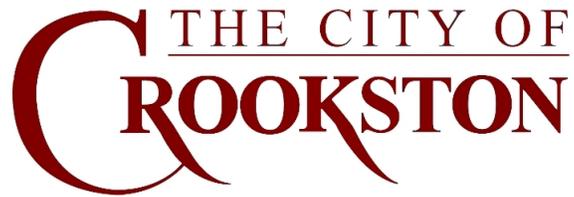


Mayor -Dale Stainbrook

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

February 17, 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 February 2, 2026.
 - 6.02 Resolution to approve City of Crookston Bills and Disbursements for \$578,509.62 Check Nos 76529-76618.
 - 6.03 Resolution for AE2S Task Order No. 22 2026 Instrumentation & Control (I&C) Support Services.
 - 6.04 Resolution for AE2S Task Order No. 24 Crookston Highway 2 Design Services.
7. **PUBLIC HEARINGS**
8. **REGULAR AGENDA**
 - 8.01 Resolution approving the Minnesota Investment Fund (MIF) assistance extension provided to Northstar Lime.
 - 8.02 Resolution for AE2S Task Order No. 23 Crookston Lead Service Line Replacement.
 - 8.03 Resolution granting another temporary extension of a liquor license for the Crookston Inn.
9. **COUNCIL REPORTS**
10. **ADJOURNMENT**

Mayor and Council:

Detailed below is the City Administrators report for 02-17-2026:

8.01 Resolution approving the Minnesota Investment Fund (MIF) assistance extension provided to Northstar Lime.

- This resolution is a follow-up to the public hearing held on February 2nd, 2026, requesting a one-year extension of the original Minnesota Investment Fund compliance date agreement

8.02 Resolution for AE2S Task Order No. 23 Crookston Lead Service Line Replacement.

- The City has been awarded \$350,000 through the Minnesota Public Facilities Authority for Lead Service Line Replacement
- These are federal funds administered by the State and include federal requirements such as environmental review, contractor solicitation, reporting, and grant administration
- The City of Crookston is committed to improving drinking water safety and maintaining compliance with state and federal drinking water regulations and has identified the need to replace lead service water lines within the City of Crookston
- The City of Crookston desires to move forward with the Lead Service Line Replacement Project, which includes replacement of lead service lines and associated project planning and bidding support

8.03 Resolution granting another temporary extension of a liquor license for the Crookston Inn.

- On December 29, 2025, the City Council approved a temporary extension of the Crookston Inn's liquor license pending completion of the sale of the property
- The closing date on the sale of the Crookston Inn has been delayed further and is now anticipated to occur on or before February 27, 2026
- The Crookston Inn has requested City Council approval of an additional temporary extension of its liquor license for an additional forty-five (45) days to allow the sale process to be completed

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

- City of Crookston Bonding Meeting
- AFSME Union Negotiation Meeting
- CHEDA Board meeting(s)
- Crookston Industrial Park Work Group Meeting(s)
- Planning meeting with AE2S
- Department head meetings
- Several EDA meetings
- Meeting(s) with City Attorney

Please reach out at anytime with questions,

Thanks, Darin

Crookston Housing & Economic Development Authority Project List – Updated 2-11-2026

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Crookston Housing & Economic Development Authority Led Projects

Empowering Small Minnesota Communities

- 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
- 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 January 22, 2026. It was a small group, but we updated on the progress made on each goal. Goal 1, identifying a list of potential childcare spaces outside a personal residence. The group also discussed the PROMISE Act Grants available through the Northwest Minnesota Foundation.
- The next meeting will be in February, on a day yet to be determined.

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
- 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

- Wyum attended an informational webinar for the Tier II Cities Grant Program – Round 1 on Monday, February 2. The webinar covered due diligence items required before contracts are issued. Wyum will begin working on the next steps.
- 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 opened a second round of grant funding through the Greater Minnesota Small Cities (Tier II Cities) Housing Aid Grant Program. The City Council approved an application for round 2, requesting the maximum award amount of \$75,000. The application was submitted, with award selections expected in May 2026. 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:

- 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.

One of the grants, the ReLeaf grant, was not awarded. The other grant, the Community Tree Planting grant, is still pending, with award selections expected at any time.

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
- Taylor Wyum, Crookston Housing & EDA

Local Climate Action Grant

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 added 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.

Partners:

- 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.

City Led Projects

Industrial Park Infrastructure - Update

- The title opinion for the industrial park property, completed by the city attorney's office, required by the US EDA for grant funding, has been submitted to the US EDA for review. We are awaiting the next steps from our grant manager.
- City Staff, Houston Engineering, Ehlers Municipal Advisors, and others met during the week of February 9th to review the next steps for the Industrial Park project. Discussions focused on project financing and the next steps required for the US EDA award process.
- Houston Engineering, who the city has contracted with to write the BDPI grant, is getting started on the application.
- Minnesota Northern Railroad has applied for additional funding from the Minnesota Rail Service Improvement (MRSI) Program for the second phase of the railroad spur. 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.

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 will be completed in 2026, attracting more businesses to the industrial park.

Partners:

- Trent Berg, Houston Engineering – Lead Partner
- 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

- The next phase of this project will be to work with another MnDOT team to design a demonstration project in the City of Crookston. The team will work with City Department Heads and the local active transportation team to pick a site and install the project.
- 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 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:

- 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 completed 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:

- 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 - Update

- The application was sent via mail on January 26, 2026, and received at the destination on January 30, 2026, ahead of the February 1, 2026. deadline.
- Award announcements are anticipated in late spring/early summer 2026.
- The city council approved an application to the Minnesota Department of Employment and Economic Development's Redevelopment Grant Program, requesting \$492,077.25 to demolish the old Tri-Valley Building.

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

- 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. Full applications are due in April 2026, with award announcements to follow later this year.

Downtown Redevelopment Project

- 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.

OFFICIAL MINUTES OF THE CROOKSTON CITY COUNCIL, POLK COUNTY, MINNESOTA. THE COUNCIL MEETING OF FEBRUARY 2, 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, Clayton Briggs, Donald Cavalier, Dylane Klatt, and Wendy Ault.

Council Members Absent: Derek Brekken

Staff present: Darin Selzler, Shane Heldstab, Greg Hefta, Ashley Rystad, Keenan Devier, 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 Briggs, seconded by Council Member Fischer; it was duly carried to approve the agenda.

CONSENT AGENDA

Mayor Stainbrook asked if anyone wished to remove any items from the Consent Agenda On motion by Council Member Cavalier, seconded by Council Member Klatt; it was duly carried to approve the consent agenda.

- 6.01** Approve Proposed City Council Meeting Minutes from January 20, 2026.
- 6.02** Resolution to approve City of Crookston Bills and Disbursements for \$454,052.60 Check Nos 76459-76528. (Res No. 28260)
- 6.03** Resolution to approve the 2026 Gas Fitters and Cement Mason License. (Res No. 28261)
- 6.04** Resolution regarding approving the 2026 City Boards and Committee appointments. (Res No. 28262)
- 6.05** Resolution approving the satisfaction of a Deferred Loan Repayment Agreement and Mortgage with Michael Q. Schulz. (Res No. 28263)
- 6.06** Resolution to accept a donation of \$100 for Parks & Recreation in memory of Jackie Frantz from Chuck Leonard and Lynn Tiedeman. (Res No. 28264)
- 6.07** Resolution authorizing the Crookston Fire Department to enter into a Fire Service Agreement with the Regents of the University of Minnesota, Crookston. (Res No. 28265)

PUBLIC HEARING

A public hearing was held to consider a request related to the Minnesota Investment Fund assistance provided to Northstar Lime LLC. Mayor Stainbrook opened the public hearing and Phil Schramm, CFO of Northstar Lime LLC, addressed the Council regarding a request for an extension of the employment compliance deadline. He reported that the company currently employs 17 individuals, with an original target of 21 employees as outlined in the MIF agreement. Mr. Schramm explained that operational challenges related to biochar production equipment have delayed additional hiring. It was clarified that the MIF assistance consisted of approximately a \$430,000 loan, including a \$100,000 forgivable portion contingent upon meeting employment requirements. The extension request applies to the forgivable portion. No additional public comments were received, and Mayor Stainbrook closed the public hearing.

REPORTS FROM CITY COUNCIL MEMBERS

Joseph Shostell, Council Member 1st Ward,

- Expressed agreement with prior comments and acknowledged Michelle's important role in the event. They noted that the discussions were meaningful and expected positive outcomes to result.
- Commended City snow removal staff for their efforts while noting concerns received from residents regarding snow being deposited onto cleared areas and vehicles, acknowledging the challenges in meeting all expectations.

Henry Fischer, Council Member 2nd Ward,

- Commended Keenan, Taylor, Michelle, and Chris for their contributions and noted their efforts were well done.

Clayton Briggs, Council Member 3rd Ward,

- Same as the others.

Donald R Cavalier, Council Member 4th Ward,

- Thanked Keenan for his efforts, noting strong attendance, meaningful conversations with community members, and positive engagement regarding the City and Council.

Derek Brekken, Council Member 5th Ward,

- Welcome Mr. Roscoe.

Dylane Klatt, Council Member 6th Ward,

- The event was successful and expressed support for continuing to build on it in the future.

Wendy Ault, Council Member-at-Large,

- The event was successful and thanked Keenan and Taylor for their efforts in organizing it. She noted it was enjoyable to engage with community members.

Morgan Hibma, Council Member-at-Large,

- Thanked all those involved in the event, noted it was successful, and expressed interest in holding similar events in the future.

Dale Stainbrook, Mayor

- Echoed prior praise for the event and acknowledged the contributions of Phil, Shannon, Teresa, Tionna, and others for their displays and knowledge. The event was noted as successful with strong attendance despite cold weather, and the Mayor expressed interest in building on it in the future. Thanks were extended to Keenan and Taylor.

ADJOURNMENT

Mayor Stainbrook declared the meeting adjourned at 5:45 PM.

Dale Stainbrook, Mayor

Ashley Rystad, City Clerk

RESOLUTION NO. _____

At a regular meeting of the City Council of the City of Crookston held on the 17th day of February 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: _____ Mayor
Dale Stainbrook

Ashley Rystad
City Clerk

VENDOR SET: 01 City of Crookston
BANK: * ALL BANKS
DATE RANGE: 1/31/2026 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
C-CHECK	VOID CHECK	V	2/05/2026			076533		
C-CHECK	VOID CHECK	V	2/05/2026			076534		
C-CHECK	VOID CHECK	V	2/05/2026			076538		
C-CHECK	VOID CHECK	V	2/05/2026			076539		
C-CHECK	VOID CHECK	V	2/13/2026			076548		
C-CHECK	VOID CHECK	V	2/13/2026			076549		
C-CHECK	VOID CHECK	V	2/13/2026			076557		
C-CHECK	VOID CHECK	V	2/13/2026			076566		
C-CHECK	VOID CHECK	V	2/13/2026			076576		
C-CHECK	VOID CHECK	V	2/13/2026			076589		
C-CHECK	VOID CHECK	V	2/13/2026			076590		
C-CHECK	VOID CHECK	V	2/13/2026			076604		
C-CHECK	VOID CHECK	V	2/13/2026			076605		

* * 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:	13	VOID DEBITS 0.00		
		VOID CREDITS 0.00	0.00	0.00

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: * TOTALS:	13	0.00	0.00	0.00
BANK: * TOTALS:	13	0.00	0.00	0.00

VENDOR SET: 01 City of Crookston
 BANK: AP BREMER BANK, N.A. - AP
 DATE RANGE: 1/31/2026 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0299	CAPITAL BANK AND TRUST COMPANY							
I-DC3202601216312	DEF COMP WITHHOLDING	D	2/05/2026	1,200.00		002066		1,200.00
1550	P.E.R.A.							
I-P-C202601216312	PERA WITHHOLDING	D	2/05/2026	14,452.06		002067		
I-P-C202601216313	PERA WITHHOLDING	D	2/05/2026	293.89		002067		
I-PDC202601216312	PERA WITHHOLDING	D	2/05/2026	200.00		002067		
I-PPF202601216312	PERA WITHHOLDING	D	2/05/2026	26,493.62		002067		41,439.57
2606	EFTPS							
I-T1 202601216312	FEDERAL TAX WITHHOLDING	D	2/05/2026	18,418.22		002068		
I-T1 202601216313	FEDERAL TAX WITHHOLDING	D	2/05/2026	262.00		002068		
I-T3 202601216312	FICA TAX WITHHOLDING	D	2/05/2026	14,114.42		002068		
I-T3 202601216313	FICA TAX WITHHOLDING	D	2/05/2026	260.30		002068		
I-T4 202601216312	MEDICARE TAX WITHHOLDING	D	2/05/2026	6,084.88		002068		
I-T4 202601216313	MEDICARE TAX WITHHOLDING	D	2/05/2026	60.88		002068		39,200.70
2607	MN DEPT OF REVENUE							
I-T2 202601216312	STATE TAX WITHHOLDING	D	2/05/2026	9,174.78		002069		
I-T2 202601216313	STATE TAX WITHHOLDING	D	2/05/2026	102.60		002069		9,277.38
2681	MN STATE RETIREMENT SYSTEM							
I-DC7202601216312	MN DEFERRED COMPENSATION-457B\$	D	2/05/2026	100.00		002070		
I-DC9202601216312	MN DEFERRED COMPENSATION-457B%	D	2/05/2026	244.50		002070		
I-SP2202601216312	HEALTH CARE SAVINGS PLAN	D	2/05/2026	989.61		002070		1,334.11
3047	CAPITAL BANK AND TRUST COMPANY							
I-DC5202601216312	DEF COMP EMPLOYER CONTRIBUTION	D	2/05/2026	71.80		002071		71.80
4919	MINNESOTA PAID LEAVE							
I-PML202601216312	DEED	D	2/05/2026	1,719.98		002072		
I-PML202601216313	DEED	D	2/05/2026	18.48		002072		1,738.46
0048	AMERICAN FAMILY LIFE ASSURANCE							
C-202602056363	AMERICAN FAMILY LIFE ASSURANCE	D	2/05/2026	48.02CR		002073		
I-AA1202601076259	AFLAC WITHHOLDING	D	2/05/2026	17.80		002073		
I-AA1202601076260	AFLAC WITHHOLDING	D	2/05/2026	2.98		002073		
I-AA1202601216312	AFLAC WITHHOLDING	D	2/05/2026	18.19		002073		
I-AA4202601076259	AFLAC WITHHOLDING	D	2/05/2026	87.74		002073		
I-AA4202601076260	AFLAC WITHHOLDING	D	2/05/2026	14.64		002073		
I-AA4202601216312	AFLAC WITHHOLDING	D	2/05/2026	102.38		002073		
I-AP1202601076259	AFLAC WITHHOLDING	D	2/05/2026	58.21		002073		
I-AP1202601076260	AFLAC WITHHOLDING	D	2/05/2026	9.71		002073		
I-AP1202601216312	AFLAC WITHHOLDING	D	2/05/2026	53.61		002073		
I-AP2202601076259	AFLAC WITHHOLDING	D	2/05/2026	125.13		002073		
I-AP2202601076260	AFLAC WITHHOLDING	D	2/05/2026	20.89		002073		
I-AP2202601216312	AFLAC WITHHOLDING	D	2/05/2026	125.70		002073		
I-AP3202601076259	AFLAC WITHHOLDING	D	2/05/2026	30.86		002073		

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I-AP3202601076260	AFLAC WITHHOLDING	D	2/05/2026	5.15		002073		
I-AP3202601216312	AFLAC WITHHOLDING	D	2/05/2026	36.01		002073		
I-AP5202601076259	AFLAC WITHHOLDING	D	2/05/2026	2.77		002073		
I-AP5202601076260	AFLAC WITHHOLDING	D	2/05/2026	0.48		002073		
I-AP5202601216312	AFLAC WITHHOLDING	D	2/05/2026	3.25		002073		
I-AP6202601076259	AFLAC WITHHOLDING	D	2/05/2026	84.24		002073		
I-AP6202601076260	AFLAC WITHHOLDING	D	2/05/2026	14.06		002073		
I-AP6202601216312	AFLAC WITHHOLDING	D	2/05/2026	87.55		002073		
I-AP7202601076259	AFLAC WITHHOLDING	D	2/05/2026	19.91		002073		
I-AP7202601076260	AFLAC WITHHOLDING	D	2/05/2026	3.34		002073		
I-AP7202601216312	AFLAC WITHHOLDING	D	2/05/2026	23.25		002073		899.83
0194	NWSC/MEDICA							
I-202602056372	NWSC/MEDICA	D	2/05/2026	4,013.24		002074		
I-HD3202601076259	HEALTH INS WITHHOLDING	D	2/05/2026	1,354.15		002074		
I-HD3202601076260	HEALTH INS WITHHOLDING	D	2/05/2026	225.79		002074		
I-HD3202601216312	HEALTH INS WITHHOLDING	D	2/05/2026	1,579.94		002074		
I-HD6202601076259	HEALTH INS WITHHOLDING	D	2/05/2026	1,977.55		002074		
I-HD6202601076260	HEALTH INS WITHHOLDING	D	2/05/2026	329.77		002074		
I-HD6202601216312	HEALTH INS WITHHOLDING	D	2/05/2026	2,307.32		002074		
I-HD8202601076259	HEALTH INS WITHHOLDING	D	2/05/2026	1,188.77		002074		
I-HD8202601076260	HEALTH INS WITHHOLDING	D	2/05/2026	198.25		002074		
I-HD8202601216312	HEALTH INS WITHHOLDING	D	2/05/2026	1,387.02		002074		
I-HF6202601076259	HEALTH INS WITHHOLDING	D	2/05/2026	2,144.94		002074		
I-HF6202601076260	HEALTH INS WITHHOLDING	D	2/05/2026	357.66		002074		
I-HF6202601216312	HEALTH INS WITHHOLDING	D	2/05/2026	2,502.60		002074		
I-HS3202601076259	HEALTH INS WITHHOLDING	D	2/05/2026	6,007.17		002074		
I-HS3202601076260	HEALTH INS WITHHOLDING	D	2/05/2026	1,001.65		002074		
I-HS3202601216312	HEALTH INS WITHHOLDING	D	2/05/2026	6,508.19		002074		
I-HS3202601216313	HEALTH INS WITHHOLDING	D	2/05/2026	500.63		002074		
I-HS6202601076259	HEALTH INS WITHHOLDING	D	2/05/2026	7,519.43		002074		
I-HS6202601076260	HEALTH INS WITHHOLDING	D	2/05/2026	1,253.77		002074		
I-HS6202601216312	HEALTH INS WITHHOLDING	D	2/05/2026	8,773.20		002074		
I-HS8202601076259	HEALTH INS WITHHOLDING	D	2/05/2026	4,520.30		002074		
I-HS8202601076260	HEALTH INS WITHHOLDING	D	2/05/2026	753.70		002074		
I-HS8202601216312	HEALTH INS WITHHOLDING	D	2/05/2026	5,274.00		002074		61,679.04
2853	DELTA DENTAL							
I-202602056365	DELTA DENTAL	D	2/05/2026	395.00		002075		
I-DPF202601076259	DELTA DENTAL WITHHOLDING	D	2/05/2026	936.28		002075		
I-DPF202601076260	DELTA DENTAL WITHHOLDING	D	2/05/2026	156.22		002075		
I-DPF202601216312	DELTA DENTAL WITHHOLDING	D	2/05/2026	1,092.50		002075		
I-DPT202601076259	DELTA DENTAL WITHHOLDING	D	2/05/2026	899.87		002075		
I-DPT202601076260	DELTA DENTAL WITHHOLDING	D	2/05/2026	150.13		002075		
I-DPT202601216312	DELTA DENTAL WITHHOLDING	D	2/05/2026	1,025.00		002075		
I-DPT202601216313	DELTA DENTAL WITHHOLDING	D	2/05/2026	25.00		002075		4,680.00

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3684	COLONIAL LIFE							
I-202602056364	CHEDA	D	2/05/2026	131.30		002076		
I-CA1202601076259	COLONIAL WITHHOLDING	D	2/05/2026	11.98		002076		
I-CA1202601076260	COLONIAL WITHHOLDING	D	2/05/2026	2.02		002076		
I-CA1202601216312	COLONIAL WITHHOLDING	D	2/05/2026	14.00		002076		
I-CA2202601076259	COLONIAL WITHHOLDING	D	2/05/2026	102.89		002076		
I-CA2202601076260	COLONIAL WITHHOLDING	D	2/05/2026	17.17		002076		
I-CA2202601216312	COLONIAL WITHHOLDING	D	2/05/2026	120.06		002076		
I-CA3202601076259	COLONIAL WITHHOLDING	D	2/05/2026	115.48		002076		
I-CA3202601076260	COLONIAL WITHHOLDING	D	2/05/2026	19.27		002076		
I-CA3202601216312	COLONIAL WITHHOLDING	D	2/05/2026	134.75		002076		
I-CP1202601076259	COLONIAL WITHHOLDING	D	2/05/2026	122.05		002076		
I-CP1202601076260	COLONIAL WITHHOLDING	D	2/05/2026	20.38		002076		
I-CP1202601216312	COLONIAL WITHHOLDING	D	2/05/2026	142.43		002076		
I-CP2202601076259	COLONIAL WITHHOLDING	D	2/05/2026	95.08		002076		
I-CP2202601076260	COLONIAL WITHHOLDING	D	2/05/2026	15.87		002076		
I-CP2202601216312	COLONIAL WITHHOLDING	D	2/05/2026	110.95		002076		
I-CP3202601076259	COLONIAL WITHHOLDING	D	2/05/2026	12.11		002076		
I-CP3202601076260	COLONIAL WITHHOLDING	D	2/05/2026	2.02		002076		
I-CP3202601216312	COLONIAL WITHHOLDING	D	2/05/2026	14.13		002076		1,203.94
4456	VSP							
I-202602056370	VSP	D	2/05/2026	53.54		002077		
I-VC 202601076259	VSP WITHHOLDING	D	2/05/2026	42.79		002077		
I-VC 202601076260	VSP WITHHOLDING	D	2/05/2026	7.21		002077		
I-VC 202601216312	VSP WITHHOLDING	D	2/05/2026	50.00		002077		
I-VE 202601076259	VSP WITHHOLDING	D	2/05/2026	180.41		002077		
I-VE 202601076260	VSP WITHHOLDING	D	2/05/2026	30.19		002077		
I-VE 202601216312	VSP WITHHOLDING	D	2/05/2026	205.92		002077		
I-VE 202601216313	VSP WITHHOLDING	D	2/05/2026	4.68		002077		
I-VF 202601076259	VSP WITHHOLDING	D	2/05/2026	109.54		002077		
I-VF 202601076260	VSP WITHHOLDING	D	2/05/2026	18.30		002077		
I-VF 202601216312	VSP WITHHOLDING	D	2/05/2026	127.84		002077		
I-VS 202601076259	VSP WITHHOLDING	D	2/05/2026	16.02		002077		
I-VS 202601076260	VSP WITHHOLDING	D	2/05/2026	2.68		002077		
I-VS 202601216312	VSP WITHHOLDING	D	2/05/2026	18.70		002077		867.82
4784	WEX HEALTH INC							
I-202602056371	WEX HEALTH INC	D	2/05/2026	173.25		002078		173.25
0299	CAPITAL BANK AND TRUST COMPANY							
I-DC3202602046359	DEF COMP WITHHOLDING	D	2/12/2026	450.00		002079		450.00

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1550	P.E.R.A.							
I-P-C202602046359	PERA WITHHOLDING	D	2/12/2026	15,700.99		002080		
I-PPF202602046359	PERA WITHHOLDING	D	2/12/2026	26,856.19		002080		42,557.18
2606	EFTPS							
I-T1 202602046359	FEDERAL TAX WITHHOLDING	D	2/12/2026	18,619.10		002081		
I-T3 202602046359	FICA TAX WITHHOLDING	D	2/12/2026	14,683.82		002081		
I-T4 202602046359	MEDICARE TAX WITHHOLDING	D	2/12/2026	5,991.48		002081		39,294.40
2607	MN DEPT OF REVENUE							
I-T2 202602046359	STATE TAX WITHHOLDING	D	2/12/2026	9,306.44		002082		9,306.44
2681	MN STATE RETIREMENT SYSTEM							
I-DC7202602046359	MN DEFERRED COMPENSATION-457B\$	D	2/12/2026	100.00		002083		
I-DC9202602046359	MN DEFERRED COMPENSATION-457B%	D	2/12/2026	236.02		002083		
I-SP2202602046359	HEALTH CARE SAVINGS PLAN	D	2/12/2026	584.42		002083		920.44
3047	CAPITAL BANK AND TRUST COMPANY							
I-DC5202602046359	DEF COMP EMPLOYER CONTRIBUTION	D	2/12/2026	71.80		002084		71.80
4919	MINNESOTA PAID LEAVE							
I-PML202602046359	DEED	D	2/12/2026	1,805.24		002085		1,805.24
2506	VERIZON WIRELESS							
I-6127602312	VERIZON WIRELESS NOVEMBER 2025	D	2/12/2026	1,043.21		002086		1,043.21
2506	VERIZON WIRELESS							
I-6130107481	VERIZON WIRELESS DECEMBER 2025	D	2/12/2026	1,043.13		002087		1,043.13
2506	VERIZON WIRELESS							
I-6132624341	VERIZON WIRELESS	D	2/12/2026	1,043.11		002088		1,043.11
2485	UNIVERSITY OF MINNESOTA							
I-202602036354	REFUND SPECIAL FIRE SERVICE	R	2/03/2026	3,000.00		076529		3,000.00
1222	LELS							
I-UDP202601216312	UNION DUES WITHHOLDING	R	2/05/2026	1,095.00		076530		1,095.00
1275	LOCAL # L - 3394 FIRE DEPT							
I-UDF202601216312	UNION DUES WITHHOLDING	R	2/05/2026	240.00		076531		240.00
0412	AFSCME COUNCIL 65							
I-UD1202601076259	LOCAL ASSESSMENT	R	2/05/2026	8.11		076532		
I-UD1202601076260	LOCAL ASSESSMENT	R	2/05/2026	1.39		076532		
I-UD1202601216312	LOCAL ASSESSMENT	R	2/05/2026	9.00		076532		
I-UD1202601216313	LOCAL ASSESSMENT	R	2/05/2026	0.50		076532		
I-UDA202601076259	UNION DUES WITHHOLDING	R	2/05/2026	515.89		076532		
I-UDA202601076260	UNION DUES WITHHOLDING	R	2/05/2026	86.03		076532		

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	I-UDA202601216312		UNION DUES WITHHOLDING	R	2/05/2026	570.24		076532
	I-UDA202601216313		UNION DUES WITHHOLDING	R	2/05/2026	31.68		076532 1,222.84
1435			MINNESOTA BENEFIT ASSOCIATION					
	C-202602056367		MINNESOTA BENEFIT ASSOCIATION	R	2/05/2026	34.17CR		076535
	I-MBA202601076259		INSURANCE WITHHOLDING	R	2/05/2026	87.92		076535
	I-MBA202601076260		INSURANCE WITHHOLDING	R	2/05/2026	14.67		076535
	I-MBA202601216312		INSURANCE WITHHOLDING	R	2/05/2026	68.42		076535 136.84
1552			NCPERS GROUP LIFE INS.					
	I-202602056368		NCPERS GROUP LIFE INS.	R	2/05/2026	48.00		076536
	I-LIP202601076259		PERA LIFE INS WITHHOLDING	R	2/05/2026	233.12		076536
	I-LIP202601076260		PERA LIFE INS WITHHOLDING	R	2/05/2026	38.88		076536 320.00
1982			MADISON NATIONAL LIFE					
	I-202602056366		MADISON NATIONAL LIFE	R	2/05/2026	30.75		076537
	I-LIB202601216312		LIFE INSURANCE BENEFIT	R	2/05/2026	335.50		076537
	I-LIB202601216313		LIFE INSURANCE BENEFIT	R	2/05/2026	5.50		076537 371.75
4689			CROOKSTON POLICE BENEFIT ASSOC					
	I-CPB202601076259		CROOKSTON POLICE BENEFIT ASSOC	R	2/05/2026	81.42		076540
	I-CPB202601076260		CROOKSTON POLICE BENEFIT ASSOC	R	2/05/2026	13.58		076540
	I-CPB202601216312		CROOKSTON POLICE BENEFIT ASSOC	R	2/05/2026	90.00		076540 185.00
4916			NORDIC INSPECTIONS					
	I-202602106375		CDAP-23-0079-0-F424	R	2/10/2026	963.00		076541 963.00
1			HAUGEN, JERIKA					
	I-000202602136394		US REFUND	R	2/13/2026	20.03		076542 20.03
1			GASPER, JOEL					
	I-000202602136395		US REFUND	R	2/13/2026	123.91		076543 123.91
1			RYAN, TIM					
	I-000202602136396		US REFUND	R	2/13/2026	104.99		076544 104.99
0021			ADVANCED TIRE & AUTO SERV. LLC					
	I-25-09812		VEHICLE FORFEITURE	R	2/13/2026	209.81		076545
	I-26-11816		TOW SERVICE 534	R	2/13/2026	169.50		076545
	I-26-11817		TOW SERVICE 534	R	2/13/2026	169.80		076545
	I-26-11852		TOW SERVICE-CPD SQUAD	R	2/13/2026	154.50		076545
	I-46617		RIMS FOR FIRE PIT AT CAMPGROUN	R	2/13/2026	90.00		076545
	I-6386		SERVICE. OIL AND FILTER	R	2/13/2026	47.27		076545
	I-6390		DTF SQUAD REPAIR	R	2/13/2026	793.63		076545 1,634.51

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4270	ALL-AMERICAN ARENA PRODUCTS							
I-7197	SKATES FOR RENTAL	R	2/13/2026	1,085.30		076546		1,085.30
2200	AUTO VALUE OF CROOKSTON							
C-76264513	RETURN OF FUEL FILTER	R	2/13/2026	117.00CR		076547		
I-76260047	REPLACE BATTERIES	R	2/13/2026	954.95		076547		
I-76261293	OIL AND FILTERS	R	2/13/2026	99.57		076547		
I-76261375	REPAIRS TO EQUIPMENT	R	2/13/2026	60.26		076547		
I-76261597	REPAIR EQUIPMENT	R	2/13/2026	123.98		076547		
I-76261628	LIGHTS, SMALL TOOL	R	2/13/2026	12.54		076547		
I-76262274	AIR TANKS	R	2/13/2026	27.85		076547		
I-76262481	GREASE	R	2/13/2026	15.99		076547		
I-76262715	REPLACE BATTERIES	R	2/13/2026	190.99		076547		
I-76262914	ZAMBONI PARTS	R	2/13/2026	31.46		076547		
I-76263881	ANTI-FREEZE	R	2/13/2026	9.49		076547		
I-76264014	SHOP 3/4 IMPACT WRENCH REPAIR	R	2/13/2026	391.81		076547		
I-76264074	UNIT #81 HEADLIGHT	R	2/13/2026	19.84		076547		
I-76264142	SERVICE TRUCK OXYGEN	R	2/13/2026	137.98		076547		
I-76264376	RAMPS FOR HAULING EQUIPMENT	R	2/13/2026	398.60		076547		
I-76264413	UNIT #80 BELT	R	2/13/2026	92.99		076547		
I-76264483	UNIT #82 FUEL FILTER	R	2/13/2026	117.00		076547		
I-76264496	UNIT #52 TRAILER PLUG	R	2/13/2026	17.99		076547		
I-76264505	UNIT #82 FUEL FILTER	R	2/13/2026	180.15		076547		2,766.44
4244	BAKERTILLY							
I-BT3483611	BILLING 2024 AUDIT	R	2/13/2026	14,700.00		076550		14,700.00
4435	BERT'S TRUCK EQUIPMENT OF MOOR							
I-S105653	BELTS FOR BLOWERS	R	2/13/2026	154.84		076551		154.84
0225	BRANDNER PRINTING							
I-57716	OFFICE CHAIR	R	2/13/2026	399.99		076552		
I-8183	REGULAR ENVELOPES	R	2/13/2026	539.00		076552		
I-8184	WINDOW ENVELOPES	R	2/13/2026	194.00		076552		1,132.99
4481	JAMES BRANDON							
I-19080	CLOTHING ALLOWANCE	R	2/13/2026	24.00		076553		24.00
2961	BSN SPORTS, LLC							
I-933066083	STAFF JACKETS FOR CSC WORKERS	R	2/13/2026	659.15		076554		659.15
4771	CHAMPION MEDIA LLC							
I-202602126389	CROOKSTON CONNECTED	R	2/13/2026	484.74		076555		484.74

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3184	CINTAS CORPORATION							
I-4256559227	LINEN STREET SHOP	R	2/13/2026	13.99		076556		
I-4256559252	LINEN WATER DEPT	R	2/13/2026	3.84		076556		
I-4257326468	LINEN STREET SHOP	R	2/13/2026	13.99		076556		
I-4257326729	LINEN SERVICE	R	2/13/2026	115.50		076556		
I-4258068668	LINEN STREET SHOP	R	2/13/2026	13.99		076556		
I-4258068707	LINEN SERVICE	R	2/13/2026	28.60		076556		
I-4258068728	RAGS FOR CSC	R	2/13/2026	28.00		076556		
I-4258068926	LINEN SERVICE	R	2/13/2026	20.26		076556		
I-4258808153	LAUNDRY SERVICE	R	2/13/2026	58.02		076556		296.19
4683	CLIFTONLARSONALLEN LLP							
I-L261061364	PROCESSED 1099'S	R	2/13/2026	804.83		076558		
I-L261063193	ACCOUNTING SERVICES	R	2/13/2026	5,289.90		076558		6,094.73
3395	CODE 4 SERVICES, INC							
I-11363	NEW SQUAD EQUIPMENT	R	2/13/2026	20,366.15		076559		20,366.15
0337	COLE PAPERS INC.							
I-10677292	JANITOR SUPPLIES	R	2/13/2026	438.76		076560		
I-10681058	JANITOR SUPPLIES	R	2/13/2026	33.00		076560		471.76
3987	COMPLETE PEST CONTROL, INC							
I-26370	PEST CONTROL AT POOL	R	2/13/2026	175.00		076561		
I-26371	PEST CONTROL AT CSC	R	2/13/2026	200.00		076561		
I-27174	PEST CONTROL	R	2/13/2026	200.00		076561		
I-28118	PEST CONTROL	R	2/13/2026	175.00		076561		750.00
0363	CROOKSTON BUILDING CENTER							
I-316290	GARAGE DOOR OPENER REPLACE	R	2/13/2026	902.81		076562		
I-316355	CABINET FOR SHOP	R	2/13/2026	267.09		076562		
I-316356	NUTS AND SCREWS	R	2/13/2026	22.30		076562		
I-316567	CABINET PARTS FOR SHOP	R	2/13/2026	28.16		076562		
I-316633	FIX FLAG POLE	R	2/13/2026	0.60		076562		
I-316699	UNIT #80 SNOW BOARDS	R	2/13/2026	63.38		076562		1,284.34
0389	CROOKSTON FUEL CO.							
I-20260131-CITY HALL	JANUARY 2026 CITY HALL FUEL	R	2/13/2026	69.66		076563		
I-20260131-FIRE	JANUARY 2026 FUEL	R	2/13/2026	500.70		076563		
I-20260131-PARK	JANUARY 2026 FUEL	R	2/13/2026	770.80		076563		
I-20260131-POLICE	JANUARY 2026 FUEL	R	2/13/2026	1,710.59		076563		
I-20260131-STREET	JANUARY 2026 FUEL	R	2/13/2026	6,534.80		076563		
I-20260131-WATER/WW	JANUARY 2026 FUEL	R	2/13/2026	930.53		076563		10,517.08

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0465	CROOKSTON WATER DEPARTMENT							
I-202602136397	CITY WATER BILLS	R	2/13/2026	2,751.92		076564		2,751.92
0470	CROOKSTON WELDING INC.							
C-117824	CREDIT FOR BATTERY CORE	R	2/13/2026	18.00CR		076565		
I-117758	BATTERY REPLACE	R	2/13/2026	187.99		076565		
I-117816	REPAIR EQUIP. JETTER	R	2/13/2026	138.35		076565		
I-118036	SKID PLATES FOR BLOWERS	R	2/13/2026	161.80		076565		
I-118854	REPLACE BATTERY ISOLATOR	R	2/13/2026	32.99		076565		
I-118877	LAB SHIPPING FEES	R	2/13/2026	18.56		076565		
I-119022	SAND TRUCK MOUNT SPREADER	R	2/13/2026	101.25		076565		
I-119036	DRIVE BELT REPLACE	R	2/13/2026	15.99		076565		
I-119074	UNIT #81 SHOVEL HOLDER	R	2/13/2026	23.80		076565		
I-119106	BELT FOR BLOWER	R	2/13/2026	29.99		076565		
I-119155	OIL FILTER	R	2/13/2026	20.64		076565		
I-119404	CHAIN SHARPENING	R	2/13/2026	15.00		076565		728.36
4899	DAKOTA REFRIGERATION, INC.							
I-G224891	WORKS ON GOLD RINK COMPRESSORS	R	2/13/2026	2,747.74		076567		2,747.74
4596	NICHOLAS FLADLAND							
I-202602106384	TRAVEL REIMBURSEMENT	R	2/13/2026	17.50		076568		
I-202602126390	UNIFORM REIMBURSEMENT	R	2/13/2026	208.88		076568		
I-202602126391	TRAVEL REIMBURSEMENT	R	2/13/2026	18.35		076568		244.73
0875	FLEET SUPPLY							
I-172193	EQUIPMENT REPAIR	R	2/13/2026	55.13		076569		
I-172845	EQUIPMENT REPAIR	R	2/13/2026	9.00		076569		
I-172907	SCREWS FOR BUILDING MAINT.	R	2/13/2026	6.80		076569		
I-172965	EQUIPMENT REPAIR	R	2/13/2026	1,108.93		076569		
I-173437	BOOTS-REPLACEMENT	R	2/13/2026	139.99		076569		1,319.85
0721	GALSTAD, JENSEN & MCCANN, P.A.							
I-24458	CRIMINAL CASES	R	2/13/2026	10.00		076570		10.00
0909	GARDEN VALLEY TELEPHONE COMPAN							
I-INV-25823	POOL NETWORK DROPS	R	2/13/2026	1,200.50		076571		1,200.50
4920	GETSMAN, CHUCK							
I-202602106376	TRAVEL REIMBURSEMENT PER DIEM	R	2/13/2026	230.00		076572		
I-202602106377	TRAVEL REIMBURSEMENT MILEAGE	R	2/13/2026	61.60		076572		291.60
4422	GLOBAL SAFETY NETWORK, INC							
I-2026013121034122	UA NEW EMPLOYEE	R	2/13/2026	93.74		076573		93.74

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0944	GOPHER STATE ONE-CALL INC.							
I-6010323	GOPHER STATE ONE-CALL INC.	R	2/13/2026	58.10		076574		58.10
0987	GREAT PLAINS NATURAL GAS CO.							
I-202602056362	SERVICE 12/19/25-1/22/26	R	2/13/2026	9,100.07		076575		9,100.07
4728	GREEN PRO SOLUTIONS							
I-28264	RELEASE AGENT, BLACKTOP SNOW	R	2/13/2026	3,458.54		076577		3,458.54
1000	GROVE MECHANICAL INC.							
I-45134	WORK ON POOL	R	2/13/2026	157.32		076578		157.32
1017	HALSTAD TELEPHONE CO.							
I-100556587	AIRPORT INTERNET/CH ELEVATOR	R	2/13/2026	287.11		076579		287.11
1848	HARBOTT, KNUTSON & LARSON & HO							
I-2026-0183	CIVIL MATTERS	R	2/13/2026	1,489.50		076580		
I-2026-0184	CRIMINAL MATTERS	R	2/13/2026	8,635.00		076580		10,124.50
1043	HAWKINS, INC							
I-7322107	POOL CHEMICAL SUPPLIES	R	2/13/2026	536.73		076581		536.73
4229	GREG HEFTA							
I-202602106378	TRAVEL REIMBURSEMENT, DUES	R	2/13/2026	208.80		076582		208.80
4837	HEPPNER, BRADY							
I-202602136393	HOCKEY COORDINATOR	R	2/13/2026	1,000.00		076583		1,000.00
1105	HUGO'S							
I-20260129	COFFEE	R	2/13/2026	59.96		076584		59.96
4724	JOHN DEERE FINANCIAL							
I-3123678	PARK LEASE MOWERS	R	2/13/2026	728.36		076585		728.36
4928	KULZER, MIRANDA							
I-202602106385	TRAVEL REIMBURSEMENT PER DIEM	R	2/13/2026	230.00		076586		230.00
4000	LAKES COMMUNITY COOPERATIVE							
I-202602126388	AIRPORT SERVICES 12/30-1/30/26	R	2/13/2026	506.03		076587		506.03
3400	LOCAL ACE- CROOKSTON							
I-83961/2	LIGHT BULBS	R	2/13/2026	54.98		076588		
I-83979/2	MISC SUPPLIES	R	2/13/2026	41.37		076588		
I-84002/2	TOOLS FOR POOL	R	2/13/2026	23.71		076588		
I-84023/2	SALT FOR POOL	R	2/13/2026	509.67		076588		
I-84026/2	LIGHT BULBS	R	2/13/2026	43.56		076588		
I-84208/2	REPAIR/REPLACE SPOUT	R	2/13/2026	27.98		076588		
I-84234/2	REPAIR SUMP PUMP DISCHARGE	R	2/13/2026	23.58		076588		

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-84360/2	CARPET CLEANING AT FIRE STATIO	R	2/13/2026	25.00		076588		
I-84434/2	FUEL AND HIGHLIGHTERS	R	2/13/2026	18.98		076588		
I-84473/2	REPAIR ITEMS	R	2/13/2026	51.97		076588		
I-84492/2	TOTES FOR REC UNIFORMS	R	2/13/2026	53.94		076588		
I-84515/2	TAPE AND VELCRO FOR BLOWER	R	2/13/2026	26.97		076588		
I-84545/2	SMALL TOOLS	R	2/13/2026	117.98		076588		
I-84551/2	JANITORIAL SUPPLIES	R	2/13/2026	78.94		076588		
I-84626/2	BITS	R	2/13/2026	5.99		076588		
I-84739/2	MAKE KEYS	R	2/13/2026	35.82		076588		
I-84867/2	SHOVELS SHOP	R	2/13/2026	51.98		076588		
I-84870/2	BATTERIES UNIT #122 CONTROLLER	R	2/13/2026	11.99		076588		1,204.41
2788	MARCO - NW 7128							
I-INV14842651	PLOTTER MAINT. AGREEMENT	R	2/13/2026	152.15		076591		152.15
1395	MID-CONTINENT COMMUNICATIONS							
I-20436890115214	MID-CONTINENT COMMUNICATIONS	R	2/13/2026	870.44		076592		
I-40381030115214	MID-CONTINENT COMMUNICATIONS	R	2/13/2026	128.39		076592		998.83
2697	MID-STATES ORGANIZED CRIME INF							
I-202602066373	MOCIC TRAINING	R	2/13/2026	150.00		076593		150.00
4924	MILES PARTNERSHIP, LLLP							
I-#123692	EXPLORE MN FISHING FEATURE	R	2/13/2026	675.00		076594		675.00
1397	MILLER AIRCRAFT SERVICE INC.							
I-24260	NOVEMBER 2025 FUEL	R	2/13/2026	5,623.93		076595		
I-24328	JANUARY 2026 FUEL	R	2/13/2026	3,288.98		076595		
I-24332	JANUARY 2026 SNOW REMOVAL	R	2/13/2026	1,260.00		076595		10,172.91
1439	MN CHIEFS OF POLICE ASSN							
I-22094	MCPA ANNUAL DUES	R	2/13/2026	513.00		076596		
I-22412	MCPA ANNUAL DUES	R	2/13/2026	225.00		076596		738.00
1482	MN DEPT OF HEALTH/DRINKING WAT							
I-202602036357	TEST FEE	R	2/13/2026	32.00		076597		32.00
1533	MN POLLUTION CONTROL							
I-202602036355	TEST FEES	R	2/13/2026	55.00		076598		55.00
1533	MN POLLUTION CONTROL							
I-202602036356	TEST FEES	R	2/13/2026	55.00		076599		55.00

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
4790	MRI SOFTWARE LLC							
I-MRIUS2680194	PRE-EMPLOYMENT DRUG SCREENING	R	2/13/2026	29.95		076600		29.95
2880	NORTH CENTRAL INTERNATIONAL, L							
I-X205093340:01	UNIT #82 FUEL FILTER KIT	R	2/13/2026	85.18		076601		85.18
1735	NORTHERN FIRE EQUIPMENT							
I-28939	FIRE INSPECTION ANNUAL	R	2/13/2026	663.25		076602		663.25
1861	OTTERTAIL POWER COMPANY-FF							
I-202602116387	SERVICE 12/20/25-1/22/26	R	2/13/2026	27,437.15		076603		27,437.15
1872	PKM ELECTRIC							
I-202602056360	PKM ELECTRIC	R	2/13/2026	58.00		076606		
I-202602056361	PKM ELECTRIC	R	2/13/2026	80.00		076606		138.00
1935	POLK COUNTY TRANSFER STATION							
I-64590	DUMP OF GARBAGE	R	2/13/2026	23.68		076607		
I-66610	DUMP FEE	R	2/13/2026	5.00		076607		28.68
2005	PROULX REFRIGERATION HTG &APPL							
I-23761	CAP FOR SINK	R	2/13/2026	10.50		076608		10.50
0199	RAILROAD MANAGEMENT COMPANY II							
I-541920	SEWER LINE	R	2/13/2026	458.76		076609		458.76
2057	RED LAKE ELECTRIC COOP							
I-202602116386	SERVICE 12/31/25-1/31/26	R	2/13/2026	29,709.54		076610		29,709.54
3693	RUBEN J RESENDIZ							
I-747545	BOILER SERVICES	R	2/13/2026	600.00		076611		600.00
1691	RIEGER, BORGAN, BENSON ELECTRI							
I-0076356-IN	9 VOLT BATTERY	R	2/13/2026	105.66		076612		105.66
3834	RMB ENVIRONMENTAL LABORATORIES							
I-D085467	CHEMICALS	R	2/13/2026	132.72		076613		132.72
2437	SCOTT'S TRUE VALUE HARDWARE							
I-A276881	EXT. CORDS FOR NEW SHOP	R	2/13/2026	21.87		076614		
I-A277544	MASTER LOCKS	R	2/13/2026	310.86		076614		332.73
1352	STOREY KENWORTHY/MATT PARROTT							
I-PINV1302530	W-2 ENVELOPES	R	2/13/2026	87.59		076615		87.59

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0400	VALLEY PLAINS EQUIPMENT							
I-5127937	PULLEY FOR BLOWER	R	2/13/2026	120.42		076616		120.42
4878	WASTE MANAGEMENT CORPORATE SER							
I-6177516-0510-7	DUMPSTER SERVICE FOR LIBRARY	R	2/13/2026	155.51		076617		
I-6177841-0510-9	CITY GARBAGE SERVICE	R	2/13/2026	11,595.34		076617		11,750.85
4550	XIGENT SOLUTIONS, LLC							
I-18434	SERVER REPLACEMENTS	R	2/13/2026	79,814.59		076618		
I-18664	VIRTUALIZATION	R	2/13/2026	43,364.11		076618		
I-19279	VIRTUALIZATION MIGRATION	R	2/13/2026	2,056.25		076618		125,234.95

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	77	317,208.77	0.00	317,208.77
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	23	261,300.85	0.00	261,300.85
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS 0.00		
		VOID CREDITS 0.00	0.00	0.00

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: AP TOTALS:	100	578,509.62	0.00	578,509.62
BANK: AP TOTALS:	100	578,509.62	0.00	578,509.62
REPORT TOTALS:	100	578,509.62	0.00	578,509.62

RESOLUTION NO. _____

At a regular meeting of the City Council of the City of Crookston held on the 17th day of February 2026, Council

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

Member _____,

RESOLUTION APPROVING AE2S TASK ORDER NO. 22 FOR 2026 INSTRUMENTATION & CONTROL (I&C) SUPPORT SERVICES

WHEREAS: The City of Crookston operates and maintains critical public water and wastewater infrastructure systems; and

WHEREAS: The City requires ongoing on-call professional Instrumentation and Control (I&C) support services to ensure safe, efficient, and reliable operations of its water and wastewater systems; and

WHEREAS: Advanced Engineering and Environmental Services, LLC (AE2S) has submitted Task Order No. 22, for 2026 Instrumentation and Control Support Services, providing on-call services including SCADA programming support, PLC and HMI configuration, troubleshooting, cybersecurity support, staff training, alarm management, and system optimization; and

WHEREAS: The total cost of said Task Order shall be up to \$50,000.00, billed on an hourly basis, and allocated across applicable water and wastewater operational accounts depending on services performed; and

WHEREAS: City staff recommends approval of Task Order No. 22 to allow AE2S to proceed with providing these services as needed.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CROOKSTON, MINNESOTA, that: The City Council hereby approves AE2S Task Order No. 22 for 2026 Instrumentation and Control (I&C) Support Services. The City Council authorizes expenditures under this Task Order in an amount not to exceed \$50,000.00, billed hourly, subject to budget availability

BE IT FURTHER RESOLVED: The Mayor and City Administrator are hereby authorized to execute Task Order No. 22 and any related documents necessary to carry out the intent of this resolution.

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

Council Members voting in the affirmative:

Council Members in the negative:

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

Attest: _____ Mayor
Dale Stainbrook

Ashley Rystad
City Clerk

TASK ORDER NO. 22

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:	February 3, 2026
b.	Owner:	City of Crookston
c.	Engineer:	Advanced Engineering and Environmental Services, LLC
d.	Specific Project (title)	2026 Instrumentation and Control Support Services
e.	Specific Project (description):	2026 On-Call I&C 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 Instrumentation and Control Support Services

3. SERVICES OF ENGINEER (“SCOPE”)

- A. The specific Basic Services to be provided or furnished by Engineer under this Task Order are as follows:
 - Instrumentation and Control Phase Services
 1. Assist and review design aspects with ENGINEER for appropriate and compatible equipment and control architecture.
 2. Assist and review control submittals with ENGINEER for appropriate and compatible equipment and control architecture.
 3. Review CONTRACTOR submittals for (Supervisory Control and Data Acquisition) SCADA related interaction and requirements as related to control system and SCADA system programming efforts.
 4. Acquisition assistance, installation, and configuration of required SCADA system hardware, software, and licensing.
 5. Participate remotely or in-person in up to routine construction progress meetings as Owner’s representative to discuss software systems integration, process control automation and SCADA system design and construction items to support construction.

6. Review, define, and refine the control loop functional description and control narrative requirements with the Owner.
7. Review with Owner and customize Programmable Logic Controller (PLC) and Human Machine Interface (HMI) functionality, including manual and automated operations, screen layouts and design, alarming, trending, and reporting
8. Configuration, setup, and start-up of SCADA servers, HMI Thin Client computers, and network equipment, network backup, HMI computers, redundant control system software, Microsoft Windows, SQL licensing, network switches, and associated computer software and cabling.
9. Provide PLC and HMI computer programming, supervisory control, and data acquisition (SCADA) programming and development, database development, trending, alarm notification, and report generation for the main process control and SCADA system. SCADA system development, programming, and screen development shall include flow rates, operating pressures, differential pressures, valve positions, fluid levels, scale weights, operational status, alarm functions and status, historical trending, power monitors, medium voltage switchgear and medium voltage / low-voltage generation systems monitoring, and other instrumentation and control components, as applicable.
10. Provide PLC programming, SCADA HMI computer programming and integrate Project instrumentation with Project control components to form the complete process automation/control system and SCADA system for the Project. All products, equipment, materials, terminations, installation, labor, check-out, start-up, and related Work associated with instrumentation and control system will be provided by Contractor.
11. Participate in process control system site acceptance test (SAT) as part of the overall commissioning activities in conjunction with the Contractor and Integrator.
12. Provide network integrations service and support for SCADA telemetry/communication system integration including cellular modem setup and configuration, network switch setup and configuration, firewall setup and coordination where applicable.
13. Generate the Comprehensive Asset Inventory Listing of all Networked Components and the Software Systems Integration O&M Manuals as project deliverables for the HMI (SCADA) System for the Project. An electronic (flash drive) copy of program architecture/ladder logic with programmer's notes included will be furnished for backup and future reference.
14. Review equipment submittals for proper control system integration and compatibility. Coordinate with vendors on equipment PLCs and instrumentation to configure for system integration (I/O, communication protocols).
15. Define communication protocols (Ethernet/IP, Modbus TCP, Profibus, etc.) and specify data mapping between devices and SCADA.

16. Develop and document network architecture diagrams, IP addressing schemes, VLAN segmentation, and cybersecurity best practices.
 17. Review control panel layout drawings, schematics, and wiring diagrams.
 18. Assist with implementation of SCADA cybersecurity measures such as firewall, user authentication, system hardening, and password management protocols in line with Cybersecurity standards.
 19. Provide onsite or remote training to operations staff on HMI/SCADA system use, alarms, controls, trending, and basic troubleshooting. For the purposes of this agreement hours of training were assumed.
 20. Provide on-call support during the first 30–90 days of operations.
 21. Monitor performance remotely or onsite and refine control logic, alarm thresholds, or automated sequences, as needed.
 22. Meet with Owner to develop and implement an alarm management plan including alarm prioritization and nuisance alarm reduction.
 23. Meet with the Owner to discuss and establish HMI screen standards (colors, navigation, symbology) for use on the project.
 24. Update all PLC logic, HMI configurations, network diagrams, control drawings, and SCADA database backups to reflect final installed conditions. Deliver native and PDF versions of all control logic and graphics for archiving.
25. **Limited Equipment Warranty**

ENGINEER MAKES NO REPRESENTATIONS OR WARRANTIES WITH RESPECT TO ANY PRODUCTS MANUFACTURED BY A THIRD PARTY, INCLUDING ANY (a) WARRANTY OF MERCHANTABILITY; (b) WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE; (c) WARRANTY OF TITLE; OR (d) WARRANTY AGAINST INFRINGEMENT OF INTELLECTUAL PROPERTY RIGHTS OF A THIRD PARTY; WHETHER EXPRESS OR IMPLIED BY LAW, COURSE OF DEALING, COURSE OF PERFORMANCE, USAGE OF TRADE OR OTHERWISE. ENGINEER'S SOLE RESPONSIBILITY TO OWNER WITH RESPECT TO ANY EQUIPMENT OR COMPONENTS AND PARTS MANUFACTURED BY A THIRD PARTY AND INCORPORATED INTO THE EQUIPMENT SHALL BE TO PASS THROUGH TO OWNER SUCH ORIGINAL EQUIPMENT MANUFACTURER'S AVAILABLE PRODUCT WARRANTY. THE REMEDIES SET FORTH IN THE MANUFACTURER'S TERMS SHALL BE THE OWNER'S SOLE AND EXCLUSIVE REMEDY AND ENGINEER'S ENTIRE LIABILITY FOR ANY BREACH OF THIS LIMITED WARRANTY.

- 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:
 - 1. None

5. TASK ORDER SCHEDULE

- A. In addition to any schedule provisions provided above or elsewhere, the parties shall meet the following schedule: None

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:

Description of Service	Amount	Basis of Compensation
1. Basic Services	\$ 50,000.00	
a. Study and Report Phase (1.02)	N/A	N/A
b. Preliminary Design Phase (1.03)	N/A	N/A
c. Final Design Phase (1.04)	N/A	N/A
d. Bidding/Proposal Phase (1.05)	N/A	N/A
e. Construction Phase (1.06)	N/A	N/A
f. Post-Construction Phase (1.07)	N/A	N/A
g. Instrumentation and Control Phase	\$ 50,000.00	Hourly
2. Resident Project Representative Services*	N/A	N/A
TOTAL COMPENSATION (items 1 and 2)	\$ 50,000.00	
3. Additional Services under Section 3.D above	(N/A)	

- C. Compensation items and totals based in whole or in part on Hourly Rates are estimates only. Lump sum amounts and estimated totals included in the breakdown by phases incorporate Engineer's labor, overhead, profit, reimbursable expenses (if any), and Subconsultants' charges, if any. Engineer may alter the distribution of compensation between individual phases (line items) to be consistent with services actually rendered.

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

8. ATTACHMENTS:

- 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

By: 

Date: Feb 3, 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: Tanner Alberts

Title: I&C Project Manager

Address:

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

Phone: 701-740-2284

Email: tanner.alberts@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 17th day of February 2026, Council

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

Member _____,

A RESOLUTION APPROVING AE2S TASK ORDER NO. 24 FOR CROOKSTON HIGHWAY 2 DESIGN SERVICES

WHEREAS: The City of Crookston is advancing improvements to the Highway 2 Corridor through downtown Crookston to improve safety, accessibility, and multimodal mobility; and

WHEREAS: The Highway 2 Corridor Project includes roadway reconfiguration, pedestrian and bicycle enhancements, streetscape and lighting improvements, intersection upgrades, on-street parking modifications, and coordination of associated water and sewer infrastructure elements within downtown Crookston between the Red Lake River Bridge and the railroad underpass, as well as portions of South Main Street and South Broadway; and

WHEREAS: Advanced Engineering and Environmental Services, LLC (AE2S) has submitted Task Order No. 24, to provide Final Design Phase services for development of approximately 90% design plans and special provisions for inclusion in MnDOT and State Revolving Fund (SRF) submittals; and

WHEREAS: The total compensation for Task Order No. 24 is \$30,000.00, provided as a lump sum for Final Design Phase services; and

WHEREAS: City staff recommends approval of Task Order No. 24 to allow the project to proceed in coordination with MnDOT and SRF requirements; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CROOKSTON, MINNESOTA, that: The City Council hereby approves AE2S Task Order No. 24 Crookston Highway 2 Design Services and authorizes expenditure in an amount not to exceed \$30,000.00 for Final Design services, with costs charged to the appropriate capital project and planning accounts.

BE IT FURTHER RESOLVED: The Mayor and City Administrator are hereby authorized to execute Task Order No. 24 and any related documents necessary to carry out the intent of this resolution.

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

Council Members voting in the affirmative:

Council Members in the negative:

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

Attest: _____ Mayor
Dale Stainbrook

Ashley Rystad
City Clerk

TASK ORDER NO. 24

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)	Highway 2 Design Services
e.	Specific Project (description):	Development of plan sheets and special provisions to be included in MnDOT and SRF submittals.
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:	<u>Crookston Highway 2 Design Services</u>
Description of Improvements:	<u>When complete, the project will redesign the Highway 2 corridor in Crookston to improve safety, accessibility, and multimodal mobility through lane reductions, pedestrian and bicycle enhancements, streetscape and lighting upgrades, intersection improvements, on-street parking, and the realignment of associated water and sewer infrastructure.</u>
Prior Studies, Reports, Plans:	
Facility Location(s):	<u>Downtown Crookston between the Red Lake River Bridge and the railroad underpass as well as the two city blocks south of Roberts Street on South Main Street and South Broadway.</u>

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:
 - **Final Design Phase (Exhibit A, Paragraph A1.04), and supplemented to include:**

1. Preliminary Design Review Meeting

i. The Engineer shall coordinate, prepare for, and conduct a preliminary design review meeting with the Owner and Engineer, with the potential for attendance by MnDOT and SRF representatives. The preliminary design review meeting shall include the following tasks:

1. Review of plan and layout sheets
2. Review of the project schedule
3. Review of material preferences and existing conditions
4. Review of drawings and specifications prepared to date
5. Review material preferences and existing conditions with owner

2. Final Design Submittal

- a. The Engineer shall prepare and develop approximately 90% design plans and special provisions for inclusion in MnDOT's design package.
- b. Design development shall be based on existing conditions and data collected by MnDOT and SRF Engineering, with review and coordination provided by Rani Engineering.
- c. The Engineer shall submit plans and special provisions to the Owner and the Minnesota Department of Health (MDH) for review and approval, as required.
- d. A prefinal design review meeting shall be conducted virtually to review plan and layout sheets and special provisions.
- e. Following review and incorporation of comments, the Engineer shall submit plans and special provisions to MnDOT and SRF for inclusion in the final project bid package.

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. DELIVERABLES SCHEDULE

A. In submitting required Documents and taking other related actions, Engineer and Owner will comply with the following schedule:

- Task Order Approval February, 2026
- Final Design March/April, 2026
- 90% Plans and Special Provision Submittal April 20, 2026

5. 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

6. TASK ORDER SCHEDULE

- A. In addition to any schedule provisions provided above or elsewhere, the parties shall meet the following schedule: None

7. 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:

Description of Service	Amount	Basis of Compensation
1. Basic Services	\$ 30,000.00	
a. Study and Report Phase (1.02)	N/A	N/A
b. Preliminary Design Phase (1.03)	N/A	N/A
c. Final Design Phase (1.04)	\$ 30,000.00	Lump Sum
d. Bidding/Proposal Phase (1.05)	N/A	N/A
e. Construction Phase (1.06)	N/A	N/A
f. Post-Construction Phase (1.07)	N/A	N/A
g. Instrumentation and Control Phase	N/A	N/A
2. Resident Project Representative Services*	N/A	N/A
TOTAL COMPENSATION (items 1 and 2)	\$ 30,000.00	
3. Additional Services under Section 3.D above	(N/A)	

- C. Compensation items and totals based in whole or in part on Hourly Rates are estimates only. Lump sum amounts and estimated totals included in the breakdown by phases incorporate Engineer's labor, overhead, profit, reimbursable expenses (if any), and Subconsultants' charges, if any. Engineer may alter the distribution of compensation between individual phases (line items) to be consistent with services actually rendered.

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

9. ATTACHMENTS: NONE

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: City Administrator

Address for giving notices:

City of Crookston

124 Broadway N
Crookston, MN 56716

Designated Representative:

Name: Chuck Getsman

Title: Public Works Director

Address:

124 Broadway N
Crookston, MN 56716

Phone: 218-281-1232

Email: cgetsman@crookston.mn.us

ENGINEER:

Advanced Engineering and Environmental Services, LLC

By: 

Date: Feb 9, 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, P.E.

Title: Project Manager

Address:

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

Phone: 701-746-8087

Email: stephen.slick@ae2s.com

RESOLUTION NO. _____

At a regular meeting of the City Council of the City of Crookston held on the 17th day of February 2026, Council

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

Member _____,

RESOLUTION AUTHORIZING ONE YEAR COMPLIANCE DATE EXTENSION FOR THE NORTHSTAR LIME LLC MINNESOTA INVESTMENT FUND (MIF) AGREEMENT

WHEREAS: The City of Crookston entered into a Minnesota Investment Fund (MIF) agreement with Northstar Lime LLC in December 2023 to support capital investment and job creation associated with the company’s biochar production operations; and

WHEREAS: Under the terms of the MIF agreement, Northstar Lime LLC committed to specific job creation and capital investment benchmarks to be achieved by an established compliance date; and

WHEREAS: The compliance date has been reached and the Minnesota Department of Employment and Economic Development (DEED) has advised the City that, because job creation goals have not yet been fully met, the City may request a one-year extension of the compliance date following a public hearing and City Council action; and

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

WHEREAS: The City Council held a duly noticed public hearing on February 2, 2026, at Crookston City Hall to consider the requested compliance extension.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Crookston, Minnesota, that: A one year extension of the Minnesota Investment Fund compliance date for the Northstar Lime LLC project is hereby approved, extending the compliance date to December 31, 2026; and

BE IF FURTHER RESOLVED: the Mayor and City Administrator are authorized to submit the public hearing documentation and meeting minutes to the Minnesota Department of Employment and Economic Development (DEED) and to execute all necessary documents, including an amendment to the Grant Contract, consistent with this approved extension.

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 17th day of February 2026, Council

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

Member _____,

A RESOLUTION APPROVING AE2S TASK ORDER NO. 23 FOR FINAL DESIGN AND BIDDING PHASE SERVICES FOR THE CROOKSTON LEAD SERVICE LINE REPLACEMENT PROJECT

WHEREAS: The City of Crookston is committed to improving drinking water safety and maintaining compliance with state and federal drinking water regulations; and

WHEREAS: The City has identified the need to replace lead service water lines within the City of Crookston; and

WHEREAS: The City desires to move forward with the Crookston Lead Service Line Replacement Project, which includes replacement of lead service lines and associated project planning and bidding support; and

WHEREAS: Advanced Engineering and Environmental Services, LLC (AE2S) has submitted Task Order No. 23, to provide Final Design and Bidding Phase engineering services for the project, including funding assistance through the Minnesota Department of Health (MDH), environmental review and documentation, preparation of construction plans and specifications, and bid administration services; and

WHEREAS: The total cost of Task Order No. 23 is \$45,000.00, consisting of \$35,000.00 for Final Design Phase services and \$10,000.00 for Bidding Phase services.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CROOKSTON, MINNESOTA, that: The City Council hereby approves AE2S Task Order No. 23 for the Crookston Lead Service Line Replacement Project and authorizes expenditure in an amount not to exceed \$45,000.00 for these services, with costs allocated to appropriate water utility and project planning accounts.

BE IT FURTHER RESOLVED: The Mayor and City Administrator are hereby authorized to execute Task Order No. 23 and any related documents necessary to implement the project.

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

TASK ORDER NO. 23

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:	February 17, 2026
b.	Owner:	City of Crookston
c.	Engineer:	Advanced Engineering and Environmental Services, LLC
d.	Specific Project (title)	Crookston Lead Service Line Replacement
e.	Specific Project (description):	This Task Order consists of providing Final Design and Bidding Phase Services for the Owner. The Project generally includes replacement of lead service water lines within the City of Crookston. The project tasks generally includes: (1) assisting with funding pursuits and correspondence; (2) assisting with Environmental Assessment solicitation; (3) developing plans and specifications for the project; and (4) providing project bidding support. A detailed description for each task is provided in the following section.
f.	Related Task Orders	N/A

2. SERVICES OF ENGINEER (“SCOPE”)

A. The specific 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:

Final Design Phase Services (Exhibit A, Paragraph A.1.04), and supplemented to include:

Task 1. Project Management, Meetings, and Communication

1. Project Management
 - Engineer shall provide administrative services for the Project including supervision of the project team, review of project costs and billings, preparation of invoices, preparation of monthly status reports, and general correspondence.
2. Meetings
 - Engineer shall conduct remote meetings with the Owner to discuss project status updates and share project data relevant to the design of the Project.
3. Reporting and Communications
 - Engineer will maintain open lines of communication to the Owner including progress updates, project meetings, and telephone and email communications and correspondence for the Project.

Task 2. Project Funding and Regulatory Assistance

1. Project Funding

- Engineer shall assist the Owner with funding request to the Minnesota Department of Health (MDH). Tasks include assisting with the preparation of State Revolving Fund (SRF) applications and coordinating and communicating with the MDH Staff regarding program requirements.

2. Regulatory Requirements

- Engineer shall assist the Owner with the preparation of the Environmental Review and Solicitation documents and coordinate with the MDH as directed by the Owner. Tasks include creating a geographic information system (GIS) database of lead service line (LSL) locations requiring replacement; preparing and issuing environmental review requests to State and Federal agencies along with summarizing environmental responses; assisting with the preparation of a public notices to be published in the Owner's newspaper of record; and preparing and submitting the environmental review checklist, worksheet, and soil maps to the MDH for review.

Task 3. Prepare final construction plans and specifications for the Project

The design development task includes the preparation of final construction plans and general and technical specifications for the Project. The Project includes listing the 13 locations of LSL replacement and creating a typical plan detail for the replacement of LSL and general specifications and bidding documents for the project. The final design package shall be submitted to the Owner and MDH for review and approval. To facilitate the completion of the project and for compliance with applicable state regulations, the Engineer shall perform the following tasks:

1. Existing System Data

- Engineer shall utilize Owner supplied documents and data to identify the 13 LSL locations.

2. Preliminary Design Meeting

- Engineer shall coordinate, prepare for, and conduct a project preliminary design meeting attended by the Owner, Engineer, and local Contractors as identified by Owner to discuss project approach. Meeting will be held at Crookston City Hall having a duration of up to two (2) hours. The Design Kickoff Meeting shall be conducted to:
 - Discuss possible construction approaches.
 - Discuss the goals and objectives of the project and provide a general overview of the entire project.
 - Discuss the Owner supplied documents, site constraints, and the intended approach for the design.

3. Prefinal Design Plans and Specifications

- Engineer shall review with the Owner Prefinal construction plans and specifications for the Project. At the Prefinal Design completion stage, Owner shall provide comments regarding the plans and specifications along with any

changes or edits necessary per Owner requirements. Tasks of the Prefinal Design include:

- Preparing plans showing the project work location and bid package.
- Completing all front-end documents based on Owner funding of the project (BABA, AIS, and/or SRF).
- Completing all technical specification sections.
- Completing all drawings.

4. Prefinal Design Review Meeting

- The Engineer shall coordinate, prepare for, and conduct a virtual project team meeting attended by the Owner and Engineer having a duration of up to one (1) hour to discuss technical aspects of the design prior to the initiation of the Final Design. The Prefinal Design Review meeting shall be conducted to:
 - Review plan/layout sheets.
 - Review project schedule.
 - Review bid procedure and contract documents.
 - Submit all general specifications (advertisement for bids, instructions to bidders, bid forms, measurement and payment forms, bid bonds, notice of award, performance and payment bonds, general and supplementary conditions, etc.) to the Owner for review and approval.
 - Review all drawings and specifications and submit to Owner.
 - Set final dates for advertising and bidding.

5. Final Design Submittal

- Engineer shall submit to the Owner construction plans and specifications which are to address a final design of not less than 100 percent completion design efforts for the Project. The following tasks shall be performed as part of, or in concert with, the Final Design Submittal during the final design phase:
 - Furnish for review by Owner, its legal counsel, and other advisors, one digital copy of the final plans and specifications, assembled final drafts of other Construction Contract Documents, the final bidding-related documents, and other completed Final Design Phase deliverables, and review them with Owner, as applicable. Within 10 days of receipt, Owner shall submit to Engineer any comments regarding the furnished items, and any instructions for revisions.
 - Submit final plans and specifications to Owner and MDH for approval.

Bidding Phase Services (Exhibit A, Paragraph A.1.05), and supplemented to include:

Task 1. Pre-Bid and Post-Bid Administration Services for the Project

The additional tasks or deliverables to be provided in the Bidding Phase consists of providing bidding support services including communication with Owner's representatives, bidders, suppliers, and others; providing addenda and clarifications to the bidding documents; coordinate virtual bid opening and tabulating the bids; providing a recommendation for awarding construction contracts; and assembling the required construction contract award documents.

1. Pre-Bid Administration

- Pre-bid administration services will be provided to assist the Owner in soliciting bids for construction, responding to plan holder questions, preparing and certifying addenda for distribution, and coordinating virtual bid opening.

2. Post-Bid Administration

- Post-bid administration services will include reviewing the bids for errors and discrepancies, preparing a recommendation letter to the Owner's City Council, and preparing Notice of Award to the successful contractor.

B. All of the services included above comprise Basic Services for purposes of Engineer's compensation under this Task Order.

3. ADDITIONAL SERVICES

A. Additional Services that may be authorized or necessary under this Task Order are:

- Those services (and related terms and conditions) set forth in Paragraph A.2.01 of Exhibit A, as attached to the Agreement referred to above, such paragraph being hereby incorporated by reference.

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:

- Designate a person to act as Owner's representative with respect to the services to be rendered under this Agreement. Such person shall have complete authority to transmit instructions, receive information, and interpret and define Owner's policies and decisions with respect to services for the Assignment.
- Provide relevant information regarding requirements for the Task Order. Owner shall provide requested data and information as needed and indicated in the work plan. Engineer shall be entitled to use and rely upon all information provided by Owner or others in performing Engineer's services under this Agreement.
- Provide access to the relevant site sufficient for Engineer to perform its services under this Agreement.
- Promptly pay Engineer for such services as have been performed satisfactorily hereunder in accordance with the fee terms set forth herein.
- Be responsible for reviewing and attending all meetings; identifying key Owner's staff to attend meetings and work with Engineer; and review and provide comments as necessary.

5. TASK ORDER SCHEDULE

<u>Phase</u>	<u>Estimated Completion Date</u>
Task Order Approval	February, 2026
Final Design	April, 2026
Bidding Phase	May, 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:

Description of Service	Amount	Basis of Compensation
1. Basic Services	\$ 45,000.00	
a. Study and Report Phase (1.02)	N/A	N/A
b. Preliminary Design Phase (1.03)	N/A	N/A
c. Final Design Phase (1.04)	\$ 35,000.00	Lump Sum
d. Bidding/Proposal Phase (1.05)	\$ 10,000.00	Lump Sum
e. Construction Phase (1.06)	N/A	N/A
f. Post-Construction Phase (1.07)	N/A	N/A
g. Instrumentation and Control Phase	N/A	N/A
2. Resident Project Representative Services*	N/A	N/A
TOTAL COMPENSATION (items 1 and 2)	\$ 45,000.00	
3. Additional Services under Section 3.D above	(N/A)	

C. Compensation items and totals based in whole or in part on Hourly Rates are estimates only. Lump sum amounts and estimated totals included in the breakdown by phases incorporate Engineer's labor, overhead, profit, reimbursable expenses (if any), and Subconsultants' charges, if any. Engineer may alter the distribution of compensation between individual phases (line items) to be consistent with services actually rendered.

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

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: City Administrator

Address for giving notices:

City of Crookston

124 Broadway N
Crookston, MN 56716

Designated Representative:

Name: Chuck Getsman

Title: Public Works Director

Address:

124 Broadway N
Crookston, MN 56716

Phone: 218-281-1232

Email: cgetsman@crookston.mn.us

ENGINEER:

Advanced Engineering and Environmental Services, LLC

By: 

Date: Feb 9, 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, PE

Title: Project Manager

Address:

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

Phone: 701-746-8087

Email: stephen.slick@ae2s.com

RESOLUTION NO. _____

At a regular meeting of the City Council of the City of Crookston held on the 17th day of February 2026, Council

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

Member _____,

RESOLUTION GRANTING AN ADDITIONAL TEMPORARY EXTENSION OF A LIQUOR LICENSE FOR CROOKSTON INN PENDING COMPLETION OF SALE

WHEREAS: The City of Crookston issues liquor licenses in accordance with Minnesota Statutes Chapter 340A and the City Code; and

WHEREAS: liquor license holders are required to meet all statutory and City requirements for licensure, including payment of all property taxes, special assessments, and other financial obligations owed to the City; and

WHEREAS: The property taxes associated with the Crookston Inn have not been paid and therefore the licensure guidelines outlined in the City's liquor license resolution for the 2026 license year have not been met; and

WHEREAS: On December 29, 2025, the City Council approved a temporary extension of the Crookston Inn's liquor license pending completion of the sale of the property; and

WHEREAS: The closing on the sale of the Crookston Inn has been delayed further and is now anticipated to occur on or before February 27, 2026; and

WHEREAS: The Crookston Inn has requested City Council approval of an additional temporary extension of its liquor license for an additional forty-five (45) days to allow the sale process to be completed; and

NOW, THEREFORE, BE IT RESOLVED: by the City Council of the City of Crookston, Minnesota, that an additional temporary extension of the Crookston Inn's liquor license is hereby approved pending completion of the sale of the property, subject to any additional conditions deemed necessary by the City; and

BE IT FURTHER RESOLVED: That this extension shall be temporary in nature and shall expire upon completion of the sale of the property, or forty-five (45) days from the date of approval of this resolution, whichever occurs first; and

BE IT FURTHER RESOLVED: That issuance and continuation of the liquor license remain subject to compliance with all applicable laws, ordinances, and City requirements.

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