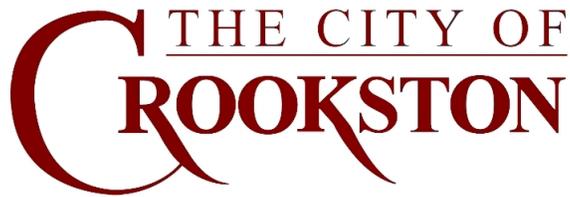


Mayor -Dale Stainbrook

**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 20, 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 January 5, 2026.
  - 6.02 Resolution to approve City of Crookston Bills and Disbursements for \$896,970.51 Check Nos 76345-76458.
  - 6.03 Resolution to approve the 2026 Gas Fitters and Cement Mason License.
  - 6.04 Resolution regarding approving the Confidence Learning Center application for lawful gambling premise permit at the Eagles.
  - 6.05 Resolution regarding accepting a \$20.00 donation from Patricia Coauette in memory of Jackie Frentz for Parks and Rec Department.
  - 6.06 Resolution calling for a public hearing regarding a request for a one-year extension of the Minnesota Investment Fund (MIF) compliance date for NorthStar Lime, LLC.
  - 6.07 Resolution regarding 3rd payment to Gustafson & Goudge, INC for the 2025 hangar construction for the Crookston Municipal Airport.
  - 6.08 Resolution establishing procedures relating to compliance with reimbursement bond regulations under the Internal Revenue Code.
  - 6.09 Resolution authorizing approval of task order No. 20 with Advanced Engineering and Environmental Services, LLC for 2026 general engineering services.
  - 6.10 Resolution authorizing approval of task order No. 21 with Advanced Engineering and Environmental Services, LLC (AE2S) for 2026 funding support services.
  - 6.11 Resolution regarding approving the 2026 Council Committees.
  - 6.12 Resolution regarding approving the 2026 City Boards and Committee appointments.
  - 6.13 Resolution approving a Cannabis Lower-Potency Hemp Edible Retailer License for Two Captains Inc.
7. **PUBLIC HEARINGS**
8. **REGULAR AGENDA**
  - 8.01 Resolution regarding DEED Redevelopment Grant Program Application Authorization for the Tri Valley Building.
  - 8.02 Resolution regarding the ABDO position Classification and Compensation Study Report Phase 1 Non-Union Positions.
  - 8.03 Resolution to approve Taylor Wyum as the New Community Development Director.
9. **COUNCIL REPORTS**
10. **ADJOURNMENT**

## **Mayor and Council:**

Detailed below is the City Administrators report for 01-20-2026:

**8.01** 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
- Updated to include donating the parcel to a qualified developer

**8.02** Resolution regarding the ABDO position Classification and Compensation Study Report Phase 1 Non-Union Positions.

- Adoption of Phase 1 as defined in the ABDO position Classification and Compensation Study Report

**8.03** Resolution to approve Taylor Wyum as the New Community Development Director

- As described, Taylor Wyum has the requisite professional qualifications and experience to perform the duties and tasks of the City of Crookston Community Development Director.

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

- Police Department Awards Celebration
- Department head meetings
- Several EDA meetings
- Region 1 & 2 Chief's Meeting
- Police Department Supervisor Meeting
- ABDO Meeting
- P2PDTF Board Meeting
- Meeting(s) with City Attorney
- Meeting with CLA

Congratulations to Karie Kirschbaum with her new position in the private sector. Thank you for all your years of dedication and service to the City of Crookston.

Please reach out at anytime with questions,

Thanks, Darin

# Crookston Housing & Economic Development Authority Project List

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# Crookston Housing & Economic Development Authority Led Projects

## **Empowering Small Minnesota Communities - Update**

- This project will be represented at the Crookston Connected Event on January 29, 2026, from 4:30 to 7 p.m. The large map used in February 2024, at the beginning of the project, will be back for community input!
- Crookston was selected as the pilot project for this legislatively funded program. Since February 2024, Crookston has been working with the Minnesota Design Center (University of Minnesota) and the Northwest Regional Sustainable Development Partnerships (RSDP), a branch of the University of Minnesota Extension. This work aims to assist small Minnesota communities in preparing to apply for state and federal funding to advance local projects.
- The Team has focused its work on increasing connectivity in Crookston. More specifically, this has focused on increasing trail connectivity between neighborhoods and downtown, enhancing downtown spaces to be more vibrant and people-centered, and using public engagement opportunities to assist KLJ Engineering in updating Crookston's Comprehensive Plan.

### **Partners:**

- Mary Vogel, Torey Erin, Minnesota Design Center, University of Minnesota
- Shannon Stassen, ESMC, U of M Extension Regional Sustainable Development Partnership
- Karie Kirschbaum, Taylor Wyum, Crookston Housing & EDA
- Multiple community members who have been engaged at different times throughout the process

## **Child Care Strategic Supply Plan**

- The team met on November 18 and shared about the work they have done over the past month, highlights from the meeting included a first look at a marketing and messaging campaign created by Morgan Hibma with input from Tu Lynn Sommerfeld, updates on potential locations for childcare businesses to open outside of their home, provided by Barbara Durden, Trista Cardinal, and Tatiana Bannert, and updates about the options for the long term organization of the group from Karie Kirschbaum, Brian LaPlante, and Taylor Wyum. Multiple other team members participated in the meeting and provided input, and their contributions are greatly appreciated. Our core team includes local childcare providers, early childhood professionals, representatives from the Tri-Valley Opportunity Council, the EDA Board, the City Council, EDA staff, and community members.
- The next meeting will be January 22, 2026.

**Summary:** First Children’s Finance selected Crookston to receive no-cost assistance to create a Child Care Strategic Supply Plan (SSP) for childcare in the Crookston Area. Over the course of nine months, a core team will work with FCF to identify needs, set goals, and work toward achieving them to increase childcare capacity in Crookston in a sustainable manner.

The first meeting was held in April 2025. Meetings are held monthly and may continue beyond the nine-month collaboration with FCF to maintain the initiative.

### **Partners:**

- Josh Knaack, Crookston Housing & Economic Development Authority Board Member
- Morgan Hibma, the City of Crookston, Council, and Crookston Housing & Economic Development Authority Board Member
- Karie Kirschbaum, Taylor Wyum, Crookston Housing & EDA
- Trisha Lien, Michelle Hutchinson, First Children’s Finance – Lead Partner
- Gina Gunderson, Crookston School District, Early Childhood Family Education and Early Childhood Initiative
- Trista Cardinal, Ann Holub, Maureen Hams, Tri-Valley Opportunity Council
- Katie Gunderson, Northwest Minnesota Foundation
- Barbara Durden, Polk County Social Services, Childcare Licensing
- Tu Lynn Sommerfeld, University of Minnesota Crookston Early Childhood Development Center
- Carrie Michalski, RiverView Health
- Brian LaPlante, Business Owner, Community Member
- Erika Leckie, Stephanie Gatica, Sabre Wold, Local Child Care Providers
- Tatiana Bannert, Community Member
- Lexie Ingle, Community Member, wants to open a childcare business

## 5-Acre Housing Development - Update

- The total funding allocated to this project so far is \$978,381.72, including a \$150,000 match from the Crookston Housing and Economic Development Authority's Community Development Fund.
- Minnesota Housing Finance Authority has opened a second round of grant funding through the Greater Minnesota Small Cities (Tier II Cities) Housing Aid Grant Program, with a deadline of January 23, 2026. The City Council has approved an application for round 2, requesting the maximum award amount of \$75,000. EDA staff will write and submit the grant prior to the deadline. Last year, Crookston was awarded \$100,000 through the program.
- EDA Staff have been working with Breanne Kennedy from Thrive Consulting and Nate Dorr from the Greater MN Housing Fund. We are preparing an RFP to hire services for site planning, and anticipate a construction start in 2027.

**Summary:** Crookston Housing & Economic Development staff have been working on a project to develop a 3.5-acre area behind Casey's on Fisher Ave, which is owned by the Crookston Housing & Economic Development Authority. This project will develop owner-occupied homes on the parcel. Layouts and designs for the homes are being developed, and construction estimates will follow.

### **Partners:**

- Karie Kirschbaum, Taylor Wyum, Crookston Housing & EDA
- Nate Dorr, Greater Minnesota Housing Fund (GMHF)
- Breanne Kennedy, Thrive Consulting (Housing project Specialist) paid for by GMHF
- Michael Chavez, Social Impact Collective Architect
- Heather Hamlin, Julia Nelmark, Mid-Minnesota Community Development Corporation (MMCDC)
- Leah Hall, Minnesota Housing Partnership (MHP)
- Emily Contreras, North Star Neighbors Community Land Trust (NSN CLT), Northwest Minnesota Foundation (NMF)
- Additional partners will continue to be identified as the project moves forward

## **Emerald Ash Borer Mitigation**

**Summary:** EDA Staff continues to support Crookston Parks & Rec as they work with the Regional Sustainable Development Partnerships (RSDP, a branch of U of M Extension), UMC, and the West Polk Soil & Water Conservation District, on grant applications, and a UMC student to complete a tree inventory in Crookston, identifying the trees throughout the city and, more specifically, ash trees, which are susceptible to the Emerald Ash Borer pest. The pest has been confirmed as close as Moorhead, MN (~70 miles), but many professionals believe it has likely already spread north without detection. When a pest infects a tree, it is killed, leaving the tree brittle and prone to breaking, which can threaten property and public safety if large branches break and fall.

Partners are also developing a plan to remove Ash Trees and replace them with diverse, suitable new trees for the area. The team applied for two different no-match grants, available through the MN Department of Natural Resources (DNR), for ash tree removal and replacement on October 27 and November 11.

### **Partners:**

- Scott Butt, Crookston Parks and Recreation
- Nicole Bernd, Morgan Torkleson, West Polk Soil and Water Conservation District
- Joseph Shostell (current partner), Eric Castle, Aaron Rudolph, and Katy Chapman, (historic partners), University of Minnesota Crookston Faculty
- Shannon Stassen, Crystal Rayamajhi, ESMC, U of M Extension Regional Sustainable Development Partnership
- Karie Kirschbaum, Taylor Wyum, Crookston Housing & EDA

## Local Climate Action Grant - Update

**Summary:** Crookston Housing & EDA were awarded a Local Climate Action Planning Grant from the Minnesota Pollution Control Agency in April. The Empower Crookston Group developed this project.

Crystal Rayamajhi has been hired as a temporary, grant-funded, independent contractor to complete grant project activities, including developing a climate action plan, continuing Crookston's Green Step Cities work, and engaging with residents to promote and educate on energy-saving practices.

Crystal has since brought on additional support by hiring a UMC student and a graduate student from the U of M Twin Cities. She has also partnered with Anna Peterson from the Clean Energy Resource Teams. We are excited to have this additional capacity and to have great people working with us on this project.

There will be an opportunity for public engagement at the Crookston Connected event on January 29, 2026, from 4:30 to 7 p.m. at the Crookston Inn.

### **Partners:**

- Karie Kirschbaum, Taylor Wyum, Crookston Housing & EDA
- Crystal Rayamajhi, U of M Extension Regional Sustainable Development Partnership- independent contractor on this project
- Anna Peterson, Clean Energy Resource Teams
- UMC and U of M Twin Cities Students
- John Vaughn, Fresh Energy

### **Fiscal Sponsor for 4H2, Inc.**

- After board approval to be a fiscal sponsor for 4H2, Inc.'s Minnesota Department of Agriculture AGRI grant, EDA staff submitted the grant application on behalf of 4H2, Inc. in December. Award announcements are anticipated in April.

### **Publicly Owned Housing Program (POHP) – Housing Project (CHEDA)**

**Summary:** In April 2025, Crookston Housing & EDA applied for \$162,0000 from a POHP funding opportunity through Minnesota Housing. This is a 20-year forgivable loan, with no required local match.

In August Crookston Housing & EDA was awarded \$152,600 from the program. The proposed project includes several facility improvements: replacing six ADA-compliant door closures that are no longer functioning properly, updating emergency lighting units and exit signs, and replacing outdated kitchen cabinets and countertops in 29 residential units.

#### **Partners:**

- Theresa Tahran, Tanya Hamre, Bill Tate, Crookston Housing & EDA
- Tim Froeber, Independent Contractor

### **Emergency Safety Grant – Housing Project (CHEDA)**

**Summary:** In March 2025 Crookston Housing & EDA applied for \$144,0000 from the Emergency Safety Grant Program through the U.S. Department of Housing and Urban Development (HUD). This funding opportunity does not require a local match. No award amount has been determined yet and selections are anticipated by the end of summer 2025. If awarded, the PHA would have one year to obligate the funds and two years to fully expend them.

The proposed projects include replacing six malfunctioning ADA-compliant door closures, upgrading emergency lighting units and exit lights, and replacing aging kitchen cabinets and countertops in 29 units where they pose a safety risk. These upgrades follow similar improvements made to 37 other units in 2024 with previously awarded funding. The application is currently under review.

#### **Partners:**

- Theresa Tahran, Tanya Hamre, Bill Tate, Crookston Housing & EDA
- Tim Froeber, Independent Contractor

# City Led Projects

## **Industrial Park Infrastructure - Update**

- The City Council has approved an application for up to \$2 million from the Business Development Public Infrastructure (BDPI) Grant from the Minnesota Department of Employment and Economic Development.
- The City has contracted Houston Engineering, who will write the BDPI grant, and if awarded, oversee the administration and reporting of the grant. Houston Engineering is also the engineering firm handling the design and construction at the industrial park for both the infrastructure improvements and the railroad spur development. Houston Engineering will also handle the administration and reporting on the US EDA grant.
- Staff have begun working on the next steps for the project, which is working with the city attorney to provide a title opinion on the property to the US EDA. Further details will come in our next update.
- Minnesota Northern Railroad has applied for additional funding from the Minnesota Rail Service Improvement (MRSI) Program for the second phase of the railroad spur. This was discussed at the council meeting on January 5, 2026. The second phase of the spur will provide rail access to Farmer's Union, which has purchased the former Ag Innovation Campus and has invested in that property to start manufacturing organic fertilizer.
- Keenan Devier, the City's Marketing Coordinator, has created a Regional Agricultural and Industrial Service Guide. The guide is very well done and a tremendous asset for marketing Crookston's industrial park and beyond.

**Summary:** The City has been awarded \$3.3 million from the US Economic Development Administration (US EDA) to build infrastructure at the Industrial Park. The project includes road, curb, gutter, water, sewer, and wastewater infrastructure.

This grant was written in partnership with Sean Ranum from the Economic Development Department of the Northwest Regional Development Commission (NWRDC).

The **Minnesota Rail Service Improvement (MRSI) Program** awarded \$1.5 million to Minnesota Northern Railroad to construct a rail spur and track at the Crookston Industrial Park. The City of Crookston donated ~10 acres of land to MN Northern Railroad for the project. Construction on the railroad spur began the week of October 6 and is expected to be completed in 2026, attracting more businesses to the industrial park. The rail spur will be a tremendous asset for companies looking to reduce their shipping costs. The rail spur coming to Crookston will be an asset both locally and regionally, drawing business to our community.

### **Partners:**

- Trent Berg, Houston Engineering – Lead Partner
- Karie Kirschbaum, Taylor Wyum, Crookston Housing & EDA
- Chuck Getsman, City of Crookston Public Works
- Shannon Stassen, University of Minnesota Extension Northwest Regional Sustainable Development Partnerships, Crookston Housing & EDA Board

- Phil Schramm, Crookston Housing & EDA Board Member
- Chet Bodin, Minnesota Department of Employment and Economic Development
- Sean Ranum, Northwest Regional Development Commission
- Jason Bierwerth, Minnesota Northern Railroad
- Mark Darce, Site Location Partnerships
- Keenan Devier, City of Crookston Marketing

### **Active Transportation Planning Assistance - Update**

The team working on this project will meet on Thursday, January 15, 2026, to continue reviewing the draft plan. We anticipate having a copy of the plan at the Crookston Connected event on January 29, for the community to view.

The completion of this planning project will strengthen Crookston's future grant applications related to parks, trails, and safety improvements along these assets. This plan will also enable the city to have lower or no matching requirements on some grant applications.

**Summary:** The city was awarded this no-cost planning assistance, valued at \$100,000, from the Minnesota Department of Transportation (MnDOT). Through the program, Crookston is provided with a consultant team to work with the community to address connectivity, safety, and accessibility in the active transportation network.

The planning work will wrap up in the early months of 2026, followed by a demonstration project in Spring 2026. This is no cost to the City. The result will be an Active Transportation Plan to guide future projects and policy decisions. This document may also be incorporated into the city's comprehensive plan and will help us pursue future grants.

#### **Partners:**

- Karie Kirschbaum, Taylor Wyum, Crookston Housing & EDA
- Derek Breken, Crookston City Council
- Shannon Stassen, University of Minnesota Extension Northwest Regional Sustainable Development Partnerships, EDA Board Member
- Mary Vogel, Torey Erin, Minnesota Design Center, Empowering Small Minnesota Communities Program, University of Minnesota
- Lily Grossbauer, Sarah Reese, Polk County Public Health
- Chuck Getsman, City of Crookston Public Works
- Scott Butt, City of Crookston Parks and Recreation
- Meredith Benesh, Jamie Kenedy, Consultants
- Caroline Ketchum, MnDOT
- Multiple community members who participate in the process

## **Geothermal Planning Grant**

- City and EDA staff continue to work with Salas O'Brien on the geothermal feasibility study. Over the past month, the focus has been on gathering information, building energy models, and identifying the study's priorities.
- We anticipate this study will be complete and concluded in late Quarter 1 of 2026, or early Quarter 2.

**Summary:** In April, Crookston was awarded \$144,000 from the Minnesota Department of Commerce Geothermal Planning Grant Program to conduct a geothermal feasibility study in the Woods Addition. No match is required from the city.

Salas O'Brien was selected as the contractor for the project following a competitive RFP process. City staff are collaborating with the Salas O'Brien team to compile the information Salas O'Brien has requested for the project. Weekly check-in meetings for the project are ongoing.

This project was developed as a result of the Empower Crookston Group, which initially began looking at grant funding for a geothermal system in the fall of 2023.

### **Partners:**

- Karie Kirschbaum, Taylor Wyum, Crookston Housing & EDA
- Chuck Getsman, Public Works Director
- Salas O'Brien, Selected Contractor for project activities
- John Vaughn, Fresh Energy
- Crystal Rayamajhi, U of M Extension Regional Sustainable Development Partnership

### **Tri-Valley Building - New**

- On January 5, 2026 the city council approved an application to the Minnesota Department of Employment and Economic Development's Redevelopment Grant Program, requesting \$650,000 to demolish the old Tri-Valley Building. At the council meeting on January 20, 2026, city staff are requesting the council's approval to donate the land after the building is demolished to a qualified developer. City staff believes this will make our application more favorable for funding.

### **Comprehensive Plan**

- Joel Quanbeck, KLJ Engineering, met with EDA staff on December 9 to review a few items related to the draft of the comprehensive plan. The draft is coming together very nicely, and we expect he will bring the document to the council for review during the first quarter of 2026.

### **Small Cities Development Grant (SCDG) Program – Water Main Replacement Project - Update**

- On November 3, 2025, the city council approved the city to apply for \$600,000 from the SCDG program to replace a water main during the Highway 2 Corridor project in 2027. This is a no-match grant program.
- The grant was written by John Wynne, an experienced grant writer in the SCDG program. The city's application was moved from the interest phase to the full application phase, and we expect to hear award announcements in January.

### **Downtown Redevelopment Project – New**

- On January 5, 2026, staff presented to the Council at the Ways & Means meeting a strategy to encourage redevelopment of the downtown area. The council reached consensus that this project should be pursued further, as the strategy will align well with the planned Highway 2 Corridor Project scheduled for 2027.
- Staff will continue to pursue this strategy and potential tools, such as implementing a Tax Increment Finance (TIF) District, grant funding from various agencies, and other financing tools.

Below is a brief update from the Public Works Department:

- **Seasonal Cleanup:** City crews have removed Christmas decorations throughout the community.
- **Christmas Tree Pickup:** Friday Jan. 16<sup>th</sup> was the last day for Christmas tree pickup - removed approximately 70 Christmas trees
- **Snow & Ice Control / Street Operations:** Street Department crews continue working diligently to keep roadways as clear and safe as possible. Efforts include scraping slush and compacted snow, widening travel lanes, sanding/salting of road ways and intersections and improving sight lines at intersections and corners.
- **Equipment Challenges:** We have experienced several equipment issues recently, primarily involving graders and dump trucks. Repairs are ongoing, and staff are working around these challenges to maintain service levels.
- **Lead Sampling:** We continue to receive a high number of requests from residents and business owners for lead sampling. All additional samples completed to date have returned results below Minnesota Department of Health limits (10 parts per billion). No new concerns have been identified.
- **Regulatory Compliance:** Staff are actively completing and submitting required certifications and reports to the State to ensure compliance across the Water, Wastewater, and Street Departments.
- **Staff Training:** We are coordinating and scheduling required training for staff to maintain certification and compliance requirements.
- **Sidewalk Snow Removal:** Reminder and enforcement letters regarding snow-covered sidewalks are in the process of being sent to affected property owners.
- **Generator Maintenance Contract:** Following a meeting with the City's approved generator maintenance vendor, Ziegler Power Systems, staff were able to successfully reduce the original contract bid from **\$27,855** for three years of service to **\$19,262**.

**OFFICIAL MINUTES OF THE CROOKSTON CITY COUNCIL, POLK COUNTY, MINNESOTA. THE COUNCIL MEETING OF JANUARY 5, 2026, 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:, Morgan Hibma, Joseph Shostell, Henry Fischer, Donald Cavalier, Derek Brekken, Dylane Klatt, and Wendy Ault.

Council Members Absent: Clayton Briggs

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

**CROOKSTON FORUM**

**PRESENTATION AND PUBLIC INFORMATION ANNOUNCEMENT**

**APPROVAL OF AGENDA**

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

**CONSENT AGENDA**

Mayor Stainbrook asked if anyone wished to remove any items from the Consent Agenda. Council Member Hibma requested to remove 6.13 a resolution to approve the fee schedule for 2026 for further discussion. On motion by Council Member Cavalier, seconded by Council Member Fischer; it was duly carried to approve the consent 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. (Res No. 28228)
- 6.04** Resolution to approve the 2026 Gas Fitters and Cement Mason License. (Res No. 28229)
- 6.05** Resolution regarding the approval of the LELS addendum for Juneteenth. (Res No. 28230)
- 6.06** Resolution appointing Tanner Holten as the City Attorney for 2026. (Res No. 28231)
- 6.07** Resolution regarding a donation from the Baseball association for \$2,045.65 for a new cover at the baseball field. (Res No. 28232)
- 6.08** Resolution designating the Crookston Watch as the Official Newspaper for 2026. (Res No. 28233)
- 6.09** Resolution regarding appointing Bakertilly as the City of Crookston's Audit firm for 2026. (Res No. 28234)
- 6.10** Resolution designating depositories for public funds for 2026. (Res No. 28235)
- 6.11** Resolution regarding bank authority at United Valley Bank. (Res No. 28236)
- 6.12** Resolution regarding bank authority at Old National Bank. (Res No. 28237)

**PUBLIC HEARING**

**REGULAR AGENDA**

**8.01** A motion was made by Council Member Klatt and seconded by Council Member Brekken During discussion, staff highlighted Mr. Roscoe's strong qualifications, including a bachelor's degree in accounting with a minor in management information systems and over 20 years of experience working with Minnesota municipalities and governmental units, primarily as an auditor. His background includes auditing municipal financial statements, ensuring compliance with generally accepted accounting principles and Minnesota statutes, improving internal controls, and advising finance

directors on budgets, payroll, taxes, and financial reporting. Council discussed his January 12 start date, the use of a temporary month-to-month contract with an outside firm during his onboarding, and the long-term goal of reducing reliance on external finance services while continuing to budget for required independent audits. Mr. Roscoe's position will include a remote work component, with an expectation of regular in-office presence as needed, including during budget sessions and audits. Voting no was Council Member Shostell, Council Members voting yes were: Hibma, Fischer, Cavalier, Brekken, Klatt and Ault. Motion carried to approve Jon Roscoe as the new Finance Director. (Res No. 28238)

**8.02** Motion made by Council Member Cavalier, seconded by Council Member Brekken; the resolution authorizing a contract with Houston Engineering to provide administration and reporting services for the USDA grant award ED25CHIOG0211, as well as the DEED Business Development Public Infrastructure (BDPI) grant related to the Crookston Industrial Park project. Staff explained that Houston Engineering has served as the engineer of record for the project since 2023 and has extensive experience managing complex grant reporting requirements, including prevailing wage and compliance documentation. Due to the size of the EDA grant and the risk of payment delays from incomplete documentation, Houston Engineering will coordinate closely with the City's finance and public works departments to ensure full compliance. The contract is capped at \$23,000 and will be funded through project contingencies and reimbursed through bonding as applicable. Following discussion, the motion was duly carried to Resolution regarding the contract with Houston Engineering for USDA Grant Award ED25CHIOG0211 administration and reporting, including DEED BDPI grant administration and reporting for Crookston Industrial. (Res No 28239)

**8.03** Motion made by Council Member Fischer, seconded by Council Member Cavalier, Staff explained that the grant would support demolition of the building and preparation of the site for future redevelopment, an approach more likely to be funded than a demolition-only grant. The project is estimated to cost approximately \$600,000–\$650,000 and would require a 50% local match, with potential funding options including bonding and coordination with future downtown redevelopment efforts. Discussion included safety concerns related to the deteriorated building, potential future roadway improvements by MnDOT, and the importance of addressing the site ahead of the Highway 2 corridor project. Council emphasized that authorization was to apply for the grant only and did not obligate acceptance. Following discussion it was duly carried to approve Resolution regarding DEED Redevelopment Grant Program Application Authorization for the Tri Valley Building. (Res No. 28240)

**8.04** Motion made by Council Member Shostell, seconded by Council Member Fischer; expressing support for a Minnesota Rail Service Improvement (MRSI) Phase II grant application for the Crookston Industrial Park Railroad Spur Extension. Minnesota Northern Railroad was confirmed as the grant applicant. Phase II will build on the completed Phase I work and extend the rail spur east–west through the industrial park, including access to the former Ag Innovation Campus (now the Farmers Union campus). The project includes a public-use component and will create additional opportunities for future industrial and commercial development along the rail corridor. It was duly carried to approve Resolution regarding expressing support for a Minnesota Rail Service Improvement (MRSI) phase II grant application for the Crookston Industrial Park Railroad Spur Extension. (Res No. 28241)

**8.05** Motion made by Council Member Cavalier, seconded by Council Member Fischer; a Memorandum of Understanding (MOU) related to a land lease for the Phase II Rail Spur located on City-owned property. The MOU allows Minnesota Northern Railroad to lease the land beneath the proposed rail spur, which is required to establish legal access and standing for the State grant application. Under the agreement, Minnesota Northern will be fully responsible for construction, maintenance, and liability associated with the rail spur. There is no financial match or cost to the City. Lease terms will be finalized at a later date, with preliminary estimates based on standard rural rail lease rates. It was duly carried Memorandum of Understanding (MOU) regarding a land lease for the Phase II Rail Spur located on City-owned property. (Res No. 28242)

**8.06** Motion made by Council Member Fischer, seconded by Council Member Shostell, for the City of Crookston to apply for Round 2 of the Greater Minnesota Small Cities (Tier II Cities) Housing Aid Grant Program. The City is seeking up to \$75,000 in grant funding with no required local match. If awarded, the funds will be transferred to the Crookston Housing and Economic Development Authority (CHEDA) and used to support local housing development projects, including the construction of twin homes planned near the Casey's area. The City previously received \$100,000 through this program, which is currently being used toward related housing development efforts. It was duly carried to approve

Resolution authorizing the application for the Greater Minnesota Small Cities (Tier II Cities) Housing Aid Grant Program-Round 2. (Res No. 28243)

**8.07** Is removed from the consent agenda item 6.13 Resolution to approve the fee schedule for 2026. Motion made by Council Member Cavalier, seconded by Council Member Hibma, the City's fee schedule for 2026. During discussion, clarification was provided that there will be no fee for open skating during the 2026 season. The decision was based on staffing limitations and operational concerns related to collecting fees, managing cash, and processing deposits. The approved fee schedule reflects this clarification and addresses prior public confusion regarding skating fees. It was duly carried to approve Resolution to approve the fee schedule for 2026. (Res No. 28244)

## REPORTS FROM CITY COUNCIL MEMBERS

**Joseph Shostell**, Council Member 1<sup>st</sup> Ward,

- No report

**Henry Fischer**, Council Member 2<sup>nd</sup> Ward,

- No report

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

- No report

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

- Questions the chamber office coming back and how the City would be able to help.

**Derek Brekken**, Council Member 5<sup>th</sup> Ward,

- Welcome Mr. Roscoe.

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

- No report

**Wendy Ault**, Council Member-at-Large,

- No report.

**Morgan Hibma**, Council Member-at-Large,

- No report

**Dale Stainbrook, Mayor**

- Happy New year and things are looking up since we are getting more daylight.

## ADJOURNMENT

Mayor Stainbrook declared the meeting adjourned at 6:02 PM.

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Dale Stainbrook, Mayor

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Ashley Rystad, City Clerk

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

At a regular meeting of the City Council of the City of Crookston held on the 20th 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:

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

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

| VENDOR I.D. | NAME                            | STATUS | CHECK DATE  | INVOICE AMOUNT | DISCOUNT | CHECK NO | CHECK STATUS | CHECK AMOUNT |
|-------------|---------------------------------|--------|-------------|----------------|----------|----------|--------------|--------------|
| 4848        | STENGER & STENGER, P.C.         |        |             |                |          |          |              |              |
|             | C-CHECK STENGER & STENGER, P.C. | VOIDED | V 1/15/2026 |                |          | 076361   |              | 541.55CR     |
|             | C-CHECK VOID CHECK              |        | V 1/16/2026 |                |          | 076394   |              |              |
|             | C-CHECK VOID CHECK              |        | V 1/16/2026 |                |          | 076412   |              |              |

\* \* 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:    | 3  | VOID DEBITS 0.00      |           |              |
|                 |    | VOID CREDITS 541.55CR |           |              |
|                 |    |                       | 541.55CR  | 0.00         |

TOTAL ERRORS: 0

|                                | NO | INVOICE AMOUNT | DISCOUNTS | CHECK AMOUNT |
|--------------------------------|----|----------------|-----------|--------------|
| VENDOR SET: 01 BANK: * TOTALS: | 3  | 541.55CR       | 0.00      | 0.00         |
| BANK: * TOTALS:                | 3  | 541.55CR       | 0.00      | 0.00         |

| VENDOR I.D.       | NAME                            | STATUS | CHECK DATE | INVOICE AMOUNT | DISCOUNT | CHECK NO | CHECK STATUS | CHECK AMOUNT |
|-------------------|---------------------------------|--------|------------|----------------|----------|----------|--------------|--------------|
| 3861              | PURCHASE POWER                  |        |            |                |          |          |              |              |
| I-3107591215      | LEASE PAYMENT                   | D      | 1/15/2026  | 507.00         |          | 002043   |              | 507.00       |
| 0299              | CAPITAL BANK AND TRUST COMPANY  |        |            |                |          |          |              |              |
| I-DC3202601076259 | DEF COMP WITHHOLDING            | D      | 1/15/2026  | 385.68         |          | 002051   |              |              |
| I-DC3202601076260 | DEF COMP WITHHOLDING            | D      | 1/15/2026  | 64.32          |          | 002051   |              | 450.00       |
| 1550              | P.E.R.A.                        |        |            |                |          |          |              |              |
| I-P-C202601076259 | PERA WITHHOLDING                | D      | 1/15/2026  | 12,427.78      |          | 002052   |              |              |
| I-P-C202601076260 | PERA WITHHOLDING                | D      | 1/15/2026  | 2,072.22       |          | 002052   |              |              |
| I-PPF202601076259 | PERA WITHHOLDING                | D      | 1/15/2026  | 26,319.00      |          | 002052   |              |              |
| I-PPF202601076260 | PERA WITHHOLDING                | D      | 1/15/2026  | 4,388.06       |          | 002052   |              | 45,207.06    |
| 2606              | EFTPS                           |        |            |                |          |          |              |              |
| I-T1 202601076259 | FEDERAL TAX WITHHOLDING         | D      | 1/15/2026  | 17,885.40      |          | 002053   |              |              |
| I-T1 202601076260 | FEDERAL TAX WITHHOLDING         | D      | 1/15/2026  | 2,981.99       |          | 002053   |              |              |
| I-T3 202601076259 | FICA TAX WITHHOLDING            | D      | 1/15/2026  | 12,317.02      |          | 002053   |              |              |
| I-T3 202601076260 | FICA TAX WITHHOLDING            | D      | 1/15/2026  | 2,053.74       |          | 002053   |              |              |
| I-T4 202601076259 | MEDICARE TAX WITHHOLDING        | D      | 1/15/2026  | 5,393.66       |          | 002053   |              |              |
| I-T4 202601076260 | MEDICARE TAX WITHHOLDING        | D      | 1/15/2026  | 899.44         |          | 002053   |              | 41,531.25    |
| 2607              | MN DEPT OF REVENUE              |        |            |                |          |          |              |              |
| I-T2 202601076259 | STATE TAX WITHHOLDING           | D      | 1/15/2026  | 8,596.69       |          | 002054   |              |              |
| I-T2 202601076260 | STATE TAX WITHHOLDING           | D      | 1/15/2026  | 1,433.31       |          | 002054   |              | 10,030.00    |
| 2681              | MN STATE RETIREMENT SYSTEM      |        |            |                |          |          |              |              |
| I-DC7202601076259 | MN DEFERRED COMPENSATION-457B\$ | D      | 1/15/2026  | 85.71          |          | 002055   |              |              |
| I-DC7202601076260 | MN DEFERRED COMPENSATION-457B\$ | D      | 1/15/2026  | 14.29          |          | 002055   |              |              |
| I-DC9202601076259 | MN DEFERRED COMPENSATION-457B%  | D      | 1/15/2026  | 195.02         |          | 002055   |              |              |
| I-DC9202601076260 | MN DEFERRED COMPENSATION-457B%  | D      | 1/15/2026  | 32.52          |          | 002055   |              |              |
| I-SP2202601076259 | HEALTH CARE SAVINGS PLAN        | D      | 1/15/2026  | 454.42         |          | 002055   |              |              |
| I-SP2202601076260 | HEALTH CARE SAVINGS PLAN        | D      | 1/15/2026  | 75.79          |          | 002055   |              |              |
| I-SPA202601076259 | HEALTH CARE SAVINGS PLAN        | D      | 1/15/2026  | 4,558.27       |          | 002055   |              |              |
| I-SPA202601076260 | HEALTH CARE SAVINGS PLAN        | D      | 1/15/2026  | 759.98         |          | 002055   |              | 6,176.00     |
| 3047              | CAPITAL BANK AND TRUST COMPANY  |        |            |                |          |          |              |              |
| I-DC5202601076259 | DEF COMP EMPLOYER CONTRIBUTION  | D      | 1/15/2026  | 61.53          |          | 002056   |              |              |
| I-DC5202601076260 | DEF COMP EMPLOYER CONTRIBUTION  | D      | 1/15/2026  | 10.27          |          | 002056   |              | 71.80        |
| 4919              | MINNESOTA PAID LEAVE            |        |            |                |          |          |              |              |
| I-PML202601076259 | DEED                            | D      | 1/15/2026  | 1,614.72       |          | 002057   |              |              |
| I-PML202601076260 | DEED                            | D      | 1/15/2026  | 269.40         |          | 002057   |              | 1,884.12     |

| VENDOR I.D.              | NAME   | STATUS | CHECK DATE | INVOICE AMOUNT | DISCOUNT | CHECK NO | CHECK STATUS | CHECK AMOUNT |
|--------------------------|--|--------|------------|----------------|----------|----------|--------------|--------------|
| 3861<br>I-202601156299   | PURCHASE POWER<br>POSTAGE                                  | D      | 1/15/2026  | 350.00         |          | 002058   |              | 350.00       |
| 1<br>I-000202601066257   | WALZ, JENNIFER<br>US REFUND                                | R      | 1/06/2026  | 220.58         |          | 076345   |              | 220.58       |
| 0505<br>I-20260105       | DEE INC.<br>CDAP-22-0006-H-F422                            | R      | 1/06/2026  | 79,166.00      |          | 076346   |              | 79,166.00    |
| 2600<br>I-20260106       | ZIEGLER INC.<br>PAYMENT FOR WRONG CREDIT                   | R      | 1/06/2026  | 201.86         |          | 076347   |              | 201.86       |
| 0364<br>I-20260101       | CASA<br>2026 NON-PROFIT GRANT                              | R      | 1/07/2026  | 75,000.00      |          | 076348   |              | 75,000.00    |
| 0380<br>I-20260101       | CROOKSTON FIREFIGHTERS ASSOCIA<br>SEMI-ANNUAL CONTRIBUTION | R      | 1/07/2026  | 32,000.00      |          | 076349   |              | 32,000.00    |
| 0710<br>I-453491         | ELECTRO WATCHMAN INC<br>ALARM SYSTEM CHECK                 | R      | 1/07/2026  | 360.00         |          | 076350   |              | 360.00       |
| 1556<br>I-CI100-00235709 | TYLER TECHNOLOGIES<br>THERMAL RECEIPT PRINTER MAINT        | R      | 1/07/2026  | 291.08         |          | 076351   |              | 291.08       |
| 1869<br>I-20260101       | OXCART COMMITTEE<br>2026 NON-PROFIT GRANT                  | R      | 1/07/2026  | 6,000.00       |          | 076352   |              | 6,000.00     |
| 2435<br>I-20260101       | TRI VALLEY OPPORTUNITY COUNCIL<br>2026 NON-PROFIT GRANT    | R      | 1/07/2026  | 17,000.00      |          | 076353   |              | 17,000.00    |
| 2585<br>I-3816           | YE OLE PRINT SHOPPE INC<br>LICENSE TAGS 2026               | R      | 1/07/2026  | 153.75         |          | 076354   |              | 153.75       |
| 2625<br>I-10890          | CGMC<br>CGMC 2025-2026 GEN MEMBERSHIP                      | R      | 1/07/2026  | 13,220.00      |          | 076355   |              | 13,220.00    |
| 4835<br>I-25-693         | GOGOV, INC.<br>GOGOV ONLINE RENTAL, PERMIT                 | R      | 1/07/2026  | 10,260.00      |          | 076356   |              | 10,260.00    |
| 4890<br>I-36449          | ENSURITY MOBILE CORP<br>MONITORING 1/1/26-12/31/26         | R      | 1/07/2026  | 250.00         |          | 076357   |              | 250.00       |
| 9090<br>I-20260101       | CARE & SHARE, INC.<br>2026 NON-PROFIT GRANT                | R      | 1/07/2026  | 15,000.00      |          | 076358   |              | 15,000.00    |

| VENDOR I.D.          | NAME                           | STATUS | CHECK DATE | INVOICE AMOUNT | DISCOUNT | CHECK NO | CHECK STATUS | CHECK AMOUNT |
|----------------------|--------------------------------|--------|------------|----------------|----------|----------|--------------|--------------|
| 1982                 | MADISON NATIONAL LIFE          |        |            |                |          |          |              |              |
| I-202601096280       | NOVEMBER 2025 ADJUSTMENT       | R      | 1/09/2026  | 26.75          |          | 076359   |              | 26.75        |
| 1262                 | LEAGUE OF MN CITIES INS TRUST  |        |            |                |          |          |              |              |
| I-202601126286       | 2026 WORKER COMP PLAN          | R      | 1/12/2026  | 175,654.00     |          | 076360   |              | 175,654.00   |
| 4848                 | STENGER & STENGER, P.C.        |        |            |                |          |          |              |              |
| I-LV6202601076259    | WAGE LEVY                      | V      | 1/15/2026  | 464.16         |          | 076361   |              |              |
| I-LV6202601076260    | WAGE LEVY                      | V      | 1/15/2026  | 77.39          |          | 076361   |              | 541.55       |
| 4848                 | STENGER & STENGER, P.C.        |        |            |                |          |          |              |              |
| M-CHECK              | STENGER & STENGER, P.C. VOIDED | V      | 1/15/2026  |                |          | 076361   |              | 541.55CR     |
| 1                    | KRUSS, RYAN                    |        |            |                |          |          |              |              |
| I-000202601136288    | US REFUND                      | R      | 1/15/2026  | 28.00          |          | 076362   |              | 28.00        |
| 1                    | FREDRICK, KELSEY               |        |            |                |          |          |              |              |
| I-000202601136289    | US REFUND                      | R      | 1/15/2026  | 132.84         |          | 076363   |              | 132.84       |
| 1                    | HENDRICKSON, JULIA             |        |            |                |          |          |              |              |
| I-000202601136290    | US REFUND                      | R      | 1/15/2026  | 84.55          |          | 076364   |              | 84.55        |
| 0021                 | ADVANCED TIRE & AUTO SERV. LLC |        |            |                |          |          |              |              |
| I-#26-11674          | UNIT #82 HAUL TO GRAND FORKS   | R      | 1/16/2026  | 610.00         |          | 076365   |              | 610.00       |
| 0068                 | AMERICAN TEST CENTER, INC      |        |            |                |          |          |              |              |
| I-2252127            | AMERICAN TEST CENTER, INC      | R      | 1/16/2026  | 1,620.00       |          | 076366   |              | 1,620.00     |
| 0106                 | ASCAP                          |        |            |                |          |          |              |              |
| I-202601126282       | MUSIC LICENSE FOR CSC          | R      | 1/16/2026  | 458.00         |          | 076367   |              | 458.00       |
| 0154                 | BECKER ARENA PRODUCTS, INC.    |        |            |                |          |          |              |              |
| I-617808             | CURLING LINES                  | R      | 1/16/2026  | 230.03         |          | 076368   |              | 230.03       |
| 0225                 | BRANDNER PRINTING              |        |            |                |          |          |              |              |
| I-57634              | OFFICE SUPPLIES                | R      | 1/16/2026  | 198.94         |          | 076369   |              | 198.94       |
| 0387                 | CROOKSTON FLORAL               |        |            |                |          |          |              |              |
| I-183725             | RETIREMENT PARTY               | R      | 1/16/2026  | 29.99          |          | 076370   |              | 29.99        |
| 0389                 | CROOKSTON FUEL CO.             |        |            |                |          |          |              |              |
| I-20251231-ARENA     | FUEL FOR GENERATOR AT CSC      | R      | 1/16/2026  | 688.70         |          | 076371   |              |              |
| I-20251231-CITY HALL | CITY HALL DECEMBER FUEL        | R      | 1/16/2026  | 81.64          |          | 076371   |              |              |
| I-20251231-FIRE      | DECEMBER 2025 FUEL             | R      | 1/16/2026  | 720.88         |          | 076371   |              |              |
| I-20251231-PARK      | FUEL DECEMBER 2025             | R      | 1/16/2026  | 1,390.27       |          | 076371   |              |              |
| I-20251231-POLICE    | GAS/FUEL                       | R      | 1/16/2026  | 1,654.33       |          | 076371   |              |              |
| I-20251231-STREET    | DECEMBER 2025 FUEL             | R      | 1/16/2026  | 8,072.26       |          | 076371   |              |              |
| I-20251231-WATER/WW  | DECEMBER 2025 FUEL             | R      | 1/16/2026  | 1,140.98       |          | 076371   |              | 13,749.06    |

| VENDOR I.D.       | NAME                           | STATUS | CHECK DATE | INVOICE AMOUNT | DISCOUNT | CHECK NO | CHECK STATUS | CHECK AMOUNT |
|-------------------|--------------------------------|--------|------------|----------------|----------|----------|--------------|--------------|
| 0425              | CROOKSTON PAINT & GLASS        |        |            |                |          |          |              |              |
| I-5554            | CARPET TAPE                    | R      | 1/16/2026  | 44.99          |          | 076372   |              |              |
| I-5558            | MOLDING FOR BUILDING OFFICE    | R      | 1/16/2026  | 151.99         |          | 076372   |              |              |
| I-SAL-CROOKS-5552 | CARPET FOR OFFICE              | R      | 1/16/2026  | 320.64         |          | 076372   |              | 517.62       |
| 0465              | CROOKSTON WATER DEPARTMENT     |        |            |                |          |          |              |              |
| I-202601136293    | CROOKSTON CITY WATER BILLS     | R      | 1/16/2026  | 1,465.46       |          | 076373   |              | 1,465.46     |
| 0470              | CROOKSTON WELDING INC.         |        |            |                |          |          |              |              |
| I-115788          | SHIPPING TEST                  | R      | 1/16/2026  | 14.23          |          | 076374   |              |              |
| I-117016          | L-3 REPAIRS                    | R      | 1/16/2026  | 2.96           |          | 076374   |              |              |
| I-117208          | LIGHT TOWER OIL AND FILTER     | R      | 1/16/2026  | 79.56          |          | 076374   |              |              |
| I-117634          | REGISTER FPR VENTRAC           | R      | 1/16/2026  | 21.99          |          | 076374   |              |              |
| I-117760          | HOSE UNIT #81 PLOW HOSES       | R      | 1/16/2026  | 60.72          |          | 076374   |              |              |
| I-118102          | 6 GRINDING WHEELS              | R      | 1/16/2026  | 38.94          |          | 076374   |              | 218.40       |
| 0721              | GALSTAD, JENSEN & MCCANN, P.A. |        |            |                |          |          |              |              |
| I-24282           | CRIMINAL CASES                 | R      | 1/16/2026  | 212.00         |          | 076375   |              | 212.00       |
| 0944              | GOPHER STATE ONE-CALL INC.     |        |            |                |          |          |              |              |
| I-5120324         | GOPHER STATE ONE-CALL INC.     | R      | 1/16/2026  | 4.05           |          | 076376   |              | 4.05         |
| 0965              | GRAND FORKS FIRE EQUIPMENT     |        |            |                |          |          |              |              |
| I-45473           | REPAIRS ON APPARATUS           | R      | 1/16/2026  | 1,622.19       |          | 076377   |              | 1,622.19     |
| 0987              | GREAT PLAINS NATURAL GAS CO.   |        |            |                |          |          |              |              |
| I-202601126283    | SERVICE 12/4/25-1/5/26         | R      | 1/16/2026  | 3,895.30       |          | 076378   |              | 3,895.30     |
| 1000              | GROVE MECHANICAL INC.          |        |            |                |          |          |              |              |
| I-312745078       | BATTERIES FOR THERMOSTAT       | R      | 1/16/2026  | 88.66          |          | 076379   |              |              |
| I-44722           | ANNUAL SERVICE FOR LIFTSTATION | R      | 1/16/2026  | 2,934.32       |          | 076379   |              |              |
| I-44881           | REPAIR HVAC                    | R      | 1/16/2026  | 1,148.36       |          | 076379   |              |              |
| I-44921           | HEAT EXCHANGER ETC.            | R      | 1/16/2026  | 9,271.90       |          | 076379   |              | 13,443.24    |
| 1017              | HALSTAD TELEPHONE CO.          |        |            |                |          |          |              |              |
| I-100554104       | AIRPORT INTERNET/CH ELEVATOR   | R      | 1/16/2026  | 287.11         |          | 076380   |              | 287.11       |
| 1043              | HAWKINS, INC                   |        |            |                |          |          |              |              |
| I-7305318         | CHEMICALS                      | R      | 1/16/2026  | 1,088.00       |          | 076381   |              |              |
| I-7307367         | CHEMICALS                      | R      | 1/16/2026  | 30.00          |          | 076381   |              | 1,118.00     |
| 1146              | ISAACSON INSURANCE             |        |            |                |          |          |              |              |
| I-202601086261    | 2026 SOLID WASTE BOND          | R      | 1/16/2026  | 100.00         |          | 076382   |              | 100.00       |

VENDOR SET: 01 City of Crookston  
BANK: AP BREMER BANK, N.A. - AP  
DATE RANGE: 1/01/2026 THRU 99/99/9999

| VENDOR I.D.                                      | NAME   | STATUS           | CHECK DATE                                       | INVOICE AMOUNT                       | DISCOUNT | CHECK NO                             | CHECK STATUS | CHECK AMOUNT |
|--|--|------------------|--|--------------------------------------|----------|--------------------------------------|--------------|--------------|
| 1260<br>I-441985                                 | LEAGUE OF MINNESOTA CITIES<br>LMC MEMBERSHIP DUES  | R                | 1/16/2026  | 9,293.00                             |          | 076383                               |              | 9,293.00     |
| 1333<br>I-202601086278                           | MARSHALL AND POLK RURAL WATER<br>MARSHALL AND POLK RURAL WATER   | R                | 1/16/2026  | 25.65                                |          | 076384                               |              | 25.65        |
| 1352<br>I-54621<br>I-PINV1295421                 | STOREY KENWORTHY/MATT PARROTT<br>OFFICE SUPPLIES-DOOR HANGERS<br>2025 W2, 1095, 1099, MISC FORM  | R<br>R           | 1/16/2026<br>1/16/2026                           | 264.91<br>226.97                     |          | 076385<br>076385                     |              | 491.88       |
| 1395<br>I-202601136292                           | MID-CONTINENT COMMUNICATIONS<br>MID-CONTINENT COMMUNICATIONS   | R                | 1/16/2026  | 877.12                               |          | 076386                               |              | 877.12       |
| 1397<br>I-24270<br>I-24301<br>I-24314            | MILLER AIRCRAFT SERVICE INC.<br>AIRPORT MAINTENANCE<br>DECEMBER 2025 FUEL<br>DECEMBER 2025 SNOW REMOVAL  | R<br>R<br>R      | 1/16/2026<br>1/16/2026<br>1/16/2026              | 1,040.00<br>2,774.00<br>2,450.00     |          | 076387<br>076387<br>076387           |              | 6,264.00     |
| 1407<br>I-19027                                  | ERICKSON EMBROIDERY<br>SERVICE AWARD PLAQUE  | R                | 1/16/2026  | 70.00                                |          | 076388                               |              | 70.00        |
| 1483<br>I-202601086264                           | MN DEPT OF PUBLIC SAFETY<br>MN HAZ MAT RESPONSE ACT FEE  | R                | 1/16/2026  | 100.00                               |          | 076389                               |              | 100.00       |
| 1485<br>I-202601086262<br>I-202601086263         | MN DNR<br>MN DNR WATER PERMIT<br>MN DNR WATER PERMIT   | R<br>R           | 1/16/2026<br>1/16/2026                           | 1,715.64<br>593.78                   |          | 076390<br>076390                     |              | 2,309.42     |
| 1735<br>I-28831<br>I-28843<br>I-28867<br>I-28872 | NORTHERN FIRE EQUIPMENT<br>FIRE EXTINGUISHER CHECK<br>FIRE EXTINGUISHER SERVICE<br>EXTINGUISHER ANNUAL SERVICE<br>FIRE EXTINGUISHERS CITY HALL | R<br>R<br>R<br>R | 1/16/2026<br>1/16/2026<br>1/16/2026<br>1/16/2026 | 314.75<br>150.50<br>369.25<br>104.00 |          | 076391<br>076391<br>076391<br>076391 |              | 938.50       |
| 1848<br>I-2026-0002<br>I-2026-0003               | HARBOTT, KNUTSON & LARSON & HO<br>CIVIL MATTERS<br>CRIMINAL MATTERS  | R<br>R           | 1/16/2026<br>1/16/2026                           | 150.00<br>6,332.00                   |          | 076392<br>076392                     |              | 6,482.00     |
| 1861<br>I-92171                                  | OTTERTAIL POWER COMPANY-FF<br>SERVICE 11/21-12/19/2025   | R                | 1/16/2026  | 21,854.12                            |          | 076393                               |              | 21,854.12    |
| 1872<br>I-202601086276<br>I-202601086277         | PKM ELECTRIC<br>SERVICES 11/30-12/30/2025<br>SERVICES 11/30-12/30/2025   | R<br>R           | 1/16/2026<br>1/16/2026                           | 80.00<br>59.00                       |          | 076395<br>076395                     |              | 139.00       |

| VENDOR I.D.   | NAME  | STATUS                | CHECK DATE  | INVOICE AMOUNT                              | DISCOUNT | CHECK NO                                       | CHECK STATUS | CHECK AMOUNT |
|---|---|-----------------------|---|---|----------|--|--------------|--------------|
| 1935<br>I-66084   | POLK COUNTY TRANSFER STATION<br>POST CLEAN UP   | R                     | 1/16/2026   | 2.15  |          | 076396   |              | 2.15         |
| 1980<br>I-54159042  | LINDE GAS & EQUIPMENT INC<br>SERVICE AT CSC   | R                     | 1/16/2026   | 266.58                                      |          | 076397   |              | 266.58       |
| 2001<br>I-WI024519  | BEST USED TRUCKS OF MN<br>BRAKE CANISTERS E-3   | R                     | 1/16/2026   | 598.60                                      |          | 076398   |              | 598.60       |
| 2057<br>I-202601086271  | RED LAKE ELECTRIC COOP<br>SERVICES 11/30-12/31/2025   | R                     | 1/16/2026   | 29,956.64                                   |          | 076399   |              | 29,956.64    |
| 2200<br>I-76262642<br>I-76263020<br>I-76263065<br>I-76263115          | AUTO VALUE OF CROOKSTON<br>TRANSMISSION FLUID SHOP<br>LUBE SPRAY<br>WIPER BLADE<br>SEMI-SYNTHETIC OIL   | R<br>R<br>R<br>R      | 1/16/2026<br>1/16/2026<br>1/16/2026<br>1/16/2026              | 22.99<br>26.99<br>26.98<br>25.98            |          | 076400<br>076400<br>076400<br>076400           |              | 102.94       |
| 2235<br>I-501547  | SEH, INC<br>2025 LEVEE INSPECTION   | R                     | 1/16/2026   | 5,430.00                                    |          | 076401   |              | 5,430.00     |
| 2310<br>I-2060817   | STONE'S MOBILE RADIO INC<br>U-2 LIGHT BAR   | R                     | 1/16/2026   | 6,655.00                                    |          | 076402   |              | 6,655.00     |
| 2401<br>I-3009208804  | TK ELEVATOR CORPORATION<br>ELEVATOR MAINTENANCE   | R                     | 1/16/2026   | 287.51                                      |          | 076403   |              | 287.51       |
| 2404<br>I-23-18499  | OK TIRE STORE INC.<br>PAY LOADER TIRES AIRPORT  | R                     | 1/16/2026   | 7,591.15                                    |          | 076404   |              | 7,591.15     |
| 2437<br>I-A276669<br>I-A276673<br>I-A276909<br>I-A276929<br>I-A276947 | SCOTT'S TRUE VALUE HARDWARE<br>MATERIAL FOR POOL<br>PARTS FOR POOL<br>CHAIRS FOR EVENTS AT CSC<br>BATTERIES FOR POOL BATHROOMS<br>NUTS AND SCREWS | R<br>R<br>R<br>R<br>R | 1/16/2026<br>1/16/2026<br>1/16/2026<br>1/16/2026<br>1/16/2026 | 163.81<br>57.56<br>190.02<br>12.47<br>15.83 |          | 076405<br>076405<br>076405<br>076405<br>076405 |              | 439.69       |
| 2478<br>I-202601156298  | U. S. POSTMASTER<br>PRESORTED MAILING FEE 2026  | R                     | 1/16/2026   | 370.00                                      |          | 076406   |              | 370.00       |
| 2585<br>I-43950   | YE OLE PRINT SHOPPE INC<br>BUSINESS CARDS   | R                     | 1/16/2026   | 32.00                                       |          | 076407   |              | 32.00        |

| VENDOR I.D.    | NAME                           | STATUS | CHECK DATE | INVOICE AMOUNT | DISCOUNT | CHECK NO | CHECK STATUS | CHECK AMOUNT |
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| 2600           | ZIEGLER INC.                   |        |            |                |          |          |              |              |
| I-IN002186667  | FIX STREET EQUIPMENT           | R      | 1/16/2026  | 257.80         |          | 076408   |              |              |
| I-IN002214256  | FIX STREET EQUIPMENT           | R      | 1/16/2026  | 464.59         |          | 076408   |              |              |
| I-IN002215190  | FIX STREET EQUIPMENT           | R      | 1/16/2026  | 831.34         |          | 076408   |              | 1,553.73     |
| 2748           | LUCKOW, JESS                   |        |            |                |          |          |              |              |
| I-706466       | PAINTING DUE TO JUNE 2025 FIRE | R      | 1/16/2026  | 50.00          |          | 076409   |              | 50.00        |
| 2788           | MARCO - NW 7128                |        |            |                |          |          |              |              |
| I-INV14677713  | DOCUMENT IMAGING               | R      | 1/16/2026  | 13,695.00      |          | 076410   |              |              |
| I-INV14696092  | MICROSOFT LICENSING            | R      | 1/16/2026  | 2,603.15       |          | 076410   |              | 16,298.15    |
| 3184           | CINTAS CORPORATION             |        |            |                |          |          |              |              |
| I-4252102926   | STREET DEPT LINEN              | R      | 1/16/2026  | 13.99          |          | 076411   |              |              |
| I-4254346571   | STREET DEPT LINEN              | R      | 1/16/2026  | 13.99          |          | 076411   |              |              |
| I-4255100420   | STREET DEPT LINEN              | R      | 1/16/2026  | 13.99          |          | 076411   |              |              |
| I-4255100504   | RAGS FOR CSC                   | R      | 1/16/2026  | 28.00          |          | 076411   |              |              |
| I-4255100600   | LINEN SERVICE                  | R      | 1/16/2026  | 20.26          |          | 076411   |              |              |
| I-4255100713   | FRONT AND REAR ENTRY MATS      | R      | 1/16/2026  | 32.57          |          | 076411   |              |              |
| I-4255828148   | STREET DEPT LINEN              | R      | 1/16/2026  | 13.99          |          | 076411   |              |              |
| I-4255828593   | LAUNDRY SERVICE                | R      | 1/16/2026  | 58.02          |          | 076411   |              |              |
| I-4256559287   | LINEN SERVICE                  | R      | 1/16/2026  | 24.50          |          | 076411   |              | 219.31       |
| 3232           | CHRISTOPHER KLAWITTER          |        |            |                |          |          |              |              |
| I-202601086270 | UNIFORM ALLOWANCE              | R      | 1/16/2026  | 377.40         |          | 076413   |              | 377.40       |
| 3400           | LOCAL ACE- CROOKSTON           |        |            |                |          |          |              |              |
| I-84348/2      | CARPET CLEANING AT STATION     | R      | 1/16/2026  | 19.26          |          | 076414   |              |              |
| I-84499/2      | LONG CHAPS FOR CUTTING TREES   | R      | 1/16/2026  | 96.99          |          | 076414   |              | 116.25       |
| 3406           | ULINE                          |        |            |                |          |          |              |              |
| I-202334744    | INVENTORY SUPPLIES             | R      | 1/16/2026  | 1,990.22       |          | 076415   |              | 1,990.22     |
| 3526           | ADVANCED ENGINEERING AND ENVIR |        |            |                |          |          |              |              |
| I-107358       | HWY 2 TECH ASSISTANCE          | R      | 1/16/2026  | 220.21         |          | 076416   |              |              |
| I-107365       | COUNCIL APPROVED 25 I & C SERV | R      | 1/16/2026  | 17,453.70      |          | 076416   |              |              |
| I-107529       | 2025 GEN. ENGINEERING          | R      | 1/16/2026  | 1,296.75       |          | 076416   |              |              |
| I-107530       | COUNCIL APPROVED 25 FUNDING    | R      | 1/16/2026  | 5,622.00       |          | 076416   |              |              |
| I-107576       | COUNCIL APPROVED MPCA MODEL    | R      | 1/16/2026  | 33,747.34      |          | 076416   |              | 58,340.00    |
| 3693           | RUBEN J RESENDIZ               |        |            |                |          |          |              |              |
| I-747544       | DECEMBER 2025 BOILER SERVICES  | R      | 1/16/2026  | 600.00         |          | 076417   |              | 600.00       |

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| 3732           | ALLEN GRAFF                    |        |            |                |          |          |              |              |
| I-202601166300 | 4TH QTR GYM MEMBERSHIP         | R      | 1/16/2026  | 120.00         |          | 076418   |              | 120.00       |
| 3834           | RMB ENVIRONMENTAL LABORATORIES |        |            |                |          |          |              |              |
| I-D084758      | 311 E ROBERT LEAD TEST         | R      | 1/16/2026  | 20.90          |          | 076419   |              |              |
| I-D084759      | 317 HOUSTON LEAD TEST          | R      | 1/16/2026  | 20.90          |          | 076419   |              |              |
| I-D084760      | 1017 S. MINNESOTA LEAD TEST    | R      | 1/16/2026  | 20.90          |          | 076419   |              |              |
| I-D084761      | 720 LOCKEN BLVD LEAD TEST      | R      | 1/16/2026  | 20.90          |          | 076419   |              |              |
| I-D084762      | 1618 RADISSON RD-LEAD TEST     | R      | 1/16/2026  | 20.90          |          | 076419   |              |              |
| I-D084763      | 545 SUMMIT-LEAD TEST           | R      | 1/16/2026  | 20.90          |          | 076419   |              |              |
| I-D084765      | 102 TWIN DR-LEAD TEST          | R      | 1/16/2026  | 20.90          |          | 076419   |              |              |
| I-D084871      | CHEMICALS                      | R      | 1/16/2026  | 132.72         |          | 076419   |              | 279.02       |
| 3872           | MARCO TECHNOLOGIES, LLC        |        |            |                |          |          |              |              |
| I-571536028    | COPIERS                        | R      | 1/16/2026  | 808.72         |          | 076420   |              |              |
| I-572581387    | HP PRINTERS                    | R      | 1/16/2026  | 722.55         |          | 076420   |              |              |
| I-572871911    | PLOTTER LEASE                  | R      | 1/16/2026  | 239.76         |          | 076420   |              | 1,771.03     |
| 3970           | AXON ENTERPRISE, INC           |        |            |                |          |          |              |              |
| I-INUS404053   | TASER ANNUAL DUES              | R      | 1/16/2026  | 14,839.61      |          | 076421   |              | 14,839.61    |
| 4000           | LAKES COMMUNITY COOPERATIVE    |        |            |                |          |          |              |              |
| I-202601126287 | SERVICE 12/1-12/30/25          | R      | 1/16/2026  | 477.88         |          | 076422   |              | 477.88       |
| 4079           | BRIAN HANSON                   |        |            |                |          |          |              |              |
| I-202601086265 | TRAVEL REIMBURSEMENT           | R      | 1/16/2026  | 215.00         |          | 076423   |              | 215.00       |
| 4160           | TECHNIQUES INC.                |        |            |                |          |          |              |              |
| I-31045        | FILTERS AT CSC                 | R      | 1/16/2026  | 1,058.34       |          | 076424   |              |              |
| I-31046        | FILTERS FOR POOL               | R      | 1/16/2026  | 559.72         |          | 076424   |              | 1,618.06     |
| 4178           | WADE OLSON                     |        |            |                |          |          |              |              |
| I-202601086273 | GEAR REPAIRS                   | R      | 1/16/2026  | 60.00          |          | 076425   |              | 60.00        |
| 4187           | JEFF EVERS                     |        |            |                |          |          |              |              |
| I-202601126285 | TIF DISTRICT 3-11 2ND HALF 25  | R      | 1/16/2026  | 8,117.34       |          | 076426   |              | 8,117.34     |
| 4232           | MCFOA REGION 1                 |        |            |                |          |          |              |              |
| I-202601166303 | MCFOA -TRAINING                | R      | 1/16/2026  | 85.00          |          | 076427   |              | 85.00        |
| 4244           | BAKERTILLY                     |        |            |                |          |          |              |              |
| I-BT3450972    | BILLING 2024 AUDIT             | R      | 1/16/2026  | 18,086.25      |          | 076428   |              | 18,086.25    |

VENDOR SET: 01 City of Crookston  
BANK: AP BREMER BANK, N.A. - AP  
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| 4277<br>I-202601126284                                     | AGASSIZ TOWNHOMES LIMITED PA<br>TIF DISTRICT 3-10 2ND HALF                          | R           | 1/16/2026                           | 7,176.05                   |          | 076429                     |              | 7,176.05     |
| 4371<br>I-448112   | TRITECH SOFTWARE SYSTEMS<br>P2P DTF ANNUAL MAINT. FEE                               | R           | 1/16/2026                           | 11,164.56                  |          | 076430                     |              | 11,164.56    |
| 4413<br>I-202601086267<br>I-202601086269                   | JAMES PERREAULT<br>TRAVEL REIMBUSREMENT<br>CLOTHING ALLOWANCE                       | R<br>R      | 1/16/2026<br>1/16/2026              | 215.00<br>162.15           |          | 076431<br>076431           |              | 377.15       |
| 4435<br>I-S105044  | BERT'S TRUCK EQUIPMENT OF MOOR<br>FILTERS FOR VENTRAC                               | R           | 1/16/2026                           | 158.26                     |          | 076432                     |              | 158.26       |
| 4442<br>I-16082.01-26<br>I-16092.02-8                      | SRF CONSULTING GROUP, INC<br>MN DOT HWY 2 ADA PROJECT<br>MNDOT HWY 2 ADA 2024       | R<br>R      | 1/16/2026<br>1/16/2026              | 5,863.10<br>7,019.47       |          | 076433<br>076433           |              | 12,882.57    |
| 4443<br>I-202601136294                                     | HAGL SERVICES LLC<br>REF SCHEDULES  | R           | 1/16/2026                           | 1,560.00                   |          | 076434                     |              | 1,560.00     |
| 4473<br>I-#352773  | CIVICPLUS, LLC<br>WEBSITE REMOVAL   | R           | 1/16/2026                           | 11,051.45                  |          | 076435                     |              | 11,051.45    |
| 4481<br>I-202601166301<br>I-202601166302                   | JAMES BRANDON<br>UNIFORM ALLOWANCE<br>UNIFORM ALLOWANCE                             | R<br>R      | 1/16/2026<br>1/16/2026              | 526.79<br>15.02            |          | 076436<br>076436           |              | 541.81       |
| 4489<br>I-202601086266<br>I-202601086268<br>I-202601086272 | GARETT BENGTON<br>TRAVEL REIMBUSREMENT<br>TRAVEL REIMBUSREMENT<br>COTHING ALLOWANCE | R<br>R<br>R | 1/16/2026<br>1/16/2026<br>1/16/2026 | 215.00<br>118.00<br>340.00 |          | 076437<br>076437<br>076437 |              | 673.00       |
| 4506<br>I-2036815  | BRIAN RYSTAD<br>TRAINING SUPPLIES   | R           | 1/16/2026                           | 106.50                     |          | 076438                     |              | 106.50       |
| 4507<br>I-#R22008  | CALLYO 2009 CORPORATION<br>P2P CALLYO SOLUTIONS                                     | R           | 1/16/2026                           | 4,236.00                   |          | 076439                     |              | 4,236.00     |
| 4567<br>I-202601086275                                     | LOREN EDEVOLD<br>UNIFORM ALLOWANCE  | R           | 1/16/2026                           | 36.50                      |          | 076440                     |              | 36.50        |
| 4586<br>I-26-0101  | JEFFREY V AHRENS<br>PPCT INSTRUCTOR RECERT.   | R           | 1/16/2026                           | 325.00                     |          | 076441                     |              | 325.00       |

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| 4596<br>I-202601156297   | NICHOLAS FLADLAND<br>TRAVEL REIMBURSEMENT   | R                          | 1/16/2026  | 17.18  |          | 076442   |              | 17.18        |
| 4621<br>I-81298  | BORDER STATES TROPHY & AWARDS<br>ENGRAVING  | R                          | 1/16/2026  | 10.00  |          | 076443   |              | 10.00        |
| 4678<br>I-#INV78828  | ARBITERSPORTS, LLC<br>OFFICIALS PAYMENT SOFTWARE  | R                          | 1/16/2026  | 1,456.25   |          | 076444   |              | 1,456.25     |
| 4683<br>I-L261009547   | CLIFTONLARSONALLEN LLP<br>ACCOUNTING AND AUDIT ASSIST.  | R                          | 1/16/2026  | 13,125.00  |          | 076445   |              | 13,125.00    |
| 4724<br>I-311207<br>I-3114080  | JOHN DEERE FINANCIAL<br>LEASE PARK MOWERS<br>PARK LEASE MOWERS  | R<br>R                     | 1/16/2026<br>1/16/2026   | 2,068.62<br>728.36   |          | 076446<br>076446   |              | 2,796.98     |
| 4728<br>I-28080  | GREEN PRO SOLUTIONS<br>SALT NEUTRALIZER CONCENTRATE   | R                          | 1/16/2026  | 2,928.63   |          | 076447   |              | 2,928.63     |
| 4763<br>I-32702<br>I-32712   | ALTERNATIVE SANITATION<br>SOLID WASTE SERVICES<br>ALTERNATIVE SANITATION  | R<br>R                     | 1/16/2026<br>1/16/2026   | 61.43<br>368.55  |          | 076448<br>076448   |              | 429.98       |
| 4771<br>I-202601156296   | THIEF RIVER FALLS TIMES<br>ORD. NO. 97 SLAUGHTER HOUSE  | R                          | 1/16/2026  | 68.31  |          | 076449   |              | 68.31        |
| 4795<br>I-#INVLEX11262314  | LEXIPOL LLC<br>POLICY AND TRAINING MANUALS  | R                          | 1/16/2026  | 3,981.24   |          | 076450   |              | 3,981.24     |
| 4833<br>I-202601096281   | DVS RENEWAL<br>CITY REGISTRATION VEHICLES   | R                          | 1/16/2026  | 1,174.50   |          | 076451   |              | 1,174.50     |
| 4878<br>I-33-46974-73001<br>I-6176309-0510-8<br>I-6177512-0510-6<br>I-6177515-0510-9<br>I-6177517-0510-5<br>I-6177519-0510-1 | WASTE MANAGEMENT CORPORATE SER<br>GARBAGE AND RECYCLING<br>CITY WIDE GARBAGE SERVICE<br>WATER DEPT GARBAGE<br>DUMPSTER SERVICE<br>STREET SHOP GARBAGE<br>DUMPSTER SERVICE | R<br>R<br>R<br>R<br>R<br>R | 1/16/2026<br>1/16/2026<br>1/16/2026<br>1/16/2026<br>1/16/2026<br>1/16/2026 | 74.79<br>10,256.08<br>155.51<br>160.13<br>160.13<br>160.13 |          | 076452<br>076452<br>076452<br>076452<br>076452<br>076452 |              | 10,966.77    |
| 4890<br>I-38540  | ENSURITY MOBILE CORP<br>ENSURITY MONITOR. 1/1-12/31/26  | R                          | 1/16/2026  | 1,930.00   |          | 076453   |              | 1,930.00     |

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|--------------------------|--|--------|------------|----------------|----------|----------|--------------|--------------|
| 4917<br>I-2990i          | OLSON CONSTRUCTION<br>WATER MAIN BREAK                 | R      | 1/16/2026  | 960.00         |          | 076454   |              | 960.00       |
| 4920<br>I-202601086274   | GETSMAN, CHUCK<br>TRAVEL REIMBURSEMENT                 | R      | 1/16/2026  | 128.59         |          | 076455   |              | 128.59       |
| 4921<br>I-#INV8826142341 | NINJAONE, LLC<br>REMOTE MONITORING MANAGEMENT          | R      | 1/16/2026  | 4,041.00       |          | 076456   |              | 4,041.00     |
| 4922<br>I-3263           | FIRSTTWO, INC.<br>SUB AGENCY LICENSE P2P DTF           | R      | 1/16/2026  | 4,800.00       |          | 076457   |              | 4,800.00     |
| 9193<br>I-202601156295   | HUMANE SOCIETY OF POLK CO INC<br>BOARDING/IMPOUND FEES | R      | 1/16/2026  | 1,040.00       |          | 076458   |              | 1,040.00     |

| * * T O T A L S * * | NO            | INVOICE AMOUNT | DISCOUNTS | CHECK AMOUNT |
|---------------------|---------------|----------------|-----------|--------------|
| REGULAR CHECKS:     | 111           | 791,304.83     | 0.00      | 790,763.28   |
| HAND CHECKS:        | 0             | 0.00           | 0.00      | 0.00         |
| DRAFTS:             | 9             | 106,207.23     | 0.00      | 106,207.23   |
| EFT:                | 0             | 0.00           | 0.00      | 0.00         |
| NON CHECKS:         | 0             | 0.00           | 0.00      | 0.00         |
| VOID CHECKS:        | 1 VOID DEBITS | 0.00           |           |              |
|                     | VOID CREDITS  | 541.55CR       | 541.55CR  | 0.00         |

TOTAL ERRORS: 0

| VENDOR SET: 01 | BANK: AP | TOTALS: | NO  | INVOICE AMOUNT | DISCOUNTS | CHECK AMOUNT |
|----------------|----------|---------|-----|----------------|-----------|--------------|
|                |          |         | 121 | 896,970.51     | 0.00      | 896,970.51   |
| BANK: AP       | TOTALS:  |         | 121 | 896,970.51     | 0.00      | 896,970.51   |
| REPORT TOTALS: |          |         | 121 | 896,970.51     | 0.00      | 896,970.51   |

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

At a regular meeting of the City Council of the City of Crookston held on the 20th 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**  
 HN Quality Plumbing  
 Pettus Plumbing & Piping Inc.

**CEMENT MASON LICENSE**  
 Tim's Masonry & Concrete, LLC

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 20th day of January 2026, Council

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

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

**RESOLUTION TO APPROVE CONFIDENCE LEARNING CENTER  
APPLICATION FOR LAWFUL GAMBLING PREMISE PERMIT AT THE EAGLES**

**WHEREAS:** The Department of Gaming, Gambling Control Division, requires the Local Government to pass a resolution specifically approving or denying a Minnesota Lawful Gambling Premises Permit Application; and

**WHEREAS:** The Confidence Learning Center has submitted a Minnesota Lawful Gambling Premise Permit Application to the City of Crookston; and

**NOW, THEREFORE, IT IS RESOLVED:** BY THE CITY COUNCIL OF CROOKSTON, MINNESOTA: Shall approve the Minnesota Lawful Gambling Premise Permit Application to Confidence Learning Center, East Gull Lake, Minnesota. Premise: Crookston Eagles, 105 S Broadway, Crookston, MN. Date: March 7, 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: \_\_\_\_\_ Mayor  
Dale Stainbrook

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

**LG230 Application to Conduct Off-Site Gambling**

**No Fee**

**ORGANIZATION INFORMATION**

Organization Name: Confidence learning center License Number: 00691

Address: 1620 Mary Fawcett Memorial Dr City: east gull lake, MN Zip: 56401

Chief Executive Officer (CEO) Name: Travis Grossman Daytime Phone: 218-828-2344

Gambling Manager Name: Michael Voeltz Daytime Phone: 218-414-0121

**GAMBLING ACTIVITY**

Twelve off-site events are allowed each calendar year not to exceed a total of 36 days.

From 3 / 7 / 2026 to 3 / 7 / 2026

Check the type of games that will be conducted:

Raffle

Pull-Tabs

Bingo

Tipboards

Paddlewheel

**GAMBLING PREMISES**

Name of location where gambling activity will be conducted: fraternal order of eagles AERIE #873

Street address and City (or township): 105 S BROADWAY, CROOKSTON Zip: 56716 County: POLK

- Do not use a post office box.
- If no street address, write in road designations (example: 3 miles east of Hwy. 63 on County Road 42).

Does your organization own the gambling premises?

**Yes** If yes, a lease is not required.

**No** If no, the lease agreement below must be completed, and signed by the lessor.

**LEASE AGREEMENT FOR OFF-SITE ACTIVITY (a lease agreement is not required for raffles)**

Rent to be paid for the leased area: \$ 0 (if none, write "0")

All obligations and agreements between the organization and the lessor are listed below or attached.

- Any attachments must be dated and signed by both the lessor and lessee.
- This lease and any attachments is the total and only agreement between the lessor and the organization conducting lawful gambling activities.
- Other terms, if any:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Lessor's

Print Let:

**SIGNED ORIGINAL**

**Acknowledgment by Local Unit of Government: Approval by Resolution**

| <b>CITY APPROVAL<br/>for a gambling premises<br/>located within city limits</b>  | <b>COUNTY APPROVAL<br/>for a gambling premises<br/>located in a township</b>   |
|--|--|
| City Name: _____   | County Name: _____   |
| Date Approved by City Council: _____   | Date Approved by County Board: _____   |
| Resolution Number: _____<br>(If none, attach meeting minutes.)   | Resolution Number: _____<br>(If none, attach meeting minutes.)   |
| Signature of City Personnel: _____   | Signature of County Personnel: _____   |
| Title: _____ Date Signed: _____  | Title: _____ Date Signed: _____  |
| <div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> <p><b>Local unit of government<br/>must sign.</b></p> </div> | <p><b>TOWNSHIP NAME:</b> _____</p> <p><b>Complete below only if required by the county.</b><br/>On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date Signed: _____</p> |

**CHIEF EXECUTIVE OFFICER (CEO) ACKNOWLEDGMENT**

The person signing this application must be your organization's CEO and have their name on file with the Gambling Control Board. If the CEO has changed and the current CEO has not filed a LG200B Organization Officers Affidavit with the Gambling Control Board, he or she must do so at this time.

I have read this application, and all information is true, accurate, and complete and, if applicable, agree to the lease terms as

**SIGNED ORIGINAL**

|   |  |
|---|--|
| Minnesota Gambling Control Board<br>Suite 300 South<br>1711 West County Road B<br>Roseville, MN 55113<br><b>Fax: 651-639-4032</b> | Questions? Contact a Licensing Specialist at 651-539-1900. |
|---|--|

This publication will be made available in alternative format (i.e. large print, braille) upon request.

|  |   |
|--|---|
| <p><b>Data privacy notice:</b> The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application.</p> <p>Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public.</p> | <p>If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public.</p> <p>Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; commissioners of Administration, Minnesota Management &amp; Budget, and Revenue; Legislative Auditor; national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</p> |
|--|---|

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

At a regular meeting of the City Council of the City of Crookston held on the 20th day of January 2026, Council

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

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

**RESOLUTION TO RECEIVE DONATIONS FOR THE PARKS AND RECREATION FOR 2026**

**WHEREAS:** The City of Crookston has received a twenty dollar (\$20.00) donation from Patricia Coquette in memory of Jackie Frentz for the Crookston Parks and Recreation; and

**NOW, THEREFORE, IT IS RESOLVED:** by the City Council of Crookston to accept the donation a twenty dollar (\$20.00) donation from Patricia Coquette in memory of Jackie Frentz for the Crookston Parks and Recreation Department.

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 20th day of January 2026, Council

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

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

**A RESOLUTION CALLING FOR A PUBLIC HEARING REGARDING A REQUEST FOR A ONE-YEAR EXTENSION OF THE MINNESOTA INVESTMENT FUND (MIF) COMPLIANCE DATE FOR NORTHSTAR LIME LLC**

**WHEREAS:** The City of Crookston, Minnesota, has previously provided Minnesota Investment Fund (MIF) assistance to Northstar Lime LLC in support of business development and job creation within the City; and

**WHEREAS:** Northstar Lime LLC has requested a one-year extension of the MIF compliance date due to documented operational challenges that delayed the company’s ability to fully meet job creation requirements within the original compliance period; and

**WHEREAS:** The City Council of the City of Crookston deems it appropriate to conduct a public hearing to consider the requested extension.

**NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Crookston, Minnesota, that:** A public hearing shall be held on February 2, 2026, at 5:30 p.m. at Crookston City Hall, 124 North Broadway, Crookston, Minnesota. The purpose of the public hearing is to consider a request related to the Minnesota Investment Fund (MIF) assistance provided to Northstar Lime LLC, specifically a proposed one-year extension of the MIF compliance date.

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 Council Memo

### REQUEST FOR PUBLIC HEARING

City of Crookston

To: Mayor and City Council

From: Community Development Department

Date: January 20, 2026

Subject: Northstar Lime – Minnesota Investment Fund (MIF) Compliance Extension Request and Public Hearing

#### Background

In December 2023, the City of Crookston entered into a Minnesota Investment Fund (MIF) agreement with Northstar Lime LLC to support capital investment and job creation associated with the company's biochar production operations. Under the MIF agreement, Northstar Lime committed to specific job creation and capital expenditure benchmarks to be achieved by the compliance date.

The current compliance date for the Northstar Lime MIF project has been reached. The Minnesota Department of Employment and Economic Development (DEED) has notified the City that it must either proceed with project closeout if goals have been met or request a one-year compliance extension, which requires a public hearing and City Council action.

#### MIF Performance Status

Per the MIF agreement, Northstar Lime committed to the following goals:

- Job Creation:
  - 21 total full-time equivalent jobs
  - 13 jobs paying at least \$20/hour
  - 8 jobs paying at least \$30/hour
- Capital Investment: \$10.1 million

Northstar Lime has reported that it currently employs 17 employees, falling short of the job creation requirement. The company cited significant operational challenges related to its pyrolyzer equipment used for biochar production, which has limited expansion and delayed additional hiring. Northstar Lime has indicated that a long-term operational solution is planned for implementation in 2026 and has formally requested a one-year extension to meet the remaining MIF requirements.

#### DEED Guidance

DEED has advised that, because the job creation goals have not yet been fully met, the City may request a one-year extension of the compliance date. Approval of an extension requires:

- A public hearing held by the City Council
- Submission of the public hearing notice and meeting minutes to DEED
- Execution of an amendment to the Grant Contract extending the compliance date to December 30, 2026

The City has until March 31, 2026, to finalize its decision and submit the required documentation to DEED.

#### Recommendation

Staff requests that the City Council:

1. Hold a public hearing regarding the Northstar Lime MIF compliance extension request; and
2. Authorize staff to submit the public hearing documentation to DEED and proceed with the amendment to extend the compliance date to December 30, 2026.

Granting the extension will allow Northstar Lime additional time to address documented operational challenges and fulfill the job creation commitments outlined in the MIF agreement, while maintaining the City's ability to enforce the terms of the program

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

At a regular meeting of the City Council of the City of Crookston held on the 20th day of January 2026, Council

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

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

**RESOLUTION REGARDING PAYMENT TO GUSTAFSON & GOUDGE, INC FOR THE 2025 HANGAR CONSTRUCTION FOR THE CROOKSTON MUNICIPAL AIRPORT**

**WHEREAS:** Resolution 28077 authorized Short Elliot Hendrickson, Inc (SEH) to receive bids and the low responsible bid was provided by Gustafson & Goudge, Inc in the amount of \$2,852,177.35 for the T-hangar, including heating the hangar slab for the Crookston Municipal Airport; and

**WHEREAS:** Resolution 28100 awarded Gustafson & Goudge, Inc. the contract regarding the 2025 hangar construction; and

**WHEREAS:** Gustafson & Goudge, Inc. has submitted an application for payment their 3rd payment in the amount of \$125,364.37; and

**WHEREAS:** The funding source is allocated from fund account Buildings & Structures 229-49810-0520; and

**NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Crookston, Minnesota** approve the 3rd payment to Gustafson & Goudge, Inc. in the amount of \$125364.37 for the 2025 hangar construction for the Crookston Municipal Airport using the funding source allocated from fund account Buildings & Structures 229-49810-0520.

**IT IS FURTHER RESOLVED:** The Mayor and City Administrator of the City of Crookston are authorized to sign on behalf of the City of Crookston and any amendments with respect to the 2025 hangar 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

## Application for Payment

(Unit Price Contract)

No. 3

Eng. Project No.: CROOK 184272

Location: Crookston Municipal Airport

Contractor Gustafson & Goudge, Inc.

Contract Date 9.5.2025

46909 State 92

|  |
|--|
| <b>Pay This Amount:</b> \$ <u>125,364.37</u> |
|--|

Clearbrook, MN 56634

Contract Amount \$ 2,852,177.35

Contract for 2025 Hangar Construction

Application Date 12.31.25

For Period Ending 12.31.25

| Item No.                                   | Item                                 | Unit | Est.<br>Quantity | Quantity<br>to Date | Unit Price        | Total Price  |
|--|--------------------------------------|------|------------------|---------------------|-------------------|--------------|
| <b>Base Bid - A</b>                        |                                      |      |                  |                     |                   |              |
| C-105                                      | Mobilization                         | LS   | 1                | 0.25                | 75,900.00         | \$18,975.00  |
| 40-05                                      | Maintenance of Traffic               | LS   | 1                | 0.5                 | 20,930.00         | \$10,465.00  |
| 50-07                                      | Construction Layout & Staking        | LS   | 1                | 0.25                | 14,375.00         | \$3,593.75   |
| C-102                                      | Rock Construction Entrance           | EA   | 1                | 1                   | 8,510.00          | \$8,510.00   |
| C-102                                      | Inlet Protection (Type B)            | EA   | 1                | 1                   | 230.00            | \$230.00     |
| C-102                                      | Filter Log, Type Wood Fiber Bioroll  | LF   | 100              | 108                 | 13.80             | \$1,490.40   |
| C-102                                      | Silt Fence (Type Preassembled)       | LF   | 1500             | 1041                | 5.75              | \$5,985.75   |
| 33 46 30                                   | 4" Perforated Drain Tile Pipe (Dual- | LF   | 535              |                     | 23.81             |              |
| 33 46 30                                   | 4" Non-Perforated Drain Tile Outlet  | LF   | 25               |                     | 56.35             |              |
| 33 46 30                                   | Drain Tile Clean Out                 | EA   | 2                |                     | 920.00            |              |
| 33 46 30                                   | Precast Concrete Headwall            | EA   | 2                |                     | 1,552.50          |              |
| 02 41 33                                   | Sawing Bituminous Pavement (Full     | LF   | 500              |                     | 5.75              |              |
| P-152                                      | Unclassified Excavation (EV)         | CY   | 2000             | 1900                | 29.33             | \$55,727.00  |
| P-152                                      | Subgrade Over-Excavation (EV)        | CY   | 500              | 0                   | 56.58             |              |
| P-152                                      | Subgrade Preparation                 | SY   | 3000             | 2910                | 6.75              | \$19,642.50  |
| 31 34 10                                   | Geotextile Fabric (Type 7)           | SY   | 3000             |                     | 4.41              |              |
| P-154                                      | Select Granular Borrow (CV)          | CY   | 1600             | 1450                | 44.71             | \$64,829.50  |
| 32 11 22                                   | Aggregate Base Course (CV)           | CY   | 500              |                     | 68.31             |              |
| 32 12 16                                   | Bituminous Surface Course            | TON  | 250              |                     | 188.37            |              |
| 32 12 13                                   | Bituminous Tack Coat                 | GAL  | 150              |                     | 7.86              |              |
| 32 12 16                                   | Bituminous Base Course               | TON  | 250              |                     | 188.37            |              |
| P-620                                      | Pavement Markings (Yellow)           | SF   | 500              |                     | 11.27             |              |
| T-905                                      | Select Topsoil Borrow (Obtained Off- | CY   | 50               |                     | 82.80             |              |
| T-901                                      | Turf Establishment                   | LS   | 1                |                     | 15,065.00         |              |
| <b>Base Bid Total Bid Price</b>            |                                      |      |                  |                     | <b>498,242.10</b> |              |
| <b>Alternate 1 - T-hangar Construction</b> |                                      |      |                  |                     |                   |              |
| C-105                                      | Mobilization                         | LS   | 1                | 0.2                 | 46,575.00         | \$9,315.00   |
| GENERAL                                    | General Conditions                   | LS   | 1                | 0.25                | 207,575.00        | \$51,893.75  |
| P-152                                      | Structure Excavation (EV)            | CY   | 5000             | 4111                | 25.76             | \$105,899.36 |
| P-154 & 32 1                               | Structure Backfill (CV)              | CY   | 4300             | 3911                | 46.78             | \$182,956.58 |
| DIV 3                                      | Structure Foundation/Floor           | LS   | 1                |                     | 451,145.00        |              |
| 13 34 00                                   | Pre-Engineered Building System       | LS   | 1                | 0.26                | 879,750.00        | \$228,735.00 |
| 08 11 13                                   | Hollow Metal Door (See Schedule)     | EA   | 1                |                     | 3,737.50          |              |
| 08 34 17                                   | Bi-fold Door (65') (See Schedule)    | EA   | 4                |                     | 46,517.50         |              |
| 08 34 17                                   | Bi-fold Door (60') (See Schedule)    | EA   | 1                |                     | 45,655.00         |              |
| 08 36 13                                   | Overhead Garage Doors with opener    | EA   | 2                |                     | 17,250.00         |              |

| Item No.                            | Item                                 | Unit | Est. Quantity | Quantity to Date | Unit Price   | Total Price         |
|-------------------------------------|--------------------------------------|------|---------------|------------------|--------------|---------------------|
| MECH1                               | Hangar Mechanical                    | LS   | 1             |                  | 28,750.00    |                     |
| ELEC1                               | Hangar Electrical                    | LS   | 1             |                  | 125,723.75   |                     |
| <b>Alternate 1 Total Bid Price</b>  |                                      |      |               |                  | 2,339,435.25 |                     |
| Alternate 3 - T-hangar Slab Heating |                                      |      |               |                  |              |                     |
| MECH2                               | Provide & Install Materials for Slab | LS   | 1             |                  | 5,000.00     |                     |
| ELEC2                               | Provide & Install Materials for Slab | LS   | 1             |                  | 9,500.00     |                     |
| <b>Alternate 3 Total Bid Price</b>  |                                      |      |               |                  | 14,500.00    |                     |
| <b>Total Contract Amount</b>        |                                      |      |               |                  |              | <b>\$768,248.59</b> |

**Application for Payment (continued)**

|                                 |                  |  |               |
|---------------------------------|------------------|--|---------------|
| Total Contract Amount           | \$ 2,852,177.35  | Total Amount Earned  | \$ 768,248.59 |
| Contract Change Order No. _____ |                  | Material Suitably Stored on Site, Not Incorporated into Work | _____         |
| Contract Change Order No. _____ |                  | Percent Complete   | _____         |
| Contract Change Order No. _____ |                  | Percent Complete   | _____         |
| Less Previous Applications:     |                  | Percent Complete   | _____         |
| AFP No. 1: 118,809.38           | AFP No. 6: _____ | GROSS AMOUNT DUE   | \$ 768,248.59 |
| AFP No. 2: 485,662.41           | AFP No. 7: _____ | LESS 5 % RETAINAGE   | \$ 38,412.43  |
| AFP No. 3: _____                | AFP No. 8: _____ | AMOUNT DUE TO DATE   | \$ 729,836.16 |
| AFP No. 4: _____                | AFP No. 9: _____ | LESS PREVIOUS APPLICATIONS                                   | \$ 604,471.79 |
| AFP No. 5: _____                |                  | AMOUNT DUE THIS APPLICATION                                  | \$ 125,364.37 |

**CONTRACTOR'S AFFIDAVIT**

The undersigned Contractor hereby swears under penalty of perjury that (1) all previous progress payments received from the Owner on account of work performed under the Contract referred to above have been applied by the undersigned to discharge in full all obligations of the undersigned incurred in connection with work covered by prior Applications for Payment under said contract, 2025 Hangar Construction, Crookston Municipal Airport, and (2) all material and equipment incorporated in said Project or otherwise listed in or covered by this Application for Payment and free and clear of all liens, claims, security interests and encumbrances.

Date 12/31/25, 20\_\_\_\_, Gustafson & Goudge, Inc.  
(Contractor)

COUNTY OF Clearwater )  
STATE OF Minnesota ) SS By Paul Gustafson President  
(Name and Title)

Before me on this 31 day of Dec, 2025, personally appeared PAUL GUSTAFSON known to be, who being duly sworn did depose and say that he is the PRESIDENT (office) of the Contractor above mentioned that he executed the above Application for Payment and Affidavit on behalf of said Contractor; and that all of the statements contained therein are true, correct and complete.



**SIGNED ORIGINAL**

My Commission expires \_\_\_\_\_

The undersigned has checked the Contractor's Application for Payment shown above. A part of this Application is the Contractor's Affidavit stating that all previous payments to him under this contract have been applied by him to discharge in full all of his obligations in connecting with the work by all prior Applications for Payment.

In accordance with the Contract, the undersigned recommends approval of payment to the Contractor for the Amount due

**Short Elliott Hendrickson Inc.**

**SIGNED ORIGINAL** By Lindsay Reidt  
Date 1/5/26

**City of Crookston**

By \_\_\_\_\_  
Date \_\_\_\_\_

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

At a regular meeting of the City Council of the City of Crookston held on the 20th day of October 2025, Council

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

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

**RESOLUTION ESTABLISHING PROCEDURES RELATING TO COMPLIANCE WITH REIMBURSEMENT BOND REGULATIONS  
UNDER THE INTERNAL REVENUE CODE**

**WHEREAS:** The Internal Revenue Service has issued Treasury Regulations, Section 1.150-2 (as the same may be amended or supplemented, the "Regulations"), dealing with "reimbursement bond" proceeds, being proceeds of the City's bonds used to reimburse the City for any project expenditure paid by the City prior to the time of the issuance of those bonds; and

**WHEREAS:** The Regulations generally require that the City make a declaration of intent to reimburse itself for such prior expenditures out of the proceeds of subsequently issued bonds, that such declaration be made not later than 60 days after the expenditure is actually paid, and that the bonding occur and the written reimbursement allocation be made from the proceeds of such bonds within 18 months after the later of (1) the date of payment of the expenditure or (2) the date the project is placed in service (but in no event more than 3 years after actual payment); and

**WHEREAS:** The City heretofore implemented procedures for compliance with the predecessor versions of the Regulations and desires to amend and supplement those procedures to ensure compliance with the Regulations; and

**WHEREAS:** The City's bond counsel has advised the City that the Regulations do not apply, and hence the provisions of this Resolution are intended to have no application to payments of City project costs first made by the City out of the proceeds of bonds issued prior to the date of such payments; and

**WHEREAS:** Official Intent Declaration. The Regulations, in the situations in which they apply, require the City to have declared an official intent (the "Declaration") to reimburse itself for previously paid project expenditures out of the proceeds of subsequently issued bonds. The Council hereby authorizes the City Clerk to make the City's Declarations or to delegate from time to time that responsibility to other appropriate City employees. Each Declaration shall comply with the requirements of the Regulations, including without limitation the following:

- (a) Each Declaration shall be made not later than 60 days after payment of the applicable project cost and shall state that the City reasonably expects to reimburse itself for the expenditure out of the proceeds of a bond issue or similar borrowing. Each Declaration may be made substantially in the form of the Exhibit A which is attached to and made a part of this Resolution, or in any other format which may at the time comply with the Regulations.
- (b) Each Declaration shall (1) contain a reasonably accurate description of the "project," as defined in the Regulations (which may include the property or program to be financed, as applicable), to which the expenditure relates and (2) state the maximum principal amount of bonding expected to be issued for that project.
- (c) Care shall be taken so that the City, or its authorized representatives under this Resolution, not make Declarations in cases where the City does not reasonably expect to issue reimbursement bonds to finance the subject project costs, and the City officials are hereby authorized to consult with bond counsel to the City concerning the requirements of the Regulations and their application in particular circumstances.
- (d) The Council shall be advised from time to time on the desirability and timing of the issuance of reimbursement bonds relating to project expenditures for which the City has made Declarations.

**WHEREAS:** Reimbursement Allocations. the designated City officials shall also be responsible for making the "reimbursement allocations" described in the Regulations, being generally written allocations that evidence the City's use of the applicable bond proceeds to reimburse the original expenditures; and

**WHEREAS:** Effect this Resolution shall amend and supplement all prior resolutions and/or procedures adopted by the City for compliance with the Regulations (or their predecessor versions), and, henceforth, in the event of any inconsistency, the provisions of this Resolution shall apply and govern.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Crookston, Minnesota: Approve this resolution. The Mayor and City Administrator of the City of Crookston are authorized to execute all documents necessary to compile with the reimbursement bond regulation any subsequent amendments, and fulfill all administrative and financial requirements associated with the bond regulations.

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. \_\_\_\_\_**

**RESOLUTION ESTABLISHING PROCEDURES  
RELATING TO COMPLIANCE WITH REIMBURSEMENT BOND  
REGULATIONS UNDER THE INTERNAL REVENUE CODE**

BE IT RESOLVED by the City Council (the "Council") of the City of \_\_\_\_\_, Minnesota (the "City"), as follows:

1. Recitals.

(a) The Internal Revenue Service has issued Treasury Regulations, Section 1.150-2 (as the same may be amended or supplemented, the "Regulations"), dealing with "reimbursement bond" proceeds, being proceeds of the City's bonds used to reimburse the City for any project expenditure paid by the City prior to the time of the issuance of those bonds.

(b) The Regulations generally require that the City make a declaration of intent to reimburse itself for such prior expenditures out of the proceeds of subsequently issued bonds, that such declaration be made not later than 60 days after the expenditure is actually paid, and that the bonding occur and the written reimbursement allocation be made from the proceeds of such bonds within 18 months after the later of (1) the date of payment of the expenditure or (2) the date the project is placed in service (but in no event more than 3 years after actual payment).

(c) The City heretofore implemented procedures for compliance with the predecessor versions of the Regulations and desires to amend and supplement those procedures to ensure compliance with the Regulations.

(d) The City's bond counsel has advised the City that the Regulations do not apply, and hence the provisions of this Resolution are intended to have no application to payments of City project costs first made by the City out of the proceeds of bonds issued prior to the date of such payments.

2. Official Intent Declaration. The Regulations, in the situations in which they apply, require the City to have declared an official intent (the "Declaration") to reimburse itself for previously paid project expenditures out of the proceeds of subsequently issued bonds. The Council hereby authorizes the City Clerk to make the City's Declarations or to delegate from time to time that responsibility to other appropriate City employees. Each Declaration shall comply with the requirements of the Regulations, including without limitation the following:

(a) Each Declaration shall be made not later than 60 days after payment of the applicable project cost and shall state that the City reasonably expects to reimburse itself for the expenditure out of the proceeds of a bond issue or similar borrowing. Each Declaration may be made substantially in the form of the Exhibit A which is attached to and made a part of this Resolution, or in any other format which may at the time comply with the Regulations.

(b) Each Declaration shall (1) contain a reasonably accurate description of the "project," as defined in the Regulations (which may include the property or program to be financed, as applicable), to which the expenditure relates and (2) state the maximum principal amount of bonding expected to be issued for that project.

(c) Care shall be taken so that the City, or its authorized representatives under this Resolution, not make Declarations in cases where the City does not reasonably expect to issue reimbursement bonds to finance the subject project costs, and the City officials are hereby authorized to consult with bond counsel to the City concerning the requirements of the Regulations and their application in particular circumstances.

(d) The Council shall be advised from time to time on the desirability and timing of the issuance of reimbursement bonds relating to project expenditures for which the City has made Declarations.

3. Reimbursement Allocations. The designated City officials shall also be responsible for making the "reimbursement allocations" described in the Regulations, being generally written allocations that evidence the City's use of the applicable bond proceeds to reimburse the original expenditures.

4. Effect. This Resolution shall amend and supplement all prior resolutions and/or procedures adopted by the City for compliance with the Regulations (or their predecessor versions), and, henceforth, in the event of any inconsistency, the provisions of this Resolution shall apply and govern.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by the City Council.

## EXHIBIT A

### Declaration of Official Intent

The undersigned, being the duly appointed and acting Mayor and City Administrator of the City of Crookston, Minnesota (the "City"), pursuant to and for purposes of compliance with Treasury Regulations, Section 1.150-2 (the "Regulations"), under the Internal Revenue Code of 1986, as amended, hereby states and certifies on behalf of the City as follows:

1. The undersigned has been and is on the date hereof duly authorized by the City Council to make and execute this Declaration of Official Intent (the "Declaration") for and on behalf of the City.

2. This Declaration relates to the following project, property or program (the "Project") and the costs thereof to be financed:

3. The City reasonably expects to reimburse itself for the payment of certain costs of the Project out of the proceeds of a bond issue or similar borrowing (the "Bonds") to be issued by the City after the date of payment of such costs. As of the date hereof, the City reasonably expects that \$ \_\_\_\_\_ is the maximum principal amount of the Bonds which will be issued to finance the Project.

4. Each expenditure to be reimbursed from the Bonds is or will be a capital expenditure or a cost of issuance, or any of the other types of expenditures described in Section 1.150-2(d)(3) of the Regulations.

5. As of the date hereof, the statements and expectations contained in this Declaration are believed to be reasonable and accurate.

Date: \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
City Clerk

City of \_\_\_\_\_, Minnesota

CERTIFICATION

The undersigned, being the duly qualified and acting City Clerk of the City of \_\_\_\_\_, Minnesota, hereby certifies the following:

The foregoing is a true and correct copy of a Resolution on file and of official, publicly available record in the offices of the City, which Resolution relates to procedures of the City for compliance with certain IRS Regulations on reimbursement bonds. Said Resolution was duly adopted by the governing body of the City (the "Council") at a regular or special meeting of the Council held on \_\_\_\_\_, 20\_\_\_. Said meeting was duly called, regularly held, open to the public, and held at the place at which meetings of the Council are regularly held. Council Member \_\_\_\_\_ moved the adoption of the Resolution, which motion was seconded by Council Member \_\_\_\_\_. A vote being taken on the motion, the following members of the Council voted in favor of the motion to adopt the Resolution:

and the following voted against the same:

Whereupon said Resolution was declared duly passed and adopted. The Resolution is in full force and effect and no action has been taken by the Council which would in any way alter or amend the Resolution.

WITNESS MY HAND officially as the City Clerk of the City of \_\_\_\_\_, Minnesota, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
City Clerk  
City of \_\_\_\_\_, Minnesota

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

At a first regular meeting of the City Council of the City of Crookston held on the 20th day of January 2026, Council Member \_\_\_\_\_ offered the following resolution which was seconded by Council Member \_\_\_\_\_,

**A RESOLUTION AUTHORIZING APPROVAL OF TASK ORDER NO. 20 WITH ADVANCED ENGINEERING AND ENVIRONMENTAL SERVICES, LLC FOR 2026 GENERAL ENGINEERING SERVICES**

**WHEREAS:** The City of Crookston has an existing Agreement for Professional Engineering Services with Advanced Engineering and Environmental Services, LLC (AE2S), dated April 8, 2025; and

**WHEREAS:** AE2S has submitted Task Order No. 20 for 2026 General Engineering Services, effective January 1, 2026; and

**WHEREAS:** The purpose of Task Order No. 20 is to provide on-call general engineering services to support City infrastructure, capital improvement projects, operations, and planning needs as directed by the City; and

**WHEREAS:** The Task Order provides that services will be rendered on an on-call basis and completed no later than December 31, 2026; and

**WHEREAS:** Compensation for services under Task Order No. 20 is based on standard 2026 hourly rates plus reimbursable expenses, with total compensation for basic services not to exceed \$50,000.00; and

**WHEREAS:** City staff have reviewed Task Order No. 20 and determined that the scope of services, schedule, and cost are reasonable and that approval is in the best interest of the City of Crookston.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CROOKSTON, MINNESOTA, THAT:** Task Order No. 20 with Advanced Engineering and Environmental Services, LLC, for 2026 General Engineering Services is hereby approved.

**BE IT FURTHER RESOLVE:** The Mayor and City Administrator is authorized to execute Task Order No. 20 and any related documents necessary to implement the services described therein.

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

**TASK ORDER NO. 20 (2026-01)**

In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services—Task Order Edition dated April 8, 2025, Owner and Engineer agree as follows:

**1. TASK ORDER DATA**

|    |                                 |  |
|----|---------------------------------|--|
| a. | Effective Date of Task Order:   | January 1, 2026                                      |
| b. | Owner:                          | City of Crookston                                    |
| c. | Engineer:                       | Advanced Engineering and Environmental Services, LLC |
| d. | Specific Project (title)        | 2026 General Engineering Services                    |
| e. | Specific Project (description): | On-call general engineering services                 |
| f. | Related Task Orders             | N/A  |

**2. BASELINE INFORMATION**

**Baseline Information.** Owner has furnished the following Specific Project information to Engineer as of the Effective Date of the Task Order. Engineer's scope of services has been developed based on this information. As the Specific Project moves forward, some of the information may change or be refined, and additional information will become known, resulting in the possible need to change, refine, or supplement the scope of services.

Specific Project Title: 2026 General Engineering Services

**3. SERVICES OF ENGINEER (“SCOPE”)**

- A. The specific Basic Services to be provided or furnished by Engineer under this Task Order are:
  - General On-Call Engineering services as directed by the Owner.
- B. All of the services included above comprise basic services for purposes of Engineer's compensation under this Task Order, with the exception of Resident Project Representative Services, if any, which are compensated separately.
- C. Additional Services: Services not expressly set forth as Basic Services in Paragraph 3.A above, and necessary services listed as not requiring Owner's written authorization, or requiring additional effort in an immediate, expeditious, or accelerated manner as a result of unanticipated construction events or Specific Project conditions, are Additional Services, and will be compensated by the method indicated for Additional Services in this Task Order. All other Additional Services require mutual agreement and may be authorized by amending the Task Order as set forth in Paragraph 8.05.B.2 of the Agreement, with compensation for such other Additional Services as set forth in the amending instrument.

**4. ADDITIONS TO OWNER'S RESPONSIBILITIES**

- A. Owner shall have those responsibilities set forth in Article 2 of the Agreement, and the following supplemental responsibilities that are specific to this Task Order: None

**5. TASK ORDER SCHEDULE**

- A. Services will be rendered as “on-call” services as requested by the Owner.
- B. Basic Services and Additional Services completion shall be no later than December 31, 2026.

**6. ENGINEER'S COMPENSATION**

- A. The terms of payment are set forth in Article 4 of the Agreement.
- B. Owner shall pay Engineer for services rendered under this Task Order as follows:
- An amount equal to the cumulative hours charged to the Project by each class of Engineer’s employees times standard hourly rates for each applicable billing class for all services performed on the Specific Project, plus reimbursable expenses and Engineer’s consultants’ charges, if any.
  - Engineer shall use Standard 2026 Hourly Rates, attached hereto.
  - The total compensation for Basic Services including reimbursable expenses will not exceed \$50,000.00.

**7. ENGINEER'S PRIMARY SUBCONSULTANTS FOR TASK ORDER, AS OF THE EFFECTIVE DATE OF THE TASK ORDER: NONE**

**8. ATTACHMENTS:**

- A. 2026 Hourly Fee and Expense Schedule

Execution of this Task Order by Owner and Engineer makes it subject to the terms and conditions of the Agreement and its exhibits and appendices, which Agreement, exhibits, and appendices are incorporated by this reference.

**OWNER:**

City of Crookston

**By:**

**Date:**

**Name:** Darin Selzler

**Title:** Interim City Administrator

**Address for giving notices:**

City of Crookston

124 North Broadway  
Crookston, MN 56716

**Designated Representative:**

**Name:** Chuck Getsman

**Title:** Public Works Director

**Address:**

124 North Broadway  
Crookston, MN 56716

**Phone:** 218-281-1232

**Email:**

**ENGINEER:**

Advanced Engineering and Environmental Services, LLC

**Date:** Jan 13, 2026

**Name:** Jordan Grasser

**Title:** Operations Manager

**Address for giving notices:**

Advanced Engineering and  
Environmental Services, LLC  
4050 Garden View Drive, Suite 200  
Grand Forks, ND 58201

**Designated Representative:**

**Name:** Stephen Slick

**Title:** Project Manager

**Address:**

4050 Garden View Drive, Suite 200  
Grand Forks, ND 58201

**Phone:** 701-746-8087

**Email:** stephen.slick@ae2s.com

## **ADVANCED ENGINEERING AND ENVIRONMENTAL SERVICES, LLC**

### **2026 HOURLY FEE AND EXPENSE SCHEDULE**

#### **Labor Rates\***

|                             |          |                         |            |
|-----------------------------|----------|-------------------------|------------|
| Administrative 1            | \$73.00  | IT 1                    | \$145.00   |
| Administrative 2            | \$88.00  | IT 2                    | \$196.00   |
| Administrative 3            | \$103.00 | IT 3                    | \$241.00   |
| Communications Specialist 1 | \$117.00 | Land Surveyor Assistant | \$107.00   |
| Communications Specialist 2 | \$137.00 | Land Surveyor 1         | \$129.00   |
| Communications Specialist 3 | \$158.00 | Land Surveyor 2         | \$156.00   |
| Communications Specialist 4 | \$190.00 | Land Surveyor 3         | \$175.00   |
| Communications Specialist 5 | \$210.00 | Land Surveyor 4         | \$193.00   |
| Construction Services 1     | \$140.00 | Land Surveyor 5         | \$213.00   |
| Construction Services 2     | \$171.00 | Operations Specialist 1 | \$112.00   |
| Construction Services 3     | \$190.00 | Operations Specialist 2 | \$140.00   |
| Construction Services 4     | \$211.00 | Operations Specialist 3 | \$173.00   |
| Construction Services 5     | \$232.00 | Operations Specialist 4 | \$198.00   |
| Engineering Assistant 1     | \$94.00  | Operations Specialist 5 | \$222.00   |
| Engineering Assistant 2     | \$111.00 | Project Coordinator 1   | \$130.00   |
| Engineering Assistant 3     | \$140.00 | Project Coordinator 2   | \$145.00   |
| Engineer 1                  | \$152.00 | Project Coordinator 3   | \$162.00   |
| Engineer 2                  | \$182.00 | Project Coordinator 4   | \$178.00   |
| Engineer 3                  | \$213.00 | Project Coordinator 5   | \$201.00   |
| Engineer 4                  | \$246.00 | Project Manager 1       | \$229.00   |
| Engineer 5                  | \$264.00 | Project Manager 2       | \$251.00   |
| Engineer 6                  | \$279.00 | Project Manager 3       | \$269.00   |
| Engineering Technician 1    | \$93.00  | Project Manager 4       | \$284.00   |
| Engineering Technician 2    | \$117.00 | Project Manager 5       | \$303.00   |
| Engineering Technician 3    | \$141.00 | Project Manager 6       | \$317.00   |
| Engineering Technician 4    | \$158.00 | Sr. Designer 1          | \$199.00   |
| Engineering Technician 5    | \$181.00 | Sr. Designer 2          | \$221.00   |
| Financial Analyst 1         | \$126.00 | Sr. Designer 3          | \$238.00   |
| Financial Analyst 2         | \$142.00 | Sr. Financial Analyst 1 | \$236.00   |
| Financial Analyst 3         | \$171.00 | Sr. Financial Analyst 2 | \$257.00   |
| Financial Analyst 4         | \$187.00 | Sr. Financial Analyst 3 | \$279.00   |
| Financial Analyst 5         | \$209.00 | Technical Expert 1      | \$361.00   |
| GIS Specialist 1            | \$117.00 | Technical Expert 2      | Negotiable |
| GIS Specialist 2            | \$142.00 |                         |            |
| GIS Specialist 3            | \$168.00 |                         |            |
| GIS Specialist 4            | \$188.00 |                         |            |
| GIS Specialist 5            | \$210.00 |                         |            |
| I&C Assistant 1             | \$112.00 |                         |            |
| I&C Assistant 2             | \$139.00 |                         |            |
| I&C 1                       | \$166.00 |                         |            |
| I&C 2                       | \$196.00 |                         |            |
| I&C 3                       | \$221.00 |                         |            |
| I&C 4                       | \$234.00 |                         |            |
| I&C 5                       | \$246.00 |                         |            |

**Reimbursable Expense Rates**

|                              |               |
|------------------------------|---------------|
| Transportation               | \$0.83/mile   |
| Survey Vehicle               | \$1.05/mile   |
| Laser Printouts/Photocopies  | \$0.30/copy   |
| Plotter Printouts            | \$1.00/s.f.   |
| UAS - Photo/Video Grade      | \$100.00/day  |
| UAS/USV – Survey             | \$50.00/hour  |
| Total Station – Robotic      | \$35.00/hour  |
| Mapping GPS                  | \$60.00/day   |
| Fast Static/RTK GPS          | \$50.00/hour  |
| All-Terrain Vehicle/Boat     | \$100.00/day  |
| Cellular Modem               | \$75.00/month |
| Web Hosting                  | \$26.00/month |
| Legal Services Reimbursement | \$302.00/hour |
| Outside Services             | cost * 1.15   |
| Geotechnical Services        | cost * 1.30   |
| Out of Pocket Expenses       | cost * 1.15   |
| Rental Car                   | cost * 1.20   |
| Project Specific Equipment   | Negotiable    |

\* Position titles are for labor rate grade purposes only.

*These rates are subject to adjustment each year on January 1.*

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

At a first regular meeting of the City Council of the City of Crookston held on the 20th day of January 2026, Council

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

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

**A RESOLUTION AUTHORIZING APPROVAL OF TASK ORDER NO. 21 WITH ADVANCED ENGINEERING AND ENVIRONMENTAL SERVICES, LLC FOR 2026 FUNDING SUPPORT SERVICES**

**WHEREAS:** The City of Crookston has an existing Agreement for Professional Engineering Services with Advanced Engineering and Environmental Services, LLC (AE2S), dated April 8, 2024; and

**WHEREAS:** AE2S has submitted Task Order No. 21 for on-call funding support services for the City of Crookston, effective January 1, 2026; and

**WHEREAS:** The purpose of Task Order No. 21 is to provide 2026 Funding Support, including study, report, and related grant and funding assistance services, as requested by the City; and

**WHEREAS:** The Task Order provides that services will be rendered on an on-call basis and completed no later than December 31, 2026; and

**WHEREAS:** Compensation for services under Task Order No. 21 is based on standard 2026 hourly rates plus reimbursable expenses, with total compensation for basic services not to exceed \$25,000.00; and

**WHEREAS:** City staff have reviewed Task Order No. 21 and determined that the services are necessary, the terms are reasonable, and approval is in the best interest of the City of Crookston.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CROOKSTON, MINNESOTA, THAT:** Task Order No. 21 with Advanced Engineering and Environmental Services, LLC, for 2026 Funding Support services is hereby approved.

**BE IT FURTHER RESOLVED:** The Mayor and City Administrator is authorized to execute Task Order No. 21 and any related documents necessary to implement the services described therein.

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

**TASK ORDER NO. 21 (2026-02)**

In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services—Task Order Edition dated April 8, 2024, Owner and Engineer agree as follows:

**1. TASK ORDER DATA**

|    |                                 |  |
|----|---------------------------------|--|
| a. | Effective Date of Task Order:   | January 1, 2026                                      |
| b. | Owner:                          | City of Crookston                                    |
| c. | Engineer:                       | Advanced Engineering and Environmental Services, LLC |
| d. | Specific Project (title)        | 2026 Funding Support                                 |
| e. | Specific Project (description): | On-call funding support services                     |
| f. | Related Task Orders             | N/A  |

**2. BASELINE INFORMATION**

**Baseline Information.** Owner has furnished the following Specific Project information to Engineer as of the Effective Date of the Task Order. Engineer's scope of services has been developed based on this information. As the Specific Project moves forward, some of the information may change or be refined, and additional information will become known, resulting in the possible need to change, refine, or supplement the scope of services.

Specific Project Title: 2026 Funding Support

**3. SERVICES OF ENGINEER (“SCOPE”)**

- A. The specific Basic Services to be provided or furnished by Engineer under this Task Order are:
  - the services (and related terms and conditions) set forth in the following sections of Exhibit A, as attached to the Agreement referred to above, such sections being hereby incorporated by reference:
    - Study and Report Services (Exhibit A, Paragraph A1.02)
- B. All of the services included above comprise basic services for purposes of Engineer's compensation under this Task Order, with the exception of Resident Project Representative Services, if any, which are compensated separately.
- C. Additional Services: Services not expressly set forth as Basic Services in Paragraph 3.A above, and necessary services listed as not requiring Owner's written authorization, or requiring additional effort in an immediate, expeditious, or accelerated manner as a result of unanticipated construction events or Specific Project conditions, are Additional Services, and will be compensated by the method indicated for Additional Services in this Task Order. All other Additional Services require mutual agreement and may be authorized by amending the

Task Order as set forth in Paragraph 8.05.B.2 of the Agreement, with compensation for such other Additional Services as set forth in the amending instrument.

**4. ADDITIONS TO OWNER'S RESPONSIBILITIES**

- A. Owner shall have those responsibilities set forth in Article 2 of the Agreement, and the following supplemental responsibilities that are specific to this Task Order: None

**5. TASK ORDER SCHEDULE**

- A. Services will be rendered as “on-call” services as requested by the Owner.
- B. Basic Services and Additional Services completion shall be no later than December 31, 2026.

**6. ENGINEER'S COMPENSATION**

- A. The terms of payment are set forth in Article 4 of the Agreement.
- B. Owner shall pay Engineer for services rendered under this Task Order as follows:
- An amount equal to the cumulative hours charged to the Project by each class of Engineer’s employees times standard hourly rates for each applicable billing class for all services performed on the Specific Project, plus reimbursable expenses and Engineer’s consultants’ charges, if any.
  - Engineer shall use Standard 2026 Hourly Rates, attached hereto.
  - The total compensation for Basic Services including reimbursable expenses will not exceed \$25,000.00.

**7. ENGINEER'S PRIMARY SUBCONSULTANTS FOR TASK ORDER, AS OF THE EFFECTIVE DATE OF THE TASK ORDER: NONE**

**8. ATTACHMENTS:**

- A. 2026 Hourly Fee and Expense Schedule

Execution of this Task Order by Owner and Engineer makes it subject to the terms and conditions of the Agreement and its exhibits and appendices, which Agreement, exhibits, and appendices are incorporated by this reference.

**OWNER:**

City of Crookston

**By:**

**Date:**

**Name:** Darin Selzler

**Title:** Interim City Administrator

**Address for giving notices:**

City of Crookston

124 North Broadway  
Crookston, MN 56716

**Designated Representative:**

**Name:** Chuck Getsman

**Title:** Public Works Director

**Address:**

124 North Broadway  
Crookston, MN 56716

**Phone:** 218-281-1232

**Email:**

**ENGINEER:**

Advanced Engineering and Environmental Services, LLC

**Date:** Jan 13, 2026

**Name:** Jordan Grasser

**Title:** Operations Manager

**Address for giving notices:**

Advanced Engineering and  
Environmental Services, LLC  
4050 Garden View Drive, Suite 200  
Grand Forks, ND 58201

**Designated Representative:**

**Name:** Stephen Slick

**Title:** Project Manager

**Address:**

4050 Garden View Drive, Suite 200  
Grand Forks, ND 58201

**Phone:** 701-746-8087

**Email:** stephen.slick@ae2s.com

## **ADVANCED ENGINEERING AND ENVIRONMENTAL SERVICES, LLC**

### **2026 HOURLY FEE AND EXPENSE SCHEDULE**

**Labor Rates\***

|                             |          |                         |            |
|-----------------------------|----------|-------------------------|------------|
| Administrative 1            | \$73.00  | IT 1                    | \$145.00   |
| Administrative 2            | \$88.00  | IT 2                    | \$196.00   |
| Administrative 3            | \$103.00 | IT 3                    | \$241.00   |
| Communications Specialist 1 | \$117.00 | Land Surveyor Assistant | \$107.00   |
| Communications Specialist 2 | \$137.00 | Land Surveyor 1         | \$129.00   |
| Communications Specialist 3 | \$158.00 | Land Surveyor 2         | \$156.00   |
| Communications Specialist 4 | \$190.00 | Land Surveyor 3         | \$175.00   |
| Communications Specialist 5 | \$210.00 | Land Surveyor 4         | \$193.00   |
| Construction Services 1     | \$140.00 | Land Surveyor 5         | \$213.00   |
| Construction Services 2     | \$171.00 | Operations Specialist 1 | \$112.00   |
| Construction Services 3     | \$190.00 | Operations Specialist 2 | \$140.00   |
| Construction Services 4     | \$211.00 | Operations Specialist 3 | \$173.00   |
| Construction Services 5     | \$232.00 | Operations Specialist 4 | \$198.00   |
| Engineering Assistant 1     | \$94.00  | Operations Specialist 5 | \$222.00   |
| Engineering Assistant 2     | \$111.00 | Project Coordinator 1   | \$130.00   |
| Engineering Assistant 3     | \$140.00 | Project Coordinator 2   | \$145.00   |
| Engineer 1                  | \$152.00 | Project Coordinator 3   | \$162.00   |
| Engineer 2                  | \$182.00 | Project Coordinator 4   | \$178.00   |
| Engineer 3                  | \$213.00 | Project Coordinator 5   | \$201.00   |
| Engineer 4                  | \$246.00 | Project Manager 1       | \$229.00   |
| Engineer 5                  | \$264.00 | Project Manager 2       | \$251.00   |
| Engineer 6                  | \$279.00 | Project Manager 3       | \$269.00   |
| Engineering Technician 1    | \$93.00  | Project Manager 4       | \$284.00   |
| Engineering Technician 2    | \$117.00 | Project Manager 5       | \$303.00   |
| Engineering Technician 3    | \$141.00 | Project Manager 6       | \$317.00   |
| Engineering Technician 4    | \$158.00 | Sr. Designer 1          | \$199.00   |
| Engineering Technician 5    | \$181.00 | Sr. Designer 2          | \$221.00   |
| Financial Analyst 1         | \$126.00 | Sr. Designer 3          | \$238.00   |
| Financial Analyst 2         | \$142.00 | Sr. Financial Analyst 1 | \$236.00   |
| Financial Analyst 3         | \$171.00 | Sr. Financial Analyst 2 | \$257.00   |
| Financial Analyst 4         | \$187.00 | Sr. Financial Analyst 3 | \$279.00   |
| Financial Analyst 5         | \$209.00 | Technical Expert 1      | \$361.00   |
| GIS Specialist 1            | \$117.00 | Technical Expert 2      | Negotiable |
| GIS Specialist 2            | \$142.00 |                         |            |
| GIS Specialist 3            | \$168.00 |                         |            |
| GIS Specialist 4            | \$188.00 |                         |            |
| GIS Specialist 5            | \$210.00 |                         |            |
| I&C Assistant 1             | \$112.00 |                         |            |
| I&C Assistant 2             | \$139.00 |                         |            |
| I&C 1                       | \$166.00 |                         |            |
| I&C 2                       | \$196.00 |                         |            |
| I&C 3                       | \$221.00 |                         |            |
| I&C 4                       | \$234.00 |                         |            |
| I&C 5                       | \$246.00 |                         |            |

**Reimbursable Expense Rates**

|                              |               |
|------------------------------|---------------|
| Transportation               | \$0.83/mile   |
| Survey Vehicle               | \$1.05/mile   |
| Laser Printouts/Photocopies  | \$0.30/copy   |
| Plotter Printouts            | \$1.00/s.f.   |
| UAS - Photo/Video Grade      | \$100.00/day  |
| UAS/USV – Survey             | \$50.00/hour  |
| Total Station – Robotic      | \$35.00/hour  |
| Mapping GPS                  | \$60.00/day   |
| Fast Static/RTK GPS          | \$50.00/hour  |
| All-Terrain Vehicle/Boat     | \$100.00/day  |
| Cellular Modem               | \$75.00/month |
| Web Hosting                  | \$26.00/month |
| Legal Services Reimbursement | \$302.00/hour |
| Outside Services             | cost * 1.15   |
| Geotechnical Services        | cost * 1.30   |
| Out of Pocket Expenses       | cost * 1.15   |
| Rental Car                   | cost * 1.20   |
| Project Specific Equipment   | Negotiable    |

\* Position titles are for labor rate grade purposes only.

*These rates are subject to adjustment each year on January 1.*

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

At a regular meeting of the City Council of the City of Crookston held on the 20th day of January 2026, Council

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

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

**RESOLUTION TO APPROVE COUNCIL COMMITTEE COMPOSITION 2026**

**WHEREAS:** The Mayor has submitted the attached 2026 Council Committee Composition, and

**NOW, THEREFORE, IT IS RESOLVED** BY THE CITY COUNCIL OF CROOKSTON, MINNESOTA to adopt the 2026 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 \_\_\_\_\_, 2026, at

Attest:

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

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

# **2026 COUNCIL COMMITTEES**

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

## **MEMBERS OF:**

**Charter Commission ..... Klatt, Ault**  
**CHEDA..... Hibma, Shostell**  
**Development Policy & Review ..... Ault, Fischer**  
**DCDP Board..... Ault**  
**LARL Board ..... Briggs**  
**Pine to Prairie Drug Task Force ..... Briggs**  
**Polk County Planning & Zoning..... Cavalier**

## **LIAISON TO:**

**Airport Commission ..... Brekken**  
**Golden Link..... Cavalier**  
**Library Board..... Briggs**  
**Park Board ..... Hibma**  
**Planning Commission..... Klatt**

## **OTHER:**

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

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

At a regular meeting of the City Council of the City of Crookston held on the 20th day of January 2026, Council

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

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

**RESOLUTION TO APPOINT DESIGNATED INDIVIDUALS TO BOARDS OR COMMISSIONS**

**WHEREAS:** The City of Crookston City Code Section 32.02 A & Section 32.02 B authorize the appointment of all City of Crookston Board and Commission members; and

**WHEREAS:** The names of all individuals recommended for appointment to the Board or Commission shall be brought to the Ways and Means Committee for approval; and

**WHEREAS:** The appointment of all Board or Commission members shall be made by the Mayor of the City of Crookston; and

**WHEREAS:** The appointment of all Board or Commission members shall be confirmed by the Crookston City Council; and

**WHEREAS:** The Mayor of the City of Crookston has provided a list of names of individuals recommended for appointment to a Board or Commission as outlined in Exhibit "A" attached hereto; and

**WHEREAS:** The term of each Board or Commission member is outlined in Exhibit "A" attached hereto; and

**WHEREAS:** Each individual appointed to a Board or Commission by the Mayor of the City of Crookston shall hold such appointment and office until their successor is appointed and qualified; and

**WHEREAS:** No individual recommended for appointment to a City Board or Commission is an employee of the City of Crookston; and

**NOW, THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF THE CITY OF CROOKSTON, COUNTY OF POLK, MINNESOTA:** the individuals outlined in Exhibit "A" shall be appointed to the Board or Commission as designated.

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

# City Board & Committee Appointments

January 2026

Original  
Appointment  
From - To

Re-Appointment  
From - To

Re-Appointment  
From - To

Library Board – Meets 2<sup>nd</sup> Wednesday of the Month at 5:00 pm at the Library  
(5 members, 3-year terms)

| City Library Board                          |                            |                          |                          |
|---|----------------------------|--------------------------|--------------------------|
| Phil Huck<br>(unexpired term Corey Harbott) | 4/13/20-12/31/20<br>27058  | 1/1/21-12/31/23<br>27214 | 1/1/24-12/31/26<br>27831 |
| Judy Meyer                                  | 1/1/25 – 12/31/27<br>28038 |                          |                          |
| Christine Reynolds                          | 1/1/24-12/31/26<br>27831   |                          |                          |
| <b>Joelle Shostell</b>                      | <b>1/20/26-12/31/28</b>    |                          |                          |
| <b>Lonnie Peck</b>                          | 1/1/23-12/31/25<br>27621   | <b>1/1/26-12/31/28</b>   |                          |
| LARL Board                                  |                            |                          |                          |
|   | (3) 3-year terms           |                          |                          |
| Clayton Briggs                              | 01/21/25-12/31/27<br>28045 |                          |                          |

Park Board – Meets 2<sup>nd</sup> Monday of the Month at 4:30 pm at City Hall  
(5 members, 3-year terms)

|  |                           |                          |                        |
|--|---------------------------|--------------------------|------------------------|
| Tim Moe  | 1/1/22-12/31/24<br>27405  | 1/1/25-12/31/27<br>28038 |                        |
| Carol Gregg<br>(unexpired term of Mara Wiirre)           | 9/2/25-12/31/27<br>28161  |                          |                        |
| <b>Andrea Brekken</b><br>(unexpired term David Hennings) | 3/14/22-12/31/22<br>27432 | 1/1/23–12/31/25<br>27621 | <b>1/1/26-12/31/28</b> |
| Lon Boike  | 1/1/22-12/31/24<br>27405  | 1/1/25-12/31/27<br>28038 |                        |
| <b>Corky Reynolds</b>                                    | <b>1/20/26-12/31/28</b>   |                          |                        |

January 2026

Original  
Appointment  
From - To

Re-Appointment  
From - To

Re-Appointment  
From - To

Development Policy & Review Committee – Meets (Qtrly.) as needed at 11:00 a.m. at City Hall  
(9 members, 3-year terms)

|  |                          |  |  |
|--|--------------------------|--|--|
| Tom Skjei  | 1/1/25-12/31/27<br>28038 |  |  |
| Ann Oliver   | 1/1/24-12/31/26<br>27831 |  |  |
| <b>Corky Reynolds</b><br>(unexpired term of Jason Carlson) | <b>1/20/26-12/31/26</b>  |  |  |
| Finance Director   | Permanent                |  |  |
| County Assessor  | Permanent                |  |  |
| City Administrator   | Permanent                |  |  |
| CM – Wendy Ault  |                          |  |  |
| CM – Henry Fischer   | 28045                    |  |  |

Planning Commission – Meets 3<sup>rd</sup> Tuesday of the Month at 7:00 p.m. at City Hall  
(5 members, 4-year terms)

|  |                            |                          |                          |
|--|----------------------------|--------------------------|--------------------------|
| Jennifer Tate<br>(unexpired term of Joe Kresl)             | 3/9/20-12/31/20<br>27045   | 1/1/21-12/31/24<br>27214 | 1/1/25-12/31/28<br>28038 |
| Alex Tappe<br>(unexpired term of Mike LaFrance)            | 4/7/25-12/31/28<br>28089   |                          |                          |
| <b>Bob Blazek</b>  | 1/1/22-12/31/25<br>27405   | <b>1/1/26-12/31/29</b>   |                          |
| <b>Todd Johnston</b><br>(unexpired term of Bryan Schipper) | 10/14/24-12/31/25<br>27970 | <b>1/1/26-12/31/29</b>   |                          |
| Barry Bingham<br>(unexpired term of Rand Hughes)           | 1/27/20-12/31/22<br>27024  | 1/1/23-12/31/26<br>27621 |                          |

At a first regular meeting of the City Council of the City of Crookston held on the 20th day of January 2026, Council

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

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

**A RESOLUTION APPROVING A CANNABIS LOWER-POTENCY HEMP EDIBLE RETAILER LICENSE FOR TWO CAPTAINS INC. DBA CROOKS BAR & BOTTLE SHOP**

**WHEREAS:** Minnesota Statutes Chapter 342 and applicable City ordinances authorize the City to license the retail sale of cannabis lower-potency hemp edible products; and

**WHEREAS:** Two Captains Inc., doing business as Crooks Bar & Bottle Shop, has submitted an application for a Cannabis Lower-Potency Hemp Edible Retailer License to operate at its business location within the City of Crookston; and

**WHEREAS:** The application has been reviewed by City staff and found to be complete and in compliance with all applicable state laws, City ordinances, and licensing requirements; and

**WHEREAS:** The applicant has satisfied all required conditions for licensure, including payment of applicable fees and compliance with zoning, safety, and operational standards; and

**NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Crookston, Minnesota, that:** The application of Two Captains Inc., DBA Crooks Bar & Bottle Shop, for a Cannabis Lower-Potency Hemp Edible Retailer License is hereby approved.

**BE IT FURTHER RESOLVED:** The license shall be issued subject to continued compliance with Minnesota Statutes, City ordinances, and all rules and regulations governing the sale of cannabis lower-potency hemp edible products.

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 first regular meeting of the City Council of the City of Crookston held on the 20th day of January 2026, Council

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

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

**A RESOLUTION APPROVING THE APPLICATION FOR A DEED REDEVELOPMENT GRANT, COMMITTING THE LOCAL MATCH, AND AUTHORIZING EXECUTION OF RELATED AGREEMENTS**

**WHEREAS:** The City of Crookston seeks to promote economic development, eliminate blight, and encourage redevelopment within the City; and

**WHEREAS:** The City of Crookston proposes to redevelop the Old Tri-Valley Building site, also known as 102 N Broadway (the "Project"); and

**WHEREAS:** The City of Crookston owns the property located at 102 N Broadway, which contains a hazardous and blighted structure formerly utilized by the Tri-Valley Opportunity Council; and

**WHEREAS:** The structure is deteriorated, functionally obsolete, and poses public safety hazards, including impaired visibility at the Highway 2 corridor intersection of Broadway and Robert Street; and

**WHEREAS:** Removal of the structure is necessary to support the City's long-term redevelopment objectives and to prepare the site for mixed-use redevelopment consisting of ground-floor retail and upper-story senior and market-rate housing; and

**WHEREAS:** The City seeks financial assistance from the Minnesota Department of Employment and Economic Development's Redevelopment Grant Program to support demolition and site preparation activities; and

**WHEREAS:** The City of Crookston will provide the required local match through City funds and/or bond proceeds and intends to donate the parcel to a qualified developer selected through a competitive RFP/RFQ process following demolition; and

**WHEREAS:** The Minnesota Department of Employment and Economic Development (DEED) administers the Redevelopment Grant Program to assist communities with the costs of redevelopment; and

**WHEREAS:** The City of Crookston desires to submit a Redevelopment Grant application to DEED for the Project; and

**WHEREAS:** The City of Crookston has the legal authority to apply for financial assistance and possesses the institutional, managerial, and financial capability to ensure adequate project administration; and

**WHEREAS:** The City of Crookston has identified and committed the required local match as described in the application; and

**WHEREAS:** The City of Crookston understands that if the Project fails to substantially provide the public benefits listed in the application within five (5) years from the date of the grant award, the City may be required to repay up to one hundred percent (100%) of the awarded grant pursuant to Minnesota Statutes § 116J.575, Subdivision 4; and

**WHEREAS:** The City of Crookston certifies that it has not violated any federal, state, or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest, or other unlawful or corrupt practices.

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

The Redevelopment Grant application to the Minnesota Department of Employment and Economic Development for the Old Tri-Valley Building site, located at 102 N Broadway, is hereby approved, including a request for up to \$650,000 in grant funding for demolition and redevelopment preparation activities.

**BE IT FURTHER RESOLVED:** The City of Crookston shall act as the legal sponsor for the Project contained in the Redevelopment Grant application to be submitted on or before February 1, 2026. The sources and amounts of the local match identified in the application are hereby approved and committed to the Project.

**BE IT FURTHER RESOLVED:** Upon approval of the application by the State of Minnesota, the Mayor and the City Administrator are hereby authorized to enter into and execute any and all agreements, contracts, and related documents necessary to implement the Project and to comply with all applicable laws and regulations.

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

# Attachment G – Match Funding Certification

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This document certifies the City of Crookston’s commitment to providing the required local match for the DEED Redevelopment Grant Program in accordance with Minn. Stat. §116J.571–576.

## 1. Match Funding Commitment

The City of Crookston certifies that it will provide the required 50% local match for the demolition and site preparation of the former Tri-Valley structure at 102 N Broadway.

The match will be derived from the following eligible sources:

- City General Funds
- Potential Bond Proceeds

## 2. Total Project Cost and Match Breakdown

- Total Estimated Project Cost: \$650,000
- Required Local Match (50%): \$325,000
- Source: City General Fund and/or Bond Financing

## 3. Certification

I hereby certify that the City of Crookston will allocate and make available the required local match amount as specified above, contingent upon award of the DEED Redevelopment Grant.

\_\_\_\_\_

Darin Selzer, City Administrator, City of Crookston

\_\_\_\_\_

Dale Stainbrook, Mayor, City of Crookston

Date: \_\_\_\_\_

# Attachment H – Site Donation Letter

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1. Attachment H confirms the City of Crookston’s commitment to donate the 0.76-acre parcel located at 102 N Broadway to the selected development partner following a competitive developer selection process. This contribution is intended to support redevelopment feasibility and aligns with DEED’s Redevelopment Grant Program scoring priorities.
2. The City acknowledges that the property is adjacent to the Minnesota Department of Transportation (MnDOT) Highway 2 ADA and corridor improvement project scheduled for 2027. As part of that project, MnDOT may require a portion of the property along North Broadway for roadway, safety, or ADA-related improvements, including the potential reconfiguration of a semi-truck-friendly turn lane (final design to be determined).
3. Following completion of MnDOT improvements, the City anticipates that the remaining developable area—estimated to be a minimum of approximately 0.5 acres on the eastern portion of the site abutting Ash Street—will be conveyed for redevelopment. The exact parcel configuration will be finalized in coordination with MnDOT and the selected developer to ensure compatibility with roadway improvements and redevelopment objectives.

## Parcel Information

- Address: 102 N Broadway, Crookston, MN 56716
- Parcel ID: 82.00664.00
- Size: 0.762 acres
- Current Owner: City of Crookston

## Site Donation Commitment

The City of Crookston affirms its intent to donate the parcel at 102 N Broadway, including the former Tri-Valley building site and associated parking areas, to a qualified developer selected through a public Request for Proposals (RFP) or Request for Qualifications (RFQ) process, with the stipulation regarding the 2027 MnDOT project noted in paragraph 2.

This donation is a significant local contribution designed to strengthen the feasibility of the planned mixed-use redevelopment consisting of ground-floor retail and upper-story market-rate and senior housing.

## Purpose and Public Benefit

Donating the site will eliminate redevelopment barriers, reduce upfront acquisition costs, and support the City’s long-term goals for downtown revitalization, housing expansion, and economic development.

## Execution

Upon selection of a qualified development partner, the City will convey the property at no cost, subject to negotiated redevelopment terms and compliance with all applicable statutes and local requirements.

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Darin Selzer, City Administrator, City of Crookston

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Dale Stainbrook, Mayor, City of Crookston

Date: \_\_\_\_\_

# Certification Pages – DEED Redevelopment Grant Application

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These certification pages are required by the Minnesota Department of Employment and Economic Development (DEED) as part of the Redevelopment Grant Program application for the project at 102 N Broadway, Crookston, MN.

## 1. Applicant Certification

As the duly authorized representative of the applicant, I hereby certify that the information contained in this Redevelopment Grant application is true, accurate, and complete to the best of my knowledge. I further certify that the applicant will comply with all applicable state and federal regulations, including those governing acquisition, demolition, environmental compliance, procurement, and redevelopment activities.

**Applicant: City of Crookston**

**Project: 102 N Broadway Redevelopment & Demolition Project**

\_\_\_\_\_

Dale Stainbrook, Mayor, City of Crookston

Date: \_\_\_\_\_

\_\_\_\_\_

Darin Selzer, City Administrator, City of Crookston

Date: \_\_\_\_\_

## 2. Local Match Certification

I certify that the City of Crookston will provide the required 50% local match for the project through City General Funds and/or bond proceeds:

\_\_\_\_\_

Dale Stainbrook, Mayor, City of Crookston

Date: \_\_\_\_\_

\_\_\_\_\_

Darin Selzer, City Administrator, City of Crookston

Date: \_\_\_\_\_

### 3. Authorization Certification

I certify that the City Council of the City of Crookston has authorized submission of this application through the adoption of the accompanying resolution, and has authorized the Mayor and City Administrator to execute all necessary application documents.

\_\_\_\_\_

Dale Stainbrook, Mayor, City of Crookston

Date: \_\_\_\_\_

\_\_\_\_\_

Darin Selzer, City Administrator, City of Crookston

Date: \_\_\_\_\_

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

At a first regular meeting of the City Council of the City of Crookston held on the 20th day of January 2026, Council

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

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

**A RESOLUTION ADOPTING PHASE 1 OF A STEP AND GRADE COMPENSATION STRUCTURE FOR NON-UNION CITY EMPLOYEES**

**WHEREAS:** The City of Crookston desires to maintain a fair, competitive, and transparent compensation system that supports employee recruitment, retention, and internal equity; and

**WHEREAS:** City staff have reviewed compensation data based on 2025 information and developed a proposed step and grade compensation structure for non-union City employees; and

**WHEREAS:** The City Council has determined that implementation of the proposed step and grade structure should occur in phases to allow for fiscal planning and orderly transition; and

**WHEREAS:** Phase 1 of the proposed step and grade structure provides for the transition of current employees into the new structure without reducing any employee’s current rate of pay; and

**WHEREAS:** Under Phase 1 implementation, employees shall be placed at the step within the proposed grade structure that is closest to their current salary, provided that no employee shall receive a decrease in compensation as a result of this transition; and

**WHEREAS:** Employees who are currently compensated above the proposed wage scale shall remain at their existing rate of pay unless those employees are under a current compensation contract/agreement or until future adjustments are authorized by the City Administrator or City Council; and

**WHEREAS:** The proposed Phase 1 implementation is intended to be effective January 3, 2026, subject to City Council approval; and

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CROOKSTON, MINNESOTA, THAT:** Phase 1 of the proposed step and grade compensation structure, based on 2025 data, is hereby adopted and effective January 3, 2026, current non-union City employees shall be transitioned into the proposed step and grade structure by placement at the step closest to their current salary, with no reduction in pay and employees whose current compensation exceeds the proposed wage scale shall be maintained at their existing rate of pay.

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 first regular meeting of the City Council of the City of Crookston held on the 20th day of January 2026, Council

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

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

**A RESOLUTION APPOINTING A COMMUNITY DEVELOPMENT DIRECTOR**

**WHEREAS:** The City of Crookston requires effective leadership and administration of its Community Development Department to support economic development, housing, planning, and community initiatives; and

**WHEREAS:** A vacancy exists in the position of Community Development Director; and

**WHEREAS:** The City has conducted an internal selection process and determined that appointing from within the organization best serves the interests of continuity, institutional knowledge, and efficient operations; and

**WHEREAS:** The selected internal candidate has demonstrated the qualifications, experience, and leadership necessary to successfully fulfill the duties of Community Development Director; and

**NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Crookston, Minnesota, that:** Taylor Wyum is hereby appointed as Community Development Director for the City of Crookston, effective January 20, 2026. The Community Development Director shall perform the duties and responsibilities of the position in accordance with City ordinances, policies, job descriptions, and applicable laws.

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