, Scott Butt, Karie Kirschbaum, Bryce Spivey, and Joel Pyles.

CROOKSTON FORUM

Corky Reynolds, the current interim CEO of Tri-Valley Opportunity, introduced Melody Hedden, the new CEO of Tri-Valley Opportunity Council.

PRESENTATION AND PUBLIC INFORMATION ANNOUNCEMENT

Micheal Mooney from ABDO presented the results of the City of Crookston's Classification and Compensation Study, which reviewed and updated job descriptions, evaluated positions using a pay equity compliant scoring system, and compared City wages to market data from similar Minnesota cities. The study found that union pay ranges generally lag the market at both the minimum and maximum ends, while non-bargaining positions lacked formal pay ranges. ABDO recommended adopting a new step-and-grade pay system with 23 grades and 9 steps to improve internal equity, market competitiveness, and compliance with Minnesota pay equity requirements. Implementing the proposed plan would result in an estimated 2% payroll increase, with an additional cost if a future cost-of-living adjustment is applied.

APPROVAL OF AGENDA

Mayor Stainbrook asked if anyone wished to add any items to the agenda. Hearing none, on motion by Council Member Shostell, seconded by Council Member Briggs; it was duly carried to approve the agenda.

CONSENT AGENDA

Mayor Stainbrook asked if anyone wished to remove any items from the Consent Agenda. Hearing none, on motion by Council Member Cavalier, seconded by Council Member Fischer; it was duly carried to approve the consent agenda.

- 6.01** Approve Proposed Truth-In-Taxation Minutes from December 1, 2025.
- 6.02** Approve Proposed City Council Meeting Minutes from December 1, 2025.
- 6.03** Resolution to approve City of Crookston Bills and Disbursements for \$774,112.20 Check Nos 76145-76248. (Res No. 28211)
- 6.04** Resolution regarding approving the 2026 Lake Agassiz Regional Library (LARL) budget contribution for the City of Crookston. (Res No. 28212)
- 6.05** Resolution regarding authorizing the City of Crookston to enter into a grant contract agreement for Violent Crime Enforcement Teams (VCET). (Res No. 28213)
- 6.06** Resolution approving the fifth amended and restated Joint Powers Agreement for the Pine to Prairie Drug and Violent Crime Task Force. (Res No. 28214)
- 6.07** Resolution regarding the approval of the 2026 Tobacco License for the City of Crookston. (Res No. 28215)
- 6.08** Resolution regarding the approval of the 2026 Liquor License for the City of Crookston. (Res No. 28216)
- 6.09** Resolution regarding adopting the 2026 calendar of regular Council and Ways and Means Meetings. (Res No. 28217)
- 6.10** Resolution regarding designating the 2026 Election Precinct Polling locations. (Res No. 28218)
- 6.11** Resolution regarding the approval of payment for the 2025 Windcone Replacement Project at Crookston Municipal Airport. (Res No. 28219)

PUBLIC HEARING

Mayor Stainbrook opened the public hearing on municipal consent for MnDOT State Project 6002-76, which covers planned downtown corridor improvements on Trunk Highway 2 (Broadway and Main) and coordinated upgrades on adjoining city streets. MnDOT Project Manager, Matt Uppen, reviewed the project's background, noting a joint corridor study launched in 2021 that prioritized pedestrian safety and traffic speed, leading to a community-driven design. Key elements include reducing the roadway from three lanes to two, building ADA-compliant sidewalks, replacing corridor lighting, adding bike lane striping, preserving as much on-street parking as possible, and making intersection and truck-turning geometry adjustments. The plan also proposes replacing two signals and removing three low-volume signals, with pedestrian safety enhancements such as rectangular rapid flashing beacons (including one near City Hall and an overhead-style beacon at Ash Street). MnDOT outlined funding details, explaining that legislative trunk highway dollars can cover many eligible costs (signals, lighting, flashers), while city utilities like water, sewer, and existing lighting removal remain local responsibilities. The schedule anticipates advancing to 60% plans in early 2026, final plans by summer 2026, bidding in late 2026, and construction in 2027; no public comments were offered, and Mayor Stainbrook closed the public hearing.

REGULAR AGENDA

8.01 A motion was made by Council Member Cavalier and seconded by Council Member Brekken to approve the resolution granting municipal consent for Minnesota Department of Transportation State Project 6002-76 (Crookston Downtown Sidewalk Project). Interim City Administrator, Darin Selzler, briefed the Council, noting that Matt Uppgren had already thoroughly explained the details of the project during the public hearing. The motion was duly carried. (Res No. 28220)

8.02 Motion made by Council Member Briggs, seconded by Council Member Fischer; the City Council considered and approved a resolution authorizing the submission of a Business Development Public Infrastructure (BDPI) grant application to the Minnesota Department of Employment and Economic Development (DEED) for the Crookston Industrial Park Infrastructure Expansion Project. City staff explained that the City is seeking up to \$2 million in state BDPI funds to help offset the local cost of a \$7 million infrastructure project and to match a previously awarded \$3.3 million Federal U.S. Economic Development Administration grant, reducing the financial burden on the City. The BDPI grant would not require an additional local match, as the federal funds would serve that purpose, consistent with prior projects. Council Members also discussed follow-up on an unresolved roadway approach issue at the Ag Innovation Campus. The motion was duly carried. (Res No 28221)

8.03 Motion made by Council Member Hibma, seconded by Council Member Klatt, additional compensation increase effective January 1, 2026. Council members discussed Selzler's dual role, noting that he continues to perform roughly half of his police duties while serving as Interim Administrator, with support from the Deputy Chief and Police Department staff. Council members commended his professionalism, fairness, and effectiveness in managing both responsibilities, citing positive feedback from within the organization and the community. Resolution to approve Interim City Administrator Contract for Darin Selzler was duly carried. (Res No. 28222)

REPORTS FROM CITY COUNCIL MEMBERS

Joseph Shostell, Council Member 1st Ward,

- Council Members expressed special thanks to Michelle Christopherson and Keenan for meeting with most of the Council to help prepare for January discussions.
- A community announcement was also shared promoting the "Crookston Connected" event, which will give residents the opportunity to meet with City staff and officials to discuss current projects and community concerns. The event will be held at the Crookston Inn and Convention Center on January 29 from 4:30 to 7:00 p.m., and the public is encouraged to attend.

Henry Fischer, Council Member 2nd Ward,

- No report

Clayton Briggs, Council Member 3rd Ward,

- A homeowner on Third Avenue contacted him to express appreciation for the City's Water Department after a long-standing sewer connection issue was recently resolved. The homeowner was very pleased with how the matter was handled and wanted to thank staff for successfully addressing the problem after several years.

Donald R Cavalier, Council Member 4th Ward,

- No report.

Derek Brekken, Council Member 5th Ward,

- Encouraged anyone with comments, questions, or concerns to reach out, emphasizing that the council is there to help. He ended by offering congratulations.

Dylane Klatt, Council Member 6th Ward,

- Has the City of Crookston heard back from the State about whether the pool question can be included on the ballot?

Wendy Ault, Council Member-at-Large,

- No report.

Morgan Hibma, Council Member-at-Large,

- The Park Board reported that the community swimming pool will be closed from Christmas Eve through January 5 to complete needed repairs and due to a temporary shortage of lifeguards, many of whom are UMC students. Arena usage has increased significantly this year, which was attributed to strong youth recruitment and organization by the Blue Line Club, expanded open skate opportunities, and consistent community participation.
- The Crookston Area Community Fund partnered with the school district and Tara Rodriguez to support local families by donating winter clothing and providing food assistance through a holiday backpack program, with deliveries beginning at Highland School. She expressed holiday well-wishes and appreciation for City staff's work throughout the year.

Dale Stainbrook, Mayor

- Attended the Park Board meeting and noted that participation in the Learn to Skate program is increasing. During the pool closure, maintenance staff will complete lighting repairs and perform a deep cleaning of the facility. Appreciation was also extended to Chuck and his crew for their hard work managing snow removal after a significant snowfall. He wished everyone a Merry Christmas.

ADJOURNMENT

Mayor Stainbrook declared the meeting adjourned at 6:46 PM.

Dale Stainbrook, Mayor

Ashley Rystad, City Clerk

OFFICIAL MINUTES OF THE CROOKSTON CITY COUNCIL, POLK COUNTY, MINNESOTA. THE SPECIAL COUNCIL MEETING OF DECEMBER 29, 2025, COUNCIL CHAMBERS, CITY HALL.

Mayor Stainbrook called the meeting to order at 5:30 P.M. and requested all present to stand to recite the Pledge of Allegiance.

ROLL CALL

Council Members present in answer to roll call were: Joseph Shostell, Henry Fischer, Donlad Cavalier, Derek Brekken, Morgan Hibma, and Wendy Ault.

Council Members Absent: Clayton Briggs and Dylane Klatt.

Staff present: Darin Selzler, Shane Heldstab, Ashley Rystad, Scott Butt, Keenan Devier, and Bryce Spivey.

REGULAR AGENDA

3.01 Motion was made by Council Member Cavalier, seconded by Council Member Fischer; the agreement outlines support services including financial statement preparation, audit coordination, internal control review, and financial reporting assistance, billed at hourly rates based on the services provided, with a 30-day termination notice. Interim City Administrator, Darin Selzler, explained the need for CLA's continued assistance to complete the 2024 audit extended by the state to February 13 with no impact to LGA funding and to support the transition for the incoming Finance Director. While past costs have exceeded \$400,000 over the last two years due to staffing challenges and interim Finance Director support, the City's goal is to significantly reduce or eliminate reliance on CLA once the new Finance Director is fully onboard. It was duly carried to approve the Resolution regarding approving an accounting and advisory services statement of work with CliftonLarsonAllen, LLP (CLA) and authorizing the agreement. (Res No. 28223)

3.02 Motion was made by Council Member Fischer, seconded by Council Member Shostell; Interim City Administrator, Darin Selzler, briefed the Council The 2026 portion of the plan reflects capital projects that were previously presented to and approved by the Council as part of the preliminary 2026 budget, while projects listed for 2027–2030 include items that were deferred from 2026 and will be considered during future budget processes. Council members noted that CIP is a flexible, evolving planning tool rather than a commitment to fund all listed projects and serves as a valuable resource for department heads in planning future infrastructure needs. It was duly carried to approve the Resolution regarding adopting a five-year Capital Improvement Plan for 2026-2030. (Res No. 28224)

3.03 Motion was made by Council Member Fischer, seconded by Council Member Hibma; Interim City Administrator, Darin Selzler, briefed the Council that the increase is intended to address budget shortfalls, provide flexibility for unforeseen expenditures, support employee wages and retention, and allow the City to begin rebuilding reserves that have not been funded in recent years. An 8% increase would generate approximately \$358,888 above the 2025 levy, helping offset existing shortfalls while minimizing resident impact. It equates to about \$35 annually for a \$150,000 home and \$69 annually for a \$250,000 home. Council discussion noted that the increase aligns with inflation, is lower than recent prior-year increases, and compares favorably with other cities and statewide averages. It was duly carried to approve the Resolution regarding adopting the Property Tax Levy for taxes payable in 2026. (Res No. 28225)

3.04 Motion was made by Council Member Cavalier, seconded by Council Member Brekken; Interim City Administrator, Darin Selzler, briefed the Council as detailed in Exhibit A attached to the resolution. The adopted budget outlines projected revenues and expenditures and reflects an overall 8% increase in the total operating budget for 2026, totaling \$15,334,827. It was duly carried to approve the Resolution regarding adopting the 2026 Budget for the City of Crookston. (Res No. 28226)

3.05 Motion was made by Council Member Fischer, seconded by Council Member Hibma; Interim City Administrator, Darin Selzler, briefed the Council: While liquor license holders are typically required to pay all property taxes, special assessments, and other financial obligations to the City by December 31, 2025, unforeseen delays in the sale prompted the Crookston Inn to request additional time. The resolution allows a temporary extension of up to 45 days to satisfy outstanding obligations, noting that all liquor license fees for 2026 have already been paid. City staff confirmed the extension is within Council discretion and that the license will be issued without delay if approved. It was duly carried to approve the Resolution granting a temporary extension of a liquor license for Crookston Inn pending completion of sale. (Res No. 28227)

ADJOURNMENT

Mayor Stainbrook declared the meeting adjourned at 5:48 PM.

Dale Stainbrook, Mayor

Ashley Rystad, City Clerk

RESOLUTION NO. _____

At a regular meeting of the City Council of the City of Crookston held on the 5th day of January 2026, Council

Member _____ offered the following resolution, which was seconded by Council

Member _____,

RESOLUTION TO APPROVE THE CITY OF CROOKSTON BILLS AND DISBURSEMENTS

WHEREAS: All bills and disbursement shall be made only upon the order of the City Administrator or designees who have been duly authorized by the City of Crookston Purchasing/Procurement Policy; and

NOW, THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF CROOKSTON, MINNESOTA: That the Mayor and City Administrator of the City of Crookston be, and the same hereby are, directed to issue warrants of the City of Crookston in favor of the hereinafter named claimants in payment of the following listed bills which have been filed as claims against the City of Crookston and said warrants to be drawn on the fund and in the amounts set opposite each claimant's name respectively, per attached check register.

Upon the call of ayes and nays the vote stood as follows:

Council Members voting in the affirmative:

Council Members in the negative:

Upon this vote, the Mayor declares this resolution _____ and, if passed, effective upon the Mayor's signature this _____ Day of _____, 2026, at

Attest:

Ashley Rystad
City Clerk

Dale Stainbrook
Mayor

VENDOR SET: 01 City of Crookston
BANK: * ALL BANKS
DATE RANGE:12/13/2025 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
C-CHECK	VOID CHECK	V	12/31/2025			076260		
C-CHECK	VOID CHECK	V	12/31/2025			076264		
C-CHECK	VOID CHECK	V	12/31/2025			076265		
C-CHECK	VOID CHECK	V	12/31/2025			076272		
C-CHECK	VOID CHECK	V	12/31/2025			076282		
C-CHECK	VOID CHECK	V	12/31/2025			076311		
C-CHECK	VOID CHECK	V	12/31/2025			076340		

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	0	0.00	0.00	0.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	7 VOID DEBITS	0.00		
	VOID CREDITS	0.00	0.00	0.00

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: * TOTALS:	7	0.00	0.00	0.00
BANK: * TOTALS:	7	0.00	0.00	0.00

VENDOR SET: 01 City of Crookston
 BANK: AP BREMER BANK, N.A. - AP
 DATE RANGE:12/13/2025 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0299	CAPITAL BANK AND TRUST COMPANY							
I-DC3202512096227	DEF COMP WITHHOLDING	D	12/16/2025	450.00		002023		450.00
1550	P.E.R.A.							
I-P-C202512096227	PERA WITHHOLDING	D	12/16/2025	14,726.13		002024		
I-PPF202512096227	PERA WITHHOLDING	D	12/16/2025	27,010.63		002024		41,736.76
2606	EFTPS							
I-T1 202512096227	FEDERAL TAX WITHHOLDING	D	12/16/2025	18,615.28		002025		
I-T3 202512096227	FICA TAX WITHHOLDING	D	12/16/2025	13,850.70		002025		
I-T4 202512096227	MEDICARE TAX WITHHOLDING	D	12/16/2025	5,818.64		002025		38,284.62
2607	MN DEPT OF REVENUE							
I-T2 202512096227	STATE TAX WITHHOLDING	D	12/16/2025	9,036.46		002026		9,036.46
2681	MN STATE RETIREMENT SYSTEM							
I-DC7202512096227	MN DEFERRED COMPENSATION-457B\$	D	12/16/2025	100.00		002027		
I-DC9202512096227	MN DEFERRED COMPENSATION-457B%	D	12/16/2025	227.54		002027		
I-SP2202512096227	HEALTH CARE SAVINGS PLAN	D	12/16/2025	516.75		002027		844.29
3047	CAPITAL BANK AND TRUST COMPANY							
I-DC5202512096227	DEF COMP EMPLOYER CONTRIBUTION	D	12/16/2025	72.88		002028		72.88
3355	MINNESOTA REVENUE							
I-202512196238	NOVEMBER 2025 SALES & USE TAX	D	12/19/2025	4,205.00		002029		4,205.00
0299	CAPITAL BANK AND TRUST COMPANY							
I-DC3202512236240	DEF COMP WITHHOLDING	D	12/29/2025	1,200.00		002030		1,200.00
1550	P.E.R.A.							
I-P-C202512236240	PERA WITHHOLDING	D	12/29/2025	14,957.16		002031		
I-PDC202512236240	PERA WITHHOLDING	D	12/29/2025	200.00		002031		
I-PPF202512236240	PERA WITHHOLDING	D	12/29/2025	24,460.83		002031		39,617.99
2606	EFTPS							
I-T1 202512236240	FEDERAL TAX WITHHOLDING	D	12/29/2025	17,433.39		002032		
I-T3 202512236240	FICA TAX WITHHOLDING	D	12/29/2025	14,518.76		002032		
I-T4 202512236240	MEDICARE TAX WITHHOLDING	D	12/29/2025	5,767.70		002032		37,719.85
2607	MN DEPT OF REVENUE							
I-T2 202512236240	STATE TAX WITHHOLDING	D	12/29/2025	8,601.38		002033		8,601.38
2681	MN STATE RETIREMENT SYSTEM							
I-DC7202512236240	MN DEFERRED COMPENSATION-457B\$	D	12/29/2025	100.00		002034		
I-DC9202512236240	MN DEFERRED COMPENSATION-457B%	D	12/29/2025	227.54		002034		
I-SP2202512236240	HEALTH CARE SAVINGS PLAN	D	12/29/2025	516.75		002034		844.29

VENDOR SET: 01 City of Crookston
 BANK: AP BREMER BANK, N.A. - AP
 DATE RANGE:12/13/2025 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
3047	CAPITAL BANK AND TRUST COMPANY							
I-DC5202512236240	DEF COMP EMPLOYER CONTRIBUTION	D	12/29/2025	72.88		002035		72.88
0650	ELAN FINANCIAL SERVICES							
I-202512296244	MONTHLY CREDIT CARD STATEMENT	D	12/29/2025	14,602.58		002036		14,602.58
0048	AMERICAN FAMILY LIFE ASSURANCE							
C-202512316248	DECEMBER 2025 ADJUSTMENT	D	12/31/2025	0.05CR		002037		
I-202512316247	DECEMBER ADJUSTMENT	D	12/31/2025	0.48		002037		
I-AA1202512096227	AFLAC WITHHOLDING	D	12/31/2025	20.78		002037		
I-AA1202512236240	AFLAC WITHHOLDING	D	12/31/2025	20.78		002037		
I-AA4202512096227	AFLAC WITHHOLDING	D	12/31/2025	102.38		002037		
I-AA4202512236240	AFLAC WITHHOLDING	D	12/31/2025	102.38		002037		
I-AP1202512096227	AFLAC WITHHOLDING	D	12/31/2025	67.56		002037		
I-AP1202512236240	AFLAC WITHHOLDING	D	12/31/2025	67.20		002037		
I-AP2202512096227	AFLAC WITHHOLDING	D	12/31/2025	145.90		002037		
I-AP2202512236240	AFLAC WITHHOLDING	D	12/31/2025	145.78		002037		
I-AP3202512096227	AFLAC WITHHOLDING	D	12/31/2025	36.01		002037		
I-AP3202512236240	AFLAC WITHHOLDING	D	12/31/2025	36.01		002037		
I-AP5202512096227	AFLAC WITHHOLDING	D	12/31/2025	3.25		002037		
I-AP5202512236240	AFLAC WITHHOLDING	D	12/31/2025	3.25		002037		
I-AP6202512096227	AFLAC WITHHOLDING	D	12/31/2025	98.30		002037		
I-AP6202512236240	AFLAC WITHHOLDING	D	12/31/2025	98.30		002037		
I-AP7202512096227	AFLAC WITHHOLDING	D	12/31/2025	23.25		002037		
I-AP7202512236240	AFLAC WITHHOLDING	D	12/31/2025	23.25		002037		994.81
0194	NWSC/MEDICA							
I-202512316254	NWSC/MEDICA	D	12/31/2025	4,892.24		002038		
I-HD3202512096227	HEALTH INS WITHHOLDING	D	12/31/2025	1,579.94		002038		
I-HD3202512236240	HEALTH INS WITHHOLDING	D	12/31/2025	1,579.94		002038		
I-HD6202512096227	HEALTH INS WITHHOLDING	D	12/31/2025	2,307.32		002038		
I-HD6202512236240	HEALTH INS WITHHOLDING	D	12/31/2025	2,307.32		002038		
I-HD8202512096227	HEALTH INS WITHHOLDING	D	12/31/2025	1,387.02		002038		
I-HD8202512236240	HEALTH INS WITHHOLDING	D	12/31/2025	1,387.02		002038		
I-HF6202512096227	HEALTH INS WITHHOLDING	D	12/31/2025	2,502.60		002038		
I-HF6202512236240	HEALTH INS WITHHOLDING	D	12/31/2025	2,502.60		002038		
I-HS3202512096227	HEALTH INS WITHHOLDING	D	12/31/2025	7,509.45		002038		
I-HS3202512236240	HEALTH INS WITHHOLDING	D	12/31/2025	7,509.45		002038		
I-HS6202512096227	HEALTH INS WITHHOLDING	D	12/31/2025	8,773.20		002038		
I-HS6202512236240	HEALTH INS WITHHOLDING	D	12/31/2025	8,773.20		002038		
I-HS8202512096227	HEALTH INS WITHHOLDING	D	12/31/2025	5,274.00		002038		
I-HS8202512236240	HEALTH INS WITHHOLDING	D	12/31/2025	5,274.00		002038		63,559.30

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2853	DELTA DENTAL							
I-202512316250	DELTA DENTAL	D	12/31/2025	395.00		002039		
I-DPF202512096227	DELTA DENTAL WITHHOLDING	D	12/31/2025	1,092.50		002039		
I-DPF202512236240	DELTA DENTAL WITHHOLDING	D	12/31/2025	1,092.50		002039		
I-DPT202512096227	DELTA DENTAL WITHHOLDING	D	12/31/2025	1,075.00		002039		
I-DPT202512236240	DELTA DENTAL WITHHOLDING	D	12/31/2025	1,075.00		002039		4,730.00
3684	COLONIAL LIFE							
I-202512316249	CHEDA	D	12/31/2025	131.30		002040		
I-CA1202512096227	COLONIAL WITHHOLDING	D	12/31/2025	14.00		002040		
I-CA1202512236240	COLONIAL WITHHOLDING	D	12/31/2025	14.00		002040		
I-CA2202512096227	COLONIAL WITHHOLDING	D	12/31/2025	120.06		002040		
I-CA2202512236240	COLONIAL WITHHOLDING	D	12/31/2025	120.06		002040		
I-CA3202512096227	COLONIAL WITHHOLDING	D	12/31/2025	134.75		002040		
I-CA3202512236240	COLONIAL WITHHOLDING	D	12/31/2025	134.75		002040		
I-CP1202512096227	COLONIAL WITHHOLDING	D	12/31/2025	142.43		002040		
I-CP1202512236240	COLONIAL WITHHOLDING	D	12/31/2025	142.43		002040		
I-CP2202512096227	COLONIAL WITHHOLDING	D	12/31/2025	110.95		002040		
I-CP2202512236240	COLONIAL WITHHOLDING	D	12/31/2025	110.95		002040		
I-CP3202512096227	COLONIAL WITHHOLDING	D	12/31/2025	14.13		002040		
I-CP3202512236240	COLONIAL WITHHOLDING	D	12/31/2025	14.13		002040		1,203.94
4456	VSP							
I-202512316255	DECEMBER 2025 ADJUSTMENT	D	12/31/2025	74.58		002041		
I-VC 202512096227	VSP WITHHOLDING	D	12/31/2025	50.00		002041		
I-VC 202512236240	VSP WITHHOLDING	D	12/31/2025	50.00		002041		
I-VE 202512096227	VSP WITHHOLDING	D	12/31/2025	210.60		002041		
I-VE 202512236240	VSP WITHHOLDING	D	12/31/2025	210.60		002041		
I-VF 202512096227	VSP WITHHOLDING	D	12/31/2025	127.84		002041		
I-VF 202512236240	VSP WITHHOLDING	D	12/31/2025	127.84		002041		
I-VS 202512096227	VSP WITHHOLDING	D	12/31/2025	28.05		002041		
I-VS 202512236240	VSP WITHHOLDING	D	12/31/2025	28.05		002041		907.56
4784	WEX HEALTH INC							
I-202512316256	NOVEMBER 2025 BENEFITS	D	12/31/2025	176.00		002042		176.00
4837	HEPPNER, BRADY							
I-202512196237	HOCKEY COORDINATOR	R	12/19/2025	1,000.00		076249		1,000.00
1222	LELS							
I-UDP202512236240	UNION DUES WITHHOLDING	R	12/29/2025	1,168.00		076250		1,168.00
1275	LOCAL # L - 3394 FIRE DEPT							
I-UDF202512236240	UNION DUES WITHHOLDING	R	12/29/2025	240.00		076251		240.00

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1	ZAVALA, JESSICA							
I-000202512156231	US REFUND	R	12/29/2025	15.21		076252		15.21
1	CHRISTIANSON, AVALEN							
I-000202512156232	US REFUND	R	12/29/2025	3.67		076253		3.67
1	CORREA, JOSEPH							
I-000202512156233	US REFUND	R	12/29/2025	145.14		076254		145.14
1	ZAPATA, SAMUEL							
I-000202512156234	US REFUND	R	12/29/2025	14.43		076255		14.43
1	TREVINO, REY							
I-000202512156235	US REFUND	R	12/29/2025	33.56		076256		33.56
1	SCHWEDE, ANDREW							
I-000202512156236	US REFUND	R	12/29/2025	144.08		076257		144.08
4898	SALAS O'BRIEN NORTH, LLC							
I-612504067B	FEASIBILITY STUDY WOODS	R	12/31/2025	8,467.80		076258		8,467.80
0412	AFSCME COUNCIL 65							
I-UD1202512096227	LOCAL ASSESSMENT	R	12/31/2025	10.00		076259		
I-UD1202512236240	LOCAL ASSESSMENT	R	12/31/2025	10.00		076259		
I-UDA202512096227	UNION DUES WITHHOLDING	R	12/31/2025	618.60		076259		
I-UDA202512236240	UNION DUES WITHHOLDING	R	12/31/2025	618.60		076259		1,257.20
1435	MINNESOTA BENEFIT ASSOCIATION							
I-MBA202512096227	INSURANCE WITHHOLDING	R	12/31/2025	102.59		076261		
I-MBA202512236240	INSURANCE WITHHOLDING	R	12/31/2025	102.59		076261		205.18
1552	NCPERS GROUP LIFE INS.							
C-202512316253	NCPERS GROUP LIFE INS.	R	12/31/2025	16.00CR		076262		
I-LIP202512096227	PERA LIFE INS WITHHOLDING	R	12/31/2025	272.00		076262		256.00
1982	MADISON NATIONAL LIFE							
C-202512316252	MADISON NATIONAL LIFE	R	12/31/2025	0.75CR		076263		
I-202512316251	MADISON NATIONAL LIFE	R	12/31/2025	26.00		076263		
I-LIB202512236240	LIFE INSURANCE BENEFIT	R	12/31/2025	341.00		076263		366.25
4689	CROOKSTON POLICE BENEFIT ASSOC							
I-CPB202512096227	CROOKSTON POLICE BENEFIT ASSOC	R	12/31/2025	95.00		076266		
I-CPB202512236240	CROOKSTON POLICE BENEFIT ASSOC	R	12/31/2025	95.00		076266		190.00

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4860	ABDO LLP							
I-516405	2025 COMP AND CLASS STUDY	R	12/31/2025	6,000.00		076267		6,000.00
0021	ADVANCED TIRE & AUTO SERV. LLC							
I-6115	SERVICE	R	12/31/2025	49.18		076268		
I-6130	SERVICE	R	12/31/2025	45.36		076268		
I-6191	TIRES FOR PLOW TRUCK	R	12/31/2025	1,639.28		076268		1,733.82
4270	ALL-AMERICAN ARENA PRODUCTS							
I-7122	INTERMEDIATE NETS, YOUTH HOCKE	R	12/31/2025	1,349.83		076269		1,349.83
4763	ALTERNATIVE SANITATION							
I-31881	TRASH SERVICE	R	12/31/2025	245.70		076270		245.70
2200	AUTO VALUE OF CROOKSTON							
I-76260170	RATCHETSET	R	12/31/2025	84.98		076271		
I-76260995	OIL FOR TRUCK	R	12/31/2025	80.97		076271		
I-76261840	FITTING	R	12/31/2025	3.49		076271		
I-76261851	OIL 2 QUARTS	R	12/31/2025	37.98		076271		
I-76261891	UNIT #84 2 STRAP, 2 BUSHING	R	12/31/2025	61.96		076271		
I-76261920	SHOP 4-1/2 CUT OFF WHEELS	R	12/31/2025	35.91		076271		
I-76262028	W/S WIPERS	R	12/31/2025	23.12		076271		
I-76262229	LIGHT BULBS-EQUIPMENT	R	12/31/2025	7.90		076271		
I-76262286	TOWELS FOR CLEANING POOL	R	12/31/2025	23.98		076271		
I-76262287	BUFFING PADS	R	12/31/2025	96.97		076271		
I-76262370	UNIT #54 PLOW SHOE	R	12/31/2025	56.99		076271		
I-76262414	SPARE BELTS	R	12/31/2025	62.97		076271		577.22
4435	BERT'S TRUCK EQUIPMENT OF MOOR							
I-S105128	HOSES FOR BLOWERS	R	12/31/2025	173.23		076273		173.23
0186	BERTIL'S GRAVEL & EXCAVATION L							
I-11996	WATER AND SEWER REPAIR	R	12/31/2025	1,157.85		076274		1,157.85
2001	BEST USED TRUCKS OF MN							
C-CC002120	UNIT #83 CORE CREDIT	R	12/31/2025	67.50CR		076275		
I-CI032588	UNIT #83 EGR VALVE	R	12/31/2025	1,114.33		076275		1,046.83
0225	BRANDNER PRINTING							
I-25806	FLLOR MATS	R	12/31/2025	597.00		076276		
I-57493	OFFICE CHAIR	R	12/31/2025	329.00		076276		
I-57517	PAPER	R	12/31/2025	19.99		076276		945.99

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4727	BROTEN, JEREMY							
I-20251226	CLOTHING ALLOWANCE	R	12/31/2025	180.93		076277		180.93
2961	BSN SPORTS, LLC							
I-14231402	TARP FOR HOME PLATE AT KARN	R	12/31/2025	2,045.65		076278		
I-311288062A	PITCHING MACHINES SOFTBALL	R	12/31/2025	2,897.10		076278		
I-932504457	REC EQUIPMENT	R	12/31/2025	562.80		076278		
I-932596472	ATHLETIC EQUIPMENT	R	12/31/2025	4,283.76		076278		9,789.31
4918	BYTESPEED, LLC							
I-INV0183140	WATER DEPT CAMERA	R	12/31/2025	995.00		076279		995.00
0372	CROOKSTON HOUSING & ECONOMIC D							
I-2056	PERCENT OF WAGE SEPT-DEC 2025	R	12/31/2025	3,221.49		076280		
I-2057	OCT-DEC 2025 ADMIN/CLEANING	R	12/31/2025	1,700.01		076280		
I-2058	HAMRE % IF WAGE OCT. 2025	R	12/31/2025	144.36		076280		5,065.86
3184	CINTAS CORPORATION							
I-4252102988	RAGS FOR SHOP	R	12/31/2025	28.60		076281		
I-4252103005	RAGS FOR ARENA	R	12/31/2025	28.00		076281		
I-4252844262	STREET SHOP LINEN	R	12/31/2025	13.85		076281		
I-4252844390	LAUNDRY LINEN SERVICE	R	12/31/2025	58.02		076281		
I-4252844453	MATS AND LINEN	R	12/31/2025	123.20		076281		
I-4253651001	TOWELS AND RUGS	R	12/31/2025	24.50		076281		
I-4253651006	WATER DEPT MATS	R	12/31/2025	3.84		076281		
I-4253651041	PUBLIC WORKS LINEN	R	12/31/2025	13.99		076281		
I-4253651118	WATER DEPT LINEN	R	12/31/2025	7.99		076281		
I-4254346868	LINEN SERVICE	R	12/31/2025	123.20		076281		425.19
4473	CIVICPLUS, LLC							
I-#357179	CODIFICATION SERVICES	R	12/31/2025	3,237.50		076283		3,237.50
0337	COLE PAPERS INC.							
I-10652795	MISC. SUPPLIES	R	12/31/2025	211.15		076284		211.15
4754	COX, DEREK							
I-20251217	UNIFORM ALLOWANCE	R	12/31/2025	98.40		076285		98.40
0363	CROOKSTON BUILDING CENTER							
I-316044	2 DOOR ROLLERS OVERHEAD DOORS	R	12/31/2025	18.62		076286		18.62
0380	CROOKSTON FIREFIGHTERS ASSOCIA							
I-2025-2	NIGHT COVERAGE 2ND HALF 2025	R	12/31/2025	500.00		076287		500.00

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0389	CROOKSTON FUEL CO.							
I-202512296245	OIL FOR APPARATUS	R	12/31/2025	1,237.80		076288		1,237.80
0465	CROOKSTON WATER DEPARTMENT							
I-20251215	CROOKSTON WATER BILLS	R	12/31/2025	1,688.17		076289		1,688.17
0470	CROOKSTON WELDING INC.							
I-114963	TOOLS FOR SHOP DRILL BATTERIES	R	12/31/2025	234.99		076290		
I-116724	SET SCREW FOR SNOWBLOWER	R	12/31/2025	3.33		076290		
I-116892	BELT FOR CSC COOLING TOWER	R	12/31/2025	542.83		076290		
I-116921	BEARINGS	R	12/31/2025	37.88		076290		
I-116946	SHEAR PINS AND COTTER PINS	R	12/31/2025	10.54		076290		
I-116970	GEAR OIL	R	12/31/2025	39.98		076290		
I-117189	BEARINGS	R	12/31/2025	37.88		076290		
I-117231	CHAINS TRUCKS/LOADER	R	12/31/2025	457.50		076290		1,364.93
4906	DAUKSAVAGE, ANTON							
I-20251128	STEEL TOE BOOTS	R	12/31/2025	174.45		076291		
I-20251216	CLOTHING ALLOWANCE	R	12/31/2025	122.97		076291		297.42
1415	DOCU SHRED, INC							
I-113853	CITY HALL SHREDDED DOCUMENTS	R	12/31/2025	55.39		076292		55.39
0877	FLEXIBLE PIPE TOOLS & EQUIPMEN							
I-32209	MATERIALS FOR SEWER LINE FIX	R	12/31/2025	2,858.35		076293		2,858.35
0909	GARDEN VALLEY TELEPHONE COMPAN							
I-101470939	CSC PHONES	R	12/31/2025	52.75		076294		
I-201399022	WELLS-COMMUNICATION	R	12/31/2025	121.40		076294		174.15
4391	GABRIEL GENEREUX							
I-20251215	CLOTHING ALLOWANCE	R	12/31/2025	250.00		076295		250.00
0965	GRAND FORKS FIRE EQUIPMENT							
I-45381	REPLACEMENT FIRE HOSE	R	12/31/2025	1,825.76		076296		1,825.76
0987	GREAT PLAINS NATURAL GAS CO.							
I-20251229	SERVICE 11/20-12/19-2025	R	12/31/2025	13,671.10		076297		13,671.10
1000	GROVE MECHANICAL INC.							
I-44894	CITY HALL HEATING ISSUE	R	12/31/2025	1,018.96		076298		1,018.96
4443	HAGL SERVICES LLC							
I-20251216	REF SCHEDULER	R	12/31/2025	1,560.00		076299		1,560.00

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1812	HEATH HANSON							
I-20251223	UNIFORM REIMBURSEMENT	R	12/31/2025	638.95		076300		638.95
1043	HAWKINS, INC							
I-7281016	CHEMICALS	R	12/31/2025	30.00		076301		30.00
4229	GREG HEFTA							
I-202512236239	CLOTHING ALLOWANCE	R	12/31/2025	106.97		076302		106.97
1105	HUGO'S							
I-20251215	SUPPLIES	R	12/31/2025	9.90		076303		
I-20251215B	COFFEE	R	12/31/2025	51.96		076303		
I-20251216	SUPPLIES FOR POTLUCK	R	12/31/2025	67.59		076303		129.45
9193	HUMANE SOCIETY OF POLK CO INC							
I-20251208	ANIMAL IMPOUND/BOARDING	R	12/31/2025	1,292.00		076304		1,292.00
4724	JOHN DEERE FINANCIAL							
I-3106044	PARK MOWER LEASES	R	12/31/2025	2,513.56		076305		2,513.56
4288	BLAKE KAWLEWSKI							
I-20251209	CLOTHING AND BOOT ALLOWANCE	R	12/31/2025	86.98		076306		
I-20251230	CLOTHING ALLOWANCE	R	12/31/2025	232.01		076306		318.99
3645	KLJ ENGINEERING LLC							
I-9794	COMP PLAN	R	12/31/2025	12,217.02		076307		12,217.02
1205	KROX RADIO STATION							
I-03232512132698	JAN. RADIO ADS CROOKSTON CONN.	R	12/31/2025	800.00		076308		800.00
3737	LAKE OF THE WOODS COUNTY							
I-20251122	P2P 3RD QTR WAGE REIMBURSEMENT	R	12/31/2025	5,285.00		076309		
I-20251122B	P2P 2ND QTR WAGE REIMBURSEMENT	R	12/31/2025	5,285.00		076309		10,570.00
3400	LOCAL ACE- CROOKSTON							
I-83556/2	PARTS, EQUIPMENT	R	12/31/2025	67.97		076310		
I-83604/2	PAINT ROLLER	R	12/31/2025	20.17		076310		
I-83608/2	PARTS AND EQUIPMENT	R	12/31/2025	24.99		076310		
I-83734/2	BATTERIES FOR SINKS	R	12/31/2025	23.98		076310		
I-83786/2	PARTS AND EQUIPMENT	R	12/31/2025	25.97		076310		
I-83881/2	PARTS AND EQUIPMENT	R	12/31/2025	133.16		076310		
I-84124/2	SHOWER CURTAIN	R	12/31/2025	18.99		076310		
I-84204/2	SHOP HEATER THERMOSTAT	R	12/31/2025	27.99		076310		
I-84274/2	ICE MELT	R	12/31/2025	45.98		076310		389.20

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4250	LUNSETH PLUMBING & HEATING CO.							
I-121136	BACK FLOW TEST	R	12/31/2025	278.00		076312		278.00
2788	MARCO - NW 7128							
I-INV14659694	EMAIL SECURITY	R	12/31/2025	402.00		076313		402.00
1333	MARSHALL AND POLK RURAL WATER							
I-20251126	MARSHALL AND POLK RURAL WATER	R	12/31/2025	45.08		076314		45.08
4159	MATCO TOOLS							
I-20251217	CITY SCAN TOOL	R	12/31/2025	3,831.98		076315		3,831.98
2027	MIDWEST PLAYSCAPES INC							
I-11335	REPAIR AT WILDWOOD PARK	R	12/31/2025	2,414.76		076316		2,414.76
4289	SEAN MURPHY							
I-20251217	UNIFORM ALLOWANCE	R	12/31/2025	277.02		076317		277.02
1708	NEWMAN SIGNS							
I-DGT006804	JAN. BILLBOARDS CROOKSTON CONN	R	12/31/2025	1,800.00		076318		1,800.00
1861	OTTERTAIL POWER COMPANY-FF							
I-202512316246	OTTERTAIL POWER COMPANY-FF	R	12/31/2025	2,943.06		076319		2,943.06
3576	PHILLIP PETERSON							
I-20251219	WINTER BOOTS	R	12/31/2025	68.99		076320		68.99
1872	PKM ELECTRIC							
I-202512236242	SERVICES 10/30-11/30/2025	R	12/31/2025	59.00		076321		
I-202512236243	SERVICES 10/31-11/30/2025	R	12/31/2025	81.00		076321		140.00
1928	POLK COUNTY DAC							
I-20251219	GARBAGE BAGS	R	12/31/2025	1,110.00		076322		1,110.00
1935	POLK COUNTY TRANSFER STATION							
I-65880	OIL FILTER DISPOSAL	R	12/31/2025	3.00		076323		3.00
3834	RMB ENVIRONMENTAL LABORATORIES							
I-D084327	LEAD TEST 729 MEMORIAL	R	12/31/2025	41.80		076324		
I-D084328	BENEDICTINE LIVING COMMUNITY	R	12/31/2025	20.90		076324		
I-D084330	ALTRU CLINIC LEAD TEST	R	12/31/2025	20.90		076324		
I-D084331	ALTRU CLINIC - LEAD TEST	R	12/31/2025	20.90		076324		
I-D084332	BENEDICTINE LIVING COMMUNITY	R	12/31/2025	20.90		076324		
I-D084436	CHEMICALS	R	12/31/2025	130.63		076324		
I-D084458	CHEMICALS	R	12/31/2025	196.46		076324		452.49

VENDOR SET: 01 City of Crookston
 BANK: AP BREMER BANK, N.A. - AP
 DATE RANGE: 12/13/2025 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
4755	RUDNIK, ALEX							
I-20251219	UNIFORM ALLOWANCE	R	12/31/2025	525.84		076325		525.84
4898	SALAS O'BRIEN NORTH, LLC							
I-612504603	GEO THERMAL FEASIBILITY STUDY	R	12/31/2025	28,226.00		076326		28,226.00
2437	SCOTT'S TRUE VALUE HARDWARE							
I-A276271	DAWN DISH SOAP	R	12/31/2025	8.24		076327		
I-A276434	SHOP VAC FOR SHOP	R	12/31/2025	113.99		076327		
I-A276507	5/8 X 3/4 MALE COUPLER UNIT 82	R	12/31/2025	8.92		076327		131.15
4386	RANDY SHAFER							
I-20251215	CLOTHING, WINTER BOOTS ALLOW.	R	12/31/2025	439.92		076328		439.92
2286	SPRUCE VALLEY CORPORATION							
I-202512236241	CIP APPROVED LS5 FORCEMAIN REP	R	12/31/2025	123,995.50		076329		123,995.50
4442	SRF CONSULTING GROUP, INC							
I-16092.02-7	MNDOT HWY 2 ADA RETROFIT 2027	R	12/31/2025	3,963.49		076330		3,963.49
2323	DOUGLAS SULLIVAN							
I-20251215	CLOTHING ALLOWANCE	R	12/31/2025	250.00		076331		250.00
2032	SUMMIT FIRE PROTECTION/NIGHT O							
I-3675254	FIRE INSPECTION	R	12/31/2025	434.00		076332		
I-3681929	FIRE SPRINKLER CHECK	R	12/31/2025	837.00		076332		1,271.00
2768	TITAN MACHINERY							
I-PS0984887-2	ENGINE 3 ANNUAL SERVICE	R	12/31/2025	161.85		076333		161.85
2478	U. S. POSTMASTER							
I-20251229	POSTAGE	R	12/31/2025	1,200.00		076334		1,200.00
3406	ULINE							
I-201372711	RUGS FOR CSC	R	12/31/2025	287.71		076335		287.71
3123	VALLEY ELECTRIC OF CROOKSTON,							
I-8900	REPAIR 2 LIGHT FIXURES	R	12/31/2025	305.30		076336		
I-9030	REPAIR LOUVERS AND VENTILATION	R	12/31/2025	1,010.80		076336		
I-9034	PART OF LEVEE INSPECTION	R	12/31/2025	95.00		076336		1,411.10
0400	VALLEY PLAINS EQUIPMENT							
I-5086657	LAWN MOWER TAIL LIGHT	R	12/31/2025	95.34		076337		
I-5087748	PARTS FOR BLOWER	R	12/31/2025	206.91		076337		
I-5091590	REPAIR BLOWER	R	12/31/2025	2,263.39		076337		
I-5098491	PARTS FOR BLOWER	R	12/31/2025	346.67		076337		2,912.31

VENDOR SET: 01 City of Crookston
BANK: AP BREMER BANK, N.A. - AP
DATE RANGE:12/13/2025 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
2506	VERIZON WIRELESS							
I-6131078712	SQUAD PHONES/DATA	R	12/31/2025	285.05		076338		285.05
2506	VERIZON WIRELESS							
I-6131721215	SERVICE 12/23/25-1/22/26	R	12/31/2025	1,993.58		076339		1,993.58
4878	WASTE MANAGEMENT CORPORATE SER							
I-6175643-0510-1	GARBAGE SERVICES	R	12/31/2025	74.79		076341		
I-6175644-0510-9	GARBAGE SERVICES	R	12/31/2025	74.79		076341		
I-6175645-0150-6	GARBAGE SERVICES	R	12/31/2025	77.04		076341		
I-6175646-0510-4	GARBAGE SERVICES	R	12/31/2025	84.89		076341		
I-6175647-0510-2	GARBAGE SERVICES	R	12/31/2025	77.04		076341		
I-6175649-0510-8	GARBAGE SERVICES	R	12/31/2025	77.04		076341		
I-6175651-0510-4	GARBAGE SERVICES	R	12/31/2025	77.04		076341		542.63
4550	XIGENT SOLUTIONS, LLC							
I-18408	CISCO ASA, VPN, NEXUS SUPPORT	R	12/31/2025	5,514.58		076342		5,514.58
2585	YE OLE PRINT SHOPPE INC							
I-19015	WATER MAILERS	R	12/31/2025	918.00		076343		918.00
2600	ZIEGLER INC.							
I-IN002184705	BOLTS AND NUTS	R	12/31/2025	23.68		076344		23.68

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	89	290,086.89	0.00	290,086.89
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	20	268,860.59	0.00	268,860.59
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0 VOID DEBITS	0.00		
	VOID CREDITS	0.00	0.00	0.00

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: AP TOTALS:	109	558,947.48	0.00	558,947.48
BANK: AP TOTALS:	109	558,947.48	0.00	558,947.48
REPORT TOTALS:	109	558,947.48	0.00	558,947.48

RESOLUTION NO. _____

At a regular meeting of the City Council of the City of Crookston held on the 5th day of January 2026, Council

Member _____ offered the following resolution, which was seconded by Council

Member _____,

RESOLUTION TO APPROVE 2026 LICENSE RENEWALS- GAS FITTING & CEMENT MASON

WHEREAS: The City of Crookston issues a license to install, alter, service, or repair gas piping, appliances, and,

WHEREAS: The City of Crookston issues a license to any person who constructs, reconstructs, or repairs concrete, sidewalks, curbs, or gutters upon the public streets of the City and,

NOW, THEREFORE, IT IS RESOLVED: Licenses of the City for the year 2026, as set forth upon and made a part hereof by reference, be and the same hereby are, granted subject to the following conditions and terms.

1. Each and all applicants shall, in all respects, comply with the terms and provisions of the Ordinances of the City of Crookston under which authorities said licenses are issued.
2. All applicants shall pay the City of Crookston license fees in full for their respective licenses.

IT IS FURTHER RESOLVED That the City Clerk of said City of Crookston is hereby authorized and directed to issue the licenses granted upon compliance by the license with the terms hereof.

GAS FITTING LICENSE

Economy Plumbing
 Grove Mechanical
 Lunseth Plumbing & Heating
 Proulx Refrigeration
 Vilandre Heating & Air
 Adams Heating & Cooling
 Great Plains Natural Gas
 Wilcox Plumbing & Heating
 CHS, Inc.
 McFarlane, Inc

CEMENT MASON LICENSE

City of Crookston
 Tony L. Anderson Const, Inc
 Craig Plante Construction

Upon the call of ayes and nays the vote stood as follows:

Council Members voting in the affirmative:

Council Members in the negative:

Upon this vote, the Mayor declares this resolution _____ and, if passed, effective upon the Mayor's

signature this _____ Day of _____, 2026, at

Attest: _____ Mayor
 Dale Stainbrook

 Ashley Rystad
 City Clerk

RESOLUTION NO. _____

At a regular meeting of the City Council of the City of Crookston held on the 5th day of January 2026, Council

Member _____ offered the following resolution, which was seconded by Council

Member _____,

A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF CROOKSTON AND LAW ENFORCEMENT LABOR SERVICES, INC. LOCAL #31 REGARDING JUNETEENTH AS A PAID HOLIDAY

WHEREAS: The City of Crookston (“City”) and Law Enforcement Labor Services, Inc. Local #31 (“LELS Local 31”) are parties to a collective bargaining agreement in effect from January 1, 2025 through December 31, 2027; and

WHEREAS: Juneteenth has been established as a federal and State of Minnesota holiday; and

WHEREAS: The City and LELS Local 31 have negotiated a Memorandum of Understanding providing that Juneteenth (June 19, 2026 and June 19, 2027) shall be recognized as a paid holiday in accordance with Article 14, Holidays, of the collective bargaining agreement; and

WHEREAS: The Memorandum of Understanding is temporary in nature and will sunset and expire on December 31, 2027, with permanent language to be negotiated in future collective bargaining agreements; and

WHEREAS: The City Council finds it to be in the best interest of the City to approve said Memorandum of Understanding.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Crookston, Minnesota, that: The Memorandum of Understanding between the City of Crookston and Law Enforcement Labor Services, Inc. Local #31 regarding the recognition of Juneteenth as a paid holiday is hereby approved.

BE IT FURTHER RESOLVED: The Mayor and City Administrator are authorized to execute the Memorandum of Understanding on behalf of the City.

Upon the call of ayes and nays the vote stood as follows:

Council Members voting in the affirmative:

Council Members in the negative:

Upon this vote, the Mayor declares this resolution _____ and, if passed, effective upon the Mayor’s signature this _____ Day of _____, 2026, at

Attest: _____ Mayor
Dale Stainbrook

Ashley Rystad
City Clerk

**MEMORANDUM OF UNDERSTANDING
BETWEEN
CITY OF CROOKSTON
and
Law Enforcement Labor Services, Inc. Local #31**

This Memorandum of Agreement is entered into between City of Crookston (hereafter "Employer") and Law Enforcement Labor Services, Inc. Local 31 (hereafter "Union").

WHEREAS, the Employer and the Union are parties to a collective bargaining agreement dated January 1, 2025, through December 31, 2027; and

WHEREAS, observing Juneteenth as a federal and state holiday has been signed into law;

NOW, THEREFORE, the parties agree that Juneteenth (June 19th, 2026 and June 19th, 2027) shall be paid in accordance with Article 14, Holidays of the Contract.

NOW, THEREFORE, the parties agree this Memorandum of Agreement shall sunset and expire effective December 31, 2027. Permanent language will be negotiated and made part of the new contracts going forward.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Agreement on the dates indicated by their respective signatures.

Signed:

City Of Crookston

Date:_____

LELS Union Steward

Date:_____

Keith Terlinden LELS Business Agent

Date:_____

RESOLUTION NO. _____

At a regular meeting of the City Council of the City of Crookston held on the 5th day of January 2026, Council

Member _____ offered the following resolution, which was seconded by Council

Member _____,

RESOLUTION APPOINTING CITY ATTORNEY FOR 2026

WHEREAS: The City of Crookston annually appoints a legal consultant to advise the Council, Staff, and Police on legal matters; and

NOW, THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF THE CITY OF CROOKSTON, COUNTY OF POLK, MINNESOTA: to appoint Tanner Holten from Harbott, Knutson, Larson & Holten, PLLP as City Attorney for the City of Crookston for 2026.

Upon the call of ayes and nays the vote stood as follows:

Council Members voting in the affirmative:

Council Members in the negative:

Upon this vote, the Mayor declares this resolution _____ and, if passed, effective upon the Mayor's

signature this _____ Day of _____, 2026, at

Attest:

Dale Stainbrook Mayor

Ashley Rystad City Clerk

RESOLUTION NO. _____

At a regular meeting of the City Council of the City of Crookston held on the 5th day of January 2026, Council

Member _____ offered the following resolution, which was seconded by Council

Member _____,

RESOLUTION OF ACCEPTANCE WITH RESPECT TO MONETARY DONATION FROM THE CROOKSTON BASEBALL ASSOCIATION

WHEREAS: The Crookston Baseball Association is a private nonprofit organization established to facilitate and enhance participation in baseball and softball by individuals of all ages within the Crookston geographic area; and

WHEREAS: The Crookston Baseball Association desires to donate two thousand forty-five dollars and sixty-five cents (\$2,045.65) to the City of Crookston to be used by the Parks & Recreation Department for a new cover for the baseball field ; and

NOW, THEREFORE, IT IS RESOLVED, the City Council of Crookston Minnesota accepts the donation of two thousand forty-five dollars and sixty-five cents (\$2,045.65) toward the purchase of a new cover for the baseball field.

Upon the call of ayes and nays the vote stood as follows:

Council Members voting in the affirmative:

Council Members in the negative:

Upon this vote, the Mayor declares this resolution _____ and, if passed, effective upon the Mayor's

signature this _____ Day of _____, 2026, at

Attest: _____ Mayor
Dale Stainbrook

Ashley Rystad City Clerk

RESOLUTION NO. _____

At a regular meeting of the City Council of the City of Crookston held on the 5th day of January 2026, Council

Member _____ offered the following resolution, which was seconded by Council

Member _____,

**RESOLUTION DESIGNATING THE CROOKSTON WATCH
AS THE OFFICIAL NEWSPAPER FOR THE 2026 YEAR**

WHEREAS: The City of Crookston’s staff is recommending designating the Thief River Falls Times-Crookston Watch as the official newspaper and simultaneously publishing on the City of Crookston’s website www.crookston.mn.us ; and

NOW, THEREFORE, IT IS RESOLVED, the City Council of Crookston, Minnesota designates the Thief River Falls Times-Crookston Watch as the official newspaper for the City of Crookston while simultaneously publishing on the City of Crookston’s website www.crookston.mn.us.

Upon the call of ayes and nays the vote stood as follows:

Council Members voting in the affirmative:

Council Members in the negative:

Upon this vote, the Mayor declares this resolution _____ and, if passed, effective upon the Mayor’s

signature this _____ Day of _____, 2026, at

Attest: _____ Mayor
Dale Stainbrook

Ashley Rystad City Clerk

RESOLUTION NO. _____

At a first regular meeting of the City Council of the City of Crookston held on the 5th day of January 2026, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTIONS APPOINTING THE CITY AUDITING FIRM FOR THE YEAR 2026

WHEREAS: The City of Crookston staff is recommending to appoint the certified public accounting firm of Bakertilly as the auditing firm for the year 2025 audit and,

NOW, THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF THE CITY OF CROOKSTON, COUNTY OF POLK, MINNESOTA to appoint the certified public accounting firm of Bakertilly as the auditing firm and authorize the City Administrator and the Mayor to execute any and all documents related to starting the 2025 Audit.

Upon the call of ayes and nays the vote stood as follows:

Council Members voting in the affirmative:

Council Members in the negative:

Upon this vote, the Mayor declares this resolution _____ and, if passed, effective upon the Mayor's

signature this _____ Day of _____, 2026, at

Attest:

Ashley Rystad
City Clerk

Dale Stainbrook
Mayor

RESOLUTION NO. _____

At a regular meeting of the City Council of the City of Crookston held on the 5th day of January 2026, Council

Member _____ offered the following resolution, which was seconded by Council

Member _____,

RESOLUTION TO DESIGNATE DEPOSITORIES FOR PUBLIC FUNDS FOR THE YEAR 2026

WHEREAS: Minnesota Statute Chapter 118A, specifically 118A.01-118A.08, sets forth the procedures for the deposit of public funds and it is necessary for the City of Crookston to designate banks as the official depository for City funds and manage the collateral pledged to such funds; and

NOW, THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF THE CITY OF CROOKSTON, COUNTY OF POLK, MINNESOTA to designate the following as depositories of public funds for the City of Crookston for the year 2026:

- United Valley Bank, Crookston, Minnesota
- Old National Bank, Crookston, Minnesota
- MN Municipal Money Market (4M fund) – League of Minnesota Cities, St. Paul, Minnesota
- Ehlers- Pershing Advisor Solutions, LLC, Jersey City, New Jersey

BE IT FURTHER RESOLVED, the following shall be authorized agents to endorse checks and orders for the payment of money transactions at these official City depositories: Mayor and City Administrator.

Upon the call of ayes and nays the vote stood as follows:

Council Members voting in the affirmative:

Council Members in the negative:

Upon this vote, the Mayor declares this resolution _____ and, if passed, effective upon the Mayor's signature this _____ Day of _____, 2026, at

Attest: _____ Mayor
Dale Stainbrook

_____ City Clerk
Ashley Rystad

RESOLUTION NO. _____

At a regular meeting of the City Council of the City of Crookston held on the 5th day of January 2026, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTION REGARDING BANK AUTHORITY AT UNITED VALLEY BANK

WHEREAS: The City Council of the City of Crookston, Minnesota, has designated United Valley Bank as a depository with ACH origination and online banking; and

NOW THEREFORE, BE IT RESOLVED: By the City Council of and for the City of Crookston, Minnesota, as follows:

1. The City agrees to the terms and conditions of any account agreement approved by the City Council and properly opened by representative(s) of the City identified as Mayor, and City Administrator in the following Paragraph 2, and authorizes United Valley Bank to charge the City for all checks, drafts, or other orders, for the payment of money, that are drawn on United Valley Bank by any representative(s) of the City identified in the following Paragraph 2, regardless of by what means the facsimile signature(s) may have been affixed so long as they resemble the signature specimens listed in Paragraph 2 and contain the required number of signatures for this purpose.
2. The persons listed below (subject to any expressed restrictions) are authorized for ACH origination and for online banking:

Name and Title	Signature
(A) Dale Stainbrook, Mayor	_____
(B) Darin Selzler, Interim City Administrator	_____
(C) Ashley, Rystad, City Clerk	_____
(D) Jon Roscoe, Finance Director	_____
(E) Vance Harren, Payroll/Accounting Clerk	_____
(F) Tionna Williams, HR Coordinator	_____
(G) Miranda Kulzer, Accountant	_____

BE IT FURTHER RESOLVED: that checks, drafts, and other withdrawal orders and any and all other directions and instructions of any character with respect to funds of the City now or hereafter with said depositories may be signed by any two of the following: Dale Stainbrook, Mayor; and Darin Selzler, Interim City Administrator; and said depositories are hereby fully authorized to pay and charge to such account or accounts any checks, drafts, and other withdrawal orders so signed, and to honor any directions or instructions so signed, whether or not payable to the individual order of or deposited to the individual account.

BE IT HEREBY FURTHER RESOLVED: that the City Council has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the foregoing resolution and to confer the powers granted to the person named who has full power and lawful authority to exercise the same.

Upon the call of ayes and nays the vote stood as follows:

Council Members voting in the affirmative:

Council Members in the negative:

Upon this vote, the Mayor declares this resolution _____ and, if passed, effective upon the Mayor's signature this _____ Day of _____, 2026, at

Attest: _____ Mayor
Dale Stainbrook

Ashley Rystad
City Clerk

RESOLUTION NO. _____

At a regular meeting of the City Council of the City of Crookston held on the 5th day of January, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTION REGARDING BANK AUTHORITY AT OLD NATIONAL BANK

WHEREAS: the City Council of the City of Crookston, Minnesota, has designated Old National Bank as a depository with ACH origination and online banking; and

NOW THEREFORE, BE IT RESOLVED: By the City Council of and for the City of Crookston, Minnesota, as follows:

1. The City agrees to the terms and conditions of any account agreement approved by the City Council and properly opened by representative(s) of the City identified as Mayor and Interim City Administrator in the following Paragraph 2, and authorizes Old National Bank to charge the City for all checks, drafts, or other orders, for the payment of money, that are drawn on Old National Bank by any representative(s) of the City identified in the following Paragraph 2, regardless of by what means the facsimile signature(s) may have been affixed so long as they resemble the signature specimens listed in Paragraph 2 and contain the required number of signatures for this purpose.
2. The persons listed below (subject to any expressed restrictions) are authorized for ACH origination and for online banking:

Name and Title	Signature
(A) Dale Stainbrook, Mayor	_____
(B) Darin Selzler, Interim City Administrator	_____
(C) Jon Roscoe, Finance Director	_____
(D) Vance Harren, Payroll/Accounting Clerk	_____
(E) Ashley Rystad, City Clerk	_____
(F) Lynn Flage, Billing Clerk/Office Sup	_____
(G) Tionna Williams, HR Coordinator	_____
(H) Miranda Kulzer, Accountant	_____

BE IT FURTHER RESOLVED: that checks, drafts and other withdrawal orders and any and all other directions and instructions of any character with respect to funds of the City now or hereafter with said depositories may be signed by any two of the following: Dale Stainbrook, Mayor; and Darin Selzler, Interim City Administrator; and said depositories are hereby fully authorized to pay and charge to such account or accounts any checks, drafts and other withdrawal orders so signed, and to honor any directions or instructions so signed, whether or not payable to the individual order of or deposited to the individual account.

BE IT HEREBY FURTHER RESOLVED: that the City Council has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the foregoing resolution and to confer the powers granted to the person named who have full power and lawful authority to exercise the same.

Upon the call of ayes and nays the vote stood as follows:

Council Members voting in the affirmative:

Council Members in the negative:

Upon this vote, the Mayor declares this resolution _____ and, if passed, effective upon the Mayor's

signature this _____ Day of _____, 2026, at

Attest: _____ Mayor
Dale Stainbrook

Ashley Rystad
City Clerk

RESOLUTION NO. _____

At a regular meeting of the City Council of the City of Crookston held on the 5th day of January 2026, Council

Member _____ offered the following resolution, which was seconded by Council

Member _____,

A RESOLUTION ADOPTING THE 2026 ANNUAL FEE SCHEDULE FOR THE CITY OF CROOKSTON

WHEREAS: The City of Crookston establishes fees and charges for municipal services, permits, licenses, and programs to ensure the recovery of administrative and operational costs; and

WHEREAS: City staff have reviewed and updated the City of Crookston Annual Fee Schedule to reflect current costs, ensure clarity, and maintain consistency across departments; and

WHEREAS: The proposed 2026 Annual Fee Schedule has been presented to the City Council for review and consideration; and

WHEREAS: The City Council finds it to be in the best interest of the City to adopt the updated fee schedule effective January 1, 2026.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CROOKSTON, MINNESOTA, THAT: The 2026 City of Crookston Annual Fee Schedule, as presented, is hereby adopted and approved. The adopted fee schedule shall be effective January 1, 2026, and shall remain in effect until amended or replaced by the City Council.

BE IT FURTHER RESOLVED: All prior fee schedules or portions thereof inconsistent with this resolution are hereby repealed as of the effective date and City staff are authorized to implement and administer the adopted fee schedule in accordance with applicable ordinances, policies, and state law.

Upon the call of ayes and nays the vote stood as follows:

Council Members voting in the affirmative:

Council Members in the negative:

Upon this vote, the Mayor declares this resolution _____ and, if passed, effective upon the Mayor's signature this _____ Day of _____, 2026, at

Attest: _____ Mayor
Dale Stainbrook

Ashley Rystad
City Clerk

MEMO:

TO: Crookston City Council

FROM: Ashley Rystad

DATE: January 5, 2025

SUBJECT: Annual Fee Schedule Updates and Revisions

Overview

Staff has completed a review of the City of Crookston’s annual fee schedule and is presenting several updates for City Council consideration. These changes include formatting improvements and specific fee adjustments across multiple departments, including the Building Department, Parks & Recreation, the Crookston Sports Center, and the addition of Cannabis License fees.

Fee Schedule Format Updates

The overall layout and visual presentation of the annual fee schedule has been updated from prior years. The revised format is intended to improve readability, consistency, and ease of reference for staff and the public.

Building Department Fee Changes

The following update is proposed to the **project valuation fee schedule**:

Project Valuation Fees (\$50,001–\$100,000)

Item	Previous Fee Proposed Fee	
Base fee for first \$50,000	\$455.95	\$574.75
Additional fee per \$1,000 (or fraction thereof)	\$4.95	\$6.25

In addition, under **Construction and Plan Checking**, the wording has been updated to clarify the City’s authority. The revised language states:

The City reserves the right to designate an outside consultant for plan review and/or inspections;

This change is intended to provide clarity and flexibility when specialized review or inspection services are required.

Parks & Recreation – Pool Fee Updates

The following updates are proposed for **swim pass fees**. Previous rates are shown for comparison.

Non-Resident Swim Passes

Pass Type	Previous Fee	Proposed Fee
6-Month Individual	\$220	\$250
1-Year Individual	\$400	\$495
6-Month Family	\$400	\$440
1-Year Family	\$720	\$880

Resident Swim Passes

Pass Type	Previous Fee	Proposed Fee
6-Month Individual	\$200	\$220
1-Year Individual	\$360	\$400
6-Month Family	\$360	\$400
1-Year Family	\$650	\$700

Crookston Sports Center Fee Updates

The following changes are proposed to the Crookston Sports Center portion of the fee schedule:

Sports Center Fees

Item	Previous Fee	Proposed Change
Ice Rental (per hour)	\$150.00	\$165.00

Community Room Rental Listed in fee schedule **Removed from fee schedule**

The community room rental has been removed entirely from the annual fee schedule.

Addition of Cannabis License Fees

Staff has added Cannabis License fees to the annual fee schedule in accordance with state licensing categories. Fees are listed as **maximum allowable amounts**.

Cannabis License – Initial Fees

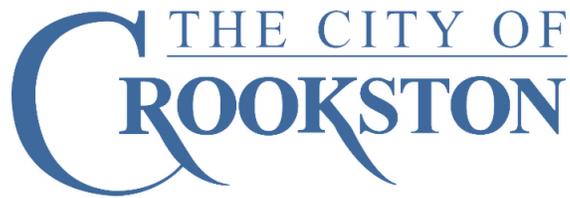
License Type	Initial Fee
Cannabis Microbusiness	Up to \$0.00
Cannabis Mezzobusiness	Up to \$500.00
Cannabis Retailer	Up to \$500.00
Cannabis Retailer – Municipal Cannabis Store	Up to \$1,000.00
Medical Cannabis Combination Business	Up to \$500.00
Lower-Potency Hemp Edible Retailer	Up to \$125.00

Cannabis License – Renewal Fees

License Type	Renewal Fee
Cannabis Microbusiness	Up to \$1,000.00
Cannabis Mezzobusiness	Up to \$1,000.00
Cannabis Retailer	Up to \$1,000.00
Cannabis Retailer – Municipal Cannabis Store	Up to \$1,000.00
Medical Cannabis Combination Business	Up to \$1,000.00
Lower-Potency Hemp Edible Retailer	Up to \$125.00

Next Steps

These changes are presented for City Council review and consideration as part of the annual fee schedule adoption process. Staff is available to answer questions or provide additional information as needed.



Annual Fee Schedule

Effective Date: January 1, 2026

Administrative Charges

Service	Fee/Rate/Notes
Copies / Documents	\$0.25 per page
Special Vehicle Permit	\$20.00 per vehicle
General Labor	\$25.00 administrative fee plus actual wages at current union rate per employee/1HR min plus current private equipment rate

Airport

Service	Fee/Rate/Notes
Hangar Rent (Depending on Hangar Number)	\$67.00 to \$202.00 per month

Building Department

Building Permit; Temp Structure Permit; Plumbing Permit and Mechanical Permit (excluding mechanical and plumbing fixture change-outs).

Valuation Range	Permit Fee
Project valuation \$1 to \$500	\$21.00
Project valuation \$501 to \$2,000	\$21.00 for the first \$500 plus \$2.75 for each additional \$100 or fraction thereof, to and including \$2,000
Project valuation \$2,001 to \$25,000	\$62.25 for the first \$2,000 plus \$12.50 for each additional \$1,000 or fraction thereof, to and including \$25,000
Project valuation \$25,001 to \$50,000	\$349.75 for the first \$25,000 plus \$9.00 for each additional \$1,000 or fraction thereof, to and including \$50,000
Project valuation \$50,001 to \$100,000	\$574.75 for the first \$50,000 plus \$6.25 for each additional \$1,000 or fraction thereof, to and including \$100,000
Project valuation \$100,001 to \$500,000	\$887.25 for the first \$100,000 plus \$5.00 for each additional \$1,000 or fraction thereof, to and including \$500,000
Project valuation \$500,001 to \$1,000,000	\$2,887.25 for the first \$500,000 plus \$4.25 for each additional \$1,000 or fraction thereof, to and including \$1,000,000
Project valuation \$1,000,001 and up	\$5,012.25 for the first \$1,000,000 plus \$2.75 for each additional \$1,000 or fraction thereof

Building Department – Fixed Fee Permits

Service	Fee/Rate/Notes
HVAC Equipment Change-Out	\$75.00
Additional cost for 3 or more change-outs (HVAC)	\$18.75 per unit
Water Heater / Fixture change-out	\$75.00
Additional cost for 3 or more change-outs (Water Heater/Fixture)	\$18.75 per unit

State Surcharge on Building Permits

Project Amount Range	Surcharge Calculation
Multiply Project Amount By (\leq \$1,000,000)	.0005
\$1,000,001 to \$2,000,000	.0004 (plus \$500)
\$2,000,001 to \$3,000,000	.0003 (plus \$900)
\$3,000,001 to \$4,000,000	.0002 (plus \$1,200)
\$4,000,001 to \$5,000,000	.0001 (plus \$1,400)
\$5,000,001 and up	.00005 (plus \$1,500)

State Surcharge on Fixed Fee Permits

Fixed Fee Category	Surcharge
Fixed fees up to 2010	\$1.00
Fixed fees over 2010	fee value by .0005

Construction and Plan Checking *(City reserves the right to designate an outside consultant for plan review and/or inspections.)

Service	Fee/Rate/Notes
Residential or municipal delegation	25% of building permit fee
Commercial or municipal delegation	65% of building permit fee

Additional Building Department Fees

Item	Fee / Notes
Curb Cut	\$50.00
Demolition Building Permit – Residential/Commercial	\$50.00
Fence Permit	\$50.00
House Moving Permit	\$50.00 (Public Liability/State License)
LP Tank Gas Installation Permit	\$50.00
Main Sewer or Water Service Installation/Repair (As determined by Building Official)	\$50.00
Sign Hangars Permit	\$50.00 (Public Liability)
Sign Inspection Fee	\$50.00
Permit Refund	Building Official has the authority to refund fees as warranted

Inspections outside of normal business hours and at the Building Department's discretion	\$65.00/Hour** (Minimum charge – 2 hours)
Re-inspection fees	\$65.00/Hour
Inspections for which no fee is specifically indicated	\$65.00/Hour** (Minimum charge – 1/2 hour)
Additional plan review required by changes, additions, or revisions to plans	\$65.00/Hour
For use of outside consultants for plan checking and inspections, or both	*Actual Costs including administrative overhead costs.
* Hourly rate note	**Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wage and fringe benefits of the employee involved.

Business License

Service	Fee/Rate/Notes
Assessment Search	\$15.00 each
Auctioneers	\$200.00 per auction
Bowling Alley	\$10.00 per year per lane
Carnival/Circus	\$250.00 per event plus deposit (\$250.00 deposit refundable if clean & undamaged)
Cement Mason	\$200.00 per year and \$1,000.00 Bond
Cigarette/Tobacco Sales	\$200.00 per year
Fireworks	\$350.00
Garbage Hauling	\$200.00 per year
Gas Fitters License	\$200.00 per year
Mobile Food Unit	\$50.00 per day
Pawnbroker	\$2,500.00 per year
Peddler	\$25.00 per day – Maximum of \$200.00 per year
Shows/Exhibitions/Demonstrations	\$100.00 per year / \$10.00 per performance
Taxicab/Limousine Service – First Vehicle	\$50.00 per year
Taxicab/Limousine Service – Second Vehicle	\$10.00 per year
Taxicab/Limousine Service – Add'l Vehicle	\$5.00 per year
Taxicab/Limousine Service – Criminal Background Check	\$15.00 per driver
Theater/Movie	\$50.00 per year
Transient Merchant	\$100.00 per week

Crookston Sports Center

Service	Fee/Rate/Notes
Ice Rental	\$165.00 per hour
Dry Floor	\$300.00 per day (over 4 hours); \$150.00 per day (less than 4 hours)
Turf/Dry Floor Rental	\$50.00 per hour

Walking Membership – Adults	\$30.00 per year
Walking Membership – Senior Citizens	\$25.00 per year

Fire Department

Service	Fee/Rate/Notes
Engine Type 1 (4 Crew Members)	\$300.00
Water Tender Type 3 (2 Crew Members)	\$150.00
Junk Compliance Fee (verified)	\$40.00
Junk Compliance Fee – Failure to meet deadline of a corrective plan	\$100.00
Rental License Fee	\$50.00 per unit per address
Rental License Fee – 18–30 units	\$850.00
Rental License Fee – 31–50 units	\$1,000.00
Rental License Fee – 51+ units	\$1,500.00
Late Rental Registration – One month	\$50.00 for each dwelling unit, not to exceed \$300.00
Late Rental Registration – Two months	\$100.00 for each dwelling unit, not to exceed \$600.00
Late Rental Registration – Three months	\$150.00 for each dwelling unit, not to exceed \$900.00
Re-Inspection Fee – 1st follow-up Inspection	No Charge
Re-Inspection Fee – 2nd follow up inspection and each additional inspection	\$50.00
Unregistered Rental in operation	\$100.00 for every unregistered rental found to be in operation without being registered with the City of Crookston.
Complaint-Based Inspection (Verified Violation)	\$50.00 each
Rescheduling Fee – first rescheduled inspection	\$25.00
Rescheduling Fee – second rescheduled inspection	\$50.00
Rescheduling Fee – third and all subsequent rescheduled inspections	\$100.00

Franchise Fees

Service	Fee/Rate/Notes
Electric Franchise Fees	5% of annual gross revenues
Gas Franchise Fees	5% of annual gross revenues
Midcontinent Franchise Fees	5% of annual gross revenues

Liquor

Club On Sale – Memberships (set by the State of MN according to membership)

Service	Fee/Rate/Notes
Liquor License Investigative Fee	\$50.00 each
< 200 Club Members	\$300.00 per year

201-500 Club Members	\$500.00 per year
501-1,000 Club Members	\$650.00 per year
1,001-2,000 Club Members	\$800.00 per year
2,001-4,000 Club Members	\$1,000.00 per year
4,001-6,000 Club Members	\$2,000.00 per year
> 6,000 Club Members	\$3,000.00 per year
Sunday On-Sale Intoxicating Liquor	\$200.00 per year
Combination On-Sale / Off-Sale Intoxicating Liquor	\$2,100.00 per year
On-Sale Intoxicating Liquor	\$2,000.00 per year
Off Sale (holder must have an On-Sale License) (Sec 18 (E))	\$100.00
Temporary Liquor (1-4 day)	\$50.00 each event (3 4-day, 4 3-day; or 2 6-day) not to exceed 12 days
Sports or Convention Facilities License	\$25.00 each event
Wine On Sale	\$350.00 per year
3.2 Malt Liquor Off Sale	\$150.00 per year
3.2 Malt Liquor On-Sale or Brew Pub On-Sale Intoxicating	\$200.00 per year
Consumption & Display Permit	\$50.00 each event
Culinary Class Limited On-Sale	\$100.00
Temporary Off-Sale Wine License	\$100.00
Brewer Off-Sale	\$150.00 per year
Brewer Temporary On-Sale	\$50.00 each event
Brewer Taproom	\$150.00 per year
Cocktail Room	\$200.00 per year
Micro distiller Off-Sale	\$150.00 per year
Micro distiller Temporary On-Sale	\$50.00 each event

Mowing

Service	Fee/Rate/Notes
Mowing Violation - 1st Violation	\$25.00 fine plus \$40.00 per hour mowing cost plus \$20.00 fuel fee plus \$25.00 administrative charge
Mowing Violation - 2nd Violation	\$50.00 fine \$40.00 per hour mowing cost plus \$20.00 fuel fee plus \$50.00 administrative charge
Mowing Violation - 3rd Violation	\$100.00 fine plus mowing cost, plus \$50.00 administrative charge
Mowing Violation - 4th Violation and after	\$200.00 plus mowing cost, plus \$50.00 administrative charge

Parking Tickets

Service	Fee/Rate/Notes
1st Violation - Paid Within 10 days	\$10.00
1st Violation - Paid After 10 days	\$20.00
2nd Violation	\$20.00

Parks & Recreation

Facility / Item	Fee
Campground – Campsites 1-9 & 15-19	\$35.00 per day
Campground – Campsites 10-14	\$40.00 per day
Campground – Tents	\$20.00 per day
Highland Complex Tennis Shelter & Diamonds 2-5 Shelters	\$10.00 per day plus deposit
Wildwood Park Shelters	\$30.00 per day
Carmen Park Shelter	\$30.00 per day
Schuster Shelter	\$30.00 per day
Ray Ecklund Complex Lion's Shelter	\$40.00 per day
Downtown Square / Greenspace	\$100.00 per day

Pool Fees – Crookston Residents

Category	Fee
Ages 4 & under	\$2.00
Ages 5-18	\$5.00
Ages 19 & older	\$6.00
Family of Five	\$20.00 – additional family members \$2.00
One person Swim Pass – 1 Month	\$40.00
One person Swim Pass – 3 Months	\$110.00
One person Swim Pass – 6 Month	\$220.00
One person Swim Pass – 1 year	\$400.00
Family up to 5 membership – Additional family members	\$10.00
Family up to 5 memberships – 1 Month	\$75.00
Family up to 5 memberships – 3 Months	\$200.00
Family up to 5 memberships – 6 Months	\$400.00
Family up to 5 memberships – One Year	\$700.00

Pool Rental / Lessons

Program	Fee
Pool Rental – 20 & under swimmers	\$65.00 per hour
Pool Rental – 21 & over swimmers	\$80.00 per hour
Swim Lesson	\$80.00 per session – per person
Private Lessons	\$40.00 per lesson

Pool Fees – Non-Residential Prices Cost

Category	Fee
Ages 4 & under	\$4.00
Ages 5-18	\$7.00
Ages 19 & older	\$8.00
Family of Five	\$25.00 – additional family members \$2.00
One person Swim Pass – 1 Month	\$45.00
One person Swim Pass – 3 Months	\$120.00
One person Swim Pass – 6 Month	\$250.00
One person Swim Pass – 1 year	\$495.00

Family up to 5 membership – Additional family members	\$10.00
Family up to 5 memberships – 1 Month	\$80.00
Family up to 5 memberships – 3 Months	\$220.00
Family up to 5 memberships – 6 Months	\$440.00
Family up to 5 memberships – One Year	\$880.00

Planning & Zoning

Service	Fee/Rate/Notes
Conditional Use Permit (UNLISTED Conditional Uses as per City Ordinance)	\$1,500.00 each (administrative fee plus actual legal publication cost)
Conditional Use Permit (LISTED Conditional Uses as per City Ordinance)	\$500.00 each (administrative fee plus actual legal publication cost)
Preliminary Plat Fee	\$1,000.00 + \$10.00 each per lot (maximum fee \$1,500.00)
Variances	\$1,500.00 each (administrative fee plus actual legal publication cost)
Zoning & Rezoning	\$1,500.00 each (administrative fee plus actual legal publication cost)

Police Department

Service	Fee/Rate/Notes
Building Code Violations	\$50.00
Land Use Violations	\$50.00
Minnesota Fire Code Violations	\$50.00
Open Burning Without a Permit	\$25.00
All General Offenses (when charged by administrative citation)	\$50.00
Copies of Reports	\$0.25 per page (up to 100 pages); if more than 100 pages, cost of actual wages at current union rate
Copies of Reports on CD/Flash Drive	\$5.00
Animal License	\$10.00 per year
Animal – Initial Impound Fee	\$15.00 each
Animal – Daily Impound Fee	\$20.00 per day
Dangerous Animal License Fee	\$500.00 per year
Security (Reserve Officer)	\$25.00 per hour per officer
Security (Licensed Police Officer)	Actual wages at current union rate per officer
Impound Vehicles – At City Impound Lot	\$5.00 per day
Special Vehicle (Golf Cart/Mini-Truck)	\$20.00 per year (additional vehicle \$20 each)
Special Vehicle (Utility Task Vehicle)	\$60.00 (3-year permit)

Property Maintenance

Service	Fee/Rate/Notes
Property Maintenance Code Violation – 1st Offense	\$50.00

Property Maintenance Code Violation – 2nd Offense	\$150.00
Property Maintenance Code Violation – 3rd Offense	\$400.00

Street Department

Service	Fee/Rate/Notes
Vacation (Alleys/Streets)	\$200.00 each
Sidewalk Snow Removal Fee – 1st Offense/Season	\$25.00 plus the cost of snow removal
Sidewalk Snow Removal Fee – 2nd Offense/Season	\$50.00 plus the cost of snow removal
Sidewalk Snow Removal Fee – 3rd Offense/Season	\$100.00 plus the cost of snow removal
Right of Way Junk Removal	\$25.00 administrative fee plus actual wages at current union rate per employee/1HR min plus current private equipment rate
Street Sawing and Curb Cutting Fee	Minimum charge of \$300 for up to 50 feet with \$4 for each additional foot

Cannabis License

License Type	Initial Fee
Cannabis Microbusiness	up to \$0.00
Cannabis Mezzobusiness	up to \$500.00
Cannabis Retailer	up to \$500.00
Cannabis Retailer – Municipal Cannabis Store	up to \$1,000.00
Medical Cannabis Combination Business	up to \$500.00
Lower-Potency Hemp Edible Retailer	up to \$125.00
License Type	Renewal Fee
Cannabis Microbusiness	up to \$1,000.00
Cannabis Mezzobusiness	up to \$1,000.00
Cannabis Retailer	up to \$1,000.00
Cannabis Retailer – Municipal Cannabis Store	
Medical Cannabis Combination Business	up to \$1,000.00
Lower-Potency Hemp Edible Retailer	up to \$125.00

RESOLUTION NO. _____

At a regular meeting of the City Council of the City of Crookston held on the 5th day of January 2026, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

**RESOLUTION REGARDING THE APPOINTMENT OF THE
FINANCE DIRECTOR FOR THE CITY OF CROOKSTON**

WHEREAS: The City of Crookston has, the position of Director of Finance open and unfilled; and

WHEREAS: The City of Crookston has posted and advertised locally, regionally, and nationally; and

WHEREAS: The City Administrator and staff is recommending the appointment of Jon Roscoe; and

WHEREAS: Jon Roscoe has the requisite professional qualifications and experience to perform the duties and tasks of the City of Crookston Finance Director.

NOW THEREFORE, BE IT RESOLVED: THE CITY COUNCIL OF THE CITY OF CROOKSTON approves Jon Roscoe as the City of Crookston Finance Director effective January 12th 2026.

Upon the call of ayes and nays the vote stood as follows:

Council Members voting in the affirmative:

Council Members in the negative:

Upon this vote, the Mayor declares this resolution _____ and, if passed, effective upon the Mayor's

signature this _____ Day of _____, 2026, at

Attest:

Dale Stainbrook Mayor

Ashley Rystad City Clerk

RESOLUTION NO. _____

At a first regular meeting of the City Council of the City of Crookston held on the 5th day of January 2026, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

A RESOLUTION ACCEPTING A PROFESSIONAL SERVICES CONTRACT WITH HOUSTON ENGINEERING, INC. FOR EDA AND BDPI GRANT ADMINISTRATION SERVICES RELATED TO THE CROOKSTON INDUSTRIAL PARK

WHEREAS: The City of Crookston and the Crookston Housing and Economic Development Authority (CHEDA) are undertaking infrastructure improvements within the Crookston Industrial Park to support economic development and job creation; and

WHEREAS: The project is being funded in part through a federal grant from the United States Economic Development Administration (EDA) and a State of Minnesota Department of Employment and Economic Development (DEED) Innovative Business Development Public Infrastructure (BDPI) grant; and

WHEREAS: The EDA and BDPI grants require ongoing professional grant administration, reporting, compliance monitoring, financial management, and project closeout services to ensure adherence to all federal and state requirements; and

WHEREAS: Houston Engineering, Inc., the engineer of record for the Industrial Park project, has submitted an amendment to their contract in the proposal dated December 19, 2025, to provide EDA grant #ED25CHIOG0211 and BDPI grant administration services for the Crookston Industrial Park, including but not limited to grant compliance, reporting, financial management, Davis-Bacon compliance, contract and bid compliance, disbursement assistance, and project closeout; and

WHEREAS: The proposed cost for these services shall be provided on an hourly basis and shall not exceed Twenty-Three Thousand Dollars (\$23,000), in accordance with Houston Engineering, Inc.'s proposal, fee schedule, and general terms and conditions; and

WHEREAS: Houston Engineering, Inc. possesses the qualifications, experience, and expertise necessary to successfully administer complex federal and state economic development grants and has prior experience working with the City and CHEDA on similar projects;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CROOKSTON, MINNESOTA,: The City Council hereby approves and accepts the professional services contract with Houston Engineering, Inc. for EDA Grant #ED25CHIOG0211 and BDPI grant administration services related to the Crookston Industrial Park. The scope of services shall be substantially as outlined in Houston Engineering, Inc.'s proposal dated December 19, 2025, including all associated attachments, fee schedules, and general terms and conditions. The total compensation for these services shall be billed on an hourly basis and shall not exceed \$23,000, subject to reimbursement eligibility under the applicable grant programs.

BE IT FURTHER RESOLVED: The Mayor and City Administrator are hereby authorized to execute the contract and any related documents necessary to implement this resolution.

Upon the call of ayes and nays the vote stood as follows:

Council Members voting in the affirmative:

Council Members in the negative:

Upon this vote, the Mayor declares this resolution _____ and, if passed, effective upon the Mayor's

signature this _____ Day of _____, 2026, at

Attest:

Dale Stainbrook Mayor

Ashley Rystad City Clerk

MEMORANDUM

To: Mayor and City Council

From: Karie Kirschbaum, Community Development Director

Date: January 5, 2026

Subject: Approval of Contract with Houston Engineering for USEDA Grant Award

ED25CHI0G0211 and BDPI Grant Administration and Reporting (if awarded) – Crookston Industrial Park Project

Purpose

The purpose of this memorandum is to request City Council approval of a professional services contract with Houston Engineering, Inc. to provide grant administration, compliance, and reporting services for the U.S. Economic Development Administration (USED A) grant awarded for infrastructure development in the Crookston Industrial Park, and to confirm inclusion of Minnesota Department of Employment and Economic Development (DEED) Business Development Public Infrastructure (BDPI) grant management and reporting within that same contract.

Approval of this contract is required at the December 29, 2025, Council meeting in order to allow Houston Engineering to submit the first required quarterly USED A report, due December 31, 2025.

Background and Project Context

The Crookston Industrial Park infrastructure project represents an approximately \$7 million public investment intended to support long-term industrial growth, private investment, and job creation. The project is funded in part through a federal USED A grant and is being coordinated alongside state grant programs, including the DEED Business Development Public Infrastructure (BDPI) program. Also included is a \$1.6 million MRSI for Phase I of the Railroad; another MRSI for Phase II is being written by Minnesota Northern Railroad and Farmers Union, with an estimated investment of approximately \$1.2 million, for which Houston Engineering is also the lead engineering firm.

Given the scale of the project, the complexity of federal and state compliance requirements, and the City's recent history of grant administration challenges, it is essential that this work be managed by professionals with direct experience in USED A and DEED grant compliance, reporting systems, and audits.

The staff of Houston contracted for the above services are as follows:

Sam Trebilcock, AICP

Sam Trebilcock is a Transportation Planner with Houston Engineering in its Sioux Falls, South Dakota office. Sam has been a Planner for 34 years, including 23 years with the City of Sioux Falls as a Transportation Planner and Senior Planner. Sam has grant writing and administration experience with FTA (5307 and 5339 programs), FHWA (BIP, RAISE/BUILD, and PROTECT programs), and HUD (CDBG and HOME programs).

Kyle Ten Napel

Kyle Ten Napel is a Transportation Planner with Houston Engineering in the Sioux Falls, South Dakota office. Kyle has 7.5 years of planning experience with 5 years in the public sector and 2.5 years in the private sector. Kyle has completed planning projects in various Midwest states, including Iowa, Minnesota, South Dakota, North Dakota, and Wisconsin. Kyle has experience both assisting communities with grant applications and serving on selection committees for transportation programs, including MnDOT District 8's Transportation Alternatives, Carbon Reduction, and PROTECT programs. This dual perspective, combined with successful grant writing for utilities, community facilities, parks, roadways, and trails, enables him to strategically position projects for funding success across various infrastructure sectors.

Houston Engineering was awarded the RFP for this project in 2023. This contract amends the original bid to include grant administration duties. Houston currently serves as:

- Engineer of record for the Industrial Park infrastructure,
- A lead technical advisor on both railroad and infrastructure grants,
- A grant writing and reporting partner with demonstrated experience working directly with USEDA and DEED.

Scope of Services

Under the attached contract, Houston Engineering will provide comprehensive BDPI and USEDA grant administration services in coordination with City Hall and Crookston Housing & EDA, including but not limited to:

- Quarterly and semi-annual reporting,
- Financial reporting coordination,
- Payment request and drawdown support,
- Davis-Bacon and procurement compliance,
- Construction documentation compliance,
- Project closeout and audit readiness.

The current contract reflects an estimated cost not to exceed \$23,000, billed hourly based on actual services required. These costs can be reimbursed from the contingency, subject to grant outlines, and/or repaid through the GO Bond to the city.

Contract Attached

December 19, 2025

VIA EMAIL (kkirschbaum@crookston.mn.us)

Karie Kirschbaum
Community Development Director
Crookston Housing and Economic Development Authority
510 County Rd. 71
Crookston, Minnesota

Subject: EDA and BDPI Grant Administration Services

Houston Engineering, Inc. (HEI) understands you are seeking a qualified firm to provide grant administration services for an Economic Development Administration (EDA) and Innovative Business Development Public Infrastructure (BDPI) grants that will provide funding for the Crookston Industrial Park.

Based on the information provided and our experience, HEI offers the following proposed scope of services and proposed fees.

Our services will focus on providing Crookston Housing and Economic Development Authority with the following services:

- One of primary contacts with EDA and BDPI grant administrator
- Reporting requirements (including quarterly progress reports and semi-annual financial reports)
- A/E Contract checklist
- Liens and covenants compliance
- Bid and specification document compliance
- Site certificate checklist and compliance
- Davis-Bacon compliance – including Weekly certified payroll compliance
- Bid opening checklist and compliance
- Construction Contract checklist and compliance
- Change order compliance
- Disbursement Checklists
- Grant Financial Management and Assistance with Grant Drawdowns
- Project Close-out and Reporting

The administration of the EDA and BDPI grant will not exceed \$23,000. If you have any questions regarding the scope or estimated cost, please contact me at 605.872.7601 or via email at strebilcock@houstoneng.com.

COMPENSATION

We propose to provide the services outlined above on an hourly basis for the estimated fees outlined above. Our rates are based on the enclosed 2026 Fee Schedule. All labor & equipment will be billed hourly. Other chargeable expenses will be billed per the Fee Schedule.

Houston's receipt of this accepted proposal constitutes a contract between us and Crookston Housing and Economic Development Authority into which the enclosed Houston Engineering, Inc. General Terms and Conditions dated September 30, 2024. This proposal is valid until January 15, 2026. We appreciate this opportunity and look forward to working with you on this project.

Sincerely,

HOUSTON, INC



Sam Trebilcock, AICP
Transportation Planner
Direct: 605.872.7601
strebilcock@houstoneng.com

Acceptance by: _____
Date: _____

Attachments:

1. HEI General Terms and Conditions
2. 2026 Fee Schedule

General Terms and Conditions

1. STANDARD OF CARE

Houston shall perform its Services in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances in the region where the Project is located.

2. PAYMENT TERMS

Invoices will be submitted periodically (customarily on a monthly basis) and are due and payable upon receipt. Client agrees to pay a service charge on all accounts 30 days or more past due at a rate equal to one percent (1%) each month but in no event shall such service charge exceed the maximum amount allowed by law. Acceptance of any payment from Client without accrued service charges shall not be deemed to be a waiver of such service charges by Houston. In the event Client is past due with respect to any invoice Houston may, after giving seven (7) days written notice to Client, suspend all services without liability until Client has paid in full all amounts owing Houston on account of services rendered and expenses incurred, including service charges on past due invoices. Payment of invoices is not subject to discount or offset by Client.

3. CHANGES OR DELAYS

If the Project requires conceptual or process development services, such services often are not fully definable in the initial planning. If, as the Project progresses, facts develop that in Houston's judgment dictate a change in the Services to be performed, Houston shall inform Client of such changes and the parties shall negotiate, in good faith, with respect to any change in scope and adjustment to the time of performance and compensation and modify the Agreement accordingly. Houston may also proceed with additional services specifically requested in writing by the Client, including electronic communications, without a written modification to the Agreement. Client shall compensate Houston for the additional services in an amount equal to the cumulative hours worked multiplied by the billing rates specified in the Agreement, or based on Houston's standard billing rates if billing rates are not specified in the Agreement; plus reimbursement of expenses incurred in connection with providing the additional services. In the event the parties are unable to reach an agreement, either party may terminate this Agreement without liability by giving fourteen (14) days written notice to the other party. In the event of termination, the final invoice will include all Services and expenses associated with the Project up to the effective date of termination and will also include equitable adjustment to reimburse Houston for any termination settlement costs incurred relating to commitments that had become firm before termination plus a 10 percent markup on those settlement costs.

4. PAYMENT

Where the method of payment under the Agreement is based upon cost reimbursement (e.g., hourly rate, time and materials, direct personnel expense, per diem, etc.), the following shall apply: (a) the minimum time segment for charging work is one-quarter hour; (b) labor (hours worked) and expenses will be charged at rates commensurate with the attached fee schedule or, if none is attached, with Houston's current fee schedule (at the time of the work); (c) when applicable, rental charges will be applied to cover the cost of pilot-scale facilities or equipment, apparatus, instrumentation, or other technical machinery. When such charges are applicable, Client will be advised at the start of an assignment, task, or phase; and (d) invoices based upon cost reimbursement will be submitted showing labor (hours worked) and total expense. If requested by Client, Houston shall provide supporting documentation at Client's cost, including labor and copying costs.

5. TERMINATION

Either party may terminate this Agreement, in whole or in part, by giving thirty (30) days written notice to the other party if the other party fails to fulfill its obligations under this Agreement through no fault of the terminating party. In such event, and subject to the limitations set forth in this Agreement, the non-defaulting party may pursue its rights and remedies as contemplated by this Agreement and as allowed by law.

6. BETTERMENT

If any item or component of the Services or an amended Task Order is required due to omission from the original documents or Task Order provided to Houston, Houston's liability shall be limited to the reasonable costs of correction of the omission, less the cost to Client if the omitted item or component had been initially included in the original documents or Services documents. All costs of errors, omissions or other changes that result in betterment shall be borne by Client and shall not be a basis of a claim against Houston. In no event will Houston be responsible for that portion of any cost or expense that provides betterment or upgrades or enhances the value of the Services.

7. LIMITATION OF LIABILITY

In no event shall Houston be liable for punitive, special, incidental, indirect, consequential, or lost profit damages of any kind or nature, regardless of the form of action to which such damages are sought. Houston's maximum cumulative liability with respect to all claims and liabilities under this Agreement, whether or not insured, shall not exceed the greater of \$50,000 or the total compensation received by Houston under this Agreement, whether such claim is based on negligence, breach of contract, or any other theory. The disclaimers and limitations of liability set forth in this Agreement shall apply regardless of any other contrary provision set forth and regardless of the form of action, whether in contract, tort or otherwise. Each provision of this Agreement which provides for a limitation of liability, disclaimer of warranty or condition or exclusion of damages is severable and independent of any other provision and is to be enforced as such. Client hereby releases Houston from any and all liability over and above the limitations set forth in this paragraph.

8. INSURANCE

Houston shall obtain and maintain during the term of this Agreement, at its own expense, workers' compensation insurance and commercial general liability insurance in amounts determined by Houston and will, upon request, furnish insurance certificates to Client. The existence of any such insurance shall not increase Houston's liability as limited by paragraph 7 above.

9. HAZARDOUS SUBSTANCES

Client shall furnish or cause to be furnished to Houston all documents and information known by Client that relate to the identity, location, quantity, nature, or characteristics of any asbestos, pollutant, or hazardous substance, however defined ("Hazardous Substances") at, on or under the Project site. Houston is not, and has no responsibility as a handler, generator, operator, treater, storer, transporter, or disposer of Hazardous Substances found or identified at the Project. Client agrees to bring no claim for fault, negligence, breach of contract, indemnity, or other action against Houston, its principals, employees, agents, and consultants, if such claim in any way would relate to Hazardous Substances in connection with the Project. If Hazardous Substances are identified or located at the Project site, Houston may suspend all Services without liability until remediation of the Hazardous Substances is complete. Houston reserves the right to adjust the attached Fee Schedule or any rate schedule of

Houston's subconsultants for specialized fees or services related to remediation of Hazardous Substances as agreed in writing between Houston and Client. Client further agrees, to the fullest extent permitted by law, to defend, indemnify, and hold harmless Houston, its principals, employees, agents, and consultants and subconsultants from and against all fees, costs, claims, damages, losses, and expenses, direct or indirect, or consequential damages, including but not limited to fees and charges for third-party remediation specialists, experts, attorneys, and court and arbitration costs, arising out of or resulting from the performance of Houston's Services hereunder, or claims brought against Houston by third parties arising from Houston's Services or the services of others and/or work in any way associated with Hazardous Substance activities. This indemnification shall survive termination of this Agreement.

10. INDEMNIFICATION

Client shall indemnify, defend, and hold harmless Houston, together with its officers, directors, shareholder, agents, consultants and employees from and against any and all claims, costs, losses and damages, including attorneys' fees and other costs of litigation or dispute resolution arising directly or indirectly from Client's breach of this Agreement or Client's fault, negligent acts or omissions or intentional misconduct in connection with this Agreement or the Project. Subject to the limitations set forth in this Agreement, Houston shall indemnify and hold harmless Client, together with its officers, directors, and employees from and against any and all, costs, losses and damages, including reasonable attorneys' fees and other costs of litigation or dispute resolution to the extent caused by Houston's fault, negligent acts or omissions in connection with this Agreement or the Project. The indemnification obligations set forth in this paragraph shall survive termination of this Agreement.

11. WARRANTY

Except as specifically set forth in this Agreement, Houston has not made and does not make any warranties or representations whatsoever, express or implied, as to Services performed or products provided including, without limitation, any warranty or representation as to: (a) the merchantability or fitness or suitability of the Services or products for a particular use or purpose whether or not disclosed to Houston; and (b) delivery of the Services and products free of the rightful claim of any person by way of infringement (including, but not limited to, patent or copyright infringement) or the like. Houston does not warrant and will not be liable for any design, material or construction criteria furnished or specified by Client and incorporated into the Services provided hereunder.

12. CONTRACTOR MEANS AND METHODS

Houston has no control over, supervision of, or responsibility for construction of the Project or at the Project site. Client is solely responsible for retaining a qualified contractor or contractors licensed in the jurisdiction of the project (separately or collectively, the "Contractor") to implement the construction of the Project ("Work"). Contractor shall coordinate, control, supervise, and direct all portions of the Work and shall be solely responsible for, and have control over, construction means, methods, techniques, sequences, procedures, safety, and security. Houston shall not be responsible for and shall bear no liability for Contractor's failure to perform the Work in accordance with the requirements of the Project and any documents or contracts related to the Project. To the fullest extent permitted by law, Contractor shall indemnify and hold harmless Client, Houston, and Houston's subconsultants, officers, directors, shareholder, agents, consultants, and employees from and against claims, damages, losses, and expenses, including but not limited to attorneys' fees and costs, arising out of or resulting from performance of the Work. Contractor shall provide insurance and name Client, Houston, and Houston's subconsultants as additional insureds on Contractor's commercial general liability insurance policies on a primary and non-contributory basis. The amount of coverage available to the additional insureds shall be the amount of coverage required in the Client-Contractor agreement.

13. PROJECT SITE

Client shall furnish such reports, data, studies, plans, specifications, documents, and other information regarding surface and subsurface site conditions required by Houston for proper performance of its Services. Houston shall be entitled to rely upon Client provided documents and information in performing the Services required under this Agreement. Houston assumes no responsibility or liability for the accuracy or completeness of any such documents or information. Houston will not direct, supervise, or control the Work, means or methods of Contractor or its/their subcontractors in connection with the Project. Houston's Services will not include a review or evaluation of the Contractor's or subcontractor's safety measures. The presence of Houston, its employees, agents, or subcontractors on a site shall not imply that Houston controls the operations of others, nor shall it be construed to be an acceptance by Houston of any responsibility for jobsite safety.

14. CONFIDENTIALITY

Houston shall maintain as confidential and not disclose to others without Client's prior consent all information obtained from Client that was not otherwise previously known to Houston or in the public domain and is expressly designated by Client in writing to be "CONFIDENTIAL." The provisions of this paragraph shall not apply to information in whatever form that (a) is published or comes into the public domain through no fault of Houston, (b) is furnished by or obtained from a third party who is under no obligation to keep the information confidential, or (c) is required to be disclosed by law on order of a court, administrative agency, or other authority with proper jurisdiction. Client agrees that Houston may use and publish Client's name and a general description of Houston's services with respect to the Project in describing Houston's experience and qualifications to other clients or potential clients.

15. RE-USE OF DOCUMENTS

All documents, including drawings and specifications, prepared or furnished by Houston (and Houston's affiliates, agents, subsidiaries, independent professional associates, consultants, and subcontractors) pursuant to this Agreement are instruments of service in respect of the Project, and Houston shall retain ownership thereof, whether or not the Project is completed. Client may make and retain copies for information and reference in connection with the Project; however, such documents are not intended or represented to be suitable for re-use by Client or others on extensions of the Project or on any other project. Any re-use without written verification or adaptation by Houston for the specific purpose intended will be at Client's sole risk and without liability to Houston or Houston's affiliates, agents, subsidiaries, independent professional associates, consultants, and subcontractors with respect to any and all costs, expenses, fees, losses, claims, demands, liabilities, suits, actions, and damages whatsoever arising out of or resulting therefrom. Any such verification or adaptation will entitle Houston to further compensation at rates to be agreed upon by Client and Houston. Client shall indemnify, defend, and hold harmless Houston, together with its officers, directors, shareholder, agents, consultants and employees from and against any and all claims, costs, losses, and damages, including attorneys' fees and other costs of litigation or dispute resolution arising directly or indirectly from Client's re-use of all information, documents, drawings, specifications prepared as part of the Project.

16. REMEDIES

Subject to the limitations set forth in this Agreement, in the event any party is in default of this Agreement, the non-defaulting party shall be entitled to pursue all rights and remedies available to it under this Agreement or as allowed by law.

17. PROPRIETARY DATA

The technical and pricing information in connection with the Services provided by Houston is confidential and proprietary and is not to be disclosed or otherwise made available to third parties by Client without the express written consent of Houston.

18. GOVERNING LAW

The validity, construction and performance of this Agreement and all disputes between the parties arising out of or related to this Agreement shall be governed by the laws, without regard to the law as to choice or conflict of law, of the State of North Dakota. Client consents to jurisdiction as to all issues concerning or relating to this Agreement or the Project with the federal or state district courts designated for Cass County, North Dakota.

19. DATA PRACTICES ACT REQUESTS

Houston considers certain information developed during the execution of services as “not public” and “protected” from public disclosure under the various local, state, and federal data practices laws. Client shall reimburse Houston for any and all costs and expenses, including attorneys’ fees associated with any requests for release of information under any such laws.

20. FORCE MAJEURE

Houston shall not be liable for any loss, damage or delay resulting out of its failure to perform hereunder due to, without limitation, causes beyond its reasonable control including, without limitation, acts of God, acts of nature or the Client, acts of civil or military authority, terrorists threats or attacks, fires, strikes, floods, epidemics, pandemics, quarantine restrictions, war, riots, delays in transportation, transportation embargos, extraordinary weather conditions or other natural catastrophe or any other cause beyond the reasonable control of Houston, if such could have not been overcome by the exercise of reasonable efforts by Houston (each, an “Event of Force Majeure”). Any delay due to an Event of a Force Majeure shall not be deemed to be a breach of or failure to perform this Agreement or any part hereof; provided, however, Houston shall provide reasonable notice to the Client of any Event of Force Majeure which notice shall provide the particulars of the cause of the event of Force Majeure in writing. In the event of any such delay, Houston’s performance date(s) will be extended for that length of time as may be reasonably necessary to compensate for the delay.

21. WAIVER OF JURY

In the interest of expediting any disputes that might arise between Houston and Client, Client hereby waives its rights to a trial by jury of any dispute or claim concerning this Agreement, the Services, the Project and any other documents or agreements contemplated by or executed in connection with this Agreement.

22. BUSINESS ENTITY

Client acknowledges that Houston is a business corporation and agrees that any claim made by Client arising out of any act or omission of any shareholder, director, officer, or employee of Houston in the execution or performance of this Agreement shall be made solely against Houston and not against any individual or group of individuals in any capacity.

23. NOTICES

Any and all notices, demands or other communications required or desired to be given under this Agreement shall be in writing and shall be validly given or made if personally served; sent by commercial carrier service; deposited in the United States Mail, certified or registered, postage prepaid, return receipt requested; or sent by electronic mail with read receipt requested. If such notice or demand is served personally, notice shall be deemed constructively made at the time of such personal service. If such notice, demand or other communication is given by mail, electronic mail, or commercial carrier service, such notice shall be conclusively deemed given three (3) days after deposit thereof in the United States Mail or with a commercial carrier service or by transmission by electronic mail. Notices, demands, or other communications required or desired hereunder shall be addressed to the individuals indicated in this Agreement at the U.S. mail or electronic addresses indicated in this Agreement. Any party may change its address or authorized recipient for purposes of this paragraph by written notice given in the manner provided above.

24. MISCELLANEOUS

This Agreement shall take precedence over any inconsistent or contradictory provisions contained in any proposal, contract, purchase order, requisition, notice-to-proceed, or like document regarding the Services. If any provision of this Agreement is determined to be invalid or unenforceable in whole or part by a court of competent jurisdiction, the remaining provisions hereof shall remain in full force and effect and be binding upon the parties hereto. The parties agree to reform this Agreement to replace any such invalid or unenforceable provision with a valid and enforceable provision that as closely as possible expresses the intention of the stricken provision. This Agreement, including but not limited to the indemnification provisions, shall survive the completion of the Services under this Agreement and the termination of this Agreement. This Agreement gives no rights or benefits to anyone other than Houston and Client and has no third-party beneficiaries except as may be specifically set forth in this Agreement. This Agreement constitutes the entire agreement between the parties and shall not in any way be modified, varied, or amended unless in writing signed by the parties. Prior negotiations, writings, quotes, and understandings relating to the subject matter of this Agreement are merged herein and are superseded and canceled by this Agreement. Headings used in this Agreement are for the convenience of reference only and shall not affect the construction of this Agreement. This Agreement and the rights and duties hereunder may not be assigned by Client, in whole or in part, without Houston’s prior written approval. No failure or delay on the part of Houston in exercising the right, power or remedy under this Agreement shall operate as a waiver thereof; nor shall any single or partial exercise of any rights, power or remedy preclude any other or further exercise thereof or the exercise of any other right, power or remedy hereunder. The remedies provided in this Agreement are cumulative and not exclusive of any remedies provided by law.

– END OF DOCUMENT –

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2026 FEE SCHEDULE

LABOR RATES

The following is a schedule of hourly rates and charges for services offered by Houston Engineering, Inc. These rates are subject to a modest increase on January 1st of each year (typically no more than 5%).

Category	2026 Rates
Engineering Assistant 1	\$107
Engineering Assistant 2	\$127
Engineer 1	\$145
Engineer 2	\$156
Engineer 3	\$167
Engineer 4	\$177
Engineer 5	\$188
Engineer 6	\$200
Engineer 7	\$212
Engineer 8	\$222
Engineer 9	\$234
Engineer 10	\$244
Engineer 11	\$255
Engineer 12	\$268
Engineer 13	\$277
Engineering Specialist 1	\$145
Engineering Specialist 2	\$156
Engineering Specialist 3	\$167
Engineering Specialist 4	\$177
Engineering Specialist 5	\$188
Engineering Specialist 6	\$200
Engineering Specialist 7	\$212
Engineering Specialist 8	\$222
Engineering Specialist 9	\$234
Engineering Specialist 10	\$244
Engineering Specialist 11	\$255
Engineering Specialist 12	\$268
Engineering Specialist 13	\$277
Senior Consultant 1	\$226
Senior Consultant 2	\$280
Senior Consultant 3	\$294
Senior Consultant 4	\$305
Senior Consultant 5	\$316
Project Assistant 1	\$90
Project Assistant 2	\$104
Project Assistant 3	\$110
Project Assistant 4	\$115
Project Assistant 5	\$124
Project Assistant 6	\$129

Category	2026 Rates
Scientist Assistant	\$110
Scientist 1	\$149
Scientist 2	\$161
Scientist 3	\$177
Scientist 4	\$191
Scientist 5	\$203
Scientist 6	\$237
Scientist 7	\$268
Hydrogeologist 1	\$161
Hydrogeologist 2	\$178
Hydrogeologist 3	\$203
Hydrogeologist 4	\$251
Hydrogeologist 5	\$268
Land Surveyor 1	\$161
Land Surveyor 2	\$184
Land Surveyor 3	\$204
Land Surveyor 4	\$217
Land Surveyor 5	\$244
Land Surveyor 6	\$268
Technician Assistant	\$110
Technician 1	\$127
Technician 2	\$135
Technician 3	\$144
Technician 4	\$153
Technician 5	\$161
Technician 6	\$169
Technician 7	\$178
Technician 8	\$187
Technician 9	\$196
Technician 10	\$206
Technician 11	\$214
CAD Technician 1	\$112
CAD Technician 2	\$117
CAD Technician 3	\$127
CAD Technician 4	\$135
CAD Technician 5	\$144
CAD Technician 6	\$153
Drone Pilot	\$170
Drone Visual Observer	\$69

Category	2026 Rates
GIS Assistant	\$78
GIS Analyst 1	\$119
GIS Analyst 2	\$132
GIS Analyst 3	\$144
GIS Analyst 4	\$158
GIS Analyst 5	\$169
GIS Analyst 6	\$181
Project Manager 1 – Technology	\$184
Project Manager 2 – Technology	\$204
Project Manager 3 – Technology	\$237
Software Engineer 1	\$139
Software Engineer 2	\$157
Software Engineer 3	\$168
Software Engineer 4	\$180
Software Engineer 5	\$194
Software Engineer 6	\$206
Software Engineer 7	\$218
Software Engineer 8	\$237
Computer Technician	\$195
Landscape Architect 1	\$140
Landscape Architect 2	\$150
Landscape Architect 3	\$160
Landscape Architect 4	\$172
Landscape Architect 5	\$188
Landscape Architect 6	\$205
Landscape Architect 7	\$225
Landscape Architect 8	\$250
Planner 1	\$140
Planner 2	\$150
Planner 3	\$160
Planner 4	\$172
Planner 5	\$188
Planner 6	\$205
Planner 7	\$225
Planner 8	\$250

SURVEY CREWS & REIMBURSABLE EXPENSES

Category	2026 Rates
Survey Crews:	
1-Person Crew (plus equipment)	\$196/hour
2-Person Crew (plus equipment)	\$238/hour
3-Person Crew (plus equipment)	\$295/hour
4-Person Crew (plus equipment)	\$330/hour
Meals	Actual Cost
Hotel	Actual Cost
Mileage – Vehicles:	
2-Wheel Drive	IRS Standard Mileage Rate
4-Wheel Drive	IRS Standard Mileage Rate + \$.20/Mile
GPS Equipment	\$25/hour/unit
Robotic Total Station	\$40/hour

Category	2026 Rates
ATV/Snowmobile/Boat	\$15/hour
ATV w/Tracks	\$30/hour
Hydrone RCV	\$50/hour
Small UAS (Drone)	\$25/hour
Large UAS (Drone)	\$50/hour
Deliveries/Postage/Printing	Actual Cost
Surveying Materials: Lath, Hubs, Pipe, etc.	Actual Cost
Special Equipment and Other Materials Required	Actual Cost
Subconsultants	Actual Cost + 10%
Special Software/Technology	\$50/hour

RESOLUTION NO. _____

At a first regular meeting of the City Council of the City of Crookston held on the 5th day of January 2026, Council Member _____ offered the following resolution which was seconded by Council Member _____,

RESOLUTION REGARDING THE MINNESOTA DEPARTMENT OF EMPLOYMENT AND ECONOMIC DEVELOPMENT (DEED) REDEVELOPMENT GRANT PROGRAM APPLICATION AUTHORIZATION

WHEREAS: The City of Crookston seeks to address blight, public safety concerns, and redevelopment barriers at the former Tri-Valley building located at the intersection of Broadway and Robert Street; and

WHEREAS: The structure constitutes a safety hazard and hinders redevelopment potential within the downtown corridor; and

WHEREAS: The Minnesota Department of Employment and Economic Development (DEED), through its Redevelopment Grant Program, provides financial assistance to local units of government for demolition, site preparation, and other activities necessary to support redevelopment of previously developed sites; and

WHEREAS: The City of Crookston intends to request up to \$650,000 in Redevelopment Grant funds to support necessary demolition and site preparation activities; and

WHEREAS: Redevelopment Grants require a local match of at least 50 percent of eligible costs, and the City will identify appropriate matching sources as part of the final grant application package; and

WHEREAS: Demolition of the structure aligns with the City’s ongoing support for long-term public safety, economic vitality, and preparation for future redevelopment opportunities; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Crookston, Minnesota, hereby authorizes submission of an application to the Minnesota Department of Employment and Economic Development Redevelopment Grant Program requesting up to \$650,000 for demolition and site preparation of the former Tri-Valley building.

BE IT FURTHER RESOLVED, that the Mayor and the City Administrator are authorized to execute any application documents, certifications, attachments, or amendments required to complete the application on behalf of the City of Crookston.

Upon the call of ayes and nays the vote stood as follows:

Council Members voting in the affirmative:

Council Members in the negative:

Upon this vote, the Mayor declares this resolution _____ and, if passed, effective upon the Mayor’s signature this _____ Day of _____, 2026, at

Attest:

Ashley Rystad
City Clerk

Dale Stainbrook
Mayor

MEMORANDUM

To: Honorable Mayor and City Council

From:

Date:

Subject: Authorization to Submit DEED Redevelopment Grant Application – Tri-Valley Building Demolition

Purpose

The purpose of this memo is to authorize submission of a DEED Redevelopment Grant application for demolition of the former Tri-Valley building, a city-owned building, located at Broadway and Robert Street. This item is due via mail to DEED by February 1, 2025. Link: <https://mn.gov/deed/government/financial-assistance/cleanup/redevelopmentgrantprogram.jsp>

Background

The City of Crookston acquired the former Tri-Valley building with the understanding that the structure had reached the end of its useful life and would need to be removed. The building presents documented public safety concerns, including visibility obstructions and pedestrian hazards. Its location within the 2027 MnDOT Highway 2 Corridor Project footprint makes it a priority target for coordinated demolition and redevelopment planning.

The Minnesota Department of Employment and Economic Development (DEED) is accepting applications under the Redevelopment Grant and Demolition Loan Programs. The Redevelopment Grant Program provides funding to assist local governments with the removal of blighted, underutilized, or unsafe structures as part of broader redevelopment efforts. Eligible activities include demolition, abatement, and site preparation.

Preliminary Cost Estimates

Preliminary contractor pricing from two reputable companies indicates demolition costs of up to approximately \$600,000. Final bids must be obtained through the City's formal procurement process pursuant to Minn. Stat. §471.345. In order to accommodate potential increases due to inflation, market conditions, abatement quantities, or unforeseen structural issues, staff recommends requesting up to \$650,000 in Redevelopment Grant funds.

Grant Request & Match Requirement

DEED requires a 50% local match for Redevelopment Grants. The match may include any eligible City expenditures or other local resources applied to the project. Pending final Council guidance, potential match sources will be identified as part of the full application package.

RESOLUTION NO. _____

At a first regular meeting of the City Council of the City of Crookston held on the 5th day of January 2026, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

A RESOLUTION EXPRESSING SUPPORT FOR A MINNESOTA RAIL SERVICE IMPROVEMENT (MRSI) PHASE II GRANT APPLICATION FOR THE CROOKSTON INDUSTRIAL PARK RAILROAD SPUR EXTENSION

WHEREAS: The Minnesota Department of Transportation administers the Minnesota Rail Service Improvement (MRSI) Program to support rail infrastructure improvements that enhance freight transportation and economic development; and

WHEREAS: Either Farmers Union Enterprises or Minnesota Northern Railroad intends to submit an application for MRSI Phase II funding to extend the existing railroad spur within the Crookston Industrial Park to directly serve the former Ag Innovation Center property; and

WHEREAS: Farmers Union Enterprises is the new owner of the former Ag Innovation Center property and, in partnership with Minnesota Northern Railroad, seeks to improve freight rail access to support industrial operations and long-term economic growth; and

WHEREAS: The proposed railroad spur extension represents a critical infrastructure investment that will enhance transportation efficiency, strengthen the regional freight network, and support economic competitiveness in the City of Crookston and the surrounding region; and

WHEREAS: Either Farmers Union Enterprises or Minnesota Northern Railroad will serve as the grant applicant and will provide the required 50 percent local match, with no City funds requested for match purposes; and

WHEREAS: The City of Crookston is willing to lease necessary City-owned property within the Crookston Industrial Park to allow for the construction, operation, and maintenance of the railroad spur extension, subject to final City Council approval and execution of a formal agreement; and

WHEREAS: This project aligns with the City of Crookston’s long-term economic development goals and reflects continued collaboration among project partners including MnDOT, Houston Engineering, Minnesota Northern Railroad, DEED, USEDA, and others.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CROOKSTON, MINNESOTA, THAT: The City Council formally supports the submission of an MRSI Phase II grant application by either Farmers Union Enterprises or Minnesota Northern Railroad for the Crookston Industrial Park Railroad Spur Extension project. The City affirms that no City funds are requested or required to satisfy the local match for the MRSI Phase II grant. The City expresses its intent to lease City-owned property within the Crookston Industrial Park as necessary for the project, subject to future Council approval and execution of appropriate agreements.

BE IT FURTHER RESOLVED: The Mayor and City Administrator are hereby authorized to execute any and all documents relating to the grant application for the Crookston Industrial Park Railroad Spur Extension and City staff are authorized to provide reasonable administrative support and coordination related to the MRSI Phase II application and project advancement.

Upon the call of ayes and nays the vote stood as follows:

Council Members voting in the affirmative:

Council Members in the negative:

Upon this vote, the Mayor declares this resolution _____ and, if passed, effective upon the Mayor’s

signature this _____ Day of _____, 2026, at

Attest:

Dale Stainbrook Mayor

Ashley Rystad City Clerk

Staff Memo to Accompany the MRSI Letter of Support & MOU

TO: Mayor and City Council

FROM: Karie Kirschbaum, Community Development Director

DATE: December 29, 2025

SUBJECT: Letter of Support and MOU – MnDOT MRSI Phase II Railroad Spur Project

Purpose

The purpose of this memo is to accompany the proposed Letter of Support and Memorandum of Understanding (MOU) related to the MnDOT Minnesota Rail Service Improvement (MRSI) Phase II grant application being submitted by either Farmers Union Enterprises or Minnesota Northern Railroad, presented at the City Council meeting on December 29, 2025.

Background

This MRSI Grant and Land Lease for either Farmers Union Industries or Minnesota Northern Railroad were on the Ways & Means agenda on December 15, 2025. Either Farmers Union Enterprises, the new owner of the former Ag Innovation Center within the Crookston Industrial Park, or Minnesota Northern Railroad intends to apply for MRSI Phase II funding to extend the existing railroad spur to serve its facility. The MRSI program requires confirmation of local support and site control for the project area.

City Role

The City's role in this project is limited to:

- Providing a formal Letter of Support for the application; and
- Entering into a non-binding MOU stating the City's intent to lease City-owned industrial park land for the rail spur, subject to final approval and execution of a formal lease.

Either Farmers Union Enterprises or Minnesota Northern Railroad will serve as the grant applicant and will provide the required 50 percent match. No City financial match is requested.

Next Steps

If approved by the City Council:

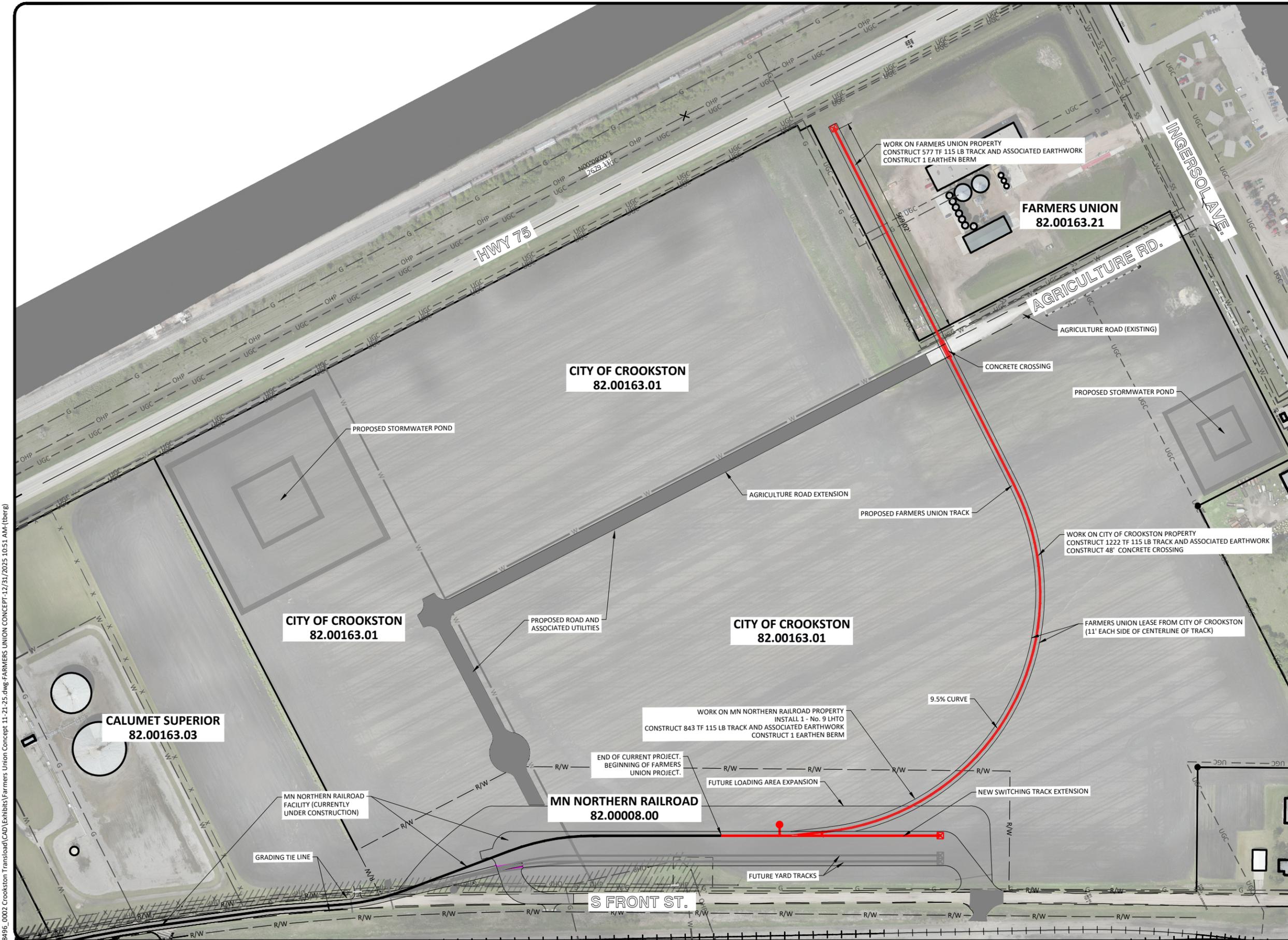
- The Letter of Support and MOU will be submitted with the MRSI Phase II application.
- Upon grant award, staff will return to the council with a proposed lease agreement, final legal descriptions, and any required planning or regulatory approvals.



LEGEND

RIGHT OF WAY	---	R/W
GRADING TIE LINE	- - -	
PROPOSED TRACK	---	
AGGREGATE BASE (CV) CLASS 6		

WORK BY CONTRACTOR:
 INSTALL 1 - No. 9 LHTO
 INSTALL 2645' TF OF NEW 115 LB TRACK
 INSTALL 48' TF OF NEW CONCRETE CROSSING
 INSTALL 2 - EARTHEN BUMPERS



PRELIMINARY
NOT FOR CONSTRUCTION

H:\JBA\8400\8496\8496_0002 Crookston Transload\CAD\Exhibits\Farmers Union Concept 11-21-25.dwg-FARMERS UNION CONCEPT-12/31/2025 10:51 AM (tberg)

No.	Revision	Date	By



Drawn by
ARO
Date
12/31/25
Checked by
TJB
Scale
AS SHOWN

FARMERS UNION
INDUSTRIAL PARK SPUR
TRACK EXPANSION

PLAN & PROFILE
PROJECT NO. 14570-0001

SHEET
1

City of Crookston – Letter of Support for MRSI Grant

Date: December 29, 2025

To:

Minnesota Department of Transportation
Office of Freight & Commercial Vehicle Operations
Minnesota Rail Service Improvement (MRSI) Program

RE: Letter of Support – MRSI Phase II Grant Application

Applicant: Farmers Union Enterprises

Project: Crookston Industrial Park Railroad Spur Extension

Dear MRSI Program Review Committee,

On behalf of the City of Crookston, Minnesota, this letter serves as formal support for the Minnesota Rail Service Improvement (MRSI) Phase II grant application being submitted by either Farmers Union Enterprises or Minnesota Northern Railroad.

Farmers Union Enterprises is the new owner of the former Ag Innovation Center property located within the Crookston Industrial Park and along with Minnesota Northern Railroad is seeking MRSI Phase II funding to extend the existing railroad spur to directly serve their facility. This extension represents a critical infrastructure investment that will enhance freight rail access, support industrial operations, and strengthen long-term economic competitiveness within the city of Crookston and the region.

The City of Crookston acknowledges and supports the following components of this project:

- Either Farmers Union Enterprises or Minnesota Northern Railroad will serve as the grant applicant for the MRSI Phase II program.
- Either Farmers Union Enterprises or Minnesota Northern Railroad will provide the required 50 percent local match, with no City funds requested for match purposes.
- The City is prepared to lease the necessary City-owned property within the Crookston Industrial Park to allow for construction, operation, and maintenance of the railroad spur extension, subject to final council approval and execution of a formal agreement.

This project aligns with the City of Crookston's long-term economic development goals by supporting industrial expansion, improving transportation efficiency, and strengthening the regional freight network. The City values its ongoing partnership with Farmers Union Enterprises, MnDOT, Houston Engineering, Minnesota Northern Railroad, DEED, USEDA, and other project partners in advancing this investment.

The City Council formally supports the MRSI Phase II application and looks forward to continued collaboration as the project moves forward.

Please feel free to contact the City should additional information be required.

Sincerely,

Dale Stainbrook, Mayor, City of Crookston

Darin Selzer, Interim City Administrator

RESOLUTION NO. _____

At a first regular meeting of the City Council of the City of Crookston held on the 5th day of January 2026, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

A RESOLUTION AUTHORIZING THE EXECUTION OF A MEMORANDUM OF UNDERSTANDING WITH FARMERS UNION ENTERPRISES OR MINNESOTA NORTHERN RAILROAD FOR THE MRSI PHASE II RAILROAD SPUR PROJECT

WHEREAS: The City of Crookston (“City”) owns property within the Crookston Industrial Park; and

WHEREAS: Farmers Union Enterprises (“FUE”) or Minnesota Northern Railroad (“MNN”) intends to apply for funding through the Minnesota Department of Transportation (MnDOT) Minnesota Rail Service Improvement (MRSI) Phase II grant program to extend an existing railroad spur to serve its facility located in the Crookston Industrial Park; and

WHEREAS: The proposed railroad spur extension requires the use of City-owned property for rail infrastructure, including track, subgrade, and related appurtenances; and

WHEREAS: Either FUE or MNN will serve as the grant applicant and will provide the required fifty percent (50%) matching funds for the project; and

WHEREAS: No City funds are proposed or committed as part of the local match for the MRSI Phase II grant; and

WHEREAS: The City desires to document its intent to cooperate with the project for purposes of the grant application through a non-binding Memorandum of Understanding (“MOU”); and

WHEREAS: The MOU provides that, subject to City Council approval and applicable law, the City may lease the necessary City-owned property to FUE or MNN if the MRSI Phase II grant is awarded and a final lease agreement is approved.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CROOKSTON, MINNESOTA, THAT: The City Council hereby approves the Memorandum of Understanding between the City of Crookston and either Farmers Union Enterprises or Minnesota Northern Railroad for purposes of supporting the MnDOT MRSI Phase II Railroad Spur Project grant application.

BE IT FURTHER RESOLVE: The Mayor and City Administrator are authorized to execute the Memorandum of Understanding, substantially in the form presented, subject to review by the City Attorney.

BE IT FURTHER RESOLVE: Approval of this resolution and the MOU does not obligate the City to expend funds or to execute a lease agreement unless the MRSI Phase II grant is awarded and a final agreement is separately approved by the City Council.

BE IT FINAL RESOLVED: Any lease, easement, or other agreement related to the railroad spur extension shall be subject to separate City Council approval and compliance with City policies and applicable law.

Upon the call of ayes and nays the vote stood as follows:

Council Members voting in the affirmative:

Council Members in the negative:

Upon this vote, the Mayor declares this resolution _____ and, if passed, effective upon the Mayor’s

signature this _____ Day of _____, 2026, at

Attest:

Ashley Rystad
City Clerk

Dale Stainbrook
Mayor

**City of Crookston – Farmers Union Enterprises or Minnesota Northern Railroad
MRSI Phase II Railroad Spur Project**

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“MOU”) is entered into by and between the City of Crookston, Minnesota (“City”) and either Farmers Union Enterprises (“FUE”) or Minnesota Northern Railroad (“MNN”), collectively referred to as the “Parties.”

Purpose

The purpose of this MOU is to document the intent of the Parties regarding the leasing of City-owned property within the Crookston Industrial Park for the extension of an existing railroad spur as part of the Minnesota Department of Transportation (MnDOT) Minnesota Rail Service Improvement (MRSI) Phase II grant application.

Project Description

Either Farmers Union Enterprises or Minnesota Northern Railroad intends to apply for MnDOT MRSI Phase II funding to extend the railroad spur to serve its facility located in the Crookston Industrial Park. The project requires the use of City-owned land for rail infrastructure, including track, subgrade, and related appurtenances.

Applicant and Match

- Either Farmers Union Enterprises or Minnesota Northern Railroad shall serve as the MRSI Phase II grant applicant.
- Either Farmers Union Enterprises or Minnesota Northern Railroad shall provide the required 50 percent matching funds for the project.
- No City funds are committed as part of the local match.

City Commitment

Subject to City Council approval and execution of a final agreement, the City agrees to:

1. Lease the necessary City-owned property within the Crookston Industrial Park to either Farmers Union Enterprises or Minnesota Northern Railroad for purposes of constructing, operating, and maintaining the railroad spur extension.
2. Work cooperatively with Farmers Union Enterprises, Minnesota Northern Railroad, MnDOT, and the project engineer to finalize legal descriptions, easement boundaries, and lease terms.

3. Execute a formal lease agreement consistent with City policies and applicable law upon successful award of the MRSI Phase II grant.

Non-Binding Nature

This MOU is intended solely to document the mutual understanding of the Parties for grant application purposes. It does not create a binding obligation to construct the project or execute a lease until formal approvals are granted and final agreements are executed.

Term

This MOU shall remain in effect until the earlier of:

- Execution of a formal lease agreement, or
- Determination that the MRSI Phase II grant is not awarded.

Signatures

Agreed to by the Parties:

City of Crookston

Mayor

Date

Interim City Administrator

Date

Farmers Union Industries or Minnesota Northern Railroad

Authorized Representative

Date

RESOLUTION NO. _____

At a first regular meeting of the City Council of the City of Crookston held on the 5th day of January 2026, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

**A RESOLUTION AUTHORIZING THE APPLICATION FOR THE GREATER MINNESOTA SMALL CITIES (TIER II CITIES)
HOUSING AID GRANT PROGRAM – ROUND 2**

WHEREAS: Minnesota Housing has opened the Request for Proposals (RFP) for Round 2 of the Greater Minnesota Small Cities (Tier II Cities) Housing Aid Grant Program, which provides funding to cities in Greater Minnesota with populations under 10,000 to support housing development and affordability initiatives ; and

WHEREAS: The maximum award for Round 2 of the program is \$75,000 per applicant, and no local matching funds are required ; and

WHEREAS: The City of Crookston was previously awarded \$100,000 in Round 1 of the Tier II Cities Housing Aid Grant Program ; and

WHEREAS: The Crookston Housing and Economic Development Authority (CHEDA) seeks City Council approval to apply for funding through this program to support housing development efforts within the community; and

WHEREAS: If awarded, CHEDA proposes to use the grant funds to support the Broadway Villas (Casey’s Housing Development), an eligible housing project under the program guidelines; and

WHEREAS: Eligible projects under the program must serve households with incomes up to 115 percent of the state or area median income, as determined by HUD, whichever is greater, and the proposed project meets these eligibility requirements; and

WHEREAS: The application deadline for the Round 2 program is January 23, 2026; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CROOKSTON, MINNESOTA, THAT: The City Council hereby authorizes the Crookston Housing and Economic Development Authority to submit an application to Minnesota Housing for the Greater Minnesota Small Cities (Tier II Cities) Housing Aid Grant Program – Round 2. If awarded, the grant funds shall be used to support housing development activities related to the Broadway Villas (Casey’s Housing Development), consistent with program requirements. The City acknowledges that no local matching funds are required as part of this grant application.

BE IT FURTHER RESOLVED: The Mayor and City Administrator are authorized to execute any required documents related to the grant application and, if awarded, acceptance of funds, subject to review by the City Attorney.

Upon the call of ayes and nays the vote stood as follows:

Council Members voting in the affirmative:

Council Members in the negative:

Upon this vote, the Mayor declares this resolution _____ and, if passed, effective upon the Mayor’s

signature this _____ Day of _____, 2026, at

Attest:

Ashley Rystad
City Clerk

Dale Stainbrook
Mayor

MEMORANDUM

TO: Crookston City Council

FROM: Karie Kirschbaum, Community Development Director

DATE: December 29, 2025

SUBJECT: Greater Minnesota Small Cities (Tier II Cities) Housing Aid Grant Program – Round 2 Application

SUMMARY

Minnesota Housing has opened the Request for Proposals (RFP) for Round 2 of the Greater Minnesota Small Cities (Tier II Cities) Housing Aid Grant Program. This program provides funding to cities in Greater Minnesota with populations under 10,000 to support housing development and affordability initiatives.

The maximum award for Round 2 is \$75,000 per applicant. The City of Crookston was previously awarded \$100,000 in Round 1 of this program. No matching funds are required for this program.

Crookston Housing and Economic Development Authority is seeking City Council approval to apply for funding through this program to support housing development efforts within the community.

The application deadline is January 23, 2026.

ELIGIBLE USES OF FUNDS

If awarded, CHEDA proposes to use the grant funds for the Broadway Villas (Casey's Housing Development).

Eligible projects must serve households with incomes that do not exceed the following limit:

- Homeownership projects: Up to 115% of state or area median income, as determined by HUD, whichever is greater.
 - In Crookston, 115% of the area median income is \$118,220 (2025).
 - In Crookston, 115% of the state median income is approximately \$134,435 (2025).