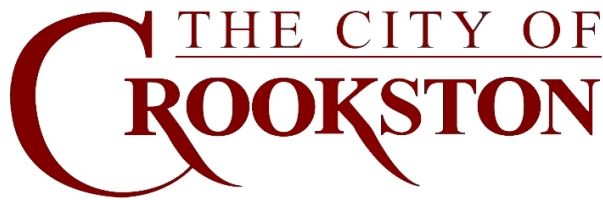


Mayor -Dale Stainbrook

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 **January 24, 2022 - 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/zA6kH-ROWFg>

1. CALL TO ORDER

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

2. OATH OF OFFICE

Swearing in New Firefighters James Perreault and Garret Bengston.

3. ROLL CALL

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

5. PRESENTATIONS AND PUBLIC INFORMATION ANNOUNCEMENTS

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

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

7.01 Approve proposed City Council Minutes from January 10, 2022 City Council meeting.

7.02 Resolution to approve City of Crookston Bills and Disbursements in the amount of \$328,745.83 Check No 67860-67941.

7.03 Resolution to appoint Candidates to Boards and Commissions.

7.04 Resolution to approve Council Committee Composition.

7.05 Resolution to designate Depositories for Public Funds for the Year 2022.

7.06 Resolution to appoint Charles "Corky" Reynolds as the City Attorney for 2022.

7.07 Resolution to approve the City Auditing Firm Brady Martz & Associates, PC for the Year 2022.

7.08 Resolution to approve the City Engineer Richard Clauson for the Year 2022.

7.09 Resolution to designate the Crookston Daily Times as the Official Newspaper for the Year 2022.

7.10 Resolution receiving the Preliminary report and Calling a Public Hearing on Improvements for the 2022 Street.

8. PUBLIC HEARINGS

9. REGULAR AGENDA

9.01 Second and Final Reading of Chapter 71, entitled "Traffic Rules" by adding the Definition of Utility Task Vehicles.

9.02 Resolution to approve the selection of the Facilities Assessment Consultant Selection.

9.03 Resolution to approve dance permit for the University of Minnesota Crookston Homecoming on Premises at Eagles.

9.04 Resolution to approve the request for Subordination by Jeff Evers (Fournet).

9.05 Resolution to authorize allocation of ARPA Funds for Sewer Lift Station Control System Improvements.

9.06 Summary of Closed meeting from Special City Council Agenda on January 14, 2022 @ 5:30 PM.

9.07 Resolution to approve City Administrator annual salary.

10. REPORTS AND STAFF RECOMMENDATION

11. ADJOURNMENT

OFFICIAL MINUTES OF THE CROOKSTON CITY COUNCIL, POLK COUNTY, MINNESOTA. THE FIRST REGULAR COUNCIL MEETING OF JANUARY 10, 2022 COUNCIL CHAMBERS, CITY HALL.

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

ROLL CALL

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

Council Members absent: Kristie Jerde and Dylane Klatt

Staff present: Amy Finch, Paul Biermaier, Brandon Carlson, Tim Froeber, Ryan Lindtwed, Chad Palm, Jake Solberg, Robert Barnes, Ashley Rystad and Darin Selzler.

CROOKSTON FORUM

PRESENTATION AND PUBLIC INFORMATION ANNOUNCEMENT

APPROVAL OF AGENDA

Mayor Stainbrook asked if anyone wished to remove anything from the agenda. On motion by Council Member Kresl, seconded by Council Member Cavalier, and duly carried to approve the updated agenda.

CONSENT AGENDA

Mayor Stainbrook asked if anyone wished to remove anything from the Consent Agenda. Deputy City Clerk, Ashley Rystad, asked to add item 6.08 Approval of Crookston Housing & Economic Development Authority (CHEDA) Agenda for Regular Meeting on January 18, 2022. On motion by Council Member Briggs, seconded by Council Member Melbye, and duly carried to approve the Consent Agenda.

- 6.01** Approve proposed City Council Minutes from December 27, 2021 City Council meeting.
- 6.02** Resolution to approve City of Crookston bills and disbursements in the amount of \$285,604.72 Check Nos 67774-67859. (Res No 27395)
- 6.03** Resolution to approve Pay Request No 1 for the Reconditioning of the two (2) 30,000 Gallon Filter Pressure Vessels to Classic Protective Coating, Inc. (Res No 27396)
- 6.04** Resolution to approve 2022 Gas Fitter and Cement Mason Licenses renewal for 2022. (Res No 27397)
- 6.05** Resolution to approve 2022 License Renewal. (Res No 27398)
- 6.06** Resolution to authorize the grant contract agreement for Violent Crime Enforcement Teams for the Years 2022 & 2023. (Res No 27399)
- 6.07** Resolution to approve Confidence Learning Center Application for Lawful Gambling premise permit at the Eagles. (Res No 27400)

PUBLIC HEARING

REGULAR AGENDA

- 8.01 Motion was made by Council Member Cavalier, seconded by Council Member Erickson; City Administrator, Amy Finch, briefed the Council that this amended contract is just a renewal to include moving the City of Mahnomon and some other language changes. It was duly carried to approve the amended resolution Lake Agassiz Regional Library (LARL) Agreement. (Res No 27401)
- 8.02 Motion was made by Council Member Briggs, seconded by Council Member Vedbraaten; City Administrator, Amy Finch, briefed the Council this grant agreement will be submitted with change in staff with Angel leaving and myself being added. These grant reimbursements are just our normal maintenance and operation costs at our airport. It was duly carried to approve Resolution Authorization to execute Minnesota Department of Transportation Airport Maintenance and Operation Grant contract. (Res No 27402)

- 8.03 Motion was made by Council Member Cavalier, seconded by Council Member Kresl; City Administrator, Amy Finch, briefed the Council that this particular attachment allows us to use our loader more efficiently. Public Works Director, Brandon Carlson, did also go more into detail of how the city will benefit with this attachment for snow removal. It was duly carried to approve Resolution to Authorize the purchase of a directional snow plow loader attachment and increase the Public Works Budget. (Res No 27403)
- 8.04 Motion was made by Council Member Erickson, seconded by Council Member Briggs; Police Chief, Paul Biermaier, introduced the Ordinance and read the first reading of chapter 71, entitled "Traffic Rules" by adding the definition of Utility Task Vehicles. After discussion, a few minor details will be corrected in this Ordinance.

REPORTS AND STAFF RECOMMENDATIONS

Amy Finch, City Administrator:

- Staff and I have been working on our priorities for 2022 as a city. Also, I spoke on Valley Talk today, and I wanted to reiterate one of the comments that I made as we work through some of these priorities and meet with various groups with the vision and the direction of our community. We want to encourage everyone to participate to bring forward, in a safe and trusting environment their ideas. We have to talk about issues realistically, honestly, and authentically if we really want to start drilling down on what we can do better to make us a better Crookston.

Brandon Carlson, Public Works Director:

- The Public Works Department has been busy with the snow removal and making room for the next winter snow storm.
- Thank you to Polk County. They offered their backup grader to be used until the winter is done.
- The Water Department treatment plant had the backwash control panel glitched in the system and created some disruption that caused some discolored water, but the water is still safe to consume.

Jake Solberg, Parks and Recreation Director:

- The Parks crew have been busy cleaning sidewalks and getting the outdoor rinks ready. We did have a set back on the skating trails due to the weather.
- Pool update- today I talked with Terry from Valley Electric and he said that this Thursday. They will have time to put in the lights above the pool. Once those are installed it should take 3-5 days to fill the pool and have the correct chemicals ready.

Chad Palm, IT Director:

- The IT Department did go ahead and sign the agreement for Civic Plus for the new City website as well as with Marco for our Managed Service Partner for Office 365 migration.

Tim Froeber, Fire Chief:

- The Fire Department has hired a new employee, Garrett Bengston, as a new member of the Fire Department and he will start this Saturday.

Ryan Lindtwed, Finance Director:

- With the calendar year ending on December 31, 2021, the finance department had to run some reports in our Incode System and those are done.
- Looking at the League of Minnesota for the ARPA funds and how they are finalizing some rulings to review how they are going to benefit us as a city.

Robert Barnes, Community Development Director:

- I really enjoyed going on a tour of the Winter Shows Buildings and I had no idea what those buildings were and now I have a really good idea what they are. They are working diligently to bring those buildings back up to the best use.
- We had a meeting with Epitome Energy and the city is working with some engineers to figure out what kind of demands and what kind of decisions we need to make.

REPORTS FROM CITY COUNCIL MEMBERS

Kristie Jerde, Council Member 1st Ward,

- No report

Steve Erickson, Council Member 2nd Ward,

- No Report

Clayton Briggs, Council Member 3rd Ward,

- No Report

Donald R Cavalier, Council Member 4th Ward,

- Welcome back to Chris Fee good to see you.
- Thank you to Brandon for the excellent snow removal.

Joe Kresl, Council Member 5th Ward,

- No report

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 Dale Stainbrook

- Thank you to Brandon and his crew on the great work of the snow removal. I also wanted to offer condolences to the Ray Parrish family. He was long time city employee here in Crookston.

ADJOURNMENT

Mayor Stainbrook declared the meeting adjourned at 7:54pm.

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 24th day of January, 2022, 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 Finance Director 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 _____, 2022, at

Attest:

Ashley Rystad
Deputy City Clerk

Dale Stainbrook
Mayor

VENDOR SET: 01 City of Crookston

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

DATE RANGE: 1/14/2022 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-DC3202201134709 DEF COMP WITHHOLDING	D	1/14/2022	362.49		000830		
	I-DC3202201134710 DEF COMP WITHHOLDING	D	1/14/2022	362.51		000830		725.00
1442	MINNESOTA CHILD SUPPORT PAYMEN							
	I-CS1202201134709 CHILD SUPPORT WITHHOLDING	D	1/14/2022	103.50		000831		
	I-CS1202201134710 CHILD SUPPORT WITHHOLDING	D	1/14/2022	103.50		000831		207.00
1550	P.E.R.A.							
	I-P-C202201134709 PERA WITHHOLDING	D	1/14/2022	5,628.23		000832		
	I-P-C202201134710 PERA WITHHOLDING	D	1/14/2022	5,628.41		000832		
	I-PPF202201134709 PERA WITHHOLDING	D	1/14/2022	9,515.92		000832		
	I-PPF202201134710 PERA WITHHOLDING	D	1/14/2022	9,515.94		000832		30,288.50
2606	EFTPS							
	I-T1 202201134709 FEDERAL TAX WITHHOLDING	D	1/14/2022	6,745.85		000833		
	I-T1 202201134710 FEDERAL TAX WITHHOLDING	D	1/14/2022	6,745.87		000833		
	I-T3 202201134709 FICA TAX WITHHOLDING	D	1/14/2022	5,043.68		000833		
	I-T3 202201134710 FICA TAX WITHHOLDING	D	1/14/2022	5,043.76		000833		
	I-T4 202201134709 MEDICARE TAX WITHHOLDING	D	1/14/2022	2,163.95		000833		
	I-T4 202201134710 MEDICARE TAX WITHHOLDING	D	1/14/2022	2,164.09		000833		27,907.20
2607	MN DEPT OF REVENUE							
	I-T2 202201134709 STATE TAX WITHHOLDING	D	1/14/2022	3,405.57		000834		
	I-T2 202201134710 STATE TAX WITHHOLDING	D	1/14/2022	3,405.63		000834		6,811.20
2681	MN STATE RETIREMENT SYSTEM							
	I-DC7202201134709 MN DEFERRED COMPENSATION-457B\$	D	1/14/2022	100.00		000835		
	I-DC7202201134710 MN DEFERRED COMPENSATION-457B\$	D	1/14/2022	100.00		000835		
	I-DC8202201134709 MN DEFERRED COMPENSATION-ROTH%	D	1/14/2022	80.09		000835		
	I-DC8202201134710 MN DEFERRED COMPENSATION-ROTH%	D	1/14/2022	80.10		000835		
	I-SP2202201134709 HEALTH CARE SAVINGS PLAN	D	1/14/2022	234.85		000835		
	I-SP2202201134710 HEALTH CARE SAVINGS PLAN	D	1/14/2022	234.87		000835		
	I-SPA202201134709 HEALTH CARE SAVINGS PLAN	D	1/14/2022	6,044.36		000835		
	I-SPA202201134710 HEALTH CARE SAVINGS PLAN	D	1/14/2022	6,044.36		000835		12,918.63
3047	CAPITAL BANK AND TRUST COMPANY							
	I-DC5202201134709 DEF COMP EMPLOYER CONTRIBUTION	D	1/14/2022	33.22		000836		
	I-DC5202201134710 DEF COMP EMPLOYER CONTRIBUTION	D	1/14/2022	33.22		000836		66.44
2478	U. S. POSTMASTER							
	I-20220114 WATER DEP POSTAGE JAN 2022	R	1/14/2022	100.00		067860		100.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1	I-000202201134713	AMBIOT, TRISTAN US REFUND	R	1/20/2022	24.88	067861		24.88
1	I-000202201134712	BOMBARDIER, KASEYLEA US REFUND	R	1/20/2022	45.86	067862		45.86
1	I-000202201134718	DRAGON, JAIME US REFUND	R	1/20/2022	77.63	067863		77.63
1	I-000202201134716	GOULD, PETER US REFUND	R	1/20/2022	0.99	067864		0.99
1	I-000202201134717	HUGHES, KEVIN US REFUND	R	1/20/2022	0.06	067865		0.06
1	I-000202201134715	JOHNSON, HANNAH US REFUND	R	1/20/2022	61.63	067866		61.63
1	I-000202201134714	SUPERB SERVICES US REFUND	R	1/20/2022	64.57	067867		64.57
4399	I-17226	ABSOLUTE REGRIGERATION, LLC SERVICE CALL- GOLD RINK COMP	R	1/20/2022	403.75	067868		403.75
4470	I-1124801	ACTIVE NETWORK ACTIVE - ANNUAL SUBSCRIPTION	R	1/20/2022	6,088.00	067869		6,088.00
0021	I-344	ADVANCED TIRE & AUTO SERV. LLC OIL CHANGE/ TIRES MOUNT	R	1/20/2022	148.25	067870		
	I-42970	TOW WINCH	R	1/20/2022	65.00	067870		
	I-43028	HANKOOK/ TIRE ROTATE	R	1/20/2022	284.24	067870		497.49
3526	I-78417	ADVANCED ELEMENTS, INC LIFT STATION 9 HEATER	R	1/20/2022	1,297.40	067871		1,297.40
0110	I-2022123-307	ASSN OF MN EMERGENCY MANAGERS AMEN ANNUAL DUES- FROEBER	R	1/20/2022	200.00	067872		
	I-202219-393	ANNUAL DUES- HELDSTAB	R	1/20/2022	200.00	067872		400.00
2200	I-76191561	AUTO VALUE OF CROOKSTON HOWES DIESEL TREAT	R	1/20/2022	21.99	067873		
	I-76191562	TOW STRAP	R	1/20/2022	36.95	067873		
	I-76191686	1.5 AMP TUNE UP	R	1/20/2022	61.98	067873		120.92

VENDOR SET: 01 City of Crookston

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

DATE RANGE: 1/14/2022 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0186	BERTIL'S GRAVEL & EXCAVATION L 529 HUNTER WATER LINE	R	1/20/2022	652.50		067874		652.50
0204	TIMOTHY RIOPELLE P2P/PLAQUE	R	1/20/2022	85.00		067875		85.00
3676	MARCUS BREKKEN 2021 CLOTHING ALLOWANCE	R	1/20/2022	42.01		067876		42.01
3911	CENTURYLINK OLD WELLS 01/10-02/09/2022	R	1/20/2022	50.11		067877		50.11
2625	CGMC 2022 CGMC GENERAL DUES ASSESS	R	1/20/2022	13,448.00		067878		13,448.00
0372	CROOKSTON HOUSING & ECONOMIC D NOV, DEC MONTHLY STIPEND	R	1/20/2022	38,333.34		067879		
	CONTRACT INVOICE- GREAT AMERIC	R	1/20/2022	414.44		067879		38,747.78
3184	CINTAS CORPORATION GRAY MAT	R	1/20/2022	3.60		067880		
	RAGS/RUGS/ UNIFORM- STREET	R	1/20/2022	36.49		067880		
	RUGS	R	1/20/2022	34.62		067880		
	RUGS/ UNIFORMS	R	1/20/2022	36.49		067880		
	SHOP TOWEL	R	1/20/2022	61.89		067880		
	RUGS/ TOWELS/ CLOTH	R	1/20/2022	36.49		067880		
	MATS- AIRPORT	R	1/20/2022	16.32		067880		
	CLOTHING SUPPLIES	R	1/20/2022	24.12		067880		250.02
0321	CITY OF EAST GRAND FORKS P2P/EXPENSES	R	1/20/2022	897.96		067881		
	P2P REIMB 2021 4TH QTR WAGES	R	1/20/2022	4,937.50		067881		5,835.46
4000	COMMUNITY CO-OPS OF LAKE PARK SERVICES 11/30-12/29/2021	R	1/20/2022	352.90		067882		352.90
0363	CROOKSTON BUILDING CENTER 2 X 12 X 8	R	1/20/2022	25.76		067883		25.76
0389	CROOKSTON FUEL CO. FUEL- FIRE	R	1/20/2022	1,479.19		067884		
	FUEL- PARK	R	1/20/2022	1,262.37		067884		
	FUEL- POLICE	R	1/20/2022	1,590.11		067884		
	FUEL- STREET	R	1/20/2022	9,066.74		067884		
	FUEL- GENERATOR	R	1/20/2022	410.22		067884		13,808.63

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
3400	CROOKSTON HARDWARE HANK							
I-62386/2	BATTERY	R	1/20/2022	43.97		067885		
I-62500/2	FUEL SAW/SCRAPER	R	1/20/2022	261.97		067885		
I-62703/2	SANDING DIS	R	1/20/2022	16.97		067885		
I-62787/2	CASTER WHEELS/ SEA FOAM/ SCREW	R	1/20/2022	123.20		067885		446.11
0044	CROOKSTON ROTARY CLUB							
I-20210101-ROBERT	ANNUAL DUES-BARNES	R	1/20/2022	100.00		067886		
I-2022-01-01	ROTARY- HEFTA	R	1/20/2022	100.00		067886		
I-20220101-CARLSON	ANNUAL DUES- CARLSON	R	1/20/2022	100.00		067886		
I-20220101-FINCH	ANNUAL DUES- FINCH	R	1/20/2022	100.00		067886		400.00
0371	CROOKSTON TIMES/GATEHOUSE MEDI							
I- 0472950	YEALY SUBSCRIPTION- CITY HALL	R	1/20/2022	99.00		067887		99.00
0465	CROOKSTON WATER DEPARTMENT							
I-20220113	SERVICES 11/25-12/25/2021	R	1/20/2022	2,311.01		067888		2,311.01
0470	CROOKSTON WELDING INC.							
I-033929	BATTERY	R	1/20/2022	122.50		067889		
I-034007	HOSE END FITTING	R	1/20/2022	43.63		067889		
I-034183	PREM AW 32 HDY	R	1/20/2022	319.96		067889		
I-034190	BEARING	R	1/20/2022	60.49		067889		
I-034287	REPAIR PIPE	R	1/20/2022	36.75		067889		
I-034306	BRG/SET	R	1/20/2022	49.96		067889		
I-034315	RING TERMINAL	R	1/20/2022	5.69		067889		
I-034387	AIR FILTER	R	1/20/2022	91.27		067889		
I-034388	CABLE TIE	R	1/20/2022	31.90		067889		
I-034390	SNOW BLOWER/ TOWSTRAP	R	1/20/2022	227.97		067889		
I-034465	AIR FILTER	R	1/20/2022	91.27		067889		
I-034550	WEATHER SHIELD HOSE	R	1/20/2022	54.76		067889		1,136.15
1610	CUMMINS SALES AND SERVICE							
C-F1-27582	EGR KIT VALVE	R	1/20/2022	130.00CR		067891		
I-E8-68878	DCN VALVE	R	1/20/2022	885.17		067891		
I-E8-69145	EXH/EGR VALVE KIT	R	1/20/2022	943.56		067891		1,698.73
0046	DAKOTA WHOLESALE TIRE							
I-598490	EAGLE ENFORCERS	R	1/20/2022	1,935.68		067892		1,935.68
0650	ELAN FINANCIAL SERVICES							
I-20220106-001	STAMPS	R	1/20/2022	17.99		067893		
I-20220106-002	USPS- CERT MAIL	R	1/20/2022	7.38		067893		
I-20220106-003	RIT FIT- FITNESS EQUIPMENT	R	1/20/2022	674.68		067893		
I-20220106-004	R-4 SUPPLIES	R	1/20/2022	126.62		067893		
I-20220106-005	IPAD SERVICE PROTECTION	R	1/20/2022	194.97		067893		
I-20220106-006	DOCKING STATION	R	1/20/2022	324.40		067893		
I-20220106-007	ZOOM MONTHLY PAYMENT	R	1/20/2022	14.99		067893		

VENDOR SET: 01 City of Crookston

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

DATE RANGE: 1/14/2022 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-20220106-008	PAPER TOWEL- FIRE	R	1/20/2022	104.76		067893		
I-20220106-009	BINDER/ HAZ MAT STICKERS	R	1/20/2022	27.98		067893		
I-20220106-010	GOOGLE MONTHLY PAYMENT	R	1/20/2022	1,068.76		067893		2,562.53
0710	ELECTRO WATCHMAN INC							
I-377822	SECURITY SYSTEM INSP- POOL	R	1/20/2022	360.00		067895		
I-377823	FIRE SYSTEM ANNUAL INSP	R	1/20/2022	480.00		067895		840.00
0753	FLAHERTY & HOOD, P.A.							
I-20220104	LABOR ATTORNEY	R	1/20/2022	2,706.25		067896		2,706.25
0875	FLEET SUPPLY							
I-100887	HEATERS- PARK & REC	R	1/20/2022	71.98		067897		71.98
0909	GARDEN VALLEY TECHNOLOGIES							
I-101128646	EQUIPMENT LEASE-01/10-02/09/22	R	1/20/2022	43.25		067898		43.25
4422	GLOBAL SAFETY NETWORK, INC							
I-376440	PRE - EMPLOYMENT DRUG TEST	R	1/20/2022	81.20		067899		81.20
0944	GOPHER STATE ONE-CALL INC.							
I-1120317	LOCATION CALLS	R	1/20/2022	13.50		067900		
I-2000317	LOCATION CALLS	R	1/20/2022	50.00		067900		63.50
0965	GRAND FORKS FIRE EQUIPMENT							
I-33834	1 RED HELMET	R	1/20/2022	264.00		067901		
I-33853	FIRE GLOVES/ HOODS	R	1/20/2022	682.00		067901		946.00
0987	GREAT PLAINS NATURAL GAS CO.							
I-20220105	POOL SERVICES 12/3-01/04/2022	R	1/20/2022	3,228.75		067902		3,228.75
1848	HARBOTT, KNUTSON & LARSON & HO							
I-2022-13	DEC 2021 CRIM/ CIVIL	R	1/20/2022	11,972.00		067903		11,972.00
1105	HUGO'S							
I-0007	MISC SUPPLIES-POLICE	R	1/20/2022	29.96		067904		29.96
3714	INNOVATIVE OFFICE SOLUTIONS, L							
I-3626797	OFFICE SUPPLIES- CITY HALL	R	1/20/2022	317.04		067905		317.04
1146	ISAACSON INSURANCE							
I- 58431078	2022 SOLID WASTE BOND	R	1/20/2022	100.00		067906		100.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
4463	BREANNA KRESSIN BACKGROUND CHECK	R	1/20/2022	31.06		067907		31.06
1205	KROX RADIO STATION FIREFIGHTER AD/ MAINT	R	1/20/2022	190.00		067908		
	I-04272112120589 X-MAS FANTASY 2021	R	1/20/2022	100.00		067908		290.00
1980	LINDE GAS & EQUIPMENT INC SERVICES PARK	R	1/20/2022	201.90		067909		201.90
4250	LUNSETH PLUMBING & HEATING CO. REPLACE LEAKING VALVE	R	1/20/2022	6,690.96		067910		6,690.96
1308	MAC QUEEN EQUIPMENT INC HYD HOSE	R	1/20/2022	212.60		067911		
	I-038047 POLY CUT EDGE	R	1/20/2022	425.10		067911		637.70
3872	MARCO TECHNOLOGIES, LLC SERVICES 01/01-02/01/2022	R	1/20/2022	796.56		067912		
	I-462455122 GOLD FAX FEB 2022	R	1/20/2022	68.34		067912		864.90
4223	MARSHALL COUNTY P2P BCA GRANT REIMB/WAGES	R	1/20/2022	510.00		067913		510.00
1352	MATT PARROTT & SONS COMPANY W-2/ 1099/1095 /FORMS	R	1/20/2022	233.22		067914		233.22
1395	MID-CONTINENT COMMUNICATIONS SERVICES 01/01-01/31/2022	R	1/20/2022	1,861.29		067915		1,861.29
1444	MINNESOTA COUNTY ATTORNEYS ASN FORFEITURE FORMS	R	1/20/2022	44.00		067916		44.00
1316	MOCIC ANNUAL MEMBERSHIP	R	1/20/2022	150.00		067917		150.00
2880	NELSON INT'L BRACKET / PIPE DIFFUSER	R	1/20/2022	1,658.65		067918		1,658.65
1861	OTTERTAIL POWER COMPANY-FF 401 4TH AVE NE- FINAL BILL	R	1/20/2022	24.15		067919		
	I-36758 SERVICES 11/22-12/20/2021	R	1/20/2022	25,298.94		067919		
	I-368338 SERVICES- POOL 11/29-12/30/21	R	1/20/2022	2,152.17		067919		27,475.26

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
3578 I-20220107	PENNINGTON COUNTY SHERIFF DEPT P2P BCA GRANT REIMB/WAGES	R	1/20/2022	951.60		067921		951.60
1872 I-20211230 I-20211230-2	PKM ELECTRIC SERVICE 12/1-12/30/2021 SERVICES 11/30-12/29/2021	R R	1/20/2022 1/20/2022	65.00 57.00		067922 067922		122.00
2057 I-20220106	RED LAKE ELECTRIC COOP SERVICES 11/30-12/31/2021	R	1/20/2022	25,644.74		067923		25,644.74
2100 I-20211228-VTP	REGIONAL SANITATION SERV INC GARBAGE BIN	R	1/20/2022	75.22		067924		75.22
3834 I-D025836	RMB ENVIRONMENTAL LABORATORIES CHEMICALS-WATER	R	1/20/2022	95.00		067925		95.00
3577 I-20220113	ROSEAU COUNTY SHERIFF DEPT P2P/REIMBURSE 4TH QTR WAGES	R	1/20/2022	4,937.50		067926		4,937.50
2146 I-RES 27371	ROTO ROOTER UNDERGROUND PIPING-POOL	R	1/20/2022	13,975.00		067927		13,975.00
3246 I-20220112	AEISSO SCHRAGE P2P REIME/BINOCULARS	R	1/20/2022	427.49		067928		427.49
2437 I-A214599 I-A215086 I-A215217	SCOTT'S TRUE VALUE HARDWARE SHOVEL/ KEYS BATTERIES DEAD BOLT/ TOWELS / KEYS	R R R	1/20/2022 1/20/2022 1/20/2022	90.58 18.52 134.93		067929 067929 067929		244.03
2310 I-2046355	STONE'S MOBILE RADIO INC LOADER RADIO	R	1/20/2022	694.43		067930		694.43
2032 I-192009058 I-192009060	SUMMIT FIRE PROTECTION/NIGHT O FIRE ALARM- CITY STREET SJOP FIRE ALARM INSPECTION-CITY HAL	R R	1/20/2022 1/20/2022	250.00 195.00		067931 067931		445.00
2401 I-3006351140 I-3006351576	TK ELEVATOR CORPORATION ELEVATOR MAIN ELEVATOR MAIN -CSC	R R	1/20/2022 1/20/2022	218.53 218.64		067932 067932		437.17
2404 I-28655	TODD'S TIRE SERVICE INC. TIRE-MOWER	R	1/20/2022	84.00		067933		84.00

VENDOR SET: 01 City of Crookston

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

DATE RANGE: 1/14/2022 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
4371	TRITECH SOFTWARE SYSTEMS							
I-336074	ANNUAL HOSTIVE- P2P SOFTWARE	R	1/20/2022	7,613.63		067934		
I-336077	P2P HOSTING VPN	R	1/20/2022	1,800.00		067934		9,413.63
1556	TYLER TECHNOLOGIES							
I-025-357730	TYLER YEALRY MAINTENCE 2022	R	1/20/2022	30,498.48		067935		30,498.48
3123	VALLEY ELECTRIC OF CROOKSTON,							
I-6351	INSTALL POWER CARMEN SKATING	R	1/20/2022	2,295.50		067936		
I-6364	REPLACE WATER LIGHTS POOL	R	1/20/2022	4,660.00		067936		
I-6368	REPLACE EMG LIGHT	R	1/20/2022	162.75		067936		7,118.25
0400	VALLEY PLAINS EQUIPMENT							
I-3144599	PARTS FOR BLOWER	R	1/20/2022	2,088.45		067937		
I-3144850	SNAP RING	R	1/20/2022	4.21		067937		
I-3151170	BULK HARDWARE	R	1/20/2022	22.48		067937		
I-3159582	CABLE/ SEAL/WINDOW- PARK	R	1/20/2022	570.90		067937		2,686.04
2506	VERIZON WIRELESS							
I-9896495220	P2P BILLING JAN 2022	R	1/20/2022	943.25		067938		943.25
2545	WIDSETH SMITH NOLTING & ASSOC,							
I-214602	2021 FEDERAL FUNDED STREET	R	1/20/2022	6,693.75		067939		
I-214603	2021 LOCAL FUNDED STREET	R	1/20/2022	1,443.75		067939		
I-214604	CITY ENGINEERING THUR 12/10/21	R	1/20/2022	325.00		067939		8,462.50
2585	YE OLE PRINT SHOPPE INC							
I-16830	RETIREMENT PLAQUES KENT/PAUL	R	1/20/2022	96.00		067940		96.00
2600	ZIEGLER INC.							
I-IN000375757	NEW LOADER	R	1/20/2022	160,120.17		067941		
I-IN000377488	LAMP	R	1/20/2022	130.26		067941		
I-IN000382562	LAMP	R	1/20/2022	373.63		067941		
I-IN000384008	CAT DEO-ULS	R	1/20/2022	157.68		067941		
I-IN000384455	LAMP	R	1/20/2022	160.29		067941		
I-IN000385927	CUTTING EDGE SNOW PLOW	R	1/20/2022	1,298.90		067941		
I-SI000122149	MONITOR- TROUBLESHOOT	R	1/20/2022	205.34		067941		162,446.27

CK #

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:	79		423,917.03		0.00		423,917.03
	HAND CHECKS:	0		0.00		0.00		0.00
	DRAFTS:	7		78,923.97		0.00		78,923.97
	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
			86	502,841.00	0.00	502,841.00
BANK: AP	TOTALS:		86	502,841.00	0.00	502,841.00
REPORT TOTALS:			86	502,841.00	0.00	502,841.00

CK # 67860-67941

- Resolution 27371 \$13,975.00
- 2021 Budget Item \$160,120.17

Total Amount \$328,745.83

RESOLUTION NO. _____

At a Second regular meeting of the City Council of the City of Crookston held on the 24th day of January, 2022, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTION TO APPOINT CANDIDATES TO BOARDS OR COMMISSIONS

NOW, THEREFORE, IT IS RESOLVED, reviewed the Mayor's recommendation to appoint candidates to said Boards or Commissions and is recommending Council approval of said appointments.

Boards or Commissions	Candidates to be appointed	Appoint/reappoint/ fulfill unexpired term	Eligible for/Term to Expire
Airport Commission	J.P Knox	Re-Appoint	12/31/2024
Airport Commission	Dan Geist	Appoint	12/31/2024
Airport Commission	Alan Brule	Appoint	12/31/2024
Park Board	Mike LaFrance	Re-Appoint	12/31/2024
Park Board	Lon Boike	Appoint	12/31/2024
Park Board	Tim Moe	Appoint	12/31/2024
Development Policy & Rev	Bill Anderson	Re-Appoint	12/31/2024
Library Board	Kari Heppner	Appoint	12/31/2024
Planning Commission	Bryan Schipper	Re-Appoint	12/31/2025
Planning Commission	Bob Blazek	Appoint	12/31/2025

IT IS FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF CROOKSTON, COUNTY OF POLK, MINNESOTA to appoint candidates to said Boards or Commissions.

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 _____, 2022, 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 24th day of January, 2022, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTION TO APPROVE COUNCIL COMMITTEE COMPOSITION 2022

WHEREAS, the Mayor has submitted the attached 2022 Council Committee Composition, and

NOW, THEREFORE, IT IS RESOLVED by the City Council of Crookston, Minnesota to adopt the 2022 Council Committees as shown on Exhibit "A".

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

Council Members voting in the affirmative:

Council Members in the negative:

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

signature this _____ Day of _____, 2022, at

Attest:

Ashley Rystad
Deputy City Clerk

Dale Stainbrook
Mayor

2022 COUNCIL COMMITTEES

WAYS & MEANS Mayor (Chair), Council

MEMBERS OF:

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

LIAISON TO:

**Airport Commission Erickson
Chamber of CommerceCavalier
Library Board..... Briggs
Park Board Jerde
Planning Commission..... Klatt**

OTHER:

1ST Vice Mayor..... Briggs

RESOLUTION NO. _____

At a Second regular meeting of the City Council of the City of Crookston held on the 24th day of January, 2022, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTION TO DESIGNATE DEPOSITORIES FOR PUBLIC FUNDS FOR THE YEAR 2022

NOW, THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF THE CITY OF CROOKSTON, COUNTY OF POLK, MINNESOTA to designate the following as depositories of public funds for the City of Crookston for the year 2022:

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

BE IT FURTHER RESOLVED, the following shall be authorized agents to endorse checks and orders for the payment of money transactions at these official City depositories: Mayor and City Administrator.

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

Council Members voting in the affirmative:

Council Members in the negative:

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

signature this _____ Day of _____, 2022, 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 24th day of January, 2022, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTION APPOINTING CITY ATTORNEY FOR 2022

WHEREAS, the city of Crookston annually appoints a legal consultant to advise the Council, Staff and Police on legal matters,

NOW, THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF THE CITY OF CROOKSTON, COUNTY OF POLK, MINNESOTA to appoint Charles "Corky" Reynolds as City Attorney for the City of Crookston for 2022.

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 _____, 2022, 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 24th day of January, 2022, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTIONS APPOINTING THE CITY AUDITING FIRM FOR THE YEAR 2022

WHEREAS, the City of Crookston staff is recommending to appoint the certified public accounting firm of Brady Martz & Associates, PC as the auditing firm for the year 2022 and,

NOW, THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF THE CITY OF CROOKSTON, COUNTY OF POLK, MINNESOTA to appoint the certified public accounting firm of Brady Martz & Associates, PC as the auditing firm and authorize the City Administrator and the Mayor to execute the letter of Confirmation of Understanding for the 2021 Audit.

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

Council Members voting in the affirmative:

Council Members in the negative:

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

signature this _____ Day of _____, 2022, at

Attest:

Ashley Rystad
Deputy City Clerk

Dale Stainbrook
Mayor

January 12, 2022

City Council and City Administrator
City of Crookston
Crookston, MN 56716

We are pleased to confirm our understanding of the services we are to provide the City of Crookston for the year ended December 31, 2021.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of the City of Crookston as of and for the year ended December 31, 2021. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City of Crookston's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City of Crookston's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budgetary Comparison Schedules
- 3) Schedule of City's Contributions
- 4) Schedule of City's Share of the Net Pension Liability
- 5) Schedule of Changes on the City's Total OPEB Liability and Related Ratios
- 6) Notes to Required Supplementary Information

We have also been engaged to report on supplementary information other than RSI that accompanies the City of Crookston's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- 1) Combining Financial Statements

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and

Government Auditing Standards will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would include the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the provisions of the *Minnesota Legal Audit Compliance Guide for Cities*, promulgated by the State Auditor pursuant to Minn. Stat. No. 6.65; and will include tests of your accounting records of the City of Crookston and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry.

We may from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City of Crookston's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

Management is responsible for the financial statements and all accompanying information as well as all representations contained therein. As part of the audit, we will perform the following nonaudit services:

- 1) Proposition of journal entries necessary to present the financial statements in accordance with accounting principles generally accepted in the United States of America.
- 2) Assistance with the drafting of your financial statements and disclosures of the City of Crookston in accordance with accounting principles generally accepted in the United States of America.
- 3) Assistance with the preparation of the City Financial Reporting Form.

These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the proposition of journal entries, financial statements and disclosures, and depreciation schedule services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of

our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information. With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

You agree to assume all management responsibilities relating to the nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with the nonaudit services and that you have reviewed and approved the nonaudit services and have accepted responsibility for them. Further, you are required to designate an individual, City Administrator, with suitable skill, knowledge, or experience to oversee the nonaudit services we provide and for evaluating the adequacy and results of those services and accepting responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the City of Crookston; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Brady, Martz & Associates, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a federal agency providing direct or indirect funding or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve

audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Brady Martz personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Tracee Bruggeman is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fees for the audit is \$32,500 for the year ended December 31, 2021. The fee estimate is not based upon the organization receiving Federal Awards subject to Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. If the organization spends \$750,000 or more in federal funds in the year ended December 31, 2021, additional procedures will be required to audit the major federal program(s). An additional fee of \$3,000 will be charged per major federal program required to be tested.

The above fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

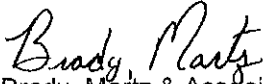
Reporting

We will issue a written report upon completion of our audit of the City of Crookston's financial statements. Our report will be addressed to the Honorable Mayor and City Council of the City of Crookston. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that the City of Crookston is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We appreciate the opportunity to be of service to the City of Crookston and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Brady, Martz & Associates, P.C.

RESPONSE:

This letter correctly sets forth the understanding of City of Crookston.

City Administrator signature: _____

Title: _____

City Council signature: _____

Title: _____

RESOLUTION NO. _____

At a Second regular meeting of the City Council of the City of Crookston held on the 24th day of January, 2022, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTIONS APPOINTING THE CITY ENGINEER FOR THE YEAR 2022

WHEREAS, the City of Crookston staff is recommending to appoint Rich Clauson from Widseth as the City Engineer for the year 2022 and,

NOW, THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF THE CITY OF CROOKSTON, COUNTY OF POLK, MINNESOTA to appoint Rich Clauson from Widseth as the City Engineer for the year 2022.

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 _____, 2022, 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 24th day of January, 2022, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTION TO DESIGNATE THE OFFICIAL NEWSPAPER FOR THE YEAR 2022

WHEREAS, the City of Crookston staff is recommending to designate the Crookston Daily Times as the official newspaper for the City of Crookston for the year 2022 and,

NOW, THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF THE CITY OF CROOKSTON, COUNTY OF POLK, MINNESOTA to designate the Crookston Daily Times as the official newspaper for the City of Crookston for the year 2022. **Advertisements may also be published to the City’s website.**

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

Council Members voting in the affirmative:

Council Members in the negative:

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

signature this _____ Day of _____, 2022, 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 24th day of January, 2022, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

**RESOLUTION RECEIVING REPORT AND CALLING HEARING ON
IMPROVEMENTS 2022 STREET IMPROVEMENTS**

WHEREAS, pursuant to a resolution ordering the preparation of a Preliminary Engineer’s Report for work proposed in the summer of 2022, this report has been prepared by the City Engineer with reference to the improvement of the following streets by:

Street Reconstruction:

- 1) First Avenue North – Stearns Street to Albert Street
- 2) Second Avenue North – Stearns Street to Albert Street

Bituminous Reclamation & Paving:

- 3) Sunflower Street – Third Avenue South to Crescent Avenue

Bituminous Wearing Course:

- 4) Eickhof Boulevard – 500 feet north of Prairie Rose to Fisher Avenue

Bituminous Mill & Overlay:

- 5) South Washington Street – T.H. 2 to Brower Street

And, this report was received by the council on January 24th, 2022.

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

- 1) The council will consider the improvement of such streets in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes Chapter 429.
- 2) A public hearing shall be held on such proposed improvement on the 28th day of February 2022 in the council chambers of the city hall at 7:00 p.m. and the clerk shall give mailed and published notice of such hearing and improvement as required by law.

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 _____, 2022, at

Attest:

Dale Stainbrook Mayor

Ashley Rystad Deputy City Clerk

Introduced by Steve Erickson

Seconded by Clayton Briggs

ORDINANCE NO. 88, 3rd SERIES

**AN ORDINANCE OF THE CITY OF CROOKSTON, MINNESOTA, CITY CODE CHAPTER 71,
ENTITLED "TRAFFIC RULES" BY THE DEFINITION OF UTILITY TASK VEHICLES WITHIN THE
CITY OF CROOKSTON.**

THE CITY OF CROOKSTON ORDAINS, as follows:

Section 1. City Code, Section 71.40 entitled "Definitions" by adding definitions for **UTILITY TASK VEHICLE**, as follows:

SECTION 71.40 UTILITY TASK VEHICLE USE ON ROADWAY

71.40A DEFINITIONS.

UTILITY TASK VEHICLE

For the purpose of this Section, the following definitions shall apply unless the context clearly indicates or requires a different meaning:

Driver The person driving, operating, or having physical control of the utility task vehicle (UTV).

UTILITY TASK VEHICLE (UTV) As defined by Minn. Stat. § 169.045, subd. 1 (3), a side-by-side, four-wheel drive, off-road vehicle that has four wheels, is propelled by an internal combustion engine with a piston displacement capacity of 1,200 cubic centimeters or less and has a total dry weight of 1,800 but less than 2,600 pounds.

71.40.B

No person shall operate a UTV on the roadways, streets, alleys, or other public property without obtaining a permit as provided herein; and, no person shall operate a UTV on roadways which are not designated roadways, streets, alleys, and other public property.

Authorized city staff may operate city owned equipment, UTV or other vehicles, within the city, on city roadways, streets, sidewalks, trails, rights-of-way, and public property including levees and greenways when conducting city business without obtaining a permit.

71.40.C

Every application for a permit shall be made on a form supplied by the Crookston Police Department (CPD), shall be completed and submitted to the CPD along with an application fee. The application shall contain, at minimum, the following information:

- 1) The name and address of the applicant.
- 2) Model name, make, year and serial number of the UTV.
- 3) Current and valid driver's license recognized by the State of MN.
- 4) Proof of Insurance for the UTV.
- 5) Other information as the city may require.

Upon review of the applicant the Chief of Police or his/her designee, shall approve or disapprove the application. If approved, a permit shall be issued by the CPD. Should it be disapproved, the reason(s) shall also be entered on the application. If disapproved the applicant may appeal to the City Council by filing a notice of appeal at the City Administrator's office within 14 calendar days of the date of the disapproval. If not appealed within 14 calendar days the disapproval is final. The Council in its sole discretion and for any reasonable cause may refuse to grant any application.

71.40.D

All fees for applications, if any, and for permits under this Section shall be fixed and determined by the Council, adopted by resolution, and uniformly enforced. The fees may, from time-to-time, be amended by the Council by resolution.

71.40.E

Permits shall be granted for a period of three (3) calendar years; January 1st of the first year through December 31st of the third year, and may be renewed.

71.40.F

No permit shall be granted or renewed unless the following conditions are met:

- 1) The applicant must demonstrate that he or she currently holds or has a valid driver's license recognized by the State of MN.
- 2) The applicant must provide evidence of insurance specifically for the UTV listed on the application and in compliance with the provisions of Minnesota Statutes concerning insurance coverage for the UTV.
- 3) The UTV passes an inspection by the CPD, that it complies with the requirements of this section.

The CPD may suspend or revoke a permit granted hereunder upon a finding that the holder thereof has violated any of the provisions of this section or Minnesota Statute chapter 169, as it may be amended from time to time, or if there is evidence that the permit holder cannot safely

or legally operate or has not safely or legally operated the UTV within the City of Crookston. An applicant may appeal any such suspension or revocation to the City Council by filing a notice of appeal at the City Administrator's office within 14 calendar days of the date of the suspension or revocation notice. If not appealed within 14 calendar days the suspension is final.

71.40.G

UTVs are permitted to operate only on city streets and roadways, not state or federal highways, except to cross at approximately a ninety (90) degree angle to the direction of the roadway.

Prohibited areas of operation:

- 1) US Highway 2 in its entirety which includes portions of:
 - a. Robert Street between Main Street east to the City Limits.
 - b. North Main and North Broadway between Robert Street and 6th Street.
 - c. 6th Street between North Broadway and University Ave.
 - d. University Ave between 6th Street north to the City Limits.

- 2) US Highway 75 from the intersection with 3rd Ave Southwest to the south City Limits.

71.40.H Operation Rules

It is unlawful to operate a UTV, except as otherwise provided by this article, within the City of Crookston, as follows:

- 1) On the private property of another without permission.

- 2) On public sidewalks, walkways or trails provided or used for pedestrian travel.

- 3) On or across any publicly owned lands, including but not limited to dikes, levees, parks, school grounds, recreational areas and playgrounds, unless a permit has been obtained from the proper authorities, or unless such areas have been specifically designated for such use, nor shall a UTV park on such areas unless a permit has been obtained from the proper public authorities.

- 4) At any place while under the influence of intoxicating liquor or controlled substances in violation of Minnesota Statutes.

- 5) In such a manner as to create or cause unnecessary engine noise or tire squeal, or that causes tires to spin or slide upon acceleration or stopping of said vehicle, or that cause the vehicle to unnecessarily turn abruptly or sway from side to side, or to operate said vehicle in such a careless, reckless or negligent manner as to endanger the person or property of another or to cause injury or damage thereto.

- 6) In any cemetery.

- 7) On any golf course, with the exception of any vehicle authorized by the management of the golf course for business or event purposes.
- 8) Unless equipped with a standard muffler or mufflers which are properly attached, and which will reduce noise of operation of such UTV to a noise level which shall not be a disturbance to residents or violate the city noise ordinance and no person shall use a muffler cut-out, by-pass or similar device.
- 9) Without a valid policy of liability insurance in effect providing coverage for liability arising out of the operation of the ownership, maintenance or use of the UTV in an amount not less than required by state law.
- 10) When operating the UTV upon any street, avenue, roadway, alley or otherwise designated route, such operation shall be at the right side of the street and as near to the curb or shoulder thereof as practicable under the circumstances and in the same direction as the direction of other motor vehicles traveling on the roadway.
- 11) The operator of the UTV shall yield the right of way to all oncoming and crossing traffic which constitutes an immediate hazard;
- 12) Drivers of a UTV must yield to pedestrians whether or not a crosswalk is at the point the pedestrian is crossing or about to cross the street, avenue, roadway or alley.
- 13) The driver of a UTV may cross any street or highway intersecting a designated roadway. Such crossing must be made at approximately a ninety (90) degree angle to the direction of the roadway and at a place where there is no obstruction preventing a safe crossing.
- 14) The number of occupants on the UTV may not exceed the design occupant load.
- 15) Unless the driver is at least 16 years of age with a valid driver's license recognized by the State of MN.
- 16) At a rate of speed greater than the posted speed limit or speed limit set by City Ordinance or Minnesota Statutes, and in no event greater than reasonable or proper under all circumstances;
- 17) Every person operating a UTV under permit on designated roadways has all the rights and duties applicable to the driver of any other vehicle under the provisions of Minnesota Statutes Chapter 169, as it may be amended from time to time.
- 18) The provisions of this section shall not apply to the use of any UTV by or at the direction of a law enforcement agency.

71.40.I Hours of Operation

A UTV may only be operated on designated roadways from sunrise to sunset, unless equipped with headlights, taillights, front and rear turn signals and rear-facing brake lights. They shall not

be operated in inclement weather conditions or at any time when there is insufficient light to clearly see persons and vehicles on the roadway at a distance of 500 feet.

71.40.J Equipment Required

All UTV's operated within the City limits shall have the following equipment:

- 1) at least one (1) review mirror,
- 2) an operating horn,
- 3) speedometer,
- 4) odometer,
- 5) headlights,
- 6) taillights,
- 7) rear brake lights,
- 8) front and rear turn signals,
- 9) operating muffler(s),
- 10) at least 4 rubber tires,
- 11) steering wheel,
- 12) brakes in good working order,
- 13) seatbelts, and
- 14) a windshield.

71.40.K

Every person operating a UTV under permit on designated roadways has all of the rights and duties applicable to the driver of any other vehicle under the provisions of Minnesota Statutes, Chapter 169, as it may be amended from time to time, except when these provisions cannot reasonably be applied to a UTV.

Section 2. This Ordinance shall take effect upon its passage and publication according to the provisions of the Home Rule Charter for the City of Crookston, Minnesota.

Upon a call of ayes and nays as to the passage of this Ordinance, the vote stood as follows:

Voting in the negative: _____

Voting in the affirmative: _____

Upon this vote, the Ordinance was declared _____ by the Mayor.

Passed this _____ day of _____, 2022.

Approved the _____ day of _____, 2022.

Mayor

ATTEST: _____
City Clerk

Published: Crookston Daily Times on _____, 2022.

RESOLUTION NO. _____

At a Second regular meeting of the City Council of the City of Crookston held on the 24th day of January, 2022, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTION TO APPROVE FACILITIES ASSESSMENT SELECTION

WHEREAS, the City of Crookston staff is requesting professional assistance to evaluate their existing City owned buildings to gain a better understanding of their current conditions and,

WHEREAS, the City of Crookston sought out proposals and two professional services were received and the City of Crookston staff is recommending Short Elliott Hendrickson, INC- (SEH) for its existing relationship with the City of Crookston and being the lower proposal of the two professional business and,

NOW, THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF THE CITY OF CROOKSTON, COUNTY OF POLK, MINNESOTA to execute a contract with Short Elliott Hendrickson, INC- (SEH) selected to provide the necessary professional consultant service with respect to the Facility Conditions Assessment Project for the proposal amount of \$54,000 to use from the Municipal Land and Building Reverse Fund.

IT IS FURTHER RESOLVED; the City Administrator for the City of Crookston is authorized to execute the contract and any amendments on behalf of the City of Crookston.

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

Council Members voting in the affirmative:

Council Members in the negative:

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

signature this _____ Day of _____, 2022, 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 24th day of January, 2022, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

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

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

WHEREAS, the University of Minnesota Crookston Ag-Arama Club, has filed an application for a dance permit for January 29, 2022.

NOW THEREFORE, BE IT RESOLVED, the City of Crookston University of Minnesota Crookston Ag-Arama Club to have a dance on premises of the Eagles on January 29, 2022 during the hours of 9:00 P.M. through 1:00 A.M

IT IS FURTHER RESOLVED, the Deputy City Clerk and City Administrator of the City of Crookston are authorized to sign any documents or amendments thereto necessary to allow University of Minnesota Crookston Ag-Arama Club to have a dance on the premises of Eagles on January 29, 2022.

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 _____, 2022, 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 24th day of January, 2022, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTION TO APPROVE THE REQUEST FOR SUBORDINATION BY JEFF EVERS (FOURNET)

WHEREAS, Jeffrey D. Evers and Kimberly Evers, husband and wife, are the record title owners of that real property located in the County of Polk, State of Minnesota, and more fully described as follows: Lots Nine (9), Ten (10), Eleven (11) and Twelve (12), Block Five (5), Fletcher and Houston’s Addition to Crookston, Polk County, Minnesota. Hereinafter referred to as “the property”.

WHEREAS, the property described above is subject to a Mortgage given by Jeffrey D. Evers and Kimberly Evers, to the City of Crookston dated November 26, 2018, recorded January 03, 2019, at 1:11 p.m. as Document No. A000718778 in the Office of the Polk County Recorder. The Mortgage is in the original principal amount of \$250,000.00.

WHEREAS, Jeffrey D. Evers and Kimberly Evers, desire to obtain additional financing with First Community Credit Union which will require execution by Jeffrey D. Evers and Kimberly Evers, husband and wife, of a Promissory Note and Mortgage (securing the Promissory Note) on the above-described real property. The Promissory Note and Mortgage will be dated February 01, 2022, and in the original principal amount of \$1,624,000.00.

WHEREAS, First Community Credit Union desires to provide the financing requested by Jeffrey D. Evers and Kimberly Evers, but only upon the condition that the indebtedness is secured by a First Mortgage on the above-described property and which will require a Subordination of the Mortgage held by the City of Crookston on the above-described property.

WHEREAS, the City of Crookston desires to accommodate Jeffery D. Evers and Kimberly Evers in obtaining additional financing on the property and to induce First Community Credit Union to finalize the financing and agrees to subordinate the Mortgage it has on the property to First Community Credit Union’s Mortgage.

NOW THEREFORE, in consideration of the above, the parties agree as follows:

First Community Credit Union shall provide additional financing to Jeffrey D. Evers and Kimberly Evers, husband and wife, in the original principal amount of \$1,624,000.00 with the Promissory Note and resulting Mortgage to be executed on February 01, 2022.

The City of Crookston hereby subordinates its lien on the property as represented by that Mortgage dated November 26, 2018, recorded January 03, 2019, at 1:11 p.m. as Document No. A000718778 to the Mortgage given by Jeffrey D. Evers and Kimberly Evers, husband and wife, to First Community Credit Union dated February 01, 2022, and to be recorded in the Office of the Polk County Recorder. The subordination of the City of Crookston recorded as Document No. A000718778 shall be and as to all things is inferior and subordinate to the Mortgage given by Jeffrey D. Evers and Kimberly Evers, husband and wife, to First Community Credit Union irrespective of the recording date of the First Community Credit Union Mortgage.

NOW THEREFORE, BE IT FURTHER RESOLVED, the Mayor and the City Administrator for the City of Crookston is authorized to sign and execute any and all documents on behalf of the City of Crookston with respect to the \$250,000.00 Subordination Agreement.

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 _____, 2022, 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 24th day of January, 2022, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTION TO AUTHORIZE ALLOCATION OF ARPA FUNDS FOR SEWER LIFT STATION CONTROL SYSTEMS IMPROVEMENTS

WHEREAS, The Public Works Department is looking to upgrade lift station control panels. Current controls are obsolete. Control improvements will ensure a stable efficient sewer system.

NOW, THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF THE CITY OF CROOKSTON, COUNTY OF POLK, MINNESOTA to authorize the increase in budget and expenditure not to exceed \$312,000.00 from account 602-49500-0530 with ARPA funds to be the source of revenue.

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 _____, 2022, at

Attest:

Ashley Rystad
Deputy City Clerk

Dale Stainbrook
Mayor



December 1, 2021

City of Crookston
Mr. Brandon Carlson
124 Broadway N
Crookston, MN 56716

RE: City of Crookston – Lift Station Control System Improvements and Remote Monitoring

System Overview

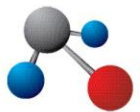
There are currently eleven sanitary lift stations within the City of Crookston with minimal remote monitoring capabilities. Of these eleven stations four are larger capacity facilities that consist of a wetwell and a drywell with a building that houses the electrical and control systems that operate the pumps. These control systems consist of control panels that were modified in the last 15 years and the equipment has since become obsolete. There are an additional four stations that have outdoor mounted control system enclosures that house the electrical components required to operate the pumps. These control systems are all mechanically controlled without automated controllers which make it more difficult to remotely monitor. Additionally, there are three more stations that have been installed within the last 5 years that are equipped with automated control system components that are still readily available in the market.

Nine of the eleven stations are equipped with an Omni Site Remote monitoring system that utilizes cellular technology to report critical information (power failure, high levels, and pump status) from the station to a remote server. This system is a subscription-based monitoring system.

In 2014 the City of Crookston worked with AE2S to implement a cloud-based remote monitoring system, also subscription-based, to remotely monitor the cities water treatment and distribution system. The system was designed with future expansion capabilities to include additional facilities.

We propose the following upgrades to the sanitary lift stations to make them compatible with the existing remoting monitoring system that monitors the water system.

The overall system upgrades will increase system security through updated technology, insurability of system component longevity, and increased operational effectiveness through a cohesive platform in use throughout the Water and Wastewater Systems.



Proposed Upgrades

Lift Station No. 1 – 4

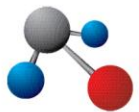
- Replace existing control panel with a new control panel with the following components
 - o Operator Interface Terminal
 - o Programmable Logic Controller
 - o Cellular Communication System
 - o Network Equipment
 - o Battery Backup System
 - o Remote Monitoring IIoT Edge Computer
 - o Associated Relays, Breakers, Terminals, etc.
- Install new high and low level monitoring floats
- Install new submersible level transducer

Lift Station No. 5 – 8

- Install new remote monitoring control panel with the following components
 - o Outdoor Rated Control Panel Enclosure – Insulated
 - o 8 Channel IIoT Monitoring Device
 - o Cellular Communication System
 - o Panel Heater
 - o Associated Relays, Breakers, Terminals, etc.

Lift Station No. 9 – 11

- Install the following components in existing control panel
 - o Cellular Communication System
 - o Network Equipment
 - o Remote Monitoring IIoT Edge Computer
 - o Associated Relays, Breakers, Terminals, etc.



Preliminary Cost Estimates

Facility	Materials	Electrical Installation	Design / Programming and Startup	Totals
Lift Station No. 1	\$ 33,580.00	\$ 9,800.00	\$ 12,140.00	\$ 55,520.00
Lift Station No. 2	\$ 33,580.00	\$ 9,800.00	\$ 12,140.00	\$ 55,520.00
Lift Station No. 3	\$ 33,580.00	\$ 9,800.00	\$ 12,140.00	\$ 55,520.00
Lift Station No. 4	\$ 33,580.00	\$ 9,800.00	\$ 12,140.00	\$ 55,520.00
Lift Station No. 5	\$ 6,830.00	\$ 1,000.00	\$ 4,290.00	\$ 12,120.00
Lift Station No. 6	\$ 6,830.00	\$ 1,000.00	\$ 4,290.00	\$ 12,120.00
Lift Station No. 7	\$ 6,830.00	\$ 1,000.00	\$ 4,290.00	\$ 12,120.00
Lift Station No. 8	\$ 6,830.00	\$ 1,000.00	\$ 4,290.00	\$ 12,120.00
Lift Station No. 9	\$ 3,290.00	\$ -	\$ 5,390.00	\$ 8,680.00
Lift Station No. 10	\$ 3,290.00	\$ -	\$ 5,390.00	\$ 8,680.00
Lift Station No. 11	\$ 3,290.00	\$ -	\$ 5,390.00	\$ 8,680.00
	\$ 171,510.00	\$ 43,200.00	\$ 81,890.00	\$ 296,600.00
			Contingency (5%)	\$ 14,830.00
			Project Total	\$ 311,430.00

RESOLUTION NO. _____

At a Second regular meeting of the City Council of the City of Crookston held on the 24th day of January, 2022, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTION APPROVING THE CITY ADMINISTRATOR ANNUAL SALARY

WHEREAS, the City of Crookston has entered into an employment agreement with Amy Finch for the City Administrator Position effective October 19, 2020.

WHEREAS, the City Council held a closed session meeting on November 29, 2021 and January 24, 2022 to discuss her annual performance review.

NOW, THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF THE CITY OF CROOKSTON, COUNTY OF POLK, MINNESOTA to approve the City Administrators salary increase in the amount of

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 _____, 2022, at

Attest:

Ashley Rystad
Deputy City Clerk

Dale Stainbrook
Mayor