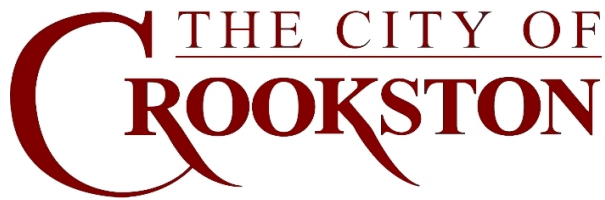


Mayor -Dale Stainbrook

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 **April 11, 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 is <https://www.youtube.com/channel/UCd7U3vLewtXURjal7ivLzIA/live>

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** Ox Cart Days - Fireworks
- 4.02** Presentation on APG

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 March 28, 2022, City Council meeting.
- 6.02** Approve proposed Special City Council minutes from April 4th & 5th, 2022 meetings.
- 6.03** Resolution to approve City of Crookston Bills and Disbursements in the amount of \$346,956.53 Check Nos 68294-68385.
- 6.04** Resolution to approve 2022 License Renewals-Gas Fitting and Cement Mason License (continued).
- 6.05** Approval of Crookston Housing & Economic Development Authority (CHEDA) Agenda for Regular Meeting on April 19, 2022.
- 6.06** Resolution approving plans and specifications and calling for bids on the 2022 Street Improvements.

7. PUBLIC HEARINGS

8. REGULAR AGENDA

- 8.01** Resolution Authorization to execute Minnesota Department of Transportation Grant Agreement No 1050380 for Airport Improvement Excluding Land Acquisition for State Project No A6001-58 at the Crookston Municipal Airport.
- 8.02** Resolution approving the Small Cities Development Program Commercial Rehabilitation Loan Program Deferred Loan Repayment Agreement and Mortgage for Craig and Katherine Theede.
- 8.03** Resolution approving the Commercial Rehabilitation Loan Program for Craig and Katherine Theede.
- 8.04** Resolution authorizing the agreement with the University of Minnesota through the University of Minnesota, Crookston with respect to use of the Crookston Community Pool.
- 8.05** Resolution calling a public hearing to consider a proposed Business Subsidy Agreement for APG Development.
- 8.06** Summary of the closed session from the April 5, 2022 City Council meeting regarding negotiations.

9. REPORTS AND STAFF RECOMMENDATION

10. ADJOURNMENT

OFFICIAL MINUTES OF THE CROOKSTON CITY COUNCIL, POLK COUNTY, MINNESOTA. THE SECOND REGULAR COUNCIL MEETING OF MARCH 28, 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 Tom Vedbraaten, Wayne Melbye, Kristie Jerde, Clayton Briggs, Donald Cavalier, Joe Kresl, and Dylane Klatt.

Council Members absent: Steve Erickson

Staff present: Charles Reynolds, Darin Selzler, Greg Hefta, Brandon Carlson, Tim Froeber, Ryan Lindtwed, Chad Palm, Jake Solberg, Robert Barnes, and Ashley Rystad.

CROOKSTON FORUM

PRESENTATION AND PUBLIC INFORMATION ANNOUNCEMENT

APPROVAL OF AGENDA

Mayor Stainbrook asked if anyone wished to remove anything from the agenda. City Clerk, Ashley Rystad, stated under the regular agenda, item 8.07: the resolution did not get attached to the agenda. A copy of that resolution to be approved tonight is in front of all the Council Members and the resolution will be on the City's website. On motion by Council Member Briggs, seconded by Council Member Jerde, and duly carried to approve the agenda.

CONSENT AGENDA

Mayor Stainbrook asked if anyone wished to remove anything from the Consent Agenda. City Clerk, Ashley Rystad, stated under the regular agenda, item 6.01: approving the proposed City Council minutes March 14, 2022; under the staff present, I have added Fire Chief Froeber since he was in attendance that night. On motion by Council Member Klatt, seconded by Council Member Kresl, and duly carried to approve the Consent Agenda.

- 6.01** Approve proposed City Council Minutes from March 14, 2022, City Council meeting.
- 6.02** Resolution to approve City of Crookston Bills and Disbursements in the amount of \$121,075.76 Check Nos 68230-68293. (Res 27443)
- 6.03** Resolution to approve 2022 License Renewals-Gas Fitting and Cement Mason License(continued).(Res 27444)

PUBLIC HEARINGS

- 7.01** Mayor Stainbrook opened the public hearing with respect to amending the City Code Chapter 11 entitled "Ward Boundaries." Mayor Stainbrook asked if anyone wished to be heard and upon hearing none, closed the public hearing.

REGULAR AGENDA

- 8.01** Motion was made by Council Member Cavalier, seconded by Council Member Jerde; it was duly carried to approve the resolution Establishing Precincts and Polling Places (Res No27445)
- 8.02** Motion was made by Council Member Erickson, seconded by Council Member Klatt at the Council meeting on Monday, March 14, 2022. Council members had discussion and it was duly carried to approve an ordinance of the City of Crookston, Minnesota, amending City Code Chapter 11, by changing section 11.01 "Ward Boundaries"
- 8.03** Motion was made by Council Member Briggs, seconded by Council Member Cavalier; Interim City

Administrator, Charles Reynolds, briefed the Council that with the new regulations, the City will have to report our CRP status each year. There is no change from last year with the City having 9.2 Acres of CRP. It was duly carried to approve Resolution to approve Conservation Reserve Program contract located at Nature's View Estate Plat 5. (Res No 27446)

8.04 Motion was made by Council Member Cavalier, seconded by Council Member Melbye; Interim City Administrator, Charles Reynolds, briefed the Council that in this agenda item, the City has allocated 15,000 of our own funds so this project would be a 70/30 split. It was duly carried to approve Resolution to authorize contract with S.E.H. for Crookston Airport Zoning Ordinance update. (Res No 27447)

8.05 Motion was made by Council Member Cavalier, seconded by Council Member Briggs, Interim City Administrator, Charles Reynolds, briefed the Council that when the City of Crookston enters a contract with the Federal Aviation Administrators and MnDOT to be the administrators of the Grant, the City will have to file for reimbursements. It was duly carried to approve Resolution for Authorization to Execute Minnesota Department of Transportation Agency Agreement for Federal Airport Expenses reimbursement for the Airport Rescue Grant for up to \$32,000. (Res No 27448)

8.06 Motion was made by Council Member Klatt, seconded by Council Member Kresl. Interim City Administrator, Charles Reynolds, briefed the Council that the City had previously authorized accepting the funding and this resolution is a proposal for how to expend those funds. After discussion with Department Heads, the Council would like a follow up on items in the Parks & Recreation Department. It was duly carried to approve Resolution Obligating and Authorizing Expenditure of American Rescue Plan Act (ARPA) Funds. (Res No 27449)

8.07 Motion was made by Council Member Cavalier, second by Council member Kresl; after discussion, it was duly carried to approve Resolution to approve the Crookston Sports Center Concession and Advertising Lease (Res No 27450)

REPORTS AND STAFF RECOMMENDATIONS

Charles "Corky" Reynolds, Interim City Administrator:

- The past five days have been interesting with keeping up with how the procedures go. I want to make sure everyone gets the information needed. The Department Heads have been very helpful to me during these past few days and we have a really good staff that communicates with each other.
- Had a consultation with Jeremy Olson about the Washington School Child Care and when it might be opening and they hope the first week in April.

Darin Selzler, Police Chief:

- We did make one offer last week and will make the final offer with that candidate tomorrow or Wednesday. Hopefully another contingent offer this week, and then we can get a couple boots on the ground.

Jake Solberg, Parks, and Recreation Director:

- We are in the go live stage for Active.net. We hope to go live Friday.

Chad Palm, IT Director:

- The City is 95% complete with our Microsoft Office 365 conversion. The conversion went really well.
- We met as a web design team for our second meeting last week.
- Our Active.net conversion is almost complete and we are running some test transactions.

Tim Froeber, Fire Chief:

- The high-water event was not even an event, so were lucky with that. I wanted to thank the Department Heads, we had our Emergency Operations Center training, and some good questions came out of the meeting. Also wanted to thank our citizens and leadership here that attended our CERT training sessions. It was a meeting to be able to get everyone up to speed on what the program really is all about.

Ryan Lindtwed, Finance Director:

- Last Friday was payday and I finished up the reports into Incode system. It also marks the end of the quarter. We will have to report all our quarterly taxes.
- Brady Martz will be coming tomorrow and we will be starting to put together what we need to do to get the full review in May.
- We will be closing the year of 2021 on March 31, 2022.

Brandon Carlson, Public Works Director:

- We did set pumps to 20 feet for the possible water event.
- Downtown had some water issues due to the water melting quickly, so a thank you to Dave and the crew.
- Put a solar light on the water tower and unfortunately the light is not bright enough, so we will have to replace the wire.
- I am the point of contact now for any questions regarding the downtown corridor study.

Robert Barnes, Community Development Director:

- There has been preliminary discussion going on about a new mural that's going to be downtown.
- The old Aspen Chiropractic office is available and is empty and we can see if we can help and try to get somebody in there.
- We are still moving forward on the disposal of the shop property and things and things are starting to look a little more positive.

REPORTS FROM CITY COUNCIL MEMBERS

Kristie Jerde, Council Member 1st Ward,

- I attended the CERT training and I have been working with my ward rep to set up the command center as a test run with the volunteers in our area.

Steve Erickson, Council Member 2nd Ward,

- No Report

Clayton Briggs, Council Member 3rd Ward,

- Thank you to the City crew for getting the corner manhole, cover and storm sewer covers open.

Donald R Cavalier, Council Member 4th Ward,

- Crookston Chamber updated the boards and are busy with their ambassadors' visits.
- Polk County Planning Commission has been busy with 2-5 public hearing for conditional use permits.

Joe Kresl, Council Member 5th Ward,

- Big shout out this weekend was the CYBA tournament, and it was a huge success.

Dylane Klatt, Council Member 6th Ward,

- Thank you to the Department Heads and Corky on our first meeting. Now without a City Administrator everybody did a great job, and the meeting went smooth.

Tom Vedbraaten, Council Member-at-Large,

- No report

Wayne Melbye, Council Member-at-Large,

- No report

Mayor Dale Stainbrook

- I attended the Park Board meeting, and they are looking at around 60 new bulbs.
- Baseball Association is going to make the concession stand a unisex restroom.
- Looking at a new traveling softball league for 12s and 14s to play more ball.
- I talked to Dan Juhl and he has been in contact with his attorney and he is working on the draft agreement.

ADJOURNMENT

Mayor Stainbrook declared the meeting adjourned at 8:29pm.

Dale Stainbrook, Mayor

Ashley Rystad, City Clerk

OFFICIAL MINUTES OF THE CROOKSTON CITY COUNCIL, POLK COUNTY, MINNESOTA. SPECIAL CITY COUNCIL MEETING OF APRIL 4, 2022 COUNCIL CHAMBERS, CITY HALL.

Mayor Stainbrook called the meeting to order at 5:30 p.m. and requested all present to stand to recite the Pledge of Allegiance.

ROLL CALL

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

Staff present was: Charles "Corky" Reynolds, Ashley Rystad and Brandon Carlson

REGULAR AGENDA

3.01 Kyle Hartnett from the League of Minnesota Cities conducted a training on the roles of elected officials and the City of Crookston Charters. No motions were made at this meeting.

Mayor Stainbrook declared the meeting adjourned at 7:13 p.m.

Dale Stainbrook, Mayor

Ashley Rystad, City Clerk

OFFICIAL MINUTES OF THE CROOKSTON CITY COUNCIL, POLK COUNTY, MINNESOTA. SPECIAL CITY COUNCIL MEETING OF APRIL 5, 2022 COUNCIL CHAMBERS, CITY HALL.

Mayor Stainbrook called the meeting to order at 4:30 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 Kristie Jerde, Steve Erickson, Clayton Briggs, Joe Kresl, Dylane Klatt, Tom Vedbraaten and Wayne Melbye.

Council Members absent: Donald Cavalier

Staff present was: Charles “Corky’ Reynolds, Ashley Rystad, Darin Selzler, and Brandon Carlson

REGULAR AGENDA

- 3.01 Motion was made by Council Member Klatt, seconded by Council member Kresl; It was duly carried to select all four candidates for finalists for the City Administrator interviews. After discussion another motion was made by Council Member Melbye, seconded by Council member Briggs and after further discussion it was duly carried to offer each candidates a one night stay in a hotel, the milage, and a government rate per diem and if all possible to see if the dates the could be changed so the candidates come on a Monday, May 2, 2022 and leave on Tuesday, May 3, 2022 .

Mayor Stainbrook declared the meeting adjourned at 5:24 p.m.

Dale Stainbrook, Mayor

Ashley Rystad, City Clerk

RESOLUTION NO. _____

At a first regular meeting of the City Council of the City of Crookston held on the 11th day of April 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 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
City Clerk

Dale Stainbrook
Mayor

VENDOR SET: 01 City of Crookston

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

DATE RANGE: 3/30/2022 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-DC3202203275154 DEF COMP WITHHOLDING	D	3/30/2022	1,475.00		000884		1,475.00
3047	CAPITAL BANK AND TRUST COMPANY I-DC5202203275154 DEF COMP EMPLOYER CONTRIBUTION	D	3/30/2022	66.44		000885		66.44
2606	EFTPS I-T1 202203275154 FEDERAL TAX WITHHOLDING I-T3 202203275154 FICA TAX WITHHOLDING I-T4 202203275154 MEDICARE TAX WITHHOLDING	D	3/30/2022	11,640.02		000886		27,381.40
1442	MINNESOTA CHILD SUPPORT PAYMEN I-CS1202203275154 CHILD SUPPORT WITHHOLDING	D	3/30/2022	207.00		000887		207.00
2607	MN DEPT OF REVENUE I-T2 202203275154 STATE TAX WITHHOLDING	D	3/30/2022	6,205.76		000888		6,205.76
2681	MN STATE RETIREMENT SYSTEM I-DC7202203275154 MN DEFERRED COMPENSATION-457B\$ I-DC8202203275154 MN DEFERRED COMPENSATION-ROTH% I-SP2202203275154 HEALTH CARE SAVINGS PLAN	D	3/30/2022	200.00		000889		710.46
1550	P.E.R.A. I-202203295155 INVOICE 157352 I-202203295156 BIERMEIER 3/11/2022 I-P-C202203275154 PERA WITHHOLDING I-PDC202203275154 PERA WITHHOLDING I-PPF202203275154 PERA WITHHOLDING	D	3/30/2022	144.44		000890		29,142.12
0048	AMERICAN FAMILY LIFE ASSURANCE C-MAR 2022 ADJUST MARCH 2022 AJUSTMENT I-AA1202203114765 AFLAC WITHHOLDING I-AA1202203275154 AFLAC WITHHOLDING I-AA4202203114765 AFLAC WITHHOLDING I-AA4202203275154 AFLAC WITHHOLDING I-AP1202203114765 AFLAC WITHHOLDING I-AP1202203275154 AFLAC WITHHOLDING I-AP2202203114765 AFLAC WITHHOLDING I-AP2202203275154 AFLAC WITHHOLDING I-AP3202203114765 AFLAC WITHHOLDING I-AP3202203275154 AFLAC WITHHOLDING I-AP5202203114765 AFLAC WITHHOLDING I-AP5202203275154 AFLAC WITHHOLDING I-AP6202203114765 AFLAC WITHHOLDING I-AP6202203275154 AFLAC WITHHOLDING I-AP7202203114765 AFLAC WITHHOLDING I-AP7202203275154 AFLAC WITHHOLDING	D	4/01/2022	0.07CR		000891		991.53

VENDOR SET: 01 City of Crookston
BANK: AP BREMER BANK, N.A. - AP
DATE RANGE: 3/30/2022 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
3684	COLONIAL LIFE							
I-CA1202203114765	COLONIAL WITHHOLDING	D	4/01/2022	18.40		000892		
I-CA1202203275154	COLONIAL WITHHOLDING	D	4/01/2022	18.40		000892		
I-CA2202203114765	COLONIAL WITHHOLDING	D	4/01/2022	98.64		000892		
I-CA2202203275154	COLONIAL WITHHOLDING	D	4/01/2022	98.64		000892		
I-CA3202203114765	COLONIAL WITHHOLDING	D	4/01/2022	50.83		000892		
I-CA3202203275154	COLONIAL WITHHOLDING	D	4/01/2022	50.83		000892		
I-CHEDA MAR 2022	CHEDA MARCH 2022	D	4/01/2022	131.30		000892		
I-CP1202203114765	COLONIAL WITHHOLDING	D	4/01/2022	171.43		000892		
I-CP1202203275154	COLONIAL WITHHOLDING	D	4/01/2022	171.43		000892		
I-CP2202203114765	COLONIAL WITHHOLDING	D	4/01/2022	93.27		000892		
I-CP2202203275154	COLONIAL WITHHOLDING	D	4/01/2022	93.27		000892		
I-CP3202203114765	COLONIAL WITHHOLDING	D	4/01/2022	14.13		000892		
I-CP3202203275154	COLONIAL WITHHOLDING	D	4/01/2022	14.13		000892		
I-CP4202203114765	COLONIAL WITHHOLDING	D	4/01/2022	41.91		000892		
I-CP4202203275154	COLONIAL WITHHOLDING	D	4/01/2022	41.91		000892		1,108.52
2853	DELTA DENTAL							
I-APR 2022 ADJUST	APRIL 2022 ADJUSTMENT	D	4/01/2022	85.00		000893		
I-CHEDA APR 2022	CHEDA APRIL 2022	D	4/01/2022	255.00		000893		
I-DPF202203114765	DELTA DENTAL WITHHOLDING	D	4/01/2022	680.00		000893		
I-DPF202203275154	DELTA DENTAL WITHHOLDING	D	4/01/2022	765.00		000893		
I-DPT202203114765	DELTA DENTAL WITHHOLDING	D	4/01/2022	570.00		000893		
I-DPT202203275154	DELTA DENTAL WITHHOLDING	D	4/01/2022	570.00		000893		2,925.00
0194	NWSC/MEDICA							
C-FALLON MAR 2022	FALLON MARCH 2022	D	4/01/2022	332.33CR		000894		
I-202204015157	APRIL BUY-UP MEDICARE NOTICES	D	4/01/2022	3.05		000894		
I-BENGTSON FEB-MAR	BENGTSON FEB-MAR 2022	D	4/01/2022	3,033.64		000894		
I-BOUTWELL 4/2022	COBRA- BOUTWELL APRIL 2022	D	4/01/2022	922.12		000894		
I-CHEDA APR 2022	CHEDA APRIL 2022	D	4/01/2022	4,426.98		000894		
I-ELLINGSON APR 22	COBRA-ELLINGSON APRIL 2022	D	4/01/2022	922.12		000894		
I-HD3202203114765	HEALTH INS WITHHOLDING	D	4/01/2022	727.54		000894		
I-HD3202203275154	HEALTH INS WITHHOLDING	D	4/01/2022	727.54		000894		
I-HD6202203114765	HEALTH INS WITHHOLDING	D	4/01/2022	524.41		000894		
I-HD6202203275154	HEALTH INS WITHHOLDING	D	4/01/2022	524.41		000894		
I-HD8202203114765	HEALTH INS WITHHOLDING	D	4/01/2022	2,645.36		000894		
I-HD8202203275154	HEALTH INS WITHHOLDING	D	4/01/2022	2,645.36		000894		
I-HF3202203114765	HEALTH INS WITHHOLDING	D	4/01/2022	2,104.34		000894		
I-HF3202203275154	HEALTH INS WITHHOLDING	D	4/01/2022	2,104.34		000894		
I-HF6202203114765	HEALTH INS WITHHOLDING	D	4/01/2022	2,275.23		000894		
I-HF6202203275154	HEALTH INS WITHHOLDING	D	4/01/2022	2,275.23		000894		
I-HS3202203114765	HEALTH INS WITHHOLDING	D	4/01/2022	7,376.96		000894		
I-HS3202203275154	HEALTH INS WITHHOLDING	D	4/01/2022	7,376.96		000894		
I-HS6202203114765	HEALTH INS WITHHOLDING	D	4/01/2022	5,317.28		000894		
I-HS6202203275154	HEALTH INS WITHHOLDING	D	4/01/2022	5,649.61		000894		
I-HS7202203114765	HEALTH INS WITHHOLDING	D	4/01/2022	1,885.95		000894		
I-HS7202203275154	HEALTH INS WITHHOLDING	D	4/01/2022	1,885.95		000894		

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
	I-HS8202203114765		HEALTH INS WITHHOLDING	D	4/01/2022	2,933.77		000894
	I-HS8202203275154		HEALTH INS WITHHOLDING	D	4/01/2022	2,933.77		60,889.59
4456	VSP							
	I-BIERMEIER MAR 2022		BIERMEIER MARCH 2022	D	4/01/2022	8.04		000895
	I-CHEDA APR 2022		CHEDA APRIL 2022	D	4/01/2022	122.24		000895
	I-VC 202203114765		VSP WITHHOLDING	D	4/01/2022	27.96		000895
	I-VC 202203275154		VSP WITHHOLDING	D	4/01/2022	46.60		000895
	I-VE 202203114765		VSP WITHHOLDING	D	4/01/2022	164.82		000895
	I-VE 202203275154		VSP WITHHOLDING	D	4/01/2022	164.82		000895
	I-VF 202203114765		VSP WITHHOLDING	D	4/01/2022	76.40		000895
	I-VF 202203275154		VSP WITHHOLDING	D	4/01/2022	76.40		000895
	I-VS 202203114765		VSP WITHHOLDING	D	4/01/2022	43.35		000895
	I-VS 202203275154		VSP WITHHOLDING	D	4/01/2022	43.35		773.98
0650	ELAN FINANCIAL SERVICES							
	I-202204075164		ELAN FINANCIAL SERVICES	D	4/08/2022	13,550.61		000896
1222	LELS							
	I-UDP202203275154		UNION DUES WITHHOLDING	R	3/30/2022	715.00		068294
1275	LOCAL # L - 3394 FIRE DEPT							
	I-UDF202203275154		UNION DUES WITHHOLDING	R	3/30/2022	240.00		068295
0538	DRIVER AND VEHICLE SERVICES DV							
	I-20220324		12- POLICE PLATES	R	3/30/2022	36.00		068296
4443	HAGL SERVICES LLC							
	I-REISSUE 20220228		HOCKEY OFFICIAL FEB 2022	R	3/30/2022	1,560.00		068297
1931	POLK COUNTY-DRIVER & VEHICLE S							
	I-20220329		TITLE FORFEITURE VEHICLE	R	3/30/2022	25.00		068298
0412	AFSCME COUNCIL 65							
	I-UDA202203114765		UNION DUES WITHHOLDING	R	4/01/2022	590.99		068299
	I-UDA202203275154		UNION DUES WITHHOLDING	R	4/01/2022	620.82		068299
1982	MADISON NATIONAL LIFE							
	I-BIERMEIER MAR 2022		BIERMEIER MARCH 2022	R	4/01/2022	5.50		068300
	I-CHEDA MAR 2022		CHEDA MARCH 2022	R	4/01/2022	16.50		068300
	I-COBRA-BARTON 3/22		COBRA-BARTON 3/22	R	4/01/2022	4.75		068300
	I-COBRA-ELLING 3/22		COBRA-ELLINGSON MARCH 2022	R	4/01/2022	4.75		068300
	I-COBRA-RIOP 3/22		COBRA-RIOPELLE 3/22	R	4/01/2022	4.75		068300
	I-LIB202203275154		LIFE INSURANCE BENEFIT	R	4/01/2022	308.00		068300

VENDOR SET: 01 City of Crookston

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

DATE RANGE: 3/30/2022 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1435	MINNESOTA BENEFIT ASSOCIATION							
I-MBA202203114765	INSURANCE WITHHOLDING	R	4/01/2022	71.47		068303		
I-MBA202203275154	INSURANCE WITHHOLDING	R	4/01/2022	71.47		068303		142.94
1552	NCPERS GROUP LIFE INS. PERA LIFE INS WITHHOLDING	R	4/01/2022	176.00		068304		176.00
2482	UNITED WAY OF CROOKSTON, INC UNITED WAY WITHHOLDING	R	4/01/2022	28.50		068305		
I-UW 202203114765	UNITED WAY WITHHOLDING	R	4/01/2022	28.50		068305		57.00
0021	ADVANCED TIRE & AUTO SERV. LLC							
I-4071	IMPOUND	R	4/08/2022	260.00		068306		
I-43190	4- TIRE REPAIR	R	4/08/2022	1,089.28		068306		
I-43191	MULTI TRACK TIRE	R	4/08/2022	117.89		068306		
I-43204	WIPERBLADES	R	4/08/2022	10.95		068306		
I-43239	REPAIR TIRE	R	4/08/2022	25.00		068306		
I-438	OIL FILTER	R	4/08/2022	42.78		068306		
I-466	OIL CHANGE	R	4/08/2022	42.78		068306		1,588.68
2200	AUTO VALUE OF CROOKSTON							
I-76194320	FITTING	R	4/08/2022	3.49		068307		
I-76194564	BATTERY	R	4/08/2022	157.99		068307		
I-76194770	LAMP	R	4/08/2022	84.57		068307		
I-76194852	FUEL LINE	R	4/08/2022	12.90		068307		
I-76194855	DETAILING SQUEEZE	R	4/08/2022	4.99		068307		
I-76194891	BATTERY	R	4/08/2022	79.92		068307		
I-76194925	CLAMP	R	4/08/2022	4.98		068307		
I-76194934	WRENCH/WINDSHIELD	R	4/08/2022	36.96		068307		
I-76194977	STARTING FLUID	R	4/08/2022	26.96		068307		
I-76195118	FUEL- DOMESTIC	R	4/08/2022	45.84		068307		
I-76195215	SEMI- GLOS	R	4/08/2022	27.98		068307		
I-76195234	WHEEL BEARING	R	4/08/2022	307.99		068307		
I-76195310	CLEANER/TOWEL	R	4/08/2022	40.94		068307		835.51
0154	BECKER ARENA PRODUCTS, INC. GOAL FRAME PACKAGE	R	4/08/2022	1,972.35		068309		1,972.35
4435	BERT'S TRUCK EQUIPMENT OF MOOR ENGINE- OIL - FILTER- VENTRAC	R	4/08/2022	218.66		068310		218.66
0225	BRANDNER PRINTING OFFICE SUPPLIES	R	4/08/2022	52.04		068311		52.04

VENDOR SET: 01 City of Crookston

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

DATE RANGE: 3/30/2022 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0364	CASA							
I-220401	CASA QRTLTY CONTRIBUTION	R	4/08/2022	17,225.00		068312		17,225.00
3911	CENTURYLINK							
I-20220322	523 FAIRFAX - 03/22-4/21/2022	R	4/08/2022	50.23		068313		50.23
3303	CERTIFIED LABS							
I-7731758	CERTIFIED LABS	R	4/08/2022	229.25		068314		229.25
0372	CROOKSTON HOUSING & ECONOMIC D							
I-2003	VTP DUTIES/CLEANING	R	4/08/2022	566.67		068315		
I-220401	VTP FAX	R	4/08/2022	30.00		068315		
I-31152386	CONTRACT - GREAT AMERICA-2022	R	4/08/2022	376.76		068315		
I-31300923	GREAT AMERICAN PAYMENT	R	4/08/2022	126.54		068315		1,099.97
3184	CINTAS CORPORATION							
I-4110265082	LINEN- VTP	R	4/08/2022	16.05		068316		
I-4114384301	TOWELS/ RUGS- STREET	R	4/08/2022	36.49		068316		
I-411438439	RUGS	R	4/08/2022	42.12		068316		
I-4115053355	ENTRY MATTS	R	4/08/2022	28.57		068316		
I-4115053470	TOWELS/ RUGS- STREET	R	4/08/2022	36.49		068316		159.72
0321	CITY OF EAST GRAND FORKS							
I-JAN 2022	P2P REIMBURSE OT WAGES	R	4/08/2022	1,313.63		068317		1,313.63
4000	COMMUNITY CO-OPS OF LAKE PARK							
I-36700	AIRPORT SERVICE 02/25-03/30/22	R	4/08/2022	302.28		068318		302.28
4067	CORE & MAIN LP							
I-Q327242	CORE & MAIN LP	R	4/08/2022	1,250.00		068319		
I-Q594236	CORE & MAIN LP	R	4/08/2022	1,682.57		068319		2,932.57
0363	CROOKSTON BUILDING CENTER							
I-279467	DUG OUT SUPPLIES	R	4/08/2022	360.79		068320		
I-279623	SANDER	R	4/08/2022	90.86		068320		
I-279625	CROOKSTON BUILDING CENTER	R	4/08/2022	29.74		068320		
I-279682	CROOKSTON BUILDING CENTER	R	4/08/2022	129.99		068320		611.38
0380	CROOKSTON FIREFIGHTERS ASSOCIA							
I-20220325	PASS THROUGH GRANT	R	4/08/2022	2,525.33		068321		2,525.33
0389	CROOKSTON FUEL CO.							
I-202204075168	CROOKSTON FUEL CO.	R	4/08/2022	1,441.93		068322		
I-202204075169	CROOKSTON FUEL CO.	R	4/08/2022	7,988.78		068322		
I-223103	FUEL	R	4/08/2022	834.75		068322		10,265.46

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0371 I-0004423883	CROOKSTON TIMES/GATEHOUSE MEDI SUMMER JOB ADS	R	4/08/2022	312.84		068323		312.84
0460 I-20220323	CROOKSTON VETERANS COUNCIL 2022- MEMORIAL DAY	R	4/08/2022	200.00		068324		200.00
4388 I-20220331	CROOKSTON VISITORS BUREAU FEB 2022 PAID IN MARCH 2022	R	4/08/2022	4,289.64		068325		4,289.64
0470 I-037691 I-038043 I-038101 I-038104 I-038215 I-038306	CROOKSTON WELDING INC. WRENCHES OIL FILTER ADAPTER BATTERY FLOOR DRY IRON	R R R R R R	4/08/2022 4/08/2022 4/08/2022 4/08/2022 4/08/2022 4/08/2022	102.00 27.00 39.01 53.99 35.07 65.25		068326 068326 068326 068326 068326 068326		322.32
0875 I-103559	FLEET SUPPLY DRILL BIT/ SCREWS/ BOLTS	R	4/08/2022	26.61		068327		26.61
0906 I-020623168 I-020698206	GALL'S, LLC COLLAR INSIGNIA LARGE SERGEANT	R R	4/08/2022 4/08/2022	63.99 8.40		068328 068328		72.39
0909 I-20134543	GARDEN VALLEY TECHNOLOGIES GARDEN VALLEY TECHNOLOGIES	R	4/08/2022	121.40		068329		121.40
0944 I-2030317	GOPHER STATE ONE-CALL INC. LOCATION CALLS	R	4/08/2022	18.90		068330		18.90
3331 I-20220329	DAVID GRABOWSKI 2022 UNIFORM REIMBURSEMENT	R	4/08/2022	114.95		068331		114.95
0987 I-20220322	GREAT PLAINS NATURAL GAS CO. SERVICES 02/17-03/21/2022	R	4/08/2022	17,530.52		068332		17,530.52
4443 I-20220331	HAGL SERVICES LLC HOCKEY OFFICIALS MARCH 2022	R	4/08/2022	1,560.00		068333		1,560.00
4079 I-20220401	BRIAN HANSON TRAVEL REIMBURSEMENT- 2022	R	4/08/2022	351.44		068334		351.44
1848 I-2022-778	HARBOTT, KNUTSON & LARSON & HO MARCH BILLING	R	4/08/2022	5,219.27		068335		5,219.27

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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-63672/2	MOP & CLEANER	R	4/08/2022	22.47		068336		
I-63787/2	MISC TOOLS- POLICE	R	4/08/2022	50.96		068336		
I-63874/2	BLADES	R	4/08/2022	31.99		068336		
I-63984/2	ODOR/ BATTERY/ PLASTIC	R	4/08/2022	54.42		068336		
I-64013/2	GLUE/ PLATES	R	4/08/2022	11.97		068336		
I-64015/2	EXT CORD	R	4/08/2022	119.98		068336		
I-64044/2	HARDWARE-CSC	R	4/08/2022	38.82		068336		
I-64046/2	PROPANE HEATER- CSC	R	4/08/2022	329.99		068336		
I-64094/2	CROOKSTON HARDWARE HANK	R	4/08/2022	2.99		068336		
I-64110/2	GRASS SEED	R	4/08/2022	44.99		068336		
I-64114/2	CROOKSTON HARDWARE HANK	R	4/08/2022	63.98		068336		
I-64137/2	MOUNTING TAPE- CSC	R	4/08/2022	7.99		068336		780.55
1043	HAWKINS, INC							
I-6145362	HAWKINS, INC	R	4/08/2022	608.50		068338		
I-6147248	HAWKINS, INC	R	4/08/2022	973.50		068338		
I-6147252	CHEMICALS- POOL	R	4/08/2022	1,433.79		068338		3,015.79
4229	GREG HEFTA							
I-129781	MEETING DUES	R	4/08/2022	20.00		068339		20.00
1006	HN QUALITY PLUMBING INC.							
I-009690	HN QUALITY PLUMBING INC.	R	4/08/2022	32.11		068340		32.11
1105	HUGO'S							
C-20220315	FIRST AID KITS- WRONG AMOUNT	R	4/08/2022	0.50CR		068341		
I-0011	MISC SUPPLIES	R	4/08/2022	45.97		068341		45.47
9193	HUMANE SOCIETY OF POLK CO INC							
I-220401	BOARDING AND LEASE	R	4/08/2022	334.00		068342		334.00
4486	INTEGRATED PROCESS SOLUTIONS,							
I-SI001560	LIFT STATION- UPGRADE	R	4/08/2022	14,904.00		068343		14,904.00
4109	KIESLER'S POLICE SUPPLY							
I-IN162844	IMPACT VISON	R	4/08/2022	385.20		068344		385.20
3232	CHRISTOPHER KLAWITTER							
I-20220318	2022- TRAVEL REIMBURSEMENT	R	4/08/2022	661.59		068345		
I-20220325	2022- SAFETY BOOTS	R	4/08/2022	129.94		068345		791.53
1333	MARSHALL AND POLK RURAL WATER							
I-220314	WATER	R	4/08/2022	41.30		068346		41.30

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
3274 I-20220331	DEREK MARTIN SEWER BACKUP	R	4/08/2022	875.00		068347		875.00
1357 I-9639	MCFARLANE MECHANICAL CONTRACTO TWO BOILERS DOWN- CSC	R	4/08/2022	1,175.94		068348		1,175.94
1397 I-22507	MILLER AIRCRAFT SERVICE INC. 2022 JAN & FEB AIRPORT EXPENSE	R	4/08/2022	6,067.50		068349		6,067.50
4081 I-C21-CSC-02	MINNESOTA CONTROLS SOLUTIONS REPLACE ZAMBONI CONTROLLER	R	4/08/2022	922.62		068350		922.62
3412 I-220405	MN DEPT OF HEALTH CAMPROUND LICENSE	R	4/08/2022	350.00		068351		350.00
3407 I-20220331	MN DEPT OF HEALTH-ENVIRONMENTA WATERMAIN REPLACE ALEX/SHERMAN	R	4/08/2022	300.00		068352		300.00
0784 I-ABR0280838X	MN DEPT OF LABOR & INDUSTRY 38224 PRESSURE VESSEL	R	4/08/2022	10.00		068353		10.00
1494 I-9783	MN FIRE SERVICE CERTIFICATION FF-1 EXAM	R	4/08/2022	480.00		068354		480.00
1780 I-20220315	MNSCU- MOORHEAD DETROIT LAKES SCHOOL-FIRE	R	4/08/2022	1,230.00		068355		1,230.00
1708 I-TRFINV028265 I-TRFINV034968 I-TRFINV035285 I-TRFINV037555 I-TRFINV037585	NEWMAN SIGNS NEWMAN SIGNS NEWMAN SIGNS NEWMAN SIGNS NEWMAN SIGNS	R R R R R	4/08/2022 4/08/2022 4/08/2022 4/08/2022 4/08/2022	4,684.94 99.76 153.32 986.56 300.88		068356 068356 068356 068356 068356		6,225.46
4483 I-212	NT AUTO REPAIR, LLC MAINTENCE WORK- POLICE	R	4/08/2022	1,636.87		068357		1,636.87
1861 I-39993	OTTERTAIL POWER COMPANY-FF SERVICES 02/17-03/17/2022	R	4/08/2022	24,697.86		068358		24,697.86
1872 I-20220331 I-20220331-2	PKM ELECTRIC AIRPORT SERVICE 03/1-03/31/22 AIRPORT SERVICE 02/28-03/28/22	R R	4/08/2022 4/08/2022	61.00 60.00		068360 068360		121.00

VENDOR SET: 01 City of Crookston

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DATE RANGE: 3/30/2022 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0199	RAILROAD MANAGEMENT COMPANY II PIPELINE CROSSING	R	4/08/2022	626.60		068361		626.60
0569	DONALD RASICOT 2022- TRAVEL REIMBURSEMENT	R	4/08/2022	12.00		068362		12.00
2100	REGIONAL SANITATION SERV INC GARBAGE- VTP	R	4/08/2022	78.24		068363		
	I-220328 GARBAGE	R	4/08/2022	176.66		068363		254.90
3693	RUBEN J RESENDIZ BOILER SERVICES	R	4/08/2022	600.00		068364		600.00
3834	RMB ENVIRONMENTAL LABORATORIES RMB ENVIRONMENTAL LABORATORIES	R	4/08/2022	35.00		068365		
	I-D027558 RMB ENVIRONMENTAL LABORATORIES	R	4/08/2022	80.00		068365		115.00
2187	SANITATION PRODUCTS INC SEGMENT SET	R	4/08/2022	747.89		068366		747.89
3246	AEISSO SCHRAGE REIMBURSE- BINOCULARS	R	4/08/2022	474.99		068367		474.99
2437	SCOTT'S TRUE VALUE HARDWARE PAINT/ GRIP	R	4/08/2022	35.38		068368		
	I-A217770 SAFETY HOOKS	R	4/08/2022	12.14		068368		
	I-A217778 DUST MOP	R	4/08/2022	40.93		068368		
	I-A217811 TIMERS	R	4/08/2022	46.78		068368		
	I-A217930 HINGE	R	4/08/2022	25.33		068368		160.56
2231	SERVICE PRO OF CROOKSTON INC SERVICE PRO OF CROOKSTON INC	R	4/08/2022	36.12		068369		36.12
1802	STATE OF MINNESOTA CDL INSPECTIONS	R	4/08/2022	24.00		068370		24.00
2295	STEIN'S INC. STRETCH HOSE	R	4/08/2022	86.08		068371		86.08
4477	BRETT TAHRAN HOCKEY- HOTEL ROOMS	R	4/08/2022	707.77		068372		707.77
2731	TERMINIX COMMERCIAL RODENT CONTROL	R	4/08/2022	98.50		068373		98.50

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
4310 I-4941	THE PRACTICE PLACE, PLLC PROFESSIONAL SERVICES	R	4/08/2022	400.00		068374		400.00
2060 I-16764375GP	TITAN PRODUCTIVITY PLUS ACCOUN TITAN PRODUCTIVITY PLUS ACCOUN	R	4/08/2022	519.00		068375		519.00
2401 I-3006509509	TK ELEVATOR CORPORATION BRONZE/OIL GREASE	R	4/08/2022	218.64		068376		218.64
2404 I-30163	TODD'S TIRE SERVICE INC. TIRE REPAIR	R	4/08/2022	38.00		068377		38.00
2478 I-20220404	U. S. POSTMASTER WATER DEPT POSTAGE APRIL 2022	R	4/08/2022	900.00		068378		900.00
3123 I-6424	VALLEY ELECTRIC OF CROOKSTON, ELECTRICAL- COUNCIL CHAMBERS	R	4/08/2022	994.70		068379		994.70
0400 I-3160228 I-3233905	VALLEY PLAINS EQUIPMENT OIL FOR MOTORS FLAPS FOR MOWER	R R	4/08/2022 4/08/2022	1,018.20 248.08		068380 068380		 1,266.28
2506 I-9901902953 I-9902489072	VERIZON WIRELESS PD DATA 03/16-04/15/2022 SERVICES 03/23-04/22/2022	R R	4/08/2022 4/08/2022	180.05 1,351.75		068381 068381		 1,531.80
3706 I-22144264-20907723	VERIZON WIRELESS - VSAT TRACKING	R	4/08/2022	155.00		068382		155.00
2545 I-215628 I-215629 I-215630 I-215631 I-216065 I-216066 I-216067 I-216068	WIDSETH SMITH NOLTING & ASSOC, 2021 FEDERAL FUNDED- STREET AG INNOVATION CAMPUS ROAD 2022 STREET THUR 02/11/2022 2022 CITY ENG THUR 02/11/2022 WIDSETH SMITH NOLTING & ASSOC, WIDSETH SMITH NOLTING & ASSOC, WIDSETH SMITH NOLTING & ASSOC, WIDSETH SMITH NOLTING & ASSOC, WIDSETH SMITH NOLTING & ASSOC,	R R R R R R R R	4/08/2022 4/08/2022 4/08/2022 4/08/2022 4/08/2022 4/08/2022 4/08/2022 4/08/2022	3,825.00 3,420.00 13,258.50 1,759.25 720.00 3,600.00 20,024.00 1,893.00		068383 068383 068383 068383 068383 068383 068383 068383		 48,499.75
2600 I-IN000465637	ZIEGLER INC. ZIEGLER INC.	R	4/08/2022	2,589.00		068385		2,589.00

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
			86	201,529.12		0.00		201,529.12
			0	0.00		0.00		0.00
			13	145,427.41		0.00		145,427.41
			0	0.00		0.00		0.00
			0	0.00		0.00		0.00
			0	0.00		0.00		0.00
			0	0.00		0.00		0.00
			0	0.00		0.00		0.00
			0	0.00		0.00		0.00
			0	0.00		0.00		0.00

TOTAL ERRORS: 0

VENDOR SET: 01	BANK: AP	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			99	346,956.53	0.00	346,956.53
			99	346,956.53	0.00	346,956.53
			99	346,956.53	0.00	346,956.53

CK # 68294-68385

Total= \$346,956.53

RESOLUTION NO. _____

At a first regular meeting of the City Council of the City of Crookston held on the 11th day of April 2022, Council Member _____ offered the following resolution which was seconded by Council Member _____,

RESOLUTION TO APPROVE 2022 LICENSE RENEWALS

NOW, THEREFORE, IT IS RESOLVED, that licenses of the City for the year 2022, as set forth upon and made a part hereof by reference, be and the same hereby are, granted subject to the following conditions and terms, to-wit:

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

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

GAS FITTING LICENSE

CEMENT MASON LICENSE

Crookston Concrete
Craig Plante Construction
JD Concrete LLC

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

Council Members voting in the affirmative:

Council Members in the negative:

Upon this vote, the Mayor declares this resolution _____ and, if passed, effective upon the Mayor's signature this _____ Day of _____, 2022, at

Attest:

Ashley Rystad
City Clerk

Dale Stainbrook
Mayor



**2022 Meeting Agenda
Tuesday, April 19, 2022 • VTP • 12:00 PM**

Members: Kristie Jerde, Dale Stainbrook, Clayton Briggs, Don Cavalier, Joe Kresl, Dylane Klatt and Wayne Melbye

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

CHEDA Staff: Robert Barnes, Bill Tate, Theresa Tahran and Jill Schulz

- 1) **Call Meeting to Order**
- 2) **Public Forum - *Individuals may address the Board about any item not contained on the regular agenda. The Board will take no official action on items discussed at the Forum, with the exception of referral to staff or Board for future report.***
- 3) **Approve Agenda**
- 4) **Approve Minutes**
 - a) March 15, 2022 Board Meeting Minutes
- 5) **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 Board member or citizen so requests, in which event the item will be removed from the Consent Agenda and placed elsewhere on the agenda.***
 - a) EDA Financials
 - b) Crookston Jobs Loan Status and Financials
 - c) Community Investment Financials
 - d) B3 Grants and Financials
 - e) Prairie Skyline Project
 - f) Epitome Energy Financials
 - g) Crookston Jobs Revolving Loan Fund (RBDG – USDA)
 - h) Revolving Loan Status and Financials
 - i) Housing
 - i) Oak Court Public Housing Financials
 - ii) Housing Choice Voucher Financials
 - iii) Workforce Housing Financials
 - iv) Rehab Housing Loan Status and Financials
 - j) CHEDA Bills Payable (CHECKS 50099-50309 \$230,418.28 and \$7364.46 EFT Totaling \$237,782.74)
 - k) Valley Technology Park
 - i) VTP Financials
 - ii) VTP Building Occupancy
 - iii) VTP Expanded Business Incubation
- 6) **Housing Report: Tahran**
 - a) Lead the Way Training
 - b) Public Housing Report
 - i) POHP Plumbing Project Update
 - ii) POHP 2020 Roofing Project
 - c) Voucher Program Report
 - d) Workforce Housing
 - i) 1603 Hoven Lane
- 7) **Old Business**
 - a) Colborn Property Infrastructure Update - BDPI
 - b) Epitome Energy
 - c) Prairie Skyline
 - d) Chickadee Coffee/Snow Loan Status
- 8) **Main Agenda**
 - a) Presentation APG – Elliot Steinbrink
 - b) Consider Call for Public Hearing
 - c) Consider Special Audit
 - d) Resolution 2-4-2022 Sale 1609 Hoven Lane
- 9) **Adjournment**

RESOLUTION NO. _____

At a first regular meeting of the City Council of the City of Crookston held on the 11th day of April, 2022, Council Member _____ offered the following resolution which was seconded by Council Member _____,

RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND CALLING FOR BIDS ON THE 2022 STREET IMPROVEMENTS.

WHEREAS, by resolution the City Council ordered plans and specifications be prepared for the above-named project, and the City Engineer has prepared said plans and specifications and presented them to the council for approval.

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

Plans and specifications are hereby approved for the following projects:

- 1) First Avenue North Reconstruction – Stearns Street to Albert Street
- 2) Second Avenue North Reconstruction – Stearns Street to Albert Street
- 3) Sunflower Street Full Depth Reclamation & Paving – Third Avenue South to Crescent Avenue
- 4) Eickhof Boulevard Bituminous Wear Course Paving – 450 Ft. north of Prairie Rose to Fisher Ave.
- 5) South Washington Street Bituminous Mill & Overlay – East Robert Street to Brower Street

The City Clerk is hereby instructed to place an advertisement for bids not later than 3 weeks prior to the scheduled bid opening. Bid opening is scheduled for May 17th, 2022 at 2:00 pm.

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
City Clerk

Dale Stainbrook
Mayor

RESOLUTION NO. _____

At a first regular meeting of the City Council of the City of Crookston held on the 11th day of April, 2022, Council Member _____ offered the following resolution which was seconded by Council Member _____,

RESOLUTION APPROVING MNDOT GRANT AGREEMENT FOR THE CROOKSTON MUNICIPAL AIRPORT UPDATE AND ORDINANCE

WHEREAS, the City of Crookston has requested a Grant from the Minnesota Department of Transportation Office of Aeronautics for the Crookston Municipal Airport update to the 1978 Airport Zoning Ordinance.

WHEREAS, the City of Crookston has budgeted and reserved \$15,000.00 for payment with respect to a contract to be entered into with SEH.

WHEREAS, the requested Grant amount from the State of Minnesota is in the amount of \$35,000.00.

WHEREAS, the total project cost for the update to the 1978 Airport Zoning Ordinance of the City of Crookston is \$50,000.00, 70% to be paid by the State of Minnesota, and 30% to be paid by the City of Crookston.

WHEREAS, the city of Crookston has received notification from the Minnesota Department of Transportation Office of Aeronautics of a grant in an amount equal to \$35,000.00

NOW THEREFORE, BE IT RESOLVED the City of Crookston enter a contract with Minnesota Department of Transportation (MnDOT) to provide grant administration with respect to an update of the of the Airport Zoning Ordinance of 1978.

FUTHER RESOLVED, the Mayor and Interim City Administrator of the City of Crookston are authorized to enter and sign a contact with MnDOT on behalf of the of the City of Crookston and the Crookston Municipal Airport with respect to the Grant regarding the Airport Zoning Ordinance.

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: _____ Mayor
Dale Stainbrook

Ashley Rystad City Clerk

RESOLUTION

**AUTHORIZATION TO EXECUTE
MINNESOTA DEPARTMENT OF TRANSPORTATION
GRANT AGREEMENT FOR AIRPORT IMPROVEMENT
EXCLUDING LAND ACQUISITION**

It is resolved by the **City of Crookston** as follows:

1. That the state of Minnesota Agreement No. **1050380**,
"Grant Agreement for Airport Improvement Excluding Land Acquisition," for
State Project No. **A6001-58** at the **Crookston Municipal Airport** is accepted.
2. That the _____ and _____ are
(Title) (Title)
authorized to execute this Agreement and any amendments on behalf of the
City of Crookston.

CERTIFICATION

STATE OF MINNESOTA
COUNTY OF _____

I certify that the above Resolution is a true and correct copy of the Resolution adopted by the

(Name of the Recipient)

at an authorized meeting held on the _____ day of _____, 20____
as shown by the minutes of the meeting in my possession.

Signature: _____
(Clerk or Equivalent)

CORPORATE SEAL

/OR/

NOTARY PUBLIC

My Commission Expires: _____

**STATE OF MINNESOTA
STATE AIRPORTS FUND
GRANT AGREEMENT**

This agreement is between the State of Minnesota, acting through its Commissioner of Transportation ("State"), and the City of Crookston, 124 N. Broadway, Crookston, MN 56716 ("Grantee").

RECITALS

1. Minnesota Statutes Chapter 360 authorizes State to provide financial assistance to eligible airport sponsors for the acquisition, construction, improvement, marketing, maintenance, or operation of airports and other air navigation facilities.
2. Grantee owns, operates, controls, or desires to own an airport ("Airport") in the state system, and Grantee desires financial assistance from the State for an airport improvement project ("Project").
3. Grantee represents that it is duly qualified and agrees to perform all services described in this agreement to the satisfaction of the State. Pursuant to [Minn.Stat.§16B.98](#), Subd.1, Grantee agrees to minimize administrative costs as a condition of this agreement.

AGREEMENT TERMS

1 Term of Agreement, Survival of Terms, and Incorporation of Exhibits

- 1.1 **Effective Date.** This agreement will be effective on the date the State obtains all required signatures under [Minn. Stat.§16B.98](#), Subd. 5. As required by [Minn.Stat.§16B.98](#) Subd. 7, no payments will be made to Grantee until this agreement is fully executed. Grantee must not begin work under this agreement until this agreement is fully executed and Grantee has been notified by the State's Authorized Representative to begin the work.
- 1.2 **Expiration Date.** This agreement will expire on June 30, 2026, or when all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3 **Survival of Terms.** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this agreement, including, without limitation, the following clauses: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 11. Workers Compensation; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15 Data Disclosure.
- 1.4 **Plans, Specifications, Descriptions.** Grantee has provided the State with the plans, specifications, and a detailed description of the Project (State Project A6001-58), which are on file with the State's Office of Aeronautics and are incorporated into this Agreement by reference.
- 1.5 **Exhibits.** Exhibit "A" (Credit Application) is attached and incorporated into this agreement.

2 Grantee's Duties

- 2.1 Grantee will complete the Project in accordance with the plans, specifications, and detailed description of the Project, which are on file with the State's Office of Aeronautics. Any changes to the plans or specifications of the Project after the date of this Agreement will be valid only if made by written change order signed by the Grantee and the State. Subject to the availability of funds, the State may prepare an amendment to this Agreement to reimburse the Grantee for the allowable costs of qualifying change orders.
- 2.2 If the Project involves construction, Grantee will designate a registered engineer to oversee the Project work. If, with the State's approval, the Grantee elects not to have such services performed by a registered engineer, then the Grantee will designate another responsible person to oversee such work.
- 2.3 Grantee will notify State's Authorized Representative in advance of any meetings taking place relating to the Project.
- 2.4 Grantee will comply with all required grants management policies and procedures set forth through [Minn.Stat.§16B.97](#), Subd. 4 (a) (1).
- 2.5 **Asset Monitoring.** If Grantee uses funds obtained by this agreement to acquire a capital asset, the Grantee is required to use that asset for a public aeronautical purpose for the normal useful life of the asset. Grantee may not sell or change the purpose of use for the capital asset(s) obtained with grant funds under this agreement without the prior written consent of the State and an agreement executed and approved by the same parties who executed and approved this agreement, or their successors in office.
- 2.6 **Airport Operations, Maintenance, and Conveyance.** Pursuant to Minnesota Statutes Section 360.305, subdivision 4 (d) (1), the Grantee will operate the Airport as a licensed, municipally-owned public airport at all

times of the year for a period of 20 years from the date the Grantee receives final reimbursement under this Agreement. The Airport must be maintained in a safe, serviceable manner for public aeronautical purposes only. Without prior written approval from the State, Grantee will not transfer, convey, encumber, assign, or abandon its interest in the airport or in any real or personal property that is purchased or improved with State funds. If the State approves such a transfer or change in use, the Grantee must comply with such conditions and restrictions as the State may place on such approval. The obligations imposed by this clause survive the expiration or termination of this Agreement.

3 Time

3.1 Grantee must comply with all the time requirements described in this agreement. In the performance of this grant agreement, time is of the essence.

4 Cost and Payment

4.1 **Cost Participation.** Costs for the Project will be proportionate and allocated as follows:

<u>Item Description</u>	<u>Federal Share</u>	<u>State Share</u>	<u>Grantee Share</u>
Airport Zoning Update	0%	70%	30%
Federal Committed:	\$0.00		
Federal Multiyear:	\$0.00		
State:	<u>\$35,000.00</u>		
Grantee:	<u>\$15,000.00</u>		

The federal multiyear amount is an estimate only. These funds are not committed and are only available after being made so by the U.S. Government. Federal funds for the Project will be received and disbursed by the State. In the event federal reimbursement becomes available or is increased for the Project, the State will be entitled to recover from such federal funds an amount not to exceed the state funds advanced for this Project. No more than 95% of the amount due under this Agreement will be paid by the State until the State determines that the Grantee has complied with all terms of this Agreement and furnished all necessary records.

4.2 **Travel Expenses.** Reimbursement for travel and subsistence expenses actually and necessarily incurred by Grantee as a result of this agreement will not exceed \$0.00 provided that Grantee will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget (MMB). Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received the State's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state. Exhibit [A], which is attached and incorporated into this grant agreement, lists the current Minnesota Department of Transportation Reimbursement Rates for Travel Expenses.

4.3 **Sufficiency of Funds.** Pursuant to Minnesota Rules 8800.2500, the Grantee certifies that (1) it presently has available sufficient unencumbered funds to pay its share of the Project; (2) the Project will be completed without undue delay; and (3) the Grantee has the legal authority to engage in the Project as proposed.

4.4 **Total Obligation.** The total obligation of the State for all compensation and reimbursements to Grantee under this agreement will not exceed \$35,000.00.

4.5 Payment

4.5.1 **Invoices.** Grantee will submit invoices for payment by email. Exhibit "A" (Credit Application), which is attached and incorporated into this agreement, is the form Grantee will use to submit invoices. The State's Authorized Representative, as named in this agreement, will review each invoice against the approved grant budget and grant expenditures to-date before approving payment. The State will promptly pay Grantee after Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices will be submitted timely and according to the following schedule: upon completion of the services.

4.5.2 **All Invoices Subject to Audit.** All invoices are subject to audit, at State's discretion.

4.5.3 **State's Payment Requirements.** State will promptly pay all valid obligations under this agreement as required by Minnesota Statutes §16A.124. State will make undisputed payments no later than 30 days after receiving Grantee's invoices for services performed. If an invoice is incorrect, defective or otherwise improper, State will notify Grantee within ten days of discovering the error. After State receives the corrected invoice, State will pay Grantee within 30 days of receipt of such invoice.

4.5.4 **Grantee Payment Requirements.** Grantee must pay all contractors under this agreement promptly.

Grantee will make undisputed payments no later than 30 days after receiving an invoice. If an invoice is incorrect, defective, or otherwise improper, Grantee will notify the contractor within ten days of discovering the error. After Grantee receives the corrected invoice, Grantee will pay the contractor within 30 days of receipt of such invoice.

4.5.5 Grant Monitoring Visit and Financial Reconciliation. During the period of performance, the State will make at least annual monitoring visits and conduct annual financial reconciliations of Grantee's expenditures.

4.5.5.1 The State's Authorized Representative will notify Grantee's Authorized Representative where and when any monitoring visit and financial reconciliation will take place, which State employees and/or contractors will participate, and which Grantee staff members should be present. Grantee will be provided notice prior to any monitoring visit or financial reconciliation.

4.5.5.2 Following a monitoring visit or financial reconciliation, Grantee will take timely and appropriate action on all deficiencies identified by State.

4.5.5.3 At least one monitoring visit and one financial reconciliation must be completed prior to final payment being made to Grantee.

4.5.6 Closeout. The State will determine, at its sole discretion, whether a closeout audit is required prior to final payment approval. If a closeout audit is required, final payment will be held until the audit has been completed. Monitoring of any capital assets acquired with grant funds will continue following grant closeout.

4.5.7 Closeout Deliverables. At the close of the Project, the Grantee must provide the following deliverables to the State before the final payment due under this Agreement will be released by the State: (1) Electronic files of construction plans as a PDF and in a MicroStation compatible format; and (2) Electronic files of as-builts as a PDF and in a MicroStation compatible format. (3) Electronic files of planning documents (Airport Layout Plans – ALP) and Airport Zoning as a PDF and in a MicroStation compatible format and in GIS.

4.6 Contracting and Bidding Requirements. Prior to publication, Grantee will submit to State all solicitations for work to be funded by this Agreement. Prior to execution, Grantee will submit to State all contracts and subcontracts funded by this agreement between Grantee and third parties. State's Authorized Representative has the sole right to approve, disapprove, or modify any solicitation, contract, or subcontract submitted by Grantee. All contracts and subcontracts between Grantee and third parties must contain all applicable provisions of this Agreement. State's Authorized Representative will respond to a solicitation, contract, or subcontract submitted by Grantee within ten business days.

5 Conditions of Payment

All services provided by Grantee under this agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law. In addition, Grantee will not receive payment for Airport's failure to pass periodic inspections by a representative of the State's Office of Aeronautics.

6 Authorized Representatives

6.1 The State's Authorized Representative is:

Matthew Lebens, North Region Airport Engineer, 395 John Ireland Blvd, St Paul MN, 55155, Phone (612) 422-4171, matthew.lebens@state.mn.us, or his successor. State's Authorized Representative has the responsibility to monitor Grantee's performance and the authority to accept the services provided under this agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

6.2 Grantee's Authorized Representative is:

Ashley Rystad, Deputy Clerk / Administration Assistant, City of Crookston, 124 N. Broadway, Crookston, MN 56716, Phone (218) 281-4503, arystad@crookston.mn.us . If Grantee's Authorized Representative changes at any time during this agreement, Grantee will immediately notify the State.

7 Assignment Amendments, Waiver, and Grant Agreement Complete

7.1 Assignment. The Grantee may neither assign nor transfer any rights or obligations under this agreement without the prior written consent of the State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this agreement, or their successors in office.

- 7.2 **Amendments.** Any amendments to this agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.
- 7.3 **Waiver.** If the State fails to enforce any provision of this agreement, that failure does not waive the provision or the State's right to subsequently enforce it.
- 7.4 **Grant Agreement Complete.** This grant agreement contains all negotiations and agreements between the State and Grantee. No other understanding regarding this agreement, whether written or oral, may be used to bind either party.
- 7.5 **Electronic Records and Signatures.** The parties agree to contract by electronic means. This includes using electronic signatures and converting original documents to electronic records.

8 Liability

In the performance of this agreement, and to the extent permitted by law, Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this agreement by Grantee or Grantee's agents or employees. This clause will not be construed to bar any legal remedies Grantee may have for the State's failure to fulfill its obligations under this agreement.

9 State Audits

Under Minn. Stat. § 16B.98, Subd.8, the Grantee's books, records, documents, and accounting procedures and practices of Grantee, or other party relevant to this grant agreement or transaction, are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later. Grantee will take timely and appropriate action on all deficiencies identified by an audit.

10 Government Data Practices and Intellectual Property Rights

10.1 **Government Data Practices.** Grantee and State must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by the State under this grant agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this agreement. The civil remedies of [Minn. Stat. §13.08](#) apply to the release of the data referred to in this clause by either Grantee or the State. If Grantee receives a request to release the data referred to in this section 10.1, Grantee must immediately notify the State. The State will give Grantee instructions concerning the release of the data to the requesting party before the data is released. Grantee's response to the request shall comply with applicable law.

10.2 Intellectual Property Rights.

10.2.1 **Intellectual Property Rights.** State owns all rights, title and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks and service marks in the Works and Documents created and paid for under this agreement. "Works" means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes and disks conceived, reduced to practice, created or originated by Grantee, its employees, agents and subcontractors, either individually or jointly with others in the performance of this agreement. Works includes Documents. "Documents" are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks or other materials, whether in tangible or electronic forms, prepared by Grantee, its employees, agents or subcontractors, in the performance of this agreement. The Documents will be the exclusive property of State, and Grantee upon completion or cancellation of this agreement must immediately return all such Documents to State. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." Grantee assigns all right, title and interest it may have in the Works and the Documents to State. Grantee must, at the request of State, execute all papers and perform all other acts necessary to transfer or record the State's ownership interest in the Works and Documents.

10.2.2 Obligations

10.2.2.1 **Notification.** Whenever any invention, improvement or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by Grantee, including its employees and subcontractors, in the performance of this agreement, Grantee will

immediately give State's Authorized Representative written notice thereof and must promptly furnish State's Authorized Representative with complete information and/or disclosure thereon.

- 10.2.2.2 **Representation.** Grantee must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of State and that neither Grantee nor its employees, agents or subcontractors retain any interest in and to the Works and Documents. Grantee represents and warrants that the Works and Documents do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause 8, Grantee will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless State, at Grantee's expense, from any action or claim brought against State to the extent that it is based on a claim that all or part of the Works or Documents infringe upon the intellectual property rights of others. Grantee will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs and damages, including but not limited to, attorney fees. If such a claim or action arises, or in Grantee's or State's opinion is likely to arise, Grantee must, at State's discretion, either procure for State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing Works or Documents as necessary and appropriate to obviate the infringement claim. This remedy of State will be in addition to and not exclusive of other remedies provided by law.

11 Workers Compensation

The Grantee certifies that it is in compliance with [Minn. Stat. §176.181](#), Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

12 Publicity and Endorsement

12.1 **Publicity.** Any publicity regarding the subject matter of this agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant agreement. All projects primarily funded by state grant appropriation must publicly credit the State of Minnesota, including on the Grantee's website when practicable.

12.2 **Endorsement.** The Grantee must not claim that the State endorses its products or services.

13 Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this agreement. Venue for all legal proceedings out of this agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14 Termination; Suspension

14.1 **Termination by the State.** The State may terminate this agreement at any time, with or without cause, upon written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

14.2 **Termination for Cause.** The State may immediately terminate this grant agreement if the State finds that there has been a failure to comply with the provisions of this agreement, that reasonable progress has not been made, that fraudulent or wasteful activity has occurred, that Grantee has been convicted of a criminal offense relating to a state grant agreement, or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

14.3 **Termination for Insufficient Funding.** The State may immediately terminate this agreement if:

14.3.1 It does not obtain funding from the Minnesota Legislature; or

14.3.2 If funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent

that funds are available. The State will not be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State will provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

14.4 Suspension. The State may immediately suspend this agreement in the event of a total or partial government shutdown due to the failure to have an approved budget by the legal deadline. Work performed by the Grantee during a period of suspension will be deemed unauthorized and undertaken at risk of non-payment.

15 Data Disclosure

Under [Minn. Stat. § 270C.65](#), Subd. 3, and other applicable law, Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

16 Fund Use Prohibited. The Grantee will not utilize any funds received pursuant to this Agreement to compensate, either directly or indirectly, any contractor, corporation, partnership, or business, however organized, which is disqualified or debarred from entering into or receiving a State contract. This restriction applies regardless of whether the disqualified or debarred party acts in the capacity of a general contractor, a subcontractor, or as an equipment or material supplier. This restriction does not prevent the Grantee from utilizing these funds to pay any party who might be disqualified or debarred after the Grantee's contract award on this Project. For a list of disqualified or debarred vendors, see www.mmd.admin.state.mn.us/debarredreport.asp.

17 Discrimination Prohibited by Minnesota Statutes §181.59. Grantee will comply with the provisions of Minnesota Statutes §181.59 which requires that every contract for or on behalf of the State of Minnesota, or any county, city, town, township, school, school district or any other district in the state, for materials, supplies or construction will contain provisions by which Contractor agrees: 1) That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no Contractor, material supplier or vendor, will, by reason of race, creed or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; 2) That no Contractor, material supplier, or vendor, will, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause 1 of this section, or on being hired, prevent or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed or color; 3) That a violation of this section is a misdemeanor; and 4) That this contract may be canceled or terminated by the state of Minnesota, or any county, city, town, township, school, school district or any other person authorized to grant contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this Agreement.

18 Limitation. Under this Agreement, the State is only responsible for receiving and disbursing funds. Nothing in this Agreement will be construed to make the State a principal, co-principal, partner, or joint venturer with respect to the Project(s) covered herein. The State may provide technical advice and assistance as requested by the Grantee, however, the Grantee will remain responsible for providing direction to its contractors and consultants and for administering its contracts with such entities. The Grantee's consultants and contractors are not intended to be third party beneficiaries of this Agreement.

19 Title VI/Non-discrimination Assurances. Grantee agrees to comply with all applicable US DOT Standard Title VI/Non-Discrimination Assurances contained in DOT Order No. 1050.2A, and in particular Appendices A and E, which can be found at: https://edocs-public.dot.state.mn.us/edocs_public/DMResultSet/download?docId=11149035. Grantee will ensure the appendices and solicitation language within the assurances are inserted into contracts as required. State may conduct a review of the Grantee's compliance with this provision. The Grantee must cooperate with State throughout the review process by supplying all requested information and documentation to State, making Grantee staff and officials available for meetings as requested, and correcting any areas of non-compliance as determined by State.

20 Additional Provisions

[The remainder of this page has intentionally been left blank.]

STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15 and § 16C.05.

Signed: _____

Date: _____

SWIFT Contract/PO No(s). _____

GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

DEPARTMENT OF TRANSPORTATION

By: _____
(with delegated authority)

Title: _____

Date: _____

**DEPARTMENT OF TRANSPORTATION
OFFICE OF FINANCIAL MANAGEMENT – GRANT UNIT**

By: _____

Date: _____

**DEPARTMENT OF TRANSPORTATION
CONTRACT MANAGEMENT**

By: _____

Date: _____

MINNESOTA DEPARTMENT OF TRANSPORTATION
OFFICE OF AERONAUTICS
395 JOHN IRELAND BOULEVARD, MS 410
ST. PAUL, MINNESOTA 55155-1800
airportdevelopment@state.mn.us

Airport Name _____

State Project No. _____

Federal Project No. _____

Mn/DOT Agreement No. _____

CREDIT APPLICATION

TO THE DIRECTOR, OFFICE OF AERONAUTICS:

Itemized statement of cash expenditures for which credit is claimed:

For period beginning _____, 20____; ending _____, 20____.

Warrant Number	Date Issued	Name or Description	Unit	Rate	Total Time or Quantity	Amount
Total Expenditures						

***FINAL/PARTIAL (CIRCLE ONE)**

NOTE: PLEASE SEPARATE ENGINEERING COSTS FROM OTHER COSTS.

Municipality _____

By _____

Title _____

*FOR ALL ITEMS INCLUDED IN THIS AGREEMENT

(Complete Form On Reverse Side)

STATE OF _____

COUNTY OF _____

_____, being first duly sworn, deposes and says that he/she is the
_____ of the Municipality of _____, in the County
of _____, State of Minnesota; that he/she has prepared the foregoing Credit Application,
knows the contents thereof, that the same is a true and accurate record of disbursements made, and that the same is true of his/her own
knowledge; and that this application is made by authority of the municipal council (or board) of said Municipality.

Signature

Subscribed and sworn to before me

this _____ day of _____, 20____.

NOTARY PUBLIC

My Commission Expires: _____

RESOLUTION NO. _____

At a first regular meeting of the City Council of the City of Crookston held on the 11th day of April 2022, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTION APPROVE THE SMALL CITIES DEVELOPMENT COMMERCIAL REHABILITATION LOAN PROGRAM DEFERRED LOAN REPAYMENT AGREEMENT AND MORTGAGE FOR THEEDE

WHEREAS, Craig Theede, DC and Katherine Theede, husband and wife and the City of Crookston did on the 04th day of June 2019, enter into a Small Cities Development Program Deferred Commercial Rehabilitation Repayment Agreement and Mortgage.

WHEREAS, the City of Crookston paid \$13,399.00 on behalf of Craig Theede, DC and Katherine Theede as a no interest loan for rehabilitation work on their existing commercial property.

WHEREAS, the proceeds of the loan were used for improvements to the conditions relating to the health, safety, and energy efficiency of said commercial property.

WHEREAS, the City of Crookston wished to secure the repayment of the loan with a mortgage on the property owned by Craig Theede, DC and Katherine Theede, husband and wife.

WHEREAS, Craig Theede, DC and Katherine Theede, husband and wife granted and provided to the City of Crookston a mortgage lien on the commercial property with respect to the Small Cities Development Program Deferred Commercial Rehabilitation Repayment Agreement and Mortgage.

WHEREAS, the Agreement provided if the commercial property continued to be the principal place of business of Craig Theede, DC and Katherine Theede, husband and wife until and after the end of the fifth (5th) year after the date of the loan and mortgage, Craig Theede, DC and Katherine Theede shall have no obligation to repay the loan or any portion thereof to lender.

WHEREAS, the Mortgage has been recorded in the office of the Polk County Recorder as Document No. A000721784.

WHEREAS, Craig Theede, DC died in an automobile accident on April 30, 2021.

WHEREAS, Katherine Theede is not employed and has two (2) children under the age of five (5).

WHEREAS, Katherine Theede is unable to continue the business with respect to the commercial property in the City of Crookston.

WHEREAS, Katherine Theede continues to experience significant financial hardship and significantly reduced ability to repay the Small Cities Development Program Deferred Commercial Rehabilitation Loan.

WHEREAS, the property has been sold and will continue house commercial entities conducting business within the City of Crookston.

WHEREAS, the circumstances of Katherine Theede upon the death of her husband, Craig Theede, DC are unique and unusual.

NOW THEREFORE, BE IT RESOLVED, that the City of Crookston execute a Satisfaction of the Mortgage with respect to the Rehabilitation Loan Program Deferred Loan Repayment Agreement and Mortgage which Mortgage is Document No. A000721784 in the office of the Polk County Recorder.

IT IS FURTHER RESOLVED, the Mayor and City Administrator for the City of Crookston are authorized to sign a Mortgage Satisfaction and any and all other documents necessary to release and satisfy the mortgage obtained on the 4th day of June 2019, Small Cities Development Program Deferred Commercial Rehabilitation Repayment Agreement and Mortgage.

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:

_____ Mayor

Dale Stainbrook

_____ City Clerk

Ashley Rystad

RESOLUTION NO. _____

At a first regular meeting of the City Council of the City of Crookston held on the 11th day of April, 2022, Council Member _____ offered the following resolution which was seconded by Council Member _____,

RESOLUTION APPROVING MORTGAGE SATISFACTION COMMERCIAL REHABILITATION REPAYMENT AGREEMENT.

WHEREAS, Craig Theede, DC and Katherine Theede, husband and wife and the City of Crookston did on the 04th day of June 2019, enter into a Small Cities Development Program Deferred Commercial Rehabilitation Repayment Agreement and Mortgage.

WHEREAS, the City of Crookston paid \$13,399.00 on behalf of Craig Theede, DC and Katherine Theede as a loan with an interest rate of 3% for rehabilitation work on their existing commercial property.

WHEREAS, the proceeds of the loan were used for improvements to the conditions relating to the health, safety, and energy efficiency of said commercial property.

WHEREAS, the City of Crookston wished to secure the repayment of the loan with a mortgage on the property owned by Craig Theede, DC and Katherine Theede.

WHEREAS, Craig Theede, DC and Katherine Theede granted and provided to the City of Crookston a mortgage lien on the commercial property with respect to the Small Cities Development Program Deferred Commercial Rehabilitation Repayment Agreement.

WHEREAS, the Mortgage has been recorded in the office of the Polk County Recorder as Document No. A000721785.

WHEREAS, the Agreement provided that within a period of five (5) years after the date of the loan, Craig Theede, DC and Katherine Theede shall repay to the City of Crookston a sum equal to the full amount of \$13,399.00 and interest at a rate of 3%.

WHEREAS, the City of Crookston has been paid the sum of \$13, 399.00 and interest at a rate of 3% with respect to the Deferred Loan Repayment Agreement.

NOW THEREFORE, BE IT RESOLVED, that the City of Crookston execute a Satisfaction of the Mortgage with respect to the Commercial Rehabilitation Loan Program Deferred Loan Repayment Agreement and Mortgage which Mortgage is Document No. A000721785 in the office of the Polk County Recorder.

IT IS FURTHER RESOLVED, the Mayor and City Administrator for the City of Crookston are authorized to sign a Mortgage Satisfaction and any and all other documents necessary to release and satisfy the mortgage obtained on the 04th day of June 2019, Deferred Loan Payment Agreement and Mortgage with respect to Craig Theede, DC and Katherine Theede.

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: _____ Mayor
Dale Stainbrook

Ashley Rystad City Clerk

RESOLUTION NO. _____

At a first regular meeting of the City Council of the City of Crookston held on the 11th day of April, 2022, Council Member _____ offered the following resolution which was seconded by Council Member _____,

RESOLUTION AUTHORIZING THE AGREEMENT WITH THE UNIVERSITY OF MINNESOTA CROOKSTON WITH RESPECT TO USE OF THE CROOKSTON COMMUNITY POOL

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, 2022 through June 30, 2023.

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 _____, 2022, at

Attest:

Dale Stainbrook Mayor

Ashley Rystad City Clerk

RESOLUTION NO. _____

At a first regular meeting of the City Council of the City of Crookston held on the 11th day of April, 2022, Council Member _____ offered the following resolution which was seconded by Council Member _____,

RESOLUTION CALLING A PUBLIC HEARING REGARDING THE BUSINESS SUBSIDY TO APG DEVELOPMENT.

WHEREAS, in August of 2018 the City of Crookston put into place a business subsidy policy for businesses that receive financial assistance from the City of Crookston, and

WHEREAS, the sale of property with an agreement for a tax abatement constitutes a business subsidy, and

WHEREAS, the business known as APG Development is purchasing a parcel of land to construct an apartment complex that is located in Crookston with an agreement for a tax abatement, and

WHEREAS, the City of Crookston needs to adhere to the Business Subsidy Policy and hold a Public Hearing for the business subsidy, and

NOW, THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF CROOKSTON, MINNESOTA to hold a public hearing regarding the business subsidy agreement with APG Development on April 25, 2022 at 7:00P.M. in the Council Chambers of City Hall, 124 North Broadway, MN 56716

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
City Clerk

Dale Stainbrook
Mayor