

CITY COUNCIL AGENDA **December 27, 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.

The City's YouTube Channel is <https://www.youtube.com/c/CityofCrookstonChannel>

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

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 December 12, 2022, meeting.

6.02 Resolution to approve City of Crookston Bills and Disbursements in the amount of \$588,909.20 Check Nos 69834-69916.

6.03 Resolution to approve the 2023 Calendar for Regular Council Meetings.

7. PUBLIC HEARINGS

7.01 Public Hearing on changing the City of Crookston utility rates.

8. REGULAR AGENDA

8.01 Resolution to approve AFSCME Contract for years 2023, 2024 and 2025.

8.02 Resolution to approve the City of Crookston utility rates.

9. REPORTS AND STAFF RECOMMENDATION

10. ADJOURNMENT

OFFICIAL MINUTES OF THE CROOKSTON CITY COUNCIL, POLK COUNTY, MINNESOTA. THE FIRST REGULAR COUNCIL MEETING OF DECEMBER 12, 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: Kristie Jerde Steve Erickson, Clayton Briggs, Donald Cavalier Joe Kresl, Dylane Klatt, Tom Vedbraaten and Wayne Melbye.

Council Members absent:

Staff present: Charles Reynolds, Brandon Carlson, Darin Selzler, Tim Froeber, Zach Governale, Ryan Lindtwed, Greg Hefta, Jake Solberg, and Ashley Rystad.

CROOKSTON FORUM

PRESENTATION AND PUBLIC INFORMATION ANNOUNCEMENT

APPROVAL OF AGENDA

Mayor Stainbrook asked if anyone wished to add or remove anything from the agenda. 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 asked to revise item 6.03 Approval of Crookston Housing & Economic Development Authority (CHEDA) Agenda for Regular Meeting on December 14, 2022, at 5:30PM to add two additional items one being a presentation from UMC Marketing Students and the second being a relinquished Security for Epitome Loan. On motion by Council Member Cavalier, seconded by Council Member Klatt, and duly carried to approve the Consent Agenda.

- 6.01** Approve proposed City Council Minutes from November 28, 2022, meeting.
- 6.02** Resolution to approve City of Crookston Bills and Disbursements in the amount of \$490,754.82 Check Nos 69751-69833.(Res No 27582)
- 6.03** Approval of Crookston Housing & Economic Development Authority (CHEDA) Agenda for Regular Meeting on December 14, 2022, at 5:30PM
- 6.04** Approval of Crookston Housing & Economic Development Authority (CHEDA) Agenda for Regular Meeting on December 27, 2022, at 6:30PM
- 6.05** Resolution approving Tobacco License for 2023. (Res No 27583)
- 6.06** Resolution approving Liquor License for 2023. (Res No 27584)
- 6.07** Resolution approving the Designation of Election Precinct Polling location for 2023. (Res No 27585)
- 6.08** Resolution calling for a Public Hearing on changing The City of Crookston Utility Rates. (Res No 27586)
- 6.09** Resolution to approve Confidence Learning Center application for Lawful Gambling Premise Permit at the Eagles. (Res No 27587)

PUBLIC HEARINGS

REGULAR AGENDA

8.01 Mayor Stainbrook read a summary of the closed Ways and Means Meeting on November 28, 2022. This agenda item was informational only no motions were made.

8.02 Motion was made by Council Member Vedbraaten, seconded by Council Member Erickson; It was duly carried to approve the Resolution Law Enforcement Labor Service LELS Contract for years 2023 and 2024. (Res 27588)

8.03 Motion was made by Council Member Klatt, seconded by Council Member Kresl: after discussion. It was duly carried the Resolution supporting the construction of a new Multiuse Facility by the Crookston Public School. (Res 27589)

8.04 Motion was made by Council Member Cavalier, seconded by Council Member Klatt: after discussion; Voting Aye were Council Members, Jerde, Briggs, Cavalier, Kresl, Klatt and Melbye. Voting nay were Council Members Erickson and Vedbraaten. Motion carried to approve the resolution adopting property Tax Levy for Taxes Payable in 2023. (Res 27590)

8.05 Motion was made by Council Member Briggs, seconded by Council Member Klatt; After discussion, It was duly carried to approve Resolution of a Five-Year Capital Improvement Plan for years 2023-2027. (Res 27591)

8.06 Motion was made by Council Member Jerde, seconded by Council Member Kresl; it was duly carried to approve the Resolution Adopting 2023 Budget. (Res 27592)

8.07 Motion was made by Council Member Melbye, seconded by Council Member Briggs; City Administrator, Corky Reynolds, briefed the Council that every two years the Crookston Police Department must have its Body Cameras audited independently. After discussion, it was duly carried approving the Independent Audit of the Crookston Police Department Body Worn Cameras (BWC). (Res 27593)

REPORTS AND STAFF RECOMMENDATIONS

Charles “Corky” Reynolds, City Administrator:

- AFSCME Union discussion and negotiations.
- Tax Levy discussions and meetings.
- Meeting with the Crookston Firefighters Association contract discussion.
- The Mayor and I Welcomed the Region 1 Clerks Conference that was held here in the Council Chambers.
- Meeting with Jason Carlson from Tri-Valley regarding several issues.
- Meeting with Rich Clauson from Widseth on the City of Crookston Campground bathhouse.
- Meeting with Red Lake Watershed.

Jake Solberg, Parks, and Recreation Director:

- CSC is in full swing with all three sheets of ice.
- Wednesday nights are busy out at the Arena. We have roughly 78 to 80 kids in our Learn to Skate and Mini Mite Group age 3-7 years old.
- The pool is going great! I talked with Cody Brekken, the Pool Manager on updates of attendance at the pool and talked about revenue and expenses.
- Scott and the crew have been doing a great job moving snow and we should have our outdoor rinks ready hopefully by Christmas.

Brandon Carlson, Public Works Director:

- The Public Works Department finally receive our 2nd motor grader just in time for this big snowstorm project this week.
- Had a meeting with the Watershed and they are looking at stabilizing a portion of the Crescent and Houston Avenue behind a few houses.
- The Public Works Department has been considering Calendar Parking again and looking into options for a Hybrid version of that on a weekly basis. The first day on the calendar is always on Sunday so Sunday is an even day you can park on the even side if it is an odd day, you would be able to park on the odd side. The City is going to try and get that ready for next winter.

Ryan Lindtwed, Finance Director:

- We have had a lot of meeting setting this Levy and more work that still needs to be done. We still have to certify the information passed tonight to the County and the State of Minnesota.
- There has been changes in the rule for the City and its the Leases and lessors. Kathy and I will be taking on a huge project to make sure that the City is complying with those new rules.
- I will be working on the City of Crookston GASB 75 Audit valuation this week.

Tim Froeber, Fire Chief:

- The application deadline for hiring our new fulltime Firefighter was today.
- Toys for Tots has gone well. We have had two weekend of shopping and the community has been extremely generous with donations. Thank you to our community for those continue donations.
- Please keep in mind we have a significant storm coming in this week. Safe travels and keep an eye on the weather.

Darin Selzler, Police Chief,

- Polk County formed an Opioid Settlement Advisory Board to which he applied and was accepted. Chief Selzler is one of about 20 members of this board.
- Our department will have its Annual Mandatory in house meeting.
- Shop with a Hometown Hero was schedule for tomorrow, but it has been rescheduled to December 20, 2022.
- The Police Department will be helping with home delivered meal the week of the 19th of December.
- If anyone is interested ringing the bell for the Salvation Army, they can reach out to Darin to help with available times.

REPORTS FROM CITY COUNCIL MEMBERS

Kristie Jerde, Council Member 1st Ward,

- Corrected Mini-Mites and Learn to Skate and not Pee-Wees again Jake awesome job there.
- Mentioned last Council a shout out to the DCDP Sip and Shop event but it was a joint effort between DCDP, and the Chamber of Commerce just wanted to give a shout out to them as well.
- Merry Christmas

Steve Erickson, Council Member 2nd Ward,

- Merry Christmas and I have one meeting left.

Clayton Briggs, Council Member 3rd Ward,

- Happy Holidays to City Staff and everyone else.

Donald R Cavalier, Council Member 4th Ward,

- Chamber of Commerce had their gathering last Friday and gave out some awards and 29 certificated for their leadership class.
- Merry Christmas and Happy New Year!

Joe Kresl, Council Member 5th Ward,

- Merry Christmas and Happy Holiday to everyone!

Dylane Klatt, Council Member-6th Ward,

- Thank you to everyone on their hard work on the budgets this year. As Council Members we have had great debates. We know everyone has their point of view and its healthy that we can walk away at the end the night and continue to have those debates.

Tom Vedbraaten, Council Member-at-Large,

- Thank you to all the citizens of Crookston for allowing me to sit in this chair for all those years.
- Thank you to all the City staff and Council past and present.
- Merry Christmas to everyone!

Wayne Melbye, Council Member-at-Large,

- No Report

Dale Stainbrook, Mayor

- Chamber celebration kudos to the Fire Department, Public Works, Police and all the City of Crookston volunteering during the flood fight.
- Tom its been a honor working with you over the years and thank you for service.
- Merry Christmas to everyone!

ADJOURNMENT

Mayor Stainbrook declared the meeting adjourned at 8:21pm.

Dale Stainbrook, Mayor

Ashley Rystad, City Clerk

RESOLUTION NO. _____

At a second regular meeting of the City Council of the City of Crookston held on the 27th day of December 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
2768	TITAN MACHINERY							
C-17835157 GP	MOWER REPAIR	N	12/22/2022	44.99CR		000000		
I-17830277 GP	MOWER REPAIR	N	12/22/2022	44.99		000000		
0650	ELAN FINANCIAL SERVICES							
I-202212145365	ELAN FINANCIAL SERVICES	D	12/14/2022	14,825.00		001064		14,825.00
0299	CAPITAL BANK AND TRUST COMPANY							
I-DC3202212055354	DEF COMP WITHHOLDING	D	12/15/2022	725.00		001065		725.00
1550	P.E.R.A.							
I-P-C202212055354	PERA WITHHOLDING	D	12/15/2022	11,549.99		001066		
I-PPF202212055354	PERA WITHHOLDING	D	12/15/2022	19,667.53		001066		31,217.52
2606	EFTPS							
I-T1 202212055354	FEDERAL TAX WITHHOLDING	D	12/15/2022	13,467.68		001067		
I-T3 202212055354	FICA TAX WITHHOLDING	D	12/15/2022	11,247.68		001067		
I-T4 202212055354	MEDICARE TAX WITHHOLDING	D	12/15/2022	4,614.12		001067		29,329.48
2607	MN DEPT OF REVENUE							
I-T2 202212055354	STATE TAX WITHHOLDING	D	12/15/2022	6,750.00		001068		6,750.00
2681	MN STATE RETIREMENT SYSTEM							
I-DC7202212055354	MN DEFERRED COMPENSATION-457B\$	D	12/15/2022	200.00		001069		
I-SP2202212055354	HEALTH CARE SAVINGS PLAN	D	12/15/2022	499.26		001069		699.26
3047	CAPITAL BANK AND TRUST COMPANY							
I-DC5202212055354	DEF COMP EMPLOYER CONTRIBUTION	D	12/15/2022	62.33		001070		62.33
4456	VSP							
I-NOV 22 ADJUST	NOV 2022 ADJUSTMENTS	D	12/15/2022	24.12		001071		24.12
2148	POLK COUNTY ENVIRONMENTAL SERV							
I-20221214	ANNUAL HAULER PERMIT FEE	R	12/15/2022	200.00		069834		200.00
3412	MN DEPT OF HEALTH							
I-20221215	2023 LICENSE POOL RENEWAL	R	12/16/2022	520.00		069835		520.00
0380	CROOKSTON FIREFIGHTERS ASSOCIA							
I-20221201	2022 SEMI ANNUAL CONTRIBUTION	R	12/19/2022	20,450.00		069836		20,450.00
4566	WAYNE BRUYERE							
I-20221219	P2P RETURN SEIZED FUNDS	R	12/19/2022	965.00		069837		965.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1	I-000202212135356		CORRICK, TRACY US REFUND	R	12/21/2022	14.11	069838	14.11
1	I-000202212135357		ENGET, DAVID/LISA US REFUND	R	12/21/2022	7.00	069839	7.00
1	I-000202212135355		HOPKINS, JUDY US REFUND	R	12/21/2022	69.22	069840	69.22
1	I-000202212135359		REJUV SALON US REFUND	R	12/21/2022	60.84	069841	60.84
1	I-000202212135358		SHAVER, LINDSEY US REFUND	R	12/21/2022	43.56	069842	43.56
0021	I-22-05154		ADVANCED TIRE & AUTO SERV. LLC PSP TOWING CASE 22-330	R	12/22/2022	195.00	069843	195.00
3526	I-84259		ADVANCED ELEMENTS, INC SCADA IMPROVEMENTS	R	12/22/2022	4,508.98	069844	
	I-84260		SCADA UPGRADE	R	12/22/2022	3,273.67	069844	
	I-84261		SCADA UPGRADES	R	12/22/2022	1,623.76	069844	9,406.41
4461	I-20221220		JADEN & KYLI ALTEPETER SCHOOL, CITY, COUNTY	R	12/22/2022	1,891.73	069845	1,891.73
2200	C-076207836		AUTO VALUE OF CROOKSTON RETURN HVAC BLOWER MOTOR	R	12/22/2022	31.99CR	069846	
	I-76207030		FAST ORANGE PUMICE HANDSOAP	R	12/22/2022	20.99	069846	
	I-76207307		CHERRY BOMB HAND CLEANSER	R	12/22/2022	166.16	069846	
	I-76207653		ENGINE WATER PUMP	R	12/22/2022	104.99	069846	
	I-76207666		FITTINGS	R	12/22/2022	21.46	069846	
	I-76207765		HVAC BLOWER MOTOR	R	12/22/2022	61.99	069846	
	I-76207767		120 PC ROLL PIN	R	12/22/2022	10.99	069846	
	I-76207830		HVAC BLOWER MOTOR	R	12/22/2022	31.99	069846	
	I-76207837		BLOWER MOTOR RESISTOR	R	12/22/2022	47.99	069846	
	I-76207854		AUTO VALUE OF CROOKSTON	R	12/22/2022	5.98	069846	
	I-76207911		WIRE TIE	R	12/22/2022	42.63	069846	
	I-76207974		AUTO VALUE OF CROOKSTON	R	12/22/2022	34.98	069846	
	I-76208035		3-WIRE HEADLIGHT	R	12/22/2022	2.49	069846	
	I-76208050		FUEL DOMESTIC	R	12/22/2022	4.63	069846	
	I-76208950		CAR WASH CONCENTRATE	R	12/22/2022	13.99	069846	
	I-76209012		CAN CARB CLEANER	R	12/22/2022	7.99	069846	
	I-76209078		AUTO VALUE OF CROOKSTON	R	12/22/2022	21.29	069846	
	I-76209096		GL-50 BLENDED RV	R	12/22/2022	29.94	069846	
	I-76209188		12/20/2022 TRAVEL SQUAD	R	12/22/2022	29.98	069846	628.47

VENDOR SET: 01 City of Crookston
BANK: AP BREMER BANK, N.A. - AP
DATE RANGE:12/08/2022 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
2001	BEST USED TRUCKS OF MN							
I-CI022333	BUSHINGS/CLAMPS	R	12/22/2022	78.86		069849		
I-WI018762	OIL LEAK, ENGINE 1	R	12/22/2022	601.76		069849		680.62
0225	BRANDNER PRINTING							
I-25048	CITY OF CROOKSTON WINDOW	R	12/22/2022	313.44		069850		
I-53071	MAGNETIC JOB TICKETS	R	12/22/2022	58.28		069850		
I-53148	OFFICE SUPPLIES	R	12/22/2022	49.63		069850		
I-5797	BUSINESS CARDS	R	12/22/2022	56.03		069850		
I-5814	P2P EVIDENCE FORMS	R	12/22/2022	179.00		069850		
I-5877	ENVELOPES	R	12/22/2022	393.00		069850		1,049.38
2644	KATHY CARLSON							
I-20221215	CLOTHING ALLOWANCE	R	12/22/2022	80.10		069851		80.10
3911	CENTURYLINK							
I-20221210	service 12/10-1/9/23	R	12/22/2022	52.64		069852		52.64
0372	CROOKSTON HOUSING & ECONOMIC D							
I-20221221	TRANSFER LOAN PAYMENT FOR EPIT	R	12/22/2022	250,000.00		069853		250,000.00
3184	CINTAS CORPORATION							
I-4139061966	CINTAS CORPORATION	R	12/22/2022	27.12		069854		
I-4139062034	RAGS, RUGS, TOWELS, KENTS CLO	R	12/22/2022	37.05		069854		
I-4139881928	SUPPLIES FOR SHOP	R	12/22/2022	22.40		069854		
I-4140470022	MATS, TOWELS	R	12/22/2022	15.22		069854		
I-4140470072	MATS	R	12/22/2022	3.70		069854		
I-4140470116	RUGS, CLEANING SUPPLIES	R	12/22/2022	23.89		069854		129.38
4067	CORE & MAIN LP							
I-R975239	TAPT REP CLP	R	12/22/2022	413.85		069855		413.85
4405	DEVIN CORNELIUSEN							
I-20221103	P2P REIMBURSEMENT	R	12/22/2022	409.93		069856		409.93
0363	CROOKSTON BUILDING CENTER							
C-279961	CHROME DOOR CREDIT RETURN	R	12/22/2022	74.99CR		069857		
C-282231	PALLET CHARGE CREDIT RETURN	R	12/22/2022	150.00CR		069857		
C-285730	BUILDING MATERIAL RETURN	R	12/22/2022	712.76CR		069857		
C-285840	PALLET FEE CREDIT RETURN	R	12/22/2022	150.00CR		069857		
I-20221116	FINANCE CHARGE	R	12/22/2022	81.05		069857		
I-279961	CHROME DOOR	R	12/22/2022	74.99		069857		
I-282231	CROOKSTON BUILDING CENTER	R	12/22/2022	150.00		069857		
I-285493	RENT SCAFFOLD WHEELS	R	12/22/2022	96.00		069857		
I-285840	PALLET FEE	R	12/22/2022	150.00		069857		
I-286914	SHED TIN REPAIR	R	12/22/2022	326.53		069857		
I-287435	NEW LOCK FOR CSC	R	12/22/2022	639.96		069857		430.78

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0044	CROOKSTON ROTARY CLUB I-20221129 PAST DUES-ROTARY CLUB	R	12/22/2022	100.00		069859		100.00
0371	CHERRYROAD MEDIA I-0000671490 PUBLISH ORD #91 MOBILE FOOD	R	12/22/2022	735.00		069860		735.00
0371	CHERRYROAD MEDIA I-0000689550 2023 BUDGET SUMMARY	R	12/22/2022	257.25		069861		257.25
0465	CROOKSTON WATER DEPARTMENT I-20221213 SERVICE 10/21-11/20/22	R	12/22/2022	2,665.60		069862		2,665.60
0470	CROOKSTON WELDING INC. I-052689 SHIPPING	R	12/22/2022	11.13		069863		
	I-052756 OIL FILTERS	R	12/22/2022	61.23		069863		
	I-052827 IRON	R	12/22/2022	49.62		069863		
	I-053409 STAINLESS STEEL	R	12/22/2022	566.58		069863		
	I-053445 SUCTION HOSE, MALE ADAPTER	R	12/22/2022	26.39		069863		
	I-053609 PULLEY-VENTRAC	R	12/22/2022	79.88		069863		794.83
4041	EAST GRAND FORKS POLICE ASSOCI I-20221214 CASE 19-1199	R	12/22/2022	508.38		069864		508.38
4567	LOREN EDEVOLD I-20221217 WORK BOOTS, UNDER ARMOUR	R	12/22/2022	264.94		069865		264.94
3410	EPOXY FLOORING SYSTEMS, LLC I-2022 C-04-05 REPAIR/RESTORE GARAGE FLOOR	R	12/22/2022	7,950.00		069866		7,950.00
1407	ERICKSON EMBROIDERY I-16367 LOGOS	R	12/22/2022	24.00		069867		
	I-16374 GEAR BAGS	R	12/22/2022	104.00		069867		128.00
0875	FLEET SUPPLY I-114552 RAIN SUIT FOR PARK STAFF	R	12/22/2022	63.99		069868		
	I-114919 MOUSE TRAPS FOR CSC	R	12/22/2022	18.97		069868		
	I-115469 WATER TANK REPAIR	R	12/22/2022	21.28		069868		
	I-116316 CORRECT CREDIT	R	12/22/2022	4.18		069868		
	I-116724 MAIL BOX 210 GOLF TERRACE	R	12/22/2022	24.63		069868		133.05
0721	GALSTAD, JENSEN & MCCANN, P.A. I-17071 SUB. ATTORNEY -CRIMINAL CASES	R	12/22/2022	67.50		069869		67.50

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0909	GARDEN VALLEY TECHNOLOGIES							
I-101208706	EQUIP. LEASE AND MAINT.	R	12/22/2022	49.00		069870		
I-INV-19723	DOOR CONTROLLED ACCESS SYSTEM	R	12/22/2022	8,961.59		069870		
I-INV-19738	DOOR CONTROLLED ACCESS SYSTEM	R	12/22/2022	2,929.22		069870		11,939.81
4561	THE GRAND FORKS TASK FORCE							
I-20221214	CASE 19-1199	R	12/22/2022	2,033.50		069871		2,033.50
0987	GREAT PLAINS NATURAL GAS CO.							
I-20221205	SERVICE 11/1-12/2/2022	R	12/22/2022	3,907.16		069872		3,907.16
1000	GROVE MECHANICAL INC.							
I-40328	SERVICE WATER DEPT FURNACES	R	12/22/2022	509.00		069873		509.00
1010	HACH COMPANY							
I-13386486	PLANT SAMPLING SUPPLIES	R	12/22/2022	1,975.13		069874		1,975.13
1848	HARBOTT, KNUTSON & LARSON & HO							
I-2022-2698	CIVIL MATTERS NOV. 2022	R	12/22/2022	186.00		069875		
I-2022-2699	CRIMINAL MATTERS NOV. 2022	R	12/22/2022	9,464.75		069875		9,650.75
3400	CROOKSTON HARDWARE HANK							
I-68481/2	BOLTS NUTS	R	12/22/2022	6.05		069876		
I-68603/2	BATTERIES	R	12/22/2022	75.96		069876		
I-68673/2	CROOKSTON HARDWARE HANK	R	12/22/2022	13.98		069876		95.99
1043	HAWKINS, INC							
I-6348237	CHEMICALS	R	12/22/2022	1,428.82		069877		1,428.82
1006	HN QUALITY PLUMBING INC.							
I-010012	NEW HEAT PUMP AT CSC	R	12/22/2022	1,372.14		069878		1,372.14
1105	HUGO'S							
I-20221216	COFFEE	R	12/22/2022	21.18		069879		21.18
1165	JEROME ENGET							
I-15812	BACK DOOR LOCK	R	12/22/2022	60.00		069880		60.00
1178	JOHNSON CONTROLS, INC.							
I-1-122065463156	Boiler Repair	R	12/22/2022	482.00		069881		482.00
1205	KROX RADIO STATION							
I-03232211123311	KROX RADIO STATION	R	12/22/2022	200.00		069882		200.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0923	LITTLE FALLS MACHINE, INC							
I-365499-B	FREIGHT	R	12/22/2022	26.63		069883		26.63
4250	LUNSETH PLUMBING & HEATING CO.							
I-115774	TESTED 2 BACKFLOW PREVENTER	R	12/22/2022	482.00		069884		
I-115775	TESTED BACKFLOW PREVENTER	R	12/22/2022	302.00		069884		
I-115777	TESTED BACKFLOW PREVENTER	R	12/22/2022	302.00		069884		1,086.00
2788	MARCO - NW 7128							
I-INV10620280	CONNECTWISE LICENSING	R	12/22/2022	1,061.04		069885		1,061.04
1333	MARSHALL AND POLK RURAL WATER							
I-20221128	WATER	R	12/22/2022	110.15		069886		110.15
1395	MID-CONTINENT COMMUNICATIONS							
I-20436890113045	SERVICE 12/1-12/31/2022	R	12/22/2022	1,898.96		069887		1,898.96
1397	MILLER AIRCRAFT SERVICE INC.							
I-22907	NOVEMBER FUEL	R	12/22/2022	3,909.57		069888		3,909.57
0437	MN HOCKEY DISTRICT 16 % MARK							
I-20221212	2022 YEARLY DISTRICT 16 FEE	R	12/22/2022	700.00		069889		700.00
3373	MOTOROLA SOLUTIONS, INC							
I-8281495243	P2P RADIO CHARGERS	R	12/22/2022	381.51		069890		381.51
1708	NEWMAN SIGNS							
I-TRFINV044362	HIGHLAND SCHOOL PARKING SIGNS	R	12/22/2022	378.43		069891		378.43
3128	O'REILLY AUTO PARTS							
I-3965-371972	TRUCK MAINT./REPAIRS	R	12/22/2022	37.11		069892		37.11
1872	PKM ELECTRIC							
I-20221201	PKM ELECTRIC	R	12/22/2022	105.00		069893		105.00
3177	POLK COUNTY ADMINISTRATOR							
I-20221201	2022 PROPERTY TAX	R	12/22/2022	950.83		069894		950.83
3177	POLK COUNTY ADMINISTRATOR							
I-20221201B	2022 PROPERTY TAX	R	12/22/2022	21.60		069895		21.60
1930	POLK COUNTY HIGHWAY DEPT							
I-11-11-22	SIGN POSTS	R	12/22/2022	510.00		069896		510.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1935	POLK COUNTY TRANSFER STATION							
I-38331	GARBAGE	R	12/22/2022	5.00		069897		
I-38342	DEMO	R	12/22/2022	4.39		069897		
I-38780	DEMO	R	12/22/2022	130.00		069897		139.39
1931	POLK COUNTY-DRIVER & VEHICLE S							
I-20221209	RENEW TABS J6172475	R	12/22/2022	14.25		069898		14.25
2005	PROULX REFRIGERATION HTG &APPL							
I-18204	HEATER REPAIR	R	12/22/2022	157.00		069899		
I-18247	FILTERS	R	12/22/2022	31.70		069899		188.70
4462	DAVID RADI							
I-20221220	SCHOOL, CITY, COUNTY	R	12/22/2022	1,702.27		069900		1,702.27
2057	RED LAKE ELECTRIC COOP							
I-20221206	SERVICE 10/31-11/30/2022	R	12/22/2022	24,462.83		069901		24,462.83
2100	REGIONAL SANITATION SERV INC							
I-20221126	GARBAGE	R	12/22/2022	360.18		069902		360.18
1691	RIEGER, BORGEN, BENSON ELECTRI							
I-0069106-IN	FIBER CABLE INSTALL	R	12/22/2022	498.00		069903		498.00
3834	RMB ENVIRONMENTAL LABORATORIES							
C-D030883cr	CHEMICALS CREDIT	R	12/22/2022	96.00CR		069904		
I-D030506	CHEMICALS	R	12/22/2022	73.00		069904		
I-D030883	CHEMICALS	R	12/22/2022	430.00		069904		
I-D040327	CHEMICALS	R	12/22/2022	113.26		069904		
I-D040433	CHEMICALS	R	12/22/2022	204.73		069904		724.99
4274	LYNN ROPPEAU							
I-20221214	2022 CLOTHING ALLOWANCE	R	12/22/2022	80.10		069905		80.10
2437	SCOTT'S TRUE VALUE HARDWARE							
I-A229955	BATTERIES	R	12/22/2022	40.93		069906		40.93
2231	SERVICE PRO OF CROOKSTON INC							
I-146274	SERVICE PRO OF CROOKSTON INC	R	12/22/2022	2.10		069907		2.10
2272	SOFTWARE HOUSE INTERNATIONAL							
I-B15913560	ADOBE LICENSING	R	12/22/2022	96.21		069908		96.21

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
4475	EMILEE TATE LEARN TO SKATE MEMBERSHIP	R	12/22/2022	17.25		069909		17.25
2834	TNC INDUSTRIES, INC EXHAUST SYSTEM REPAIRS	R	12/22/2022	1,047.47		069910		1,047.47
4562	TRENCHERS PLUS, INC VAC TRAILER	R	12/22/2022	97,513.56		069911		97,513.56
2506	VERIZON WIRELESS P2P DEC. BILLING	R	12/22/2022	1,050.23		069912		1,050.23
4437	WEX BANK FUEL	R	12/22/2022	43.33		069913		43.33
2545	WIDSETH SMITH NOLTING & ASSOC, POND SAMPLES	R	12/22/2022	1,644.80		069914		1,644.80
4550	XIGENT SOLUTIONS, LLC UNRESTRICTED FUNDS PROJECT	R	12/22/2022	29,495.02		069915		29,495.02
2600	ZIEGLER INC. WRONG ACCOUNT	V	12/22/2022	2,087.55		069916		
	I-IN000805667 CUTTING WINGS	V	12/22/2022	1,951.50		069916		4,039.05
2600	ZIEGLER INC. ZIEGLER INC.	VOIDED V	12/22/2022			069916		4,039.05CR

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	79	509,315.54	0.00	505,276.49
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	8	83,632.71	0.00	83,632.71
EFT:	0	0.00	0.00	0.00
NON CHECKS:	1	0.00	0.00	0.00
VOID CHECKS:	0 VOID DEBITS	0.00		
	VOID CREDITS	4,039.05CR	0.00	4,039.05CR

TOTAL ERRORS: 0

VENDOR SET: 01	BANK: AP	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			88	588,909.20	0.00	588,909.20
BANK: AP	TOTALS:		88	588,909.20	0.00	588,909.20
REPORT TOTALS:			88	588,909.20	0.00	588,909.20

Checks: 69834-69916

Total = \$588,909.20

RESOLUTION NO. _____

At a second regular meeting of the City Council of the City of Crookston held on the 27th day of December 2022, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTION FOR 2023 CALENDAR OF REGULAR COUNCIL MEETINGS

WHEREAS, the City Council shall set annual City Council meeting calendar to establish dates and times assisting City Council members and staff with advance planning and Scheduling of City Business and,

NOW, THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF CROOKSTON, MINNESOTA to adopt the following Exhibit "A" Council Meeting Calendar for 2023.

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

Exhibit "A"

2023 Calendar of Regular Council Meetings	
Date	Time
Monday, January 9, 2023	5:30PM
Monday, January 23, 2023	5:30PM
Monday, February 13, 2023	5:30PM
Monday, February 27, 2023	5:30PM
Monday, March 13, 2023	5:30PM
Monday, March 27, 2023	5:30PM
Monday, April 10, 2023	5:30PM
Monday, April 24, 2023	5:30PM
Monday, May 8, 2023	5:30PM
Monday, May 22, 2023	5:30PM
Monday, June 12, 2023	5:30PM
Monday, June 26, 2023	5:30PM
Monday, July 10, 2023	5:30PM
Monday, July 24, 2023	5:30PM
Monday, August 14, 2023	5:30PM
Monday, August 28, 2023	5:30PM
Monday, September 11, 2023	5:30PM
Monday, September 25, 2023	5:30PM
Monday, October 9, 2023	5:30PM
Monday, October 23, 2023	5:30PM
Monday, November 13, 2023	5:30PM
Monday, November 27, 2023	5:30PM
Monday, December 11, 2023	5:30PM
Tuesday, December 26, 2023	5:30PM

RESOLUTION NO. _____

At a second regular meeting of the City Council of the City of Crookston held on the 27th day of December 2022, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTION TO APPROVE THE CONTRACT WITH AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES (AFSCME) LOCAL NO. 1353 FOR THE YEARS 2023-2025

WHEREAS, the City of Crookston (City) employs individuals that are represented by the American Federation of State, County and Municipal Employees (AFSCME), AFL-CIO Local Union No. 1353 and,

WHEREAS, the current contract between the City and AFSCME expires on December 31, 2022, and

WHEREAS, the City of Crookston bargaining committee and the representatives of the American Federation of State, County and Municipal Employees (AFSCME), AFL-CIO Local Union No. 1353 have negotiated in good faith and have come to a tentative contractual agreement for the years 2023, 2024 and 2025,

WHEREAS, the committee which bargained on behalf of the City of Crookston recommends the Crookston City Council accept and approve the negotiated proposed contractual agreement and,

WHEREAS, the members of the American Federation of State, County and Municipal Employees (AFSCME), AFL-CIO Local Union No. 135 have accepted and approved the terms of the proposed negotiated contractual agreement and,

NOW, THEREFORE, IT IS RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CROOKSTON, MINNESOTA the proposed contractual agreement with American Federation of State, County and Municipal Employees (AFSCME), AFL-CIO Local Union No. 135 for the years 2023, 2024 and 2025 a copy of said proposed contractual agreement is attached hereto and is accepted and approved.

BE IT FURTHER RESOLVED, the Mayor and City Administrator are hereby authorized to execute said negotiated contractual agreement on behalf of the City of Crookston.

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

Council Members voting in the affirmative:

Council Members in the negative:

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

signature this _____ Day of _____, 2022, at

Attest:

Ashley Rystad
City Clerk

Dale Stainbrook
Mayor

LABOR AGREEMENT

between

CITY OF CROOKSTON, MINNESOTA

and

AFSCME UNION

**American Federation of State, County
and Municipal Employees, AFL-CIO
Local Union No. 1353**

January 1, 2023 - December 31, 2025

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A G R E E M E N T
Between
CITY OF CROOKSTON, MINNESOTA
And
**AMERICAN FEDERATION OF STATE, COUNTY
AND MUNICIPAL EMPLOYEES, AFL-CIO**
LOCAL UNION NO. 1353

ARTICLE 1 PURPOSE OF AGREEMENT

This Agreement is entered into between the City of Crookston, hereinafter called the EMPLOYER, and Local Union No. 1353 of the American Federation of State, County and Municipal Employees, AFL-CIO, hereinafter called the UNION. The intent and purpose of this Agreement is to:

- 1.1 Establish procedures for the resolution of disputes concerning this Agreement's interpretation and/or application; and
- 1.2 Place in written form the parties' full and complete agreement upon terms and conditions of employment for the duration of the Agreement.

ARTICLE 2 RECOGNITION

2.1: The Employer recognizes the Union as the exclusive representative for the purposes of establishing the terms and working conditions for the following unit as determined by the Bureau of Mediation Services, Case No. 82-PR-174-A, dated October 20, 1981:

"All employees of the City of Crookston, Crookston, Minnesota, who are public employees within the meaning of Minn. Stat. 179A.03, Subd. 14, excluding supervisory, confidential and essential employees".

2.2: The Employer shall not enter into any agreement with the employees coming under the jurisdiction of this Agreement, either individually or collectively, which in any way conflicts with the terms and conditions of this Agreement.

ARTICLE 3 DEFINITIONS

- 3.1 UNION: The American Federation of State, County and Municipal Employees, AFL-CIO, Local Union No. 1353.
- 3.2 EMPLOYER: The City of Crookston.
- 3.3 UNION MEMBER: A member of the American Federation of State, County and Municipal Employees, AFL-CIO, Local Union No. 1353.
- 3.4 EMPLOYEE: A member of the exclusively recognized bargaining unit.
- 3.5 BASE PAY RATE: The employee's hourly rate exclusive of longevity or any other special allowances.
- 3.6 OVERTIME: Work performed at the express authorization of the Employer in excess of eight (8) hours within a twenty-four (24) hour period or more than forty (40) hours within a seven (7) day period.

- 3.7 **CALL BACK**: Return of an employee to a specified work site to perform assigned duties at the express authorization of the Employer at a time other than an assigned shift. An extension of or early report to an assigned shift is not a call back.
- 3.8 **STRIKE**: Concerted action in failing to report for duty, the willful absence from one's position, the stoppage of work, slowdown or abstinence in whole or in part from the full, faithful and proper performance of the duties of employment for the purpose of inducing, influencing or coercing a change in the conditions or compensation or the rights, privileges or obligations of employment.
- 3.9 **SENIORITY**: Length of continuous service with the Employer. (Job Classification Seniority shall be as defined in Article 17, Section 17.4).
- 3.10 **IMMEDIATE FAMILY**: Immediate family shall include the employee's or spouse's mother, father, sister, brother, son, daughter, grandchildren, grandmother or grandfather, step-mother, step-father, step-children and step-grandchildren.

ARTICLE 4 UNION SECURITY

In recognition of the Union as the exclusive representative, the Employer shall:

- 4.1 Deduct each payroll period an amount sufficient to provide the payment of dues established by the Union from the wages of the employees authorizing in writing such deductions, and
- 4.2 Remit such deductions to the appropriate designated officer of the Union.
- 4.3 The Union may designate certain employees from the bargaining unit to act as stewards and shall inform the Employer in writing of such choice.
- 4.4 The Union agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders or judgments brought or issued against the City of Crookston as a result of any action taken or not taken by the City of Crookston under the provisions of this Article.
- 4.5 The Employer agrees that during the life of this Agreement, that the Employer will not lock out the employees.

ARTICLE 5 EMPLOYER SECURITY

The Union agrees that during the life of this Agreement, it will not cause, encourage, participate in or support any strike, slowdown, other interruption of or interference with the normal functions of the Employer, except as provided by law.

ARTICLE 6 EMPLOYER AUTHORITY

- 6.1 The Employer retains the full and unrestricted right to operate and manage all manpower, facilities and equipment; to establish functions and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify the organizational structure; to select, direct and determine the number of personnel; to establish work schedules, and to perform any inherent managerial function not specifically limited by this Agreement.

- 6.2 Any term and condition of employment not specifically established or modified by this Agreement shall remain solely within the discretion of the Employer to modify, establish or eliminate.

ARTICLE 7 EMPLOYEE RIGHTS - GRIEVANCE PROCEDURE

- 7.1 Definition of Grievance: A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this Agreement.
- 7.2 Union Representatives: The Employer will recognize representatives designated by the Union as the grievance representatives of the bargaining unit having the duties and responsibilities established by this Article. The Union shall notify the Employer in writing of the names of such Union representatives and of their successors when so designated.
- 7.3 Processing of a Grievance: It is recognized and accepted by the Union and the Employer that the processing of grievances as hereinafter provided, is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during normal working hours only when consistent with such employee duties and responsibilities. The aggrieved employee and the Union representative shall be allowed a reasonable amount of time without loss in pay when a grievance is investigated and presented to the Employer during normal working hours provided the employee and the Union representative have notified and received the approval of the designated supervisor.
- 7.4 Procedure: Grievances, as defined by Section 7.1, shall be resolved in conformance with the following procedure:

Step 1.

An employee claiming a violation concerning the interpretation or application of this Agreement shall, within twenty-one (21) calendar days after such alleged violation has occurred, present such to the employee's supervisor as designated by the Employer. The Employer-designated representative will discuss and give an answer to such Step 1 grievance within seven (7) calendar days after receipt. A grievance not resolved in Step 1 and appealed to Step 2 shall be placed in writing, setting forth the provision or provisions of the Agreement allegedly violated, and the remedy requested, and shall be appealed to Step 2 within ten (10) calendar days after the Employer-designated representative's final answer in Step 1. Any grievance not appealed in writing to Step 2 by the Union within ten (10) days shall be considered waived.

Step 2.

If appealed, the written grievance shall be presented by the Union and discussed with the Employer-designated Step 2 representative. The Employer-designated representative shall give the Union the Employer's Step 2 answer in writing within seven (7) calendar days after receipt of such Step 2 grievance. A grievance not resolved in Step 2 may be appealed to Step 3 within ten (10) calendar days following the Employer-designated representative's final Step 2 answer. Any grievance not appealed in writing to Step 3 by the Union within ten (10) calendar days shall be considered waived.

Step 3.

If appealed, the written grievance shall be presented by the Union and discussed with the Employer-designated Step 3 representative. The Employer-designated representative shall give the Union the Employer's answer in writing within seven (7) calendar days after receipt of such Step 3 grievance. A grievance not resolved in Step 3 may be appealed to Step 4 within fifteen (15) calendar days following the Employer designated representative's final answer in

Any grievance not appealed in writing to Step 4 by the Union within fifteen (15) calendar days shall be considered waived.

Step 4.

A grievance unresolved in Step 3 and appealed to Step 4 shall be submitted to arbitration subject to the provisions of the Public Employment Labor Relations Act of 1971, as amended. The selection of an arbitrator shall be made in accordance with the "Rules Governing the Arbitration of Grievances", as established by the Bureau of Mediation Services.

7.5 Arbitrator's Authority.

- A. The arbitrator shall have no right to amend, to modify, nullify, ignore, add to or subtract from the terms and conditions of this Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Employer and the Union, and shall have no authority to make a decision on any other issue not so submitted.
- B. The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) days following close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be binding on both the Employer and the Union, and shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented.
- C. The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the Employer and the Union, provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings, the cost shall be borne equally.

- 7.6 Waiver. If a grievance is not presented within the time limits set forth above, it shall be considered "waived". If the grievance is not appealed to the next step within the specific time limit or any agreed extension thereof, it shall be considered settled on the basis of the Employer's last answer. If the Employer does not answer a grievance or an appeal thereof within the specified time limits, the Union may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual agreement of the Employer and the Union.

ARTICLE 8 SAVINGS CLAUSE

This Agreement is subject to law. In the event any provision of this Agreement shall be held to be contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided, such provision shall be voided. All other provisions of this Agreement shall continue in full force and effect. The voided provision may be renegotiated at the request of either party.

ARTICLE 9 WORK SCHEDULES

- 9.1 The sole authority in work schedules is the Employer. The normal workday for an employee shall be eight (8) consecutive hours. The normal work week shall be forty (40) hours.
- 9.2 Service to the public may require the establishment of regular shifts for some employees on a daily, weekly, seasonal or annual basis other than the normal 8:00-4:30 day. The Employer will give one (1) week advance notice to the employees affected by the establishment of workdays different from the employee's normal eight (8) hour workday.
- 9.3 In the event that work is required because of unusual circumstances, no advanced notice need be given. Each employee has an obligation to work overtime or call backs if requested, unless unusual circumstances prevent the employee from so working.
- 9.4 Service to the public may require the establishment of regular work weeks that schedule work on Saturdays and/or Sundays.
- 9.5 Nothing contained in this or any other Article shall be interpreted to be a guarantee of a minimum or maximum number of hours the Employer may assign employees.

ARTICLE 10 OVERTIME PAY

- 10.1 Hours worked in excess of eight (8) hours in a twenty-four (24) hour period or forty (40) hours within a seven (7) day period will be compensated for at one and one-half (1½) times the employee's regular rate of pay. The employee may, by mutual agreement between the employee and the Employer, be given compensatory time off in lieu of overtime pay. Compensatory time off is subject to approval of the employee's supervisor and shall be at the rate of one and one-half (1½) hours for each hour worked overtime. Compensatory time may be accumulated up to a maximum of sixty (60) hours. Once the sixty (60) hours maximum is reached, subsequent overtime earned must be taken as overtime pay. The intent of this article is that no employee may have more than sixty (60) hours of compensatory time in the bank at any time. The compensatory bank maximum of sixty (60) hours may be carried over from year to year.
- 10.2 Overtime will be distributed as equally as practicable within job classifications.
- 10.3 Overtime refused by employees will, for record purposes under Article 10.2, be considered as unpaid overtime worked.
- 10.4 For the purpose of computing overtime compensation, overtime hours worked shall not be pyramided, compounded or paid twice for the same hours worked.
- 10.5 An employee who is called to duty during their scheduled off duty time shall receive a minimum of two (2) hours pay at one and one-half (1 & 1/2) times the employee's base pay rate.
- 10.6 Any overtime work must be specifically authorized by the Department Head/Supervisor beforehand. Employees cannot work overtime on their own and ask for compensation or compensatory time afterwards, except for emergencies.

ARTICLE 11 WORKING OUT OF CLASSIFICATION PAY

Any employee assigned to work in a higher job classification at the specific direction of the Employer for eight (8) hours or more in a scheduled work week shall receive the pay for the higher job classification for the time worked in the higher job classification for all hours over the first eight (8) hours. After the employee has worked and trained for two (2) years, they shall receive the pay for the higher job classification for all hours worked in the higher job classification.

ARTICLE 12 DISCIPLINE

- 12.1 The Employer will discipline employees for just cause only. Discipline will be in one or more of the following forms:
- a) Oral reprimand,
 - b) Written reprimand,
 - c) Suspension,
 - d) Demotion, or
 - e) Discharge.
- 12.2 Suspension, demotions and discharges will be in written form.
- 12.3 Written reprimands, notices of suspension, and notices of discharge which are to become part of an employee's personnel file shall be read and acknowledged by signature of the employee. Employees and the Union will receive a copy of such reprimands and/or notices.
- 12.4 Employees may examine their own individual personnel files at reasonable times under the direct supervision of the Employer.

ARTICLE 13 HOLIDAYS

- 13.1 The following days will be observed as paid holidays:
- New Year's Day - January 1st
 - Martin Luther King Jr. Day - Third Monday in January
 - President's Day - Third Monday in February
 - Memorial Day - Last Monday in May
 - Independence Day - July 4th
 - Labor Day - First Monday in September
 - Veteran's Day - November 11th
 - Thanksgiving Day - Fourth Thursday in November
 - Friday After Thanksgiving
 - Christmas Day - December 25th
 - Good Friday (1/2 day)
 - Floating Holiday - At Supervisor's discretion
 - Juneteenth - June 19th will be added as a designated paid holiday if the State of Minnesota adopts it as a paid Holiday.
- 13.2 Holiday Pay. Eligible employees shall receive eight (8) hours pay for each of the holidays listed above on which they perform no work.
- 13.3 Observance. Whenever any of the holidays listed above falls on Saturday, the preceding Friday shall be observed as the holiday. Whenever any of the holidays listed above falls on Sunday, the succeeding Monday shall be observed as the holiday.

- 13.4 Eligibility Requirements. To qualify for a paid holiday, the employees must work their last scheduled workday before the holiday and the first scheduled workday following the holiday. Employees on prior approved paid absence as provided by this Agreement shall be considered to have worked the day before or after a holiday.
- 13.5 Work on a Holiday. If an employee works on any of the above holidays, the employee shall be paid time and one-half (1 ½) for all hours worked in addition to the holiday pay.

ARTICLE 14 SICK LEAVE

- 14.1 Sick leave will be accumulated by employees at the rate of eight (8) hours per calendar month with a maximum accumulation of one thousand one hundred and twenty (1,120) hours. After 1,120 hours of sick leave have been accumulated, employees shall continue to accumulate sick leave at the rate of four (4) hours per month to be credited toward a catastrophic illness bank, which may be used only in the event that the initial sick leave accumulation of 1,120 hours is completely depleted. The catastrophic illness bank shall not be computed as part of severance pay.
- 14.2 Written proof of illness by medical certificate shall accompany any absence of twenty-four (24) hours or more. The Employer may request a doctor's certificate as to the employee's ability and fitness to return to work.
- 14.3 Sick leave may be used in the following manner:
- a) Illness of the employee causing absence from work.
 - b) Injury of the employee causing absence from work.
 - c) Medical or dental care for the employee which cannot be obtained after regular working hours.
 - d) Maternity - Based on a Doctor's certificate as to an employee's inability to work before the delivery date and ability to return to work. At least two (2) weeks' notice will be given of intent to return to work.
 - e) Death or illness in the immediate family or the request to be a pallbearer at a funeral.
- 14.4 Employees entitled to Worker's Compensation pay under the Statutes of the State of Minnesota may elect to use their accumulated sick leave, vacation, and/or compensatory overtime.
- 14.5 An employee will be allowed twenty-four (24) hours sick leave with pay for absence due to a funeral in the employee's or spouse's immediate family. For the funeral of a spouse, child, or stepchild, an employee will be allowed to use up to forty (40) hours sick leave with pay.
- Four (4) hours pay will be granted to an employee who is a pallbearer at a funeral. Employees will be granted two (2) hours of paid time-off to attend the funeral of a City of Crookston co-worker's funeral or the funeral of their spouse or child. Any time beyond the two (2) hours must be taken as vacation or compensatory time. Time off is at the discretion of the Department Head.
- 14.6 Maternity leave will be granted according to State and Federal laws. The Employer may request a doctor's certificate as to an employee's ability to work before the delivery date and again upon returning to work. At least two (2) weeks' notice will be given of intent to return to work.

ARTICLE 15 SEVERANCE PAY

- 15.1 Upon death or retirement (age or disability), an employee or the employee's legal heirs shall be paid fifty percent (50%) of the employee's unused accumulated sick leave, to be figured per diem at the rate of pay at the time of this separation.
- 15.2 Upon severance of employment for any other cause than being dismissed, an employee shall be paid fifty percent (50%) of the employee's accumulated sick leave, to be figured per diem at the rate of pay at the time of this separation.
- 15.3 All employees eligible for the severance payment outlined in Section 15.1 and section 15.2 will contribute hundred percent (100%) of the proceeds to the Post Employment Health Care Savings Plan. Upon death, severance payment outlined In Section 15.1 and Section 15.2 will be paid to employee's legal heir. If amount is less than \$500.00 at the time of separation, employee will receive cash payout.

ARTICLE 16 VACATION

Full-time employees (except those hired on a temporary or seasonal basis who will not be eligible for vacation benefits under this Agreement) will earn vacation benefits on the following schedule. Vacation shall be accrued from the date of hire. Step increases shall be accrued from the anniversary date of hire. All new full-time employees shall earn 6.66 hours vacation for each full month worked during the first (1) year of employment. This vacation may not be taken until six (6) months of continuous employment.

- | | | |
|------|---|--|
| 16.1 | During the first (1) through fifth (5) years of employment | 6.66 hours for each full month worked |
| 16.2 | During the sixth (6) through eleventh (11) years of employment | 10.00 hours for each full month worked |
| 16.3 | During the twelfth (12) through eighteenth (18) years of employment | 13.33 hours for each full month worked |
| 16.4 | During the nineteenth (19) year of employment and thereafter | 16.66 hours for each full month worked |
- 16.5 The number of accumulated vacation hours of an Employee must not exceed 150% of the annual accumulation allowed or 216 hours, whichever is less. The failure of the Employee to keep the hours at or below the maximum allowed will result in no vacation being accrued for each month in which the Employee's accumulated vacation hours exceed the maximum. If an Employee is denied vacation by the actions or failure to act of the Employer and the denial results in the number of vacation hours rising higher than the maximum allowed, a three-month grace period will be granted to accomplish the reduction.
 - 16.6 Vacation time shall be selected on the basis of seniority.
 - 16.7 No employee may use earned vacation without the express approval of the employee's Department Head.
 - 16.8 Unused vacation time shall be paid to the employee or the employee's estate at the time of the employee's termination of employment.
 - 16.9 When a recognized paid holiday falls within an employee's vacation, the employee shall be given a day off with pay but this day shall be continuous with the employee's vacation. Only one such day shall be granted in any one calendar year except that the Department Head

may, at his discretion, allow an additional day if the work schedules and the workload permit. The Department Head has the unrestricted right to deny this extra day request.

ARTICLE 17 SENIORITY

- 17.1 Employees shall earn seniority on the basis of continuous service with the Employer. Such seniority shall not be broken because of sick leave or other authorized leave of absence or temporary layoff.
- 17.2 In the event of layoff, employees will be laid off according to seniority in the inverse order of hiring. For a period of no more than one year, employees will be rehired according to seniority in the inverse order of layoff. In the case of a layoff, or when an employee is on unemployment compensation, all fringe benefits shall continue to accrue to the employee's credit for a period not to exceed three (3) months.
- 17.3 All current employees promoted to a higher classification shall serve a forty-five (45) day probationary period. Employees possessing seniority in a lower classification who do not successfully complete a forty-five (45) day probationary period upon being promoted to a higher classification shall retain their rights to the lower classification upon being demoted. New employees shall serve a six month probationary period. New employees who are not certified during the six-month probationary period shall be terminated at the sole discretion of the Employer.
- 17.4 Seniority shall be applicable only in the department in which an employee works. The following departments shall be recognized:
- 1) Administration Department
 - 2) Finance Department
 - 3) Public Works (Street, Sanitation, Wastewater, Mechanics)
 - 4) Public Works (Water)
 - 5) Parks and Recreation Department
 - 6) Police Department
 - 7) Fire Department
- 17.5 All new employees hired shall retain the job classification that they were hired for and shall be promoted only at the discretion of the authorized City of Crookston officials. The authorized proper City of Crookston officials shall have the sole responsibility of determining the proficiency of the employee to be promoted as it relates to the new position. Employees that are advanced to Maintenance Service I shall be capable of operating heavy equipment in a safe and satisfactory manner. The proper City officials shall have the responsibility of determining the proficiency of the employee. If it is determined that the employee is not capable of operating this equipment, the employee shall return to the Maintenance Service II position until they can be trained and properly operate the heavy equipment. Only employees who can successfully and safely operate the equipment shall retain the title of Maintenance Service I.

ARTICLE 18 TIME OFF FOR UNION ACTIVITY

When an employee is elected to represent the Union at meetings or conventions, the employee may be granted the necessary time off without pay, provided the employee's absence does not interfere with the proper operation of the department.

18.1. Employees on local negotiating committees working with the Employer or its Department Heads during the regular workday, shall not suffer loss of pay. Time devoted to negotiations or other committee work after hours shall not constitute working hours for computation time.

ARTICLE 19 JOB POSTING - PROMOTIONS

19.1 Permanent vacancies in job classifications listed in Article 2 of this Agreement shall be posted. Employees shall have seven (7) calendar days after posting to complete application for such vacancies. The applicant with the highest qualifications will be chosen for the vacancy.

19.2 All promoted employees shall serve a 45-working days trial period. During the trial period, a promoted employee may be replaced to the employee's previous position at the discretion of the Employer. If the promoted employee desires to return to his former position during the 45-working days trial period, he or she may inform his department head and return to that position.

ARTICLE 20 HOSPITAL/MEDICAL/LIFE/DENTAL/VISON

The Employer will pay the premium cost for the employees covered by this Agreement as follows:

20.1 Insurance caps by the Employer shall be \$1,063.22 per month for premiums paid for the year 2023. Employees will pay all monthly premium costs required above this amount. If the Employee elects an insurance plan that costs less than \$1,063.22 per month, the Employee can apply the premium difference to other pre-tax benefits administered by the Employer.

Insurance caps for the year 2024 is an insurance re-opener only to negotiate an increase to the City's contribution towards health insurance allows for a single-issue re-opener for the Employers premium contribution with regard to the health insurance plan available to employees which will be mutually agreed upon.

Insurance caps for the year 2025 is an insurance re-opener only to negotiate an increase to the City's contribution towards health insurance allows for a single-issue re-opener for the Employers premium contribution with regard to the health insurance plan available to employees which will be mutually agreed upon.

Designation of any premium difference can only be adjusted once per year in conjunction with the open enrollment period for insurance.

20.2 \$25,000 of Life Insurance for the employee.

20.3 The City Council approved Employer contribution shall be \$32.00 per month for dental insurance premiums paid for the year 2023. If the premiums increase for the year 2024, the Employer contribution shall be the subject of a single-issue reopener. Employees shall pay all monthly premium costs exceeding \$32.00 per month. Employees shall not have any right to a cash payment or "opt out" payment in lieu of Employer contribution. If the premiums increase for the year 2025, the Employer contribution shall be the subject of a single-issue reopener. Employees shall pay all monthly premium costs exceeding \$32.00 per month. Employees shall not have any right to a cash payment or "opt out" payment in lieu of Employer contribution.

20.4 The City Council approved Employer contribution shall be \$8.04 per month for vision insurance premiums paid for the year 2023. If the premiums increase for the year 2024, the Employer contribution shall be the subject of a single-issue reopener. Employees shall pay all monthly premium costs exceeding \$8.04 per month. Employees shall not have any right to a

cash payment or “opt out” payment in lieu of Employer contribution. If the premiums increase for the year 2025, the Employer contribution shall be the subject of a single-issue reopener. Employees shall pay all monthly premium costs exceeding \$8.04 per month. Employees shall not have any right to a cash payment or “opt out” payment in lieu of Employer contribution.

ARTICLE 21 SAFETY AND DIFFERENTIAL PAY

The Employer shall furnish and maintain safety, health and weather garments and equipment as required by the Employer.

- 21.1 An employee scheduled to start a daily shift between 4:00 p.m. and 7:00 a.m. shall be paid a differential pay of seventy-five (\$.75) cents per hour for the time worked on the shift between 4:00 p.m. and 7:00 a.m. Any time worked on this shift after this time will be paid at the employee's regular rate of pay. This shift differential pay only applies to the shifts that schedule nine (9) or ten (10) hour shifts. Any seasonal summer hours scheduled to start at 4:00 p.m. shall be paid by differential pay. (This applies to seasonal summer hours.)
- 21.1A Hours will revert back after summer schedule to a standard eight (8) hour day. During a standard eight (8) hour day, an employee scheduled to start a daily shift between 4:00 p.m. and 8:00 a.m. shall be paid a differential pay of Seventy-five (\$.75) cents per hour for the time worked on the shift between 4:00 p.m. and 8:00 a.m. Any time worked on this shift after this time will be paid at the employee's regular hourly rate of pay. (This applies for regular eight hour schedule.)
- 21.2 The Employer shall furnish and maintain special safety, health and weather garments and equipment for employees requiring the use of such garments and equipment such as, but not limited to:
- 1) Rain Clothing
 - 2) Welding Aprons (fire resistant)
 - 3) Rubber and Insulated Boots (Park Dept., Sanitation Dept.)
 - 4) Hard Hats - Safety Helmets
- 21.3 The City shall pay employees a two-hundred fifty-dollar (\$250) uniform allowance with the exception of the employees employed as mechanics or wastewater operators, who shall have the option of either accepting the \$250 or remaining on the linen service. The \$250 clothing allowance will be provided to employees after providing documentation of clothing related expenses. The \$250 must be used within the calendar year and will not be carried over from year to year. A maximum of two reimbursements will be allowed per year. The following personnel will receive \$100.00 annually for a clothing allowance with the understanding that the clothing being purchased needs to have the City of Crookston logo on it.: Billing Clerk/Office Supervisor/P.W. Department, Payroll/Accounting Clerk, Administrative Assistant/P.R, Administrative Assistant/P.D, City Clerk/Administrative Assistant.
- 21.4 The proper City officials shall meet and confer with designated AFSCME employees to determine a mutually acceptable clothing policy for employees under this Contract.
- 21.5 Steel toed boots, City to pay up to \$200.00 balance can be carried over from year to year with a maximum amount being \$400.00.
- 21.6 Safety glasses, City to pay \$150.00 for all prescription safety glasses.

ARTICLE 22 WAIVER

- 22.1 Any and all prior agreements, resolutions, practices, policies, rules and regulations regarding terms and conditions of employment, to the extent inconsistent with the provisions of this Agreement, are hereby superseded.
- 22.2 The parties mutually acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any term or condition of employment not removed by law from bargaining. All agreements and understandings arrived at by the parties are set forth in writing in this Agreement for the stipulated duration of this Agreement. The Employer and the Union each voluntarily and unqualifiedly waives the right to meet and negotiate regarding any and all terms and conditions of employment referred to or covered in this Agreement or with respect to any term or condition of employment not specifically referred to or covered by this Agreement, even though such terms or conditions may not have been within the knowledge or contemplation of either or both parties at the time this contract was negotiated or executed.
- 22.3 This Agreement may be amended by the mutual agreement of the Employer and the Union during the life of this Agreement.

ARTICLE 23 EQUIPMENT CLASSIFICATION

All machines used in the Public Works Department, Parks Department and Public Works-Water Division, shall be classified as:

- 23.1 Heavy Equipment: Maintenance Service I - Motor Grader; Backhoe; Sweeper; Big Front-End Loader; Cat and Dozer; Oil Distributor; Tree Planter; Snow Plow Trucks; and Zamboni Ice Resurfacer. Maintenance Service I level employees shall be able to operate all equipment.
- 23.2 Light Equipment: Maintenance Service II - Garbage Packer Truck; Dump Trucks; Steer Skid Loader; Snorkel Truck; One Ton Pickup Pulling Recycling Trailer; Jet Rodder; Tractor with Loader, or with take off Mower. Maintenance Service IIs may occasionally be required to operate Maintenance Service I equipment that their license allows them to do.
- 23.3 General Equipment: Maintenance Service III - Pickups, 3/4 Ton and 1/2 Ton; C.D. Jeeps; Riding Lawn Mowers; and automobiles, only when required. In certain circumstances Maintenance IIIs may be required to operate Maintenance Service II equipment, but only if qualified to operate it.

ARTICLE 24 LONGEVITY

Longevity shall be eliminated and the amounts formerly credited as longevity for employees shall be added to the base pay. New employees shall be hired at the base rate not including longevity and shall not receive compensation in the future for longevity. The intention of this Section is to eliminate longevity for new employees.

ARTICLE 25 DURATION

This Agreement shall be effective as of January 1, 2023 and shall remain in full force and effect until December 31, 2025.

Should either party to these rules and regulations, through their representative, desire a change or changes, give notice of such desire to meet and shall be made in writing to the other party at least thirty (30) days prior to the end of this Agreement. If settlement on a new Agreement cannot be reached within the provided period, the present Agreement shall remain in full force and effect until a new settlement has been reached.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on this 27th day of December 2022.

FOR THE EMPLOYER:

FOR THE UNION:

Mayor

Steward

City Administrator

Steward

Staff Representative

**APPENDIX A:
2023 SALARY SCHEDULE- BASE SALARY BY JOB CLASSIFICATON**

JOB TITLE	Steps	1	2	3	4	5	6	7	8	9
Clerk Typist		23.40	23.98	24.56	25.13	25.71	26.29	26.87	27.44	28.02
Administrative Assistant		23.88	24.47	25.06	25.65	26.24	26.82	27.41	28.00	28.59
Maintenance III-II-I		23.57	24.26	24.95	25.64	26.33	27.01	27.70	28.39	29.08
Park Foreman		24.05	25.11	26.18	27.24	28.31	29.37	30.43	31.50	32.56
Cashier/Bill Clerk		23.54	24.24	24.95	25.65	26.36	27.06	27.76	28.47	29.17
Billing Clerk/ Office Supervisor		25.55	26.31	27.08	27.84	28.60	29.37	30.13	30.89	31.66
Senior Wastewater Operator		27.24	28.14	29.05	29.95	30.85	31.75	32.66	33.56	34.46
Mechanic		25.25	26.37	27.49	28.61	29.73	30.85	31.97	33.09	34.21
Janitor		21.03	21.55	22.08	22.60	23.13	23.65	24.17	24.70	25.22
Deputy Clerk/Administrative Assistant		24.80	25.30	25.80	26.32	26.84	27.38	27.93	28.49	29.64
Payroll/Accounting Clerk		27.87	28.25	28.63	29.00	29.38	29.76	30.14	30.51	30.89
City Clerk		31.12	31.88	32.63	33.39	34.14	34.90	35.65	36.41	37.16

**APPENDIX A:
2024 SALARY SCHEDULE- BASE SALARY BY JOB CLASSIFICATON**

JOB TITLE	Steps	1	2	3	4	5	6	7	8	9
Clerk Typist		23.87	24.46	25.05	25.63	26.22	26.82	27.41	27.99	28.58
Administrative Assistant		24.36	24.96	25.56	26.16	26.76	27.36	27.96	28.56	29.16
Maintenance III-II-I		24.04	24.75	25.45	26.15	26.86	27.55	28.25	28.96	29.66
Park Foreman		24.53	25.61	26.70	27.78	28.88	29.96	31.04	32.13	33.21
Cashier/Bill Clerk		24.01	24.72	25.45	26.16	26.89	27.60	28.32	29.04	29.75
Billing Clerk/ Office Supervisor		26.06	26.84	27.62	28.40	29.17	29.96	30.73	31.51	32.29
Senior Wastewater Operator		27.78	28.70	29.63	30.55	31.47	32.39	33.31	34.23	35.15
Mechanic		25.76	26.90	28.04	29.18	30.32	31.47	32.61	33.75	34.89
Janitor		21.45	21.98	22.52	23.05	23.59	24.12	24.65	25.19	25.72
Deputy Clerk/Administrative Assistant		25.30	25.81	26.32	26.85	27.38	27.93	28.49	29.06	30.23
Payroll/Accounting Clerk		28.43	28.82	29.20	29.58	29.97	30.36	30.74	31.12	31.51
City Clerk		31.74	32.52	33.28	34.06	34.82	35.60	36.36	37.14	37.90

**APPENDIX A:
2025 SALARY SCHEDULE- BASE SALARY BY JOB CLASSIFICATON**

JOB TITLE	Steps	1	2	3	4	5	6	7	8	9
Clerk Typist		24.35	24.95	25.55	26.15	26.75	27.35	27.96	28.55	29.15
Administrative Assistant		24.84	25.46	26.07	26.69	27.30	27.90	28.52	29.13	29.75
Maintenance III-II-I		24.52	25.24	25.96	26.68	27.39	28.10	28.82	29.54	30.25
Park Foreman		25.02	26.12	27.24	28.34	29.45	30.56	31.66	32.77	33.88
Cashier/Bill Clerk		24.49	25.22	25.96	26.69	27.42	28.15	28.88	29.62	30.35
Billing Clerk/ Office Supervisor		26.58	27.37	28.17	28.96	29.76	30.56	31.35	32.14	32.94
Senior Wastewater Operator		28.34	29.28	30.22	31.16	32.10	33.03	33.98	34.92	35.85
Mechanic		26.27	27.44	28.60	29.77	30.93	32.10	33.26	34.43	35.59
Janitor		21.88	22.42	22.97	23.51	24.06	24.61	25.15	25.70	26.24
Deputy Clerk/Administrative Assistant		25.80	26.32	26.84	27.38	27.92	28.49	29.06	29.64	30.84
Payroll/Accounting Clerk		29.00	29.39	29.79	30.17	30.57	30.96	31.36	31.74	32.14
City Clerk		32.38	33.17	33.95	34.74	35.52	36.31	37.09	37.88	38.66

**APPENDIX B:
LICENSING, OUTSIDE CONTRACTING, PROBATIONARY PERIOD PAY, & OTHER
AGREEMENTS**

Employees that attain a Class C or better license for the Public Works- Water Division shall receive an additional ten cent (\$.10) per hour to their basic salary. The salaries in Appendix B for the Public Works- Water Division include the ten cents (\$.10) per hour C License adjustment and a fourteen cents (\$.14) per hour on call adjustment.

Employees that attain a Class D or better license for Wastewater Operator shall receive an additional ten cents (\$.10) per hour to their basic salary. The salaries in Appendix B for Senior Wastewater Operator and Waste Water Operator include the ten cents (\$.10) per hour D License adjustment and a fourteen cent (\$.14) per hour on call adjustment.

Sanitation workers shall be supplied with insulated boots.

A newly employed person will start at ninety (90) percent of the salary for the job classification that year, and after six (6) months probationary period will receive the current full base rate for that classification.

The Employer will not lay off employees covered by this Agreement who are employed by the City on January 1, 1992 or before, as a result of contracting work usually performed by the bargaining unit employees.

The mechanic shall receive an additional (\$.20) per hour in addition to the base salary for providing their own tools. This is reflected in Appendix B.

Employees that attain a Class B or higher boilers license shall receive an additional (\$.10) per hour in addition to the base salary.

RESOLUTION NO. _____

At a second regular meeting of the City Council of the City of Crookston held on the 27th day of December 2022, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTION APPROVING PUBLIC WORKS UTILITY RATE CHANGES

WHEREAS, pursuant to City of Crookston Ordinances, Chapter 50.02 the Crookston City Council shall set all rates and charges for municipal utilities and shall be fixed, determined, and amended by the Council and adopted by resolution and,

WHEREAS, the City of Crookston Public Works Director has conducted and analysis of the existing rates and usages and,

WHEREAS, the current rates do not cover current expenses and,

WHEREAS, a notice of public hearing was duly published on December 14, 2022

WHEREAS, the notice of public hearing published on December 14, 2022 complies with City of Crookston Ordinances, Chapter 50.02 and,

WHEREAS, a public hearing was held on December 27, 2022 and public comment was received and,

WHEREAS, the City of Crookston Public Works Director recommends the following rates be applied to Sewer, Garbage, Street Lights and Storm Sewer as set forth in attached Exhibit "A" & "B" and,

NOW, THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF CROOKSTON, MINNESOTA to approve and implement the recommend utility charges as set forth in attached Exhibit "A" & "B" and,

FURTHER BE IT RESOLVED, Notice of adoption of the resolution shall be published at least 30 days prior to the effective date thereof.

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

Council Members voting in the affirmative:

Council Members in the negative:

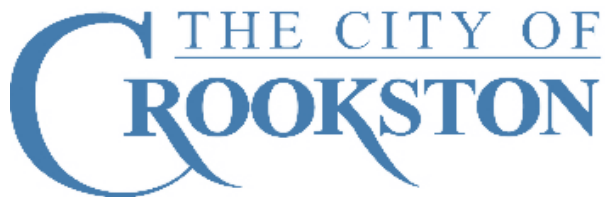
Upon this vote, the Mayor declares this resolution _____ and, if passed, effective upon the Mayor's

signature this _____ Day of _____, 2022, at

Attest:

Ashley Rystad
City Clerk

Dale Stainbrook
Mayor



WATER DEPARTMENT CHARGES

TO HAVE A WATER ACCOUNT SET UP

\$50.00 DURING NORMAL WORKING HOURS
 \$100.00 AFTER WORKING HOURS
 RENTERS MUST PAY A \$200.00 DEPOSIT BEFORE WATER CAN BE SET UP. DEPOSITS ARE NOT TRANSFERABLE FROM ONE ADDRESS TO ANOTHER.

TO HAVE WATER DISCONNECTED FEE

\$50.00 DURING NORMAL WORKING HOURS
 \$100.00 AFTER WORKING HOURS
 DISCONNECTION FEE WILL BE BILLED ON THE FINAL BILL.

TO TRANSFER WATER FEE

\$50.00 DURING NORMAL WORKING HOURS
 \$100.00 AFTER WORKING HOURS
 RENTERS MUST PAY A \$200.00 DEPOSIT BEFORE WATER CAN BE SET UP. DEPOSIT ARE NOT TRANSFERABLE FROM ONE ADDRESS TO ANOTHER

FROZEN METER CHARGES

AMOUNT DUE DURING NORMAL WORKING HOURS
ACUSTREAM (trailer park meters)

5/8-3/4"

TOTAL CHARGES	\$95.00 Plus Tax
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SENSUS Iperl

	<u>5/8"&</u>		
	<u>5/8"x3/4"</u>	<u>3/4"</u>	<u>1"</u>
TOTAL CHARGES	\$160.00 Plus Tax	\$190.00 Plus Tax	\$235.00 Plus Tax

AFTER HOUR SURCHAGE FOR ALL METERS \$100.00

FOR METERS 1" AND LARGER CHARGES WILL BE DETERMINED ON REPAIRS NEEDED.

RADIO CHARGES

RADIO READER	\$160.00 Plus Tax
1 1/2" & OVER READERS	COST INCURRED
PRIVATE LABOR CHARGE	\$50.00 PER HOUR(S) \$100.00 AFTER HOUR(S) CHARGE

TO RUN NEW WIRE FOR SECOND TIME:

LABOR	\$50.00
MATERIAL	\$10.00
TAX	<u>Plus Tax</u>
TOTAL	\$60.71

SERVICE LINE INSURANCE RATES

Service Size	Charge Per month
5/8-1"	\$1.00
1 1/2"	\$1.35
2"	\$1.90
3"	\$3.15
4"	\$4.40
6"	\$7.10
8"	\$15.20

CHARGES WATER MAIN TAPS

IF TAP IS DONE AFTER HOURS LABOR CHARGE WOULD BE \$100.00

All parts associated with tap will be charged at the most recent purchased rate with an additional 10% handling fee.

COLLECTION FEE FOR PAST DUE ACCOUNTS

\$20.00 PER ACCOUNT ON ALL ACCOUNTS 2 MONTHS PAST DUE
NO PAYMENT AGREEMENTS

SET UP FEE FOR TEMPORARY METERS ON FIRE HYDRANT

\$20.00 Connection fee when installed
\$20.00 Disconnection fee when removed or moved
\$20 PER MONTH FOR RPZ ON METER

UTILITY CONNECTION FEE

\$250.00 WATER
\$250.00 SEWER
ADDITIONAL FEES MAY BE ADDED IF PROPERTY NOT ABUTTING MAIN OR PROPERTY ABUTTING UNASSESSED EXISTING SERVICE MAINS.



WATER DEPARTMENT BILLING CHARGES

WINTER RATES – October 15TH – April 15TH Billing

Customer charges same for all water rates

\$2.75	Customer Charge for 5/8- 3/4"	Trailer Park Meters
\$3.75	Customer Charge for 5/8- 3/4"	Meters
\$4.75	Customer Charge for 1"	Meters
\$6.35	Customer Charge for 1 1/2"	Meters
\$8.90	Customer Charge for 2"	Meters
\$7.00	Customer Charge for 2"	Trailer Park Meters
\$14.90	Customer Charge for 3"	Meters
\$11.75	Customer Charge for 3"	Trailer Park Meters
\$20.90	Customer Charge for 4"	Meters
\$33.60	Customer Charge for 6"	Meters
\$72.20	Customer Charge for 8"	Meters

RESIDENTIAL & COMMERCIAL & INDUSTRIAL WATER RATES

First	2,000	Gallons	@	\$.00315	Per	Gallon
Next	4,000	Gallons	@	\$.00335	Per	Gallon
Next	4,000	Gallons	@	\$.00335	Per	Gallon
Next	20,000	Gallons	@	\$.00360	Per	Gallon
Next	70,000	Gallons	@	\$.00340	Per	Gallon
Over	100,000	Gallons	@	\$.00320	Per	Gallon

OUT OF CITY RATES

First	2,000	Gallons	@	\$.00595	Per	Gallon
Next	4,000	Gallons	@	\$.00630	Per	Gallon
Next	4,000	Gallons	@	\$.00665	Per	Gallon
Next	20,000	Gallons	@	\$.00674	Per	Gallon
Next	70,000	Gallons	@	\$.00639	Per	Gallon
Over	100,000	Gallons	@	\$.00604	Per	Gallon

MULTIPLE DWELLING WATER RATES

Flat Rate	@	\$.00345	Per	Gallon
\$4.00 Added if not paid by due date.				

RESIDENTIAL SEWER RATES

Customer Charge	\$3.00
Trailer Park Customer Charge	\$2.50
Flat Rate	\$.00350 Per Gallon

OUT OF CITY RESIDENTIAL SEWER RATES

Customer Charge	\$3.00
Flat Rate	\$.00526 Per Gallon

RATE CHARGES FOR FIRE HYDRANTS & FIRE LINES & FLAT RATE

Hydrant Charge	Code WS1	\$9.00 Per	Hydrant
Fire Line	Code WS3	\$3.25 Per	Inch
Flat Rate	Code WS2	Determined by Water Line Size	

If Fire Line & Service Line are feed off same Line coming into building, then the Fire Line Charge is based on size of Line coming into the Building.

REGULAR GARBAGE RATES

\$6.00 Plus Solid Management Tax Per Month

SENIOR CITIZEN GARBAGE RATES

\$4.20 Plus Solid Management Tax Per Month

PEST CONTROL/ FORESTRY CHARGE

\$1.25 Per Month

SUMMER RATES –MAY 15TH – NOVEMBER 15TH Billing

5% Surcharge rates for usage over 6,000 Gallons and up to 100,000 Gallons

Customer charges same for all water rates

\$2.75	Customer Charge for	5/8 - 3/4"	Trailer Park Meters
\$3.75	Customer Charge for	5/8 - 3/4"	Meters
\$4.75	Customer Charge for	1"	Meters
\$6.35	Customer Charge for	1 1/2"	Meters
\$8.90	Customer Charge for	2"	Meters
\$7.00	Customer Charge for	2"	Trailer Park Meters
\$14.90	Customer Charge for	3"	Meters
\$11.75	Customer Charge for	3"	Trailer Park Meters
\$20.90	Customer Charge for	4"	Meters
\$33.60	Customer Charge for	6"	Meters
\$72.20	Customer Charge for	8"	Meters

RESIDENTIAL & COMMERCIAL & INDUSTRIAL WATER RATES

First	2,000	Gallons	@	\$.00315	Per	Gallon
Next	4,000	Gallons	@	\$.00335	Per	Gallon
Next	4,000	Gallons	@	\$.00373	Per	Gallon
Next	20,000	Gallons	@	\$.00378	Per	Gallon
Next	70,000	Gallons	@	\$.00357	Per	Gallon
Over	100,000	Gallons	@	\$.00320	Per	Gallon

OUT OF CITY RATES

First	2,000	Gallons	@	\$.00595	Per	Gallon
Next	4,000	Gallons	@	\$.00630	Per	Gallon
Next	4,000	Gallons	@	\$.00699	Per	Gallon
Next	20,000	Gallons	@	\$.00709	Per	Gallon
Next	70,000	Gallons	@	\$.00670	Per	Gallon
Over	100,000	Gallons	@	\$.00604	Per	Gallon

MULTIPLE DWELLING WATER RATES

First	6,000	Gallons	@	\$.00345	Per	Gallon
Next	94,000	Gallons	@	\$.00362	Per	Gallon
Over	100,000	Gallons	@	\$.00345	Per	Gallon

SUMMER SEWER RATES FOR RESIDENTIAL CUSTOMERS:**MAY 15TH THRU NOVEMBER 15TH**

Customer Charge	\$3.00	
Trailer Park Customer Charge	\$2.50	
Flat Rate	\$.00320	Per Gallon for First 6,000 Gallons
	\$.00360	Per Gallon for Usage above 6,000 Gallons

OUT OF CITY RATES

Flat Rate	\$.00526	Per Gallon for First 6,000 Gallons
	\$.00472	Per Gallon for Usage above 6,000 Gallons

COMMERCIAL SEWER RATES

Customer Charge	\$3.00	
Flat Rate	\$.00350	Per Gallon

COMMERCIAL SEWER RATES FOR UMC MAIN CAMPUS WATER

Customer Charge	\$3.00	
Flat Rate	\$.00280	Per Gallon

ON THE CUSTOMER WATER SERVICE, WE USE THE FOLLOW CODES

MINIMUM	SIZE	CODE
\$6.90	5/8"	A
\$6.90	5/8 X 3/4"	B
\$6.90	3/4"	C
\$9.35	1"	D
\$16.70	1 1/2"	E
\$26.70	2"	F
\$39.20	3"	G
\$79.20	4"	H
\$159.40	6"	I
\$327.76	8"	J

STREET LIGHT UTILITY FEE- PER MONTH

Residential		\$3.50
Apartments	4 Units or Less	\$9.80
	5 to 15 Units	\$16.80
	16 or More Units	\$22.40

COMMERCIAL (BASED ON AVERAGE MONTHLY CONSUMPTION)

Top 10% of Water Consumption	\$21.00
Middle 80% of Water Consumption	\$14.00
Bottom 10% of Water Consumption	\$7.00