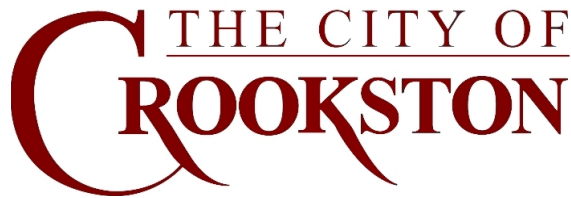


Mayor -Dale Stainbrook

Council Members:
W-1 Kristie Jerde
W-2 Steve Erickson
W-3 Clayton Briggs
At Large - Tom Vedbraaten



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

CITY COUNCIL AGENDA **July 26, 2021 - 7:00 pm**

If you would prefer to participate by phone, you may call in at (218) 281-4515 and speak during the public forum. A member or members of the Crookston City Council may participate by telephone or other electronic means. City Hall doors will be unlocked at 6:30 p.m. The City's YouTube Channel <https://youtu.be/SdPHZ2HUr9U>

1. **CALL TO ORDER**

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

2. **ROLL CALL**

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

4. **PRESENTATIONS AND PUBLIC INFORMATION ANNOUNCEMENTS**

4.01 Ag Innovation Campus update – Jim Lambert

5. **APPROVE AGENDA** - Council Members may add items to the agenda including items contained in the Council Information memorandum for discussion purposes or staff direction only. The Council will not normally take official action on items added to the agenda.

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

6.01 Approve proposed City Council Minutes from July 12, 2021 meeting.

6.02 Resolution to approve City of Crookston bills and disbursements in the amount of \$315,739.18 Check Nos 66676-66767

7. **PUBLIC HEARINGS**

7.01 Public hearing on the Wellhead Protection Plan for the City of Crookston.

8. **REGULAR AGENDA**

8.01 Resolution to approve the Wellhead Protection Plan for the City of Crookston.

8.02 Resolution to approve an Agreement with the University of Minnesota for the use of the Crookston Community Pool.

8.03 Resolution to approve a Memorandum of Understanding (MOU) for the City of Crookston and the Ag Innovation Campus.

8.04 Resolution to approve the City of Crookston Water Restrictions.

8.05 Resolution to approve SEH Consultant Agreement for the Crookston Municipal Kirkwood Field Airport.

8.06 Approval of Community Development Director Job description.

9. **REPORTS AND STAFF RECOMMENDATION**

10. **ADJOURNMENT**

PROPOSED MINUTES OF THE CROOKSTON CITY COUNCIL, POLK COUNTY, MINNESOTA. THE FIRST REGULAR COUNCIL MEETING OF JULY 12, 2021 CROOKSTON HIGH SCHOOL.

Mayor Stainbrook called the meeting to order at 7:00 p.m. and requested all present to stand to recite the Pledge of Allegiance.

ROLL CALL

Council Members present in answer to roll call were: Dylane Klatt, Tom Vedbraaten, Wayne Melbye, Kristie Jerde, Steve Erickson, Clayton Briggs, Donald Cavalier and Joe Kresl.

Council Members absent:

Staff present: Amy Finch, Brandon Carlson, Scott Butt, Greg Hefta, Paul Biermaier, Chad Palm, Ryan Lindtwed, Darin Selzler, Tina Trostad, Lynn Roppeau, Kathy Carlson, Tim Froeber and Ashley Rystad.

CROOKSTON FORUM

PRESENTATION AND PUBLIC INFORMATION ANNOUNCEMENT

APPROVAL OF AGENDA

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

CONSENT AGENDA

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

- 6.01 Approve proposed City Council Minutes from June 28, 2021 meeting.
- 6.02 Resolution to approve City of Crookston bills and disbursements in the amount of \$160,141.27 Check Nos 66591-66675.(Res # 27275)

PUBLIC HEARING

- 7.01 Public Hearing on the Question of Modifying the enabling Resolutions concerning the Crookston Housing and Economic Development Authority. City Administrator, Amy Finch gave a brief presentation on what is being referred to as "Finch's Proposal 3": Crookston Housing and Economic Development Authority (CHEDA) remains in existence. "The two sets of powers, Economic Development Authority Powers, and Housing and Redevelopment Authority Powers, currently exist under CHEDA. The EDA powers would sit dormant. What I would envision is that the EDA powers would not be utilized under Crookston Housing Board unless the Community Development Director determined that this would be the path that was needed to perform a certain function. The Housing and Redevelopment Powers, the HRA as we have been talking about it would become the Crookston Housing Boards main focus. The center in the representation is of a 7-member board, the same number of board members that exist today. Below the 7- member board would be Crookston Housing staff. Those are supported by the housing budget that would continue to exist in the future. Those staff members would report to the board. On the organizational chart of the city, ideally with a new Community Development Department and a Community Development Director, should this proposal move forward, hearing from the council to see if they would like a Community Development Advisory Committee. If this proposal moves forward, we would be able to do the same things we're doing today and meet with developers privately. I wanted to make sure that's clear that we don't plan to eliminate the possibility for a developer or someone making a proposal to be able to inquire in private before that is ready to be made public." The following community members spoke their concerns on the topic: Preston Hoiseth - 1211 Walsh Street and the Pastor of Bible Baptist Church; Philip Barton – 135 Washington Ave; CHEDA Board of Commissioners- submitted a letter that was read by Deputy City Clerk Ashley Rystad; Shannon Stassen – 534 Riverside Ave submitted a

letter that was read by Deputy City Clerk Ashley Rystad; Paul Eickhof – 1200 Bruce Street; Larry Brekken - 1603 Cedar Court; Guy Martin- 414 Sheridan Street; Bob Herkenhoff – developer in the City of Crookston; Jeff Fagerstrom – 416 Kneale Ave S, Thief River Falls; Donald Cavalier- Ward 4 Council Member; Tom Vedbraaten- Council Member- at Large; and Andy Hall - Owner of Sweet Light Gallery 119 N Main. . Mayor Stainbrook asked if anyone else would like to address the Council, and hearing none closed the public hearing

REGULAR AGENDA

- 8.01 City Attorney Corky Reynolds addressed the Council saying, “ We believe the resolution on it’s face stands and would be effective. What we are saying is that in number seven (7) the correction or addition would address that there is inconsistency in the resolution. The last sentence would read which are inconsistent with this modifying restated Crookston Housing and Economic Development Authority enabling resolutions are rescinded.” Kurt Heldstab, CHEDA Board President, asked to clarify some questions. After further discussion on motion was made by Council Member Klatt, Seconded by Council Member Cavalier. Voting in the affirmative: Council Members Klatt, Melbye, Jerde, Briggs and Cavalier. Voting in the negative: Council Members Kresl, Erickson and Vedbraaten. With a majority vote it passed to approve the resolution Modifying Restated Crookston Housing and Economic Development Authority Enabling Resolution. (Res No 27276)
- 8.02 Motion was made by Council Member Cavalier, Seconded by Council Member Klatt. Council Member Erickson voiced his concerns about the way he voted on the previous resolution. After the discussion it duly carried to approve the Resolution to appoint Crookston Housing and Economic Development Authority Board Members. (Res No 27277)
- 8.03 Deputy City Clerk read the 2nd and final reading of the Ordinance Authorizing and Creating a Community Development Department on motion it was duly carried.
- 8.04 Motion was made by Council Member Briggs, Seconded by Council Member Vedbraaten and duly carried to approve the Resolution accepting donations for the Park & Recreation Department. (Res No 27278)
- 8.05 Motion was made by Council Member Cavalier, Seconded by Council Member Briggs to **TABLE** this Resolution Approving Plans and Specifications and Calling for Bids on the Central Park Campground Improvements. Discussion was made to have the City Engineer draw up different options for the bathhouse and the camping sites.
- 8.06 Motion was made by Council Member Melbye, Seconded by Council Member Kresl, it was duly carried to approve the Resolution to approve City of Crookston Fire and Rescue Services Mutual Aid Agreement. (Res No 27279)

REPORTS AND STAFF RECOMMENDATIONS

Amy Finch, City Administrator:

- The City is still moving forward with the hiring process of the Park and Recreation Director and we hope to be bringing you a recommendation soon.

Brandon Carlson, Public Works Director:

- The street crew tomorrow will begin chip sealing the streets.
- The local street reconstruct by Davidson’s Construction has started this week.
- The Street Department is currently looking to hire someone for a position in the Street Department.

REPORTS FROM CITY COUNCIL MEMBERS

Kristie Jerde, Council Member 1st Ward,- big shout out to Ox Cart Days and the people who are working on that. It's amazing the amount of events, and you know it's really impressive what this community is doing and coming together and bringing people to our town. So a real big thank you to them for all the hard work they've had.

Steve Erickson, Council Member 2nd Ward, July 15, 2021 will be Crazy Days- support downtown

Clayton Briggs, Council Member 3rd Ward, -Thank you to the Water Department

Donald R Cavalier, Council Member 4th, The Crookston Chamber has hired their new Director Mark Landa. The completion for all abilities park in Carmen Park is done and was sponsored by the Crookston Rotary Club.

Joe Kresl, Council Member 5th The north end Welcome to Crookston sign is fully completed.

Dylane Klatt, Council Member 6th Ward, -No report

Tom Vedbraaten, Council Member-at-Large, -No report

Wayne Melbye, Council Member-at-Large, -No report

Mayor Stainbrook –I would like to thank the Rotary and Brost Chevrolet and Bruce and Patricia Erdman for making the donation to the Park Board it is much appreciated. The Gentilly bridge access is 100% better. I would like to offer my condolences to the Simmons family. Maryann was a fixture down here and all over town for many years. So our thoughts and prayers go out to them.

ADJOURNMENT

Mayor Stainbrook declared the meeting adjourned at 8:37pm.

Dale Stainbrook, Mayor

Ashley Rystad, Deputy City Clerk

RESOLUTION NO. _____

At a second regular meeting of the City Council of the City of Crookston held on the 26th day of July, 2021, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTION TO APPROVE THE CITY OF CROOKSTON BILLS AND DISBURSEMENTS

IT IS RESOLVED, 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 _____, 2021, at

Attest:

Ashley Rystad Deputy City Clerk

Dale Stainbrook Mayor

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0299	CAPITAL BANK AND TRUST COMPANY DEF COMP WITHHOLDING	D	7/19/2021	1,856.00		000708		1,856.00
1442	MINNESOTA CHILD SUPPORT PAYMEN CHILD SUPPORT WITHHOLDING	D	7/19/2021	346.50		000709		346.50
1550	P.E.R.A. PERA WITHHOLDING	D	7/19/2021	11,006.21		000710		
	I-PDC202107164583 PERA WITHHOLDING	D	7/19/2021	150.00		000710		
	I-PPF202107164583 PERA WITHHOLDING	D	7/19/2021	18,457.28		000710		29,613.49
1897	NATIONWIDE RETIREMENT SOLUTION DEF COMP WITHHOLDING	D	7/19/2021	309.00		000711		309.00
2606	EFTPS FEDERAL TAX WITHHOLDING	D	7/19/2021	12,926.04		000712		
	I-T3 202107164583 FICA TAX WITHHOLDING	D	7/19/2021	13,248.00		000712		
	I-T4 202107164583 MEDICARE TAX WITHHOLDING	D	7/19/2021	4,859.20		000712		31,033.24
2607	MN DEPT OF REVENUE STATE TAX WITHHOLDING	D	7/19/2021	6,697.39		000713		6,697.39
2681	MN STATE RETIREMENT SYSTEM MN DEFERRED COMPENSATION-457B\$	D	7/19/2021	100.00		000714		
	I-DC8202107164583 MN DEFERRED COMPENSATION-ROTH%	D	7/19/2021	142.34		000714		
	I-SP2202107164583 HEALTH CARE SAVINGS PLAN	D	7/19/2021	421.33		000714		663.67
3047	CAPITAL BANK AND TRUST COMPANY DEF COMP EMPLOYER CONTRIBUTION	D	7/19/2021	61.65		000715		61.65
0440	WAYNE MELBYE, DBA/CROOKSTON OF PAYMENT FOR EMPIRES	R	7/09/2021	2,500.00		066676		2,500.00
1931	POLK COUNTY-DRIVER & VEHICLE S TITLE FORFEITURE VEHICLES	R	7/12/2021	50.00		066677		50.00
4411	JASON BENOIT 2 OF 2 PAYMENT LIB - REMODEL	R	7/16/2021	2,500.00		066678		2,500.00
0650	ELAN FINANCIAL SERVICES MISC SUPPLIES	R	7/16/2021	135.26		066679		
	I-07/16/2021-11 VACUUM CLEANER	R	7/16/2021	17.58		066679		
	I-07/16/2021-12 TONER CARTS	R	7/16/2021	308.43		066679		
	I-07/16/2021-13 CELL PHONE CASE	R	7/16/2021	96.51		066679		
	I-07/16/2021-14 POST LICENSE RENEWAL	R	7/16/2021	540.00		066679		
	I-07/16/2021-15 SURFACE PRO- PARTS	R	7/16/2021	1,628.46		066679		
	I-07/16/2021-16 SINGLE OUTLET HOSE	R	7/16/2021	116.20		066679		
	I-07/16/2021-17 MICROSOFT SOFTWARE LICENSE	R	7/16/2021	267.80		066679		

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-07/16/2021-18	PHONE CASE	R	7/16/2021	96.40		066679		
I-07/16/2021-19	CABLES-DISPLAY	R	7/16/2021	43.31		066679		
I-07/16/2021-2	SAFETY SUPPLIES-POOL	R	7/16/2021	158.76		066679		
I-07/16/2021-21	POSTAGE/ ONLINE	R	7/16/2021	100.00		066679		
I-07/16/2021-22	POSTAGE-POLICE	R	7/16/2021	17.99		066679		
I-07/16/2021-23	DMT RECERT- NELSON/ BIENEK	R	7/16/2021	150.00		066679		
I-07/16/2021-25-28	OFFICE SUPPLIES	R	7/16/2021	105.89		066679		
I-07/16/2021-29	DMT RECERT- TRAINING	R	7/16/2021	75.00		066679		
I-07/16/2021-3	RIBBONS-POOL	R	7/16/2021	169.79		066679		
I-07/16/2021-30	POSTAGE-POLICE	R	7/16/2021	7.00		066679		
I-07/16/2021-31	WATER FILTER- LIB	R	7/16/2021	123.17		066679		
I-07/16/2021-32	CABLES- IT	R	7/16/2021	9.62		066679		
I-07/16/2021-33	POWER BACKUP	R	7/16/2021	48.08		066679		
I-07/16/2021-34	RF CABLE	R	7/16/2021	47.52		066679		
I-07/16/2021-35	TREES	R	7/16/2021	455.80		066679		
I-07/16/2021-36	HARD HATS	R	7/16/2021	100.50		066679		
I-07/16/2021-37	GOOGLE. G SUITES	R	7/16/2021	948.00		066679		
I-07/16/2021-4	GAS- TRAVEL EXPENSE	R	7/16/2021	25.00		066679		
I-07/16/2021-5	HOTEL ROOM- TRAVEL EXP RYSTAD	R	7/16/2021	351.39		066679		
I-07/16/2021-6	WALL CHARGER-STREET	R	7/16/2021	19.15		066679		
I-07/16/2021-7	LODGING/ GAS- NELSON	R	7/16/2021	131.42		066679		
I-07/16/2021-8	CO DETECORS MISC	R	7/16/2021	86.62		066679		
I-07/16/2021-9	AMEN CONFERENCE LODGING	R	7/16/2021	615.00		066679		
I-101	ZOOM LICENSING	R	7/16/2021	14.99		066679		
I-7/16/2021-1	HEAD IMMOBILIZER	R	7/16/2021	79.00		066679		7,089.64
0909	GARDEN VALLEY TECHNOLOGIES							
I-101084891	EQUIPMENT LEASE 6/30-7/7/2021	R	7/16/2021	43.25		066684		43.25
0987	GREAT PLAINS NATURAL GAS CO.							
I-20210702	320 E 5TH - POOL	R	7/16/2021	806.56		066685		806.56
4425	CRAIG HOISETH							
I-20210716	PAY PERIOD 7/1-7/15/2021	R	7/16/2021	3,096.33		066686		3,096.33
4426	TIFFANY J JONES							
I-20210716	PAY PERIOD 7/1-7/15/2021	R	7/16/2021	1,544.48		066687		1,544.48
1395	MID-CONTINENT COMMUNICATIONS							
I-20436890112073	SERVICES 07/1-7/31/2021	R	7/16/2021	1,702.41		066688		1,702.41
1861	OTTERTAIL POWER COMPANY-FF							
I-30431	320 5TH ST E - POOL	R	7/16/2021	2,854.58		066689		
I-30705	117 W 2ND ST	R	7/16/2021	28.58		066689		2,883.16

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
2057	RED LAKE ELECTRIC COOP SERVICES 5/31-6/30/2021	R	7/16/2021	7,506.80		066690		7,506.80
1536	THERESA TAHRAN PAY PERIOD 7/1-7/15/2021	R	7/16/2021	1,350.97		066691		1,350.97
4424	WILLIAM A TATE PAY PERIOD 7/1-7/15/2021	R	7/16/2021	1,415.79		066692		1,415.79
1222	LELS UNION DUES WITHHOLDING	R	7/19/2021	825.50		066693		825.50
1275	LOCAL # L - 3394 FIRE DEPT UNION DUES WITHHOLDING	R	7/19/2021	240.00		066694		240.00
0021	ADVANCED TIRE & AUTO SERV. LLC TIRE REPAIR	R	7/22/2021	27.50		066695		
	I-42609 LIGHT BULBS	R	7/22/2021	42.50		066695		
	I-42614 OIL CHANGED/ TIRE ROTATION	R	7/22/2021	54.38		066695		124.38
3526	ADVANCED ELEMENTS, INC WELL COMMUNICATIONS	R	7/22/2021	1,195.80		066696		1,195.80
4001	AGASSIZ ASPHALT, LLC HOT MIX	R	7/22/2021	1,164.06		066697		
	I-357498 HOT MIX	R	7/22/2021	121.80		066697		
	I-357499 HOT MIX	R	7/22/2021	254.04		066697		
	I-357500 HOT MIX	R	7/22/2021	456.46		066697		1,996.36
0110	ASSN OF MN EMERGENCY MANAGERS ANNUAL CONFERENCE - FROEBER	R	7/22/2021	225.00		066698		
	I-C-2021393 ANNUAL CONFERENCE- HELDSTAB	R	7/22/2021	225.00		066698		450.00
2200	AUTO VALUE OF CROOKSTON NUTS AND SCREW	R	7/22/2021	9.62CR		066699		
	I-76181037 FUNNEL	R	7/22/2021	7.49		066699		
	I-76182132 LIGHT	R	7/22/2021	27.99		066699		
	I-76182807 OIL FILTER	R	7/22/2021	13.66		066699		
	I-76183280 NUTS AND SCREWS	R	7/22/2021	9.62		066699		
	I-76183347 NUT AND SCREW	R	7/22/2021	8.98		066699		
	I-76183350 3-WAY FEMALE GAGE	R	7/22/2021	110.97		066699		169.09
0186	BERTIL'S GRAVEL & EXCAVATION L REPAIR WATERMAIN BACKHOE	R	7/22/2021	525.00		066700		
	I-7236 WATER MAIN BACKHOE	R	7/22/2021	250.00		066700		
	I-7243 SEWER REPAIR- BACKHOE	R	7/22/2021	500.00		066700		
	I-7252 CONTRACT SERVICES/ MATERIALS	R	7/22/2021	1,000.00		066700		2,275.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0225	BRANDNER PRINTING							
I-24665	OCCUPANT LOAD SIGN	R	7/22/2021	28.50		066701		28.50
2961	BSN SPORTS							
I-912996736	CATCHERS GEAR	R	7/22/2021	325.04		066702		
I-913005953	DISK CATCHER BASKET	R	7/22/2021	846.10		066702		
I-913026177	LINE UP CARDS	R	7/22/2021	50.35		066702		1,221.49
3911	CENTURYLINK							
I-20210710	OLD WELLS 07/10-8/9/2021	R	7/22/2021	50.83		066703		50.83
0372	CROOKSTON HOUSING & ECONOMIC D							
I-29613198	CONTRACT SERVICES	R	7/22/2021	376.76		066704		376.76
3142	CHS							
I- KB2-IF2884	MN GROSS SALES/ ACRRA FEE	R	7/22/2021	0.94		066705		0.94
3184	CINTAS CORPORATION							
I-4084839318	MATS	R	7/22/2021	27.76		066706		
I-4085587150	TOWELS-SHOP	R	7/22/2021	14.00		066706		
I-4085587254	MATS- LIB	R	7/22/2021	28.57		066706		
I-4086292661	BROWN MAT	R	7/22/2021	3.84		066706		
I-4086292855	LINEN SERVICE	R	7/22/2021	11.56		066706		
I-4086292923	TOWELS- CSC	R	7/22/2021	14.00		066706		
I-4086292984	CLEANING SUPPLIES	R	7/22/2021	24.12		066706		
I-4086293026	BUILDING MANTIANCE	R	7/22/2021	13.46		066706		
I-4088789993	LINEN SERVICES-VTP	R	7/22/2021	13.72		066706		
I-4089559770	LAUNDRY- STREET	R	7/22/2021	13.46		066706		
I-4090148100	RUGS-AIRPORT	R	7/22/2021	27.76		066706		
I-4090148155	LAUNDRY	R	7/22/2021	13.46		066706		205.71
0321	CITY OF EAST GRAND FORKS							
I-20210712	P2P REIMBURSE 1ST & 2ND WAGE	R	7/22/2021	9,875.00		066708		9,875.00
0337	COLE PAPERS INC.							
I-10009530	TISSUE DISPENSER	R	7/22/2021	57.79		066709		57.79
0363	CROOKSTON BUILDING CENTER							
I-272418	READY MIX	R	7/22/2021	279.44		066710		
I-272461	SWING SETS	R	7/22/2021	251.28		066710		
I-272471	SUPPLIES	R	7/22/2021	60.45		066710		
I-272554	4 X 4 FOR SWING SET	R	7/22/2021	259.17		066710		
I-272658	READY MIX	R	7/22/2021	279.44		066710		
I-272784	CRACK SEALER	R	7/22/2021	34.99		066710		1,164.77

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0371	CROOKSTON DAILY TIMES LEGALS	R	7/22/2021	1,575.03		066711		1,575.03
0389	CROOKSTON FUEL CO.							
I-20210630-POLICE	GASOLINE	R	7/22/2021	1,950.01		066712		
I-20210630-STREET	FUEL- STREET	R	7/22/2021	2,681.57		066712		4,631.58
3400	CROOKSTON HARDWARE HANK							
I-58469/2	HAMMER	R	7/22/2021	39.99		066713		
I-58946/2	FAN FOR POOL	R	7/22/2021	44.99		066713		
I-59169	TOWER FAN	R	7/22/2021	64.99		066713		
I-59193	HARDWARE	R	7/22/2021	11.70		066713		
I-59362/2	PAINT BRUSH	R	7/22/2021	9.59		066713		
I-59506/2	ELECTRICAL TAPE	R	7/22/2021	5.49		066713		
I-59608/2	MAN HOLE REPLACEMENT	R	7/22/2021	51.94		066713		
I-59615/2	PEST CONTROL	R	7/22/2021	7.98		066713		
I-59867/2	TRIM LINE	R	7/22/2021	16.99		066713		253.66
0425	CROOKSTON PAINT & GLASS							
I-56800	ROLLERS/ BRUSH/ CSC BATHROOM	R	7/22/2021	39.39		066715		
I-56812	FLOOR PAINT	R	7/22/2021	55.99		066715		95.38
0455	CROOKSTON VALLEY CO-OP INC.							
I-31605	AQUA STAR	R	7/22/2021	302.16		066716		302.16
0465	CROOKSTON WATER DEPARTMENT							
I-20210714	SERVICES 05/29-6/28/2021	R	7/22/2021	1,833.82		066717		1,833.82
0470	CROOKSTON WELDING INC.							
I-022782	IMPACT SOCKET	R	7/22/2021	6.99		066718		
I-024425	MIDLINK CLAMP	R	7/22/2021	25.26		066718		
I-024809	SOD CUTTER RENTAL	R	7/22/2021	200.00		066718		
I-025152	LITH LUBE GREASE	R	7/22/2021	13.98		066718		
I-025258	OTHER SERVICES	R	7/22/2021	11.34		066718		257.57
1610	CUMMINS SALES AND SERVICE							
I-F1-23935	INSPECTION/ SERVICE	R	7/22/2021	296.18		066719		296.18
2390	D & D GARDEN CENTER							
I-25090	TREES/FLOWERS	R	7/22/2021	4,273.63		066720		4,273.63
4409	DAKTRONICS, INC							
I-6938833	CSC POWER OUTAGE	R	7/22/2021	842.50		066721		842.50

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1407	ERICKSON EMBROIDERY /2ND ST BO							
I-14956	JERSEYS	R	7/22/2021	1,245.00		066722		
I-14975	BASEBALL T-SHIRTS	R	7/22/2021	1,075.00		066722		
I-14987	GOLD T-SHIRTS 12U	R	7/22/2021	110.00		066722		
I-15039	BASEBALL UNIFORMS	R	7/22/2021	100.00		066722		
I-69153	BASEBALL PANTS	R	7/22/2021	198.00		066722		2,728.00
4427	AMY FINCH							
I-20210715	TRAVEL REIMB- FINCH	R	7/22/2021	392.73		066723		392.73
0753	FLAHERTY & HOOD, P.A.							
I-16381	LABOR ATTORNEY	R	7/22/2021	387.50		066724		387.50
0875	FLEET SUPPLY							
I-39173	TRAILER SPRAYER- PARK & REC	R	7/22/2021	299.99		066725		
I-74645	MISC SUPPLY- PARK & REC	R	7/22/2021	85.00		066725		
I-89797	WOMENS BOOTS PARK & REC	R	7/22/2021	195.98		066725		
I-89958	WOMENS BOOTS-PARK & REC	R	7/22/2021	122.99		066725		
I-90340	MENS BOOTS - PARK & REC	R	7/22/2021	148.50		066725		
I-91467	BLACK GLOVES-PARK & REC	R	7/22/2021	27.99		066725		
I-92083	BROOMS/ SHOVELS	R	7/22/2021	121.85		066725		
I-92315	NIPPLE DISTRIBUTION REPAIRS	R	7/22/2021	5.99		066725		1,008.29
2004	FRONTIER PRECISION INC							
I-236209	GIS BACKPACK/ ADAPTER	R	7/22/2021	413.20		066726		413.20
0899	G C DISTRIBUTING CO. INC.							
I-12241	YELLOW/ ORANGE BAGS	R	7/22/2021	5,812.00		066727		5,812.00
0934	GERRELS SPORTS CENTER							
I-2976	BASEBALL EQUIPMENT	R	7/22/2021	197.96		066728		197.96
4422	GLOBAL SAFETY NETWORK, INC							
I-360579	DRUG TESTING ANNUAL MAINT	R	7/22/2021	199.00		066729		199.00
3040	ROBERT HERKENHOFF							
I-20210720	YR 8 OF 15 TAX ABATEMENT-919	R	7/22/2021	3,065.26		066730		3,065.26
1006	HN QUALITY PLUMBING INC.							
I-009354	PVC- HIGHLAND	R	7/22/2021	92.83		066731		
I-40195	FIX WATER HEATER-POOL	R	7/22/2021	758.41		066731		851.24
1755	HOLIDAY CREDIT OFFICE							
I-20210705- PARK	FUEL- PARK	R	7/22/2021	1,571.84		066732		
I-20210705- POLICE	FUEL- POLICE	R	7/22/2021	299.94		066732		
I-20210705-FIRE	FUEL- FIRE	R	7/22/2021	116.38		066732		
I-20210705-STREET	FUEL- STREET	R	7/22/2021	418.87		066732		
I-20210705-WATER	FUEL-WATER	R	7/22/2021	571.56		066732		2,978.59

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1105 I-07113361	HUGO'S CUPS	R	7/22/2021	6.10		066733		6.10
9193 I-20210703	HUMANE SOCIETY OF POLK CO INC MONTHLY LEASE/ IMPOUND FEES	R	7/22/2021	438.00		066734		438.00
4135 I-12204693	HUSKY MARKETING & SUPPLY CO. STREET SEALING	R	7/22/2021	16,731.40		066735		16,731.40
1128 I-20210706	IIMC MEMBERSHIP DUES- FINCH	R	7/22/2021	175.00		066736		175.00
4057 I-20210630	KENNEDY & GRAVEN, CHARTERED LEGAL SERVICES ECON DEVEL	R	7/22/2021	1,504.50		066737		1,504.50
1240 I-673	LAKE AGASSIZ REGIONAL LIBRARY 3RD QRT- LARL INSTALLMENT 2021	R	7/22/2021	57,507.50		066738		57,507.50
1278 I-0293818-IN	LOCATORS & SUPPLIES SAFETY PAINT	R	7/22/2021	55.31		066739		55.31
1397 I-22062	MILLER AIRCRAFT SERVICE INC. FUEL	R	7/22/2021	10,396.87		066740		10,396.87
2132 I-000000661228	MN BUREAU OF CRIMINAL APPREHEN CJDN ACCESS FEES	R	7/22/2021	270.00		066741		270.00
9227 I-ABR0259147X	MN DEPT OF LABOR & INDUSTRY BOILER LICENSE	R	7/22/2021	10.00		066742		10.00
2294 I-00000664155	MN DOT- ST PAUL 2021 PAVEMENT STRIPING	R	7/22/2021	2,840.00		066743		2,840.00
1494 I-8758	MN FIRE SERVICE CERTIFICATION FIREFIGHTER II - COX	R	7/22/2021	120.00		066744		120.00
1555 I-2549	MN STATE FIRE CHIEFS ASSN CONF- REG- DULUTH	R	7/22/2021	300.00		066745		300.00
3589 I-20210719	NATURE VIEW TWINHOMES LLC 8 OF 15 TAX ABATEMENT 905-907	R	7/22/2021	4,337.64		066746		4,337.64
3589 I-20210720	NATURE VIEW TWINHOMES LLC YR 8 OF 15 TAX ABATE 1005-1007	R	7/22/2021	4,246.94		066747		4,246.94

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
2880	NELSON INT'L I-X105044871:01 SENSOR	R	7/22/2021	175.76		066748		175.76
1869	OXCART COMMITTEE I-20210720 PASS THROUGH DONATION- AUTO VA	R	7/22/2021	100.00		066749		100.00
1879	PALMER MASONRY & CONCRETE I-302502 FRONT PARKING LOT CONCRETE-PD	R	7/22/2021	10,000.00		066750		10,000.00
1935	POLK COUNTY TRANSFER STATION I- 26633 I-25993 I-26455 I-26604 I-27040	R R R R R	7/22/2021 7/22/2021 7/22/2021 7/22/2021 7/22/2021	4.39 65.00 0.54 5.27 9.90		066751 066751 066751 066751 066751		85.10
2005	PROULX REFRIGERATION HTG &APPL I-14643 CHECKED AIR CONDITION- AIRPORT	R	7/22/2021	540.00		066752		540.00
3036	REDWOOD TOXICOLOGY LABORATORY, I-744906 DRUG TEST KITS	R	7/22/2021	161.50		066753		161.50
2100	REGIONAL SANITATION SERV INC I-20210625-VTP GARBAGE	R	7/22/2021	75.22		066754		75.22
1848	REYNOLDS & HARBOTT, KNUTSON & I-20210513 PROFESSIONAL FEES 5/13-6/17/21	R	7/22/2021	18,621.40		066755		18,621.40
3834	RMB ENVIRONMENTAL LABORATORIES I-D0018350 I-D018554	R R	7/22/2021 7/22/2021	95.00 30.00		066756 066756		125.00
2235	SEH, INC I-407818 LEVEE INSPECTION	R	7/22/2021	16,090.25		066757		16,090.25
2231	SERVICE PRO OF CROOKSTON INC I-0140405 I-0140438 I-0140504	R R R	7/22/2021 7/22/2021 7/22/2021	15.16 70.84 166.93		066758 066758 066758		252.93
2295	STEIN'S INC. I-881791 KAIIVAC WHEELS	R	7/22/2021	107.74		066759		107.74

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
2768	TITAN MACHINERY							
I-15706487	PARTS	R	7/22/2021	62.00		066760		
I-15746217	OIL CHANGE KIT	R	7/22/2021	42.99		066760		
I-15755154	DOOR LATCH	R	7/22/2021	51.99		066760		156.98
2404	TODD'S TIRE SERVICE INC.							
I-257959	TIRE REPAIR	R	7/22/2021	95.03		066761		
I-25812	TIRE REPAIR	R	7/22/2021	18.72		066761		113.75
2437	TRUE VALUE							
C-B149866	BASE PAINT	R	7/22/2021	46.81CR		066762		
I-A205309	PAINT	R	7/22/2021	57.53		066762		
I-A205325	CLEANER	R	7/22/2021	10.72		066762		
I-A205401	NUTS, BOLTS AND SCREWS	R	7/22/2021	63.45		066762		
I-A205508	FIELD PAINT	R	7/22/2021	13.24		066762		
I-A205653	TAPE	R	7/22/2021	6.82		066762		
I-A205739	HOSE HANGER	R	7/22/2021	6.62		066762		
I-A205751	LADDER AND MISC SUPPLYS	R	7/22/2021	372.18		066762		
I-A206419	KEYS AND PAINT SUPPLIES	R	7/22/2021	33.06		066762		
I-B149865	PAINT/ TOWELS	R	7/22/2021	217.02		066762		733.83
0400	VALLEY PLAINS EQUIPMENT							
I-2915388	BLADES	R	7/22/2021	203.85		066764		203.85
2506	VERIZON WIRELESS							
I-9883308296	P2P JULY 2021 BILLING	R	7/22/2021	932.68		066765		932.68
2545	WIDSETH SMITH NOLTING & ASSOC,							
I-211850	2021 FEDERAL STREET 7/19/2021	R	7/22/2021	3,806.85		066766		
I-211851	2021 LOCAL STREET IMP 7/9/2021	R	7/22/2021	700.00		066766		
I-211852	CITY ENGINEER THUR 7/9/2021	R	7/22/2021	175.00		066766		
I-211853	AIC ROAD DESIGN	R	7/22/2021	262.50		066766		
I-211854	FISHER AVE UTILITY THUR 7/9/21	R	7/22/2021	7,528.75		066766		12,473.10
2585	YE OLE PRINT SHOPPE INC							
I-42226	BUSINESS CARDS	R	7/22/2021	46.00		066767		46.00
2600	ZIEGLER INC.							
I-IN000169797	V BELTS	R	7/22/2021	81.30		066768		81.30

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
* * T O T A L S * *								
		NO		INVOICE AMOUNT		DISCOUNTS		CHECK AMOUNT
	REGULAR CHECKS:	86		245,158.24		0.00		245,158.24
	HAND CHECKS:	0		0.00		0.00		0.00
	DRAFTS:	8		70,580.94		0.00		70,580.94
	EFT:	0		0.00		0.00		0.00
	NON CHECKS:	0		0.00		0.00		0.00
	VOID CHECKS:	0	VOID DEBITS	0.00				
			VOID CREDITS	0.00	0.00	0.00		

TOTAL ERRORS: 0

VENDOR SET: 01	BANK: AP	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			94	315,739.18	0.00	315,739.18
BANK: AP		TOTALS:	94	315,739.18	0.00	315,739.18
REPORT TOTALS:			94	315,739.18	0.00	315,739.18

CK # 66676-66767
Total= \$315,739.18

RESOLUTION NO. _____

At a second regular meeting of the City Council of the City of Crookston held on the 26th day of July, 2021, Council Member _____ offered the following resolution which was seconded by Council Member _____,

RESOLUTION TO APPROVE THE WELLHEAD PROTECTION PLAN

WHEREAS, the City of Crookston recognizes the importance of its groundwater supply as a natural resource used for drinking; and

WHEREAS, it is within the responsibility of the City of Crookston, as a public water supplier, to consider the health, safety, and welfare of its customers; and

WHEREAS, the protection of current and potential future sources of groundwater used for drinking water is worthwhile from the standpoint of resource protection; and

WHEREAS, the City has received approval for Part 1 of the Plan which details the locations of the Wellhead Protection Area, Drinking Water Supply Management Area, and vulnerability assessments for the city’s wells and aquifer.

WHEREAS, the City has been presented and has reviewed a plan from the city’s wellhead protection team which details the locations of the Potential Contaminant Source Inventory within the Drinking Water Supply Management Area, identifies goals, opportunities, and measures to address potential risks to groundwater quality and quantity, a plan to evaluate plan implementation efforts and a contingency plan in the event of a water system disruption.

WHEREAS, The Minnesota Department of Natural Resources (DNR) presented to the City of Crookston comments which were reviewed, considered, and incorporated into part 2 of the Wellhead Protection Plan.

NOW THEREFORE BE IT RESOLVED that the City of Crookston does hereby agree to take action to protect their well(s) or wellfield(s) recharge area(s) which have/has been determined to be in compliance with the state of Minnesota’s Wellhead Protection Program; and

BE IT ALSO RESOLVED that the City of Crookston does hereby agree that the potential sources of contamination and management strategies developed for the aforementioned wellhead protection area and drinking water supply management area is accurate according to the best available information and reflects the capabilities of the city; and

BE IT FURTHER RESOLVED that the City of Crookston does hereby agree to submit and request State of Minnesota approval of the Wellhead Protection Plan, continue the planning process and implementation of the plan, and solicit partner support for the goals, objectives and management strategies for the contaminants of concern as well as the Plan Evaluation Program and Emergency/Contingency Plan.

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 _____, 2021, at

Attest:

Dale Stainbrook Mayor

Ashley Rystad Deputy City Clerk

RESOLUTION NO. _____

At a second regular meeting of the City Council of the City of Crookston held on the 26th day of July, 2021, Council Member _____ offered the following resolution which was seconded by Council Member _____,

RESOLUTION TO APPROVE THE POOL AGREEMENT WITH THE UNIVERSITY OF MINNESOTA CROOKSTON

WHEREAS, the University of Minnesota (U of M) through its Crookston Campus (UMC) has proposed an Agreement with respect to the use of the Crookston Community Pool.

WHEREAS, the U of M through UMC desires the students of the UMC Campus, faculty and staff members have the use of the Crookston Community Pool for the period July 01, 2021 through June 30, 2022.

WHEREAS, the U of M through UMC proposes the exclusive use of the Crookston Community Pool for aquatic classes and other uses at such times and dates as have been arranged in advance with the City of Crookston.

WHEREAS, U of M through UMC has offered to pay the City of Crookston \$8,000.00 for the uses described.

WHEREAS, the terms and conditions of the proposed Use Agreement are acceptable to the City of Crookston.

NOW THEREFORE, BE IT RESOLVED, that the City of Crookston enter into a Use Agreement with the University of Minnesota through University of Minnesota, Crookston for use of the Crookston Community Pool.

IT IS FURTHER RESOLVED, the Mayor and City Administrator of the City of Crookston are authorized to sign the Use Agreement with the University of Minnesota through the University of Minnesota, Crookston with respect to the use of the Crookston Community Pool.

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 _____, 2021, at

Attest: _____ Mayor
Dale Stainbrook

Ashley Rystad Deputy City Clerk



UNIVERSITY OF MINNESOTA USE AGREEMENT

THIS USE AGREEMENT (the "Agreement") is entered into on July 26, 2021, between City of Crookston, a Minnesota municipal corporation ("City") and Regents of the University of Minnesota, a Minnesota constitutional corporation (the "University"). This Agreement is entered into by the University through its Crookston Campus.

1. The Pool. City grants to University the right to use the Crookston Community Pool located at 320 East 4th Street, Crookston, Minnesota (the "Pool"), including the locker/changing rooms, restrooms, lunchrooms, community rooms, parking areas, and all other common areas, beginning on July 1, 2021 and ending June 30, 2022 (the "Term").

2. Access and Use. University students, staff and faculty will present a valid University identification card for admittance to the Pool for open swim hours, morning lap swim, morning and evening aqua classes and University aquatic classes. University's exclusive use of the Pool for University aquatic classes and any other uses will be on the dates and at the times arranged in advance with City.

3. Operation, Maintenance and Services. City shall operate and maintain the Pool in compliance with all applicable laws, statutes, ordinances, rules and regulations. City is not aware of any condition in, on or about the Pool which constitutes a hazard to the safety of any user or which violates any governmental law or ordinance intended to protect human health and safety. City will provide all services reasonably required for University's use of the Pool, including heat or air-conditioning, electricity, water/sewer, garbage removal, and janitorial services.

4. Fee. University will pay \$8,000.00 for its use of the Pool during the entire Term, which includes both shared use for open swim, morning lap swim, morning and evening aqua classes, and exclusive use for University aquatic classes and other uses. The Lease payment of \$8,000.00 shall be due upon execution of this agreement.

5. Notices. All notices and other communications will be in writing and will be delivered personally, or by facsimile or electronic mail (provided such delivery is confirmed), or by overnight courier service or by first-class United States mail to the University at: University of Minnesota Real Estate Office, 451 Donhowe Building, 319-15th Avenue SE, Minneapolis, MN 55455 and to the University of Minnesota, Crookston, 108C Selvig Hall, 2900 University Avenue, Crookston, MN 56716; and to City of Crookston, Attn: City Administrator at: 124 North Broadway, Crookston, MN 56716.

6. Amendments. This Agreement may only be amended in writing by mutual agreement of City and University.

7. **Governing Law; Forum.** The laws of the state of Minnesota shall govern the validity, construction and enforceability of this Agreement. All suits, actions, claims and causes of action relating to the construction, validity, performance and enforcement of this Agreement shall be brought in the state courts of Minnesota.

IN WITNESS WHEREOF, University and City hereby execute this Agreement

Regents of the University of Minnesota,

City of Crookston

By: _____

Name: Tricia Sanders

Title: _____

Date: _____

By: _____

Name: Dale Stainbrook

Title: Its Mayor

Date: _____

By: _____

Name: Amy Finch

Title: City Administrator

Date: _____

RESOLUTION NO. _____

At a second regular meeting of the City Council of the City of Crookston held on the 26th day of July, 2021, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

MEMORANDUM OF UNDERSTANDING FOR THE CITY OF CROOKSTON AND THE AG INNOVATION CAMPUS

WHEREAS, the Ag Innovation Campus as the Lead Applicant and the City of Crookston as Applicant, desire to apply to the Department of Agricultural Rural Business Cooperative Service for the Rural Innovation Stronger Economy (RISE) Grant Program.

WHEREAS, the Ag Innovation Campus and the City of Crookston wish to establish a Rural Jobs Accelerator Partnership.

WHEREAS, a Memorandum of Understanding (MOU) is necessary to establish the frame work for a Rural Jobs Accelerator Partnership which framework will establish the members and structure of the partnership, the date formalized, and the governance or leadership board and be mutually agreed upon by the Ag Innovation Campus and the City of Crookston.

WHEREAS, the Ag Innovation Campus shall be the Lead Applicant with the duties of submission of the grant application and all required forms, administration of the grant proceeds and activities, grant reporting, and assurance grant funding will be used for program approved purposes.

WHEREAS, the City of Crookston shall have the duties of receiving grant funds for expenses approved by the United States Department of Agriculture (USDA) to be passed along to the Lead Applicant for reimbursement of expenses incurred, and to provide vision and guidance and accomplishing the establishment and operation of an Innovation Center to support and strengthen the local economy and its high wage jobs.

WHEREAS, the City of Crookston shall bare no responsibility for determining if grant funds and grant expenditures comply with RISE Grant Program guidelines or the requirements of the USDA.

WHEREAS, the USDA has the soul discretion in determining project expenditures and compliance with program requirements of the RISE Grant.

WHEREAS, if grant proceeds are awarded, the proceeds shall be used to construct a research and education center.

WHEREAS, all project activities will be for the benefit of communities, industries, and residence located in a rural area as defined by 7 **CFR 4284.1103**.

WHEREAS, the amount sought from the RISE Grant Program is \$750,000.00.

WHEREAS, the continuance of the MOU shall be reevaluated upon the USDA grant application approval/denial. The termination of MOU shall be the earlier of the denial of application completion of the grant project period.

NOW THEREFORE, BE IT RESOLVED, that the City of Crookston enter into a Memorandum of Understanding (MOU) with the Ag Innovation Campus for use in application to the United States Department of Agriculture for a Rural Innovation Stronger Economy Grant Program (RISE).

IT IS FURTHER RESOLVED, the Mayor and City Administrator of the City of Crookston are authorized to sign the Memorandum of Understanding with the Ag Innovation Campus through which the Ag Innovation Campus and the City of Crookston will make application for RISE Grant Program Funds.

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 _____, 2021, at

Attest:

Ashley Rystad
Deputy City Clerk

Dale Stainbrook
Mayor

RESOLUTION NO. _____

At a second regular meeting of the City Council of the City of Crookston held on the 26th day of July, 2021, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTION TO APPROVE THE CITY OF CROOKSOTN WATER USE RESTRICTIONS

WHEREAS, the land within the City of Crookston has been experiencing drought like conditions.

WHEREAS, water is recognized as a precious resource which is essential to human life.

WHEREAS, Public Works and Water Department staff have determined conservation measures are necessary to ensure an adequate supply of water to all consumers in the City of Crookston.

WHEREAS, Public Works and Water Department staff have determined water use restrictions are necessary to best address the drought like conditions which presently exist within the City of Crookston.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Crookston that:

- The following water restrictions shall be effective at 12:01 a.m. on July 27, 2021, and shall remain in effect until 11:59 p.m. on October 01, 2021.
- Splash Park operation hours of 9:00 a.m. to 9:00 p.m. shall be reduced to 1:00 p.m. to 7:00 p.m.
- Fixture flows at the Splash Park shall be reduced to levels as determined by the Public Works Director.
- Property with odd last digit addresses shall be allowed to water lawns on odd numbered calendar days.
- Property with even last digit addresses shall be allowed to water lawns on even numbered calendar days.
- The following shall be exempt from the above-stated restrictions:
 1. Gardens
 2. Flowers
 3. Trees and Shrubs
 4. Lawns seeded within the last 60 days
- All watering must be done between the hours of 8:00 p.m. and 11:00 a.m.

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 _____, 2021, at

Attest:

Dale Stainbrook Mayor

Ashley Rystad Deputy City Clerk

RESOLUTION NO. _____

At a second regular meeting of the City Council of the City of Crookston held on the 26th day of July, 2021, Council Member _____ offered the following resolution which was seconded by Council Member _____,

RESOLUTION TO APPROVE CROOKSTON MUNICIPAL AIRPORT ENGINEERING AND PLANNING SERVICES

WHEREAS, the City of Crookston has a need for professional services with respect to engineering and planning related to the Crookston Municipal Airport.

WHEREAS, professional services for implementation of the Crookston Municipal Airport Services and Plan may involve T-hanger design, taxi-lane extension/construction, taxi-way and taxi-lane rehabilitation and/or reconstruction, apron reconstruction and/or rehabilitation, obstruction removal, and other capital improvement projects.

WHEREAS, the City of Crookston provided a request for qualifications to five (5) requesting entities.

WHEREAS, the five (5) requesting entities provided responses to the Crookston request for qualifications.

WHEREAS, Short Elliot Hendrickson, Inc. (SEH) has a full-service team of planners and engineers which is self-contained to provide customer services and support.

WHEREAS, SEH provided a set of qualifications with respect to necessary engineering and planning services to the City of Crookston.

WHEREAS, the Crookston Airport Commission met on July 21, 2021, and discussed the selection of an airport consultant with respect to desired engineering and planning services.

WHEREAS, the Airport Commission unanimously recommended the selection of SEH as the consultant for the Crookston Municipal Airport Planning and Engineering Services.

NOW THEREFORE, BE IT RESOLVED, SEH is selected to be the provider of consultant services with respect to the Crookston Municipal Airport Engineering and Planning needs.

IT IS FURTHER RESOLVED, that the City of Crookston enter into a contract with SEH for professional engineering and consulting services with respect to the Crookston Municipal Airport.

IT IS FURTHER RESOLVED, the City Administrator of the City of Crookston is authorized to enter into contract negotiations with SEH on behalf of the City of Crookston with respect to engineering and planning services related to the Crookston Municipal Airport.

IT IS FURTHER RESOLVED, the Mayor and City Administrator of the City of Crookston are authorized to enter into and sign a contract with SEH on behalf of the City of Crookston and the Crookston Municipal Airport with respect to engineering and planning services.

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 _____, 2021, at

Attest: _____ Mayor
Dale Stainbrook

Ashley Rystad
Deputy City Clerk

POSITION IDENTIFICATION:

Title:	COMMUNITY DEVELOPMENT DIRECTOR
Department:	Community Development
Status:	Full Time Exempt Employee
Salary Schedule:	Bi-weekly

Position Summary

The Community Development Director supervises and coordinates economic development planning activities for the city including marketing, analysis of financial assistance resources, and acting as a resource to commerce and industry developers. Serves as Executive Director to the Crookston Housing and Economic Development Authority (CHEDA).

Essential Duties and Responsibilities

1. Performs community and economic development administrative activities.
 - a. Develops and implements short- and long-term economic development strategies, business development assistance programs for public/private partnerships, and for existing and prospective businesses.
 - b. Achieves the City of Crookston's economic development goals.
 - c. Assists in preparation, updates, and implementations of various economic development plans including the preparation and implementation of the Strategic Plan for Economic Development.
 - d. Supervises and coordinates consultants involved in economic development activities.
 - e. Serves as Executive Director of the Crookston Housing and Economic Development Authority (CHEDA) and supervises CHEDA staff members.
 - f. Serves as a "broker" in recruiting and assisting businesses interested in locating to Crookston to identify suitable properties for their enterprises.
 - g. Negotiates the acquisition/disposition or lease of properties needed for economic development projects.
 - h. Identifies sectorial opportunities for economic development (i.e. retail, dining, information technology, digital media, arts, etc.)
 - i. Understands the city's political environment and sensitivities, and functions effectively within that environment.
 - j. Effectively represents the city in situations which are potentially adversarial or stressful.
2. Promotes and maintains community/business contact.
 - a. Interacts extensively with city staff, the business community, elected officials, and the public.
 - b. Explains the city requirements and facilitates the development review process to clients.
 - c. Works closely with the City Administrator, other departments within the city, and consultants.
 - d. Interacts with business and community leaders to educate and promote awareness of economic development programs and issues.
3. Performs Economic Development Retention and Expansion duties.
 - a. Works to know and serve customers.
 - b. Clearly understands the basic functions and responsibilities of retaining and expanding businesses.
 - c. Develops effective action plan to address economic development issues or concerns.
 - d. Provides timely updates to affected city departments and stakeholders.
 - e. Attends and participates in all Economic Development retention and expansion meetings.

4. Performs marketing activities to promote economic development.
 - a. Works effectively with consultants in marketing and promotion of the community to prospective businesses and encourages existing business expansion.
 - b. Works with the City Administrator to develop strategies for the allocation and delivery of city financial assistance including tax increment financing, tax abatement, industrial revenue bonds, community development block grants, and applicable federal, state, and local programs for commercial, industrial, housing projects and the city's revolving loan fund.
 - c. Creates and/or modifies programs used in the marketing, attraction, or retention of business.
 - d. Prepares and provides information regarding land availability, markets, workforce availability, taxes, transportation, utilities, and financing to city businesses.

5. Provides leadership for the Valley Technology Park (VTP) incubator program and facility.
 - a. Supports and promotes the success of VTP clients and companies.
 - b. Searches out, develops, analyzes, and secures clients for VTP.
 - c. Assists in the preparation, modification, and execution of the VTP strategic plan.
 - d. Provides timely and informed communications to the City Administrator, CHEDA Board, and City Council relative to the operation of VTP.
 - e. Administers and negotiates leases for VTP clients.
 - f. Assists in the development and administration of the VTP budget, within the City budget.
 - g. Provides ongoing facility management of VTP.

6. Performs financial and administration activities.
 - a. Develops and monitors CHEDA budget, related program budgets and department budget.
 - b. Prepares and administers an annual budget of operational costs and capital improvements.
 - c. Provides supporting data to justify major items in the department's budget to the City Administrator.
 - d. Recommends department expenditures to the City Administrator.
 - e. Oversees and administers the adopted budget for the Community Development department.
 - f. Establishes and recommends goals for the department to ensure conformance with professional standards and established policies.
 - g. Establishes priority for short-range and long-range projects and coordinates implementation with the City Administrator.
 - h. Actively manages and pursues revenue sources to include grants, endowments, and revenue producing programs.
 - i. Prepares agendas, staff reports and makes presentations to the CHEDA Board.
 - j. Prepares written and graphic materials, composes clear and concise reports, prepares and makes presentations.
 - k. Performs timely annual performance reviews of all employees supervised.

7. Performs staff liaison activities.
 - a. Serves as the city liaison to the business community, CHEDA, and local development and governmental agencies in furthering the city's economic development policies.
 - b. Develops strategies for working with appropriate commissions and task forces as needed.

8. Performs other essential job duties.
 - a. Regular and timely work attendance.
 - b. Follows all safety procedures.
 - c. Participates in safety training.

Knowledge, Skills, and Abilities

- a. Knowledge of public and private financing techniques for economic development.
- b. Knowledge of industrial and commercial development.
- c. Knowledge of central business district redevelopment.
- d. Knowledge of community marketing and promotion.
- e. Knowledge of housing programs.
- f. Knowledge of growth issues.
- g. Skill in business retention and recruitment.
- h. Skill in dealing effectively with a wide variety of personalities.
- i. Ability to use spreadsheet, word processing, and database software proficiently.
- j. Ability to effectively coordinate support from City staff and outside consultants to ensure successful completion of economic development activities.
- k. Ability to manage multiple projects and meet deadlines.
- l. Ability to communicate effectively both orally and in writing.
- m. Ability to establish and maintain effective working relationships with others.
- n. Ability to comprehend the City of Crookston's Strategic Plan for Economic Development and the Strategic Industrial Marketing Plan.

Minimum Requirements

- a. Bachelor's degree from an accredited college or university with major coursework in community development, business administration, public administration, economics, marketing, finance or related field.
- b. Three years of experience in management, administration, and supervisory experience.
- c. Five years of experience in economic development with emphasis on marketing and public/private financing.
- d. An equivalent combination of education and experience may be considered.
- e. Excellent written and verbal communications skills, including public presentation skills.
- f. Excellent strategic planning, organizing, time management, and leadership skills.
- g. Self-starter with a positive attitude; committed to teamwork.
- h. Must be computer proficient with an in-depth knowledge of Microsoft Word, Excel, Outlook, and PowerPoint.
- i. Current and valid driver's license, proof of auto insurance, and insurable driving record following City guidelines.
- j. Successful completion of criminal background checks to be eligible for employment.

Preferred Qualifications

- a. Master's degree in community development, business administration, public administration, or related field with extensive course work in economics, marketing, and finance.
- b. Experience in municipal government.
- c. Certified by the National Development Council as an Economic Development Finance Professional.

Acknowledgment

The qualifications, physical demands, and work environment described are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills, and/or abilities.

This document does not create an employment contract, implied or otherwise. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

This job description has been reviewed with me and I understand the requirements, essential functions and duties of the position. I attest that I can perform the essential functions of the position with or without a reasonable accommodation.

Employee Name (Print): _____ Date: _____

Employee Signature: _____ Date: _____

Equal Opportunity Employer

The City of Crookston provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.