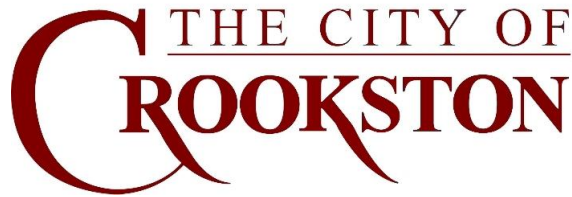


Mayor -Dale Stainbrook

**Council Members:**

W-1 Kristie Jerde  
W-2 Henry Fischer  
W-3 Clayton Briggs  
At Large – Tim Menard



**Council Members:**

W-4 Donald R Cavalier  
W-5 Joe Kresl  
W-6 Dylane Klatt  
At Large – Wayne Melbye

**CITY COUNCIL AGENDA**  
**January 9, 2023 - 5:30 pm**

**If you would prefer to participate by phone, you may call in at (218) 281-4515 and speak during the public forum.**

**A member or members of the Crookston City Council may participate by telephone or other electronic means.**

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

**1. CALL TO ORDER**

*"I pledge allegiance to the Flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all."*

**2. OATH OF OFFICE**

- 2.01 Oath of Office for Newly Elected City Council Members
- 2.02 Swearing in Fire Chief Shane Heldstab

**3. ROLL CALL**

- 4. CROOKSTON FORUM** - Individuals may address the Council about any item not contained on the regular agenda. 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 Commission for future report.

**5. PRESENTATIONS AND PUBLIC INFORMATION ANNOUNCEMENTS**

- 6. 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 normally take official action on items added to the agenda.

- 7. CONSENT AGENDA** - These items are considered to be 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 which event the item will be removed from the consent Agenda and placed elsewhere on the agenda.

- 7.01** Approve proposed City Council Minutes from December 27, 2022, City Council meeting.
- 7.02** Resolution to approve City of Crookston Bills and Disbursements in the amount of \$612,857.92 Check Nos 69917-70018.
- 7.03** Resolution Ordering Preparation of Preliminary Engineers Report for the 2023 Street Improvements.
- 7.04** Resolution to approve Council Committee Composition.
- 7.05** Resolution to designate Depositories for Public Funds for the Year 2023.
- 7.06** Resolution to appoint Tanner Holten as the City Attorney for 2023.
- 7.07** Resolution to approve the City Auditing Firm for the Year 2023.
- 7.08** Resolution to approve the City Engineer Richard Clauson for the Year 2023.
- 7.09** Resolution to approve 2023 Gas Fitting and Cement Licenses.
- 7.10** Resolution to approve 2023 License Renewals.
- 7.11** Approval of Crookston Housing & Economic Development Authority (CHEDA) Agenda for Regular Meeting on Tuesday, January 17, 2023, at 7:00AM.
- 7.12** Resolution correcting clerical error with respect to Public Works Utility Rate Changes.

**8. PUBLIC HEARINGS**

**9. REGULAR AGENDA**

- 9.01** Resolution to approve the City of Crookston as a sponsoring agency for the project identified as Crookston Connectivity Plus.
- 9.02** Resolution Agreeing to Assume Responsibility for the Operation and Maintenance related to the Crookston Connectivity Plus Project.
- 9.03** Resolution to approve funding to replace the Crookston Sports Center compressor.

**10. REPORTS AND STAFF RECOMMENDATION**

**11. ADJOURNMENT**

**OFFICIAL MINUTES OF THE CROOKSTON CITY COUNCIL, POLK COUNTY, MINNESOTA. THE SECOND REGULAR COUNCIL MEETING OF DECEMBER 27, 2022, COUNCIL CHAMBERS, CITY HALL.**

Mayor Stainbrook called the meeting to order at 7:00 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: Kristie Jerde, Steve Erickson, Clayton Briggs, Donald Cavalier, Dylane Klatt, and Wayne Melbye.

Council Members absent: Joe Kresl and Tom Vedbraaten.

Staff present: Charles Reynolds, Brandon Carlson, Darin Selzler, Tim Froeber, Chad Palm, Ryan Lindtwed, Greg Hefta, Scott Butt, Shane Heldstab, and Ashley Rystad.

**CROOKSTON FORUM**

**PRESENTATION AND PUBLIC INFORMATION ANNOUNCEMENT**

**APPROVAL OF AGENDA**

Mayor Stainbrook asked if anyone wished to add or remove anything from the agenda. Hearing none, on motion by Council Member Klatt, seconded by Council Member Melbye, and duly carried to approve the agenda.

**CONSENT AGENDA**

Mayor Stainbrook asked if anyone wished to remove anything from the Consent Agenda. Hearing none, on motion by Council Member Cavalier, seconded by Council Member Briggs, and duly carried to approve the Consent Agenda.

- 6.01** Approve proposed City Council Minutes from December 12, 2022 meeting.
- 6.02** Resolution to approve City of Crookston Bills and Disbursements in the amount of \$588,909.20 Check Nos 69834-69916.
- 6.03** Resolution to approve the 2023 Calendar for Regular Council Meetings.

**PUBLIC HEARINGS**

**7.01** Mayor Stainbrook opened the public hearing on changing the City of Crookston utility rates. Mayor Stainbrook asked if anyone wished to be heard and upon hearing none, closed the public hearing.

**REGULAR AGENDA**

**8.01** Motion was made by Council Member Erickson, seconded by Council Member Jerde; it was duly carried to approve the resolution for the AFSCME Contract for years 2023, 2024 and 2025. (Res 27594)

**8.02** Motion was made by Council Member Cavalier, seconded by Council Member Klatt; City Administrator, Corky Reynolds, briefed the Council stating that some of the Crookston Utility Rates have not changed since around 2011. Brandon Carlson, Public Works director, presented to the Council the changes of the Utility rates. After further discussion, it was duly carried to approve the resolution for changing the City of Crookston Utility Rates. (Res 27595)

## REPORTS AND STAFF RECOMMENDATIONS

### **Charles “Corky” Reynolds**, City Administrator:

- Meeting with Karie and Robin Brekken about a possible proposal.
- Meeting with Jeff Evers and Karie about additional improvements at the Fournet building.
- Initiated Firefighter negotiations.
- Final AFSCME discussion were concluded.
- Meeting with the DCDP, along with Brandon Carlson and Jake Solberg about an upcoming event.
- Meeting with Chad, Zach, and Tina regarding IT issues.
- Many more meeting throughout the week.
- Thank you to Tom Vedbraaten for his many years of service.
- Thank you to Steve Erickson for all your input.

### **Chad Palm**, IT Director:

- Zach and I have been working hard at getting our new servers and our new platform up and installed.
- Met with the electrician about some data cabling today in our new armory/data center.

### **Brandon Carlson**, Public Works Director:

- The Public Works Department has been very busy with all the recent snow events.
- Just a reminder to the public that some of the streets are narrow and the City knows the piles of snow are big. The City is working on clearing those issues and the City appreciates everyone’s patience.
- With the warm weather today and tomorrow, the City Crews will be out scraping some of the roads.

### **Tim Froeber**, Fire Chief:

- Toys for Tots went extremely well and thank you to the community.
- The Fire Department did hire a new full-time Firefighter to replace Shane. He will be starting shift January 10, 2023.
- Thank you to Tom and Steve for your time here on the Council. It’s been very good working with you guys.
- Thank you to the community for all the support they gave the department while I have been in charge.
- Happy New Years.

## REPORTS FROM CITY COUNCIL MEMBERS

### **Kristie Jerde**, Council Member 1<sup>st</sup> Ward,

- Thank you Steve, Tom, and Tim, for your years of service.
- Tim had a great turnout at your retirement party, and it was nice to see everyone down there. We appreciated for everything you have done and are looking forward to seeing you in a different role.
- I attended the Park Board Meeting and numbers for hockey seem to be good. The swimming pool has been reserved multiple times on the weekends for birthday parties.
- Happy Holidays.

### **Steve Erickson**, Council Member 2<sup>nd</sup> Ward,

- Thank you to the citizens of Crookston and Ward 2. It’s been an honor to sit in this chair for 8 years. Every staff member that I has worked with have been fantastic. Going out, I know the City of Crookston is in good hands with who’s here. I am proud of all the other Council members and the work they do. Sometimes it’s a thankless job, but someone has to do it.

### **Clayton Briggs**, Council Member 3<sup>rd</sup> Ward,

- Thank you to Tom Vedbraaten for the years that he has been on the Council. I learned a lot of information from him.
- Steve, I wish you the best.
- Tim, we have worked closely with each other over the last few years. Thank you for your service.

**Donald R Cavalier**, Council Member 4<sup>th</sup> Ward,

- Thank you to Tim and Steve for all your work in the past years.
- Crookston Chamber of Commerce met with CVB, and the discussion was very profitable for both and looking to the future and building Crookston.

**Joe Kresl**, Council Member 5<sup>th</sup> Ward,

- No report

**Dylane Klatt**, Council Member-6<sup>th</sup> Ward,

- Thank you, Steve, it's been great working with you and learned a lot from you. Also thank you to Tom for putting in all those years of services for the City.
- Thank you, Tim, for all your years of service.

**Tom Vedbraaten**, Council Member-at-Large,

- No report

**Wayne Melbye**, Council Member-at-Large,

- Congratulations to Steve and Tom on their zero meetings going forward.
- Congratulations to Shane.

**Dale Stainbrook**, Mayor,

- Steve, thank you for your years of service here on the Council. Your input is very valuable.
- Tim, I think you're going to work harder with the HUD than you are with your current job.
- Shane, welcome, I am glad your going to be the new incoming Chief.

Dale Stainbrook read from the plaque that was presented to Steve Erickson and Tom Vedbraaten for their years of service on the City Council.

#### **ADJOURNMENT**

Mayor Stainbrook declared the meeting adjourned at 7:35pm.

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Dale Stainbrook, Mayor

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Ashley Rystad, City Clerk

RESOLUTION NO. \_\_\_\_\_

At a first regular meeting of the City Council of the City of Crookston held on the 9th day of January 2023, 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 Policy and,

**IT IS RESOLVED**, BY THE CITY COUNCIL OF THE CITY OF CROOKSTON, 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 \_\_\_\_\_, 2023, at

Attest:

\_\_\_\_\_  
Ashley Rystad  
City Clerk

\_\_\_\_\_  
Dale Stainbrook  
Mayor

VENDOR SET: 01 City of Crookston

BANK: AP BREMER BANK, N.A. - AP

DATE RANGE:12/23/2022 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0048	AMERICAN FAMILY LIFE ASSURANCE							
I-AA1202212055354	AFLAC WITHHOLDING	D	12/29/2022	9.99		001072		
I-AA1202212165366	AFLAC WITHHOLDING	D	12/29/2022	9.99		001072		
I-AA4202212055354	AFLAC WITHHOLDING	D	12/29/2022	124.22		001072		
I-AA4202212165366	AFLAC WITHHOLDING	D	12/29/2022	124.22		001072		
I-AP1202212055354	AFLAC WITHHOLDING	D	12/29/2022	114.40		001072		
I-AP1202212165366	AFLAC WITHHOLDING	D	12/29/2022	113.92		001072		
I-AP2202212055354	AFLAC WITHHOLDING	D	12/29/2022	234.96		001072		
I-AP2202212165366	AFLAC WITHHOLDING	D	12/29/2022	234.60		001072		
I-AP3202212055354	AFLAC WITHHOLDING	D	12/29/2022	55.86		001072		
I-AP3202212165366	AFLAC WITHHOLDING	D	12/29/2022	55.86		001072		
I-AP5202212055354	AFLAC WITHHOLDING	D	12/29/2022	3.25		001072		
I-AP5202212165366	AFLAC WITHHOLDING	D	12/29/2022	3.25		001072		
I-AP6202212055354	AFLAC WITHHOLDING	D	12/29/2022	102.45		001072		
I-AP6202212165366	AFLAC WITHHOLDING	D	12/29/2022	102.45		001072		
I-AP7202212055354	AFLAC WITHHOLDING	D	12/29/2022	37.00		001072		
I-AP7202212165366	AFLAC WITHHOLDING	D	12/29/2022	37.00		001072		
I-DEC 2022 ADJUST	DECEMBER 2022 ADJUSTMENT	D	12/29/2022	0.76		001072		1,364.18
0194	NWSC/MEDICA							
I-CHEDA JAN 2023	CHEDA JANUARY 2023	D	12/29/2022	4,836.64		001073		
I-HD3202212055354	HEALTH INS WITHHOLDING	D	12/29/2022	1,468.04		001073		
I-HD3202212165366	HEALTH INS WITHHOLDING	D	12/29/2022	1,468.04		001073		
I-HD6202212055354	HEALTH INS WITHHOLDING	D	12/29/2022	520.22		001073		
I-HD6202212165366	HEALTH INS WITHHOLDING	D	12/29/2022	520.22		001073		
I-HD6202212295367	HEALTH INS WITHHOLDING	D	12/29/2022	8.17		001073		
I-HD8202212055354	HEALTH INS WITHHOLDING	D	12/29/2022	1,314.16		001073		
I-HD8202212165366	HEALTH INS WITHHOLDING	D	12/29/2022	1,314.16		001073		
I-HF3202212055354	HEALTH INS WITHHOLDING	D	12/29/2022	2,123.08		001073		
I-HF3202212165366	HEALTH INS WITHHOLDING	D	12/29/2022	2,123.08		001073		
I-HF6202212055354	HEALTH INS WITHHOLDING	D	12/29/2022	1,516.56		001073		
I-HF6202212165366	HEALTH INS WITHHOLDING	D	12/29/2022	1,516.56		001073		
I-HS3202212055354	HEALTH INS WITHHOLDING	D	12/29/2022	6,977.55		001073		
I-HS3202212165366	HEALTH INS WITHHOLDING	D	12/29/2022	6,977.55		001073		
I-HS6202212055354	HEALTH INS WITHHOLDING	D	12/29/2022	8,307.05		001073		
I-HS6202212165366	HEALTH INS WITHHOLDING	D	12/29/2022	7,642.44		001073		
I-HS7202212055354	HEALTH INS WITHHOLDING	D	12/29/2022	1,811.40		001073		
I-HS7202212165366	HEALTH INS WITHHOLDING	D	12/29/2022	1,811.40		001073		
I-HS8202212055354	HEALTH INS WITHHOLDING	D	12/29/2022	2,498.46		001073		
I-HS8202212165366	HEALTH INS WITHHOLDING	D	12/29/2022	2,498.46		001073		
I-JAN 2023 ADJUST	JAN 2023 ADJUSTMENT	D	12/29/2022	265.78		001073		57,519.02
2853	DELTA DENTAL							
I-CHEDA JAN 2023	CHEDA JANUARY 2023	D	12/29/2022	264.00		001074		
I-DPF202212055354	DELTA DENTAL WITHHOLDING	D	12/29/2022	616.00		001074		
I-DPF202212165366	DELTA DENTAL WITHHOLDING	D	12/29/2022	616.00		001074		
I-DPT202212055354	DELTA DENTAL WITHHOLDING	D	12/29/2022	702.00		001074		
I-DPT202212165366	DELTA DENTAL WITHHOLDING	D	12/29/2022	672.00		001074		
I-JAN 2023 ADJUST	JANUARY 2023 ADJUSTMENT	D	12/29/2022	292.00		001074		3,162.00

VENDOR SET: 01 City of Crookston  
 BANK: AP BREMER BANK, N.A. - AP  
 DATE RANGE:12/23/2022 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
3684	COLONIAL LIFE							
I-CA1202212055354	COLONIAL WITHHOLDING	D	12/29/2022	18.40		001075		
I-CA1202212165366	COLONIAL WITHHOLDING	D	12/29/2022	18.40		001075		
I-CA2202212055354	COLONIAL WITHHOLDING	D	12/29/2022	80.79		001075		
I-CA2202212165366	COLONIAL WITHHOLDING	D	12/29/2022	80.79		001075		
I-CA3202212055354	COLONIAL WITHHOLDING	D	12/29/2022	50.83		001075		
I-CA3202212165366	COLONIAL WITHHOLDING	D	12/29/2022	50.83		001075		
I-CHEDEA DEC 2022	CHEDEA DECEMBER 2022	D	12/29/2022	131.30		001075		
I-CP1202212055354	COLONIAL WITHHOLDING	D	12/29/2022	153.92		001075		
I-CP1202212165366	COLONIAL WITHHOLDING	D	12/29/2022	153.92		001075		
I-CP2202212055354	COLONIAL WITHHOLDING	D	12/29/2022	93.27		001075		
I-CP2202212165366	COLONIAL WITHHOLDING	D	12/29/2022	93.27		001075		
I-CP3202212055354	COLONIAL WITHHOLDING	D	12/29/2022	14.13		001075		
I-CP3202212165366	COLONIAL WITHHOLDING	D	12/29/2022	14.13		001075		
I-CP4202212055354	COLONIAL WITHHOLDING	D	12/29/2022	41.91		001075		
I-CP4202212165366	COLONIAL WITHHOLDING	D	12/29/2022	41.91		001075		1,037.80
4456	VSP							
C-JAN 2023 ADJUST	JAN 2023 ADJUSTMENT	D	12/29/2022	8.04CR		001076		
I-CHEDEA JAN 2023	CHEDEA JAN 2023	D	12/29/2022	79.76		001076		
I-VC 202212055354	VSP WITHHOLDING	D	12/29/2022	27.96		001076		
I-VC 202212165366	VSP WITHHOLDING	D	12/29/2022	27.96		001076		
I-VE 202212055354	VSP WITHHOLDING	D	12/29/2022	176.88		001076		
I-VE 202212165366	VSP WITHHOLDING	D	12/29/2022	168.84		001076		
I-VF 202212055354	VSP WITHHOLDING	D	12/29/2022	91.68		001076		
I-VF 202212165366	VSP WITHHOLDING	D	12/29/2022	91.68		001076		
I-VS 202212055354	VSP WITHHOLDING	D	12/29/2022	43.35		001076		
I-VS 202212165366	VSP WITHHOLDING	D	12/29/2022	43.35		001076		743.42
0299	CAPITAL BANK AND TRUST COMPANY							
I-DC3202212165366	DEF COMP WITHHOLDING	D	12/29/2022	1,475.00		001077		1,475.00
1550	P.E.R.A.							
I-P-C202212165366	PERA WITHHOLDING	D	12/29/2022	11,679.21		001078		
I-PDC202212165366	PERA WITHHOLDING	D	12/29/2022	200.00		001078		
I-PPF202212165366	PERA WITHHOLDING	D	12/29/2022	18,600.20		001078		30,479.41
2606	EFTPS							
I-T1 202212165366	FEDERAL TAX WITHHOLDING	D	12/29/2022	12,638.47		001079		
I-T3 202212165366	FICA TAX WITHHOLDING	D	12/29/2022	11,711.36		001079		
I-T4 202212165366	MEDICARE TAX WITHHOLDING	D	12/29/2022	4,516.06		001079		28,865.89
2607	MN DEPT OF REVENUE							
I-T2 202212165366	STATE TAX WITHHOLDING	D	12/29/2022	6,512.24		001080		6,512.24

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
2681	MN STATE RETIREMENT SYSTEM							
I-DC7202212165366	MN DEFERRED COMPENSATION-457B\$	D	12/29/2022	200.00		001081		
I-SP2202212165366	HEALTH CARE SAVINGS PLAN	D	12/29/2022	499.26		001081		699.26
3047	CAPITAL BANK AND TRUST COMPANY							
I-DC5202212165366	DEF COMP EMPLOYER CONTRIBUTION	D	12/29/2022	62.33		001082		62.33
1550	P.E.R.A.							
I-P-C202212295367	PERA WITHHOLDING	D	12/30/2022	11,615.29		001083		
I-PPF202212295367	PERA WITHHOLDING	D	12/30/2022	17,844.47		001083		29,459.76
2606	EFTPS							
I-T1 202212295367	FEDERAL TAX WITHHOLDING	D	12/30/2022	13,492.82		001084		
I-T3 202212295367	FICA TAX WITHHOLDING	D	12/30/2022	11,490.20		001084		
I-T4 202212295367	MEDICARE TAX WITHHOLDING	D	12/30/2022	4,438.32		001084		29,421.34
2607	MN DEPT OF REVENUE							
I-T2 202212295367	STATE TAX WITHHOLDING	D	12/30/2022	6,821.04		001085		6,821.04
2681	MN STATE RETIREMENT SYSTEM							
I-SP2202212295367	HEALTH CARE SAVINGS PLAN	D	12/30/2022	499.26		001086		499.26
0412	AFSCME COUNCIL 65							
I-UDA202212055354	UNION DUES WITHHOLDING	R	12/29/2022	535.07		069917		
I-UDA202212165366	UNION DUES WITHHOLDING	R	12/29/2022	477.47		069917		
I-UDA202212295367	UNION DUES WITHHOLDING	R	12/29/2022	46.08		069917		1,058.62
1435	MINNESOTA BENEFIT ASOCIATION							
I-DEC 2022 ADJUST	DECEMBER 2022 ADJUSTMENT	R	12/29/2022	0.11		069919		
I-MBA202212055354	INSURANCE WITHHOLDING	R	12/29/2022	71.47		069919		
I-MBA202212165366	INSURANCE WITHHOLDING	R	12/29/2022	71.35		069919		142.93
1552	NCPERS GROUP LIFE INS.							
I-LIP202212055354	PERA LIFE INS WITHHOLDING	R	12/29/2022	192.00		069920		192.00
1982	MADISON NATIONAL LIFE							
I-CHEDA DEC 2022	CHEDA DECEMBER 2022	R	12/29/2022	16.50		069921		
I-DEC 2022 ADJUST	DECEMBER 2022 ADJUST	R	12/29/2022	20.50		069921		
I-LIB202212055354	LIFE INSURANCE BENEFIT	R	12/29/2022	11.00		069921		
I-LIB202212165366	LIFE INSURANCE BENEFIT	R	12/29/2022	319.00		069921		367.00
2482	UNITED WAY OF CROOKSTON, INC							
I-UW 202212055354	UNITED WAY WITHHOLDING	R	12/29/2022	28.50		069924		
I-UW 202212165366	UNITED WAY WITHHOLDING	R	12/29/2022	28.50		069924		57.00



VENDOR SET: 01 City of Crookston

BANK: AP BREMER BANK, N.A. - AP

DATE RANGE:12/23/2022 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1222	LELS							
I-UDP202212165366	UNION DUES WITHHOLDING	R	12/29/2022	845.00		069925		845.00
1275	LOCAL # L - 3394 FIRE DEPT							
I-UDF202212165366	UNION DUES WITHHOLDING	R	12/29/2022	240.00		069926		240.00
0021	ADVANCED TIRE & AUTO SERV. LLC							
I-1202	WIPER BLADES	R	1/05/2023	37.50		069927		
I-1227	WIPER BLADES	R	1/05/2023	31.52		069927		
I-1232	OIL CHANGE SQUAD 532	R	1/05/2023	45.13		069927		
I-1233	OIL CHANGE SQUAD 534	R	1/05/2023	45.13		069927		
I-1235	OIL CHANGE FLEET 535	R	1/05/2023	48.29		069927		
I-22-05238	TOWING	R	1/05/2023	214.20		069927		
I-43821	TIRE REPAIR	R	1/05/2023	105.47		069927		
I-43835	TIRE REPAIR 533	R	1/05/2023	25.00		069927		
I-43844	TOWING	R	1/05/2023	55.83		069927		
I-43867	TIRE REPAIR	R	1/05/2023	30.00		069927		638.07
3216	AIRGAS USA, LLC							
I-9129853957	TANK REFILL	R	1/05/2023	122.54		069929		
I-9991434842	TRAP TANKS RENTAL	R	1/05/2023	27.28		069929		149.82
2200	AUTO VALUE OF CROOKSTON							
I-76208259	MINIATURE LAMPS	R	1/05/2023	13.98		069930		
I-76208264	NUTS-BOLTS	R	1/05/2023	23.94		069930		
I-76208300	FITTING	R	1/05/2023	6.99		069930		
I-76208369	PARTS	R	1/05/2023	27.98		069930		
I-76208383	AUTO VALUE OF CROOKSTON	R	1/05/2023	56.34		069930		
I-76208400	ELECTRICAL TAPE, HEATER CONTRO	R	1/05/2023	39.97		069930		
I-76208499	CLEANING SUPPLIES	R	1/05/2023	69.45		069930		
I-76208518	SUPPLIES, PARTS	R	1/05/2023	54.95		069930		
I-76208604	FUEL TANK CAP, VAPOR CANISTER	R	1/05/2023	63.78		069930		
I-76208627	VAPOR CANISTER VENT	R	1/05/2023	118.99		069930		
I-76208842	COIL, COUPLERS, RING	R	1/05/2023	54.46		069930		
I-76208907	DIESEL EXHAUST FLUID	R	1/05/2023	672.00		069930		
I-76208962	OIL FILTER, 5QT 5W30	R	1/05/2023	37.29		069930		
I-76209087	6 POLE ROUND TRAILER	R	1/05/2023	12.99		069930		
I-76209287	BATTERY	R	1/05/2023	150.99		069930		
I-76209505	BLOWER, HEATER, PARTS	R	1/05/2023	47.99		069930		1,452.09
4435	BERT'S TRUCK EQUIPMENT OF MOOR							
I-S96113	VENTRAC REPAIR	R	1/05/2023	178.46		069933		
I-S96153	VENTRAC REPAIR	R	1/05/2023	57.60		069933		236.06

VENDOR SET: 01 City of Crookston

BANK: AP BREMER BANK, N.A. - AP

DATE RANGE:12/23/2022 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0186 I-7622	BERTIL'S GRAVEL & EXCAVATION L INSTALL CULVERT AT AIRPORT	R	1/05/2023	440.00		069934		440.00
2651 I-20221220	RYAN BREKKEN SHIRT	R	1/05/2023	42.75		069935		42.75
0255 I-61258	BROST CHEVROLET INC. R & R WATERPUMP	R	1/05/2023	491.67		069936		491.67
0302 I-INV107359	CARROT-TOP INDUSTRIES, INC FLAG FOR CROOKSTON COMMUNITY	R	1/05/2023	733.97		069937		733.97
0364 I-20230101	CASA 2023 GRANT 1/1/2023-3/31/2023	R	1/05/2023	30,000.00		069938		30,000.00
3911 I-20221222	CENTURYLINK SERVICE 12/22-01/21/2023	R	1/05/2023	52.76		069939		52.76
2625 I-20230101	CGMC 2023 DUES	R	1/05/2023	12,947.00		069940		12,947.00
0372 I-32935021 I-33087097	CROOKSTON HOUSING & ECONOMIC D GREAT AMERICAN FINANCIAL GREAT AMERICAN FINANCIAL	R R	1/05/2023 1/05/2023	389.21 126.54		069941 069941		515.75
3184 I-4139881925 I-4140470083 I-4142033006	CINTAS CORPORATION FRONT AND REAR ENTRY RUGS RUGS	R R R	1/05/2023 1/05/2023 1/05/2023	28.57 27.12 27.12		069942 069942 069942		82.81
4473 I-245403	CIVICPLUS, LLC WEBSITE LICENSING	R	1/05/2023	4,725.00		069943		4,725.00
0337 I-10239873 I-172213	COLE PAPERS INC. SUPPLIES JANITORIAL SUPPLIES	R R	1/05/2023 1/05/2023	244.27 245.90		069944 069944		490.17
1459 I-20221223 I-20230103	COMM OF FINANCE, TREAS DIV PSP 10% OF SEIZED FUNDS P2P SEIZED CASE 22000266	R R	1/05/2023 1/05/2023	534.60 77.80		069945 069945		612.40
3382 I-RES 27579	COMMUNITY PARTNERS RESEARCH, I HOUSING STUDY	R	1/05/2023	16,900.00		069946		16,900.00

VENDOR SET: 01 City of Crookston

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DATE RANGE:12/23/2022 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
4067 I-R828392	CORE & MAIN LP COUPLINGS	R	1/05/2023	53.09		069947		53.09
0387 I-120024	CROOKSTON FLORAL RETIREMENT TIM FROEBER	R	1/05/2023	61.05		069948		61.05
0389 I-20221231WATER	CROOKSTON FUEL CO. FUEL DEC. WATER DEPT	R	1/05/2023	1,532.46		069949		1,532.46
0447 I-20221228	CROOKSTON UMPIRE ASSOCIATION YOUTH HOCKEY OFFICIALS CHECK	R	1/05/2023	3,000.00		069950		3,000.00
4388 I-20221230	CROOKSTON VISITORS BUREAU NOV. TAX PAID IN DEC. 2022	R	1/05/2023	4,602.71		069951		4,602.71
0470 I-053843 I-054022 I-054039	CROOKSTON WELDING INC. DIE GRINDER FOR PIPE BEVELER FILTER WIPEER BLADES	R R R	1/05/2023 1/05/2023 1/05/2023	251.99 15.08 30.58		069952 069952 069952		  297.65
3878 I-20230101	DOWNTOWN CROOKSTON DEVELOPMENT 2023 GRANT	R	1/05/2023	5,000.00		069953		5,000.00
4464 I-1/4/2023	DR ANTHONY TATMAN NEW HIRE-PERSONALITY TEST	R	1/05/2023	25.00		069954		25.00
0551 I-20221214	EAST GRAND FORKS POLICE DEPART P2P SEIZED FUNDS CASE 19-1199	R	1/05/2023	508.38		069955		508.38
0710 I-396550 I-396551	ELECTRO WATCHMAN INC SECURITY SYSTEM FIRE SYSTEM MONITORING	R R	1/05/2023 1/05/2023	360.00 480.00		069956 069956		 840.00
1407 I-16405 I-16407	ERICKSON EMBROIDERY CLOTHING/LOGO EMBROIDERED CLOTHING ALLOWANCE 2022	R R	1/05/2023 1/05/2023	120.00 95.00		069957 069957		 215.00
3657 I-216888	FERTILE OIL COMPANY DIESEL, SNOWPLOW LOADER	R	1/05/2023	1,214.73		069958		1,214.73
0909 I-201103253	GARDEN VALLEY TECHNOLOGIES SERVICE 12/25-01/24/2023	R	1/05/2023	121.40		069959		121.40

VENDOR SET: 01 City of Crookston  
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 DATE RANGE: 12/23/2022 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
4570	GOLDSTAR PRODUCTS INC I-0077182-IN TAR REMOVER, RELEASE AGENT	R	1/05/2023	1,615.40		069960		1,615.40
0944	GOPHER STATE ONE-CALL INC. I-2120322 SERVICE DECEMBER	R	1/05/2023	2.70		069961		2.70
3331	DAVID GRABOWSKI I-20221229 EQUIPMENT REIMBURSEMENT	R	1/05/2023	320.05		069962		320.05
0987	GREAT PLAINS NATURAL GAS CO. I-20221220 SERVICE 11/18-12/19/2022	R	1/05/2023	18,319.06		069963		18,319.06
1000	GROVE MECHANICAL INC. I-40376-1 CONFERENCE ROOM REPAIRS	R	1/05/2023	1,011.50		069964		1,011.50
1010	HACH COMPANY I-13395567 HACH COMPANY	R	1/05/2023	82.25		069965		82.25
4443	HAGL SERVICES LLC I-20221231 PAYMENT FOR SCHED. HCKY OFFIC.	R	1/05/2023	1,560.00		069966		1,560.00
2529	HALLER OVERHEAD DOOR, LLC I-1900 UPGRADE GARAGE DOORS	R	1/05/2023	5,015.16		069967		5,015.16
4009	KATIE HANN I-20221222 VEST	R	1/05/2023	79.99		069968		79.99
3400	CROOKSTON HARDWARE HANK I-68701/2 BATTERY I-68702/2 SEAFOAM, LIGHT BULB	R R	1/05/2023 1/05/2023	139.99 18.48		069969 069969		158.47
1043	HAWKINS, INC I-6359737 CHLORINE CYLINDER	R	1/05/2023	10.00		069970		10.00
1105	HUGO'S I-20221222 CAKE RETIREMENT TIM FROEBER	R	1/05/2023	39.99		069971		39.99
1146	ISAACSON INSURANCE I-20221207 2023 SOLID WASTE BOND	R	1/05/2023	100.00		069972		100.00
1178	JOHNSON CONTROLS, INC. I-1-124807929202 POOL PACK UNIT NOT HEATING	R	1/05/2023	900.40		069973		900.40

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DATE RANGE:12/23/2022 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
2710	KUSTOM KOLLISION I-15162 REPLACE WINDSHIELD	R	1/05/2023	568.42		069974		568.42
1255	RICHARD LAUGHERY I-20221219 CLOTHING, STEEL TOE, WINTER BO	R	1/05/2023	366.99		069975		366.99
1258	LAWNCRAFTSMEN SERVICES I-7595 PRUNING, CHEMICAL LAWN APPLICA	R	1/05/2023	305.50		069976		305.50
1262	LEAGUE OF MN CITIES INS TRUST I-20230101 2023 PROPERTY INSURANCE	R	1/05/2023	226,925.00		069977		226,925.00
1980	LINDE GAS & EQUIPMENT INC I-33375891 TANK REFILL	R	1/05/2023	225.90		069978		225.90
1333	MARSHALL AND POLK RURAL WATER I-20221228 SERVICE 11/4/2022-12/27/2022	R	1/05/2023	28.55		069979		28.55
4159	MATCO TOOLS I-46749 HD/AUTO, UPDATES	R	1/05/2023	2,362.45		069980		2,362.45
1352	MATT PARROTT & SONS COMPANY I-PINV1055622 FORMS-W2,1099,1095,1094	R	1/05/2023	321.78		069981		321.78
1397	MILLER AIRCRAFT SERVICE INC. I-22934 SNOW REMOVAL, FUEL, SERVICES	R	1/05/2023	5,592.62		069982		
	I-22936 DECEMBER FUEL	R	1/05/2023	1,160.92		069982		6,753.54
1439	MN CHIEFS OF POLICE ASSN I-13625 DEPUTY CHIEF DUES	R	1/05/2023	193.00		069983		
	I-13831 VOTING MEMBER RENEWAL	R	1/05/2023	434.00		069983		627.00
1544	MN STATE FIRE DEPT ASSN I-20230103 DUES, SPLIT WITH CFA	R	1/05/2023	187.50		069984		187.50
4568	MICHAEL MORENO I-20221222 CLOTHING ALLOWANCE	R	1/05/2023	495.39		069985		495.39
1750	NORTHERN LUMBER I-241831 GARAGE UPGRADES	R	1/05/2023	1,857.78		069986		
	I-241832 GARAGE UPGRADES	R	1/05/2023	47.85		069986		
	I-241833 GARAGE UPGRADES	R	1/05/2023	97.22		069986		
	I-241837 GARAGE UPGRADES	R	1/05/2023	5,092.09		069986		
	I-241838 GARAGE UPGRADES	R	1/05/2023	2,610.00		069986		
	I-241877 GARAGE UPGRADES	R	1/05/2023	3.98		069986		
	I-241909 OFFICE WINDOWS	R	1/05/2023	1,368.00		069986		11,076.92

VENDOR SET: 01 City of Crookston

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DATE RANGE:12/23/2022 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
4571 I-93040-1	OXYGEN FORENSICS INC P2P PHONE ANALYSIS LICENSE	R	1/05/2023	2,899.00		069987		2,899.00
0325 I-20221230	PETTY CASH REPLINISH	R	1/05/2023	25.00		069988		25.00
0657 I-20220103 I-20221223	POLK COUNTY ATTORNEY P2P 20% SEIZED CASE 22000266 P2P 20% SEIZED FUNDS	R R	1/05/2023 1/05/2023	155.60 1,069.20		069989 069989		1,224.80
3917 I-20221229	PRUDHOMME ANDREA UNIFORM ALLOWANCE SHIRT	R	1/05/2023	44.25		069990		44.25
2053 I-0077726-IN	R & R SPECIALTIES OF WISCONSIN CONNECTOR FOR ZAMBONI BATTERY	R	1/05/2023	53.40		069991		53.40
0199 I-473197	RAILROAD MANAGEMENT COMPANY II 12 MONTHS PREPAID	R	1/05/2023	751.63		069992		751.63
1008 I-20221222	REBECA RESENDIZ-GUTIERREZ 2022 CLOTHING ALLOWANCE	R	1/05/2023	100.00		069993		100.00
2100 I-20221228	REGIONAL SANITATION SERV INC GARBAGE	R	1/05/2023	280.42		069994		280.42
3693 I-747506	RUBEN J RESENDIZ DEC. BOILER MAINT	R	1/05/2023	600.00		069995		600.00
3834 I-D037250 I-D037251 I-D038226 I-D040703	RMB ENVIRONMENTAL LABORATORIES CHEMICALS CHEMICALS CHEMICALS CHEMICALS	R R R R	1/05/2023 1/05/2023 1/05/2023 1/05/2023	182.95 161.17 1,075.61 113.26		069996 069996 069996 069996		1,532.99
4390 I-20221231	ASHLEY RYSTAD 2022 CLOTHING ALLOWANCE	R	1/05/2023	20.01		069997		20.01
4553 I-W82986	ST CLOUD REFRIGERATION, INC MID-WINTER COMPRESSOR MAINT	R	1/05/2023	5,600.00		069998		5,600.00
2295 I-905464-1	STEIN'S INC. KAIIVAC REPAIR	R	1/05/2023	106.57		069999		106.57

VENDOR SET: 01 City of Crookston  
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 DATE RANGE:12/23/2022 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
2315	STREICHER'S I-I1608359 9MM TRAINING ROUNDS	R	1/05/2023	794.99		070000		794.99
2323	DOUGLAS SULLIVAN I-20221227 2022 CLOTHING ALLOWANCE	R	1/05/2023	200.00		070001		200.00
3175	THE DOOR GUY I-4274 REPLACE OPENER HEAED I-4686 GEAR BOX UNFROZEN	R R	1/05/2023 1/05/2023	590.00 180.00		070002 070002		770.00
3558	THIEF RIVER GLASS, INC I-0007895 UPGRADE DOORS	R	1/05/2023	5,230.00		070003		5,230.00
2404	TODD'S TIRE SERVICE INC. I-35795 14X24 SNO WEDGE TIRES	R	1/05/2023	9,971.58		070004		9,971.58
2435	TRI VALLEY OPPORTUNITY COUNCIL I-20230101 2023 GRANT	R	1/05/2023	14,500.00		070005		14,500.00
4371	TRITECH SOFTWARE SYSTEMS I-366442 P2P HOSTING VPN I-366458 P2P ANNUAL HOSTING LETG	R R	1/05/2023 1/05/2023	1,800.00 7,994.31		070006 070006		9,794.31
1556	TYLER TECHNOLOGIES I-025-402151 TYLER INCODE SUPPORT	R	1/05/2023	35,140.74		070007		35,140.74
2478	U. S. POSTMASTER I-20230103 POSTAGE	R	1/05/2023	1,000.00		070008		1,000.00
3406	ULINE I-157910554 LOCKER PLATE #'S	R	1/05/2023	51.78		070009		51.78
3123	VALLEY ELECTRIC OF CROOKSTON, I-7038 REVENUE RECAPTURE FUNDS	R	1/05/2023	3,084.70		070010		3,084.70
0400	VALLEY PLAINS EQUIPMENT I-357989 GREASE I-3602912 O-RING, HOSE-AC, FREIGHT	R R	1/05/2023 1/05/2023	76.80 182.48		070011 070011		259.28
2506	VERIZON WIRELESS I-9923020796 SERVICE 12/16-01/15/2023 I-9923622782 SERVICE 12/23/2022-01/22/2023	R R	1/05/2023 1/05/2023	180.05 1,529.64		070012 070012		1,709.69

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
4437	WEX BANK I-85701636 GAS/FUEL	R	1/05/2023	101.92		070014		101.92
4572	WHOOSTER INC I-10002004621 P2P PHONE LOOKUP SERVICE	R	1/05/2023	2,828.00		070015		2,828.00
4569	WIRELESS CCTV LLC I-87032 P2P COVERT CAMERA	R	1/05/2023	6,920.09		070016		6,920.09
2545	WIDSETH SMITH NOLTING & ASSOC, I-221051 PLOW ROUTE MAP UPGRADES I-221173 CONSTRUCTION ADMIN.	R R	1/05/2023 1/05/2023	461.00 140.00		070017 070017		601.00
2600	ZIEGLER INC. C-CM 000111835 WRONG ACCOUNT I-IN 000805667 CUTTING WINGS I-IN000811856 GRADER TIRE CHAINS I-IN000827070 CAB FAN FOR LOADER I-SI000274879 LOADER REPAIR	R R R R R	1/05/2023 1/05/2023 1/05/2023 1/05/2023 1/05/2023	2,087.55CR 1,951.50 1,200.00 81.71 3,449.91		070018 070018 070018 070018 070018		4,595.57
3872	MARCO TECHNOLOGIES, LLC I-489244574 COPIER CONTRACT I-489244798 SOFTWARE I-491255139 MARCO TECHNOLOGIES, LLC	R R R	1/06/2023 1/06/2023 1/06/2023	1,737.92 143.52 181.73		070019 070019 070019		2,063.17

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	96	483,199.14	0.00	483,199.14
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	15	198,121.95	0.00	198,121.95
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

VENDOR SET: 01	BANK: AP	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			111	681,321.09	0.00	681,321.09
BANK: AP	TOTALS:		111	681,321.09	0.00	681,321.09
REPORT TOTALS:			111	681,321.09	0.00	681,321.09

Checks: 69917-70019

- Res No 27579 \$16,900.00 Check #69946
- Res No 27553 \$5,000.00 Check #69953
- Res No 27553 \$30,000.00 Check #69938
- Res No 27553 \$14,500.00 Check #70005

**Total = \$614,921.09**



RESOLUTION NO. \_\_\_\_\_

At a first regular meeting of the City Council of the City of Crookston held on the 9th day of January 2023, Council

Member \_\_\_\_\_ offered the following resolution which was seconded by Council

Member \_\_\_\_\_,

**RESOLUTION ORDERING PREPARATION OF PRELIMINARY ENGINEER’S REPORT  
2023 STREET IMPROVEMENTS**

**WHEREAS**, pursuant to a request from the City Council for the City Engineer to prepare a Preliminary Engineer’s Report on the following projects to be included in the 2023 Street Improvements project.

**Reconstruction:**

- 1) Houston Avenue- Hunter Street. to South Ash Street.
- 2) Alexander Street- 4th Avenue to 1200 Alexander Street.
- 3) Euclid Avenue - Guthrie Street to Ditch.
- 4) Guthrie Street – Euclid Avenue to 5th Avenue South.
- 5) Guthrie Street - DAC Bus garage approach to 5th Avenue South.
- 6) Blacktop Downhill Portion of Alley off Elm Street Between Central Avenue and Summit Avenue.

**NOW, THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF CROOKSTON, MINNESOTA:**

- 1) The City of Crookston Engineer is directed to prepare such report and present it to the Council upon its completion for their consideration.

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 \_\_\_\_\_, 2023, at

Attest:

\_\_\_\_\_  
Ashley Rystad  
City Clerk

\_\_\_\_\_  
Dale Stainbrook  
Mayor

RESOLUTION NO. \_\_\_\_\_

At a first regular meeting of the City Council of the City of Crookston held on the 9th day of January 2023, Council Member \_\_\_\_\_ offered the following resolution which was seconded by Council Member \_\_\_\_\_,

**RESOLUTION TO APPROVE COUNCIL COMMITTEE COMPOSITION 2023**

**WHEREAS**, the Mayor has submitted the attached 2023 Council Committee Composition, and

**NOW, THEREFORE, IT IS RESOLVED** BY THE CITY COUNCIL OF CROOKSTON, MINNESOTA to adopt the 2023 Council Committees as shown on Exhibit "A".

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 \_\_\_\_\_, 2023, at

Attest:

\_\_\_\_\_  
Ashley Rystad  
City Clerk

\_\_\_\_\_  
Dale Stainbrook  
Mayor

# **2023 COUNCIL COMMITTEES**

**WAYS & MEANS ..... Mayor (Chair), Council**

**MEMBERS OF:**

**CHEDA..... Stainbrook, Menard, Briggs, Cavalier, Fischer,  
.....Klatt, Melbye  
Charter Commission .....Klatt, Cavalier  
Crookston Visitors Bureau ..... Fischer, Kresl  
Development Policy & Review .....Jerde, Melbye  
DCDP Board..... Jerde  
LARL Board ..... Briggs  
Pine to Prairie Drug Task Force ..... Briggs  
Polk County Planning & Zoning .....Cavalier**

**LIAISON TO:**

**Airport Commission .....Menard  
Chamber of Commerce .....Cavalier  
Library Board..... Briggs  
Park Board .....Jerde  
Planning Commission..... Melbye**

**OTHER:**

**1<sup>ST</sup> Vice Mayor..... Briggs**

RESOLUTION NO. \_\_\_\_\_

At a first regular meeting of the City Council of the City of Crookston held on the 9th day of January 2023, Council

Member \_\_\_\_\_ offered the following resolution which was seconded by Council

Member \_\_\_\_\_,

**RESOLUTION TO DESIGNATE DEPOSITORIES FOR PUBLIC FUNDS FOR THE YEAR 2023**

**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 depositor 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 2023:

- United Valley Bank, Crookston, Minnesota
- Bremer Bank, Crookston, Minnesota
- American Federal Bank, Crookston, Minnesota
- MN Municipal Money Market (4M fund) – League of Minnesota Cities, St. Paul, Minnesota
- RBC Capital Markets, LLC MN
- First Community Credit Union, Crookston, Minnesota

**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 \_\_\_\_\_, 2023, at

Attest:

\_\_\_\_\_  
Ashley Rystad  
City Clerk

\_\_\_\_\_  
Dale Stainbrook  
Mayor

RESOLUTION NO. \_\_\_\_\_

At a first regular meeting of the City Council of the City of Crookston held on the 9th day of January 2023, Council

Member \_\_\_\_\_ offered the following resolution which was seconded by Council

Member \_\_\_\_\_,

**RESOLUTION APPOINTING CITY ATTORNEY FOR 2023**

**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 as City Attorney for the City of Crookston for 2023.

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 \_\_\_\_\_, 2023, at

Attest:

\_\_\_\_\_  
Ashley Rystad  
City Clerk

\_\_\_\_\_  
Dale Stainbrook  
Mayor

RESOLUTION NO. \_\_\_\_\_

At a first regular meeting of the City Council of the City of Crookston held on the 9th day of January 2023, Council

Member \_\_\_\_\_ offered the following resolution which was seconded by Council

Member \_\_\_\_\_,

**RESOLUTIONS APPOINTING THE CITY AUDITING FIRM FOR THE YEAR 2023**

**WHEREAS**, the City of Crookston staff is recommending to appoint the certified public accounting firm of Miller McDonald, Inc as the auditing firm for the year 2023 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 Miller McDonald, Inc as the auditing firm and authorize the City Administrator and the Mayor to execute the letter of Confirmation of Understanding for the 2022 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 \_\_\_\_\_, 2023, at

Attest:

\_\_\_\_\_  
Ashley Rystad  
City Clerk

\_\_\_\_\_  
Dale Stainbrook  
Mayor

RESOLUTION NO. \_\_\_\_\_

At a first regular meeting of the City Council of the City of Crookston held on the 9th day of January 2023, Council

Member \_\_\_\_\_ offered the following resolution which was seconded by Council

Member \_\_\_\_\_,

**RESOLUTIONS APPOINTING THE CITY ENGINEER FOR THE YEAR 2023**

**WHEREAS**, the City of Crookston staff is recommending to appoint Rich Clauson, from Widseth as the City Engineer for the year 2023 and,

**NOW, THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF THE CITY OF CROOKSTON, COUNTY OF POLK, MINNESOTA** to appoint Rich Clauson, from Widseth as the City Engineer for the year 2023.

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 \_\_\_\_\_, 2023, at

Attest:

\_\_\_\_\_  
Ashley Rystad  
City Clerk

\_\_\_\_\_  
Dale Stainbrook  
Mayor

RESOLUTION NO. \_\_\_\_\_

At a first regular meeting of the City Council of the City of Crookston held on the 9th day of January 2023, Council

Member \_\_\_\_\_ offered the following resolution which was seconded by Council

Member \_\_\_\_\_,

**RESOLUTION TO APPROVE 2023 LICENSE RENEWALS - GAS FITTING & CEMENT MASON**

**WHEREAS**, the City of Crookston issues licenses to install, alter, service or repair gas piping, appliances and,

**WHEREAS**, the City of Crookston issues licenses 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**, that licenses of the City for the year 2023, 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. That each and all applicants shall in all respect with the terms and provisions of the Ordinances of the City of Crookston under which authority said licenses are issued.
2. That each and all applicants shall pay to 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**

- CHS
- Custom Aire, Inc
- Economy Plumbing
- Grove Mechanical
- HN Quality Plumbing
- Lunseth Plumbing & Heating
- McFarlane Inc
- Proulx Refrigeration
- Vilandre Heating & Air

**CEMENT MASON LICENSE**

- City of Crookston
- Tony L. Anderson Const, Inc

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 \_\_\_\_\_, 2023, 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 9th day of January 2023, Council

Member \_\_\_\_\_ offered the following resolution which was seconded by Council

Member \_\_\_\_\_,

**RESOLUTION TO APPROVE 2023 LICENSE RENEWALS**

**WHEREAS**, the City of Crookston license applicants to carry on and transact a business and,

**NOW, THEREFORE, IT IS RESOLVED**, that licenses of the City for the year 2023, 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. That each and all applicants shall in all respect with the terms and provisions of the Ordinances of the City of Crookston under which authority said licenses are issued.
2. That each and all applicants shall pay to 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.

**GARBAGE HAULING LICENSE**

Alternative Sanitation

Regional Sanitation Services

**THEATER LICENSE**

Moore Family Theatres Inc

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 \_\_\_\_\_, 2023, at

Attest:

\_\_\_\_\_  
Ashley Rystad  
City Clerk

\_\_\_\_\_  
Dale Stainbrook  
Mayor



**2023 Meeting Agenda**  
**Tuesday, January 17, 2023 7:00 AM**

**Members:** Kristie Jerde, Dale Stainbrook, Clayton Briggs, Don Cavalier, Joe Kresl, Dylane Klatt and Wayne Melbye

**Assistant Treasurer:** Ryan Lindtwed and **City Administrator:** Charles Reynolds

**Crookston Housing & EDA Staff:** Karie Kirschbaum, Bill Tate, Tim Froeber, Theresa Tahrán and Jill Schulz

- 1) **Call Meeting to Order**
- 2) **Public Forum - *Individuals may address the Board about any item not contained on the regular agenda. The Board will take no official action on items discussed at the Forum, with the exception of referral to staff or Board for future report.***
- 3) **Approve Agenda**
- 4) **Approve Minutes**
  - a) December 19, 2022 Board Meeting Minutes
  - b) December 27, 2022 Board Meeting Minutes
- 5) **Consent Agenda** - *These items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed from the Consent Agenda and placed elsewhere on the agenda.*
  - a) Crookston Housing & EDA Budget vs Actual
- 6) **UMC Marketing Presentation**
- 7) **Approve Crookston Housing & EDA Payables**
- 8) **Housing Report: Tahrán**
  - a) Public Housing Report
  - b) Section 8
  - c) Workforce Housing
    - i) 1410 Eickhof Blvd
- 9) **Old Business**
  - a) Industrial Park – 90 acres
  - b) Pirate Drive - 60 acres Update
- 10) **Main Agenda**
  - a) 2023 Meeting Schedule
  - b) Discuss Development of Community Advisory Team for Housing
  - c) Discuss Re-establishing Community Members of EDA Council
  - d) Discussion Redevelopment of B3 Grant
- 11) **Other Business**
- 12) **Adjournment**

RESOLUTION NO. \_\_\_\_\_

At a first regular meeting of the City Council of the City of Crookston held on the 9th day of January 2023, Council Member \_\_\_\_\_ offered the following resolution which was seconded by Council Member \_\_\_\_\_,

**RESOLUTION CORRECTING CLERICAL ERROR WITH RESPECT TO PUBLIC WORKS UTILITY RATE CHANGES.**

**WHEREAS**, the City of Crookston did on December 27, 2022, by motion, second and affirmative vote of at least 5 Council Members and,

**WHEREAS**, the affirmative vote of at least 5 Council Members did approve and recommend the implementation of the Utility Rate Changes and,

**WHEREAS**, a clerical error occurred with respect to the omission of the setup fee for temporary meters on fire hydrant from \$20.00 to \$50.00 and,

**WHEREAS**, a clerical error occurred with respect to the omission of the Storm Sewer rate in the amount of \$3.00 and,

**WHEREAS**, the Crookston Times did on January 4, 2023, published the Legal notice of Utility Rate Changes which legal notice did contain the proper amount of rate change with respect to temporary meters on fire hydrant from \$20.00 to \$50.00 and Storm Sewer rate in the amount of \$3.00 and,

**WHEREAS**, the proper public notice required pursuant to City of Crookston Ordinances, Chapter 50.02 and City of Crookston Resolution 27597 setting forth the Utility Rate Changes was undertaken on January 4, 2023.

**NOW, THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF THE CITY OF CROOKSTON, COUNTY OF POLK, MINNESOTA** to approve, validate and confirm the Utility Rate Changes as set forth in the Crookston Times legal notice of Utility Rate Changes which occurred on January 4, 2023, and attested to by the Crookston Time affidavit dated January 4, 2023.

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 \_\_\_\_\_, 2023, at

Attest:

\_\_\_\_\_  
Ashley Rystad  
City Clerk

\_\_\_\_\_  
Dale Stainbrook  
Mayor

RESOLUTION NO. \_\_\_\_\_

At a first regular meeting of the City Council of the City of Crookston held on the 9th day of January 2023, Council

Member \_\_\_\_\_ offered the following resolution which was seconded by Council

Member \_\_\_\_\_,

**RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR A TRANSPORTATION ALTERNATIVES PROGRAM (TAP) GRANT**

**WHEREAS**, the City of Crookston supports the grant application to be made to the Minnesota Department of Transportation for the Transportation Alternatives Program (TAP) Grant and,

**WHEREAS**, a sponsoring agency must be identified and named for the TAP project and,

**WHEREAS**, the City of Crookston will act as the sponsoring agency for the TAP project identified as the Crookston Connectivity Plus and,

**WHEREAS**, the project is estimated to be approximately 1.2 million dollars and,

**WHEREAS**, the TAP grant program will fund up to 80 percent of the project cost and,

**WHEREAS**, the local City of Crookston must contribute at least 20 percent of the project costs and,

**NOW, THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF CROOKSTON, MINNESOTA**, that the City of Crookston agrees to act as sponsoring agency for the project identified as the Crookston Connectivity Plus seeking one million dollars from the TAP grant funding and has review and approved the project as proposed. Sponsorship includes a willingness to secure and guarantee the local share of cost associated with this project and responsibility for seeing the project through to its completion, with compliance of all applicable laws, rules, and regulations.

**BE IT FURTHER RESOLVED**, the City of Crookston authorize the Mayor and City Administrator to act as agents on behalf of this sponsoring agency.

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 \_\_\_\_\_, 2023, at

Attest:

\_\_\_\_\_  
Ashley Rystad  
City Clerk

\_\_\_\_\_  
Dale Stainbrook  
Mayor

RESOLUTION NO. \_\_\_\_\_

At a first regular meeting of the City Council of the City of Crookston held on the 9th day of January 2023, Council

Member \_\_\_\_\_ offered the following resolution which was seconded by Council

Member \_\_\_\_\_,

**RESOLUTION AGREEING TO ASSUME RESPONSIBILITY FOR THE OPERATION AND MAINTENANCE RELATED TO THE CROOKSTON CONNECTIVITY PLUS PROJECT**

**WHEREAS**, the City of Crookston supports the grant application made to the Minnesota Department of Transportation for the Transportation Alternatives Program (TAP) grant and,

**WHEREAS**, the Federal Highway Administration (FHWA) requires that states agree to operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement and not change the use of right of way or property ownership acquired without prior approval from the FHWA and,

**WHEREAS**, Transportation Alternatives Projects (TAP) receive Federal Funding and,

**WHEREAS**, the Minnesota Department of Transportation (MnDOT) has determined that for projects implemented with alternative funds, this requirement should be applied to the project proposer and,

**WHEREAS**, City of Crookston, MN is the sponsoring agency for the transportation alternatives project identified as Crookston Connectivity Plus and,

**NOW, THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF CROOKSTON, MINNESOTA**, hereby agrees to assume full responsibility for the operation and maintenance of property and facilities related to the aforementioned transportation alternatives project.

**BE IT FURTHER RESOLVED**, that the Mayor and City Administrator or their successors in office, are hereby authorized to execute the Grant Contract and amendments thereto as are necessary to implement the project 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 \_\_\_\_\_, 2023, at

Attest:

\_\_\_\_\_  
Ashley Rystad  
City Clerk

\_\_\_\_\_  
Dale Stainbrook  
Mayor

RESOLUTION NO. \_\_\_\_\_

At a first regular meeting of the City Council of the City of Crookston held on the 9th day of January 2023, Council

Member \_\_\_\_\_ offered the following resolution which was seconded by Council

Member \_\_\_\_\_,

**RESOLUTION APPROVING PARKS AND RECREATION TO PURCHASE A COMPRESSOR FOR THE CROOKSTON SPORTS CENTER**

**WHEREAS**, the City of Crookston Sports Center has had a compressor become unusable and unrepairable. This necessitates the purchase of a new compressor that was not budgeted and,

**WHEREAS**, the City of Crookston Sports Center is in a Commercial Service & Maintenance contract with SCR Northern Division and,

**WHEREAS**, the City of Crookston did receive a quote in the amount of \$19,257.05 to replace the unrepairable compressor located at the Crookston Sports Center and,

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF CROOKSTON, MINNESOTA** to authorize the purchase of a new compressor from SCR Northern Division in the amount of \$19,257.05.

**IT IS FURTHER RESOLVED**, using the Parks & Receptions reserves 225-25300 as a funding source.

**IT IS FURTHER RESOLVED**, the City of Crookston authorize the Mayor and City Administrator to execute any and all documents and contracts.

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 \_\_\_\_\_, 2023, at

Attest:

\_\_\_\_\_  
Ashley Rystad  
City Clerk

\_\_\_\_\_  
Dale Stainbrook  
Mayor