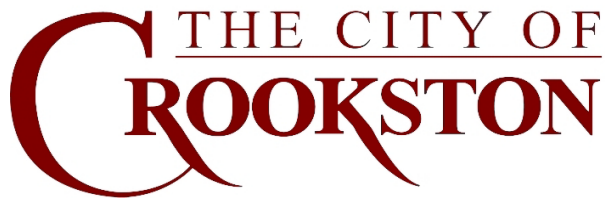


Mayor -Dale Stainbrook

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

June 13, 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> Council Member Vedbraaten will be participating electronically from Beachers Lodge- 6970 A1A South St Augustine, FL 32080 Room 411

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 Presentation Scruffy Tails Humane Society.

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 May 23, 2022 City Council meeting.

6.02 Resolution to approve City of Crookston Bills and Disbursements in the amount of \$390,541.95 Check No 68618-68725.

6.03 Resolution to approve the donation from Douglas & Barbara Erdman for Crookston Fire Department Smoke Detector and Carbon Monoxide Alarm Program.

6.04 Resolution to approve the donation from Crookston Baseball Association for Crookston Parks & Recreation Legion Coaches.

6.05 Resolution to approve independent contractor for nuisance mowing bid and contract with Thunder Paws.

6.06 Approval of a Special Crookston Housing & Economic Development Authority (CHEDA) Agenda for June 27, 2022.

7. PUBLIC HEARINGS

8. REGULAR AGENDA

8.01 Resolution authorizing engagement of Professional Design Services for the Library.

8.02 Resolution approving a City Administrator Employment Agreement for Charles Reynolds.

8.03 Discuss Food Truck Ordinance.

9. REPORTS AND STAFF RECOMMENDATION

10. ADJOURNMENT

OFFICIAL MINUTES OF THE CROOKSTON CITY COUNCIL, POLK COUNTY, MINNESOTA. THE SECOND REGULAR COUNCIL MEETING OF MAY 23, 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.

OATH OF OFFICE

Chief Selzler administrated the Oath of Office to Heath Hanson, a new officer, for the Crookston Police Department.

ROLL CALL

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

Council Members absent:

Staff present: Charles Reynolds, Darin Selzler, Greg Hefta, Brandon Carlson, Tim Froeber, Chad Palm, Jake Solberg, Ashley Rystad, Mitchel Tenneson, Nate Nelson, Cody Bannert, Ryan Bergquist, Katie Hann, Michael Moreno, Sean Murphy, Don Rasicot, James Brandon and Heath Hanson.

CROOKSTON FORUM

PRESENTATION AND PUBLIC INFORMATION ANNOUNCEMENT

Mayor Stainbrook proclaimed the month of May 2022 as Community Action Month. Community action builds and promotes economic stability as an essential aspect of enabling and enhancing stronger communities.

APPROVAL OF AGENDA

Mayor Stainbrook asked if anyone wished to remove anything from the agenda. Hearing none, on motion by Council Member Kresl, 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. Council member Melbye asked to remove item 7.05 Approval of Crookston Housing & Economic Development Authority (CHEDA) Amended Agenda for May 31, 2022. On motion by Council Member Vedbraaten, seconded by Council Member Briggs, and duly carried to approve the Consent Agenda.

- 7.01** Approve proposed City Council Minutes from May 9, 2022 City Council meeting
- 7.02** Resolution to approve City of Crookston Bills and Disbursements in the amount of \$233,213.87 Check Nos 68545-68617.(Res No 27473)
- 7.03** Resolution to approve the donation from United Methodist Women for Fire Education for School Age. (Res No 27474)
- 7.04** Resolution to approve 2022 Tobacco License at Minakwa Golf Course. (Res No 27475)
- 7.05** Item removed to 8.07 under the Regular Agenda
- 7.06** Approval of Crookston Housing & Economic Development Authority (CHEDA) Agenda for June 14, 2022.

PUBLIC HEARINGS

REGULAR AGENDA

- 9.01** Motion was made by Council Member Cavalier, seconded by Council Member Erickson; Interim City Administrator, Charles Reynolds, briefed the Council that just this past week we have concluded the negotiations with the Police Union in Crookston. There were three issues that had to be finalized and everything was agreed to by the Police Union. I would recommend that we pass this one-year agreement. It was duly carried to approve Resolution approving the contract with Law Enforcement Labor Services (LELS) Local No 31 for 2022. (Res No 27476)

- 9.02** Motion was made by Council Member Klatt, seconded by Council Member Kresl; discussion was made about the number of bidders on a project like this. City Engineer, Rich Clauson, stated that the project this year was mainly street reconstruction, and not a lot of underground water and storm sewer work. When it's limited to just reconstruction and mill and overlay work, you're typically going to have these three bidders. It was duly carried to approve resolution accepting the bid and awarding contract for the 2022 Street Improvements. (Res No 27477)
- 9.03** Motion was made by Council Member Cavalier, seconded by Council Member Briggs; Interim City Administrator, Charles Reynolds, briefed the Council that this is an action taken by the Biermaier Family Limited Liability Corporation. They have asked to detach 27.5 acres immediately adjacent to the City. Lukas Biermaier, 520 Spruce Lane, technically with the Minnesota DNR, you can't discharge a firearm within 500 feet of a building. This is technically about 400 feet to the river with our best radius and we were not shooting firearms within that zone. After discussion, it was duly carried to approve resolution approving the detachment of a certain portion of land parcel 82.00077.03. (Res No 27478)
- 9.04** Motion was made by Council Member Briggs, seconded by Council Member Cavalier; Brandon Carlson, Public Works Director, there is an air exchange system at lift station four that has air issues and I have talked to all the HVAC companies in Crookston. This is quote we ended up getting. After discussion from the Council, it was duly carried to approve the Resolution approving the repair to lift station four's air exchange system. (Res No 27479)
- 9.05** Motion was made by Council Member Erickson, seconded by Council Member Briggs; Interim City Administrator, Charles Reynolds, briefed the Council that this is a parcel of property on Hunter Street that has been in the City's vault of property for quite a while. The immediately adjacent owner has submitted a bid in the amount of \$3,000.00. The City does not need the access to the dike system. The City has no intended use for the property. It was duly carried to approve Resolution to sell real property located on Hunter Street. (Res No 27480)
- 9.06** Discussion about Spring and Fall Clean up: Interim City Administrator, Charles Reynolds, briefed the Council that the city has had some inquiries about current fall and spring clean up criteria and the rules about what defines excessive debris on the boulevards. After discussion by the Council, Bill Kresl, 109 South Main Street, approached the Council and stated " I don't think it's an issue of if it is a rental or if its not. It's still residential and the properties are paying the same fees. When I asked the City why my items were not taken from some of my properties. It's confusion that's all it is. We are calling it debris. In the City's rules it says large amounts of demolition debris. If you go to the County on what's demolition debris, that is not what was out on the boulevards. It was mattresses, furniture, and couches. After further discussion from Council, their first consensus would be to pick up the remaining items left over from clean up. The second consensus would be to have Brandon Carlson, Public Works Director, bring back an updated policy on what the City would like to move forward on clean-up week procedures.
- 9.07** Motion was made by Council Member Klatt, second by Council member Cavalier; Council Member Melbye explained the reason why he took it out from the consent agenda. Earlier this year we created a policy or a wall, and it's putting a pinch on some of the agenda items to have to coincide with the Council meeting. After further discussion, it was duly carried to approve removed item 7.05 Approval of Crookston Housing & Economic Development Authority (CHEDA) Amended Agenda for May 31, 2022.

REPORTS AND STAFF RECOMMENDATIONS

Charles “Corky” Reynolds, Interim City Administrator:

- We had a meeting today with FEMA for relief funds for high water marks, and I want to tell you that our Department Heads did a really good job. They were complimented several times for the Fire Chief, Assistant Fire Chief and Public Works for everything that we have done. We do have a lot of work yet to do to get specific numbers.
- The City has hired a HR Coordinator. He accepted the job today and will be starting on June 13, 2022.
- The City finalized negotiations with our Police Union. With the work of our Chief and myself negotiating, I think the Police Union is satisfied, and I think their moral has been good with that settlement.

Darin Selzler, Police Chief:

- Congratulations to Sergeant Health Hanson with joining the Police Department. I would like to thank his family and friends and the officers that were able to attend tonight.
- Several officers and I did participate in the Northern Valley Police Memorial in Grand Forks last Tuesday.
- Think back earlier this year, the Council adopted a policy to operate the use of UTVs or Utility vehicles throughout the City. I just wanted to report that we have sold several licenses.

Jake Solberg, Parks, and Recreation Director:

- Our parks crew has been busy getting the diamonds ready behind Highland and at Ray Ecklund Complex.
- We are having troubles getting to certain areas to mow due to the wet grass.
- The dugout is finished on diamond 5 and Valley Electric did come out and install that new switch box from Musco.

Chad Palm, IT Director:

- Happy to report that the siren antenna repair that the It Department assisted the Fire Department with went well and I am told the two sirens did function properly during testing
- We replaced three computers and three workstations at the Police Department. Two for the administrative assistants and one for the sergeants office and they are working well.
- Our web design committee met last week and we are now going through all departments reviewing content of existing website material that will and wont move across to the new site which is slated to launch on schedule this upcoming July.

Tim Froeber, Fire Chief:

- We did meet with Homeland Security and Emergency Management today and FEMA and we have had our ducks in a row and thank you to the staff for getting all the documents. On personal homes, they would like us to get the list of the names of the people who have been affected and we need to get them to the County Emergency Manager. Right now, there is no funding, it's all going to make a difference on our declarations. We did meet the thresholds for a State Declaration, so there should be some state funding coming our way. The Federal thresholds we have not met yet, but that must go statewide.
- Thank you, Chad, for helping us with those sirens. That was very nice that it worked out well.

Brandon Carlson, Public Works Director:

- Lyle Wilken Inc is picking up the temporary clay levees. If we do not remove the temporary levees, they will not reimburse us.
- The Public Works crew has had a long month and half. Dave Lessard and I had to beg each other to go home and get some sleep, and I appreciate all the work you have done. Same with the other guys. They just did what needed to be done and kept a good attitude through it.
- I understand our gravel roads are in rough shape and sidewalks. We just haven't had time to do it. I am just asking the public to be patient. We are going to grate the roads as soon as we can. This whole process from the flooding has us behind by a month, month, and a half.
- Corridor open house is tomorrow night from 5:30PM to 7PM in the Council Chambers.

REPORTS FROM CITY COUNCIL MEMBERS

Kristie Jerde, Council Member 1st Ward,

- Thank you to Brandon and his crew.
- Emergency fund is available for Crookston Area Disaster Relief. There has been an overwhelming request for funding and not a lot of donations. So just encouraging those who have the opportunity and the means to donate to that fund.

Steve Erickson, Council Member 2nd Ward,

- Congratulation to Heath and welcome aboard.

Clayton Briggs, Council Member 3rd Ward,

- Welcome Sergeant Hanson!
- Congratulations to our Crookston 2022 Graduates.
- Thank you to the Spring Cleanup crews for all your hard work.

Donald R Cavalier, Council Member 4th Ward,

- No report

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,

- Hope the mosquito spraying starts before we have a problem and have a great Memorial weekend.

Mayor Dale Stainbrook

- The corridor open house is tomorrow night.
- Welcome Heath Hanson.
- Mr. Dave Lessard thank you to your crew and everything you guys have done. I know its been long and stressful, thank you.

ADJOURNMENT

Mayor Stainbrook declared the meeting adjourned at 8:43pm.

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 13th day of June 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 Administrator of the City of Crookston be, and the same hereby are, directed to issue warrants of the City of Crookston in favor of the hereinafter named claimants in payment of the following listed bills which have been filed as claims against the City of Crookston and said warrants to be drawn on the fund and in the amounts set opposite each claimant's name respectively, per attached check register 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 I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
	C-CHECK		VOID CHECK					
	C-CHECK	V	5/24/2022			068622		
	C-CHECK	V	5/24/2022			068623		
	C-CHECK	V	6/10/2022			068632		
	C-CHECK	V	6/10/2022			068654		
	C-CHECK	V	6/10/2022			068690		

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	0	0.00	0.00	0.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	5			
VOID DEBITS		0.00		
VOID CREDITS		0.00	0.00	

TOTAL ERRORS: 0

VENDOR SET: 01	BANK: *	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			5	0.00	0.00	0.00
BANK: *		TOTALS:	5	0.00	0.00	0.00

VENDOR SET: 01 City of Crookston
BANK: AP BREMER BANK, N.A. - AP
DATE RANGE: 5/24/2022 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-DC3202205235197 DEF COMP WITHHOLDING	D	5/24/2022	1,475.00		000924		1,475.00
3047	CAPITAL BANK AND TRUST COMPANY I-DC5202205235197 DEF COMP EMPLOYER CONTRIBUTION	D	5/24/2022	66.44		000925		66.44
2606	EFTPS I-T1 202205235197 FEDERAL TAX WITHHOLDING I-T3 202205235197 FICA TAX WITHHOLDING I-T4 202205235197 MEDICARE TAX WITHHOLDING	D	5/24/2022	11,527.59 10,691.96 4,167.68		000926 000926 000926		26,387.23
1442	MINNESOTA CHILD SUPPORT PAYMEN I-CS1202205235197 CHILD SUPPORT WITHHOLDING	D	5/24/2022	207.00		000927		207.00
2607	MN DEPT OF REVENUE I-T2 202205235197 STATE TAX WITHHOLDING	D	5/24/2022	6,188.48		000928		6,188.48
2681	MN STATE RETIREMENT SYSTEM I-DC7202205235197 MN DEFERRED COMPENSATION-457B\$ I-DC8202205235197 MN DEFERRED COMPENSATION-ROTH% I-SP2202205235197 HEALTH CARE SAVINGS PLAN	D	5/24/2022	200.00 61.34 1,434.32		000929 000929 000929		1,695.66
1550	P.E.R.A. I-P-C202205235197 PERA WITHHOLDING I-PDC202205235197 PERA WITHHOLDING I-PPF202205235197 PERA WITHHOLDING	D	5/24/2022	11,129.42 200.00 17,478.95		000930 000930 000930		28,808.37
0048	AMERICAN FAMILY LIFE ASSURANCE C-MAY ADJUST MAY 2022 ADJUSTMENT I-AA1202205095187 AFLAC WITHHOLDING I-AA1202205235197 AFLAC WITHHOLDING I-AA4202205095187 AFLAC WITHHOLDING I-AA4202205235197 AFLAC WITHHOLDING I-AP1202205095187 AFLAC WITHHOLDING I-AP1202205235197 AFLAC WITHHOLDING I-AP2202205095187 AFLAC WITHHOLDING I-AP2202205235197 AFLAC WITHHOLDING I-AP3202205095187 AFLAC WITHHOLDING I-AP3202205235197 AFLAC WITHHOLDING I-AP5202205095187 AFLAC WITHHOLDING I-AP5202205235197 AFLAC WITHHOLDING I-AP6202205095187 AFLAC WITHHOLDING I-AP6202205235197 AFLAC WITHHOLDING I-AP7202205095187 AFLAC WITHHOLDING I-AP7202205235197 AFLAC WITHHOLDING	D	5/24/2022	0.07CR 9.99 9.99 70.72 70.72 102.25 102.25 173.36 173.36 55.86 55.86 3.25 3.25 43.37 43.37 37.00 37.00		000936 000936 000936 000936 000936 000936 000936 000936 000936 000936 000936 000936 000936 000936 000936 000936 000936 000936		991.53

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
3684	COLONIAL LIFE							
I-CA1202205095187	COLONIAL WITHHOLDING	D	5/24/2022	18.40		000937		
I-CA1202205235197	COLONIAL WITHHOLDING	D	5/24/2022	18.40		000937		
I-CA2202205095187	COLONIAL WITHHOLDING	D	5/24/2022	98.64		000937		
I-CA2202205235197	COLONIAL WITHHOLDING	D	5/24/2022	98.64		000937		
I-CA3202205095187	COLONIAL WITHHOLDING	D	5/24/2022	50.83		000937		
I-CA3202205235197	COLONIAL WITHHOLDING	D	5/24/2022	50.83		000937		
I-CHEDA MAY 2022	CHEDA MAY 2022	D	5/24/2022	131.30		000937		
I-CP1202205095187	COLONIAL WITHHOLDING	D	5/24/2022	171.43		000937		
I-CP1202205235197	COLONIAL WITHHOLDING	D	5/24/2022	171.43		000937		
I-CP2202205095187	COLONIAL WITHHOLDING	D	5/24/2022	93.27		000937		
I-CP2202205235197	COLONIAL WITHHOLDING	D	5/24/2022	93.27		000937		
I-CP3202205095187	COLONIAL WITHHOLDING	D	5/24/2022	14.13		000937		
I-CP3202205235197	COLONIAL WITHHOLDING	D	5/24/2022	14.13		000937		
I-CP4202205095187	COLONIAL WITHHOLDING	D	5/24/2022	41.91		000937		
I-CP4202205235197	COLONIAL WITHHOLDING	D	5/24/2022	41.91		000937		1,108.52
2853	DELTA DENTAL							
I-CHEDA JUNE 2022	CHEDA/JUNE 2022	D	5/24/2022	255.00		000938		
I-DPE202205095187	DELTA DENTAL WITHHOLDING	D	5/24/2022	42.50		000938		
I-DPE202205235197	DELTA DENTAL WITHHOLDING	D	5/24/2022	42.50		000938		
I-DPF202205095187	DELTA DENTAL WITHHOLDING	D	5/24/2022	680.00		000938		
I-DPF202205235197	DELTA DENTAL WITHHOLDING	D	5/24/2022	680.00		000938		
I-DPT202205095187	DELTA DENTAL WITHHOLDING	D	5/24/2022	585.00		000938		
I-DPT202205235197	DELTA DENTAL WITHHOLDING	D	5/24/2022	585.00		000938		2,870.00
0194	NWSC/MEDICA							
C-BENGTSON ADJUST	BENGTSON FEB ADJUSTMENT	D	5/24/2022	1,516.82CR		000939		
I-CHEDA JUNE 2022	CHEDA/ JUNE 2022	D	5/24/2022	4,426.98		000939		
I-COBRA BOUTWELL6/22	COBRA/WILLIAM BOUTWELL 6/2022	D	5/24/2022	922.12		000939		
I-COBRA/ELLINGSON	COBRA/ELLINGSON JUNE 2022	D	5/24/2022	922.12		000939		
I-HD3202205095187	HEALTH INS WITHHOLDING	D	5/24/2022	727.54		000939		
I-HD3202205235197	HEALTH INS WITHHOLDING	D	5/24/2022	727.54		000939		
I-HD6202205095187	HEALTH INS WITHHOLDING	D	5/24/2022	524.41		000939		
I-HD6202205235197	HEALTH INS WITHHOLDING	D	5/24/2022	524.41		000939		
I-HD8202205095187	HEALTH INS WITHHOLDING	D	5/24/2022	1,984.02		000939		
I-HD8202205235197	HEALTH INS WITHHOLDING	D	5/24/2022	1,984.02		000939		
I-HF3202205095187	HEALTH INS WITHHOLDING	D	5/24/2022	2,104.34		000939		
I-HF3202205235197	HEALTH INS WITHHOLDING	D	5/24/2022	2,104.34		000939		
I-HF6202205095187	HEALTH INS WITHHOLDING	D	5/24/2022	2,275.23		000939		
I-HF6202205235197	HEALTH INS WITHHOLDING	D	5/24/2022	2,275.23		000939		
I-HS3202205095187	HEALTH INS WITHHOLDING	D	5/24/2022	7,376.96		000939		
I-HS3202205235197	HEALTH INS WITHHOLDING	D	5/24/2022	7,376.96		000939		
I-HS6202205095187	HEALTH INS WITHHOLDING	D	5/24/2022	5,981.94		000939		
I-HS6202205235197	HEALTH INS WITHHOLDING	D	5/24/2022	5,981.94		000939		
I-HS7202205095187	HEALTH INS WITHHOLDING	D	5/24/2022	1,885.95		000939		
I-HS7202205235197	HEALTH INS WITHHOLDING	D	5/24/2022	1,885.95		000939		
I-HS8202205095187	HEALTH INS WITHHOLDING	D	5/24/2022	2,933.77		000939		

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
	I-HS8202205235197 HEALTH INS WITHHOLDING	D	5/24/2022	2,933.77		000939		
	I-JUNE BUY UP MEDICA JUNE BUY UP MEDICARE NOTICES	D	5/24/2022	3.00		000939		56,345.72
4456	VSP							
	C-TENNESON JUNE 2022 TENNESON /JUNE 2022	D	5/24/2022	8.04CR		000940		
	I-CHEDA JUNE 2022 CHEDA/JUNE 2022	D	5/24/2022	91.68		000940		
	I-VC 202205095187 VSP WITHHOLDING	D	5/24/2022	37.28		000940		
	I-VC 202205235197 VSP WITHHOLDING	D	5/24/2022	37.28		000940		
	I-VE 202205095187 VSP WITHHOLDING	D	5/24/2022	168.84		000940		
	I-VE 202205235197 VSP WITHHOLDING	D	5/24/2022	168.84		000940		
	I-VF 202205095187 VSP WITHHOLDING	D	5/24/2022	76.40		000940		
	I-VF 202205235197 VSP WITHHOLDING	D	5/24/2022	76.40		000940		
	I-VS 202205095187 VSP WITHHOLDING	D	5/24/2022	43.35		000940		
	I-VS 202205235197 VSP WITHHOLDING	D	5/24/2022	43.35		000940		735.38
0299	CAPITAL BANK AND TRUST COMPANY							
	I-DC3202206025198 DEF COMP WITHHOLDING	D	6/08/2022	725.00		000941		725.00
1442	MINNESOTA CHILD SUPPORT PAYMEN							
	I-CS1202206025198 CHILD SUPPORT WITHHOLDING	D	6/08/2022	207.00		000942		207.00
1550	P.E.R.A.							
	I-P-C202206025198 PERA WITHHOLDING	D	6/08/2022	10,307.22		000943		
	I-PPF202206025198 PERA WITHHOLDING	D	6/08/2022	22,577.35		000943		32,884.57
2606	EFTPS							
	I-T1 202206025198 FEDERAL TAX WITHHOLDING	D	6/08/2022	18,628.98		000944		
	I-T3 202206025198 FICA TAX WITHHOLDING	D	6/08/2022	9,528.26		000944		
	I-T4 202206025198 MEDICARE TAX WITHHOLDING	D	6/08/2022	4,957.20		000944		33,114.44
2607	MN DEPT OF REVENUE							
	I-T2 202206025198 STATE TAX WITHHOLDING	D	6/08/2022	8,584.14		000945		8,584.14
2681	MN STATE RETIREMENT SYSTEM							
	I-DC7202206025198 MN DEFERRED COMPENSATION-457B\$	D	6/08/2022	200.00		000946		
	I-DC8202206025198 MN DEFERRED COMPENSATION-ROTH%	D	6/08/2022	51.43		000946		
	I-SP2202206025198 HEALTH CARE SAVINGS PLAN	D	6/08/2022	382.08		000946		633.51
3047	CAPITAL BANK AND TRUST COMPANY							
	I-DC5202206025198 DEF COMP EMPLOYER CONTRIBUTION	D	6/08/2022	66.44		000947		66.44
0650	ELAN FINANCIAL SERVICES							
	I-202206085201 ELAN FINANCIAL SERVICES	D	6/10/2022	15,108.51		000948		15,108.51

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1222	LELS I-UDP202205235197 UNION DUES WITHHOLDING	R	5/24/2022	780.00		068618		780.00
1275	LOCAL # L - 3394 FIRE DEPT I-UDF202205235197 UNION DUES WITHHOLDING	R	5/24/2022	240.00		068619		240.00
0412	AFSCME COUNCIL 65 I-UDA202205095187 UNION DUES WITHHOLDING I-UDA202205235197 UNION DUES WITHHOLDING	R	5/24/2022	620.82		068620		1,241.64
1982	MADISON NATIONAL LIFE C-FINCH APR 2022 FINCH APRIL 2022 C-TENNESON 5/2022 TENNESON 5/2022 I-CHEDA MAY 2022 CHEDA MAY 2022 I-COBRA BARTON 5/22 COBRA/PHILIP BARTON 5/2022 I-COBRA ELLINGSON COBRA/KENT ELLINGSON 5/2022 I-COBRA RIOPELLE COBRA/SCOTT RIOPELLE 5/2022 I-LIB202205235197 LIFE INSURANCE BENEFIT	R	5/24/2022	5.50CR		068621		327.75
1435	MINNESOTA BENEFIT ASOCIATION C-MAY ADJUST 2022 MAY ADJUSTMENT 2022 I-MBA202205095187 INSURANCE WITHHOLDING I-MBA202205235197 INSURANCE WITHHOLDING	R	5/24/2022	0.01CR		068624		142.93
1552	NCPERS GROUP LIFE INS. I-LIP202205095187 PERA LIFE INS WITHHOLDING	R	5/24/2022	192.00		068625		192.00
2482	UNITED WAY OF CROOKSTON, INC I-UW 202205095187 UNITED WAY WITHHOLDING I-UW 202205235197 UNITED WAY WITHHOLDING	R	5/24/2022	28.50		068626		57.00
4500	MCFOA I-20220524 MCFOA-MMCI APPLICATION- RYSTAD	R	5/24/2022	70.00		068627		70.00
1931	POLK COUNTY-DRIVER & VEHICLE S I-20220524 RENEW REGISTRATIONS	R	5/24/2022	49.00		068628		49.00
0021	ADVANCED TIRE & AUTO SERV. LLC I-22-04456 TOW FEE I-43355 TIRE REPAIR I-562 SERVICE/ TIRE ROTATE	R	6/10/2022	150.00		068629		242.29
3016	ALTRU HEALTH SYSTEM I-20220502 HEARINGING TESTS	R	6/10/2022	946.25		068630		946.25

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2200	AUTO VALUE OF CROOKSTON							
I-76196952	AUTO VALUE OF CROOKSTON	R	6/10/2022	23.99		068631		
I-76197115	AUTO VALUE OF CROOKSTON	R	6/10/2022	295.09		068631		
I-76197156	AUTO VALUE OF CROOKSTON	R	6/10/2022	38.96		068631		
I-76197249	AUTO VALUE OF CROOKSTON	R	6/10/2022	2.37		068631		
I-76197316	AUTO VALUE OF CROOKSTON	R	6/10/2022	161.72		068631		
I-76197319	AUTO VALUE OF CROOKSTON	R	6/10/2022	19.15		068631		
I-76197380	AUTO VALUE OF CROOKSTON	R	6/10/2022	13.57		068631		
I-76197452	AUTO VALUE OF CROOKSTON	R	6/10/2022	7.98		068631		
I-76197605	AUTO VALUE OF CROOKSTON	R	6/10/2022	31.99		068631		
I-76197681	AUTO VALUE OF CROOKSTON	R	6/10/2022	17.07		068631		
I-76197933	AUTO VALUE OF CROOKSTON	R	6/10/2022	71.90		068631		
I-76197975	AUTO VALUE OF CROOKSTON	R	6/10/2022	65.37		068631		
I-76198269	AUTO VALUE OF CROOKSTON	R	6/10/2022	46.84		068631		
I-76198658	AUTO VALUE OF CROOKSTON	R	6/10/2022	67.62		068631		863.62
2001	BEST USED TRUCKS OF MN							
I-C1020773	BEST USED TRUCKS OF MN	R	6/10/2022	44.90		068633		44.90
0203	BORDER STATES ELECTRIC							
I-924308105	BORDER STATES ELECTRIC	R	6/10/2022	4,457.10		068634		4,457.10
0204	TIMOTHY RIOPELLE							
I-101212	PLAQUES	R	6/10/2022	180.00		068635		
I-39895	PLAQUES	R	6/10/2022	180.00		068635		360.00
0215	BRADS ELECTRIC							
I-202206085205	BRADS ELECTRIC	R	6/10/2022	322.85		068636		322.85
4481	JAMES BRANDON							
I-20220606	2022 UNIFORM REIMBURSEMENT	R	6/10/2022	127.87		068637		127.87
4506	BRIAN RYSTAD							
I-20220519	REIMBURSEMENT- MN STATE FIRE	R	6/10/2022	240.00		068638		240.00
0266	BRYAN ROCK PRODUCTS, INC.							
I-52798	RED BALL	R	6/10/2022	1,202.66		068639		1,202.66
3911	CENTURYLINK							
I-20220522	523 FAIR FAX APRIL/ MAY BILL	R	6/10/2022	100.22		068640		100.22
0372	CROOKSTON HOUSING & ECONOMIC D							
I-2008	ADMIN/MAINT JUNE 2022	R	6/10/2022	566.67		068641		
I-2009	VTP FAX LINE 05/08-06/07/2022	R	6/10/2022	30.00		068641		
I-2010	ROTO ROOTER 1603 HOVEN LANE	R	6/10/2022	350.00		068641		
I-20220508	GLADE OILS	R	6/10/2022	32.94		068641		
I-31680434	GREAT AMERICAN- WHITEBOARD	R	6/10/2022	126.54		068641		
I-31731163	GREAT AMERICAN -WHITE BOARD	R	6/10/2022	389.21		068641		1,495.36

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3184	CINTAS CORPORATION							
I-4119882941	RUGS- AIRPORT	R	6/10/2022	27.12		068642		
I-4119883010	CINTAS CORPORATION	R	6/10/2022	36.49		068642		
I-4121323021	RUGS- AIRPORT	R	6/10/2022	27.12		068642		
I-4121323056	CINTAS CORPORATION	R	6/10/2022	3.84		068642		
I-4121323085	TOWELS/ RUGS- CITY HALL	R	6/10/2022	15.68		068642		
I-4121323187	LINEN SERVICE- VTP	R	6/10/2022	16.05		068642		
I-4121323265	RUGS- POLICE	R	6/10/2022	24.12		068642		150.42
0321	CITY OF EAST GRAND FORKS							
I-0005212	P2P EXPENSES	R	6/10/2022	1,355.27		068643		1,355.27
0337	COLE PAPERS INC.							
I-10121559	CLEANING SUPPLIES	R	6/10/2022	144.87		068644		
I-10149919	JANITOR SUPPLIES-POOL	R	6/10/2022	171.13		068644		
I-10153004	JANITOR SUPPLIES	R	6/10/2022	431.32		068644		
I-10156646	JANITOR SUPPLIES- CITY HALL	R	6/10/2022	78.74		068644		826.06
1459	COMM OF FINANCE, TREAS DIV							
I-20220608	10 % SEIZED FUNDS 18000870	R	6/10/2022	164.70		068645		164.70
4000	COMMUNITY CO-OPS OF LAKE PARK							
I-20220531	04/29-05/31/2022	R	6/10/2022	95.91		068646		95.91
4067	CORE & MAIN LP							
I-Q828371	CORE & MAIN LP	R	6/10/2022	3,996.00		068647		
I-Q867826	CORE & MAIN LP	R	6/10/2022	132.43		068647		4,128.43
0365	CROOKSTON AREA CHAMBER INC							
I-20220601	ADOPT-A-BASKET	R	6/10/2022	70.00		068648		70.00
0363	CROOKSTON BUILDING CENTER							
I-0363	DUG-OUT # 5	R	6/10/2022	168.70		068649		
I-278500	GARAGE SUPPLIES	R	6/10/2022	682.10		068649		
I-280583	HIGHLAND DUGOUT	R	6/10/2022	157.50		068649		
I-280635	KARN- DUG OUT	R	6/10/2022	81.59		068649		
I-280733	DUG-OUT # 5	R	6/10/2022	21.34		068649		
I-280831	DIAMOND # 5	R	6/10/2022	527.27		068649		
I-280865	DIAMOND 5	R	6/10/2022	134.10		068649		1,772.60
0389	CROOKSTON FUEL CO.							
I-20220525-FIRE	FUEL- FIRE	R	6/10/2022	1,045.72		068650		
I-20220525-PARKS	FUEL- PARKS	R	6/10/2022	1,702.48		068650		
I-20220525-POLICE	FUEL/ WASH	R	6/10/2022	2,765.10		068650		
I-20220601	CROOKSTON FUEL CO.	R	6/10/2022	921.46		068650		
I-202206085206	CROOKSTON FUEL CO.	R	6/10/2022	9,665.71		068650		
I-202206085207	CROOKSTON FUEL CO.	R	6/10/2022	3,891.67		068650		19,992.14

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0440	CROOKSTON OFFICIAL'S ASSOCIATI BASEBALL/ SOFTBALL UMPs 2022	R	6/10/2022	2,000.00		068651		2,000.00
0425	CROOKSTON PAINT & GLASS CARPET CLEANING-HIGH WATER	R	6/10/2022	174.97		068652		174.97
0470	CROOKSTON WELDING INC.							
	C-041811 CORE DEP	R	6/10/2022	27.00CR		068653		
	C-042639 CORE DEP	R	6/10/2022	108.00CR		068653		
	I-041387 PRESSURE WASHER	R	6/10/2022	299.49		068653		
	I-041666 CROOKSTON WELDING INC.	R	6/10/2022	151.36		068653		
	I-041750 WRENCH	R	6/10/2022	35.99		068653		
	I-041808 BATTERY	R	6/10/2022	404.00		068653		
	I-041965 CROOKSTON WELDING INC.	R	6/10/2022	1,287.22		068653		
	I-042060 CROOKSTON WELDING INC.	R	6/10/2022	67.27		068653		
	I-042146 CROOKSTON WELDING INC.	R	6/10/2022	25.45		068653		
	I-042625 4- BATTERY	R	6/10/2022	787.96		068653		
	I-042630 CROOKSTON WELDING INC.	R	6/10/2022	68.48		068653		2,992.22
1610	CUMMINS SALES AND SERVICE CUMMINS SALES AND SERVICE	R	6/10/2022	926.04		068655		926.04
1415	DOCU SHRED, INC SHREDDING	R	6/10/2022	20.00		068656		20.00
0551	EAST GRAND FORKS POLICE DEPART 25% SEZIED FUNDS	R	6/10/2022	288.23		068657		288.23
1407	ERICKSON EMBROIDERY /2ND ST BO YOUTH JERSEYS	R	6/10/2022	3,519.00		068658		
	I-15780 PANTS/ BELTS	R	6/10/2022	447.00		068658		
	I-15791 HATS	R	6/10/2022	800.00		068658		
	I-15807 EMBROID- HATS	R	6/10/2022	950.00		068658		5,716.00
4501	STEVE FLATT REFUND AIRPORT HANGER RENT	R	6/10/2022	330.00		068659		330.00
0875	FLEET SUPPLY RAIN SUITS	R	6/10/2022	125.94		068660		
	I-106127 EXT CORD	R	6/10/2022	69.99		068660		
	I-106142 PUMP	R	6/10/2022	89.99		068660		
	I-106657 VALVE	R	6/10/2022	11.79		068660		
	I-106782 SPRAYER PUMP	R	6/10/2022	131.99		068660		
	I-106915 FLEET SUPPLY	R	6/10/2022	109.99		068660		
	I-107041 WATER FITTINGS	R	6/10/2022	38.53		068660		578.22

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0906	GALL'S, LLC I-021138038 DUTY GEAR	R	6/10/2022	110.87		068661		110.87
0909	GARDEN VALLEY TECHNOLOGIES I-201051510 GARDEN VALLEY TECHNOLOGIES	R	6/10/2022	121.40		068662		121.40
4502	RICHARD GOODYKE I-20220523 HANGER RENT REFUND	R	6/10/2022	330.00		068663		330.00
0944	GOPHER STATE ONE-CALL INC. I-2050318 LOCATION CALLS	R	6/10/2022	128.25		068664		128.25
0987	GREAT PLAINS NATURAL GAS CO. I-20220603 04/20-05/18/2022 SERVICES	R	6/10/2022	13,430.62		068665		13,430.62
1000	GROVE MECHANICAL INC. I-493258 GROVE MECHANICAL INC.	R	6/10/2022	294.00		068666		294.00
1010	HACH COMPANY I-13052904 HACH COMPANY I-13075856 HACH COMPANY I-13079914 HACH COMPANY	R R R	6/10/2022 6/10/2022 6/10/2022	209.02 1,098.75 51.17		068667 068667 068667		1,358.94
3400	CROOKSTON HARDWARE HANK I-35376/2 SCRAPER I-65254/2 LINK CHAIN I-65281/2 TRIMMER LINE	R R R	6/10/2022 6/10/2022 6/10/2022	36.99 17.91 14.99		068668 068668 068668		69.89
1043	HAWKINS, INC I-6184944 HAWKINS, INC	R	6/10/2022	20.00		068669		20.00
4229	GREG HEFTA I-20220608 NW CHAPTER BUILDING OFFT	R	6/10/2022	20.00		068670		20.00
3040	ROBERT HERKENHOFF I-20220608 YEAR 9 OF 15 TAX ABATE	R	6/10/2022	3,036.04		068671		3,036.04
1006	HN QUALITY PLUMBING INC. I-009778 HN QUALITY PLUMBING INC. I-41771 CSC DRINKING FOUNTAIN	R R	6/10/2022 6/10/2022	64.78 202.69		068672 068672		267.47
1105	HUGO'S I- 0010 TRAINING SUPPLIES I- 0053 FIRST RESPONDER NIGHT I-0094 CLEANING SUPPLIES I-0142 CLEANING SUPPLIES	R R R R	6/10/2022 6/10/2022 6/10/2022 6/10/2022	40.29 66.44 62.92 10.78		068673 068673 068673 068673		180.43

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9193 I-20220606	HUMANE SOCIETY OF POLK CO INC MAY 2022 LEASE/ IMPOUND	R	6/10/2022	462.00		068674		462.00
3714 I-IN3809917 I-IN3811050	INNOVATIVE OFFICE SOLUTIONS, L OFFICE SUPPLIES SUPPLY- BINDERS	R R	6/10/2022 6/10/2022	134.55 36.16		068675 068675		170.71
4109 I-IN191129	KIESLER'S POLICE SUPPLY DUTY GEAR	R	6/10/2022	92.00		068676		92.00
1205 I-03232205121918	KROX RADIO STATION JOB ADS/ CLEAN UP WEEK	R	6/10/2022	810.00		068677		810.00
4431 I-84509	LEAGUE OF WISCONSIN MUNICIPALI LEAGUE OF WISCONSIN MUNICIPALI	R	6/10/2022	150.00		068678		150.00
1333 I-20220601	MARSHALL AND POLK RURAL WATER WATER- AIRPORT	R	6/10/2022	45.55		068679		45.55
1397 I-22561	MILLER AIRCRAFT SERVICE INC. MAY FUEL- 2022	R	6/10/2022	7,480.36		068680		7,480.36
4503 I-332	MINNESOTA COUNCIL OF AIRPORTS MEMBERSHIP RENEWAL	R	6/10/2022	150.00		068681		150.00
1482 I-20220527	MN DEPT OF HEALTH/DRINKING WAT MN DEPT OF HEALTH/DRINKING WAT	R	6/10/2022	6,296.00		068682		6,296.00
1780 I-20220503	MNSCU- MOORHEAD EMERGENCY RESPONDERS-FIRE	R	6/10/2022	1,400.00		068683		1,400.00
3589 I-82.03960.00-2022	NATURE VIEW TWINHOMES LLC 9 OF 15 TAX ABATEMENT	R	6/10/2022	4,305.12		068684		4,305.12
3589 I-82.03962.00-2022	NATURE VIEW TWINHOMES LLC 9 OF 15 TAX ABATEMENT	R	6/10/2022	4,216.20		068685		4,216.20
3791 I-33749	NORMAN COUNTY SHERIFF'S OFFICE REIMBURSE CONF	R	6/10/2022	175.00		068686		175.00
1735 I-24305	NORTHERN FIRE EQUIPMENT NORTHERN FIRE EQUIPMENT	R	6/10/2022	365.00		068687		365.00

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1750	NORTHERN LUMBER							
I-337560	PLASTIC FOR HIGH WATER EVENT	R	6/10/2022	1,628.52		068688		
I-338144	MISC BUILDING REPAIRS	R	6/10/2022	52.41		068688		1,680.93
1861	OTTERTAIL POWER COMPANY-FF							
I-41994 & 42015	SERVICES 04/20-5/17/2022	R	6/10/2022	26,481.30		068689		26,481.30
2991	PET WASTE ELIMINATOR							
I-43130008	PET WASTE ELIM	R	6/10/2022	320.00		068691		320.00
3576	PHILLIP PETERSON							
I-20220604	BOOTS-	R	6/10/2022	129.99		068692		129.99
1872	PKM ELECTRIC							
I-20220531	04/26-05/31/2022	R	6/10/2022	47.00		068693		
I-20220531-2	04/28-05/30/2022	R	6/10/2022	62.00		068693		109.00
4096	PLANTE PLUMBING, INC							
I-2752	DRAIN CLEANING/ BATHROOM REPAI	R	6/10/2022	297.79		068694		
I-2755	REPAIRS IN BACK BATHROOM	R	6/10/2022	227.50		068694		
I-2765	REPAIR DRAIN	R	6/10/2022	198.00		068694		723.29
0657	POLK COUNTY ATTORNEY							
I-20220608	20% SEIZED FUNDS 1800870	R	6/10/2022	329.40		068695		329.40
1938	POLK COUNTY SOLID WASTE INCINE							
I-22-5011	POLK COUNTY SOLID WASTE INCINE	R	6/10/2022	9,838.50		068696		
I-34001	POLK COUNTY SOLID WASTE INCINE	R	6/10/2022	5.00		068696		9,843.50
2100	REGIONAL SANITATION SERV INC							
I-20220527	GARBAGE- AIRPORT	R	6/10/2022	180.09		068697		180.09
3693	RUBEN J RESENDIZ							
I-940728	SUMMER MAINT/ BOILER	R	6/10/2022	340.00		068698		340.00
0079	CHARLES W. REYNOLDS							
I-20220530	PAYROLL	R	6/10/2022	8,673.08		068699		8,673.08
3834	RMB ENVIRONMENTAL LABORATORIES							
I-D029777	RMB ENVIRONMENTAL LABORATORIES	R	6/10/2022	394.00		068700		
I-D030022	RMB ENVIRONMENTAL LABORATORIES	R	6/10/2022	138.00		068700		
I-D030366	RMB ENVIRONMENTAL LABORATORIES	R	6/10/2022	138.00		068700		
I-D030455	RMB ENVIRONMENTAL LABORATORIES	R	6/10/2022	80.00		068700		
I-D030479	RMB ENVIRONMENTAL LABORATORIES	R	6/10/2022	266.00		068700		
I-D030480	RMB ENVIRONMENTAL LABORATORIES	R	6/10/2022	123.00		068700		1,139.00

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2146	ROTO ROOTER							
I-83022	ROTO ROOTER	R	6/10/2022	210.00		068701		210.00
2437	SCOTT'S TRUE VALUE HARDWARE							
I-71386	KEYS	R	6/10/2022	12.60		068702		
I-A220033	CLEANER	R	6/10/2022	6.33		068702		
I-A220637	FIELD SPRAY	R	6/10/2022	39.72		068702		
I-A221485	SCOTT'S TRUE VALUE HARDWARE	R	6/10/2022	3.70		068702		62.35
2235	SEH, INC							
I-426485	FACILITIES PLAN- RES 27413	R	6/10/2022	1,745.00		068703		1,745.00
2231	SERVICE PRO OF CROOKSTON INC							
I-0143574	TRIM STRING	R	6/10/2022	55.96		068704		55.96
4504	SIOUX FALLS EMPIRE BASEBALL AS							
I-20220606	SR LEGION BASEBALL REG FEE	R	6/10/2022	600.00		068705		600.00
4432	SOUTH DAKOTA MUNICIPAL LEAGUE							
I-6829	COMM DIRECTOR- JOB POSTING	R	6/10/2022	50.00		068706		50.00
2295	STEIN'S INC.							
I-897672	PARTS FOR VACUUM	R	6/10/2022	260.79		068707		260.79
2310	STONE'S MOBILE RADIO INC							
I- 2046074	SHIPPING CHARGE	R	6/10/2022	13.00		068708		
I-20220405	WARD COMMAND POST RADIO	R	6/10/2022	291.72		068708		304.72
2315	STREICHER'S							
I-I1569803	9MM PRACTICE	R	6/10/2022	2,406.90		068709		
I-I1570594	AMMO	R	6/10/2022	1,384.99		068709		3,791.89
4273	SUNSET LAW ENFORCEMENT							
I-0006570-IN	9MM AMMO	R	6/10/2022	520.20		068710		520.20
2731	TERMINIX COMMERCIAL							
I-187199	RODENTS	R	6/10/2022	98.50		068711		98.50
3175	THE DOOR GUY							
I-4503	REPLACED ALL 4 SPRINGS	R	6/10/2022	3,109.00		068712		3,109.00
4064	THE LOOPY SPOOL							
I-06012202	UNIFORM ADJUSTMENTS	R	6/10/2022	139.00		068713		139.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
4434	WILLIAM WALBERT							
I-984260	308 GORGAS AVE-MOWED	R	6/10/2022	200.00		068714		
I-984261	526 SOUTH ASH- MOWED	R	6/10/2022	100.00		068714		
I-984262	129 WASHINGTON AVE- MOWED	R	6/10/2022	50.00		068714		
I-984263	118 WASHINGTON- MOWED	R	6/10/2022	150.00		068714		
I-984264	201 8TH STREET - MOWED	R	6/10/2022	50.00		068714		550.00
2404	TODD'S TIRE SERVICE INC.							
I-31384	TODD'S TIRE SERVICE INC.	R	6/10/2022	38.00		068715		
I-31397	TODD'S TIRE SERVICE INC.	R	6/10/2022	87.00		068715		
I-31510	BALANCE TIRES	R	6/10/2022	119.00		068715		244.00
2478	U. S. POSTMASTER							
I-20220601	WATER DEPT - TRUST FUND	R	6/10/2022	900.00		068716		900.00
3406	ULINE							
I-149477387	32 GAL FUNNEL	R	6/10/2022	2,052.10		068717		2,052.10
3123	VALLEY ELECTRIC OF CROOKSTON,							
I-6609	REPLACE BAD GFCI	R	6/10/2022	2,873.38		068718		
I-6626	LIGHT ON WATER TANK- AIRPORT	R	6/10/2022	897.33		068718		3,770.71
0400	VALLEY PLAINS EQUIPMENT							
C-3293994	RETURNED SEAL	R	6/10/2022	39.26CR		068719		
C-3294004	RETURN SEAL	R	6/10/2022	67.50CR		068719		
I-3272671	VALLEY PLAINS EQUIPMENT	R	6/10/2022	67.50		068719		
I-3308105	MOWER- BLADES	R	6/10/2022	92.29		068719		
I-3330305	SPINDLE	R	6/10/2022	212.80		068719		265.83
4505	VARI SALES CORPORATION							
I-90096132	STAND UP DESK	R	6/10/2022	545.00		068720		545.00
2506	VERIZON WIRELESS							
I-9906566220	PD DATA	R	6/10/2022	180.05		068721		
I-9907158204	SERVICES 05/23-06/22/2022	R	6/10/2022	1,337.82		068721		1,517.87
4437	WEX BANK							
I-80764447	FUEL- POLICE	R	6/10/2022	245.87		068722		245.87
4437	WEX BANK							
I-80764528	FUEL- FIRE	R	6/10/2022	191.15		068723		191.15
2545	WIDSETH SMITH NOLTING & ASSOC,							
I-216969	WIDSETH SMITH NOLTING & ASSOC,	R	6/10/2022	187.50		068724		
I-217249	WIDSETH SMITH NOLTING & ASSOC,	R	6/10/2022	344.00		068724		531.50

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
2600	ZIEGLER INC.							
C-198.23	LAMP HEAD LIGHT	R	6/10/2022	198.23CR		068725		
I-IN000543759	CM- GUARD/ SEAL O RING	R	6/10/2022	255.72		068725		57.49

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	103	172,339.01	0.00	172,339.01
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	20	218,202.94	0.00	218,202.94
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS 0.00		
		VOID CREDITS 0.00	0.00	0.00

TOTAL ERRORS: 0

VENDOR SET: 01	BANK: AP	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			123	390,541.95	0.00	390,541.95
BANK: AP	TOTALS:		123	390,541.95	0.00	390,541.95
REPORT TOTALS:			123	390,541.95	0.00	390,541.95

CK 68618-68725

TOTAL= \$390,541.95

SELECTION CRITERIA

VENDOR SET: 01-CITY OF CROOKSTON
VENDOR: ALL
BANK CODES: All
FUNDS: All

CHECK SELECTION

CHECK RANGE: 000000 THRU 999999
DATE RANGE: 5/24/2022 THRU 99/99/9999
CHECK AMOUNT RANGE: 0.00 THRU 999,999,999.99
INCLUDE ALL VOIDS: YES

PRINT OPTIONS

SEQUENCE: CHECK NUMBER

PRINT TRANSACTIONS: YES
PRINT G/L: NO
UNPOSTED ONLY: NO
EXCLUDE UNPOSTED: NO
MANUAL ONLY: NO
STUB COMMENTS: NO
REPORT FOOTER: NO
CHECK STATUS: NO
PRINT STATUS: * - All

RESOLUTION NO. _____

At a first regular meeting of the City Council of the City of Crookston held on the 13th day of June 2022, Council Member _____ offered the following resolution which was seconded by Council Member _____,

RESOLUTION TO RECEIVE A DONATION FOR CROOKSTON FIRE DEPARTMENT

WHEREAS, The City of Crookston has received donation from Douglas & Barbara Erdman,

NOW, THEREFORE, IT IS RESOLVED, by the City Council of Crookston to accept the donation for the Crookston Fire Department Smoke Detector and Carbon Monoxide Alarm Program in the amount of \$100.00.

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 13th day of June 2022, Council Member _____ offered the following resolution which was seconded by Council Member _____,

RESOLUTION TO RECEIVE A DONATION FOR CROOKSTON PARKS AND RECREATION DEPARTMENT

WHEREAS, The City of Crookston has received donation from Crookston Baseball Association,

NOW, THEREFORE, IT IS RESOLVED, by the City Council of Crookston to accept the donation for the Crookston Parks and Recreation for Legion Coaches in the amount of \$7,000.00.

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 13th day of June 2022, Council Member _____ offered the following resolution which was seconded by Council Member _____,

RESOLUTION TO APPROVE NUISANCE MOWING BID AND CONTRACT WITH THUNDER PAWS

WHEREAS, the City of Crookston desire the services of an independent contractor with respect to mowing nuisance grasses and weeds on various lots within the limits of the City of Crookston, and

WHEREAS, the City of Crookston published a request for proposals (RFP) in the Crookston daily times for the period May 11-26, 2022 and

WHEREAS, a single proposal was received from Thunder Paws 901 Broadway Ave NE, Red Lake Falls, Minnesota, 56750 and

WHEREAS, the proposal and bid received, from: Thunder Paws indicated an **Hourly Amount of \$ 50.00**. The bid was with respect to a two-year contract running for the term May 31, 2022, through November 30, 2023 and,

WHEREAS, the bidder provided the City a proposal which included the following:

1. Dated, digital photo of the property, identified by address, before and after mowing.
2. Invoice to the City for each property mowed.
3. Property to be mowed on the date specified by the City
4. Copy of Liability Insurance

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CROOKSTON MINNESOTA enter into in a two-year agreement with Thunder Paws with the provisions of nuisance grass and weed mowing at the rate of \$50.00.

NOW, THEREFORE, BE IT FURTHER RESOLVED the City Administrator of the Crookston of Crookston execute every document necessary to effectuate a contract for nuisance grass and weed mowing for a two-year period with Thunder Paws.

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

INDEPENDENT CONTRACTOR AGREEMENT

Independent contractor agreement (the "Agreement") made on May 31, 2022, between the City of Crookston, a Municipality organized and existing pursuant to the laws of the State of Minnesota, having its principal office at 124 North Broadway, Crookston, Minnesota 56716, and William Brandon Walbert DBA: Thunder Paws Services, having its principal place of business in Red Lake Falls, Minnesota (the "Independent Contractor").

Article I

1.1 Terms of Agreement

The services called for under this Agreement shall commence on May 31, 2022 and shall terminate on November 30, 2023.

1.2 Work to Be Performed

City desires the Independent Contractor perform, and the Independent Contractor agrees to perform, the following work: lawn mowing of nuisance grass.

1.3 Terms of Payment

City shall pay the Independent Contractor according to the following terms and conditions: \$50 per hour.

1.4 Reimbursement of Expenses and Equipment Costs

City shall not be liable to the Independent Contractor for any expenses paid or incurred by the Independent Contractor unless otherwise agreed to in writing.

Article II

2.1 Independent Contractor Status

The Independent Contractor expressly represents and warrants to City that (1) he is not and shall not be construed to be an employee of the City and that his status shall be that of an independent contractor for which he is solely responsible for his actions and inactions; and (2) the Independent Contractor shall not act as an employee or agent of City; and (3) the Independent Contractor is not authorized to enter into contracts or agreements on behalf of City or to otherwise create obligations of City to third parties.

2.2 Performance of work

The Independent Contractor shall devote such time and effort to the performance of this Agreement so as to effectively perform such services and to accomplish the purposes thereof. The independent contractor shall supply, at his own expense, all materials, supplies, equipment and tools required to accomplish the work agreed to be performed in accordance with this Agreement.

2.3 Compliance with Laws

The Independent Contractor represents that he has complied with all federal, state and local laws regarding business permits and licenses that may be required to carry out the work to be performed under this Agreement.

2.4 Payment to Independent Contract Employees

The Independent Contractor shall be solely responsible for paying his employees.

2.5 Federal, State, and Local Payroll Taxes

The Independent Contractor acknowledges that City shall neither pay nor withhold federal, state or local income tax or payroll tax of any kind on behalf of the Independent Contractor or the employees of the Independent Contractor. The Independent Contractor shall not be treated as an employee for the services performed hereunder for federal, state, or local tax or any other purposes.

2.6 Notice to Independent Contractor About Its Tax Duties and Liabilities

The Independent Contractor understands that he is responsible to pay, according to law, his income taxes. If the Independent Contractor is not a corporation, he further understands that he may be liable for self-employment (social security) tax, to be paid by the Independent Contractor according to law.

2.7 Responsibility for Workers' Compensation

The Independent Contractor understands that no workers' compensation insurance shall be obtained by City covering the Independent Contractor or his employees. The Independent Contractor shall comply with the workers' compensation law concerning the Independent Contractor and his employees.

2.8 Non-Eligibility for Benefits

The Independent Contractor acknowledges that as a non-employee, he is not eligible to participate in any of City's employee benefit programs (nor are his spouse or dependents) and waives all rights to such benefits, including any right to file a claim for any employee benefits under the Minnesota Public Employee Retirement Association (PERA), applicable state or local law, or any City policy, practice, procedure, or program. The Independent Contractor also agrees that should he at a later time become

an employee of City, he would become eligible to participate in City's employee benefit programs at that time, in accordance with the terms of each plan and City policies, practices, procedures, and programs.

2.9 Assignability

The Independent Contractor shall not be allowed to assign this Agreement in whole or in part. Any attempt to assign this agreement shall be null and void.

Article III

2.10 Termination of Agreement

A. Either party may terminate this Agreement by giving 30 days' written notice to the other of its intent to terminate this agreement. Such termination may be made with or without cause. During the 30-day period after such notice is sent, the parties shall continue to act toward each other in good faith.

B. Either party may terminate this Agreement with reasonable cause, effective immediately upon the giving of written notice of the termination. The grounds for reasonable cause shall include: material violation of this agreement or any act exposing the other party to liability for personal injury, property damage, or any other liability cognizable by a judicial body of competent jurisdiction.

3.1 Effect of Termination

Upon termination of this Agreement, the City will compensate the Independent Contractor for work performed under this Agreement to the date of termination, as agreed to by the parties in writing. Where agreement cannot be reached, provisions of Article V shall apply.

Article IV

3.2 Defense and Indemnification of Claims

At its own cost and expense, Independent Contractor shall defend, indemnify and hold harmless City from and against any claims brought by third parties as a result of performance of this Agreement. If Independent Contractor shall fail to promptly, professionally and diligently defend City, City may, but shall have no obligation to, assume the conduct of the defense, or settle the claim without Independent Contractor's consent and Independent Contractor shall thereupon be fully responsible for the costs and expenses of the defense and/or settlement.

3.3 Insurance

The Independent Contractor does further agree that in order to protect itself as well as the City under the indemnity agreement provision hereinabove set forth, it will at all times during the term of the Agreement have and keep in force:

(1) A single limit or combined limit or excess umbrella general liability insurance policy of an amount of not less than \$300,000 for property damaged arising from one occurrence, \$600,000 for total bodily or personal injuries or death and/or damages arising from one occurrence. Such policy shall also include contractual liability coverage protecting the City, its offices, agents and employees by specific endorsement or certificate acknowledging the contract between the Provider and the City, through the Department, naming the City as an additional insured.

3.4 Choice of Law

Any dispute under this Agreement, or related to this Agreement, shall be decided in accordance with the laws of the state of Minnesota.

Article VI

3.5 Entire Agreement

This Agreement supersedes all prior oral or written agreements, if any, between the parties and constitutes the entire agreement between the parties. The Agreement cannot be changed or modified orally. This Agreement may be supplemented, amended, or revised only in writing by agreement of the parties.

3.5 Nonwaiver

The failure of either party to this Agreement to exercise any of its rights under this agreement at any time does not constitute a breach of this Agreement and shall not be deemed to be a waiver of such rights or a waiver of any subsequent breach.

3.6 Severability

If any part of this agreement is held to be unenforceable, the rest of this agreement shall nevertheless remain in full force and effect.

3.7 Survival

Independent Contractor agrees that Articles II – VI of this Agreement and subsections therein shall survive termination of this Agreement and shall be fully enforceable thereafter.

3.8 Acknowledgements

The Independent Contractor hereby acknowledges that he has been provided with a copy of this Agreement prior to signing it, that he has been advised and given the opportunity to have this Agreement reviewed by his own attorney prior to signing the Agreement, that he understands the purposes and effects of this Agreement, and that he has been given a signed copy of this Agreement for his own records. The Independent Contractor expressly acknowledges and agrees that the execution by City of this Agreement constitutes full, adequate, and sufficient consideration to Independent Contractor from City for the duties, obligations, and covenants of Independent Contractor under this Agreement and that City has a legitimate business interest in obtaining Independent Contractor’s commitment to the duties, obligations, and covenants of this Agreement. City expressly acknowledges and agrees similarly with respect to the consideration received by it from Independent Contractor under this Agreement.

3.9 Ambiguity

It is the intention of both City and Independent Contractor that the normal rule of construction to the effect of any ambiguities are to be resolved against the drafting party shall not be utilized in the interpretation or construction of this Agreement. Both parties shall be deemed to have participated equally in the drafting of this Agreement.

3.10 Headings

The headings in this Agreement are for convenience only and do not affect this Agreement's interpretation.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of this 31th day of May 2022.

INDEPENDENT CONTRACTOR

CITY OF CROOKSTON

By:

By:

SIGNED ORIGINAL

SIGNED ORIGINAL

Brandon William Walbert
DBA: Thunder Paws Services

Charles Reynolds 
City Administrator



2022 Special Meeting Agenda
Monday, June 27, 2022 • City Hall • 6:45 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: Bill Tate, Theresa Tahrán and Jill Schulz

- 1) Call Meeting to Order**
- 2) Approve Payables**
- 3) Adjournment**

RESOLUTION NO. _____

At a first regular meeting of the City Council of the City of Crookston held on the 13th day of June 2022, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTION AUTHORIZING ENGAGEMENT OF PROFESSIONAL DESIGN SERVICES FOR THE LIBRARY

WHEREAS, the City of Crookston’s existing public library is experiencing roof leaks in and around the clear story windows in the central areas around roof and,

WHEREAS, the likely cause of the leakage issues are the existing translucent clear story windows and sealant joints in and around the openings and,

WHEREAS, the existing translucent windows should be replaced with new and,

WHEREAS, the adjacent flat roof area slope should be improved to include drainage away from the area and,

WHEREAS, the existing gutters with new and increasing coverage should be placed and,

WHEREAS, the Crookston library director has received a proposal for services for the development of construction documents to allow for bidding and construction of the repair and maintenance project and,

WHEREAS, the Widseth Engineering firm has made a proposal in the lump sum of \$12,900 to complete the scope of services with respect to basic code analysis, demolition plan, roof plan, window details and construction specification and,

WHEREAS, Widseth Engineering firm shall perform bidding and construction plan administration services.

NOW THEREFORE, BE IT RESOLVED, Widseth Engineering has been selected to be the provider of the architectural design and bidding contractor administration services with respect to improvements at the Crookston Public Library.

IT IS FURTHER RESOLVED, the City of Crookston enter into a contract with Widseth Engineering with respect to the architectural design and bidding construction services regarding improvements at the Crookston Public Library.

IT IS FURTHER RESOLVED, the Mayor and City Administrator of the City of Crookston are authorized to enter into and sign a contract with Widseth Engineering with respect to the architectural design and bidding construction administrative services regarding the roof improvements at the Crookston Public Library.

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 13th day of June 2022, Council Member _____ offered the following resolution which was seconded by Council Member _____,

RESOLUTION TO APPROVE A CITY ADMINISTRATOR EMPLOYMENT AGREEMENT

WHEREAS, on February 14, 2022 the City of Crookston initiated a search process for a City Administrator and,

WHEREAS, on May 9, 2022 the search process for the City Administrator was completed and,

WHEREAS, the process was completed with no candidate to be recommended to the City Council and,

WHEREAS, The Mayor, Dale Stainbrook and former City Administrator, Amy Finch completed an interview process and negotiations and is recommending entering an employment agreement for the position of City Administrator with Charles Reynolds effective May 28, 2022.

NOW, THEREFORE, IT IS RESOLVED by the City Council of Crookston, Minnesota to enter into an employment agreement with Charles Reynolds for the Interim City Administrator position effective May 28, 2022.

IT IS FURTHER RESOLVED that the Mayor is hereby authorized to sign any and all documents necessary to effectuate an employment agreement with the City of Crookston and Charles Reynolds regarding the employment of Charles Reynolds as 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
City Clerk

Dale Stainbrook
Mayor

AN ORDINANCE REGULATING THE OPERATION OF MOBILE FOOD UNITS IN THE CITY OF CROOKSTON

Sect. 1. Purpose and Intent.

To protect the health, safety, and welfare of the public, establish a uniform set of regulation which are fair and equitable, ensure that persons vending on private property do no impede on public space, provide a variety of goods, services, and economic opportunities to the community at large, and encourage active street level activity to enhance the urban environment.

Sect. 2. Definitions

The following words, terms and phrases, when used in this ordinance, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Mobile Food Unit (MFU)

A mobile food unit (MFU) is a food and beverage service establishment that is a vehicle mounted unit, either motorized or trailered, and readily movable, without disassembling, for transport to another location. The unit can operate no more than 21 days annually at any one place unless it is operated at the site of and in conjunction with a permanent business licensed under Minnesota Statutes, chapter 157 or chapter 28A. All MFU must operate in compliance with the Minnesota food code.

Mobile Food Vendor (MFV)

Any individual, company, restaurant, or organization operating a mobile food unit unless specifically exempted in Section 6.

Base of Operations

Shall mean a licensed and approved catering establishment, restaurant, commercial kitchen, or other approved place in which food, containers or supplies are kept, handled, prepared, packaged or stored, and which has also obtained approval from the State of Minnesota Health Department, Minnesota Department of Agriculture or Crookston County Environmental Services.

Sect. 3. Licenses & Permit

No person shall sell, or offer for sale, food of any type from a mobile food unit as defined in Section 2, within the City of Crookston without first complying with the regulations contained in this section unless specifically exempted in Section 6. Mobile Food Units must obtain the following permits, licenses, and approvals in order to legally operate:

1) State or County License

- a) A MFU shall hold a valid license from Crookston County Environmental Services, the State of Minnesota Department of Health or Department of Agriculture. Any conditions of the State Health Department shall be incorporated into the license issued under this ordinance, in addition to any other conditions by the City of Crookston.

2) City Permit

- a) A MPV shall not operate a MFU without a permit issued by the city authorizing such operation. The City Administrator shall prescribe the form for application of permit for MFU. The City Council shall establish appropriate fees for the MFU permit according to the adopted city fee schedule which may be adjusted from time to time.
- b) Permits issued by the City Administrator shall be valid only for the location and duration identified by the mobile food vendor on the prescribed application and shall not be transferable.

Sect. 4. Operational Requirements

Mobile food units and vendors are required to operate under the following requirements:

- 1) The mobile food unit permit and all applicable health certificates including food inspection reports, under which the unit is operating must be firmly attached and visible to the public on the mobile food unit at all times.
- 2) A mobile food unit shall not operate in the public right-of-way or on private property unless a city issued permit was first obtained in accordance with this ordinance or is specifically exempted in Section 6 of this ordinance.
- 3) Mobile food units shall not operate on any private property without the prior consent of the owner and must comply with all other location restrictions set forth in Section 5.

- 4) Mobile food units shall not make sounds or announcement to call attention to the food truck either while traveling on the public rights-of-way or when stationary. At all times the food trucks and surrounding area shall be in compliance with the City of Crookston's Noise Control Ordinance.
- 5) Mobile food units shall not be left unattended or stored on the site when service is not underway.
- 6) A person operating a mobile food unit shall not conduct business with or accept orders from any patron or customers while such patrons or customers are in their motor vehicles.
- 7) Mobile food units shall not provide temporary seating for customers.
- 8) Mobile food units shall be self-contained and shall not connect to any public utilities, including but not limited to, water, sewer and electricity.
- 9) Signage shall be displayed on the mobile food unit only. Directional signage shall not be permitted.
- 10) Each mobile food unit shall provide a receptacle for litter, which shall be located within fifteen (15) feet of the unit and shall be maintained and emptied regularly. The receptacle must be adequate in size, so waste does not begin to overflow from the receptacle.
- 11) The area within which a mobile food unit is operating shall, always, be kept clean and free from litter, garbage, rubble and debris generated by the MFU within a fifty (50) foot radius.
- 12) All waste shall be disposed of at the mobile food unit's base of operation or at a facility licensed to accept waste.

Sect. 5. Location

- 1) While in operation, a mobile food unit shall maintain a minimum distance of 150 feet from any building housing an established and licensed eating establishment. This distance will be measured from the main serving window in a straight line to the property line of the nearest brick and mortar food establishment. If a food truck operates less than 150 feet from any building housing an established and licensed eating establishment, they must have expressed and signed consent from all affected establishments in order to operate. This consent must be updated annually and can be revoked by any affected establishment by providing notice in writing to the owner of mobile food unit and the City of Crookston. This provision shall not apply to mobile food units operating by invitation of an organization who has obtained a special event permit approved by the Crookston City Council.
- 2) Maintain a clearance of at least 10 feet from buildings, structures, vehicles and any combustible materials.
- 3) Each location for the operation of any food truck must be approved in advance by the City of Crookston.

Sect. 6. Exempt Persons and/or Organizations

The following persons and/or organizations shall be exempt from the provisions of this ordinance. The City Administrator shall determine if a person and/or organization falls within these exemptions, subject to appeal to the city council.

- 1) Any organization associated with a public or private school, or youth activity such as, but not limited to Scouts, church groups, or athletic leagues located in the Crookston School District.
- 2) Children conducting a neighborhood lemonade stand or similar type with parent's approval on their own property.
- 3) Farmers or others selling homegrown produce.
- 4) Any non-profit organization or government entity that currently has tax-exempt status from either the state or federal government and can provide immediate evidence of that status upon request.
- 5) A mobile food unit that is operating by invitation of a person or organization who has obtained a special event permit approved by the Crookston City Council.
- 6) A mobile food unit operating in conjunction with an auction sale.

Sect. 7. Investigation; Granting, Denial, or Revocation

- 1) All permit applications under this ordinance shall be made to the office of the city administrator and referred to the chief of police and such other municipal departments or offices as the city administrator deems necessary for verification and investigation of the facts set forth in the application. The chief of police and other department heads of officers consulted shall submit comments and/or recommendations to the city administrator who shall determine whether to issue the permit.
- 2) The existence of any ground for denial or revocation does not mean the city must deny or revoke the permit. If the permit is mistakenly issued to a person, it shall be revoked upon the discovery that the person was ineligible for the permit under this ordinance.

- 3) The city shall have the discretion to consider, in granting, denying, or revoking a permit, any reasonable facts or circumstances relating to public health, safety, and welfare, including but not limited to the following:
 - a) The proximity of the proposed activities to churches, schools, playgrounds, parks or other community facilities which might be adversely affected.
 - b) The proximity of the proposed activities in relation to traffic congestion and parking which causes a threat to public safety, interference with normal traffic flow, congestion, or inconvenience to the public.
 - c) Past fraud, misrepresentation, or misstatement in the course of carrying on business.
 - d) Revocation within the preceding 12 months of past permit issued or past violations of any provisions of the ordinance.
 - e) Failure to provide any information required on the application or providing false or misleading information.
 - f) Denial or revocation of a mobile food unit permit by another city or governmental entity with the preceding 12 months.
- 4) Failure of any person to comply with any of the ordinances of the City, Polk County or the laws of the State, or any conditions/restrictions imposed on a permit, shall be grounds for denying or revoking a mobile food unit permit.
- 5) If a permit is denied by the office of the City Administrator, the City Administrator shall notify the applicant of the determination in writing, including the facts of which this determination was made, and their right to a hearing before the City Council.

Sect. 8. Insurance

A certificate of insurance, naming the City of Crookston as Certificate Holder, evidencing the following forms of insurance shall be provided with a complete application to the City Administrator:

- 1) Commercial general liability insurance, with a limit of not less than one million dollars (\$1,000,000) per occurrence; not less than two million dollars (\$2,000,000) annual aggregate. The following coverages shall be included: Premises and Operation Bodily Injury and Property Damage; Personal and Advertising Injury; and Products and Completed Operation Liability (including coverage for food products).
- 2) Commercial Automobile liability insurance with a limit of not less than one million dollars (\$1,000,000) per occurrence, combined single limit. The following coverages shall be included: Liability arising out of any auto, including owned, hired and non-owned vehicles. Claims of damages for bodily injury and property damage resulting from the ownership, operation, maintenance or use of all autos.
- 3) Certificate of insurance must contain a provision requiring notification to be sent to the city should the policy be cancelled before its stated expiration date.

Sect. 9. Violations and Penalties

A violation of this ordinance shall be an administrative offense and is subject to the city penalties set forth in the schedule of offenses and penalties in Section 117.11.D of the Crookston City Code. In the event a party charged with an administrative offense fails to pay the penalty, a charge may be brought against the alleged violator in accordance with applicable statutes. If the penalty is paid, no further charge shall be brought by the city for the same violation.

Sect. 10. Effective Date

This ordinance shall be in full force and effect upon its adoption and publication according to law.

Passed and adopted by the City Council of the City of Crookston this