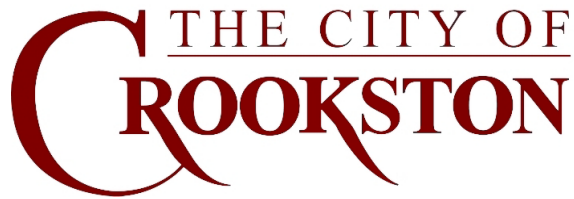


Mayor -Dale Stainbrook

**Council Members:**

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



**Council Members:**

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

## **CITY COUNCIL AGENDA**

**January 23, 2023 - 5:30 pm**

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

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

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

**1. CALL TO ORDER**

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

**2. ROLL CALL**

**3. CROOKSTON FORUM** - Individuals may address the Council about any item not contained on the regular agenda. Maximum of 15 minutes is allotted for the Forum. If the full 15 minutes are not needed for the Forum, the City Council will continue with the agenda. The City Council will take no official action on items discussed at the Forum, with the exception of referral to staff or Commission for future report.

**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 normally take official action on items added to the agenda.

**6. CONSENT AGENDA** - These items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member or citizen so requests, in which event the item will be removed from the consent Agenda and placed elsewhere on the agenda.

**6.01** Approve proposed City Council Minutes from the January 9, 2023, City Council meeting.

**6.02** Resolution to approve City of Crookston Bills and Disbursements in the amount of \$268,798.63 Check Nos 70020-70111.

**6.03** Approval of Crookston Housing & Economic Development Authority (CHEDA) meeting Agenda for Monday, January 23, 2023, immediately following the City Council meeting.

**6.04** Resolution designating the Crookston Times as the Official Newspaper for the year 2023.

**6.05** Resolution to approve a dance permit for the University of Minnesota Crookston on premises at Eagles.

**6.06** Resolution to approve 2023 Gas Fitting and Cement Licenses (continued).

**7. PUBLIC HEARINGS**

**8. REGULAR AGENDA**

**8.01** Resolution calling for a Public Hearing modifying the restated CHEDA enabling resolution.

**8.02** Resolution approving the application for the Minnesota Redevelopment Grant.

**8.03** Resolution regarding the acceptance of a Minnesota Department of Health (MDH) Grant relating to protecting the source of drinking water.

**8.04** Resolution to approve funding for Halstad Telecommunications Agreement.

**8.05** Resolution to approve Geotechnical Analysis for Bank Stability for the City Lagoons.

**9. REPORTS AND STAFF RECOMMENDATION**

**10. ADJOURNMENT**

**OFFICIAL MINUTES OF THE CROOKSTON CITY COUNCIL, POLK COUNTY, MINNESOTA. THE FIRST REGULAR COUNCIL MEETING OF JANUARY 9, 2023, COUNCIL CHAMBERS, CITY HALL.**

City Administrator, Corky Reynolds called the meeting to order at 5:30 p.m. and requested all present to stand to recite the Pledge of Allegiance.

**OATH OFFICE**

2.01 The Oath of Office was administered by the City Clerk, Ashley Rystad, for Mayor Dale Stainbrook and Council Members Henry Fischer, Donald Cavalier, Dylane Klatt and Tim Menard.

2.02 Mayor Stainbrook swore in Fire Chief, Shane Heldstab for the Crookston Fire Department.

**ROLL CALL**

Council Members present in answer to roll call were: Kristie Jerde, Henry Fischer, Clayton Briggs, Donald Cavalier, Joe Kresl, Dylane Klatt, Wayne Melbye and Tim Menard.

Council Members absent:

Staff present: Charles Reynolds, Brandon Carlson, Shane Heldstab, Greg Hefta, Chad Palm, Zach Governale, Jake Solberg, Karie Kirschbaum and Ashley Rystad

**APPROVAL OF AGENDA**

On motion by Council Member Briggs, seconded by Council Member Menard, and duly carried to approve the agenda as presented.

**CONSENT AGENDA**

Mayor Stainbrook asked if anyone wished to remove any item from the Consent Agenda. Ashley Rystad, City Clerk asked to add item 7.12 Resolution correcting clerical error with respect to Public Works Utility Rate Changes. Corky Reynolds, City Administrator briefed the Council on the original resolution that was past at the last Council meeting failed to contain two items. One of the changes was for a temporary meter on hydrants from twenty to fifty dollars. The other change was the three-dollar storm sewer rate. The publication that went to the newspaper had the correct changes. This resolution is asking to approve, validate and confirm the rates as set out in the publication in the newspaper published on January 4, 2023. Council Member, Wayne Melbye asked to remove Consent items 7.02 and 7.03 and place them on the regular agenda for more discussion. On motion by Council Member Klatt, seconded by Council Member Cavalier, and duly carried to approve the consent agenda.

- 7.01 Approve proposed City Council Minutes from December 27, 2022, City Council meeting.
- 7.02 This item was removed and added to the regular agenda item 9.04.
- 7.03 This item was removed and added to the regular agenda item 9.05.
- 7.04 Resolution to approve Council Committee Composition. (Res No. 27598)
- 7.05 Resolution to designate Depositories for Public Funds for the Year 2023. (Res No. 27599)
- 7.06 Resolution to appoint Tanner Holten as the City Attorney for 2023. (Res No. 27600)
- 7.07 Resolution to approve the City Auditing Firm for the Year 2023. (Res No. 27601)
- 7.08 Resolution to approve the City Engineer Richard Clauson for the Year 2023. (Res No. 27602)
- 7.09 Resolution to approve 2023 Gas Fitting and Cement Licenses. (Res No. 27603)
- 7.10 Resolution to approve 2023 License Renewals. (Res No. 27604)
- 7.11 Approval of Crookston Housing & Economic Development Authority (CHEDA) Agenda for Regular Meeting on Tuesday, January 17, 2023, at 7:00AM.
- 7.12 Resolution correcting clerical error with respect to Public Works Utility Rate Changes. (Res No. 27605)

**PUBLIC HEARINGS**

## REGULAR AGENDA

- 9.01 Motion was made by Council Member Cavalier, seconded by Council Member Briggs; City Administrator, Corky Reynolds briefed the Council about this grant that the city is applying for which relates to connecting sidewalks and multi-purpose tracks/trails. After further discussion, it was duly carried to approve the Resolution for the City of Crookston as a sponsoring agency for the project identified as Crookston Connectivity Plus. (Res No. 27606)
- 9.02 Motion was made by Council Member Kresl, seconded by Council Member Melbye; City Administrator, Corky Reynolds briefed the Council if the City is awarded the grant to construct the multi-purpose trails the City of Crookston would assume complete and full responsibility for the operations and maintenance. The anticipated year of construction would be in the year 2027. It was duly carried to approve the Resolution Agreeing to Assume Responsibility for the Operation and Maintenance related to the Crookston Connectivity Plus Project. (Res No. 27607)
- 9.03 Motion was made by Council Member Briggs, seconded by Council Member Cavalier; City Administrator, Corky Reynolds briefed the Council concerning the ongoing experiences with the Crookston Sport Arena. Last week one of the compressors failed and is unusable. After further discussion with the Council Members, it was duly carried to approve the Resolution funding to replace the Crookston Sports Center compressor. (Res No. 27608)
- 9.04 Motion was made by Council Member Cavalier seconded by Council Member Klatt; Council Member Melbye explained why he pulled this item from the Consent was because he didn't remember this large premium to be issued to the League of Minnesota Cities for Property insurance. City Administrator, Corky Reynolds briefed the Council that the premiums are all for the City of Crookston owned properties. After further discussion, it was duly carried to approve removed item 7.02 from the Consent agenda a Resolution approving the City of Crookston Bills and Disbursements in the amount of \$612,857.92 Check Nos 69917-70018. (Res No. 27608)
- 9.05 Motion was made by Council Member Briggs, seconded by Council Member Jerde: City Administrator, Corky Reynolds briefed the Council that our Public Works Director identified the potential Street projects for the 2023 year. This preliminary Engineers report will give the City the options to see how much each of the possible road improvements will cost. After further discussion, it was duly carried to approve removed item 7.03 from the Consent agenda Resolution Ordering Preparation of Preliminary Engineers Report for the 2023 Street Improvements. (Res No. 27609)

## REPORTS FROM CITY STAFF

### **Charles "Corky" Reynolds**, City Administrator:

- Meetings with the Park and Recreations Supervisor regarding various projects.
- Street Improvement funding conversation.
- Many Telephone conversations with various employees.

### **Karie Kirschbaum**, Community Development Director:

- Welcome aboard Tim.
- The housing market is so high, that the last time we had our Economic Development Board Meeting we discussed about not building another Workforce house. The Board talked about taking the money and allocating that to go into sustaining the housing volume that we already have in our city. The projects that can help our current landlord and homeowners to keep their buildings intact.
- Revamping the B3 grant and renaming it to I2 and looking to help the downtown area.

**Jake Solberg**, Parks & Recreations Director:

- Working on this TAP grant with Karie and she has been a blessing with this process.
- Park Staff has been working hard with the removal of snow.
- The Park and Recreations department has been working on our ice-skating trail at Castle Park.
- The outdoor rink at Carmen Park is ready.

**Greg Hefta**, Building Official:

- Reminder of a notice of conditional use at the next Planning Commission meeting on Tuesday, January 17, 2023, at 7:00PM.

**Chad Palm**, IT Director,

- The IT Department has been very busy purchasing, configuring and setting up new hardware. Getting the new employees familiarized with the use of that equipment.
- The IT Department assisted the Building Inspection Department finalizing an agreement that will be returned to WSN for GIS Services.

**Brandon Carlson**, Public Works Director:

- The Street Department is getting caught up with widening the Streets.
- Thursday night this week the Downtown parking lots are being worked on cleaning up the piles of snow.
- Thank you to all the guys in the Public Works Department with everyone helping hauling snow.
- The Public Works Department does have a couple of job position open, Water treatment Operator and Street Maintenance.

**Shane Heldstab**, Fire Chief:

- The Fire Department's new Firefighter will start tomorrow.
- On my first week in this new role I would like to give my sincere thanks to the City Hall Staff, IT Department and Department heads. Thank you for getting me on the right track.

## **REPORTS FROM CITY COUNCIL MEMBERS**

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

- I am very excited to be working with this new Council and I think we have a rock star Department Heads and City Staff in general.
- Excited for Shane our next Fire Chief. I know he will do a great job.
- I did sign up for the Advance leadership for the Minnesota League of Cities training.

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

- Thank you to everyone for being so welcoming and super nice.

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

- Congratulations to all the new Council members I look forward to working with you all.
- Shane congratulations on your new position.

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

- Congratulations to Shane.
- Thank you to Wayne and Clayton for working with the Ward 4 issues.

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

- No Report

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

- Welcome Henry, Tim, and Shane. Welcome back Donald and Dale. We have a good team and I look forward to seeing what we can do to help the City of Crookston.

**Tim Menard**, Council Member-at-Large,

- Wanted to extend my profound thanks to the Staff of the City of Crookston it was a wonderful experience being on boarded and I feel really welcomed.
- Shane congratulation and you will be hearing from me about questions on FEMA.

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

- Its nice to hear reports where everyone is working together.
- Congratulation to the Council they changed the time to 5:30PM and everyone was here.

**Mayor Stainbrook**, Mayor

- Welcome Tim & Henry.
- Shane, I know you will do an outstanding job.
- City staff, I appreciate everything you do.

## **ADJOURNMENT**

Mayor Stainbrook declared the meeting adjourned at 6:35pm.

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Dale Stainbrook, Mayor

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Ashley Rystad, City Clerk

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

At a second regular meeting of the City Council of the City of Crookston held on the 23rd day of January 2023, Council

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

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

**RESOLUTION TO APPROVE THE CITY OF CROOKSTON BILLS AND DISBURSEMENTS**

**WHEREAS:** all bills and disbursement shall be made only upon the order of the City Administrator or designees who have been duly authorized by the City of Crookston Purchasing Policy and,

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

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

Council Members voting in the affirmative:

Council Members in the negative:

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

signature this \_\_\_\_\_ Day of \_\_\_\_\_, 2023, at

Attest:

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

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

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0650	ELAN FINANCIAL SERVICES							
I-202301135374	ELAN FINANCIAL SERVICES	D	1/13/2023	1,658.69		001087		
I-202301135376	ELAN FINANCIAL SERVICES	D	1/13/2023	9,240.81		001087		10,899.50
4000	COMMUNITY CO-OPS OF LAKE PARK SERVICES 11/29-12/29/2022	R	1/12/2023	496.03		070020		496.03
1395	MID-CONTINENT COMMUNICATIONS SERVICE 01/01-01/31/2023	R	1/12/2023	2,003.63		070021		2,003.63
1861	OTTERTAIL POWER COMPANY-FF SERVICE 11/21-12/19/2022	R	1/12/2023	27,348.54		070022		27,348.54
2506	VERIZON WIRELESS P2P JANUARY BILLING	R	1/12/2023	1,020.12		070024		1,020.12
2057	RED LAKE ELECTRIC COOP SERVICE 11/30-12/31/2022	R	1/13/2023	29,200.74		070025		29,200.74
1	BOMAN, KAYLEE US REFUND	R	1/19/2023	34.14		070026		34.14
1	KRESL PROPERTIES US REFUND	R	1/19/2023	11.19		070027		11.19
1	MILTON, ARLENE US REFUND	R	1/19/2023	23.44		070028		23.44
1	RICK, SHIRLEY/CHRIS US REFUND	R	1/19/2023	39.91		070029		39.91
1	WELLS PROPERTY SOLUT US REFUND	R	1/19/2023	12.89		070030		12.89
4399	ABSOLUTE REGRIGERATION, LLC COMPRESSOR REPAIR	R	1/19/2023	317.01		070033		317.01
3396	ADAMS HEATING & COOLING, INC EXTENSION FURNACE IGNITER	R	1/19/2023	123.50		070034		123.50
0021	ADVANCED TIRE & AUTO SERV. LLC TIRES AND REPAIR	R	1/19/2023	433.64		070035		
I-43909	TIRES SKIDSTEER	R	1/19/2023	2,920.00		070035		3,353.64

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
3526	ADVANCED ELEMENTS, INC ARPA	R	1/19/2023	4,291.90		070036		4,291.90
4575	ALL AMERICAN PLUMBING & HEATIN AIR EXCHANGER IN LIFT STATION4	R	1/19/2023	48,000.00		070037		48,000.00
0106	ASCAP LICENSE FEE FOR CSC 2023	R	1/19/2023	420.00		070038		420.00
3970	AXON ENTERPRISE, INC 2023 ANNUAL MAINT. FEE (BWC)	R	1/19/2023	9,084.00		070039		9,084.00
0225	BRANDNER PRINTING NAME BADGES/NAME PLATES	R	1/19/2023	228.45		070040		
	I-53032 BRANDNER PRINTING	R	1/19/2023	119.63		070040		
	I-53222 FOLDERS, PENS, HOLE PUNCH	R	1/19/2023	80.21		070040		
	I-53239 OFFICE SUPPLIES	R	1/19/2023	90.01		070040		518.30
4481	JAMES BRANDON EQUIPMENT REIMBURSEMENT	R	1/19/2023	50.98		070041		50.98
0372	CROOKSTON HOUSING & ECONOMIC D ADMIN, MAIN, DEC. JAN. FEB	R	1/19/2023	1,700.01		070042		
	I-2022 FAX VTP 11/8/2022-2/8/2023	R	1/19/2023	90.00		070042		
	I-33138115 GREAT AMERICA FINANCIAL	R	1/19/2023	389.21		070042		2,179.22
0371	CHERRYROAD MEDIA LEGAL-COND USE PERMIT 509 MAIN	R	1/19/2023	238.68		070043		238.68
0371	CHERRYROAD MEDIA LEGAL-WATER CHANGES EXHIBIT A	R	1/19/2023	514.50		070044		514.50
0371	CHERRYROAD MEDIA LEGAL-WATER CHANGES EXHIBIT B	R	1/19/2023	955.50		070045		955.50
3184	CINTAS CORPORATION LINEN PUBLIC WORKS	R	1/19/2023	37.05		070046		
	I-4136982907 LINEN PARK SHOP	R	1/19/2023	22.40		070046		
	I-4137725011 LINEN WATER DEPT	R	1/19/2023	3.70		070046		
	I-4137725139 LINEN SPORTS CENTER	R	1/19/2023	28.00		070046		
	I-4137725194 LINEN VTP	R	1/19/2023	16.09		070046		
	I-4137725228 LINEN PUBLIC WORKS	R	1/19/2023	37.05		070046		
	I-4138407231 LINEN PUBLIC WORKS	R	1/19/2023	37.05		070046		
	I-4139881918 LINEN PUBLIC WORKS	R	1/19/2023	37.05		070046		
	I-4140469994 LINEN WATER DEPT	R	1/19/2023	3.84		070046		
	I-4140470029 CINTAS CORPORATION	R	1/19/2023	16.09		070046		
	I-4140470046 LINEN SPORTS CENTER	R	1/19/2023	28.00		070046		
	I-4140470152 LINEN PUBLIC WORKS	R	1/19/2023	37.05		070046		



VENDOR SET: 01 City of Crookston

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

DATE RANGE: 1/07/2023 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-4141191317	LINEN PUBLIC WORKS	R	1/19/2023	37.05		070046		
I-4142033148	LINEN PUBLIC WORKS	R	1/19/2023	37.05		070046		
I-4143273379	TOWELS AND MATS CITY HALL	R	1/19/2023	15.22		070046		
I-4143273399	LAUNDRY	R	1/19/2023	3.84		070046		
I-4143273449	LAUNDRY	R	1/19/2023	3.70		070046		
I-4143273551	RAGS/TOWELS	R	1/19/2023	23.89		070046		
I-4143273556	LINEN VTP	R	1/19/2023	16.09		070046		440.21
0321	CITY OF EAST GRAND FORKS 4TH QTR WAGE REIMBURSEMENT	R	1/19/2023	6,098.42		070049		6,098.42
0337	COLE PAPERS INC. BATH TISSUE, CLEANING SUPPLIES	R	1/19/2023	236.59		070050		
I-10218226	CLEANING SUPPLIES	R	1/19/2023	302.93		070050		
I-10225425	JANITOR SUPP. SWIMMING POOL	R	1/19/2023	62.36		070050		601.88
1459	COMM OF FINANCE, TREAS DIV P2P VEHICLE AUCTION 10% SEIZED	R	1/19/2023	927.25		070051		
I-20230117	P2P 10% SEIZED FUNDS CASE EGF	R	1/19/2023	90.20		070051		1,017.45
4067	CORE & MAIN LP SENSUS ANNUAL FEE/CUST. PO.FEE	R	1/19/2023	8,742.00		070052		8,742.00
0363	CROOKSTON BUILDING CENTER 1X2 X8' FOR LIFTSTATION	R	1/19/2023	11.34		070053		11.34
0389	CROOKSTON FUEL CO. DECEMBER FUEL, FIRE DEPT.	R	1/19/2023	552.86		070054		
I-20221231PARK	CROOKSTON FUEL CO.	R	1/19/2023	2,257.38		070054		
I-20221231POLICE	DEC. FUEL 2022 POLICE	R	1/19/2023	1,971.25		070054		
I-20221231STREET	DEC. FUEL STREET DEPT.	R	1/19/2023	11,862.58		070054		16,644.07
4577	CROOKSTON HIGH SCHOOL WOODS, TICKET SALES DESK CSC	R	1/19/2023	200.00		070055		200.00
4576	CROOKSTON TIMES YEARLY SUBSCRIPTION	R	1/19/2023	99.00		070056		99.00
0465	CROOKSTON WATER DEPARTMENT SERVICE 11/20-12/20/2022	R	1/19/2023	2,031.03		070057		2,031.03
0470	CROOKSTON WELDING INC. TIE ROD SEPERATOR	R	1/19/2023	37.99		070058		
I-054646	SHIPPING	R	1/19/2023	12.66		070058		
I-054776	OIL	R	1/19/2023	7.18		070058		57.83

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DATE RANGE: 1/07/2023 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
4080 I-0223	CUTTING EDGE SHARPENING ZAMBONI BLADES SHARPENING	R	1/19/2023	420.00		070059		420.00
1415 I-89837	DOCU SHRED, INC PAPER SHREDDING	R	1/19/2023	20.00		070060		20.00
4464 I-1/14/2023	DR ANTHONY TATMAN CRITICAL HIRE PROFILE	R	1/19/2023	25.00		070061		25.00
0551 I-20230117	EAST GRAND FORKS POLICE DEPART P2P 25% OF SEIZED FUND	R	1/19/2023	157.85		070062		157.85
4573 I-15548	EMCS, INC DRUG TRAK MAINT. AGREEMENT	R	1/19/2023	600.00		070063		600.00
1407 I-16448	ERICKSON EMBROIDERY CPD LOGO	R	1/19/2023	12.00		070064		12.00
0875 I-118892	FLEET SUPPLY HOSES AND FITTINGS	R	1/19/2023	55.08		070065		55.08
0887 I-1093063	FORX RADIATOR INC RAD FAB AND REPAIR	R	1/19/2023	5,422.98		070066		5,422.98
0906 I-023089579	GALL'S, LLC DUTY JACKET, HANSON 0170-23	R	1/19/2023	194.03		070067		194.03
0721 I-17321	GALSTAD, JENSEN & MCCANN, P.A. PROFESSIONAL SERVICES	R	1/19/2023	229.45		070068		229.45
0909 I-101215202	GARDEN VALLEY TECHNOLOGIES CSC COMMUNICATIONS	R	1/19/2023	49.00		070069		49.00
4581 I-20230113	ZACHARY GOVERNALE COMPTIA SECURITY AND RENEWAL	R	1/19/2023	149.00		070070		149.00
3331 I-20221229B	DAVID GRABOWSKI RE-ISSUE CHECK #69962	R	1/19/2023	320.05		070071		320.05
0987 I-20230127	GREAT PLAINS NATURAL GAS CO. SERVICE 12/3/22-1/4/2023	R	1/19/2023	5,968.90		070072		5,968.90
1000 I-40376-2	GROVE MECHANICAL INC. CITY HALL ROOF	R	1/19/2023	726.00		070073		726.00

VENDOR SET: 01 City of Crookston

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DATE RANGE: 1/07/2023 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
2529	HALLER OVERHEAD DOOR, LLC							
I-1910	GARAGE UPGRADES	R	1/19/2023	798.37		070074		798.37
1848	HARBOTT, KNUTSON & LARSON & HO							
I-2023-63	CIVIL MATTERS	R	1/19/2023	217.00		070075		
I-2023-64	CRIMINAL MATTERS DEC. 2022	R	1/19/2023	8,827.00		070075		9,044.00
3400	CROOKSTON HARDWARE HANK							
I-68559/2	ICE MELT FOR SIDEWALKS	R	1/19/2023	124.95		070076		
I-68904/2	PVC PARTS AND GLUE	R	1/19/2023	39.45		070076		164.40
1043	HAWKINS, INC							
I-6371988	CHEMICALS	R	1/19/2023	722.00		070077		722.00
1006	HN QUALITY PLUMBING INC.							
I-42637-2	BOILER REPAIR	R	1/19/2023	112.35		070078		
I-42655	MENS BATHROOM DOWNSTAIRS	R	1/19/2023	184.58		070078		296.93
9193	HUMANE SOCIETY OF POLK CO INC							
I-20221231	DEC. BOARDING/LEASE	R	1/19/2023	638.00		070079		638.00
1205	KROX RADIO STATION							
I-03232212123771	JOB SHOP AND ADVERTISING	R	1/19/2023	190.00		070080		190.00
1862	LAWSON PRODUCTS, INC							
I-9310218847	WELDER SUPPLIES	R	1/19/2023	363.67		070081		363.67
1260	LEAGUE OF MINNESOTA CITIES							
I-374568	LMC MEETING-DALE STAINBROOK	R	1/19/2023	350.00		070082		350.00
4582	LMN CONTRACTING							
I-20230118	GARAGE UPGRADES	R	1/19/2023	17,265.00		070083		17,265.00
1283	LTP ENTERPRISES INC							
I-30698	REPLACEMENT PUMP FOR WELL #1	R	1/19/2023	7,090.00		070084		7,090.00
3872	MARCO TECHNOLOGIES, LLC							
I-491677068	CONTRACTUAL EQUIP. MAINT.	R	1/19/2023	2,606.88		070085		
I-491677126	GOLDFAX	R	1/19/2023	215.28		070085		2,822.16
1352	MATT PARROTT & SONS COMPANY							
I-PINV1057723	AP CHECKS	R	1/19/2023	718.50		070086		718.50

VENDOR SET: 01 City of Crookston

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

DATE RANGE: 1/07/2023 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1357	MCFARLANE MECHANICAL CONTRACTO COMPRESSOR REPAIR	R	1/19/2023	4,025.17		070087		4,025.17
4232	MCFOA REGION 1 MCFOA REGION 1 MEETING	R	1/19/2023	70.00		070088		70.00
1537	MN RURAL WATER ASSOCIATION ANNUAL DUES	R	1/19/2023	400.00		070089		400.00
2880	NELSON INT'L GLASS KIT, MAIN MIRROR	R	1/19/2023	63.96		070090		
	I-X105060569:02 GLASS KIT, MAIN MIRROR	R	1/19/2023	63.96		070090		
	I-X105060569:03 TRUCK MIRROR	R	1/19/2023	63.96		070090		191.88
4579	NORMAN COUNTY ATTORNEY P2P VEHICLE AUCTION 20%	R	1/19/2023	83.09		070091		83.09
1735	NORTHERN FIRE EQUIPMENT EXTINGUISHER MAINTENANCE	R	1/19/2023	279.00		070092		
	I-25105 FIRE EXTINGUISHER MAINT.	R	1/19/2023	45.00		070092		324.00
0657	POLK COUNTY ATTORNEY P2P VEHICLE AUCTION 20% SEIZED	R	1/19/2023	1,771.37		070093		
	I-20230117 P2P 20% SEIZED FUNDS CASE EGF	R	1/19/2023	180.40		070093		1,951.77
1928	POLK COUNTY DAC TRASH BAGS FOR CITY PARK, AREN	R	1/19/2023	1,110.00		070094		1,110.00
2148	POLK COUNTY ENVIRONMENTAL SERV DEMO BYPASS	R	1/19/2023	3.74		070095		3.74
1935	POLK COUNTY TRANSFER STATION DISPOSAL OF LITHIUM BATTERIES	R	1/19/2023	24.75		070096		24.75
2005	PROULX REFRIGERATION HTG &APPL ICE MACHINE REPAIR	R	1/19/2023	312.00		070097		312.00
2100	REGIONAL SANITATION SERV INC 2 YD BIN 11/28-12/27/2022	R	1/19/2023	68.72		070098		68.72
3834	RMB ENVIRONMENTAL LABORATORIES CHEMICALS	R	1/19/2023	113.26		070099		113.26

VENDOR SET: 01 City of Crookston

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

DATE RANGE: 1/07/2023 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
2437	SCOTT'S TRUE VALUE HARDWARE							
I-A231302	SEALANT,CLOTH RAGS,MOP HEAD	R	1/19/2023	114.37		070100		
I-A231469	PAPER TOWELS, TOILET PAPER	R	1/19/2023	39.28		070100		
I-A231514	GLUE PVC	R	1/19/2023	5.75		070100		159.40
0745	DARIN SELZLER							
I-20230117	UNIFORM ALLOWANCE	R	1/19/2023	250.65		070101		250.65
2032	SUMMIT FIRE PROTECTION/NIGHT O							
I-192018719	ANNUAL INSPECTION STREET SHOP	R	1/19/2023	323.25		070102		
I-192019518	FIRE ALARM MONITORING	R	1/19/2023	341.00		070102		664.25
4580	KRISTY SWANSON							
I-624	GRAND FORKS ICE RENTAL	R	1/19/2023	290.00		070103		290.00
4310	THE PRACTICE PLACE, PLLC							
I-6632	PSYCH EVALUATION 0172-23	R	1/19/2023	400.00		070104		400.00
2401	TK ELEVATOR CORPORATION							
I-3007016414	INSPECTION ELEVATORS	R	1/19/2023	226.32		070105		
I-3007017750	INSPECTION ELEVATORS	R	1/19/2023	226.18		070105		452.50
1119	TYLER TECHNOLOGIES INCODE-CMS							
I-025-405225	INCODE LICENSE	R	1/19/2023	517.84		070106		517.84
3123	VALLEY ELECTRIC OF CROOKSTON,							
I-7049	CHILLER PUMP RESET	R	1/19/2023	80.00		070107		
I-7053	LIFTSTATION 11 REPAIR	R	1/19/2023	550.44		070107		
I-7059	LIGHE REPAIR , METER CHECK ZAM	R	1/19/2023	80.00		070107		710.44
0400	VALLEY PLAINS EQUIPMENT							
I-3597989	LITHIUM GREASE	R	1/19/2023	76.80		070108		
I-3614685	SHAFT, PLATE, SWITCH, SEAL,ETC	R	1/19/2023	1,202.27		070108		
I-3616593	BATTERY	R	1/19/2023	146.70		070108		
I-3618637	BLOWER PLATE	R	1/19/2023	398.31		070108		
I-3618639	BLOWER PARTS	R	1/19/2023	239.36		070108		
I-3619206	SNAP RING, BEARINGS, BOLTS	R	1/19/2023	38.76		070108		
I-3623392	BELT	R	1/19/2023	42.94		070108		2,145.14
2545	WIDSETH SMITH NOLTING & ASSOC,							
I-221044	ENGINEER IV 2021 FED. FUND ST.	R	1/19/2023	2,160.00		070109		
I-221045	2022 STREET IMPROVEMENTS	R	1/19/2023	900.00		070109		
I-221046	BUILDING PROFESSIONAL SERVICES	R	1/19/2023	2,040.00		070109		
I-221047	STREET IMPROVEMENTS 2023	R	1/19/2023	15,772.50		070109		
I-221403	WASTE WATER PONDS WELL SAMP.	R	1/19/2023	162.19		070109		21,034.69

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
2585	YE OLE PRINT SHOPPE INC							
I-17407	PLAQUES, FROEBER AND BERGQUIST	R	1/19/2023	100.00		070110		
I-17416	PLAQUES ERICKSON, VEDBRAATEN	R	1/19/2023	100.00		070110		
I-42833	MENARD, FISCHER BUS. CARDS	R	1/19/2023	56.00		070110		256.00
2600	ZIEGLER INC.							
I-IN000833132	NEW GRADER RADIO INSTALL	R	1/19/2023	456.88		070111		
I-IN000833163	UNIT 106 REPAIR	R	1/19/2023	100.67		070111		
I-IN000833292	BULB	R	1/19/2023	7.05		070111		
I-SI000278483	SKIDSTEER REPAIR	R	1/19/2023	781.78		070111		1,346.38

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	87	257,899.13	0.00	257,899.13
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	1	10,899.50	0.00	10,899.50
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS 0.00		
		VOID CREDITS 0.00	0.00	

TOTAL ERRORS: 0

VENDOR SET: 01	BANK: AP	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			88	268,798.63	0.00	268,798.63
BANK: AP	TOTALS:		88	268,798.63	0.00	268,798.63
REPORT TOTALS:			88	268,798.63	0.00	268,798.63

Checks: 70020-70111

**Total = \$268,798.63**



**2023 Meeting Agenda**  
**Tuesday, January 23, 2023 6:30 PM Following Council Meeting**

**Members:** Tim Menard, Dale Stainbrook, Clayton Briggs, Don Cavalier, Henry Fischer, Dylane Klatt and Wayne Melbye

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

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

- 1) **Call Meeting to Order**
- 2) **Oath of Office – Tim Menard and Henry Fischer**
- 3) **Approve Crookston Housing & EDA Payables**
- 4) **Accept Roof Bid for Oak Court**
- 5) **Accept Smoke Detector Bid for Oak Court**
- 6) **Approve Engaging UMC Extension to Produce Downtown Redevelopment Survey**
- 7) **Adjournment**

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

At a second regular meeting of the City Council of the City of Crookston held on the 23rd day of January 2023, Council Member \_\_\_\_\_ offered the following resolution which was seconded by Council Member \_\_\_\_\_,

**RESOLUTION DESIGNATING THE CROOKSTON TIMES  
AS THE OFFICIAL NEWSPAPER FOR THE YEAR 2023**

**WHEREAS:** the City of Crookston staff is recommending designating the Crookston Times as the official newspaper for the City of Crookston for the year 2023 and,

**NOW, THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF THE CITY OF CROOKSTON, COUNTY OF POLK, MINNESOTA** to designate the Crookston Times as the official newspaper for the City of Crookston for the year 2023. Advertisements may also be published to the City’s website.

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

Council Members voting in the affirmative:

Council Members in the negative:

Upon this vote, the Mayor declares this resolution \_\_\_\_\_ and, if passed, effective upon the Mayor’s signature this \_\_\_\_\_ Day of \_\_\_\_\_, 2023, at

Attest:

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

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



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

At a second regular meeting of the City Council of the City of Crookston held on the 23rd day of January 2023, Council

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

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

**RESOLUTION TO APPROVE DANCE PERMIT FOR THE UNIVERSITY OF MINNESOTA CROOKSTON ON PREMISES AT EAGLES**

**WHEREAS**, the City of Crookston has defined under the Ordinance 112.15 Public Dancing Place, any room, place, or space open to public patronage in which dancing, wherein the public may participate, is carried on and to which admission may be had by the public by payment, directly or indirectly, of an admission fee or price for dancing.

**WHEREAS**, the University of Minnesota Crookston Ag-Arama Club, has filed an application for a dance permit for January 28, 2023.

**NOW THEREFORE, BE IT RESOLVED**, the City of Crookston University of Minnesota Crookston Ag-Arama Club to have a dance on premises of the Eagles on January 28, 2023, during the hours of 9:00 P.M. through 1:00 A.M

**IT IS FURTHER RESOLVED**, the City Clerk and City Administrator of the City of Crookston are authorized to sign any documents or amendments thereto necessary to allow University of Minnesota Crookston Ag-Arama Club to have a dance on the premises of Eagles on January 28, 2023.

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

Council Members voting in the affirmative:

Council Members in the negative:

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

signature this \_\_\_\_\_ Day of \_\_\_\_\_, 2023, at

Attest:

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

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

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

At a second regular meeting of the City Council of the City of Crookston held on the 23rd day of January 2023, Council

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

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

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

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

**WHEREAS**, the City of Crookston issues 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**, that licenses of the City for the year 2023, as set forth upon and made a part hereof by reference, be and the same hereby are, granted subject to the following conditions and terms.

1. That each and all applicants shall in all respect with the terms and provisions of the Ordinances of the City of Crookston under which authority said licenses are issued.
2. That each and all applicants shall pay to the City of Crookston license fees in full for their respective licenses.

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

**GAS FITTING LICENSE**

Adams Heating & Cooling  
Arnold Heating & Cooling  
Custom HVAC, Inc dba Bears Home Solutions  
Wilcox Plumbing & Heating

**CEMENT MASON LICENSE**

Crookston Concrete

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

Council Members voting in the affirmative:

Council Members in the negative:

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

signature this \_\_\_\_\_ Day of \_\_\_\_\_, 2023, at

Attest:

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

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

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

At a second regular meeting of the City Council of the City of Crookston held on the 23rd day of January 2023, Council

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

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

**RESOLUTION CALLING A PUBLIC HEARING WITH RESPECT TO MODIFYING THE ENABLING RESOLUTIONS CONCERNING THE CROOKSTON HOUSING AND ECONOMIC DEVELOPMENT AUTHORITY.**

**BE IT RESOLVED**, by the City Council of the City of Crookston, Minnesota as follows:

1. The Crookston City Council is considering whether to modify the Enabling Resolutions concerning the Crookston Housing and Economic Development Authority.
2. In accordance with Minnesota Statute 469.092 Subd. 1 (1) and (8), Minnesota Statute 469.092 Subd. 2, and Minnesota Statute 469.093 Subd. 1 and 2, at its meeting to be held on February 13, 2023, the Crookston City Council shall hold a public hearing on and consider the adoption of a Resolution modifying the Enabling Resolutions concerning the Crookston Housing and Economic Development Authority.
3. In accordance with Minnesota Statute 469.092 Subd. 2, Minnesota Statute 469.093 Subd. 1 and 2, and Minnesota Statute 469.095 Subd. 2(d) at its meeting to be held on February 13, 2023, the Crookston City Council shall hold a public hearing on and consider the adoption of a Resolution modifying the Enabling Resolutions concerning the Crookston Housing and Economic Development Authority to appoint two (2) City Council members and 5 citizens of Crookston as Commissioners of the Crookston Housing and Economic Development Authority.
4. The City Administrator is hereby directed to cause the Notice of Public Hearing which is attached to and made a part of this Resolution to be published in a newspaper of general circulation within the City of Crookston once a week for two (2) consecutive weeks, the first publication must appear not more than thirty (30) days from the date of the public hearing.

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

Council Members voting in the affirmative:

Council Members in the negative:

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

signature this \_\_\_\_\_ Day of \_\_\_\_\_, 2023, at

Attest:

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

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

# CITY OF CROOKSTON

124 N. BROADWAY  
218-281-4503

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## NOTICE OF PUBLIC HEARING ON MODIFYING THE CROOKSTON HOUSING AND ECONOMIC DEVELOPMENT AUTHORITY ENABLING RESOLUTIONS

Notice is hereby given that the City Council of the City of Crookston, Minnesota will meet at City Hall in Council Chambers on February 13, 2023 at 5:30 p.m. to hear, consider, and pass upon all written or oral comments if any to the proposed resolution to modify the enabling resolutions concerning the Crookston Housing and Economic Development Authority.

The proposed resolution to modify the Crookston Housing and Economic Development Authority enabling resolutions is as follows:

1. That two (2) members of the City Council shall serve as the Commissioners of the Crookston Housing and Economic Development Authority.
2. That five (5) residents of Crookston shall serve as the Commissioners of the Crookston Housing and Economic Development Authority.

At the Public Hearing, an opportunity to be heard will be granted to all residents of the City of Crookston and its environs and to all other interested persons.

By order of the Crookston City Council.

Ashley Rystad  
City Clerk  
City of Crookston

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CROOKSTON TIMES: Please publish January 25, 2023  
February 1, 2023

Legal Ad

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

At a second regular meeting of the City Council of the City of Crookston held on the 23rd day of January 2023, Council

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

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

**RESOLUTION APPROVING THE APPLICATION FOR CROOKSTON HOUSING & ECONOMIC DEVELOPMENT AUTHORITY FOR THE MINNESOTA REDEVELOPMENT GRANT.**

**WHEREAS:** that Crookston Housing & Economic Development Authority shall act as the legal sponsor for project(s) contained in the Redevelopment Grant Program to be submitted on February 1, 2023, and that Karie Kirschbaum, Executive Director of the Crookston Housing & Economic Development Authority is hereby authorized to apply to the Department of Employment and Economic Development for funding of this project on behalf of Crookston Housing & Economic Development Authority and,

**WHEREAS:** the Crookston Housing & Economic Development Authority has the legal authority to apply for financial assistance, and the institutional, managerial, and financial capability to ensure adequate project administration and,

**WHEREAS:** that the sources and amounts of the local match identified in the application ARE COMMITTED to the project identified and,

**WHEREAS:** that if the project identified in the application fails to substantially provide the public benefits listed in the application within five years from the date of the grant award, Crookston Housing & Economic Development Authority may be required to repay 100 percent of the awarded grant per Minn. Stat. § 116J.575, Subd. 4; and,

**WHEREAS:** the Crookston Housing & Economic Development Authority has not violated any Federal, State or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice and,

**NOW, THEREFORE BE IT RESOLVED** BY THE CITY OF CROOKSTON, MINNESOTA: that upon approval of its application by the state, Crookston Housing & Economic Development Authority may enter into an agreement with the State of Minnesota for the above referenced project(s), and that Crookston Housing & Economic Development Authority certifies that it will comply with all applicable laws and regulation as stated in all contract agreements.

**BE IT FUTHER RESOLVED:** that Karie Kirschbaum, Executive Director of the Crookston Housing & Economic Development Authority is hereby authorized to execute such agreements as are necessary to implement the project(s) on behalf of the applicant.

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

Council Members voting in the affirmative:

Council Members in the negative:

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

signature this \_\_\_\_\_ Day of \_\_\_\_\_, 2023, at

Attest:

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

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

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

At a second regular meeting of the City Council of the City of Crookston held on the 23rd day of January 2023, Council

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

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

**RESOLUTION REGARDING THE ACCEPTANCE OF A MINNESOTA DEPARTMENT OF HEALTH GRANT RELATING TO PROTECTING THE SOURCE OF DRINKING WATER**

**WHEREAS:** the City of Crookston applied for a Minnesota Department of Health (MDH) grant relating to assisting public water suppliers in the protection of the source of drinking water and,

**WHEREAS:** the City of Crookston has the goal and vision of providing Crookston residents healthy drinking water and,

**WHEREAS:** the City of Crookston will perform its work so as to advance its goal and vision of providing Crookston residents healthy drinking water and,

**WHEREAS:** the City of Crookston has been awarded a Minnesota Department of Health (MDH) drinking water protection grant in the amount of ten thousand dollars (\$10,000) and,

**WHEREAS:** the City of Crookston is duly qualified and will perform all grant related activity so as to minimize administrative costs and,

**WHEREAS:** the City of Crookston has not begun or commenced any work related to the nature or extent of the grant protecting the source of Crookston’s drinking water and,

**NOW THEREFORE, BE IT RESOLVED:** the City of Crookston enter into a grant agreement with the State of Minnesota through its commissioner of the Minnesota Department of Health (MDH) in the amount of ten thousand dollars (\$10,000).

**IT IS FURTHER RESOLVED:** the City Crookston Mayor and City Administrator are authorized to sign and execute MDH Swift K # 222632, and any amendments thereto related to drinking water protection.

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

Council Members voting in the affirmative:

Council Members in the negative:

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

signature this \_\_\_\_\_ Day of \_\_\_\_\_, 2023, at

Attest:

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

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

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

At a second regular meeting of the City Council of the City of Crookston held on the 23rd day of January 2023, Council Member \_\_\_\_\_ offered the following resolution which was seconded by Council Member \_\_\_\_\_,

**RESOLUTION APPROVING PREPAYMENT OF HALSTAD TELEPHONE COMPANY (HTC) AGREEMENT REGARDING PROVISION OF INTERNET AND NETWORK SERVICES**

**WHEREAS:** Halstad Telephone Company (HTC) is a provider of internet and network services and,

**WHEREAS:** the City of Crookston (City) desires an entity provide internet and network services to City facilities and,

**WHEREAS:** HTC has the capability to deliver internet and network services as desired and requested by the City and,

**WHEREAS:** HTC has previously proposed an annual agreement with a yearly payment \$38,700 dollars for a total payment of \$193,500 dollars during the duration of the (2023-2028) and,

**WHEREAS:** the City has purposed an immediate lump sum options regarding a five (5) year agreement at a discounted rate of \$34,884 dollars per year for an immediate total payment \$174,420 dollars and,

**WHEREAS:** HTC has accepted the City proposal of an immediate lump sum prepayment option with respect to the five (5) year agreement proposal resulting in a cost saving to the City in the amount of \$19,080 dollars and,

**NOW, THEREFORE BE IT RESOLVED** BY THE CITY OF CROOKSTON, MINNESOTA: the City of Crookston enter into an agreement with HTC to provide internet and network services at an increased bandwidth to the City of Crookston.

**BE IT FUTHER RESOLVED:** the budgeted funds for the Information Technology Department for the year 2022 \$38,700 dollars and the budgeted funds for year 2023 in the amount of \$38,700 dollars and General Fund (101) Undesignated Reserves in the amount \$97,020 dollars shall be the source of payment with respect to the five (5) year HTC agreement regarding provision of internet and network services.

**BE IT FUTHER RESOLVED:** the Mayor and City Administrator for the City of Crookston are authorized to sign and execute a five (5) year agreement and any amendments thereto with HTC to provide internet and network services to the City of Crookston.

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

Council Members voting in the affirmative:

Council Members in the negative:

Upon this vote, the Mayor declares this resolution \_\_\_\_\_ and, if passed, effective upon the Mayor's signature this \_\_\_\_\_ Day of \_\_\_\_\_, 2023, at

Attest:

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

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

**AGREEMENT FOR PROVISION OF INTERNET AND NETWORK SERVICES**

**THIS AGREEMENT** between Halstad Telephone Company (“HTC”), a Minnesota Cooperative, whose post office address is P.O. Box 55, Halstad, MN 56548, and the City of Crookston, Minnesota, (“City”) a municipal corporation existing pursuant to the laws of the state of Minnesota whose address is 124 North Broadway, Crookston, MN 56716.

**RECITALS**

The City desires HTC provide internet and network services to its facilities;

HTC has the capability to deliver internet and network services as requested by the City;

**NOW THEREFORE**, in consideration of the mutual covenants, promises and agreements stated herein, it is hereby understood and agreed:

1. HTC currently has fiber optic cable installed to the following City facilities
  - a. 124 N. Broadway-Crookston City Hall
  - b. 801 Fisher Avenue-Crookston Sports Center
  - c. 510 County Rd. 71-Crookston Housing and Economic Development
  - d. 321 W Robert Street-Crookston Police Department
  - e. 620 S. Main Street-Crookston Fire Department
  
2. HTC will expand its fiber optic cable system to the remaining City facilities which include the following locations:
  - a. 319 3<sup>rd</sup> Avenue Street-Crookston Public Works Street Shop
  - b. 1118 A Street-Crookston Park Shop
  - c. 523 Fairfax-Crookston Water Treatment Plant
  - d. 110 Sargent-Crookston Oak Court Apartments
  - e. 320 E 4<sup>th</sup> Street-Crookston Swimming Pool
  - f. Water tower on Fisher Ave
  
3. HTC shall/will supply 1000 mb of internet bandwidth to the following location:
  - a. 321 W Robert Street-Crookston Police Department
  
  - b. HTC shall/will supply network services to the following locations:

<b>Locations</b>	<b>Price</b>
801 Fisher Avenue-Crookston Sports Center	\$250/month
510 County Rd. 71-Crookston Housing & Economic Dev.	\$250/month



124 N. Broadway-Crookston City Hall	\$250/month
620 S. Main Street-Crookston Fire Department	\$250/month
Water Tower on Fisher Ave	\$250/month
319 3 <sup>rd</sup> Avenue Street-Crookston Public Works Street Shop	\$250/month
1118 A Street-Crookston Park Shop	\$250/month
523 Fairfax-Crookston Water Treatment Plant	\$250/month
110 Sargent-Crookston Oak Court Apartments	\$250/month
320 E 4 <sup>th</sup> Street-Crookston Swimming Pool	\$250/month

\*together with applicable fees and taxes

- c. The City at its option may expand the list of locations HTC shall/will serve. The Parties agree to negotiate price and terms in good faith for such provision of service to new locations taking into consideration the additional location's distance to existing HTC fiber optic cable lines.
  - d. The City shall/will pay a one-time installation charge of \$300 per location and shall/will order the above-mentioned service within 60 days of the installation of HTC's fiber optic cable lines to the currently un-installed locations.
  - e. The City will have an option to pre-pay the 5 year agreement for the price of \$174,400.
4. This Agreement shall commence when service is active and shall continue, thereafter, for an initial term of 5 years. The City shall have the option to renew this Agreement for 3 successive 1 year terms upon ninety (90) days' written notice to HTC of its intent to renew this Agreement. Service fees may be subject to change for subsequent renewals.
  5. Payment for services is due on the 20th day of the month following the month of receipt of the invoice from date due. Unpaid invoices shall bear an interest rate of 1.5%.
  6. If the City disputes any portion of an HTC invoice, City shall pay the undisputed portion by the due date and shall submit to HTC a written statement with respect to service & the disputed amount, which statement shall state specific grounds for the City's dispute. Any disputes shall be raised and be submitted to HTC within Sixty (60) days of the date of the invoice receipt, if not, such dispute shall be deemed waived and the invoice due in total. In the event the dispute is decided against the City, the City shall pay the full amount of the invoice. If the parties are unable to resolve any dispute timely brought, either party may pursue legal or equitable remedies available to it.
  7. Any notice and other communication provided for hereunder shall be in writing and shall be transmitted by fax, personally delivered, mail certified or registered first class or sent electronically to each party as set forth below. Each such notice and communication shall be effective when delivered personally, transmitted by fax, sent electronically or upon receipt after dispatch by certified or registered first class mail, postage prepaid, return receipt requested, to the party given to which the same is so made:
    - a. If to the City :  
Atten: City Administrator

City of Crookston  
124 North Broadway  
Crookston, MN 56716.

- b. If to HTC:  
Atten: Mark Forseth, CEO  
Halstad Telephone Company  
P.O. Box 55  
Halstad, MN 56548
8. In the event of an interruption of service, and upon notice from the City to HTC, HTC will take all reasonable steps to timely investigate and restore services as soon as reasonably possible if the cause of such interruption is HTC's fiber optic lines and appurtenances.
  9. HTC has no responsibility or liability for interruption of service, or any resulting consequences, whether due to strike, riot, flood, fire, terrorism, act of God or for any cause beyond HTC's control.
  10. Either Party may terminate this Agreement in the event of a material breach by the other Party. Material breach of this Agreement which is not remedied within 60 days after written notice (which describes the breach with particularity) has been received. Further, either Party may terminate this Agreement upon written notice to the other Party, if, at any time, the other Party (a) files in any court or agency pursuant to any statute or regulation of any state, country or jurisdiction, a petition in bankruptcy or insolvency or for reorganization or for an arrangement or for the appointment of a receiver or trustee of such other Party or of its assets, (b) is served with an involuntary petition against it, filed in any insolvency proceeding that is not dismissed within ninety (90) days after the filing thereof, or (c) makes an assignment of the assets associated with this Agreement for the benefit of its creditors.
  11. Each representation and warranty contained in this Agreement shall survive the execution and delivery of this Agreement and the consummation of the transactions contemplated hereby.
  12. This Agreement and the terms, covenants and conditions hereof shall be binding upon and inure to the benefits of the parties hereto and their respective successors and assigns, but nothing in this Agreement is to be construed as an authorization or right of any Party pursuant to assign its rights in or delegate its duties this Agreement without prior written consent of the other Party.
  13. This Agreement constitutes the entire understanding of the Parties, and revokes and supersedes all prior agreements between the Parties and is intended as a final expression of Agreement. The Parties of this agreement shall not be modified, amended or changed except in writing signed by the Parties hereto and specifically referring to this Agreement. This Agreement shall take precedence over any other representations which may conflict with this Agreement.

14. This Agreement shall be deemed a contract made pursuant to and shall be construed, interpreted, and governed by and enforced in accordance with the laws of the State of Minnesota.
15. This Agreement may be executed in two or more counterparts, each of which shall be each deemed an original but all of which together shall constitute one Agreement. This Agreement and any other documents to be delivered in connection herewith may be electronically signed, and any electronic signatures appearing on this Agreement or such other documents are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.
16. The provisions of this Agreement shall be deemed severable and, if any portion hereof shall be held invalid, illegal or unenforceable for any reason, the remainder shall not thereby be invalidated but shall remain in full force and effect.
17. No waiver of any provision of this Agreement by any Party shall be valid unless in writing and signed by the Party against whom the waiver is charged. The waiver of any breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach of that provision or any other provision. Remedies herein provided are cumulative and not exclusive of any other remedy provided by law.

*SIGNATURES APPEAR ON THE FOLLOWING PAGES*

IN WITNESS WHEREOF, we have hereunto executed this Agreement this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

HALSTAD TELEPHONE COMPANY

BY: \_\_\_\_\_  
Mark Forseth, It's CEO

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

THE CITY OF CROOKSTON

BY: \_\_\_\_\_  
Dale Stainbrook, Mayor

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

BY: \_\_\_\_\_  
Charles Reynolds, City Administrator

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

ATTEST:

BY: \_\_\_\_\_  
Ashley Rystad, City Clerk

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

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

At a second regular meeting of the City Council of the City of Crookston held on the 23rd day of January 2023, Council

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

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

**RESOLUTION REGARDING A GEOTECHNICAL ANALYSIS FOR BANK STABILITY IN CONJUNCTION WITH THE CITY OF CROOKSTON WASTEWATER LAGOON**

**WHEREAS:** the City of Crookston is interested in procuring professional engineering services for a geotechnical analysis and review of the Red Lake riverbank stability in conjunction with the City of Crookston wastewater lagoon and,

**WHEREAS:** the assessment must include within its scope stability analysis of one cross section at American Crystal north diffuser alignment and,

**WHEREAS:** the scope of work shall include tasks and deliverables necessary to complete the assessment of scope stability cross section and,

**WHEREAS:** the tasks shall include data assessment, survey, and geotechnical analysis and,

**WHEREAS:** the engineering project team providing the requested engineering services must include: individuals with experience in geotechnical design and developing engineering plans and specifications and,

**WHEREAS:** HDR Engineering Inc. has the requisite personnel to provide the scope of professional services required by the City of Crookston with respect to an analysis of the stability of the Crookston wastewater lagoon and,

**NOW THEREFORE, BE IT RESOLVED:** the City of Crookston enter into an agreement with HDR Engineering Inc. to provide the geotechnical analysis regarding bank stability with respect to the Crookston wastewater lagoon.

**IT IS FURTHER RESOLVED:** the City Crookston reserve fund from Wastewater (602) in an amount not to exceed \$9,000 shall be the source of payment with respect to HDR Engineering Inc. services.

**IT IS FURTHER RESOLVED:** the Mayor and City Administrator for the City of Crookston are authorized to sign and execute an agreement and any amendments thereto with HDR Engineering Inc. to provide professional engineering services with respect to the stability of the Crookston wastewater lagoon bank.

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

Council Members voting in the affirmative:

Council Members in the negative:

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

signature this \_\_\_\_\_ Day of \_\_\_\_\_, 2023, at

Attest:

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

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