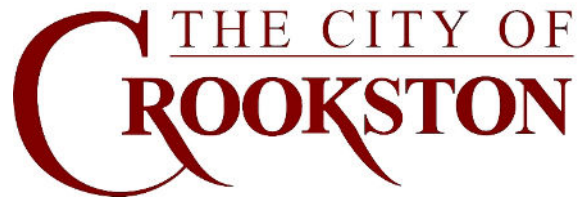


Mayor -Dale Stainbrook

Council Members:

W-1 Kristie Jerde
W-2 Henry Fischer
W-3 Clayton Briggs
At Large – Tim Menard



Council Members:

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

CITY COUNCIL AGENDA

February 13, 2023 - 5:30 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 the January 23, 2023, City Council meeting.

6.02 Resolution to approve City of Crookston Bills and Disbursements in the amount of \$218,181.03 Check Nos 70112-70213.

6.03 Approval of Crookston Housing & Economic Development Authority (CHEDA) meeting Agenda for Tuesday, February 21, 2023.

6.04 Approval of Crookston Housing & Economic Development Authority (CHEDA) meeting Agenda for Monday, February 27, 2023.

6.05 Resolution to appoint Candidates to Boards and Commissions.

6.06 Resolution to approve 2023 Gas Fitting and Cement Licenses (continued).

6.07 Resolution to approve the Donation from Brost Chevrolet for Crookston Parks and Recreation Youth Sports.

6.08 Resolution to approve the Non-Bargaining Salaries for the years 2023, 2024 and 2025.

6.09 Resolution to approve the revised AFSCME Local No 1353 for the years 2023, 2024 and 2025.

6.10 Resolution to approve the revised 2023 Fee Schedule.

6.11 Resolution to approve the Donation from Crookston Valley Cooperative Inc. and Proceed for the Crookston Fire Department.

6.12 Resolution approving partial Payment Estimate No. 3 (Final) 2021 Federal Funded Street Improvements.

7. PUBLIC HEARINGS

7.01 Public Hearing on modifying the restated Crookston Housing & Economic Development Authority (CHEDA) enabling resolution.

8. REGULAR AGENDA

8.01 Resolution to authorize a contract with Short Elliot Hendrickson, Inc (SEH) with respect to the design of a 10-unit T- Hangar to be located at the Crookston Regional Airport.

8.02 Resolution to approve the modeling plans for stormwater study at the Crookston Sports Center.

8.03 Resolution to approve the modeling plans for stormwater study at the Ag Innovation Campus.

8.04 Resolution authorizing WIDSETH for the mechanical redesign of the campground bathhouse.

8.05 Resolution to approve Intermediary Relending Program (IRP) and mortgage satisfaction on the property owned by Melsa Hospitality Group, LLC with respect to document #A000677987.

8.06 Resolution to approve rehabilitation loan program and mortgage satisfaction on the property owned by Edward R. and Patricia L. Amiot, Husband, and Wife, with respect to document #A000716197.

8.07 Resolution authorizing and confirming the sale of real property by the City of Crookston to Heidi Christianson.

8.08 Resolution approving plans and specifications and calling for bids regarding the Ag Innovation Campus area road construction.

9. REPORTS AND STAFF RECOMMENDATION

10. ADJOURNMENT

OFFICIAL MINUTES OF THE CROOKSTON CITY COUNCIL, POLK COUNTY, MINNESOTA. THE SECOND REGULAR COUNCIL MEETING OF JANUARY 23, 2023, COUNCIL CHAMBERS, CITY HALL.

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

ROLL CALL

Council Members present in answer to roll call were: Henry Fischer, Clayton Briggs, Donald Cavalier, Joe Kresl, Dylane Klatt, Wayne Melbye, Tim Menard and Kristie Jerde.

Council Members absent:

Staff present: Charles Reynolds, Darin Selzler, Shane Heldstab, Greg Hefta, Chad Palm, Ryan Lindtwed, Jake Solberg and Karie Kirschbaum.

APPROVAL OF AGENDA

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

CONSENT AGENDA

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

- 6.01 Approve proposed City Council Minutes from the January 9, 2023, City Council meeting.
- 6.02 Resolution to approve City of Crookston Bills and Disbursements in the amount of \$268,798.63 Check Nos 70020-70111.(Res #27611)
- 6.03 Approval of Crookston Housing & Economic Development Authority (CHEDA) meeting Agenda for Monday, January 23, 2023, immediately following the City Council meeting.
- 6.04 Resolution designating the Crookston Times as the Official Newspaper for the year 2023. (Res #27612)
- 6.05 Resolution to approve a dance permit for the University of Minnesota Crookston on premises at Eagles.(Res #27613)
- 6.06 Resolution to approve 2023 Gas Fitting and Cement Licenses (continued). (Res #27614)

PUBLIC HEARINGS

REGULAR AGENDA

- 8.01 Motion was made by Council Member Klatt, seconded by Council Member Cavalier; City Administrator, Corky Reynolds briefed the Council. Crookston Housing & Economic Development Authority has asked to begin the process to return the former configuration of five Resident Members and two Council Members. The initial step in this process is to call for a Public Hearing, where citizen can come and address the issue. After further discussion, it was duly carried to approve the Resolution calling for a Public Hearing modifying the restated CHEDA enabling resolution. (Res No. 27615)
- 8.02 Motion was made by Council Member Briggs, seconded by Council Member Kresl; City Administrator, Corky Reynolds briefed the Council. The Economic Development Authority is seeking approval to make an application for Redevelopment Grant Money. If received, the purpose of the grant would be to restore and repurpose various industrial buildings in our community. It was duly carried to approve the Resolution approving the application for the Minnesota Redevelopment Grant (Res No. 27616)
- 8.03 Motion was made by Council Member Menard, seconded by Council Member Melbye; City Administrator, Corky Reynolds briefed the Council. The City has made application by the Water Department for a grant of \$10,000 dollars to be used for the protection of drinking water, to do testing

and the City of Crookston has been awarded this grant. After further discussion with the Council Members, it was duly carried to approve the Resolution regarding the acceptance of a Minnesota Department of Health (MDH) Grant relating to protecting the source of drinking water. (Res No. 27617)

8.04 Motion was made by Council Member Cavalier seconded by Council Member Briggs; City Administrator, Corky Reynolds briefed the Council. The IT Department was in consultation with Halstad Telephone Company for a five-year agreement to provide these networking and internet services. The City negotiated a discounted rate if the City paid Halstad Telephone Company up front and the City will save nineteen thousand dollars by doing that. It was duly carried to approve Resolution to approve funding for Halstad Telecommunications Agreement. (Res No. 27618)

8.05 Motion was made by Council Member Kresl, seconded by Council Member Kresl: City Administrator, Corky Reynolds briefed the Council. This resolution is asking to pay roughly nine thousand dollars for this analysis there would be data collections, surveys, and a report. After further discussion, it was duly carried to approve Resolution to approve Geotechnical Analysis for Bank Stability for the City Lagoons. (Res No. 27619)

REPORTS FROM CITY STAFF

Charles “Corky” Reynolds, City Administrator:

- Department Head meeting every Tuesday, those are going well.
- Had more than one meeting to discuss the campground design and that is in the hands of the engineers.
- Had more than one meeting to discuss the City of Crookston’s TAP Grant. Karie and Jake put in many, many hours and it was submitted ahead of time.
- I also attended the Police Officer interview.
- Karie and I met with the University of Minnesota Crookston marketing class about our City structure and how they might help us.

Darin Selzler, Police Chief:

- The Police Department had four vacancies and the department has made two conditional job offers. One candidate has three and a half years of experience. The other candidate has about one year of part-time experience which includes some dispatching and correctional services. The Police Department is also backgrounding a third candidate and Chief Selzler’s is hopeful that in the next week the Department will be able to make a third conditional offer. There is a fourth candidate that the department has been in communication with, and he is a North Dakota Officer that would really like to work for Crookston.
- Staff moral is at an all-time high right now and its exciting knowing that we have candidates that we are hiring.
- The Police Department will have an awards banquet from lifesaving to meritorious and excellent Service awards this Wednesday.
- Police Reserves has been dormant since COVID and have not had any meetings or much involvement. Tomorrow will be the first meeting in a long time with our current Police Reserve staff.
- Chief Selzler was contacted by Riverview to provide a training to their front-line staff to be focused around situational or safety awareness.

Ryan Lindtwed, Finance Director:

- Had a meeting with MnDOT talking about the Corridor and options of how to proceed.
- Working with the GFOA to see what type of grants are out there for the City of Crookston.
- Been working with Miller McDonald the City of Crookston new auditing firm.
- Finishing up year end reports and getting ready to push out the 1099’s and W2’s.

Chad Palm, IT Director,

- IT Department has been working with the Police Department to get the camera system up and running.

- Researching through active.net for our Parks and Rec registration software to see if it will be able to take payments for the new campground.
- The IT Department was able to help Wireless out at the CSC fix a 19-year-old server that had been in operation and breaking down. The IT Department replaced that and that will stay up and running until the new Wireless system is in place as part of our network upgrades.

Greg Hefta, Building Official:

- Recapped the construction permitting for the past year. The City of Crookston has permitted six new housing units in the amount of 1.6 million dollars. The New Industrial permits worth is around 3.8 million dollars. Any MISC permits like decks, roofing, new additions etc. worth is around 4.3 million dollars. Overall, the City of Crookston Construction permitting worth around 9 and 3 quarter million dollars. In the years past in 2020 the Construction permitting was only around 5 million but that was a huge COVID year really slacked. Prior to that in 2019 it was 9.2 million.

Dave Lessard, Public Works Superintendent:

- The Street Department hired a new employee which hire will make the department fully staffed.
- The crews will be working downtown to clear and widen the roads.

REPORTS FROM CITY COUNCIL MEMBERS

Kristie Jerde, Council Member 1st Ward,

- No Report

Henry Fischer, Council Member 2nd Ward,

- No Report

Clayton Briggs, Council Member 3rd Ward,

- No Report

Donald R Cavalier, Council Member 4th,

- No Report

Joe Kresl, Council Member 5th

- No Report

Dylane Klatt, Council Member 6th Ward,

- No Report

Tim Menard, Council Member-at-Large,

- No Report

Wayne Melbye, Council Member-at-Large,

- No Report

Mayor Stainbrook, Mayor

- I attended the Park Board meeting and its going to be exciting March 4th & 5th with Crookston hosting the 15U girls Olympic Regional Hockey tournament along with the Squirt A District tournament that same weekend.
- I also attended the Planning Commission meeting and the City is possibility getting a new coffee shop called Scooters.
- Congratulations Donald and Dylane on your new elections.

ADJOURNMENT

Mayor Stainbrook declared the meeting adjourned at 6:10pm.

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 February 2023, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTION TO APPROVE THE CITY OF CROOKSTON BILLS AND DISBURSEMENTS

WHEREAS: All bills and disbursement shall be made only upon the order of the City Administrator or designees who have been duly authorized by the City of Crookston Purchasing Policy and,

IT IS RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CROOKSTON: That the Mayor and City Administrator of the City of Crookston be, and the same hereby are, directed to issue warrants of the City of Crookston in favor of the hereinafter named claimants in payment of the following listed bills which have been filed as claims against the City of Crookston and said warrants to be drawn on the fund and in the amounts set opposite each claimant's name respectively, per attached check register.

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

Council Members voting in the affirmative:

Council Members in the negative:

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

signature this _____ Day of _____, 2023, 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
2529	HALLER OVERHEAD DOOR, LLC							
I-1900B	UPGRADE GARAGE DOORS	R	1/23/2023	5,015.16		070112		
I-1910B	GARAGE UPGRADE	R	1/23/2023	798.37		070112		5,813.53
4582	LUCAS NORMANDIN							
I-20231231	GARAGE UPGRADE	R	1/23/2023	17,265.00		070113		17,265.00
2880	NELSON INT'L							
I-X105060103:01	MIRROR BRACKET	R	1/25/2023	341.86		070114		341.86
2310	STONE'S MOBILE RADIO INC							
I-2050522	2 WAY RADIOS	R	1/25/2023	2,842.66		070115		2,842.66
0447	CROOKSTON UMPIRE ASSOCIATION							
I-20230124	PMT. YOUTH HOCKERY OFFICIALS	R	1/26/2023	3,000.00		070116		3,000.00
3911	CENTURYLINK							
I-20230110	SERVICE 01/10-02/09/2023	R	1/31/2023	52.96		070117		
I-20230122	SERVICE 1/22-2/21/2023	R	1/31/2023	53.08		070117		106.04
0909	GARDEN VALLEY TECHNOLOGIES							
I-201110154	WELLS-COMMUNICATION	R	1/31/2023	121.40		070118		121.40
0987	GREAT PLAINS NATURAL GAS CO.							
I-20230120	SERVICE 12/20/2022-01/19/2023	R	1/31/2023	24,473.41		070119		24,473.41
3872	MARCO TECHNOLOGIES, LLC							
I-492308317	CONTRACT JAN. 2023	R	1/31/2023	177.62		070121		177.62
1872	PKM ELECTRIC							
I-20221230	SERVICE 12/01-12/29/2022	R	1/31/2023	106.00		070122		
I-20221230B	SERVICE 11/30-12/29/2022	R	1/31/2023	63.00		070122		169.00
2146	ROTO ROOTER							
I-48501687	SANIT. PIPING RENOVATION	R	1/31/2023	3,675.93		070123		3,675.93
2478	U. S. POSTMASTER							
I-20230125	POSTAGE	R	1/31/2023	290.00		070124		290.00
2506	VERIZON WIRELESS							
I-9925399592	SERVICE 01/16-02/15/2023	R	1/31/2023	180.05		070125		
I-9925998210	SERVICE 1/23-2/22/2023	R	1/31/2023	1,760.38		070125		1,940.43

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0017	ACME EQUIPMENT							
I-10912949	TURBO, SEALS, GASKET	R	2/08/2023	2,787.53		070126		2,787.53
4470	ACTIVE NETWORK							
I-1015001	ACTIVE NET SETUP SERVICE PAYME	R	2/08/2023	9,887.50		070127		9,887.50
0021	ADVANCED TIRE & AUTO SERV. LLC							
I-1320	SERVICE SQUAD 532	R	2/08/2023	46.70		070128		
I-43905	JOHN DEERE MOWER, BLOWER REPAI	R	2/08/2023	12.50		070128		59.20
4586	JEFFREY V AHRENS							
I-23-054	PPCI INSTRUCTOR TRAINING-BANNE	R	2/08/2023	500.00		070129		500.00
2200	AUTO VALUE OF CROOKSTON							
I-76209652	AIR FILTER, AIR FLOW SENSOR	R	2/08/2023	219.98		070130		
I-76209737	OIL, OIL FILTERS	R	2/08/2023	65.28		070130		
I-76209813	DRY GRAPHITE LUBE, WHITE LITH.	R	2/08/2023	25.97		070130		
I-76210248	25 LB OPTISORB DE FLC	R	2/08/2023	50.97		070130		
I-76210287	STANDARD HALOGEN	R	2/08/2023	15.98		070130		
I-76210343	HOSE CLAMPS, GL COM. RED 50/50	R	2/08/2023	127.90		070130		
I-76210355	NUTS-BOLTS	R	2/08/2023	11.97		070130		
I-76210375	BATTERY	R	2/08/2023	183.99		070130		
I-76210501	MULTI-USE TRANSFER	R	2/08/2023	13.99		070130		
I-76210509	FILTER WRENCH	R	2/08/2023	12.99		070130		
I-76210643	QT FLEXFILL SYNTHETIC	R	2/08/2023	29.98		070130		
I-76210743	OIL, FILTER	R	2/08/2023	65.28		070130		
I-76210802	ENGINE DEGREASER, PERMATEX	R	2/08/2023	58.45		070130		
I-76210900	BRAKE PARTS CLEANER	R	2/08/2023	9.98		070130		
I-76210934	RV ANTIFREEZE	R	2/08/2023	71.94		070130		
I-76210973	QT FLEXFILL SYNTHETIC	R	2/08/2023	14.99		070130		
I-76211036	RAGS IN A BOX	R	2/08/2023	151.92		070130		
I-76211040	CLEANER/WAX	R	2/08/2023	20.99		070130		
I-76211323	20 GAL PARTS WASHER	R	2/08/2023	264.00		070130		
I-76211326	PARTS FOR PARTS WASHER	R	2/08/2023	90.38		070130		
I-76211648	PARTS CLEANING	R	2/08/2023	79.99		070130		1,586.92
3638	BAT 34, INC							
I-P57075083	BACKUP BATTERIES FOR WORKSTA.	R	2/08/2023	159.94		070133		
I-P57748934	BACKUP BATTERY FOR WORKSTATION	R	2/08/2023	19.99		070133		179.93
0154	BECKER ARENA PRODUCTS, INC.							
I-607850	PUCK ERASER FOR CSC	R	2/08/2023	185.86		070134		185.86

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
4435	BERT'S TRUCK EQUIPMENT OF MOOR I-S96566 KUBOTA REPAIR	R	2/08/2023	224.32		070135		224.32
2001	BEST USED TRUCKS OF MN I-CI022479 E-3 BATTERIES	R	2/08/2023	215.80		070136		215.80
0204	TIMOTHY RIOPELLE I-100617 AWARDS PLAQUE I-100621 P2P PLAQUE	R R	2/08/2023 2/08/2023	220.00 190.00		070137 070137		410.00
0225	BRANDNER PRINTING I-53312 OFFICE SUPPLIES I-53375 OFFICE SUPPLIES	R R	2/08/2023 2/08/2023	23.99 18.19		070138 070138		42.18
4481	JAMES BRANDON I-20230124 HANDCUFF CASE-EQUIPMENT REIMB	R	2/08/2023	35.05		070139		35.05
0255	BROST CHEVROLET INC. I-61433 INSTALL UPDATES, CK. ENG. CODE	R	2/08/2023	181.45		070140		181.45
0371	CHERRYROAD MEDIA I-49330 OPEN HOUSE ANNOUNCEMENT	R	2/08/2023	67.00		070141		67.00
3184	CINTAS CORPORATION I-4142646028 LINEN-LIBRARY I-4143273381 LINEN AIRPORT I-4144657088 LINEN-AIRPORT I-4144657183 LINEN-PUBLIC WORKS I-4145357536 LINEN-STREET SHOP	R R R R R	2/08/2023 2/08/2023 2/08/2023 2/08/2023 2/08/2023	28.57 27.12 27.12 37.05 37.05		070142 070142 070142 070142 070142		156.91
0337	COLE PAPERS INC. I-10236631 CLEANING SUPPLIES VTP I-10237487 JANITOR SUPPLIES I-10238030 CLEANING SUPPLIES I-10238033 JANITOR SUPPLIES CITY HALL I-10247725 JANITOR SUPPLIES I-10253096 SUPPLIES CITY HALL/WATER DEPT	R R R R R R	2/08/2023 2/08/2023 2/08/2023 2/08/2023 2/08/2023 2/08/2023	257.01 403.77 126.86 254.43 149.30 220.18		070143 070143 070143 070143 070143 070143		1,411.55
0365	CROOKSTON AREA CHAMBER INC I-20233-0111 HYDRANT HERO PROGRAM	R	2/08/2023	150.00		070144		150.00
9185	CROOKSTON BLUE LINE CLUB I-2023-01 HOCKEY EQUIP. FOR YOUTH HOCK.	R	2/08/2023	700.00		070145		700.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0363	CROOKSTON BUILDING CENTER							
I-288017	NO PARKING SIGN POSTS	R	2/08/2023	39.96		070146		39.96
0389	CROOKSTON FUEL CO.							
I-20230131-FIRE	JANUARY FUEL-FIRE DEPT	R	2/08/2023	712.54		070147		
I-20230131-PARK	JANUARY FUEL PARK & REC	R	2/08/2023	1,507.47		070147		
I-20230131-POLICE	JANUARY FUEL POLICE	R	2/08/2023	2,343.34		070147		
I-20230131-STREET	JANUARY FUEL STREET	R	2/08/2023	9,463.01		070147		
I-20230131-WATER	JANUARY FUEL WATER DEPT	R	2/08/2023	637.76		070147		14,664.12
0470	CROOKSTON WELDING INC.							
I-054614	OIL	R	2/08/2023	179.98		070148		
I-055170	FLOOR DRY	R	2/08/2023	59.95		070148		
I-055196	80H-CL, 80H-OL	R	2/08/2023	49.84		070148		
I-055267	BEARINGS	R	2/08/2023	39.96		070148		
I-055332	OIL SEAL	R	2/08/2023	24.98		070148		
I-055366	O-RING	R	2/08/2023	3.87		070148		
I-055668	CHAIN REPAIR PARTS	R	2/08/2023	128.16		070148		486.74
1610	CUMMINS SALES AND SERVICE							
I-F1-35199	SERVICE GENERATOR	R	2/08/2023	526.10		070149		
I-F1-35200	GENERATOR @ CSC SERVICE	R	2/08/2023	735.13		070149		
I-F1-35337	CITY HALL GENERATOR	R	2/08/2023	1,190.79		070149		2,452.02
4464	DR ANTHONY TATMAN							
I-1/23/2023	C.H. PROFILE	R	2/08/2023	25.00		070150		25.00
4567	LOREN EDEVOLD							
I-20230130	CUT RESISTANT GLOVES-EQUIPMENT	R	2/08/2023	66.57		070151		66.57
0875	FLEET SUPPLY							
I-118897	REPAIRED HOSE FOR FILLING ZAMB	R	2/08/2023	15.57		070152		
I-119311	SOFTENER SALT	R	2/08/2023	236.70		070152		252.27
0877	FLEXIBLE PIPE TOOLS & EQUIPMEN							
I-28436	JETTER HOSE REPLACEMENT	R	2/08/2023	2,604.75		070153		2,604.75
0721	GALSTAD, JENSEN & MCCANN, P.A.							
I-17549	CRIMINAL CASES	R	2/08/2023	283.50		070154		283.50
4422	GLOBAL SAFETY NETWORK, INC							
I-2023012021034122	PRE-HIRE SCREENING	R	2/08/2023	82.20		070155		82.20

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0944	GOPHER STATE ONE-CALL INC.							
I-3000322	2023 ANNUAL OPERATOR FEE	R	2/08/2023	50.00		070156		
I-3010322	GOPHER STATE ONE-CALL INC.	R	2/08/2023	1.35		070156		51.35
0965	GRAND FORKS FIRE EQUIPMENT							
I-36820	ADAPTER FOR TRUCK	R	2/08/2023	264.78		070157		
I-36821	LT. HELMET AND FT HELMET	R	2/08/2023	567.25		070157		
I-36850	NEW BOOTS FOR FF	R	2/08/2023	393.46		070157		1,225.49
3451	GRAND FORKS POLICE DEPARTMENT							
I-20230131	SOG-COST SHARE DRONE	R	2/08/2023	662.84		070158		
I-20230202	SWAT AMMO	R	2/08/2023	121.95		070158		784.79
1000	GROVE MECHANICAL INC.							
I-40420	ANNUAL MAINTENANCE	R	2/08/2023	669.75		070159		669.75
1010	HACH COMPANY							
C-2207420	CREDITON INV#13386486	R	2/08/2023	1,225.00CR		070160		
I-13422562	CHEMICALS	R	2/08/2023	1,342.91		070160		
I-13427451	CHEMICALS	R	2/08/2023	208.17		070160		326.08
4443	HAGL SERVICES LLC							
I-20230202	OFFICIATING HOCKEY SCHEDULER	R	2/08/2023	1,560.00		070161		1,560.00
3400	CROOKSTON HARDWARE HANK							
I-68979/2	ICE MELT	R	2/08/2023	49.98		070162		
I-69045/2	MISC. SUPPLIES	R	2/08/2023	67.42		070162		
I-69142/2	WATER MAIN BREAK- PLASTIC,WIRE	R	2/08/2023	55.97		070162		173.37
1043	HAWKINS, INC							
I-6371973	CHEMICAL FOR POOL	R	2/08/2023	1,104.81		070163		
I-6379517	CHLORINE CYLINDERS	R	2/08/2023	30.00		070163		
I-6386972	CHEMICALS	R	2/08/2023	2,181.06		070163		
I-6387724	CHEMICALS FOR POOL	R	2/08/2023	2,923.67		070163		6,239.54
4229	GREG HEFTA							
I-20230206	N.W. MN CHAPTER OF B.O. DUES	R	2/08/2023	75.00		070164		75.00
1006	HN QUALITY PLUMBING INC.							
I-42769	LEAK UNDER SINK RESTROOM	R	2/08/2023	258.81		070165		
I-Retail10037	CITY HALL WATER SOFTENER	R	2/08/2023	1,746.84		070165		2,005.65
1105	HUGO'S							
I-20230116	COFFEE, FILTERS, KLEENEX	R	2/08/2023	43.55		070166		
I-20230123	COFFEE	R	2/08/2023	42.36		070166		
I-20230125	AWARDS CEREMONY	R	2/08/2023	91.64		070166		177.55

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
4109	KIESLER'S POLICE SUPPLY I-IN206445 BPU-PETERSON	R	2/08/2023	1,402.31		070167		1,402.31
1207	MAUREEN KOSTRZEWSKI I-20230207 WINTER BOOTS AND CLOTHING ALLO	R	2/08/2023	496.66		070168		496.66
1205	KROX RADIO STATION I-03232301124019 LIVESTREAMING, PW MAIN ADVERT	R	2/08/2023	1,860.00		070169		1,860.00
2710	KUSTOM KOLLISION I-15233 REPAIR EMERGENCY LIGHT	R	2/08/2023	56.00		070170		56.00
1265	LEAGUE OF MN CITIES INS TRUST I-374771 PATROL TRAINING	R	2/08/2023	1,620.00		070171		1,620.00
2788	MARCO - NW 7128 I-INV10673501 SPAM LICENSING	R	2/08/2023	402.00		070172		
	I-INV10707733 0365 LICENSING	R	2/08/2023	2,087.40		070172		
	I-INV10774541 SPAM LICENSING	R	2/08/2023	402.00		070172		
	I-INV10810109 MS LICENSES	R	2/08/2023	2,087.40		070172		4,978.80
2697	MID-STATES ORGANIZED CRIME INF I-2023448-IN P2P MOCIC MEMBERSHIP	R	2/08/2023	150.00		070173		150.00
1397	MILLER AIRCRAFT SERVICE INC. I-22953 JANUARY 2023 FUEL	R	2/08/2023	1,749.22		070174		1,749.22
1780	MNSCU- MOORHEAD I-0113237 FF1 TRAINING FOR 4 ASSOC. MEMB	R	2/08/2023	4,800.00		070175		
	I-1216226 INSTRUCTION TRAINING	R	2/08/2023	450.00		070175		5,250.00
4585	MORRIS ELECTRONICS INC I-20170072 STATE SUPPORT	R	2/08/2023	95.00		070176		
	I-20170198 STATE SUPPORT	R	2/08/2023	71.25		070176		166.25
1735	NORTHERN FIRE EQUIPMENT I-25142 FIRE EXTINGUISHER CHECK	R	2/08/2023	345.90		070177		
	I-25144 ANNUAL FIRE EXTIN. INSPECT.	R	2/08/2023	62.50		070177		
	I-25145 FIRE EXTINGUISHER MAINT.	R	2/08/2023	901.30		070177		
	I-25146 FIRE EXTINGUISHER CHECK	R	2/08/2023	329.40		070177		
	I-25147 SERVICE FIRE EXTINGUISHER	R	2/08/2023	204.85		070177		
	I-25149 ANNUAL FIRE EXTINGUISHER SERV.	R	2/08/2023	208.40		070177		
	I-25150 FIRE EXTINGUISHER CHECK	R	2/08/2023	345.90		070177		
	I-25183 LADDER 3 NEW EXTINGUISHER	R	2/08/2023	287.50		070177		2,685.75

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1750	NORTHERN LUMBER							
C-242021	GARAGE UPGRADE	R	2/08/2023	153.97	CR	070179		
I-241953	GARAGE UPGRADE	R	2/08/2023	246.69		070179		
I-242068	GARAGE UPGRADE	R	2/08/2023	515.05		070179		
I-242070	GARAGE UPGRADE	R	2/08/2023	490.60		070179		
I-242108	GARAGE UPGRADE	R	2/08/2023	186.06		070179		
I-242111	GARAGE UPGRADE	R	2/08/2023	669.17		070179		
I-242112	GARAGE UPGRADE	R	2/08/2023	191.12		070179		
I-242123	GARAGE UPGRADE	R	2/08/2023	193.28		070179		
I-242126	GARAGE UPGRADE	R	2/08/2023	172.80		070179		
I-242131	GARAGE UPGRADE	R	2/08/2023	9.98		070179		2,520.78
1935	POLK COUNTY TRANSFER STATION							
I-39204	SAND TRUCK WEIGHT	R	2/08/2023	5.00		070181		5.00
1931	POLK COUNTY-DRIVER & VEHICLE S							
I-20230206	RENEW REGISTRATION A1129117	R	2/08/2023	14.25		070182		14.25
2005	PROULX REFRIGERATION HTG &APPL							
I-18492	EQUIP. SHED FURNACE REPAIR	R	2/08/2023	627.50		070183		627.50
2100	REGIONAL SANITATION SERV INC							
I-20230126	GARBAGE	R	2/08/2023	108.91		070184		108.91
3693	RUBEN J RESENDIZ							
I-747507	JANUARY BOILER MAINT.	R	2/08/2023	600.00		070185		600.00
3119	RESOURCE MANAGEMENT LLP							
I-20221231	GREEN SPACE LEASE6/12-12/31/22	R	2/08/2023	559.54		070186		559.54
3834	RMB ENVIRONMENTAL LABORATORIES							
I-D041244	CHEMICALS	R	2/08/2023	113.26		070187		113.26
3577	ROSEAU COUNTY SHERIFF DEPT							
I-20230203	P2P 4TH QTR WAGE REIMBURSEMENT	R	2/08/2023	5,285.00		070188		5,285.00
2437	SCOTT'S TRUE VALUE HARDWARE							
I-A231968	BUILDING REPAIRS	R	2/08/2023	13.52		070189		
I-A232024	BUILDING REPAIRS	R	2/08/2023	11.31		070189		24.83
0745	DARIN SELZLER							
I-20230123	DUTY BOOTS	R	2/08/2023	180.50		070190		180.50

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
2231	SERVICE PRO OF CROOKSTON INC							
I-0146545	FUEL PUMP, AIR FILTER KIT	R	2/08/2023	43.16		070191		43.16
2272	SHI INTERNATIONAL CORP							
I-B16042320	DOCKS	R	2/08/2023	300.00		070192		
I-B16271553	SCANNER	R	2/08/2023	990.00		070192		
I-B16272744	SURFACE PRO	R	2/08/2023	1,300.00		070192		
I-B16393854	SURFACE PRO FOR PR AND PD	R	2/08/2023	3,100.00		070192		5,690.00
2310	STONE'S MOBILE RADIO INC							
I-2050700	ANNUAL RADIO REPAIRS	R	2/08/2023	972.44		070193		972.44
2315	STREICHER'S							
I-I1612456	NEW OFFICER HOLSTER	R	2/08/2023	169.99		070194		169.99
3175	THE DOOR GUY							
I-4729	GARAGE DOOR REPAIR AT SHOP	R	2/08/2023	278.16		070195		278.16
2404	TODD'S TIRE SERVICE INC.							
I-36413	LOADER TIRE REPAIR	R	2/08/2023	36.67		070196		36.67
1556	TYLER TECHNOLOGIES							
I-025-405225	FINANCIAL SOFTWARE MAINT.	R	2/08/2023	517.84		070197		517.84
2478	U. S. POSTMASTER							
I-20230201	POSTAGE	R	2/08/2023	1,000.00		070198		1,000.00
3406	ULINE							
I-159231094	JANITOR SUPPLIES FOR CSC	R	2/08/2023	295.55		070199		295.55
0400	VALLEY PLAINS EQUIPMENT							
I-3608693	DRAIN VALV, SWITCH	R	2/08/2023	58.85		070200		
I-3624997	SWITCH 1445 BLOWER PTO	R	2/08/2023	44.19		070200		
I-3625029	SWITCH, REPAIR ON JOHN DEERE	R	2/08/2023	44.19		070200		147.23
4569	WIRELESS CCTV LLC							
I-87797	P2P WCCTV SUPPORT & WARRANTY	R	2/08/2023	935.00		070201		935.00
2545	WIDSETH SMITH NOLTING & ASSOC,							
I-220503	GIS SERVICES	R	2/08/2023	43.00		070202		
I-221746	WATER MODEL CULVERT ELEVATION	R	2/08/2023	3,926.00		070202		3,969.00
4550	XIGENT SOLUTIONS, LLC							
I-85417	RECOVERY FUNDS-UPS	R	2/08/2023	5,569.67		070203		
I-85600	RECOVERY FUNDS-ASA	R	2/08/2023	673.50		070203		6,243.17

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
2600	ZIEGLER INC.							
	C-IN000787917		2/08/2023	1,025.28CR		070204		
	I-IN000811084	R	2/08/2023	142.40		070204		
	I-IN000825162	R	2/08/2023	237.28		070204		
	I-IN000841846	R	2/08/2023	66.89		070204		
	I-IN000846374	R	2/08/2023	18.87		070204		
	I-IN000857148	R	2/08/2023	2,424.90		070204		
	I-IN000864162	R	2/08/2023	91.74		070204		1,956.80
0987	GREAT PLAINS NATURAL GAS CO.							
	I-20230201	R	2/08/2023	5,534.98		070205		5,534.98
4000	LAKES COMMUNITY COOPERATIVE							
	I-20230131	R	2/08/2023	477.96		070206		477.96
1333	MARSHALL AND POLK RURAL WATER							
	I-20221231	R	2/08/2023	20.05		070207		20.05
1861	OTTERTAIL POWER COMPANY-FF							
	I-20221231	R	2/08/2023	33,473.15		070208		33,473.15
3123	VALLEY ELECTRIC OF CROOKSTON,							
	I-7098	R	2/08/2023	8,389.75		070210		8,389.75
4388	CROOKSTON VISITORS BUREAU							
	I-20221231	R	2/09/2023	4,331.79		070213		4,331.79

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	94	218,181.03	0.00	218,181.03
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: 070211-070212	0	VOID DEBITS 0.00		
		VOID CREDITS 0.00	0.00	

TOTAL ERRORS: 0

VENDOR SET: 01	BANK: AP	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			94	218,181.03	0.00	218,181.03
BANK: AP	TOTALS:		94	218,181.03	0.00	218,181.03
REPORT TOTALS:			94	218,181.03	0.00	218,181.03

CK's 70112-70213

Total = \$218,181.03



2023 Meeting Agenda
Tuesday, February 21st, 2023 7:00 AM

Members: Tim Menard, Dale Stainbrook, Clayton Briggs, Don Cavalier, Henry Fischer, Dylane Klatt and Wayne Melby

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

Crookston Housing & EDA Staff: Karie Kirschbaum, Bill Tate, Tim Froeber, Theresa Tahrán, Jill Schulz and Kaymee Denault

- 1) **Call Meeting to Order**
- 2) **Public Forum - *Individuals may address the Board about any item not contained on the regular agenda. The Board will take no official action on items discussed at the Forum, with the exception of referral to staff or Board for future report.***
- 3) **Approve Agenda**
- 4) **Approve Minutes**
 - a) January 17th, 2023 Board Meeting Minutes
 - b) January 23rd, 2023 Board Meeting Minutes
- 5) **Consent Agenda - *These items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed from the Consent Agenda and placed elsewhere on the agenda.***
 - a) Crookston Housing & EDA Budget vs Actual
- 6) **Approve Crookston Housing & EDA Payables**
- 7) **Housing Report: Tahrán**
 - a) Public Housing Report
 - b) Section 8
 - c) Workforce Housing
 - i) 1410 Eickhof Blvd
- 8) **Old Business**
 - a) Industrial Park – 90 acres
 - b) Pirate Drive - 60 acres Update
 - c) UMC Marketing Presentation
 - d) Approval to Apply Grant
- 9) **Main Agenda**
 - a) Purchase Agreement for Parcel # 82.03750.00
 - b) Discussion Redevelopment of B3 Grant
- 10) **Other Business**
- 11) **Adjournment**



2023 Meeting Agenda
Monday, February 27th, 2023 5:00 PM City Hall

Members: Tim Menard, Dale Stainbrook, Clayton Briggs, Don Cavalier, Henry Fischer, Dylane Klatt and Wayne Melbye

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

Crookston Housing & EDA Staff: Karie Kirschbaum, Bill Tate, Tim Froeber, Theresa Tahrán, Jill Schulz and Kaymee Denault

- 1) **Call Meeting to Order**
- 2) **Approve Crookston Housing & EDA Payables**
- 3) **Other Business**
- 4) **Adjournment**

RESOLUTION NO. _____

At a first regular meeting of the City Council of the City of Crookston held on the 13th day of February 2023, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTION TO APPOINT DESIGNATED INDIVIDUALS TO BOARDS OR COMMISSIONS

WHEREAS: the City of Crookston City Code Section 32.02 A & Section 32.02 B authorize the appointment of all City of Crookston Board and Commission members and,

WHEREAS: the names of all individuals recommended for appointment to Board or Commission shall be brought to the Ways and Means committee for approval and,

WHEREAS: the appointment of all Board or Commission members shall be made by the Mayor of the City of Crookston and,

WHEREAS: the appointment of all Board or Commission members shall be confirmed by the Crookston City Council and,

WHEREAS: the Mayor of the City of Crookston has provided a list of names of individuals recommended for appointment to a Board or Commission as set forth in Exhibit "A" attached hereto and,

WHEREAS: the term of each Board or Commission member is set forth in Exhibit "A" attached hereto and,

WHEREAS: each individual appointed to a Board or Commission by the Mayor of the City of Crookston shall hold such appointment and office until their successor is appointed and qualified and,

WHEREAS: No individual recommended for appointment to a City Board or Commission is an employee of the City of Crookston and

WHEREAS: the Ways and Means committee meeting held on January 23, 2023, reviewed the Mayoral recommendation to appoint candidates to Boards or Commissions and is recommending Council approval set forth in Exhibit "A" and,

NOW, THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF THE CITY OF CROOKSTON, COUNTY OF POLK, MINNESOTA the individuals set forth in Exhibit "A" shall be appointed to the Board or Commission as designated.

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 _____, 2023, at

Attest:

Ashley Rystad
City Clerk

Dale Stainbrook
Mayor

City Board & Committee Appointments

January 2023

Original
Appointment
From - To

Re-Appointment
From - To

Re-Appointment
From - To

Convention & Visitor's Bureau – meets 2nd Thursday at 7:00 a.m. at the Crookston Inn

Ethan Christopherson	Ex-Officio		
Lisa Tadd	Ex-Officio		
John Bridgeford	Ex-Officio		

LIBRARY BOARDS – Meets 2nd Wednesday of the Month 5:00 pm at the Library

City Library Board			
Lynn Willhite	4/30/20-12/31/22 27058	1/1/23-12/31/25	
Lonnie Peck	1/1/23-12/31/25		

Park Board – Meets 3rd Monday of the Month 4:45pm at City Hall

Andrea Brekken (unexpired term David Hennings)	3/14/22-12/31/22 27432	1/1/23–12/31/25	
Bridgette Burzette-DeLeon	1/27/20-12/31/22 27024	1/1/23–12/31/25	

Planning Commission – Meets 3rd Tuesday of Month 7 pm at City Hall

Barry Bingham (unexpired term of R. Hughes)	1/27/20-12/31/22 27024	1/1/23-12/31/26	
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RESOLUTION NO. _____

At a first regular meeting of the City Council of the City of Crookston held on the 13th day of February 2023, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTION TO APPROVE 2023 LICENSE RENEWALS- GAS FITTING & CEMENT MASON

WHEREAS, the City of Crookston issues license to install, alter, service or repair gas piping, appliances and,

WHEREAS, the City of Crookston issues license to any person who constructs, reconstructs or repairs concrete, sidewalks, curbs or gutters upon the public streets of the City and,

NOW, THEREFORE, IT IS RESOLVED, that licenses of the City for the year 2023, as set forth upon and made a part hereof by reference, be and the same hereby are, granted subject to the following conditions and terms.

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

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

GAS FITTING LICENSE
Great Plains Natural Gas Company

CEMENT MASON LICENSE

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 _____, 2023, at

Attest:

Dale Stainbrook Mayor

Ashley Rystad City Clerk

RESOLUTION NO. _____

At a first regular meeting of the City Council of the City of Crookston held on the 13th day of February 2023, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTION TO RECEIVE DONATIONS FOR THE PARKS AND RECREATION

WHEREAS: The City of Crookston has received a donation from Brost Chevrolet in the amount of \$500.00 for Crookston Parks and Recreation Youth Sports and,

NOW, THEREFORE, IT IS RESOLVED: by the City Council of Crookston to accept the donation from Brost Chevrolet in the amount of \$500.00 for Crookston Parks and Recreation Youth Sports.

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 _____, 2023, 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 February 2023, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTION TO APPROVE NON-BARGAINING EMPLOYEE AGREEMENT

WHEREAS: the salary and benefit schedule has been determined for the non-bargaining employees of the City of Crookston for the calendar year 2023, 2024 and 2025 and

NOW, THEREFORE IT IS RESOLVED BY THE CITY COUNCIL OF CROOKSTON, MINNESOTA: to approve the salary and benefit schedule as described in attachment "A" for the years 2023, 2024 and 2025.

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 _____, 2023, at

Attest:

Ashley Rystad
City Clerk

Dale Stainbrook
Mayor

CITY OF CROOKSTON
NON-BARGAINING EMPLOYEES

2023,2024,2025 BENEFITS SHEET

HEALTH/LIFE/DENTAL/VISON INSURANCE:

The Employer will pay the premium cost for the Employees covered by this Resolution as follows:

- 1) Health insurance caps by the Employer shall be \$1,063.22 per month for premiums paid for the year 2023. Insurance caps by the Employer shall be equal to AFSCME bargaining units negotiated rate for the year 2024. Insurance caps by the Employer shall be equal to AFSCME bargaining units negotiated rate for the year 2025. Employees will pay all monthly premium costs required above this amount. If the Employee elects an insurance plan that costs less than the employer monthly contribution, the Employee can apply the premium difference to other pre-tax benefits administered by the Employer. Designation of any premium difference can only be adjusted once per year in conjunction with the open enrollment period for insurance.
- 2) \$25,000 of Life Insurance for the employee.
- 3) Dental insurance caps by the Employer shall be \$32 per month for the year 2023. Insurance caps by the Employer shall be equal to AFSCME bargaining units negotiated rate for the year 2024. Insurance caps by the Employer shall be equal to AFSCME bargaining units negotiated rate for the year 2025. Employees will pay all monthly premium costs required above this amount. If the Employee elects an insurance plan that costs less than the employer monthly contribution, the Employee can apply the premium difference to other pre-tax benefits administered by the Employer.
- 4) Vison insurance caps by the Employer shall be \$8.04 per month for the year 2023. Insurance caps by the Employer shall be equal to AFSCME bargaining units negotiated rate for the year 2024. Insurance caps by the Employer shall be equal to AFSCME bargaining units negotiated rate for the year 2025. Employees will pay all monthly premium costs required above this amount. If the Employee elects an insurance plan that costs less than the employer monthly contribution, the Employee can apply the premium difference to other pre-tax benefits administered by the Employer.

SICK LEAVE:

All full-time appointed Officials and all full-time Employees covered by this Resolution shall be covered by "Sick Leave" in accordance with the following schedule:

Sick Leave will be accumulated 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 one thousand one hundred and twenty hours of Sick Leave have been accumulated, Officials and Employees shall continue to accumulate Sick Leave at the rate of four (4) hours per calendar month to be credited toward a catastrophic illness bank, which may be used only in the event that the initial Sick Leave accumulated is completely depleted. Catastrophic illness bank shall not be computed as part of severance pay.

SEVERANCE PAY:

Employees who terminate their employment and leave the City's employ in good standing or retire shall be paid fifty percent (50%) of the employee's unused accumulated sick leave, to be figured per

ATTACHMENT "A"

diem at the rate of pay at the time of this separation. 100% of said severance shall be deposited into a Health Care Savings Plan administered by the Minnesota State Retirement Association.

Upon death of an employee, 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 death.

HOLIDAYS:

Eleven and one half (11-1/2) paid holidays which includes a floating holiday.

New Year's Day	Independence Day	Day After Thanksgiving
Martin Luther King Day	Labor Day	Christmas Day
President's Day	Veteran's Day	1/2 day on Good Friday
Memorial Day	Thanksgiving Day	Floating Holiday
Juneteenth*		

*-Will be designated as a City Holiday if recognized by the state of Minnesota

RETIREMENT FUNDS:

- 1) Social Security. All Employees except Police Officers and Firefighters, and basic PERA members contribute to Social Security. The amount withheld from the Employee for their contribution is 6.2% of their salary; the City matches that 6.2%.
- 2) Public Employee's Retirement Association. PERA membership is required for all full-time employees. The only current plan available is called the Coordinated Plan. Employees on the Coordinated Plan contribute 6.50% of their total salary and the City contributes 7.50%. For the non-bargaining employees that fall under Police & Fire PERA the employee contributes 11.8% of their total salary and the City contributes 17.7%.
- 3) Medicare. All Employees after 3/31/86 contribute to Medicare at 1.45% of their total salary; the City matches that 1.45%.

HEALTH CARE SAVINGS PLAN CONTRIBUTION:

Employees pursuant to this agreement will contribute 1% of salary each pay period to the Health Care Savings Plan administered by the Minnesota State Retirement System.

VACATION:

Full-time Exempt Employees will earn vacation benefits on the following schedule:

- 1) During the first (1) through fifth (5) years of employment – 6.66 hrs/mo. (New full-time employees may not take vacation until after six months of continuous employment.)
- 2) During the sixth (6) through eleventh (11) years of employment – 10.00 hrs/mo.
- 3) During the twelfth (12) through eighteenth (18) years of employment – 13.33 hrs/mo.
- 4) During the nineteenth (19) year of employment and thereafter – 16.66 hrs/mo.

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

ATTACHMENT "A"

rising higher than the maximum allowed, a 93 day grace period will be granted to accomplish the reduction.

CLOTHING ALLOWANCE:

The Fire Chief will follow the clothing allowance contribution as stated in the Crookston Professional Fire Fighters Union Local No. 3394 contract.

The Police Chief and Deputy Chief will follow the clothing allowance contribution as stated in the Law Enforcement Labor Services, Inc. Local No. 31 contract.

Employees required to wear steel toed boots will receive up to \$200 yearly reimbursement balance which may be carried over with a maximum balance of \$400.

Executive Assistant and Accountant will receive \$100 annually for a clothing allowance with the understanding that the clothing being purchased needs to have the City of Crookston logo on it.

**EXHIBIT A
2023 SALARY SCHEDULE**

NAME AND TITLE	SALARY	*
City Administrator	\$135,000.00	\$ 135,000.00
Finance Director	\$95,000.00	\$ 98,325.00
City Accountant	\$72,000.00	\$ 74,520.00
Human Resource Coordinator	\$63,000.00	\$ 70,000.00
Public Works Director	\$98,000.00	\$ 101,430.00
Public Works Superintendent	\$67,912.54	\$ 77,669.26
Water Superintendent	\$66,112.80	\$ 75,611.56
Fire Chief	\$82,500.00	\$ 82,500.00
Building Official	\$70,596.79	\$ 73,067.68
Executive Administrative Assistant	\$56,220.00	\$ 62,000.00
Parks & Recreation Director	\$79,950.00	\$ 82,748.52
Park & Recreation Supervisor	\$56,955.24	\$ 70,000.00
Pool Manager	\$56,955.24	\$ 62,500.00
Information Technology Director	\$98,000.00	\$ 98,000.00
Information Technology Associate	\$60,000.00	\$ 60,000.00
Community Development Director	\$90,000.00	\$ 90,000.00
Police Chief**	\$99,000.00	\$ 104,640.00
Deputy Police Chief**	\$86,020.00	\$ 91,181.37

***2023 Salary Adjustments based off Performance Review and 2022 LMC Wage Data
for like or similar positions**

**** Police Supervisor positions consistent with LELS union agreement**

RESOLUTION NO. _____

At a first regular meeting of the City Council of the City of Crookston held on the 13th day of February 2023, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTION TO APPROVE THE REVISED 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. 1353 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. 1353 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 _____, 2023, 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

Step 3. 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

An employee assigned to work in a higher job classification at the specific direction of the Employer shall be paid at the first step of the higher classification for all hours worked in the higher 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) working day probationary period. Employees possessing seniority in a lower classification who do not successfully complete a forty-five (45) working 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) Park 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.)
- 21.1.1 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 Super – 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 SALARY ADJUSTMENTS

Each employee will be evaluated on their anniversary date and following a positive review conducted by their department Head or designee, will move to at least the next step on the wage scale.

Salary adjustments for the position of foreman may be submitted by either party, based on responsibilities, length of service and job proficiency, and may be made by mutual agreement between the Employer and the Union. These adjustments can be made at the agreement of the Union, Department Head and City Administrator, and may be made any time during the year. This contract wage adjustment in 2023 , 2% in 2024 and 2% in 2025. These changes are reflected in Appendix A and Appendix

ARTICLE 26 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 13th day of February, 2023.

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 one hundred (100) percent of the salary for the job classification in the year in which the newly employed person commences employment and will serve a probationary period of one (1) year from the date of commencement of employment.

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 first regular meeting of the City Council of the City of Crookston held on the 13th day of February 2023, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTION ADOPTING THE UPDATED FEE SCHEDULE FOR THE YEAR 2023

WHEREAS: the City of Crookston has an adopted fee schedule with respect to administrative charges, permit fees, rental registration fees, license fees, franchise fees, rental fees, and ordinance violation fees and,

WHEREAS: the fee schedule is reviewed on an annual basis and,

WHEREAS, the City of Crookston Department Heads and City Administrator have each reviewed the City of Crookston Ordinances, Policies, Rules, Regulations, and State Statutes as applicable to the City of Crookston's fee schedule and,

WHEREAS: the City of Crookston Department Heads and City Administrator have reviewed the City of Crookston costs related to the processing of applications with respect to Permits, Administrative Charges, Registration Fees, License Fees, and Rental Fees and,

WHEREAS: the City of Crookston departments heads and city administrator recommend adoption of the annual fee schedule attached hereto and marked as Exhibit 1 and,

NOW THEREFORE, BE IT RESOLVED: the City of Crookston adopts the annual fee schedule set forth as an attachment to this resolution.

IT IS FURTHER RESOLVED: the annual fee schedule shall be effective February 13, 2023, and shall remain in effect until rescinded, amended, or changed in whole or in part by action of the Crookston City Council.

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

Council Members voting in the affirmative:

Council Members in the negative:

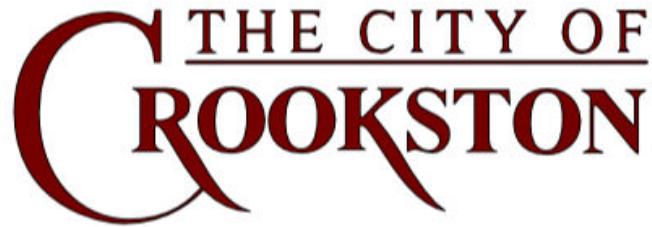
Upon this vote, the Mayor declares this resolution _____ and, if passed, effective upon the Mayor's

signature this _____ Day of _____, 2023, at

Attest:

Ashley Rystad
City Clerk

Dale Stainbrook
Mayor



Annual Fee Schedule

<u>ADMINISTRATIVE CHARGES</u>
Copies/Documents
<ul style="list-style-type: none"> • \$.25/page
Special Vehicle Permit
<ul style="list-style-type: none"> • \$20.00/vehicle
<u>AIRPORT</u>
Hangar Rent (Depending on Hangar Number)
<ul style="list-style-type: none"> • \$61.00 to \$182.00/month
<u>BUILDING DEPARTMENT</u>
Building Permit; Temp Structure Permit; Plumbing Permit and Mechanical Permit (excluding mechanical and plumbing fixture change-outs).
<ul style="list-style-type: none"> • \$1 to \$500 = \$16.50 / \$501 to \$2,000 = \$16.50 for the first \$500 plus \$2.20 for each additional \$100 or fraction thereof, to and including \$2,000 / \$2,001 to \$25,000 = \$49.50 for the first \$2,000 plus \$9.90 for each additional \$1,000 or fraction thereof, to and including \$25,000/\$25,001 to \$50,000 = \$277.20 for the first \$25,000 plus \$7.15 for each additional \$1,000 or fraction thereof, to and including \$50,000/\$50,001 to \$100,000 = \$455.95 for the first \$50,000 plus \$4.95 for each additional \$1,000 or fraction thereof, to and including \$100,000/ \$100,001 to \$500,000 = \$703.45 for the first \$100,000 plus \$3.85 for each additional \$1,000 or fraction thereof, to and including \$500,000/ \$500,001 to \$1,000,000 = \$2,243.45 for the first \$500,000 plus \$3.30 for each additional \$1,000 or fraction thereof, to and including \$1,000,000/ \$1,000,001 and up = \$3,893.45 for the first \$1,000,000 plus \$2.20 for each additional \$1,000 or fraction thereof
Fixed Fee Permits
HVAC Equipment Change-Out
<ul style="list-style-type: none"> • \$60.00 Additional cost for 3 or more change-outs
<ul style="list-style-type: none"> • \$15.00/unit Water Heater/Fixture change-out
<ul style="list-style-type: none"> • \$60.00 Additional cost for 3 or more change-outs
<ul style="list-style-type: none"> • \$15.00/unit
State Surcharge on Building Permits
<ul style="list-style-type: none"> • Multiply Project Amount By: \$1,000,000 or less by .0005 / \$1,000,001 to \$2,000,000 by .0004 (plus \$500) / \$2,000,001 to \$3,000,000 by .0003 (plus \$900) / \$3,000,001 to \$4,000,000 by .0002 (plus \$500)

	\$1,200) / \$4,000,001 to \$5,000,000 by .0001 (plus \$1,400) / \$5,000,001 and up by .00005 (Plus \$1,500)
State Surcharge on Fixed Fee Permits	<ul style="list-style-type: none"> Fixed fees up to 2010 - \$1.00 / Fixed fees over 2010 - fee value by .0005
Construction and Plan Checking	<ul style="list-style-type: none"> 25% of building permit fee
Curb Cut	<ul style="list-style-type: none"> \$25.00
Demolition Building Permit – Residential/Commercial	<ul style="list-style-type: none"> \$25.00
Fence Permit	<ul style="list-style-type: none"> \$50.00
House Moving Permit	<ul style="list-style-type: none"> \$50.00 (<i>Public Liability/State License</i>)
LP Tank Gas Installation Permit	<ul style="list-style-type: none"> \$25.00
Main Sewer or Water Service Installation/Repair	<ul style="list-style-type: none"> \$25.00
Sign Hangars Permit	<ul style="list-style-type: none"> \$50.00 (<i>Public Liability</i>)
Sign Inspection Fee	<ul style="list-style-type: none"> \$25.00
Permit Refund	<ul style="list-style-type: none"> Building Official has authority to refund fees as warranted
<u>BUSINESS LICENSE</u>	
Assessment Search	<ul style="list-style-type: none"> \$15.00/each
Auctioneers	<ul style="list-style-type: none"> \$200.00/auction
Bowling Alley	<ul style="list-style-type: none"> \$10.00/year per lane
Carnival/Circus	<ul style="list-style-type: none"> \$250.00/event plus deposit (\$250.00 deposit refundable if clean & undamaged)
Cement Mason	<ul style="list-style-type: none"> \$200.00/year and \$1,000.00 Bond
Cigarette/Tobacco Sales	<ul style="list-style-type: none"> \$200.00/year
Dances	

	<ul style="list-style-type: none"> • \$50.00/each (Police Protection - cost of actual wages at current union rate)
Fireworks	
	<ul style="list-style-type: none"> • \$350.00
Garbage Hauling	
	<ul style="list-style-type: none"> • \$200.00/year
Gas Fitters License	
	<ul style="list-style-type: none"> • \$200.00/year
Mobile Food Unit	
	<ul style="list-style-type: none"> • \$50.00/day
Pawnbroker	
	<ul style="list-style-type: none"> • \$2,500.00/year
Peddler	
	<ul style="list-style-type: none"> • \$25.00/day - Maximum of \$200.00/year
Shows/Exhibitions/Demonstrations	
	<ul style="list-style-type: none"> • \$100.00/year / \$10.00/performance
Taxicab/Limousine Service - First Vehicle	
	<ul style="list-style-type: none"> • \$50.00/year
Taxicab/Limousine Service - Second Vehicle	
	<ul style="list-style-type: none"> • \$10.00/year
Taxicab/Limousine Service - Add'l Vehicle	
	<ul style="list-style-type: none"> • \$5.00/year
Taxicab/Limousine Service - Criminal Background Check	
	<ul style="list-style-type: none"> • \$15.00/driver
Theater/Movie	
	<ul style="list-style-type: none"> • \$50.00/year
Transient Merchant	
	<ul style="list-style-type: none"> • \$100.00/week

CROOKSTON SPORTS CENTER

Ice Rental (Prime)	
	<ul style="list-style-type: none"> • \$140.00/hour
Ice Rental (Non-Prime)	
	<ul style="list-style-type: none"> • \$110.00/hour
Dry Floor	
	<ul style="list-style-type: none"> • \$300.00/day (over 4 hours); \$150.00/day (less than 4 hours)
Turf/Dry Floor Rental	
	<ul style="list-style-type: none"> • \$30.00/hour
Dryland Activity	

- \$2.00/day; \$30.00/season

Community Room Rental

- \$30.00/hour

Walking Membership Adults

- \$25.00/year

Walking Membership Senior Citizens

- \$20.00/year

FIRE DEPARTMENT

Engine Type 1 (4 Crew Members)

- \$300.00

Water Tender Type 3 (2 Crew Members)

- \$150.00

Junk Compliance Fee

- \$40.00

Rental License Fee

- \$35.00 per unit
- Properties with 18-30 units, one address, \$600.00 each
- Properties with 31 or more units, one address, \$700.00 each

Late Rental Registration

- One month: \$20.00 for each dwelling unit, not to exceed \$150.00 / Two months: \$40.00 for each dwelling unit, not to exceed \$300.00 / Three months: \$60.00 for each dwelling unit, not to exceed \$450.00

Re-Inspection Fee

- Each subsequent inspection above two shall be \$50.00. Fourth and all subsequent inspections \$100.00

Complaint-Based Inspection

- \$40.00/each (Verified Violation)

Rescheduling Fee

- \$10.00 for first rescheduled inspection / \$20.00 for second rescheduled inspection / \$30.00 for third and all subsequent rescheduled inspections

FRANCHISE FEES

Electric Franchise Fees

- 5% of annual gross revenues

Gas Franchise Fees

- 5% of annual gross revenues

Midcontinent Franchise Fees

- 5% of annual gross revenues

LIQUOR

Liquor License Investigative Fee

- \$25.00/each

Club - Membership 50-200

- \$500.00/year (set by State of MN according to membership)

Club – Sunday

- \$200.00/year

Intoxicating On Sales - Full Menu (111.081)

- \$2,000.00/year

Intoxicating On Sales - Do Not Meet Minimum Food Requirement

- \$3,500.00/year

Temporary Liquor (1-4 day)

- \$100.00/each (3 4-day, 4 3-day; or 2 6-day) not to exceed 12 days

Sports or Convention Facilities License

- \$50.00 each event

Wine On Sale

- \$350.00/year

Off Sale

- \$100.00/year

3.2 Beer Off Sale

- \$150.00/year

3.2 Beer On Sale

- \$200.00/year

Temporary On Sale Beer

- \$100.00/2 days

Consumption & Display Permit

- \$100.00

MOWING

Mowing Violation - 1st Violation

- \$25.00 plus mowing cost

Mowing Violation - 2nd Violation

- \$50.00 plus mowing cost, plus \$50.00 administrative charge

Mowing Violation - 3rd Violation

- \$100.00 plus mowing cost, plus \$50.00 administrative charge

Mowing Violation - 4th Violation and after

- \$200.00 plus mowing cost, plus \$50.00 administrative charge

PARKING TICKETS

1st Violation - Paid Within 10 days

- \$10.00

1st Violation - Paid After 10 days

- \$20.00

2nd Violation

- \$20.00

PARKS & RECREATION

Campground - RV's, Trailers, Pop-Ups, Cars

- \$20.00/day

Campground – Tents

- \$15.00/day

Highland Complex Tennis Shelter & Diamonds 2-5 Shelters

- \$10.00/day plus deposit (\$10.00 deposit refundable if clean and undamaged)

Wildwood Park Shelters 1 (South) & 2 (North)

- \$20.00/day plus deposit (\$20.00 deposit refundable if clean and undamaged)

Carmen Park Shelter

- \$20.00/day plus deposit (\$20.00 deposit refundable if clean and undamaged)

Schuster Shelter

- \$20.00/day plus deposit (\$20.00 deposit refundable if clean and undamaged)

Picnic Tables Rental

- \$5.00/table (up to 3 days)

Picnic Table Late Fee

- \$25.00

Ray Ecklund Complex Lion's Shelter

- \$30.00/day plus deposit (\$30.00 deposit refundable if clean and undamaged)

Downtown Square/Greenspace

- \$100.00/day plus deposit (\$100.00 deposit refundable if clean and undamaged)

PLANNING & ZONING

Conditional Use Permit

- \$100.00/each (administrative fee plus actual legal publication cost)

Preliminary Plat Fee

- \$100.00 + \$1 per each lot to max of \$150

Satellite Dish Antennas

- \$25.00/each

Variances	<ul style="list-style-type: none"> \$100.00/each (administrative fee plus actual legal publication cost)
Zoning & Rezoning	<ul style="list-style-type: none"> \$100.00/each (administrative fee plus actual legal publication cost)
POLICE DEPARTMENT	
Building Code Violations	<ul style="list-style-type: none"> \$50.00
Land Use Violations	<ul style="list-style-type: none"> \$50.00
Minnesota Fire Code Violations	<ul style="list-style-type: none"> \$50.00
Open Burning Without a Permit	<ul style="list-style-type: none"> \$25.00
All General Offenses	<ul style="list-style-type: none"> \$50.00 (when charged by administrative citation)
Copies of Reports	<ul style="list-style-type: none"> \$.25/page (up to 100 pages) If more than 100 pages, cost of actual wages at current union rate
Copies of Reports on CD/Flash Drive	<ul style="list-style-type: none"> \$5.00
Animal License	<ul style="list-style-type: none"> \$10.00/year
Animal - Initial Impound Fee	<ul style="list-style-type: none"> \$15/each
Animal - Daily Impound Fee	<ul style="list-style-type: none"> \$20.00/day
Dangerous Animal License Fee	<ul style="list-style-type: none"> \$500.00/year
Security (Reserve Officer)	<ul style="list-style-type: none"> \$25.00/hour/per officer
Security (Licensed Police Officer)	<ul style="list-style-type: none"> Actual wages at current union rate per officer
Impound Vehicles - At City Impound Lot	<ul style="list-style-type: none"> \$5.00/day
Special Vehicle (Golf Cart/Mini-Truck)	<ul style="list-style-type: none"> \$20.00/year (additional vehicle \$20 each)
Special Vehicle (Utility Task Vehicle)	<ul style="list-style-type: none"> \$60.00 (3-year permit)

PROPERTY MAINTENANCE

Property Maintenance Code Violation - 1st Offense

- \$50.00

Property Maintenance Code Violation - 2nd Offense

- \$150.00

Property Maintenance Code Violation - 3rd Offense

- \$400.00

STREET DEPARTMENT

Vacation (Alleys/Streets)

- \$200.00/each

Sidewalk Snow Removal Fee 1st Offense/Season

- \$25.00 plus the cost of snow removal

Sidewalk Snow Removal Fee 2nd Offense/Season

- \$50.00 plus the cost of snow removal

Sidewalk Snow Removal Fee 3rd Offense/Season

- \$100.00 plus the cost of snow removal

Right of Way Junk Removal

- \$25.00 administrative fee plus actual wages at current union rate per employee/1HR min plus current private equipment rate

Street Sawing and Curb Cutting Fee

- Minimum charge of \$300 for up to 50 feet with \$4 for each additional foot

RESOLUTION NO. _____

At a first regular meeting of the City Council of the City of Crookston held on the 13th day of February 2023, 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 in the amount of \$238.00 from Crookston Valley Cooperative Inc. and Proseed and,

NOW, THEREFORE, IT IS RESOLVED: BY THE CITY COUNCIL OF THE CITY OF CROOKSTON to accept the donation from Crookston Valley Cooperative Inc. and Proseed to the Crookston Fire Department in the amount \$238.00

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 _____, 2023, 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 February 2023, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

**RESOLUTION APPROVING PARTIAL PAYMENT ESTIMATE NO. 3 - FINAL
2021 FEDERAL FUNDED STREET IMPROVEMENTS
S.P. 115-144-008 Etal**

**R.J. Zavoral & Sons, Inc.
P.O. Box 435
East Grand Forks, MN 56721**

WHEREAS: The City of Crookston entered into an agreement with R.J. Zavoral & Sons, Inc. for the 2021 Federal Funded Street Improvements project, and

WHEREAS: The contractor has completed work totaling \$1,358,693.14 with no retainage. The total payment due is \$36,035.87. The original contracted work is 100% complete.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF CROOKSTON, MINNESOTA: Partial Payment Estimate No. 3 - Final to R.J. Zavoral & Sons, Inc. in the amount of \$36,035.87 is hereby approved.

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 _____, 2023, at

Attest:

Ashley Rystad
City Clerk

Dale Stainbrook
Mayor

Contractor's Application for Payment No. 3 - Final

Application Period: 01/01/23 to 01/23/23		Application Date: 01/23/2023
To (Owner): City of Crookston	From (Contractor): R.J. Zavoral & Sons, Inc. - East Grand Forks, MN	Via (Engineer): Richard A. Clauson
Project: S.P. 115-144-008 Etal Minn. Proj. No. STPF 6021(204) 2021 Federal Funded Street & Utility Improvements	Contract: None	Widseth Smith Nolting & Associates, Inc.
Owner's Project No.: None	Contractor's Project No.: None	Engineer's Project No.: 2020-11424

Application For Payment - Change Order & Supplemental Agreement Summary		
Approved Change Orders & Supplemental Agreements:		
Number	Additions	Deductions
TOTALS:		
NET CHANGE BY C.O.'s & S.A.'s		

1. ORIGINAL CONTRACT PRICE.....	\$	\$1,279,830.95
2. Net change by Change Orders.....	\$	
3. Current Contract Price (Line 1 ± 2).....	\$	\$1,279,830.95
4. TOTAL COMPLETED AND STORED TO DATE: (Column F on Progress Estimate).....	\$	\$1,353,388.81
5. RETAINAGE:		
a. 0% X \$1,353,388.81 Work Completed.....	\$	
b. 0% X _____ Stored Material.....	\$	\$5,304.33 - PCI
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c).....	\$	\$1,358,693.14
7. LESS PREVIOUS PAYMENTS	\$	\$1,322,657.27
8. AMOUNT DUE THIS APPLICATION.....	\$	\$36,035.87

Contractor's Certification:

The undersigned Contractor certifies that to the best of its knowledge: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

By: Michael A. Zavoral Date: 01/30/2023

Payment of: \$ \$36,035.87
(Line 8 or other - attach explanation of the other amount)

is recommended by: [Signature] 2/1/23
(Engineer) (Date)

Payment of: \$ \$36,035.87
(Line 8 or other - attach explanation of the other amount)

is approved by: _____ (Owner) _____ (Date)

Approved by: Not Applicable NA
Funding Agency (if applicable) (Date)

PARTIAL PAYMENT ESTIMATE NO. 3 - FINAL 2021 FEDERAL FUNDED STREET IMPROVEMENTS CROOKSTON, MINNESOTA

MINN. PROJECT NO. STPF 6021(204)

S.A.P. 115-124-005, S.A.P. 115-128-003, S.P. 115-135-010, S.P. 115-136-003, S.P. 115-140-006 & S.P. 115-144-008

ITEM NO.	SPEC. NO.	ITEM DESCRIPTION	UNIT	UNIT PRICE	RIVERSIDE AVENUE (VICTORIA STREET TO SUMMIT AVENUE)		4TH AVENUE NORTH (NORTH BROADWAY STREET TO ALEXANDER STREET)		CENTRAL AVENUE (NORTH ASH STREET TO ALBERT STREET)		ELM STREET (FOURTH STREET TO SUMMIT AVENUE)		NORTH FRONT STREET (SIXTH STREET TO SHERMAN STREET)		SOUTH BROADWAY BRIDGE (SOUTH MAIN STREET TO HOUSTON AVENUE)		PROJECT TOTALS			
					BITUMINOUS MILL & OVERLAY S.A.P. 115-124-005		BITUMINOUS MILL & OVERLAY S.A.P. 115-128-003		BITUMINOUS MILL & OVERLAY S.P. 115-135-010		BITUMINOUS MILL & OVERLAY S.P. 115-136-003		BITUMINOUS MILL & OVERLAY S.P. 115-140-006		CONCRETE MILL & OVERLAY S.P. 115-144-008		QUANT.	COST	QUANT.	COST
					QUANT.	COST	QUANT.	COST	QUANT.	COST	QUANT.	COST	QUANT.	COST	QUANT.	COST				
1	2021.501	MOBILIZATION	LUMP SUM	\$167,000.00	0.10	\$16,399.40	0.08	\$13,861.00	0.09	\$15,497.60	0.16	\$26,720.00	0.26	\$43,152.80	0.31	\$51,369.20	1.00	\$167,000.00		
2	2102.503	PAVEMENT MARKING REMOVAL	LIN FT	\$2.65													25	\$6,500.00		
3	2104.502	SALVAGE CASTING	EACH	\$260.00	3	\$780.00	3	\$780.00			7	\$1,820.00	12	\$3,120.00			2,244	\$10,322.40		
4	2104.503	REMOVE CURB AND GUTTER	LIN FT	\$4.60	211	\$970.60	147	\$676.20	355	\$1,633.00	712	\$3,275.20	819	\$3,767.40			81	\$405.00		
5	2104.503	SAWING CONCRETE PAVEMENT (3" DEPTH)	LIN FT	\$5.00													644	\$3,864.00		
6	2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	\$6.00	64	\$384.00	47	\$282.00	89	\$534.00	173	\$1,038.00	271	\$1,626.00			2,303	\$4,606.00		
7	2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	\$2.00	211	\$422.00	159	\$318.00	298	\$596.00	759	\$1,518.00	876	\$1,752.00			511	\$3,832.50		
8	2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	\$7.50	47	\$352.50	33	\$247.50	61	\$457.50	158	\$1,185.00	212	\$1,590.00			40	\$1,000.00		
9	2104.504	REMOVE CONCRETE PAVEMENT	SQ YD	\$25.00													55	\$2,640.00		
10	2103.504	REMOVE CONCRETE APPROACH PANEL	SQ YD	\$48.00													441	\$441.00		
11	2104.518	REMOVE CONCRETE SIDEWALK	SQ FT	\$1.00	710	\$710.00	525	\$525.00	1,531	\$1,531.00	3,837	\$3,837.00	3,820	\$3,820.00			10,864	\$10,864.00		
12	2105.507	COMMON EXCAVATION (P)	CU YD	\$18.00	27	\$486.00	20	\$360.00	49	\$882.00	96	\$1,728.00	127	\$2,286.00			319	\$5,742.00		
13	2211.507	AGGREGATE BASE (CV) CLASS 5 (P) (MOD. 7% TO 10%)	CU YD	\$32.00	27	\$864.00	20	\$640.00	49	\$1,568.00	96	\$3,072.00	127	\$4,064.00			20	\$640.00		
14	2301.504	CONCRETE PAVEMENT 8.0"	SQ YD	\$255.00													24.3	\$6,196.50		
15	2232.504	MILL BITUMINOUS SURFACE (2.0")	SQ YD	\$1.30	5,125	\$6,662.50	4,091	\$5,318.30	3,749	\$4,873.70	4,479	\$5,822.70	8,600	\$11,180.00			26,044	\$33,857.20		
16	2232.504	MILL CONCRETE SURFACE (3.0")	SQ YD	\$20.50													1,099	\$22,529.50		
17	2301.602	DRILL AND GROUT REINF BAR (EPOXY COATED) - SPECIAL	EACH	\$40.00													22	\$880.00		
18	2301.602	DRILL AND GROUT REINF BAR (EPOXY COATED)	EACH	\$40.00													28	\$1,120.00		
19	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	\$2.00	472	\$944.00	403	\$806.00	351	\$702.00	400	\$800.00	844	\$1,688.00			2,470	\$4,940.00		
20	2350.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2.B)	TON	\$69.00	652.06	\$44,992.14	544.02	\$37,537.38	515.84	\$35,592.96	607.06	\$41,887.14	1,235.66	\$85,260.54			3,555	\$245,270.16		
21	2401.618	PAINTED SURFACE FINISH (INPLACE)	SQ FT	\$6.00													2,457	\$14,742.00		
22	2404.618	CONCRETE WEARING COURSE (3U17A) 3.0"	SQ FT	\$15.35													9,888	\$151,780.80		
23	2406.504	BRIDGE APPROACH PANELS	SQ YD	\$450.00													60.4	\$27,180.00		
24	2433.603	REPLACE WATERPROOF GLAND	LIN FT	\$175.00													0	\$0.00		
25	2433.618	REMOVE AND PATCH SLAB TYPE A	SQ FT	\$45.00													1,580	\$71,100.00		
26	2433.618	REMOVE AND PATCH SLAB TYPE B	SQ FT	\$51.00													1,281	\$65,331.00		
27	2433.618	REMOVE AND PATCH SLAB TYPE C	SQ FT	\$100.00													0	\$0.00		
28	2433.618	CONCRETE SURFACE REPAIR TYPE 1	SQ FT	\$195.00													0	\$0.00		
29	2433.618	CONCRETE SURFACE REPAIR TYPE 2	SQ FT	\$182.00													583	\$106,106.00		
30	2433.618	SEAL CONCRETE SURFACE	SQ FT	\$4.25													3,640	\$15,470.00		
31	2504.602	ADJUST VALVE BOX	EACH	\$205.00	1	\$205.00	4	\$820.00	2	\$410.00	7	\$1,435.00	9	\$1,845.00			23	\$4,715.00		
32	2506.502	CASTING ASSEMBLY (CATCH BASIN)	EACH	\$730.00	3	\$2,190.00	2	\$1,460.00			7	\$5,110.00	12	\$8,760.00			24	\$17,520.00		
33	2506.502	CASTING ASSEMBLY (STORM MANHOLE)	EACH	\$870.00													1	\$870.00		
34	2506.602	ADJUST FRAME & RING CASTING	EACH	\$380.00	9	\$3,420.00	3	\$1,140.00	3	\$1,140.00	8	\$3,040.00	11	\$4,180.00			34	\$12,920.00		
35	2521.518	4" CONCRETE WALK REINFORCED	SQ FT	\$9.00	618	\$5,562.00	320	\$2,880.00	795	\$7,155.00	2,327	\$20,943.00	2,338	\$21,042.00			392	\$3,528.00		
36	2521.518	6" CONCRETE WALK REINFORCED	SQ FT	\$9.75	438	\$4,270.50	400	\$3,900.00	902	\$8,794.50	1,605	\$15,648.75	1,484	\$14,469.00			40	\$390.00		
37	2531.503	CONCRETE CURB & GUTTER DESIGN B618	LIN FT	\$56.00	214	\$11,984.00	149	\$8,344.00	357	\$19,992.00	715	\$40,040.00					876	\$50,808.00		
38	2531.503	CONCRETE CURB & GUTTER DESIGN B624	LIN FT	\$58.00													876	\$50,808.00		
39	2531.618	TRUNCATED DOMES	SQ FT	\$69.00	36	\$2,484.00	45	\$3,105.00	81	\$5,589.00	218	\$15,042.00	198	\$13,662.00			9	\$621.00		
40	2563.601	TRAFFIC CONTROL	LUMP SUM	\$10,500.00	0.10	\$1,031.10	0.08	\$871.50	0.09	\$974.40	0.16	\$1,680.00	0.26	\$2,713.20			0.31	\$3,229.80		
41	2573.501	EROSION CONTROL SUPERVISOR	LUMP SUM	\$2,350.00	0.10	\$230.77	0.08	\$195.05	0.09	\$218.08	0.16	\$376.00	0.26	\$607.24			0.31	\$722.86		
42	2573.502	STORM DRAIN INLET PROTECTION	EACH	\$160.00	3	\$480.00	6	\$960.00	2	\$320.00	7	\$1,120.00	19	\$3,040.00			37	\$5,920.00		
43	2574.507	COMMON TOPSOIL BORROW (CV)	CU YD	\$30.00	4	\$120.00	2	\$60.00	6	\$180.00	15	\$450.00	30	\$900.00			0	\$0.00		
44	2575.501	TURF ESTABLISHMENT	LUMP SUM	\$2,625.00	0.10	\$257.78	0.08	\$217.88	0.09	\$243.60	0.16	\$420.00	0.26	\$678.30			0.31	\$807.44		
45	2582.503	4" SOLID LINE MULTI-COMPONENT	LIN FT	\$3.60													41	\$147.60		
46	2582.503	4" SOLID LINE MULTI-COMPONENT	LIN FT	\$3.60													0	\$0.00		
47	2582.503	24" SOLID LINE MULTI-COMPONENT	LIN FT	\$12.60			34	\$428.40									34	\$428.40		
48	2582.503	4" BROKEN LINE MULTI-COMPONENT	LIN FT	\$3.70	310	\$1,147.00	270	\$999.00	180	\$666.00	140	\$518.00	360	\$1,332.00			60	\$222.00		
49	2582.518	CROSSWALK MULTI-COMPONENT	SQ FT	\$4.50	180	\$810.00	180	\$810.00	360	\$1,620.00	1,206	\$5,427.00	1,278	\$5,751.00			0	\$0.00		
TOTAL CONSTRUCTION COST TO DATE						\$108,159.29		\$87,542.21		\$111,170.34		\$203,952.79		\$293,964.48		\$548,599.70		\$1,353,388.81		

RESOLUTION NO. _____

At a first regular meeting of the City Council of the City of Crookston held on the 13th day of February 2023, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTION TO AUTHORIZE A CONTRACT WITH SHORT ELLIOT HENDRICKSON, INC. (SEH) WITH RESPECT TO THE DESIGN OF A 10-UNIT T-HANGAR TO BE LOCATED AT THE CROOKSTON REGIONAL AIRPORT

WHEREAS, the City of Crookston has proposed a project consisting of the design of a 10-unit T-Hangar at the Crookston Regional Airport as the result of the increase in the demand and need for hangar space at the Crookston Regional Airport, and

WHEREAS, architectural, engineering, and professional services for the proposed 10-unit T-Hangar project are necessary to pursue financing from grant in aid programs of the Minnesota Department of Transportation (MNDOT), Office of Aeronautics, and/or the Federal Aviation Administration (FAA) for the present proposed project, and

WHEREAS, the professional services to be provided by an architectural and engineering firm include: project formulation, project design, quality control review, preparation of construction bidding documents, and project management, and

WHEREAS, Short Elliot Hendrickson, Inc. (SEH) has offered to provide the designated necessary professional services to the City of Crookston with respect to the design of a 10-unit T-Hangar to be located at the Crookston Regional Airport, and

WHEREAS, the terms and conditions of the proposed contract presented by Short Elliot Hendrickson, Inc. (SEH) are acceptable to the City of Crookston, and

NOW THEREFORE, BE IT RESOLVED, the City of Crookston enter into a contract with Short Elliot Hendrickson, Inc. (SEH) for the provision of consulting services with respect to the design of a 10-unit T-Hangar to be located at the Crookston Regional Airport.

IT IS FURTHER RESOLVED, the Mayor and City Administrator of the City of Crookston are authorized to execute and sign a contract with Short Elliot Hendrickson, Inc. (SEH) on behalf of the City of Crookston with respect to architectural engineering and consulting services regarding the construction of a 10-unit T-Hangar to be located at the Crookston Regional Airport.

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 _____, 2023, at

Attest:

Dale Stainbrook Mayor

Ashley Rystad City Clerk

ARCHITECT/ENGINEER AGREEMENT
Between

City of Crookston, Minnesota

(OWNER)

and

Short Elliott Hendrickson Inc.

(CONSULTANT)

for

PROFESSIONAL SERVICES

THIS AGREEMENT made and entered into this _____ day of _____, 2023, by and between the City of Crookston, Minnesota, hereinafter referred to as the OWNER, and Short Elliott Hendrickson Inc.® (SEH), with a regular place of business at 3535 Vadnais Center Drive, St. Paul, Minnesota 55110, hereinafter referred to as the CONSULTANT.

WITNESSETH:

That the OWNER and CONSULTANT, for the consideration hereinafter named, agree as follows:

ARTICLE 1. GENERAL DESCRIPTION OF WORK TO BE DONE

The OWNER agrees to and hereby does retain and employ CONSULTANT and CONSULTANT agrees to perform Architectural, Engineering and/or other Professional Services for the project at the Crookston Municipal Airport, entitled:

2023 T-Hangar - Design,

hereinafter referred to as the Project.

The Project and those services to be performed hereunder are more particularly described in ATTACHMENT A, a part hereof, and may be financed in part by grant-in-aid programs of the Minnesota Department of Transportation (Mn/DOT), Office of Aeronautics, and/or the Federal Aviation Administration (FAA) as described in Article 14.

ARTICLE 2. PERIOD OF SERVICE

Compensation for CONSULTANT'S services as provided elsewhere in this Agreement has been agreed to in anticipation of an orderly and continuous progress of CONSULTANT'S services through completion. In this regard, if the services covered by this Agreement have not been completed within 12 months of the date hereof, through no fault of CONSULTANT, any lump sum or maximum payment amounts shall be equitably adjusted.

ARTICLE 3. COMPENSATION TO CONSULTANT

A. Compensation to CONSULTANT for services described in this Agreement shall be on a Lump Sum basis, Cost Reimbursement Plus Fixed Fee basis and/or an Hourly Rate basis, as designated in the box below, and in ATTACHMENT B and as hereinafter described.

1. A Lump Sum method of payment for CONSULTANT'S services shall typically apply to all or parts of a work scope here CONSULTANT'S tasks can be readily defined and/or where the level of effort required to accomplish such tasks can be estimated with a reasonable degree of accuracy. The OWNER shall make monthly payments to CONSULTANT within 30 calendar days of date of invoice based on an estimated percentage of completion of CONSULTANT'S services.

Reimbursement for Direct Expenses incurred in the performance of the work shall be included in the Lump Sum amount, unless otherwise set forth in ATTACHMENT B.

2. A Cost Reimbursement Plus Fixed Fee method of payment for CONSULTANT'S services shall typically apply to all or parts of work scope where CONSULTANT'S tasks cannot be readily defined and/or where the level of effort required to accomplish such tasks cannot be established with any reasonable degree of accuracy. Under a Cost Reimbursement Plus Fixed Fee method of payment, the CONSULTANT shall be paid for the actual costs of providing required services plus a fixed fee payment as defined in FAA Advisory Circular 150/5100-14E, dated September 30, 2014, and as further defined as follows:
- a. Direct Salary Costs incurred by CONSULTANT for employee's time directly chargeable to the Project, and in accordance with the CONSULTANT'S SALARY SCHEDULE included in ATTACHMENT B. Periodic revisions to the schedule may be made and any such revisions shall be submitted by CONSULTANT to the OWNER for approval.
 - b. Overhead Costs including overhead on direct labor including, but not limited to, employment taxes, fringe benefits, holidays, vacation, and sick leave and all allowable general and administrative overhead costs. Overhead Costs shall be calculated as a percentage of Direct Salary Costs, with such percentage based on CONSULTANT'S audited records. The Overhead Rate to be applied to this Agreement and any special provisions relating thereto shall be set forth in ATTACHMENT B.
 - c. Direct Non-Salary Expenses incurred by CONSULTANT for costs directly chargeable to the project, including but not limited to:
 - 1) Travel and subsistence.
 - 2) Computer services.

- 3) Outside professional and technical services.
 - 4) Identifiable reproduction and reprographic charges.
 - 5) Expendable field supplies and special field equipment rental.
 - 6) Other acceptable costs for such additional items and services as may be required by the OWNER to fulfill the terms of this Agreement.
- d. Fixed Fee. In addition to the above reimbursement of costs, CONSULTANT shall be paid a fixed fee in the amount set forth in Attachment B. It is agreed that the fixed fee will be subject to adjustment in case of a work scope change, abandonment of the work prior to completion, or deletion of specific tasks.

The OWNER shall make monthly payments to CONSULTANT within 30 calendar days of date of invoice based on computations made in accordance with the above charges for services provided and expenses incurred to date, including a proportionate amount of the fixed fee. Invoices shall be accompanied by supporting evidence as required.

3. If no Federal funds are involved in this Agreement, an Hourly Rate method of payment for CONSULTANT'S services may be utilized as an alternative to the Lump Sum or Cost Reimbursement Plus Fixed Fee methods. Under an Hourly Rate method of payment, CONSULTANT shall be paid for the actual hours worked on the Project by CONSULTANT'S technical personnel times an hourly billing rate established for each employee. Hourly billing rates shall include compensation for all salary costs, payroll burden, general and administrative overhead and professional fee. A rate schedule shall be furnished by CONSULTANT to OWNER upon request.

In addition to the foregoing, CONSULTANT shall be reimbursed at cost for the following Direct Expenses when incurred in the performance of the work:

- a. Travel and subsistence.
- b. Computer services.
- c. Owner approved outside professional and technical services.
- d. Identifiable reproduction and reprographic charges.
- e. Expendable field supplies and special field equipment rental.
- f. Other acceptable costs for such additional items and services as may be required by the Owner to fulfill the terms of this Agreement.

The OWNER shall make monthly payments to CONSULTANT within 30 calendar days of date of invoice based on computations made in accordance with the above charges for services provided and expenses incurred to date, accompanied by support evidence as required.

- B. The OWNER, The Mn/DOT, Office of Aeronautics, the FAA, or their authorized representatives shall have access to CONSULTANT'S records for the purpose of accounting and audit. The CONSULTANT shall maintain all records relative to this Agreement for a period of not less than three years, subsequent to the OWNER'S final payment to CONSULTANT and until the project is financially closed-out by the FAA.

ARTICLE 4. EXTRA WORK AND SERVICES NOT INCLUDED IN THIS CONTRACT

If CONSULTANT is of the opinion that any services it has been directed to perform is beyond the Scope of this Agreement, or that the level of effort required significantly exceeds that estimated due to changed conditions and thereby constitutes extra work, it shall promptly notify the OWNER of that fact. Extra work, additional compensation for same, and extension of time for completion shall be covered by a Supplemental Agreement entered into by both parties and approved by Mn/DOT and FAA, prior to proceeding with any extra work or related expenditures.

ARTICLE 5. ABANDONMENT, CHANGE OF PLAN AND TERMINATION

Either Party has the right to terminate this Agreement upon seven calendar days' written notice. In addition, the OWNER may at any time, reduce the scope of this Agreement. Such reduction in scope shall be set forth in a written notice from the OWNER to CONSULTANT. In the event of unresolved dispute over change in scope or changed conditions, this Agreement may also be terminated, upon seven calendar days' written notice as provided above.

In the event of termination, all documents finished or unfinished, prepared by CONSULTANT under this Agreement shall be made available by CONSULTANT to the OWNER pursuant to Article 7, and there shall be no further obligation of the OWNER to CONSULTANT under this Agreement, except for payment of amounts due and owing for work performed and expenses incurred to the date and time of termination, computed in accordance with Article 3.

In the event of a reduction in scope of the Project work, CONSULTANT shall be paid for the work performed and expenses incurred on the project work thus reduced and for any completed and abandoned work for which payment has not been made, computed in accordance with Article 3.

ARTICLE 6. DISPUTE RESOLUTION

In the event of an irreconcilable dispute under this Agreement, which is not resolvable through informal means, the parties may, upon written agreement, submit to the resolution process set out in this provision. Once the parties have agreed to the resolution process, each party shall have seven (7) calendar days to designate one representative, who shall have authority to act on this Agreement. If either party fails within that time to inform the other party in writing of its designation, the other party is free to pursue all other legal and equitable remedies. Within ten (10) calendar days of designation of the representative, the representatives shall meet and shall entertain such presentation of testimony and other evidence as the CONSULTANT and the OWNER may wish to present with respect to the dispute. Within seven (7) calendar days after the close of such presentation, the representative shall resolve the dispute or either party is free to pursue all other legal and equitable remedies. When the representatives resolve the dispute, their decision shall be final and conclusive. Should the representatives be unable to agree on a resolution of the dispute, then the parties are free to pursue all other legal and equitable remedies. Each party's costs for the dispute resolution shall be borne by the respective party.

If the parties do not agree in writing to the resolution process set out above, either party is entitled to pursue any other legal or equitable remedies available.

ARTICLE 7. DISPOSITION OF PLANS, REPORTS, AND OTHER DATA

At the time of completion or termination of the work, CONSULTANT shall make available to the OWNER, all maps, tracings, reports, resource materials and other documents pertaining to the work or to the Project. All such documents are not intended or represented to be suitable for reuse by the OWNER or others on extension of the Project or any other project. Any reuse without written verification or adaptation by CONSULTANT for the specific purpose intended will be at OWNER'S sole risk and without liability or legal exposure to CONSULTANT. In this regard, the OWNER will indemnify and hold harmless CONSULTANT from any and all suits or claims of third parties arising out of such reuse, which is not specifically verified, adapted or authorized by CONSULTANT.

ARTICLE 8. DOCUMENTS FORMING THE CONTRACT

The contract documents shall be deemed to include this Agreement with all accompanying attachments of part hereof.

ARTICLE 9. OWNER'S RESPONSIBILITY

- A. To permit CONSULTANT to perform the services required hereunder, the OWNER shall supply in proper time and sequence, the following at no expense to CONSULTANT.
1. Provide all necessary information regarding its requirements as necessary for orderly progress of the work.
 2. Designate in writing, a person to act as OWNER'S representative with respect to the services to be rendered under this Agreement. Such person shall have authority to transmit instructions, receive instructions, receive information, interpret, and define OWNER'S policies with respect to CONSULTANT'S services.
 3. Furnish, as required for performance of CONSULTANT'S services (except to the extent provided otherwise in ATTACHMENT A), data prepared by or services of others, including without limitation, core borings, probings and subsurface explorations, hydrographic and geohydrologic surveys, laboratory tests and inspections of samples, materials and equipment; appropriate professional interpretations of all of the foregoing; environmental assessment and impact statements; property, boundary, easement, right-of-way, topographic and utility surveys; property descriptions; zoning, deed and other land use restriction; and other special data not covered in ATTACHMENT A.
 4. Provide access to, and make all provisions for CONSULTANT to enter upon publicly- and privately-owned property as required to perform the work.
 5. Act as liaison with other agencies to carry out necessary coordination and negotiations; furnish approvals and permits from all governmental authorities having jurisdiction over the Project and such approvals and consents from others as may be necessary for completion of the Project.
 6. Examine all reports, sketches, drawings, specifications and other documents prepared and presented by CONSULTANT, obtain advice of an attorney, insurance counselor or others as OWNER deems necessary for such examination and render in writing, decisions pertaining thereto within a reasonable time so as not to delay the services of CONSULTANT.

7. Give prompt written notice to CONSULTANT whenever OWNER observes or otherwise becomes aware of any development that affects the scope or timing of CONSULTANT'S services or any defect in the work of Construction Contractor(s), Consultants or CONSULTANT.
8. Initiate action, where appropriate, to identify and investigate the nature and extent of asbestos and/or pollutant in the Project and to abate and/or remove the same as may be required by federal, state or local statute, ordinance, code, rule, or regulation now existing or hereinafter enacted or amended. For purposes of these General Provisions, "pollution" shall mean any solid, liquid, gaseous, or thermal irritant or contaminant, including smoke, vapor, soot, alkalis, chemicals and hazardous or toxic waste. Hazardous or toxic waste means any substance, waste, pollutant or contaminant now or hereafter included within such terms under any federal, state or local statute, ordinance, code, rule or regulation now existing or hereinafter enacted or amended.

If CONSULTANT encounters, or reasonably suspects that it has encountered, asbestos, or pollution, including soil contamination in the project area, CONSULTANT shall cease activity in said area and promptly notify the OWNER who shall proceed as set forth above. Unless otherwise specifically provided in ATTACHMENT A, the services to be provided by CONSULTANT do not include identification of asbestos or pollution, including soil contamination and CONSULTANT has no duty to identify or attempt to identify the same in the project area.

9. Provide such accounting, independent cost estimating and insurance counseling services as may be required for the Project, such legal services as OWNER may require or CONSULTANT may reasonably request with regard to legal issues pertaining to the Project and such auditing services as OWNER may require to ascertain how or for what purpose any Contractor has used the monies paid under the construction contract.
 10. Provide such inspection services (except to the extent provided otherwise in ATTACHMENT A) as OWNER may require to ascertain that Contractor (s) are complying with any law, rule, regulation, ordinance, code or order applicable to their furnishing and performing the work.
 11. Provide "record" drawings and specifications for all existing physical plants or facilities which are pertinent to the Project.
 12. Provide written notice to CONSULTANT when the project has been financially closed-out by FAA.
 13. Provide other services, materials, or data as may be set forth in ATTACHMENT A.
- B. CONSULTANT shall be entitled to rely on the accuracy and completeness of information or services furnished by the OWNER. If CONSULTANT finds that any information or services furnished by the OWNER is in error or is inadequate for its purpose, CONSULTANT shall promptly notify the OWNER.

ARTICLE 10. OPINIONS OF COST

Opinions of probable project cost, construction cost, financial evaluations, feasibility studies, economic analyses of alternate solutions and utilitarian considerations of operations and maintenance costs provided for in ATTACHMENT A, a part hereof, are to be made on the basis of CONSULTANT'S experience and qualifications and represent CONSULTANT'S best judgement as an experienced and qualified design professional. It is recognized, however, that CONSULTANT does not have control over the cost of labor, material, equipment or services furnished by others or over market conditions or contractor's methods of determining their prices, and that any evaluation of any facility to be constructed or reacquired, or work to be performed on the basis of CONSULTANT'S cost opinions, must of necessity, be speculative until completion of construction or acquisition. Accordingly, CONSULTANT cannot and does not guarantee that proposals, bids, or actual costs will not substantially vary from opinions, evaluations or studies submitted by CONSULTANT to OWNER hereunder.

ARTICLE 11. CONSTRUCTION PHASE SERVICES

OWNER acknowledges that it is customary for the architect or engineer who is responsible for the preparation and furnishing of Drawings and Specifications and other construction-related documents to be employed to provide professional services during the Bidding and Construction Phases of the Project, (1) to interpret and clarify the documentation so furnished and to modify the same as circumstances revealed during bidding and construction may dictate, (2) in connection with acceptance of substitute or equal items of materials and equipment proposed by bidders and contractor(s), (3) in connection with approval of shop drawings and same submittals, and (4) as a result of and in response to CONSULTANT'S detecting in advance of performance of affected work inconsistencies or irregularities in such documentation. OWNER agrees that if CONSULTANT is not employed to provide such professional services during the Bidding (if the work is put out for bids) and the Construction Phases of the Project, CONSULTANT will not be responsible for, and OWNER shall indemnify and hold CONSULTANT (and CONSULTANT'S professional associates and consultants) harmless from, all claims, damages, losses and expenses including attorneys' fees arising out of, or resulting from, any interpretation, clarification, substitution acceptance, shop drawing or sample approval or modification of such documentation issued or carried out by OWNER or others. Nothing contained in this paragraph shall be construed to release CONSULTANT (or CONSULTANT'S professional associates or consultants) from liability for failure to perform in accordance with professional standards any duty or responsibility which CONSULTANT has undertaken or assumed under this Agreement.

ARTICLE 12. INSURANCE

CONSULTANT shall procure and maintain insurance for protection from claims against it under workers' compensation acts, claims for damages because of bodily injury including personal injury, sickness or disease or death of any and all employees or of any person other than such employees, and from claims for damages against it because of injury to or destruction of property including loss of use resulting therefrom.

Also, CONSULTANT shall procure and maintain professional liability insurance for protection from claims arising out of performance of professional services caused by any negligent act, error, or omission for which CONSULTANT is legally liable. However, CONSULTANT hereby states and the OWNER acknowledges, that CONSULTANT has no professional liability (errors and omissions) or other insurance, and is unable to reasonably obtain such insurance, for claims arising out of the performance or failure to perform professional services, including but not limited to the preparation of reports, designs, drawings and specifications, related to the investigation, detection, abatement, replacement, modification, removal or disposal of (1) pollutants or of (2) products, materials or

processes containing asbestos. Pollutants herein under (1) above meaning any solid, liquid, gaseous, or thermal irritant or contaminant, including smoke, vapor, soot, alkalis, chemicals and hazardous or toxic waste. Accordingly, the OWNER hereby agrees to bring no claim for non-negligent services, breach of contract, or other cause of action against CONSULTANT, its principals, employees, agents and consultants if such claim in any way arises out of the actual, alleged or threatened discharge, dispersal, release or escape of pollutants, or the investigation of or remedial work related to such pollutants or asbestos in the project. Certificates of insurance will be provided to the OWNER upon request.

ARTICLE 13. INDEPENDENT CONTRACTOR

The CONSULTANT in performance of work hereunder operates as an independent contractor and covenants and agrees that it will conduct itself consistent with such status, that is will neither hold itself out as nor claim to be an officer or employee of the OWNER by reason hereof, and that it will not by reason hereby, make any claim, demand or shall it apply for any right or privilege applicable to an officer or employee of the OWNER, including, but not limited to, worker's compensation coverage, unemployment insurance benefits, social security coverage or retirement membership or credit.

ARTICLE 14. FEDERAL AND STATE PARTICIPATION

Work performed under this Agreement may be financed in part by State and Federal funds. However, payments to CONSULTANT will be made by the OWNER.

The State of Minnesota and the United States are not parties to this Contract and no reference herein to the Mn/DOT, Office of Aeronautics, and to the FAA or any representatives thereof makes the State of Minnesota or the United States a party to the Contract.

ARTICLE 15. COVENANT AGAINST CONTINGENT FEES

The CONSULTANT warrants that no person or legal entity has been employed or retained to solicit or secure this contract upon an Agreement or understanding for a commission, percentage, brokerage, or contingent fee excepting bona-fide employees or bona-fide established commercial or selling agencies maintained by CONSULTANT for the purpose of securing business. For breach or violation of this warranty, the OWNER shall have the right to annul this Agreement without liability or in its discretion to deduct from payment to CONSULTANT the full amount of each commission, percentages, brokerage, or contingent fee.

ARTICLE 16. FEDERAL CONTRACT CLAUSES

If this Agreement is to be financed in part by Federal funds, certain federally-required, contract clauses must be incorporated. These federally-required, contract clauses, included as ATTACHMENT C, are hereby incorporated herein and made a part of this Agreement. The ATTACHMENT C incorporated is for Non-Construction Contract of (check as appropriate):

- \$10,000 or less
- \$10,001 to \$25,000
- \$25,001 to \$100,000 or
- \$100,001 and over

The term "contractor" as used in said ATTACHMENT is understood to mean CONSULTANT.

ARTICLE 17. ASSIGNMENT

This Agreement, being intended to secure the personal service of the individuals employed by and through whom CONSULTANT performs work hereunder, shall not be assigned, sublet or transferred without written consent of the OWNER.

ARTICLE 18. NOTICES

All notices required by law or by this Agreement to be given to the CONSULTANT must be written and may be given personally or by depositing the same in the United States mail, postage prepaid, and addressed to CONSULTANT at such premises and at the following address:

Short Elliott Hendrickson Inc.
3535 Vadnais Center Drive
St. Paul, Minnesota 55110

All notices required or permitted to be given to the OWNER hereunder shall be given by United States mail, postage prepaid, and addressed to:

City of Crookston, Minnesota
c/o City Administrator
City Hall
124 N Broadway
Crookston, MN 56716

Notice shall be deemed given as of the date said notice is deposited in the mail or personally delivered.

The parties must notify each other promptly in the event of a change in name or address.

ARTICLE 19. CONTROLLING LAW

This Agreement is to be governed by the laws of the State of Minnesota.

ARTICLE 20. SPECIAL CONDITIONS

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

City of Crookston, MN

OWNER

Short Elliott Hendrickson Inc.

CONSULTANT

By _____

By  _____

Attest _____
Attachments: A, B, C, D

ATTACHMENT A

PROPOSAL FOR ENGINEERING SERVICES 2023 T-HANGAR - DESIGN CROOKSTON MUNICIPAL AIRPORT CROOKSTON, MINNESOTA

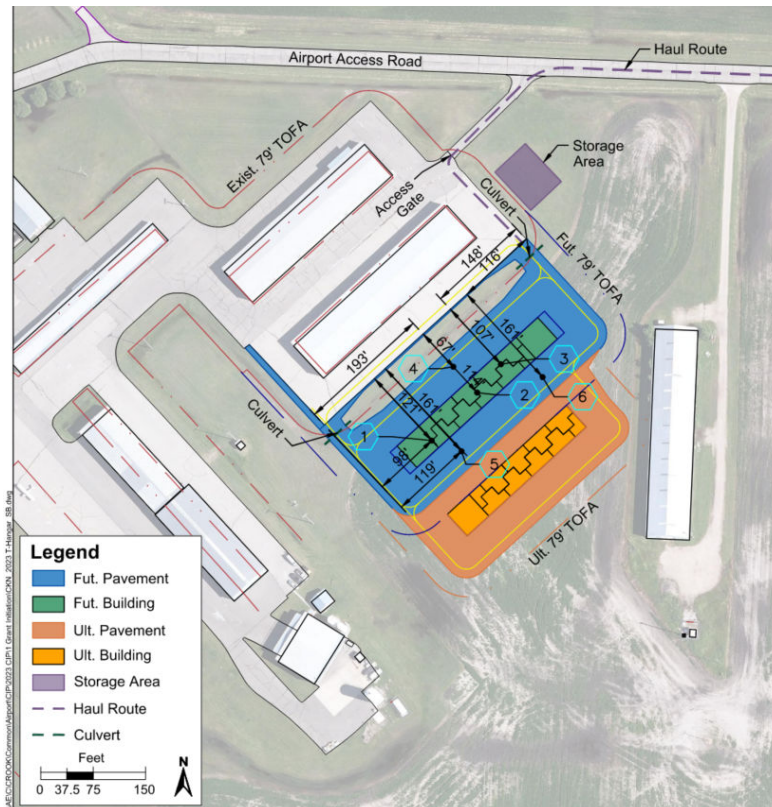
PROJECT SCOPE:

The City of Crookston needs a 10-unit T-hangar at the Crookston Municipal Airport (CKN). The demand for hangar space to base aircraft at the airport has been increasing. The Airport Master Plan was completed in June, 2021, and documents an increase from 53 based aircraft to 70 based aircraft over the 20-year planning period. The increase of pilot training at the University of North Dakota in Grand Forks has caused general aviation pilots to move to the Crookston Municipal Airport to base their aircraft.

The 10-unit T-hangar will support Airport Design Group (ADG) I aircraft which is the existing and future critical aircraft at CKN. All aircraft based at CKN are ADG I aircraft. The T-hangar is being constructed on the southeast side of the existing T-hangars to remain consistent with the location of ADG I aircraft in the building area. The proposed 10-unit T-hangar location requires construction of 4,250 square yards of taxiway and hangar apron space.

No property acquisition is required with this project. The Airport Exhibit A Property Map was last updated during the 2021 Airport Master Plan project and is under review at the FAA.

The City will be using AIG funds for the design and foundation work for this project. The City will be using entitlement dollars for the construction of the T-hangar. The construction of the T-hangar will require funds to be transferred from other airports to ensure enough funding is available for the project. All airside pavement is in good condition and there will be no need for pavement maintenance over the next three years at the airport.



SCOPE OF SERVICES:

Services to be provided include project formulation, project design, quality control review, preparation of construction bidding documents, and project management. Deliverables will include final plans and specifications for a potential 2023 construction project. (Construction administration services are not included in this scope.)

Specific tasks to be performed by the Consultant are as follows:

1. Project Formulation

- 1.1. *Scoping, Review and Project Coordination:* Coordinate with the Client to develop the appropriate scope of work. Work includes task definition and establishment of project goals and objectives. It also includes understanding stormwater design and permitting requirements and develop a suitable stormwater design scope. The scoping will include review and coordination with MnDOT, FAA, and other regulatory agencies. The scope will be updated as needed based on input received.
- 1.2. *Project Formulation:* Complete the project scoping and grant application, cost breakdowns, and eligibility determination.
- 1.3. *Environmental Considerations:* Prepare and submit the required categorical exclusion checklist and letter to the FAA for approval.
- 1.4. *Engineer's Design Report:* Complete the FAA required engineer's design report (EDR) per FAA requirements. An initial draft version of the EDR will be completed and sent to the FAA for review and comment. Comments provided by the FAA will be addressed and resubmitted as the final design report. The EDR will include the general project scope, site photographs, construction safety overview, environmental considerations, permitting, pavement design, drainage design, pavement markings, Disadvantaged Business Enterprise (DBE) participation, a project schedule, an Engineer's Estimate to complete the work and a preliminary project budget and planned funding sources.
- 1.5. *DBE Program and DBE Goals:* Prepare a Disadvantaged Business Enterprise (DBE) Program and project specific goals in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26.

2. Project Design:

- 2.1. *Topographic Survey:* A comprehensive field survey will be completed by Consultant to obtain topographical information including building corners, existing pavement, existing utilities, and relevant ground elevations. Task includes data processing and Consultant review of the survey data.
- 2.2. *Geotechnical Investigation:* Borings will be taken at the SRE building location to aid with the structure design of the building foundations. See attached scope of work from geotechnical consultant. Task includes Consultant review of the final geotechnical report.
- 2.3. *Stormwater Modeling:* Model existing and proposed conditions at the airport to develop a hydrologic model. The model will be used to ensure the necessary volume and rate control requirements are met in the final design.
- 2.4. *Construction Safety Plan / Airspace Analysis:* Prepare a construction safety and phasing plan, as well as a construction safety plan narrative, for the project and submit to the FAA. This plan and analysis are required to be completed to proceed with construction.
- 2.5. *Detailed Design:* Detailed design includes site preparation, civil site work, the T-hangar structure, including electrical design, and onsite stormwater management to meet the required stormwater rules. Civil site and pavement design will be based on survey information, soil boring/geotechnical report data and surface drainage analysis. SEH will design the foundations for the pre-engineered metal building once preliminary reactions have been received from the metal building supplier.
- 2.6. *Final Construction Plan Sheets:* Preparation of construction drawings consisting of approximately the following plan sheets. Construction documents will be signed by the associated Professional Engineer licensed in Minnesota.
 - Title Sheet
 - Construction Safety and Phasing Plan
 - Statement of Estimated Quantities
 - SWPPP

- Erosion Control Plan and Details
- Stormwater Design Plan and Details
- Typical Sections
- Civil Site Grading Plan
- Taxilane Plan and Profile
- Building Floor Plan
- Building Elevation
- Foundation Plan
- Utility Layout
- Electrical Plan
- Mechanical plan
- Architectural code review and plans
- Structural Plan
- Details, Standard Plates, Construction Notes

3. Quality Control Review:

- 3.1. *Quantity Calculations and Engineer's Estimate:* Calculate final quantities for use in the bid package. A final engineer's estimate using these quantities is also included.
- 3.2. *Quality Control Review:* Quality control review of the project drawings and specifications as well as quantity determination and engineer's estimate. This task includes the time required to perform the review, internal meetings, and coordination with the Owner, FAA, MnDOT, and other regulatory agencies and utilities, as needed.

4. Construction Bidding Documents:

- 4.1. *Construction Bidding Documents:* Prepare a bid proposal project manual consisting of a table of contents, advertisement for bids, proposal documents, bid form, state and federal requirements, wage rates, technical specifications, and special provisions.
- 4.2. *Bidding Services:* Engineer will take questions from contractors throughout the bidding process and if needed, will clarify questions with an addendum.
- 4.3. *Bid Opening:* Coordinate advertisement and opening of the contractor bids virtually.
- 4.4. *Bid Review and Recommendation:* After bids are opened, the engineer will review for completed bids, develop a bid tab for bid comparison, and make a contractor recommendation to the Owner to move toward award of the bid.

5. Project Management:

- 5.1. *Overall Project Management:* Overall administration of the project, including internal and external meetings, review of design data and deliverables, coordination of plan and specification review with the Owner, MnDOT Office of Aeronautics, FAA, and other regulatory agencies as required.
- 5.2. *Subconsultant Coordination:* Scheduling, coordination and administration, and review of the subconsultant deliverables, including subcontracts, reports, and design data.

Subconsultants performing work under this proposal include the following:

1. Braun Intertec: Geotechnical investigation will be performed by Braun Intertec out of St. Cloud, Minnesota.

PROJECTED SUBMITTAL DATES:

The anticipated submittal dates are:

January 2022	Consideration of Design Proposal
February 2023	Advertisement for Bids
March 2023	Bid Opening
March 2023	Contract Award Recommendation
April 2023	Final Grant Request Application Submittal to FAA
April 2023	Design Work Completed

ESTIMATED FEES AND EXPENSES
ATTACHMENT B
2023 T-Hangar - Design
Crookston Municipal Airport

Task No.	Task Description	Project Manager	Project Engineer	Airport Planner	Structural Engineer	Electrical Engineer	Water Resources Engineer	Architect	Environmental Scientist	Survey Crew Chief	Senior Technician	Administrative Assistant
Project Formulation												
1.1	Scoping, Review and Project Coordination	2	4	4			10				4	
1.2	Project Formulation	2	6	4								
1.3	Environmental Considerations	1	2	4					4			
1.4	Engineer's Design Report	2	10	2							2	2
1.5	DBE Program and DBE Goals	1	2									6
Project Design												
2.1	Topographic Survey	1	4							20	2	
2.2	Geotechnical Investigation	1	6		6		2					
2.3	Stormwater Modeling	1	4				16					
2.4	Construction Safety Plan / Airspace Analysis	1	2								4	
2.5	Detailed Design	2	20		32	16	32	20				
2.6	Final Construction Plan Sheets	4	20								74	
Quality Control Review												
3.1	Quantity Calculations and Engineer's	2	6					2			4	
3.2	Quality Control Reviews	2	2	2	6	4	8	4				
Construction Bidding Documents												
4.1	Construction Bidding Documents	4	20		2	2	2	2				4
4.2	Bidding Services	1	4									
4.3	Bid Opening	1	2									2
4.4	Bid Review and Recommendation	2	2									1
Project Management												
5.1	Project Management	16		4				2				
5.1	Subconsultant Coordination	4	4									
Total hours per labor category		50	120	20	46	22	70	30	4	20	90	15

ESTIMATE OF LABOR COSTS:

Labor Category	Hours	Rate	Extension
Project Manager	50	\$73.47	\$3,673.50
Project Engineer	120	\$47.70	\$5,724.00
Airport Planner	20	\$68.75	\$1,375.00
Structural Engineer	46	\$45.69	\$2,101.74
Electrical Engineer	22	\$81.81	\$1,799.82
Water Resources Engineer	70	\$42.85	\$2,999.50
Architect	30	\$46.87	\$1,406.10
Environmental Scientist	4	\$42.66	\$170.64
Survey Crew Chief	20	\$37.27	\$745.40
Senior Technician	90	\$44.35	\$3,991.50
Administrative Assistant	15	\$32.45	\$486.75

Total Direct Labor Costs:	487		\$24,473.95
Direct Salary Costs plus Overhead (72%)			\$42,095.19
Total Labor Costs			\$66,569.14
Fixed Fee on Labor Costs (15%)			\$9,985.37

ESTIMATE OF EXPENSES:

Direct Expenses	Quantity	Rate	Extension
Equipment Usage	487	\$5.80	\$2,824.60
Travel - Mileage	1,000	\$0.65	\$650.00
Survey GPS	20	\$40.00	\$800.00
Geotechnical Investigation (Braun Interec)	1	\$7,820.00	\$7,820.00
Reproductions / Miscellaneous	1	\$100.00	\$100.00

Total Expenses **\$12,194.60**

Total (Labor Costs + Fee + Expenses) \$88,749.11

SUMMARY:

Estimated Total **\$88,700.00**

November 22, 2022

Proposal QTB168719

Lindsay Reidt, PE
SEH, Inc.
3535 Vadnais Center Drive
Saint Paul, MN 55110

Re: Proposal for a Geotechnical Evaluation
Proposed CKN T-Hangar & Taxilane Construction
Crookston Municipal Airport
26305 Airport Road Southwest
Crookston, Minnesota

Dear Lindsay:

Braun Intertec Corporation respectfully submits this proposal to complete a geotechnical evaluation for the proposed T-Hangar and taxilane construction at the referenced site.

Project Information

Per our correspondence with you, we understand the proposed project will include the construction of a new T-Hangar building and taxilane pavements to the southeast of the existing hangars. Design details of the proposed hangar are unknown at this time, but we understand the hangar will be a single-story, slab-on-grade structure with an approximate footprint of 275 feet by 50 feet and divided into 10 units. The taxilane is planned to provide access to the southeast side of the T-Hangar and connect to the existing taxilane to the northwest. The locations of the soil borings have been selected by, and will be surveyed by, SEH.

Purpose

The purpose of our geotechnical evaluation will be to characterize subsurface geologic conditions at selected exploration locations, evaluate their impact on the project, and provide geotechnical recommendations for the design and construction of the T-Hangar and taxilane.

Scope of Services

We propose the following tasks to help achieve the stated purpose. If we encounter unfavorable or unforeseen conditions during the completion of our tasks that lead us to recommend an expanded scope of services, we will contact you to discuss the conditions before resuming our services.

Site Access

Based on aerial photographs and your description, it appears that the site is accessible to a truck drill rig. We assume there will be no cause for delays in accessing the exploration locations. We are not including debris or obstruction removal, grading of navigable paths, or snow plowing.

AA/EOE

SEH will stake prospective subsurface exploration locations and obtain surface elevations at those locations. Depending on access requirements, ground conditions or potential utility conflicts, our field crew may alter the exploration locations from those proposed to facilitate accessibility.

Our drilling activities may also impact the vegetation and may rut the surface to access boring locations. Restoration of vegetation and turf is not part of our scope of services.

Utility Clearance

Prior to drilling or excavating, we will contact Gopher State One Call and arrange for notification of the appropriate utility vendors to mark and clear the exploration locations of public underground utilities. You, or your authorized representative, are responsible to notify us before we begin our work of the presence and location of any underground objects or private utilities that are not the responsibility of public agencies.

Penetration Test Borings

We propose to drill 6 standard penetration test borings for the proposed T-Hangar and taxi lane. The 3 hangar borings will be extended to 20 feet, and the 3 pavement borings will be extended to 10 feet. We will perform standard penetration tests at 2 1/2-foot vertical intervals to a depth of about 15 feet, and at 5-foot intervals at greater depths.

If the borings encounter groundwater during or immediately after drilling each boring, we will record the observed depth on the boring logs.

If the intended boring depths do not extend through unsuitable material, we will extend the borings at least 5 feet into suitable material at greater depths. The additional information will help evaluate such issues as excavation depth, consolidation settlement, and foundation alternatives, among others. If we identify a need for deeper (or additional) borings, we will contact you prior to increasing our total estimated drilled footage and submit a Change Order summarizing the anticipated additional effort and the associated cost, for your review and authorization.

MDH Sealing Record

We are planning the deepest borings to be at least 15 feet and less than 25 feet. Therefore, the Minnesota Statutes require us to complete a Sealing Record after our completion of the borings. Our proposal includes the fees for the Minnesota Department of Health (MDH) Sealing Record.

In the event we extend our borings to a depth of 25 feet or greater, the MDH requires us to complete and submit a Sealing Notification Form for the project. The submission of the Sealing Notification Form will require a signature from the property owner (or agent). If we extend our borings to a depth of 25 feet or greater, we will forward on to you a copy of the form for signature and increase our total fees by \$100.

Borehole Abandonment

We will backfill our exploration locations immediately after completing the drilling at each location. Minnesota Statutes require sealing temporary borings that are 15 feet deep or deeper. Based on our proposed subsurface characterization depths, we will seal 60 linear feet of borings with grout. Our lump sum fee includes those fees associated with the sealing.

Sealing boreholes with grout will prevent us from disposing of auger boring cuttings in the completed boreholes. Unless you direct us otherwise, we intend to thin-spread the cuttings around the boreholes. If we cannot thin-spread cuttings, we will put them in a container left on site. We can provide off-site disposal of the cuttings for an additional fee.

Over time, subsidence of borehole backfill may occur, requiring releveling of surface grades. We are not assuming responsibility for re-leveling after we complete our fieldwork.

Sample Review and Laboratory Testing

Recovered samples will be returned to our laboratory, where they will be visually classified and logged by a geotechnical engineer. To help classify the materials encountered and estimate their engineering properties, we have budgeted to perform moisture content tests, an Atterberg limits test, a sieve hydrometer analysis, mechanical analyses (through a #200 sieve only), a standard proctor test, and a California Bearing Ratio test. We will adjust the actual number and type of tests based on the results of our borings.

Engineering Analyses

We will use data obtained from the subsurface exploration and laboratory tests to evaluate the subsurface profile and groundwater conditions, and to perform engineering analyses related to pavement design and performance.

Report

We will prepare a report including:

- A sketch showing the exploration locations.
- Logs of the borings describing the materials encountered and presenting the results of our groundwater measurements and laboratory tests.
- A summary of the subsurface profile and groundwater conditions.
- Discussion identifying the subsurface conditions that will impact design and construction.
- Discussion regarding the reuse of on-site materials during construction.
- Recommendations for preparing structure and pavement subgrades, including excavation support, and the selection, placement, and compaction of excavation backfill and structural fill.
- Recommendations for the design of spread footing foundations and slabs.
- Recommended CBR value to aid in pavement design.

We will only submit an electronic copy of our report to you unless you request otherwise. At your request, we can also send the report to additional project team members.

Schedule

We anticipate performing our work according to the following schedule.

- Drill rig mobilization – within about 6 weeks following receipt of written authorization
- Field exploration – 1 day on site to complete the work
- Classification and laboratory testing – within 2 weeks after completion of field exploration
- Preliminary results – within 1 week after completion of field exploration
- Final report submittal – within 4 weeks after completion of field exploration

If we cannot complete our proposed scope of services according to this schedule due to circumstances beyond our control, we may need to revise this proposal prior to completing the remaining tasks.

Fees

We will furnish the services described in this proposal for a lump sum fee of \$7,820. Please note that our drilling/field services were budgeted to occur within our normal work hours of 7:00 a.m. to 5:00 p.m., Monday through Friday. If conditions occur that require us to work outside of these hours, we will request additional fees to cover our additional overtime costs. Our work may extend over several invoicing periods. As such, we will submit partial progress invoices for work we perform during each invoicing period.

General Remarks

We will be happy to meet with you to discuss our proposed scope of services further and clarify the various scope components.

We appreciate the opportunity to present this proposal to you. Please sign and return a copy to us in its entirety.

We based the proposed fee on the scope of services described and the assumptions that you will authorize our services within 30 days and that others will not delay us beyond our proposed schedule.

We will provide our services under the terms of the Master Subcontract Agreement dated July 2, 2008.

To have questions answered or schedule a time to meet and discuss our approach to this project further, please contact Aaron Tast at 320.980.3504 or Colin Anderson at 320.305.0628.

Sincerely,

BRAUN INTERTEC CORPORATION



Colin L. Anderson, PE
Project Engineer



Ezra Ballinger, PE
Director, Senior Engineer

The proposal is accepted, and you are authorized to proceed.

Authorizer's Firm

Authorizer's Signature

Authorizer's Name (please print or type)

Authorizer's Title

Date

ATTACHMENT C

ACCESS TO RECORDS AND REPORTS

The Contractor must maintain an acceptable cost accounting system. The Contractor agrees to provide the sponsor, the Federal Aviation Administration, and the Comptroller General of the United States or any of their duly authorized representatives, access to any books, documents, papers, and records of the contractor which are directly pertinent to the specific contract for the purpose of making audit, examination, excerpts and transcriptions. The Contractor agrees to maintain all books, records and reports required under this contract for a period of not less than three years after final payment is made and all pending matters are closed.

BREACH OF CONTRACT TERMS

Any violation or breach of terms of this contract on the part of the consultant or its subconsultants may result in the suspension or termination of this contract or such other action that may be necessary to enforce the rights of the parties of this agreement.

Owner will provide Consultant written notice that describes the nature of the breach and corrective actions the Consultant must undertake in order to avoid termination of the contract. Owner reserves the right to withhold payments to Consultant until such time the Consultant corrects the breach or the Owner elects to terminate the contract. The Owner's notice will identify a specific date by which the Consultant must correct the breach. Owner may proceed with termination of the contract if the Consultant fails to correct the breach by deadline indicated in the Owner's notice.

The duties and obligations imposed by the Contract Documents and the rights and remedies available thereunder are in addition to, and not a limitation of, any duties, obligations, rights and remedies otherwise imposed or available by law.

GENERAL CIVIL RIGHTS PROVISIONS

In all its activities within the scope of its airport program, the Contractor agrees to comply with pertinent statutes, Executive Orders, and such rules as identified in Title VI List of Pertinent Nondiscrimination Acts and Authorities to ensure that no person shall, on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance.

This provision is in addition to that required by Title VI of the Civil Rights Act of 1964.

Title VI Solicitation Notice:

The **Sponsor**, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, [select businesses, or disadvantaged business enterprises or airport concession disadvantaged business enterprises] will be afforded full and fair opportunity to submit bids in response to this invitation and no businesses will be discriminated against on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in consideration for an award.

Title VI List of Pertinent Nondiscrimination Acts and Authorities

During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "Contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

Title VI of the Civil Rights Act of 1964 (42 USC § 2000d *et seq.*, 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin);

49 CFR part 21 (Non-discrimination in Federally-Assisted programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964);

The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 USC § 4601) (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);

Section 504 of the Rehabilitation Act of 1973 (29 USC § 794 *et seq.*), as amended (prohibits discrimination on the basis of disability); and 49 CFR part 27 (Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance);

The Age Discrimination Act of 1975, as amended (42 USC § 6101 *et seq.*) (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982 (49 USC § 47123), as amended (prohibits discrimination based on race, creed, color, national origin, or sex);

The Civil Rights Restoration Act of 1987 (PL 100-259) (broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);

Titles II and III of the Americans with Disabilities Act of 1990 (42 USC § 12101, *et seq*) (prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities) as implemented by U.S. Department of Transportation regulations at 49 CFR parts 37 and 38;

The Federal Aviation Administration’s Nondiscrimination statute (49 USC § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);

Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations (ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations);

Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs [70 Fed. Reg. 74087 (2005)];

Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 USC § 1681, *et seq.*).

Compliance with Nondiscrimination Requirements

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Title VI List of Pertinent Nondiscrimination Acts And Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The Contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor’s obligations under this contract and the Nondiscrimination Acts And Authorities on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the sponsor or the Federal Aviation

Administration to be pertinent to ascertain compliance with such Nondiscrimination Acts And Authorities and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the sponsor or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the sponsor will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:
 - a. Withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. Cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the sponsor or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the sponsor to enter into any litigation to protect the interests of the sponsor. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

CLEAN AIR AND WATER POLLUTION CONTROL

Contractor agrees to comply with all applicable standards, orders, and regulations issued pursuant to the Clean Air Act (42 U.S.C. § 740-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251-1387). The Contractor agrees to report any violation to the Owner immediately upon discovery. The Owner assumes responsibility for notifying the Environmental Protection Agency (EPA) and the Federal Aviation Administration.

Contractor must include this requirement in all subcontracts that exceeds \$150,000.

CERTIFICATION OF OFFERER/BIDDER REGARDING DEBARMENT

By submitting a bid/proposal under this solicitation, the bidder or offeror certifies that neither it nor its principals are presently debarred or suspended by any Federal department or agency from participation in this transaction.

CERTIFICATION OF LOWER TIER CONTRACTORS REGARDING DEBARMENT

The successful bidder, by administering each lower tier subcontract that exceeds \$25,000 as a "covered transaction", must verify each lower tier participant of a "covered transaction" under the project is not presently debarred or otherwise disqualified from participation in this federally assisted project. The successful bidder will accomplish this by:

1. Checking the System for Award Management at website: <http://www.sam.gov>
2. Collecting a certification statement similar to the Certificate Regarding Debarment and Suspension (Bidder or Offeror), above.
3. Inserting a clause or condition in the covered transaction with the lower tier contract

If the FAA later determines that a lower tier participant failed to disclose to a higher tier participant that it was excluded or disqualified at the time it entered the covered transaction, the FAA may pursue any available remedies, including suspension and debarment of the non-compliant participant.

DISADVANTAGED BUSINESS ENTERPRISES

Contract Assurance (§ 26.13) - The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as the recipient deems appropriate.

Prompt Payment (§26.29) - The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than {specify number} days from the receipt of each payment the prime

contractor receives from {Name of recipient}. The prime contractor agrees further to return retainage payments to each subcontractor within {specify the same number as above} days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the {Name of Recipient}. This clause applies to both DBE and non-DBE subcontractors.

A1.1.1 RACE/GENDER NEUTRAL LANGUAGE

The requirements of 49 CFR part 26 apply to this contract. It is the policy of the Sponsor to practice nondiscrimination based on race, color, sex or national origin in the award or performance of this contract. The Owner encourages participation by all firms qualifying under this solicitation regardless of business size or ownership.

TEXTING WHEN DRIVING

In accordance with Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving" (10/1/2009) and DOT Order 3902.10 "Text Messaging While Driving" (12/30/2009), the FAA encourages recipients of Federal grant funds to adopt and enforce safety policies that decrease crashes by distracted drivers, including policies to ban text messaging while driving when performing work related to a grant or sub-grant.

In support of this initiative, the Owner encourages the Contractor to promote policies and initiatives for its employees and other work personnel that decrease crashes by distracted drivers, including policies that ban text messaging while driving motor vehicles while performing work activities associated with the project. The Contractor must include the substance of this clause in all sub-tier contracts exceeding \$10,000 and involve driving a motor vehicle in performance of work activities associated with the project.

CERTIFICATION REGARDING DOMESTIC PREFERENCES FOR PROCUREMENTS

The Bidder or Offeror certifies by signing and submitting this bid or proposal that, to the greatest extent practicable, the Bidder or Offeror has provided a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including, but not limited to, iron, aluminum, steel, cement, and other manufactured products) in compliance with 2 CFR § 200.322.

FEDERAL FAIR LABOR STANDARDS ACT

All contracts and subcontracts that result from this solicitation incorporate by reference the provisions of 29 CFR part 201, the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part time workers.

The Consultant has full responsibility to monitor compliance to the referenced statute or regulation. The Consultant must address any claims or disputes that arise from this requirement directly with the U.S. Department of Labor – Wage and Hour Division

CERTIFICATION REGARDING LOBBYING

The bidder or offeror certifies by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Bidder or Offeror, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

OCCUPATIONAL SAFETY AND HEALTH ACT

All contracts and subcontracts that result from this solicitation incorporate by reference the requirements of 29 CFR Part 1910 with the same force and effect as if given in full text. Contractor must provide a work environment that is free from recognized hazards that may cause death or serious physical harm to the employee. The Contractor retains full responsibility to monitor its compliance and their subcontractor's compliance with the applicable requirements of the Occupational Safety and Health Act of 1970 (20 CFR Part 1910). Contractor must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor – Occupational Safety and Health Administration.

PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT

Contractor and Subcontractor agree to comply with mandatory standards and policies relating to use and procurement of certain telecommunications and video surveillance services or equipment in compliance with the National Defense Authorization Act [Public Law 115-232 § 889(f)(1)].

RIGHTS TO INVENTIONS

Contracts or agreements that include the performance of experimental, developmental, or research work must provide for the rights of the Federal Government and the Owner in any resulting invention as established by 37 CFR part 401, Rights to Inventions Made by Non-profit Organizations and Small Business Firms under Government Grants, Contracts, and Cooperative Agreements. This contract incorporates by reference the patent and inventions rights as specified within in the 37 CFR §401.14. Contractor must include this requirement in all sub-tier contracts involving experimental, developmental or research work.

CERTIFICATION OF OFFERER/BIDDER REGARDING TAX DELINQUENCY AND FELONY CONVICTIONS

The applicant must complete the following two certification statements. The applicant must indicate its current status as it relates to tax delinquency and felony conviction by inserting a checkmark (✓) in the space following the applicable response. The applicant agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification in all lower tier subcontracts.

Certifications

- a) The applicant represents that it is () is not (✓) a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.
- b) The applicant represents that it is () is not (✓) is not a corporation that was convicted of a criminal violation under any Federal law within the preceding 24 months.

Note

If an applicant responds in the affirmative to either of the above representations, the applicant is ineligible to receive an award unless the sponsor has received notification from the agency suspension and debarment official (SDO) that the SDO has considered suspension or debarment and determined that further action is not required to protect the Government's interests. The applicant therefore must provide information to the owner about its tax liability or conviction to the Owner, who will then notify the FAA Airports District Office, which will then notify the agency's SDO to facilitate completion of the required considerations before award decisions are made.

Term Definitions

Felony conviction: Felony conviction means a conviction within the preceding twentyfour (24) months of a felony criminal violation under any Federal law and includes conviction of an offense defined in a section of the U.S. code that specifically classifies

the offense as a felony and conviction of an offense that is classified as a felony under 18

U.S.C. § 3559.

Tax Delinquency: A tax delinquency is any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted, or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

Termination for Convenience (Professional Services)

The Owner may, by written notice to the Consultant, terminate this Agreement for its convenience and without cause or default on the part of Consultant. Upon receipt of the notice of termination, except as explicitly directed by the Owner, the Contractor must immediately discontinue all services affected.

Upon termination of the Agreement, the Consultant must deliver to the Owner all data, surveys, models, drawings, specifications, reports, maps, photographs, estimates, summaries, and other documents and materials prepared by the Engineer under this contract, whether complete or partially complete.

Owner agrees to make just and equitable compensation to the Consultant for satisfactory work completed up through the date the Consultant receives the termination notice. Compensation will not include anticipated profit on non-performed services.

Owner further agrees to hold Consultant harmless for errors or omissions in documents that are incomplete as a result of the termination action under this clause.

Termination for Default (Professional Services)

Either party may terminate this Agreement for cause if the other party fails to fulfill its obligations that are essential to the completion of the work per the terms and conditions of the Agreement. The party initiating the termination action must allow the breaching party an opportunity to dispute or cure the breach.

The terminating party must provide the breaching party [7] days advance written notice of its intent to terminate the Agreement. The notice must specify the nature and extent of the breach, the conditions necessary to cure the breach, and the effective date of the termination action. The rights and remedies in this clause are in addition to any other rights and remedies provided by law or under this agreement.

a) **Termination by Owner:** The Owner may terminate this Agreement in whole or in part, for the failure of the Consultant to:

1. Perform the services within the time specified in this contract or by Owner approved extension;
2. Make adequate progress so as to endanger satisfactory performance of the Project;
3. Fulfill the obligations of the Agreement that are essential to the completion of the Project.

Upon receipt of the notice of termination, the Consultant must immediately discontinue all services affected unless the notice directs otherwise. Upon termination of the Agreement, the Consultant must deliver to the Owner all data, surveys, models, drawings, specifications, reports, maps, photographs, estimates, summaries, and other documents and materials prepared by the Engineer under this contract, whether complete or partially complete.

Owner agrees to make just and equitable compensation to the Consultant for satisfactory work completed up through the date the Consultant receives the termination notice. Compensation will not include anticipated profit on non-performed services.

Owner further agrees to hold Consultant harmless for errors or omissions in documents that are incomplete as a result of the termination action under this clause.

If, after finalization of the termination action, the Owner determines the Consultant was not in default of the Agreement, the rights and obligations of the parties shall be the same as if the Owner issued the termination for the convenience of the Owner.

b) **Termination by Consultant:** The Consultant may terminate this Agreement in whole or in part, if the Owner:

1. Defaults on its obligations under this Agreement;
2. Fails to make payment to the Consultant in accordance with the terms of this Agreement;

3. Suspends the Project for more than [180] days due to reasons beyond the control of the Consultant.

Upon receipt of a notice of termination from the Consultant, Owner agrees to cooperate with Consultant for the purpose of terminating the agreement or portion thereof, by mutual consent. If Owner and Consultant cannot reach mutual agreement on the termination settlement, the Consultant may, without prejudice to any rights and remedies it may have, proceed with terminating all or parts of this Agreement based upon the Owner's breach of the contract.

In the event of termination due to Owner breach, the Engineer is entitled to invoice Owner and to receive full payment for all services performed or furnished in accordance with this Agreement and all justified reimbursable expenses incurred by the Consultant through the effective date of termination action. Owner agrees to hold Consultant harmless for errors or omissions in documents that are incomplete as a result of the termination action under this clause.

TRADE RESTRICTION CERTIFICATION

By submission of an offer, the Offeror certifies that with respect to this solicitation and any resultant contract, the Offeror

- a. is not owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms as published by the Office of the United States Trade Representative (U.S.T.R.);
- b. has not knowingly entered into any contract or subcontract for this project with a person that is a citizen or national of a foreign country included on the list of countries that discriminate against U.S. firms as published by the U.S.T.R; and
- c. has not entered into any subcontract for any product to be used on the Federal on the project that is produced in a foreign country included on the list of countries that discriminate against U.S. firms published by the U.S.T.R.

This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001.

The Offeror/Contractor must provide immediate written notice to the Owner if the Offeror/Contractor learns that its certification or that of a subcontractor was erroneous when submitted or has become erroneous by reason of changed circumstances. The Contractor must require subcontractors provide immediate written notice to the Contractor if at any time it learns that its certification was erroneous by reason of changed circumstances.

Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR 30.17, no contract shall be awarded to an Offeror or subcontractor:

- (1) who is owned or controlled by one or more citizens or nationals of a foreign country included on the list of countries that discriminate against U.S. firms published by the U.S.T.R. or
- (2) whose subcontractors are owned or controlled by one or more citizens or nationals of a foreign country on such U.S.T.R. list or
- (3) who incorporates in the public works project any product of a foreign country on such U.S.T.R. list;

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

The Offeror agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification without modification in all lower tier subcontracts. The contractor may rely on the certification of a prospective subcontractor that it is not a firm from a foreign country included on the list of countries that discriminate against U.S. firms as published by U.S.T.R, unless the Offeror has knowledge that the certification is erroneous.

This certification is a material representation of fact upon which reliance was placed when making an award. If it is later determined that the Contractor or subcontractor knowingly rendered an erroneous certification, the Federal Aviation Administration may direct through the Owner cancellation of the contract or subcontract for default at no cost to the Owner or the FAA.

VETERAN'S PREFERENCE

In the employment of labor (excluding executive, administrative, and supervisory positions), the contractor and all sub-tier contractors must give preference to covered veterans as defined within Title 49 United States Code Section 47112.

Covered veterans include Vietnam-era veterans, Persian Gulf veterans, Afghanistan-Iraq war veterans, disabled veterans, and small business concerns (as defined by 15 U.S.C. 632) owned and controlled by disabled veterans. This preference only applies when there are covered veterans readily available and qualified to perform the work to which the employment relates.

RESOLUTION NO. _____

At a first regular meeting of the City Council of the City of Crookston held on the 13th day of February 2023, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTION TO AUTHORIZE A CONTRACT WITH WIDSETH WITH RESPECT TO A STORMWATER RESILIENCY STUDY AND PLAN REGARDING THE CSC STORMWATER

WHEREAS: The City of Crookston has a proposed project consisting of acquiring and reviewing available stormwater system data throughout the north side of Crookston (CSC area) and,

WHEREAS: The CSC area is susceptible and has the potential for flooding which has caused emergency road closures and inaccessibility of emergency vehicles and,

WHEREAS: The current lack of outlet capacity in the CSC area adversely affects human life and,

WHEREAS: The City of Crookston Stormwater Resiliency Plan with respect to the CSC area will acquire and review available stormwater system data throughout the CSC area and,

WHEREAS: The Crookston Stormwater Resiliency Plan will assemble a vulnerability assessment using current and projected climate changes affecting stormwater and will develop a feasibility study with infrastructure design alternatives and costs for increased outlet capacity and,

WHEREAS: The Crookston Stormwater Resiliency Plan will present a final report with recommendations, maps, and tables to guide elected officials of the City of Crookston and Polk County in decision making and,

WHEREAS: WIDSETH has offered to provide the designated necessary professional engineering and consulting services to the City with respect to the Crookston Stormwater Resiliency Plan affecting the CSC area and,

WHEREAS: The terms and conditions of the contract proposed by WIDSETH are acceptable to the City of Crookston and,

NOW THEREFORE, BE IT RESOLVED, the City of Crookston enter into a contract with WIDSETH for the provision of consulting, professional, and engineering services with respect to the Crookston Stormwater Resiliency Plan and Study regarding the CSC area.

IT IS FURTHER RESOLVED, City Administrator of the City of Crookston is authorized to execute and sign a contract with WIDSETH on behalf of the City of Crookston with respect to the professional services, consulting, and engineering regarding the Crookston Stormwater Resiliency Plan affecting the CSC area.

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 _____, 2023, at

Attest:

Ashley Rystad
City Clerk

Dale Stainbrook
Mayor

February 9, 2023

City of Crookston
125 N. Broadway
Crookston, MN 56716

Crookston
216 South Main Street
PO Box 458
Crookston MN 56716-0458

218.281.6522
Crookston@Widseth.com
Widseth.com

Re: Crookston North Side – Crookston Sport Center Section Stormwater Study Proposal

The proposed study includes primarily the section of land commonly referred to as the Crookston Sport Center section (CSC section). The southwest corner of the section is partially developed and has experienced frequent flooding problems, primarily in the Springtime. A study is needed to develop a short-term plan to address the current flooding problem in addition to a long term plan for the entire western half of the section. It is likely that the western half of the section will have further development in the near future. A plan is needed to adequately handle the stormwater flow for this area to prevent from adding to the existing problem in the southwest corner, which is the lowest land in the section.

The engineering work will involve calculating the change in runoff as development of the section occurs. The design event for interior drainage will be selected in conjunction with City staff, but will be in a range of a 5 to 10 year return event. In addition, provisions to address a 100 year event will be studied. Once the volume of runoff is determined, potential alternative methods and routes for the stormwater discharge will be determined. There is an existing stormwater system that takes some stormwater from the CSC section. The capacity of the existing system will be evaluated. Methods that could be considered include pumping stations, detention/impoundment ponds, ditch improvements, storm sewers, etc. Once alternatives are determined existing survey will be used in conjunction with the most current LiDAR data available to evaluate alternatives. The alternatives will be modeled to determine the sizing of the selected methods needed to adequately convey the runoff to an adequate outlet. Preliminary plans will be completed and preliminary cost estimates developed from these for the potential alternatives. A recommended alternative will be selected based on the preliminary plan and cost estimates that are developed. City staff will be included in the evaluation to select an alternative. A final report will describe the process used for the study, will describe the alternatives considered and present the selected alternative.

The estimated cost for the engineering effort is \$30,000. A listing of the items of work and associated effort is attached. If you have any questions regarding, please contact me.

Sincerely,
Widseth Smith Nolting & Associates, Inc.



Blake Carlson, P.E.
Project Engineer

City of Crookston
North Side - CSC Section Stormwater Study
Estimated Costs

Task	Work Element	Professional ¹				Technical			Fee Total
		Prof. V	Prof. IV	Prof. III	Prof. I	City Staff	Tech IV	Tech III	
		\$200	\$188	\$180	\$130	\$75	\$145	\$130	
	Preliminary Preparation								
1	Acquire, review available storm water system data		4						\$752
2	Survey existing ditches and inventory culverts							8	\$1,040
3	Review / Explain questions on existing system					4			\$300
	CD99 Review								
1	Develop CD99 design discharges		1						\$188
2	Revise / Run CD99 HEC-RAS model		12						\$2,256
3	Potential CD99 improvement alternatives		4						\$752
4	QA/QC design discharges, modeling	2							\$400
	Fisher Av. / Walmart Area existing storm sewer System								
1	Existing storm sewer Drainage Area Delineations		1						\$188
2	Calculate design discharges			2					\$360
3	Evaluate capacity of Fisher Av. / Walmart area storm sewer system		6						\$1,128
4	Review, discuss existing system operation					2			\$150
5	QA/QC design discharges, modeling	2							\$400
	Barrette St. Existing Storm Sewer System								
1	Existing storm sewer Drainage Area Delineations		2						\$376
2	Calculate design discharges		1						\$188
3	Evaluate capacity of Barrette St.		4						\$752
4	Review, discuss existing system operation					2			\$150
5	QA/QC design discharges, modeling	1							\$200
	CSC Section Storm Sewer System								
1	Existing storm sewer Drainage Area Delineations		1						\$188
2	Calculate design discharges		2						\$376
3	Evaluate capacity of CSC corner existing storm sewer		5						\$940
4	Review, discuss existing system operation					4			\$300
5	QA/QC design discharges, modeling	2							\$400
	Alternative Outlets								
1	Determine potential outlet alternatives		4						\$752
2	City Input on alternatives					4			\$300
3	Alternates preliminary design		2	2					\$736
4	Alternative outlet preliminary plans						16		\$2,320
5	Model alternative outlets		4	4					\$1,472
6	Preliminary alternative cost estimates		8						\$1,504
7	Select alternate outlet option		4						\$752
8	QA/QC alternatives, design, modeling	2							\$400
	CSC Section Preliminary Trunk Line Storm Sewer Plan								
1	Develop preliminary zoning for CSC section		4			3			\$977
2	Model for proposed storm water system			12					\$2,160
3	Develop preliminary trunk line stormwater plan for CSC section			4					\$720
4	Review preliminary CSC section storm sewer plan with City					2			\$150
5	QA/QC Storm sewer design	2							\$400
	Reporting								
1	Draft recommendation report		16						\$3,008
2	Report maps / plans / graphics / tables			4	6				\$1,500
3	Final recommendation report		2						\$376
4	QA/QC Report	1							\$200
	Total Hours by Classification	12-hrs	87-hrs	28-hrs	6-hrs	21-hrs	16-hrs	8-hrs	
	Total Dollars by Classification	\$2,400	\$16,356	\$5,040	\$780	\$1,575	\$2,320	\$1,040	\$29,511

¹ Engineer, Architect, Surveyor, Scientist, Specialist, GIS

RESOLUTION NO. _____

At a first regular meeting of the City Council of the City of Crookston held on the 13th day of February 2023, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTION TO AUTHORIZE A CONTRACT WITH WIDSETH WITH RESPECT TO A STORMWATER RESILIENCY STUDY AND PLAN REGARDING THE AG INNOVATION VICINITY STORMWATER

WHEREAS: The City of Crookston has a proposed project consisting of an Ag Innovation Vicinity Stormwater Study and,

WHEREAS: The development of the Ag Innovation Vicinity real estate will necessitate the runoff of stormwater to the south and west and,

WHEREAS: The stormwater runoff in the Ag Innovation Vicinity will increase, and a means of handling the increase needs to be developed and,

WHEREAS: Engineering work with respect to the Ag Innovation Study will involve calculating the change in runoff as development of the parcel occurs and the potential alternative routes for the stormwater discharge will need to be determined and,

WHEREAS: A preliminary survey will need to be completed along the route of potential alternatives, which alternatives will be modeled to determine the size of the pipes and/or channels needed to adequately convey the runoff to an adequate outlet and,

WHEREAS: Preliminary plans for the outlet will need to be completed and preliminary cost estimates developed from the potential alternatives and,

WHEREAS: A recommended alternative will need to be selected based on the preliminary plan and cost estimates which are developed, and a final report will describe the alternatives considered as the selected alternative and,

WHEREAS: WIDSETH has offered to provide the designated professional engineering and consulting services to the City of Crookston with respect to the Ag Innovation Vicinity Stormwater Study and,

WHEREAS: The terms and conditions of the proposed contract presented by WIDSETH are acceptable to the City of Crookston and,

NOW THEREFORE, BE IT RESOLVED, the City of Crookston enter into a contract with WIDSETH for the provision of consulting, professional, and engineering services with respect to the Ag Innovation Vicinity Stormwater Study.

IT IS FURTHER RESOLVED, City Administrator of the City of Crookston is authorized to execute and sign a contract with WIDSETH on behalf of the City of Crookston with respect to the professional services, consulting, and engineering services regarding the AG Innovation Vicinity Stormwater Study.

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 _____, 2023, at

Attest:

Ashley Rystad
City Clerk

Dale Stainbrook
Mayor

February 9, 2023

City of Crookston
125 N. Broadway
Crookston, MN 56716

Crookston
216 South Main Street
PO Box 458
Crookston MN 56716-0458

218.281.6522
Crookston@Widseth.com
Widseth.com

Re: Crookston South Side – Ag Innovations Vicinity Stormwater Study Proposal

The proposed study includes the area in the vicinity of the Ag Innovations Campus on the south side of town. This parcel is bounded by Ingersoll Avenue on the north, US Hwy 75 on the west, and railroad tracks on the east and south sides.

This is in a vicinity where the topography of the land slopes to the southwest. The developed area to the north and east is served by existing stormwater system that discharges to the river to the northeast. A portion of the parcel can be drained to the existing storm sewer system located to the north and east, but the majority of the parcel will need to outlet to the south and or west which is in the general downward slope of the land. As the parcel goes from agricultural to industrial use, the stormwater runoff from the area will increase and a means for handling this increase needs to be developed.

The engineering work will involve calculating the change in runoff as development of the parcel occurs. The design event will be selected in conjunction with City staff, but will be in a range of a 5 to 10 year return event. The selected alternative will also be evaluated for a 100 year event. Once the volume of runoff is determined, potential alternative routes for the stormwater discharge will be determined. Once alternatives are determined a preliminary survey will be completed along the route of the alternatives. The alternatives will be modeled to determine the sizing of the pipes and or channels needed to adequately convey the runoff to an adequate outlet. Preliminary plans for the outlets will be completed and preliminary cost estimates developed from these for the potential alternatives. A recommended alternative will be selected based on the preliminary plan and cost estimates that are developed. City staff will be included in the evaluation to select an alternative. A final report will describe the process used for the study, will describe the alternatives considered and present the selected alternative.

The estimated cost for the engineering effort is \$17,700. A listing of the items of work and associated effort is attached. If you have any questions regarding, please contact me.

Sincerely,
Widseth Smith Nolting & Associates, Inc.



Blake Carlson, P.E.
Project Engineer

City of Crookston
 South Side - Ag Inovation Vicinity Stormwater Study
 Estimated Costs

Phase	Task	Work Element	Professional ¹				Technical		Fee Total
			Prof. V	Prof. IV	Prof. III	Prof. I	Tech IV	Tech III	
			\$200	\$188	\$180	\$130	\$145	\$130	
1		Preliminary Preperation							
1	1	Acquire, review available storm water system data		3				\$564	
1	2	Survey existing ditches and potential outlets		2			16	\$2,456	
2		Alternative Outlet Routes							
2	1	Determine potential outlets		4				\$752	
2	2	Model development area			16			\$2,880	
2	3	Model potential outlets		4				\$752	
2	4	Alternatives preliminary cost estimate		6				\$1,128	
2	5	Select preferred outlet		2				\$376	
2	6	Preferred outlet preliminary plans					16	\$2,320	
2	7	Development drianage preliminary plans					16	\$2,320	
2	8	QA/QC alternatives, design, modeling	3					\$600	
3		Reporting							
3	1	Draft recommendation report		8				\$1,504	
3	2	Report maps / plans / graphics / tables		2		4		\$896	
3	3	Finalize recommendation report		4				\$752	
3	4	QA/QC	2					\$400	
		Total Hours by Classification	5-hrs	35-hrs	16-hrs	4-hrs	32-hrs	16-hrs	
		Total Dollars by Classification	\$1,000	\$6,580	\$2,880	\$520	\$4,640	\$2,080	\$17,700

¹ Engineer, Architect, Surveyor, Scientist, Specialist, GIS

RESOLUTION NO. _____

At a first regular meeting of the City Council of the City of Crookston held on the 13th day of February 2023, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTION TO AUTHORIZE A CONTRACT WITH WIDSETH, SMITH, NOLTING (WIDSETH) WITH RESPECT TO THE REDESIGN OF A BATHHOUSE TO BE LOCATED AT CROOKSTON CENTRAL PARK

WHEREAS: The City of Crookston has proposed a project consisting of the redesign of a bathhouse to be located in Crookston Central Park and,

WHEREAS: The design services involve the redesign of a bathhouse with the intention of lowering the construction costs and,

WHEREAS: The redesigned bathhouse will be used year-round and,

WHEREAS: Constructions drawings and specifications as well as foundations and superstructure systems of the structure, plumbing, heating, ventilation and air conditioning systems and systems regarding lighting, power distribution, fire alarm and security are necessary to be provided for the proposed project and,

WHEREAS: WIDSETH has offered to provide the designated necessary professional Engineering and Consulting services to the City of Crookston with respect to the redesign of the bathhouse to be located in Crookston Central Park and,

WHEREAS: The terms and conditions of the purposed contract presented by WIDSETH are acceptable to the City of Crookston and,

NOW THEREFORE, BE IT RESOLVED, the City of Crookston enter into a contract with WIDSETH for the provision of Consulting Professional and Engineering services with respect to the redesign of the bathhouse to be located in Crookston Central Park.

IT IS FURTHER RESOLVED, City Administrator of the City of Crookston is authorized to execute and sign a contract with WIDSETH on behalf of the City of Crookston with respect to the professional services and consulting Engineering regarding the redesign of the bathhouse to be located in Crookston Central Park.

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 _____, 2023, 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 February 2023, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTION TO APPROVE INTERMEDIARY RELENDING PROGRAM (IRP) AND MORTGAGE SATISFACTION ON THE PROPERTY OWNED BY MELSA HOSPITALITY GROUP, LLC WITH RESPECT TO DOCUMENT #A000677987

WHEREAS: Melsa Hospitality Group, LLC, Minnesota Limited Liability Company, did on the 8th day of October, 2012, enter into an Intermediary Relending Program Repayment Agreement and,

WHEREAS: the City of Crookston paid \$50,000.00 to Melsa Hospitality Group, LLC, Minnesota Limited Liability Company as a loan for the acquisition of land and construction of a building upon the property and,

WHEREAS: the City of Crookston wished to secure the repayment of the loan with a mortgage on the property owned by Melsa Hospitality Group, LLC, Minnesota Limited Liability Company and,

WHEREAS: Melsa Hospitality Group, LLC, Minnesota Limited Liability Company did on the 8st day of October, 2012 own real property situated in the County of Polk and City of Crookston legally described as: That part of the Southwest Quarter (SW1/4) of Section Twenty (20), Township One Hundred Fifty (150) North, Range Forty-six (46) West of the Fifth Principal Meridian, Polk County, Minnesota and,

WHEREAS: Melsa Hospitality Group, LLC, Minnesota Limited Liability Company granted to the City of Crookston a mortgage lien on the real property located in the City of Crookston with respect to the Intermediary Relending Program Repayment Agreement and,

WHEREAS: the mortgage lien was certified, filled and recorded in the office of the Polk County Recorder on October 10, 2012 and designated as document A000677987 and,

WHEREAS: the Loan Repayment Agreement and mortgage indicated that the final payment due on the Intermediary Relending Program Repayment Agreement to be on or before October 8, 2022 and,

WHEREAS: a diligent and thorough search of County property records and City financial records indicate no presently existing financial or repayment obligations due and owing from Melsa Hospitality Group, LLC, Minnesota Limited Liability Company to the City of Crookston and,

NOW THEREFORE, BE IT RESOLVED: that the City of Crookston execute a Satisfaction of the Mortgage with respect to the Intermediary Relending Program Repayment Agreement and Mortgage which is recorded in the office of the Polk County Recorder on October 10, 2012 designated as document number A000677987.

IT IS FURTHER RESOLVED: the Mayor and City Administrator for the City of Crookston are authorized to sign and execute a Mortgage Satisfaction and any and all other documents necessary to release and satisfy the mortgage obtained on the 10th day of October 2012, filed in the office of the Polk County Recorder and designated as document number A000677987.

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 _____, 2023, at

Attest:

Dale Stainbrook Mayor

Ashley Rystad City Clerk

RESOLUTION NO. _____

At a first regular meeting of the City Council of the City of Crookston held on the 13th day of February 2023, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTION TO APPROVE REHABILITATION LOAN PROGRAM AND MORTGAGE SATISFACTION ON THE PROPERTY OWNED BY EDWARD R. AND PATRICIA L. AMIOT, HUSBAND, AND WIFE, WITH RESPECT TO DOCUMENT #A000716197

WHEREAS, Edward R. and Patricia L. Amiot, husband and wife, did on the 1st day of May, 2018, enter into a Housing Rehabilitation Funding Agreement and,

WHEREAS, the City of Crookston paid \$15,938.00 to Edward R. and Patricia L. Amiot, husband, and wife as a loan for rehabilitation work on their existing business property and,

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

WHEREAS, the City of Crookston wished to secure the repayment of the loan with a mortgage on the property owned by Edward R. and Patricia L. Amiot, husband and wife and,

WHEREAS, Edward R. and Patricia L. Amiot, husband and wife did on the 1st day of May, 2018 own real property situated in the County of Polk and City of Crookston legally described as: Lot seven(7) and Eight (8) Block Three(3) Fletchers and Houston Addition to Crookston, Polk County, Minnesota and,

WHEREAS, Edward R. and Patricia L. Amiot, husband and wife granted to the City of Crookston a mortgage lien on the real property located in the City of Crookston with respect to the Housing Rehabilitation Loan Program Repayment Agreement and,

WHEREAS, the mortgage lien was certified, filled and recorded in the office of the Polk County Recorder on May 1, 2018 and designated as document A000716197 and,

WHEREAS, the Loan Repayment Agreement and mortgage indicated that the final payment due on the housing rehabilitation loan to be on or before April 1, 2023 and,

WHEREAS, a diligent and thorough search of County property records and City financial records indicate no presently existing financial or repayment obligations due and owing from Edward R. and Patricia L. Amiot, husband and wife to the City of Crookston and,

NOW THEREFORE, BE IT RESOLVED, that the City of Crookston execute a Satisfaction of the Mortgage with respect to the Housing Rehabilitation Loan Program Agreement and Mortgage which is recorded in the office of the Polk County Recorder on May 1, 2018 designated as document number A000716197.

IT IS FURTHER RESOLVED, the Mayor and City Administrator for the City of Crookston are authorized to sign and execute a Mortgage Satisfaction and any and all other documents necessary to release and satisfy the mortgage obtained on the 1st day of May 2018, filed in the office of the Polk County Recorder and designated as document number A000716197.

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 _____, 2023, at

Attest:

Dale Stainbrook Mayor

Ashley Rystad City Clerk

RESOLUTION NO. _____

At a first regular meeting of the City Council of the City of Crookston held on the 13th day of February 2023, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND CALLING FOR BIDS REGARDING
THE AGRICULTURAL INNOVATION CAMPUS AREA ROAD CONSTRUCTION**

WHEREAS: By resolution the City Council of Crookston ordered plans and specifications to be prepared for the Agricultural Innovation Campus area road construction and,

WHEREAS: The City Engineer of the City of Crookston has prepared the plans and specifications with respect to the Agricultural Innovation Campus area road construction and,

WHEREAS: The plans and specifications with respect to the Agricultural Innovation Campus area road construction have been presented to the City Council of Crookston and,

WHEREAS: The members of the Crookston City Council have reviewed and discussed the plans and specifications with respect to the Agricultural Innovation Campus road construction and,

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Crookston the plans and specifications presented to the City Council of the City of Crookston with respect to the Agricultural Innovation Campus area road construction are approved.

IT IS FURTHER RESOLVED, by the City Council of the City of Crookston, the City Clerk is instructed and authorized to place an advertisement for bids with respect to the Agricultural Innovation Campus area road construction not later than three weeks prior to the scheduled bid opening which bid opening is scheduled for March 14, 2023 at 2:00 p.m.

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

Council Members voting in the affirmative:

Council Members in the negative:

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

signature this _____ Day of _____, 2023, at

Attest:

Ashley Rystad
City Clerk

Dale Stainbrook
Mayor

CITY OF CROOKSTON

POLK COUNTY

WATER MAIN, SANITARY SEWER, STORM SEWER, GRADING, AGGR. CONSTRUCTION PLAN FOR BASE, CONCRETE CURB & GUTTER, CONCRETE PAVING

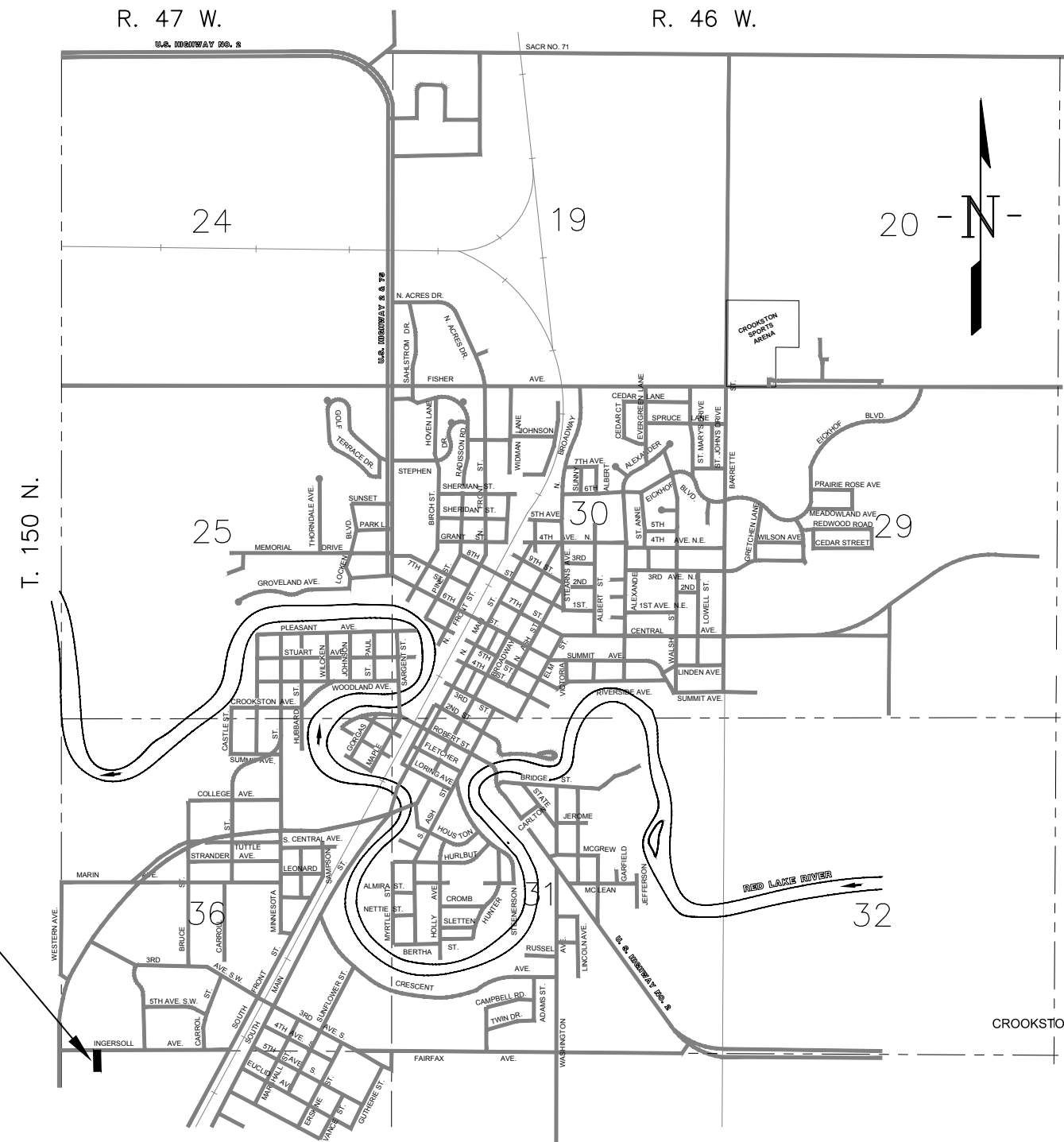
AGRICULTURE ROAD CONSTRUCTION

CROOKSTON, MINNESOTA

GOVERNING SPECIFICATIONS
THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" AND THE "SUPPLEMENTAL SPECIFICATIONS" DATED SEPTEMBER 2022 SHALL GOVERN.

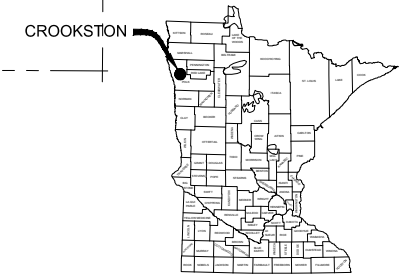
SHEET INDEX	
SHEET NUMBER	SHEET TITLE
01	TITLE SHEET
02	STATEMENT OF QUANTITIES & GENERAL NOTES
03	PLAN LEGEND
04	TYPICAL SECTION & MISCELLANEOUS DETAILS
05	MISCELLANEOUS DETAILS
06	MISCELLANEOUS DETAILS
07	EROSION CONTROL DETAILS
08	EROSION CONTROL DETAILS
09	EROSION CONTROL DETAILS
10	EROSION CONTROL DETAILS
11	EROSION CONTROL DETAILS
12	EROSION CONTROL DETAILS
13	EROSION CONTROL DETAILS
14	SWPPP NARRATIVE
15	SWPPP NARRATIVE
16	SWPPP SUPPLEMENT
17	SWPPP PLAN
18	AGRICULTURE ROAD CONSTRUCTION PLANS
19	AGRICULTURE ROAD PLAN AND PROFILE
20	NORTH AND SOUTH STORM SEWER PLANS AND PROFILES
21	AGRICULTURE ROAD STORM SEWER PLAN & PROFILE
22	AGRICULTURE ROAD STORM SEWER PLAN & PROFILE
23	INGERSOLL AVE DITCH PLAN AND PROFILE
24	CROSS SECTIONS SHEET 1
25	CROSS SECTIONS SHEET 2
26	CROSS SECTIONS SHEET 3

THIS PLAN CONTAINS 26 SHEETS



PROJECT AREA

LOCATION OF PROJECT AREA



THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CIASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."

GOPHER STATE ONE CALL
1-800-252-1166

CROOKSTON, MINNESOTA
NOT TO SCALE

B. M. DATUM
USGS MEAN SEA LEVEL 1929 ADJ.

SCALES

PLAN 30'

PROFILE 5' 30'

INDEX MAP NO SCALE GENERAL LAYOUT 1"=150'

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

ENGINEER: _____
Richard A. Clausen, City of Crookston Engineer

DATE: XX/XX/XXXX LIC. NO.: 26421

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATIONS, REPORT, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

RICHARD A. CLAUSEN DATE: 02/10/2023 LIC. NO. 26421

REV#	DATE	REVISION DESCRIPTION

DATE: FEB. 2023 AS SHOWN
SCALE: DRAWN BY: R.R.P.
CHECKED BY: R.A.C.
JOB NUMBER: 2021-10899

AGRICULTURE ROAD CONSTRUCTION
CITY OF CROOKSTON
CROOKSTON, MINNESOTA
TITLE SHEET

SHEET NO. **01**
SHEET 01 OF 26

STATEMENT OF ESTIMATED QUANTITIES

ITEM NO.	REMARKS	SPEC. NO.	ITEM DESCRIPTION	UNIT	PROJECT TOTAL
1		2021.501	MOBILIZATION	LUMP SUM	1
2		2104.502	REMOVE GATE VALVE & BOX	EACH	1
3		2104.502	REMOVE MANHOLE OR CATCH BASIN	EACH	2
4		2104.503	REMOVE WATER MAIN	LIN FT	10
5		2104.503	REMOVE SEWER PIPE (STORM)	LIN FT	48
6		2104.503	REMOVE METAL CULVERT	LIN FT	38
7		2104.503	SAWMNG BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	112
8		2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	177
9		2105.607	COMMON EXCAVATION (P)	CU YD	7,165
10		2108.504	GEOTEXTILE FABRIC TYPE 5	SQ YD	4,264
11		2211.507	AGGREGATE BASE (CV) CLASS 5 (P) (MOD. 7% TO 10%)	CU YD	2,211
12		2301.504	9" NON-REINFORCED CONCRETE PAVEMENT	SQ YD	3,445
13		2380.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2.B)	TON	58
14		2401.508	REINFORCEMENT / TIE BARS (EPOXY COATED)	POUND	3,358
15		2501.502	18" CS PIPE APRON	EACH	2
16		2501.502	18" RC PIPE APRON	EACH	2
17		2501.503	18" CS PIPE CULVERT	LIN FT	40
18		2501.503	18" RC PIPE CULVERT	LIN FT	120
19		2502.503	4" TP PIPE DRAIN	LIN FT	1,552
20		2503.503	12" RC PIPE SEWER	LIN FT	10
21		2503.503	15" RC PIPE SEWER	LIN FT	381
22		2503.503	21" RC PIPE SEWER	LIN FT	773
23		2503.503	10" PVC PIPE SEWER	LIN FT	750
24		2503.602	CONNECT TO EXISTING SANITARY SEWER	EACH	1
25		2503.602	CONNECT INTO EXISTING STORM SEWER	EACH	2
26		2503.603	CLEAN AND VIDEO TAPE PIPE SEWER	LIN FT	750
27		2504.602	RELOCATE HYDRANT	EACH	1
28		2504.602	CONNECT TO EXISTING WATER MAIN	EACH	2
29		2504.602	HYDRANT	EACH	2
30		2504.602	8" GATE VALVE AND BOX W/ADAPTOR	EACH	2
31		2504.602	8" GATE VALVE AND BOX W/ADAPTOR	EACH	3
32		2504.603	6" PVC WATERMAIN	LIN FT	12
33		2505.603	8" PVC WATERMAIN	LIN FT	819
34		2506.502	CASTING ASSEMBLY (STORM MANHOLE)	EACH	6
35		2506.502	CASTING ASSEMBLY (STORM CATCH BASIN)	EACH	5
36		2506.502	CASTING ASSEMBLY (SANITARY MANHOLE)	EACH	2
37		2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN F	LIN FT	37.60
38		2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN SD-48	LIN FT	22.14
39		2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 60-4020	LIN FT	11.52
40		2511.507	RANDOM RIPRAP CLASS III	CU YD	49
41		2531.503	CONCRETE CURB & GUTTER DESIGN B624	LIN FT	1,552
42		2531.507	8" CONCRETE DRIVEWAY PAVEMENT	SQ YD	166
43		2563.601	TRAFFIC CONTROL	LUMP SUM	1
44		2573.501	EROSION CONTROL SUPERVISOR	LUMP SUM	1
45		2573.501	STABILIZED CONSTRUCTION EXIT	EACH	1
46		2573.502	STORM DRAIN INLET PROTECTION	EACH	5
47		2573.503	SILT FENCE TYPE MS	LIN FT	738
48		2573.503	SEDIMENT CONTROL LOG TYPE STRAW	LIN FT	120
49		2574.508	FERTILIZER TYPE 1 (24-12-24)	POUNDS	312
50		2574.525	PLACE SALVAGED TOPSOIL	CU YD	2,345
51		2575.505	SEEDING	ACRE	1.56
52		2575.505	DISK ANCHORING	ACRE	0.47
53		2575.508	SEED MIXTURE 25-131	POUNDS	103
54		2575.508	SEED MIXTURE 25-151	POUNDS	218
55		2575.508	HYDRAULIC MULCH MATRIX	POUNDS	2180
56		2575.509	MULCH MATERIAL TYPE 1	TON	0.9
57		2611.573	8"x8" PVC SLIP ON REDUCER	EACH	1
58		2611.573	8"x6" PVC SLIP ON REDUCING TEE	EACH	2
59		2611.573	8"x8" PVC SLIP ON TEE	EACH	1
60		2611.573	8" PVC PLUG	EACH	1

(P) PLANNED QUANTITY (CV) COMPACTED VOLUME (LV) LOOSE VOLUME

THE FOLLOWING STANDARD PLATES AS APPROVED BY THE FHWA SHALL APPLY

PLATE NO.	DESCRIPTION
3000M	REINFORCED CONCRETE PIPE (6 SHEETS)
3006H	GASKET JOINT FOR R.C. PIPE (2 SHEETS)
3007F	SHEAR REINFORCEMENT FOR PRECAST DRAINAGE STRUCTURES
3040F	CORRUGATED METAL PIPE CULVERT (STANDARD 2-2/3" X 1/2" CORRUGATION)
3100G	CONCRETE APRON FOR REINFORCED CONCRETE PIPE
3123J	METAL APRON FOR C.S. PIPE
3124B	METAL APRON CONNECTION
3133D	RIPRAP AT RCP OUTLETS
3134D	RIPRAP AT CSP OUTLETS
4005M	MANHOLE OR CATCH BASIN TYPE A & B CONE SECTIONS PRECAST - DESIGN F
4007C	PRECAST MECHANICAL JOINT SEWER MANHOLE
4010I	CONCRETE ADJUSTING RINGS
4011E	PRECAST CONCRETE BASE
4020J	MANHOLE OR CATCH BASIN (FOR USE WITH OR WITHOUT TRAFFIC LOADS) (2 SHEETS)
4024A	48" DIA. PRECAST SHALLOW DEPTH CATCH BASIN - DESIGN SD
4108F	ADJUSTING RINGS FOR CATCH BASINS AND MANHOLES
4110F	COVER CASTING FOR MANHOLE (FOR USE IN ALL TRAFFIC AREAS) - CASTING NO. 715 AND 716
4129G	CATCH BASIN FRAME CASTING (FOR SQUARE GRATE) - CASTING NO. 802A
4152C	CATCH BASIN GRATE CASTING - CASTING NO. 814A
4160D	CURB BOX CASTING FOR CATCH BASIN - CASTING NO. 823A AND 833A
4180J	MANHOLE OR CATCH BASIN STEP
7100H	CONCRETE CURB AND GUTTER (DESIGN B AND DESIGN V)
7111J	INSTALLATION OF CATCH BASIN CASTINGS (CONCRETE CURB AND GUTTER)
8000K	TEMPORARY CHANNELIZERS (3 SHEETS)

BASIS OF ESTIMATED QUANTITIES

2105 COMMON EXCAVATION = INPLACE VOLUME BASED ON CROSS SECTION MEASUREMENTS.
 2211 AGGREGATE BASE, CLASS 5 = 135 LBS/CU FT
 2360 BITUMINOUS MIX = 110 LBS/INCH/SQ. YD.
 2574 FERTILIZER (24-12-24) = 200 LBS/ACRE
 2575 SEEDING MIX 25-131 = 220 LBS/ACRE
 2575 SEEDING MIX 25-151 = 200 LBS/ACRE
 2575 HYDRAULIC MULCH = 2000 LBS/ACRE
 2575 MULCH TYPE 1 = 2 TONS/ACRE

UTILITIES COMPANIES

UTILITY	COMPANY	PHONE NUMBER
WATER	CITY OF CROOKSTON	218-281-5711
SAN SEWER	CITY OF CROOKSTON	218-281-5711
STORM SEWER	CITY OF CROOKSTON	218-281-5711
NATURAL GAS	GREAT PLAINS NATURAL GAS	800-778-9140
CABLE TELEVISION	MIDCONTINENT COMMUNICATIONS	605-271-0202
TELEPHONE	CENTURY LINK COMMUNICATIONS	800-283-4237
POWER	OTTER TAIL POWER COMPANY	218-281-3632

GENERAL NOTES

- ALL TRAFFIC CONTROL DEVICES SHALL CONFORM TO THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES AND ALL OF ITS CURRENT REVISIONS; INCLUDING "FIELD MANUAL FOR TEMPORARY CONTROL ZONE LAYOUTS. SIGNS REQUIRED MAY INCLUDE, BUT ARE NOT LIMITED TO; DIP, BUMP, FRESH OIL, ROAD CONSTRUCTION AHEAD, AND/OR FLAG PERSON. NUMBER OF SIGNS AND LOCATION DETERMINED BY CONTRACTOR'S OPERATION.
- ALL TRAFFIC CONTROL DEVICES SHALL BE LIKE NEW AND REFLECT UNIFORMLY AT NIGHT.
- FURNISH TYPE III BARRICADES TO RESTRICT TRAFFIC FROM ENTERING WORK ZONE. ENCLOSE OPEN EXCAVATIONS LEFT UNATTENDED DURING NON WORKING HOURS WITH ORANGE SAFETY FENCING, OR BACKFILL EXCAVATIONS WHEN NOT ON SITE.
- THE LOCATIONS OF KNOWN EXISTING UNDERGROUND UTILITY LINES ARE SHOWN ON THE PLANS IN AN APPROXIMATE LOCATION ONLY. OTHER UNKNOWN UTILITIES MAY EXIST. CONTRACTOR SHALL CONTACT LOCAL UTILITY LOCATING SERVICES PRIOR TO COMMENCING ANY UNDERGROUND EXCAVATION. CONTRACTOR SHALL BE RESPONSIBLE FOR REPAIRING ANY DAMAGE WHICH OCCURS DUE TO CONTRACTOR'S FAILURE TO LOCATE AND PRESERVE EXISTING UTILITIES. EXCAVATION TO LOCATE UNDERGROUND UTILITIES SHALL BE INCIDENTAL TO THE PROJECT.
- THE STATEMENT OF QUANTITIES IS NOT INTENDED TO BE ALL INCLUSIVE, BUT MERELY TO PROVIDE GUIDANCE TO THE CONTRACTOR FOR PLANNING PURPOSES. QUANTITIES MAY VARY.
- ALL SATISFACTORY SURPLUS EXCAVATION MATERIAL SHALL BE USED IN BACKFILLING OPERATIONS AS REQUIRED. EXCESS MATERIAL SHALL BE LEGALLY DISPOSED OF BY THE CONTRACTOR AT HIS EXPENSE.
- GRANULAR PIPE BEDDING IS CONSIDERED INCIDENTAL.
- NO SWELL OR SHRINKAGE FACTOR HAS BEEN APPLIED TO THE COMMON EMBANKMENT QUANTITIES
- THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."
- THE CONTRACTOR SHALL NOTIFY UTILITY COMPANIES AND OWNERS OF OBSTRUCTIONS AT LEAST 48 HOURS PRIOR TO COMMENCING WORK
- THE OWNER RESERVES THE RIGHT TO MAKE MINOR REVISIONS TO THE PLANS TO FIT CONDITIONS ENCOUNTERED DURING CONSTRUCTION.

GOPHER STATE ONE-CALL 1-800-252-1166

SANITARY AND STORM SEWER STRUCTURE SCHEDULE

DS. NO	PROPOSED TOP OF CASTING	OUTLET	INLET	INLET	INLET	DRAINAGE STRUCTURE TYPE & PAY HEIGHT			CASTING ASSEMBLY			SANITARY SEWER PIPE - PVC		STORM SEWER PIPE - RCP			DRAINS TO			REMARKS
						F SD-48 60-4020			EACH			8"	10"	12"	15"	21"	NO.	% GRADE	ELEV.	
						LIN. FT.	LIN. FT.	LIN. FT.	STORM MH	SANITARY MH	CATCH BASIN	LIN. FT.	LIN. FT.	LIN. FT.	LIN. FT.	LIN. FT.				
SSMH-08	878.44	869.97	870.07			6.59			1				365				EXIST MH	0.28	868.95	1, 2
SSMH-09	878.67	871.12	871.25			5.67			1				375				SSMH-08	0.28	870.07	1
PIPE END		871.28											10				SSMH-09	0.28	287.25	4
CB-01	875.82	872.18	872.78	872.78			3.78										CB-02	0.10	872.12	1
CB-02	875.82	872.12	872.12	872.78	872.78		3.82										STMH-01	0.10	872.10	1
CB-03	876.59	871.90	873.52	873.52			4.81										CB-04	0.10	871.86	1
CB-04	878.59	871.86	871.86	873.52	873.52		4.85										STMH-02	0.10	871.84	1
CB-05	875.87	871.11	871.11				4.88										STMH-03	0.10	871.08	1
STMH-01	876.80	872.10	872.10			4.62			1								STMH-02	0.10	871.84	1
STMH-02	877.07	871.84	871.84	871.84					1								STMH-03	0.10	871.85	1
STMH-03	877.70	871.65	871.65						1								STMH-04	0.10	871.42	1
STMH-04	877.65	871.42	871.42				6.35										STMH-05	0.10	871.20	1
STMH-05	877.14	871.20	871.20				6.05										CB-05	0.1	871.11	1
STMH-06	879.27	871.08	871.08	871.08			8.31											0.20	871.08	1, 3
PIPE END	871.12																STMH-06	0.42	871.08	3
TOTAL						37.60	22.14	11.52	6	2	5	0	750	10	381	773				

REMARKS

- PAY HEIGHT = TOP OF CASTING - OUTLET ELEV + 0.7' - 0.58'
- CONNECT TO EXISTING SANITARY SEWER
- CONNECT TO EXISTING STORM SEWER
- F&I 10" PVC SANITARY CAP (INCIDENTAL)
- STORM MANHOLE CASTING ASSEMBLY INCLUDES ONE OF THE FOLLOWING: MNDOT CASTING 700-7 & 715
- SANITARY MANHOLE CASTING ASSEMBLY INCLUDES ONE OF THE FOLLOWING: MNDOT CASTING 700-7 & 716
- STORM MANHOLE CASTING ASSEMBLY INCLUDES ONE OF THE FOLLOWING: MNDOT CASTING 802A, 823A & 814A

WIDSETH ARCHITECTS - ENGINEERS - SCIENTISTS - SURVEYORS

MEMBER COMPANY HAS THIS PLAN, SPECIFICATIONS, OR REPORT PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

DATE: 02/10/2023 LIC. NO. 26421

RICHARD A. CLAUSON

DATE: 02/10/2023 LIC. NO. 26421

REVISIONS: DESCRIPTION

DATE

REV#

DATE

FEB. 2023 AS SHOWN

SCALE: DRAWN BY: R.R.P.

CHECKED BY: R.A.C.

JOB NUMBER: 2021-10899

AGRICULTURE ROAD CONSTRUCTION CITY OF CROOKSTON CROOKSTON, MINNESOTA

STATEMENT OF QUANTITIES & GENERAL NOTES

SHEET NO. 02

SHEET 02 OF 26

SURVEY MONUMENTS

- BENCH MARK
- FOUND CIM
- FOUND CPNT.
- FOUND JLM
- FOUND LATH
- FOUND PIPE
- FOUND READING
- STAKED CIM
- STAKED CPNT.
- STAKED JLM
- STAKED PIPE

EXISTING TOPO SYMBOLS

- AC UNIT
- FENCE POST
- FLAG POLE
- GUARD POST
- GUY ANCHOR
- GUY POLE
- HANDICAP SYMBOL
- MAILBOX
- SHRUB
- SIGN DOUBLE POST
- SIGN SINGLE POST
- TREE CONIFER
- TREE DECIDUOUS
- TREE STUMP
- TV DISH
- WETLAND SYMBOL
- YARD LIGHT

EXISTING UTILITY MUNICIPAL SYMBOLS

- APRON
- LIFT STATION
- SANITARY CLEANOUT
- SANITARY MANHOLE
- STORM CATCH BASIN
- STORM INLET

EXISTING UTILITY MUNICIPAL SYMBOLS (cont.)

- STORM MANHOLE
- WATER CURB STOP
- WATER HANDHOLE
- WATER HYDRANT
- WATER MANHOLE
- WATER METER
- WATER VALVE
- WATER WELL
- UTILITY** UTILITY SIZE & TYPE

EXISTING UTILITY PRIVATE SYMBOLS

- ELEC GROUND LIGHT
- ELEC HANDHOLE
- ELEC LIGHT POLE
- ELEC MANHOLE
- ELEC METER
- ELEC PEDESTAL
- ELEC POLE
- ELEC SIGNAL
- ELEC TRANSFORMER BOX
- GAS METER
- GAS VALVE
- LP TANK
- TELE HANDHOLE
- TELE MANHOLE
- TELE PEDESTAL
- TELE POLE
- TV HANDHOLE
- TV PEDESTAL

SOIL BORING SYMBOLS

- LASER-INDUCED FLUORESCENCE BORING
- LYSIMETER
- MONITOR WELL
- PERC TEST
- PIEZOMETER
- RECOVERY WELL
- SOIL BORING
- SOIL VAPOR POINT
- VAPOR SURVEY POINT

PROPOSED UTILITY MUNICIPAL SYMBOLS

- APRON PROPOSED
- SANITARY CLEANOUT PROPOSED
- SANITARY LIFT STATION PROPOSED
- SANITARY LIFT STATION VALVE MANHOLE PROPOSED
- SANITARY MANHOLE PROPOSED
- SANITARY PLUG PROPOSED
- STORM CATCH BASIN PROPOSED
- STORM MANHOLE PROPOSED
- WATER 11 1/4° BEND PROPOSED
- WATER 22 1/2° BEND PROPOSED
- WATER 45° BEND PROPOSED
- WATER 90° BEND PROPOSED
- WATER CAP PROPOSED
- WATER CROSS PROPOSED
- WATER CURB STOP PROPOSED
- WATER HYDRANT PROPOSED
- WATER REDUCER PROPOSED
- WATER SLEEVE PROPOSED
- WATER TEE PROPOSED
- WATER VALVE PROPOSED

PROPOSED UTILITY PRIVATE SYMBOLS

- ELEC LIGHT POLE PROPOSED

EROSION CONTROL SYMBOLS

- SURFACE DRAINAGE ARROW
- STORM DRAIN INLET PROTECTION

TRAFFIC CONTROL DEVICES & SYMBOLS

- TRAFFIC CONTROL SIGN (1 POST)
- TRAFFIC CONTROL SIGN (2 POST)
- TYPE III BARRICADE
- DRUM CHANNELIZER
- FLASHING ARROW OR MESSAGE BOARD

EXISTING TOPOGRAPHIC LINES

- CENTER LINE
- EDGE OF WOODS
- FENCE BARB WIRE
- FENCE CHAIN LINK
- FENCE WOOD
- FORCEMAIN
- OVERHEAD CABLE TV
- OVERHEAD ELECTRIC
- OVERHEAD TELE
- RAILROAD
- RETAINING WALL
- SANITARY SEWER
- SANITARY SEWER SERVICE
- STORM SEWER
- STORM SEWER DRAIN TILE
- UNDERGROUND CABLE TV
- UNDERGROUND ELECTRIC
- UNDERGROUND FIBER OPTIC
- UNDERGROUND GAS
- UNDERGROUND TELE
- WATERMAIN
- WATERMAIN SERVICE
- WETLAND EDGE

R/W, LOT & EASEMENTS LINES

- BUILDING SETBACK LINE
- LOT LINE PROPOSED
- EASEMENT LINE
- EASEMENT LINE PROPOSED
- LOT LINE
- MNDOT CONTROLLED ACCESS LINE
- RIGHT OF WAY EXISTING
- RIGHT OF WAY PROPOSED

DOCUMENTATION SYMBOLS

- SECTION ARROW - SECTION NUMBER TOP; PAGE OF SECTION BOTTOM

PROPOSED CONSTRUCTION LINES

- FENCE CHAIN LINK PROPOSED
- FENCE WOOD PROPOSED
- FENCE BARB WIRE PROPOSED
- FORCEMAIN PROPOSED
- SANITARY SEWER PROPOSED
- SANITARY SERVICE PROPOSED
- STORM SEWER PROPOSED
- STORM SEWER DRAIN TILE PROPOSED
- WATERMAIN PROPOSED
- WATERMAIN SERVICE PROPOSED

EROSION CONTROL LINES

- BALE CHECK
- BIO ROLL
- SILT FENCE
- SILT FENCE TYPE HEAVY DUTY
- SILT FENCE TYPE MACHINE SLICED
- SILT FENCE TYPE PREASSEMBLED
- FLOTATION SILT CURTAIN

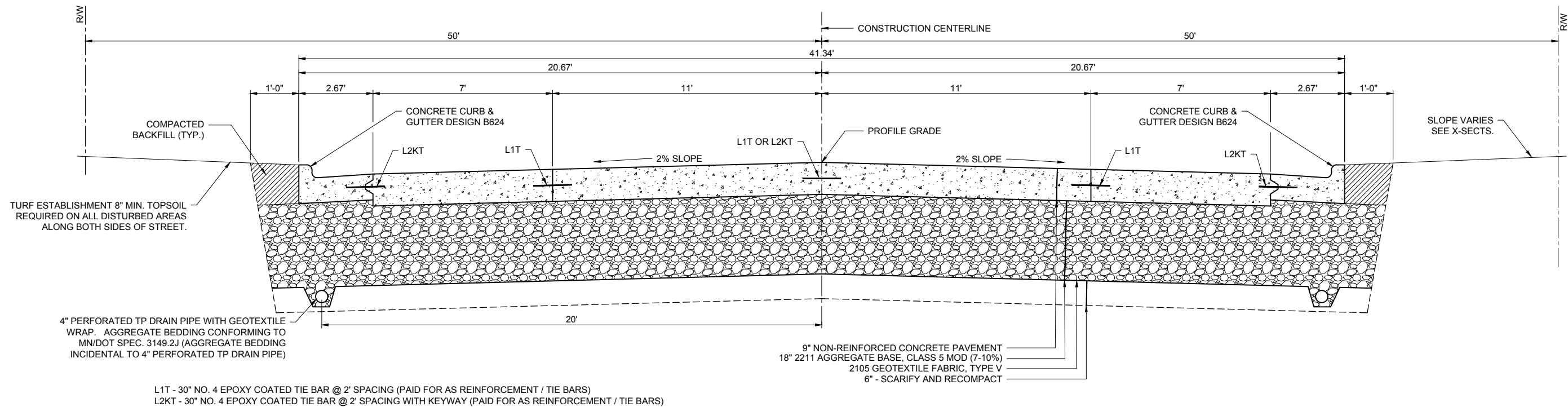
HATCH PATTERN AND SHADING LEGEND

- RANDOM RIPRAP
- SOD
- SEED
- HYDRAULIC STABILIZER
- EROSION CONTROL BLANKET
- TEMP. ROCK CONSTRUCTION ENTRANCE
- BUILDING WALL HATCH
- BITUMINOUS SURFACE
- CONCRETE SURFACE
- GRAVEL SURFACE
- EASEMENT PATTERN

REVISIONS DESCRIPTION	DATE	REV#

DATE: FEB. 2023	SCALE: AS SHOWN	DRAWN BY: R.R.P.	CHECKED BY: R.A.C.	JOB NUMBER: 2021-10899
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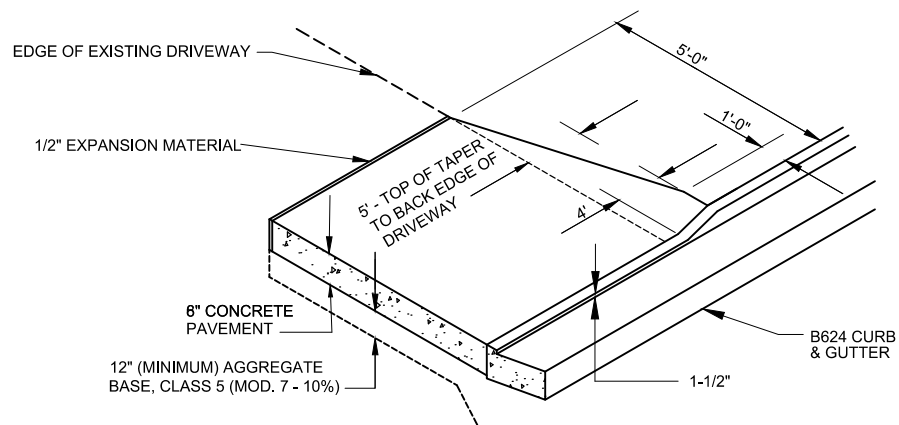
AGRICULTURE ROAD CONSTRUCTION
CITY OF CROOKSTON
CROOKSTON, MINNESOTA
PLAN LEGEND



L1T - 30" NO. 4 EPOXY COATED TIE BAR @ 2' SPACING (PAID FOR AS REINFORCEMENT / TIE BARS)
 L2KT - 30" NO. 4 EPOXY COATED TIE BAR @ 2' SPACING WITH KEYWAY (PAID FOR AS REINFORCEMENT / TIE BARS)

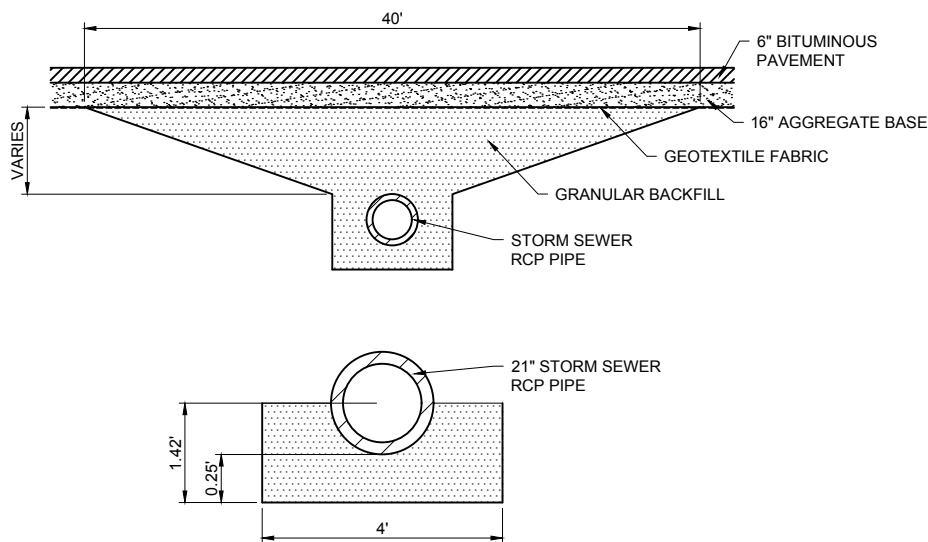
AGRICULTURE ROAD TYPICAL SECTION

N.T.S.



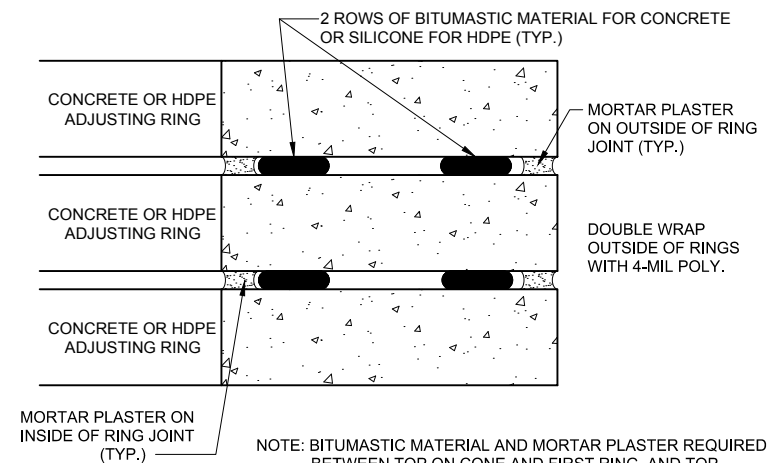
TYPICAL DRIVEWAY DETAIL

N.T.S.



STORM SEWER PIPE ROAD CROSSING DETAIL

N.T.S.



ADJUSTING RING SEALING DETAIL

NO SCALE

NOTE: BITUMASTIC MATERIAL AND MORTAR PLASTER REQUIRED BETWEEN TOP ON CONE AND FIRST RING, AND TOP ADJUSTING RING AND CASTING. ADJUSTING RING SEALING SHALL BE INCIDENTAL TO ADJUST FRAME AND RING CASTING BID ITEM AND CASTING ASSEMBLY BID ITEM.

WIDSETH

ARCHITECTS • ENGINEERS • SCIENTISTS • SURVEYORS

MEMBER COMPANY THAT THIS IS AN UNLICENSED NON-USA REPORT THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA

RICHARD A. CLAUSON DATE: 02/10/2023 LIC. NO. 26421

REV#	DATE	REVISIONS / DESCRIPTION	BY	DATE

DATE: FEB. 2023

SCALE: AS SHOWN

DRAWN BY: R.R.P.

CHECKED BY: R.A.C.

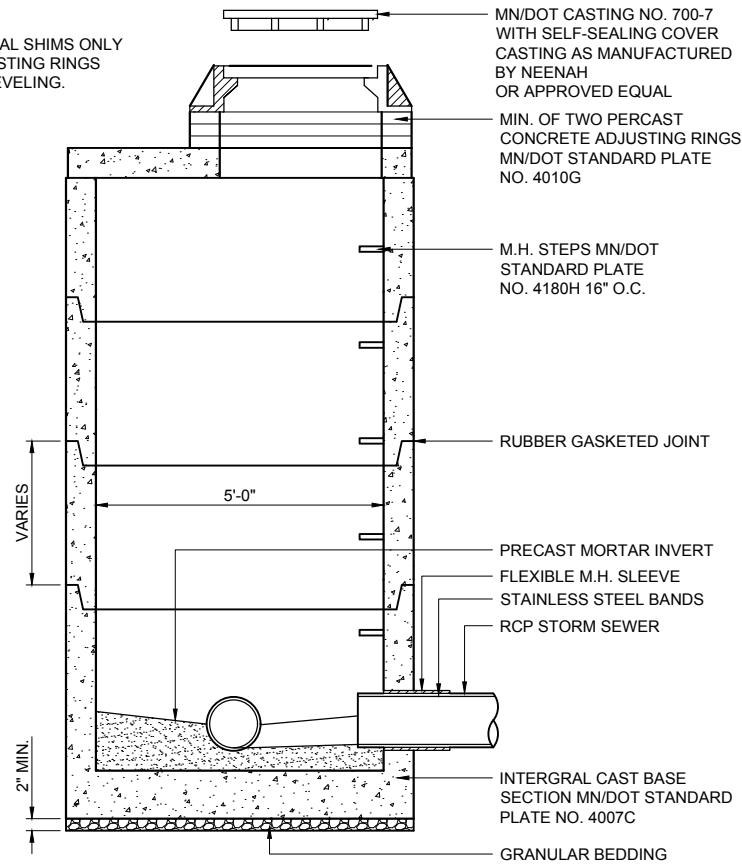
JOB NUMBER: 2021-10899

AGRICULTURE ROAD CONSTRUCTION
 CITY OF CROOKSTON
 CROOKSTON, MINNESOTA
 TYPICAL SECTION & MISCELLANEOUS DETAILS

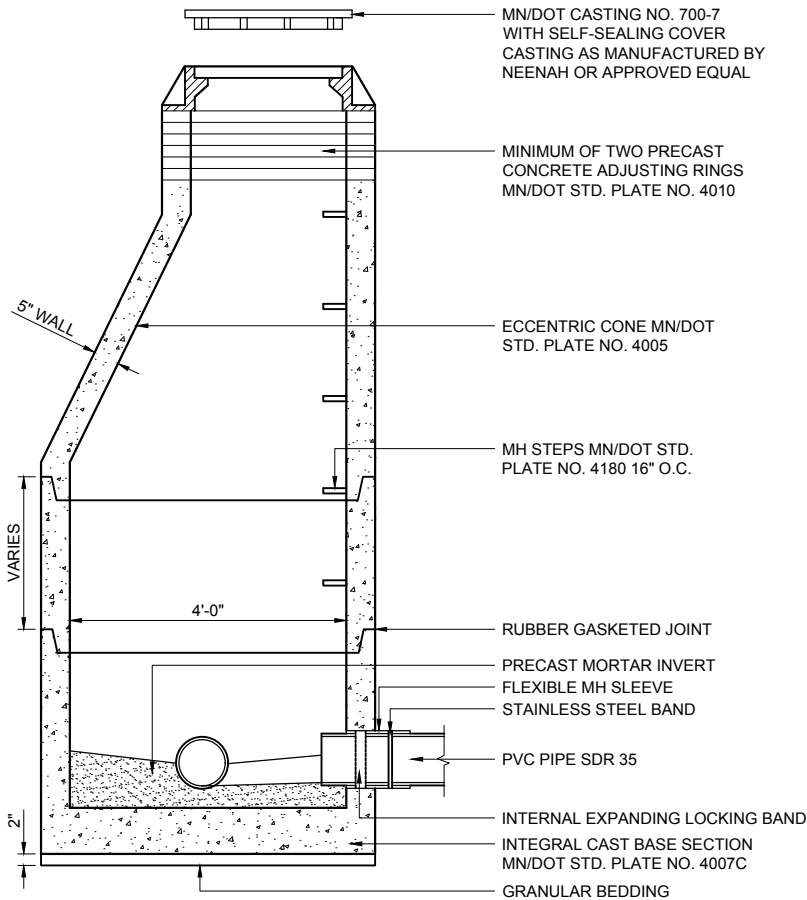
SHEET NO. **04**

SHEET 04 OF 26

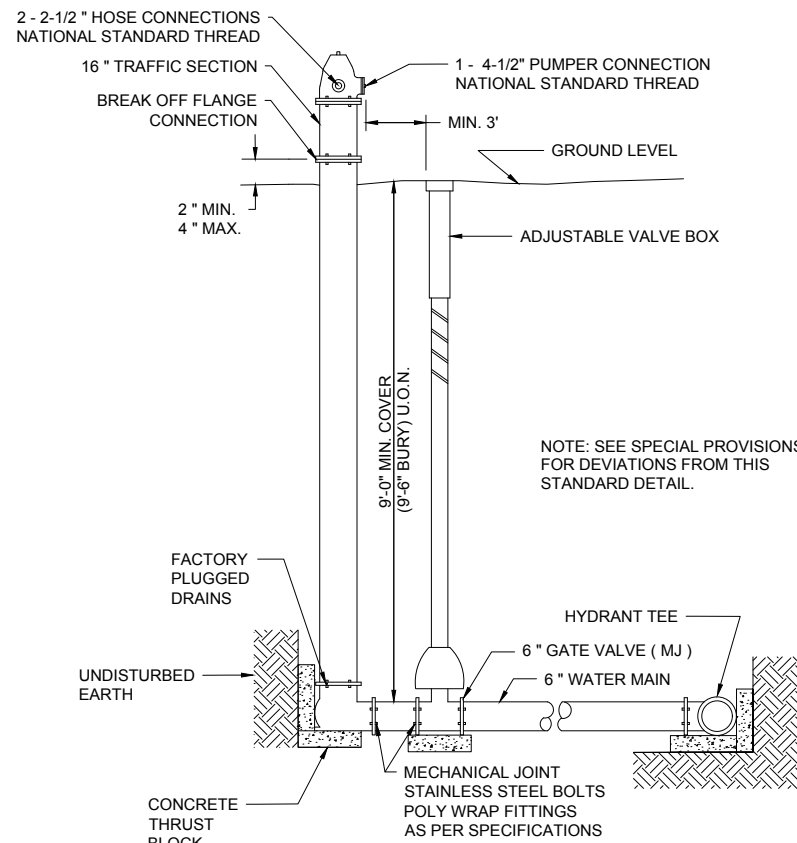
NOTE:
1. USE METAL SHIMS ONLY AT ADJUSTING RINGS WHEN LEVELING.



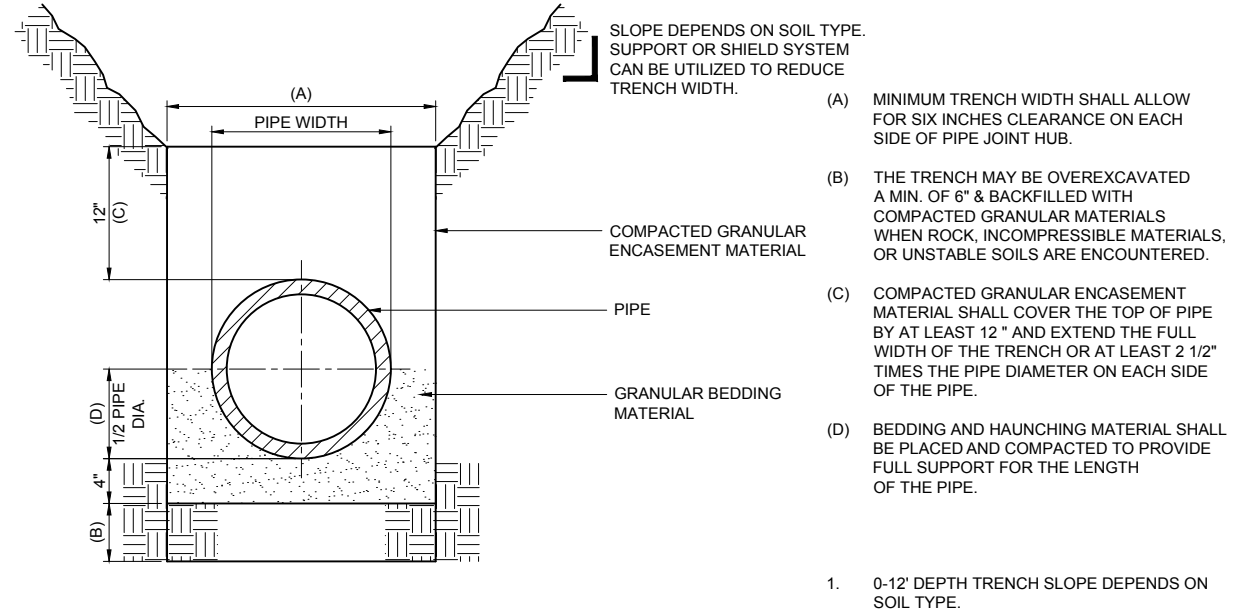
TYPICAL 4020 DESIGN MANHOLE DETAIL
NO SCALE



TYPICAL PRECAST MANHOLE DETAIL
NO SCALE

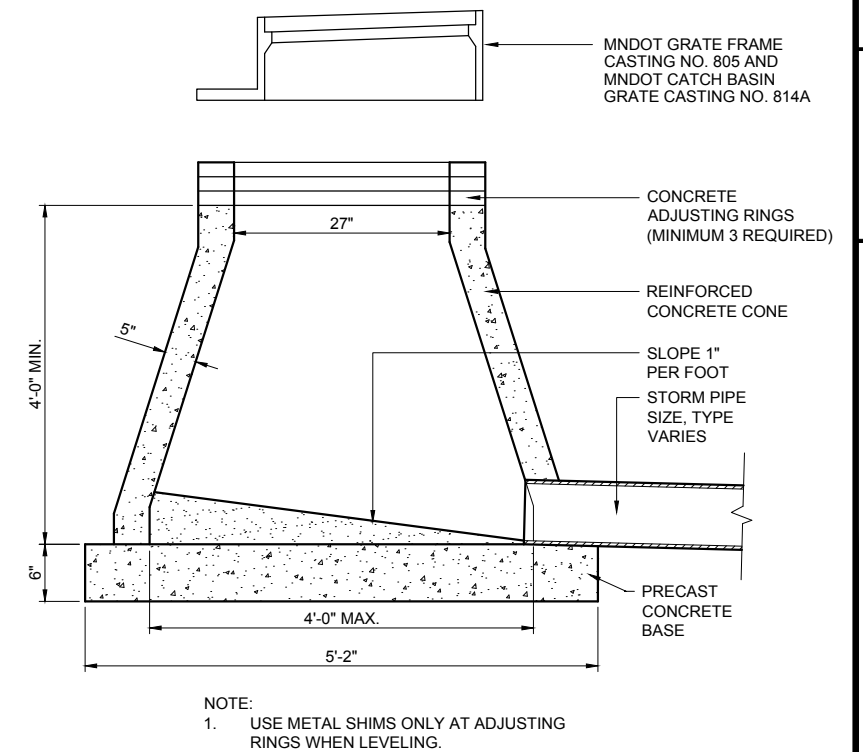


FIRE HYDRANT SETTING DETAIL
NO SCALE



TYPICAL PIPE BEDDING DETAIL
N.T.S.

NOTE:
THIS DETAIL APPLIES TO
SANITARY SEWER, STORM SEWER,
WATERMAIN, AND ALL SERVICE PIPE.



STORM SEWER CATCH BASIN DETAIL
NO SCALE

REVISIONS DESCRIPTION	DATE	BY

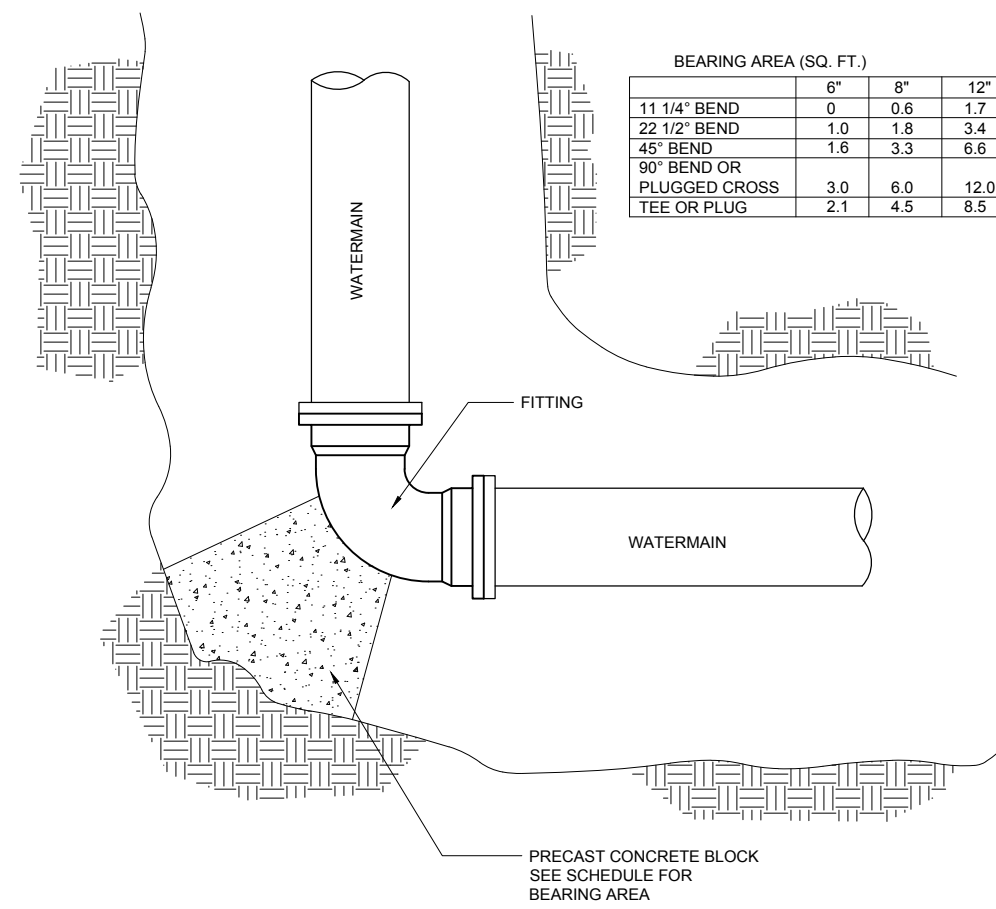
DATE: FEB. 2023	SCALE: AS SHOWN	CHECKED BY: R.R.P.	JOB NUMBER: 2021-10899
DRAWN BY: R.A.C.			

AGRICULTURE ROAD CONSTRUCTION
CITY OF CROOKSTON
CROOKSTON, MINNESOTA
MISCELLANEOUS DETAILS

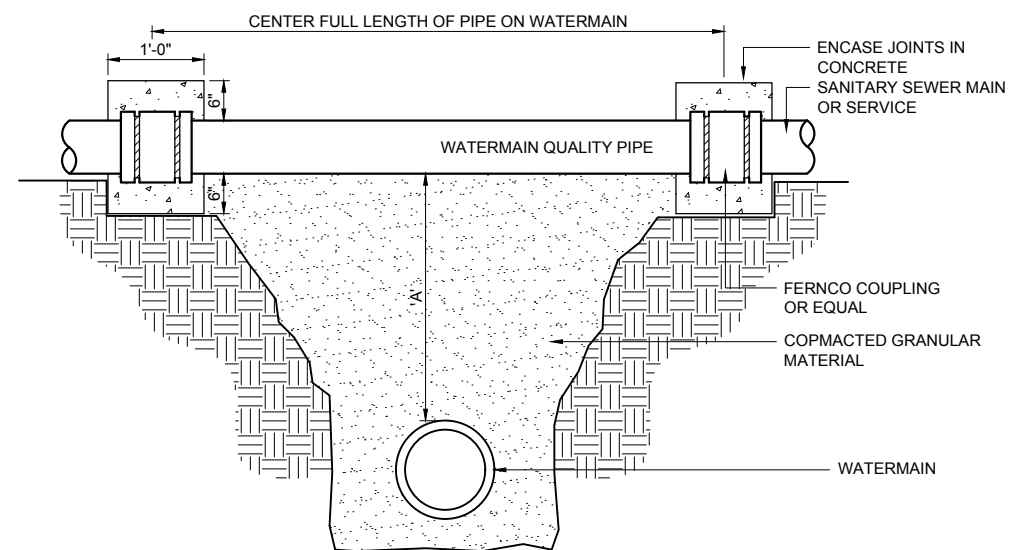
REVISION DESCRIPTION	DATE	BY

DATE	SCALE	DRAWN BY	CHECKED BY	JOB NUMBER
FEB. 2023	AS SHOWN	RRP	RAC	2021-10899

AGRICULTURE ROAD CONSTRUCTION
CITY OF CROOKSTON
CROOKSTON, MINNESOTA
MISCELLANEOUS DETAILS

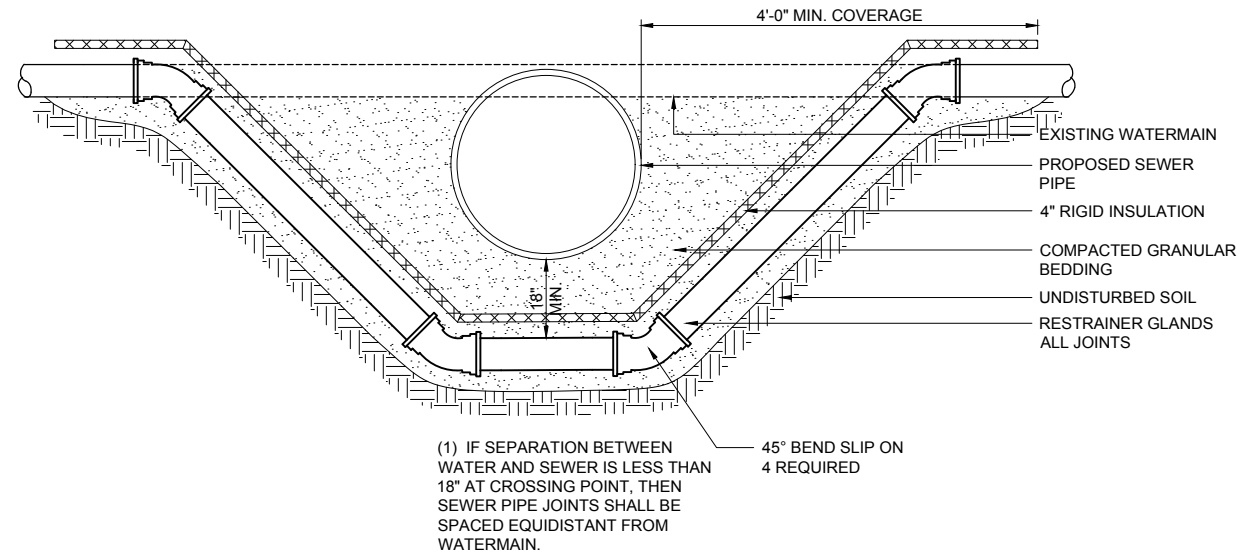


THRUST BLOCKING DETAIL
N.T.S.



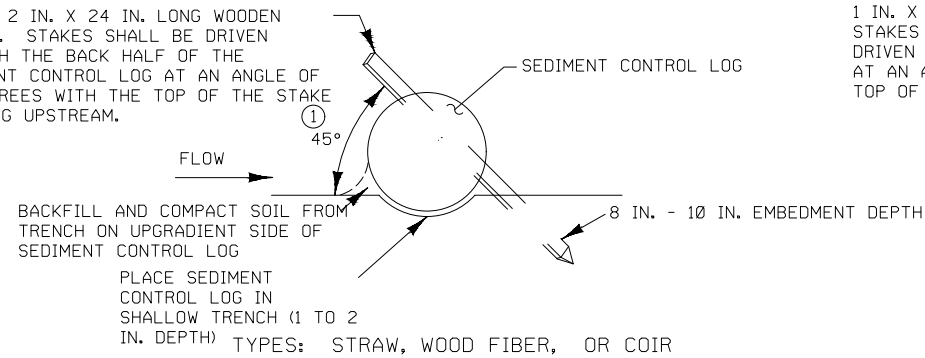
NOTE: THIS CONSTRUCTION IS REQUIRED WHERE DIMENSION 'A' IS 18" OR LESS ABOVE OR BELOW SANITARY SEWER.

SEWER AND WATERMAIN SEPARATION DETAIL
NO SCALE

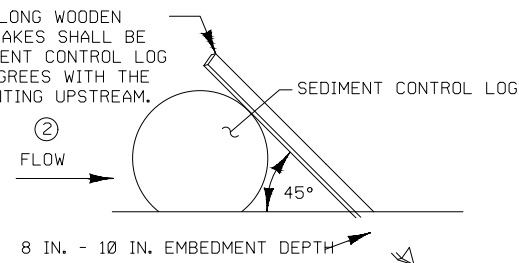


SEWER AND WATERMAIN CROSSING DETAIL
NO SCALE

1 IN. X 2 IN. X 24 IN. LONG WOODEN STAKES. STAKES SHALL BE DRIVEN THROUGH THE BACK HALF OF THE SEDIMENT CONTROL LOG AT AN ANGLE OF 45 DEGREES WITH THE TOP OF THE STAKE POINTING UPSTREAM.



1 IN. X 2 IN. X 24 IN. LONG WOODEN STAKES AS NEEDED. STAKES SHALL BE DRIVEN OVER THE SEDIMENT CONTROL LOG AT AN ANGLE OF 45 DEGREES WITH THE TOP OF THE STAKE POINTING UPSTREAM.

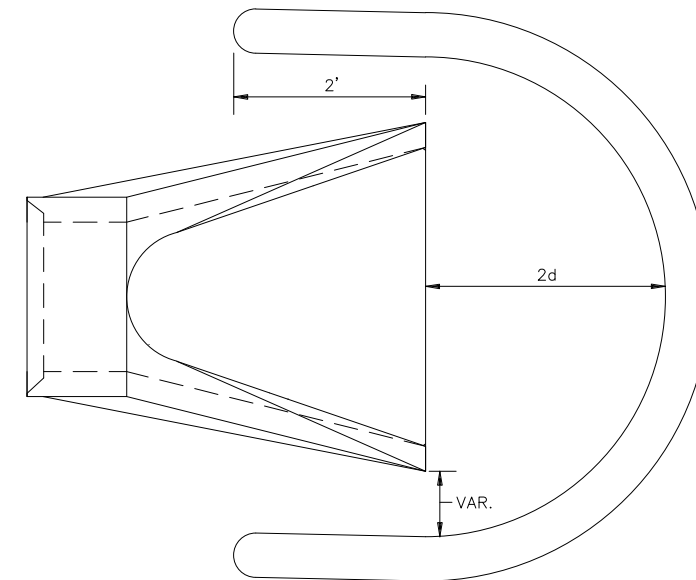


TYPES: WOOD CHIP, COMPOST, OR ROCK

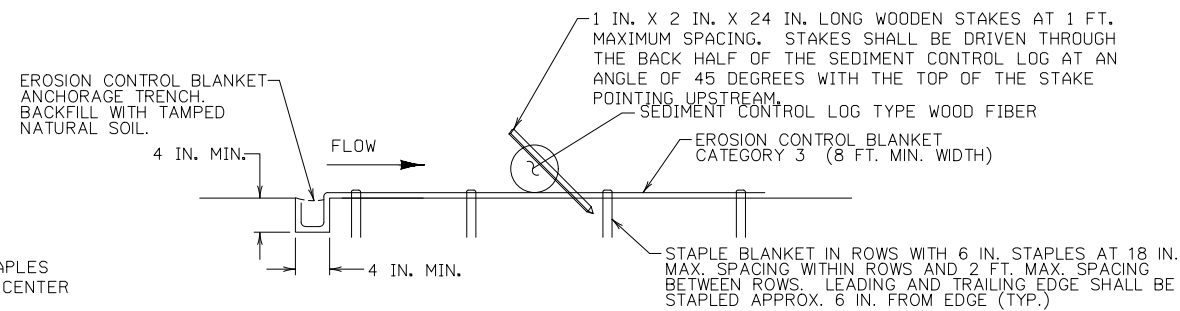
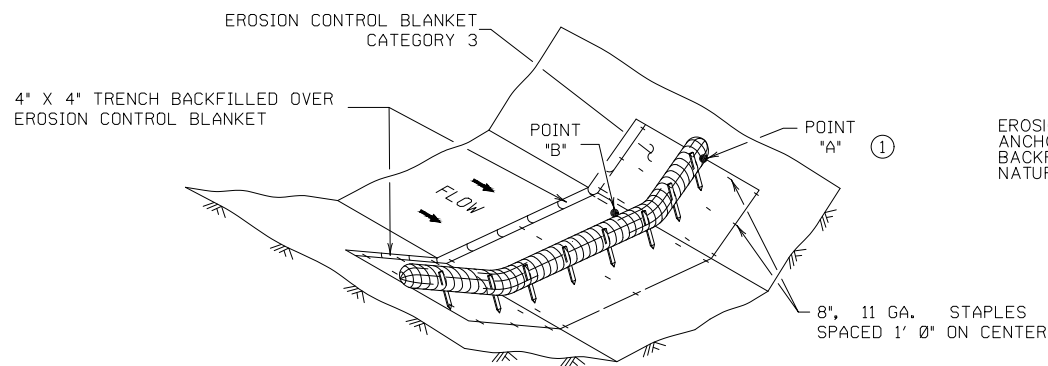
SEE SPECS. 2573, 3149, 3874, 3882, 3886, & 3897.

- ① SPACE BETWEEN STAKES SHALL BE A MAXIMUM OF 1 FOOT FOR DITCH CHECKS OR 2 FEET FOR OTHER APPLICATIONS.
- ② PLACE STAKES AS NEEDED TO PREVENT MOVEMENT OF SEDIMENT CONTROL LOGS PLACED ON SLOPES OR AS NEEDED DUE TO OTHER FACTORS. STAKES SHALL BE INCIDENTAL.

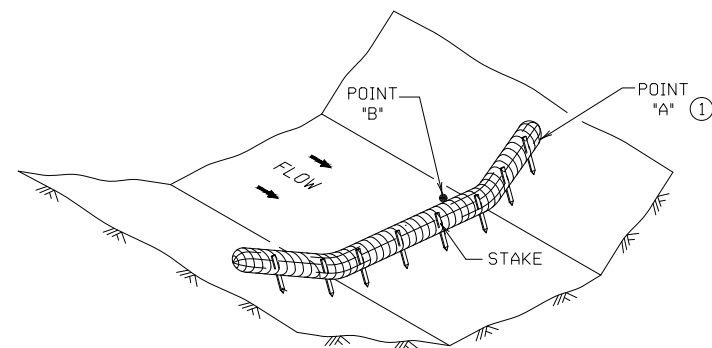
SEDIMENT CONTROL LOGS



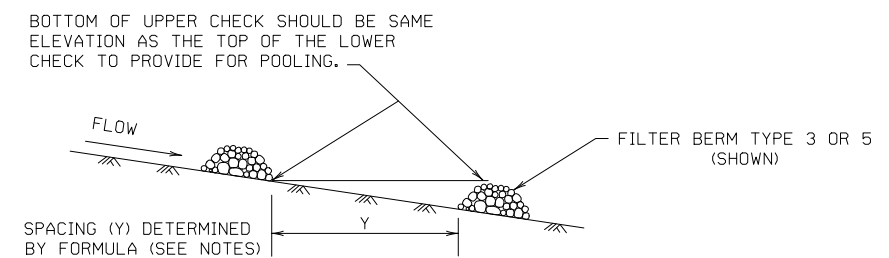
SEDIMENT CONTROL LOG WEIR
(COMPOST, WOOD CHIP, OR ROCK)
d = CULVERT SIZE: 12"-36"



SEDIMENT CONTROL LOG TYPE BLANKET SYSTEM②



SEDIMENT CONTROL LOG TYPE WOOD FIBER, OR TYPE COMPOST③
(FOR USE ON ROUGH GRADED AREAS)



DITCH CHECK SPACING
(FOR ALL FILTER BERM TYPES)

NOTES:

SEE SPECS. 2573, 3601, 3733, 3885, 3886 & 3889.

FOR DITCH CHECKS, PLACE SEDIMENT CONTROL LOG PERPENDICULAR TO FLOW AND IN A CRESCENT SHAPE WITH THE ENDS FACING UPSTREAM.

APPROXIMATE SPACING BETWEEN EACH DITCH CHECK SHOULD BE DETERMINED FROM THE FOLLOWING SPACING FORMULA:

$$\text{APPROXIMATE SPACING OF DITCH CHECKS (FT.)} = Y = \frac{\text{DITCH CHECK HEIGHT (FT)}}{\% \text{ CHANNEL SLOPE}} \times 100$$

- ① POINT "A" MUST BE A MINIMUM OF 6 INCHES HIGHER THAN POINT "B" TO ENSURE THAT WATER FLOWS OVER THE DIKE AND NOT AROUND THE ENDS.
- ② DITCH GRADE 1.5% - 3%, MAX. FLOW VELOCITY 4.5 FT./SEC..
- ③ DITCH GRADE 1.5% - 3%, MAX. FLOW VELOCITY 1.5 FT./SEC..

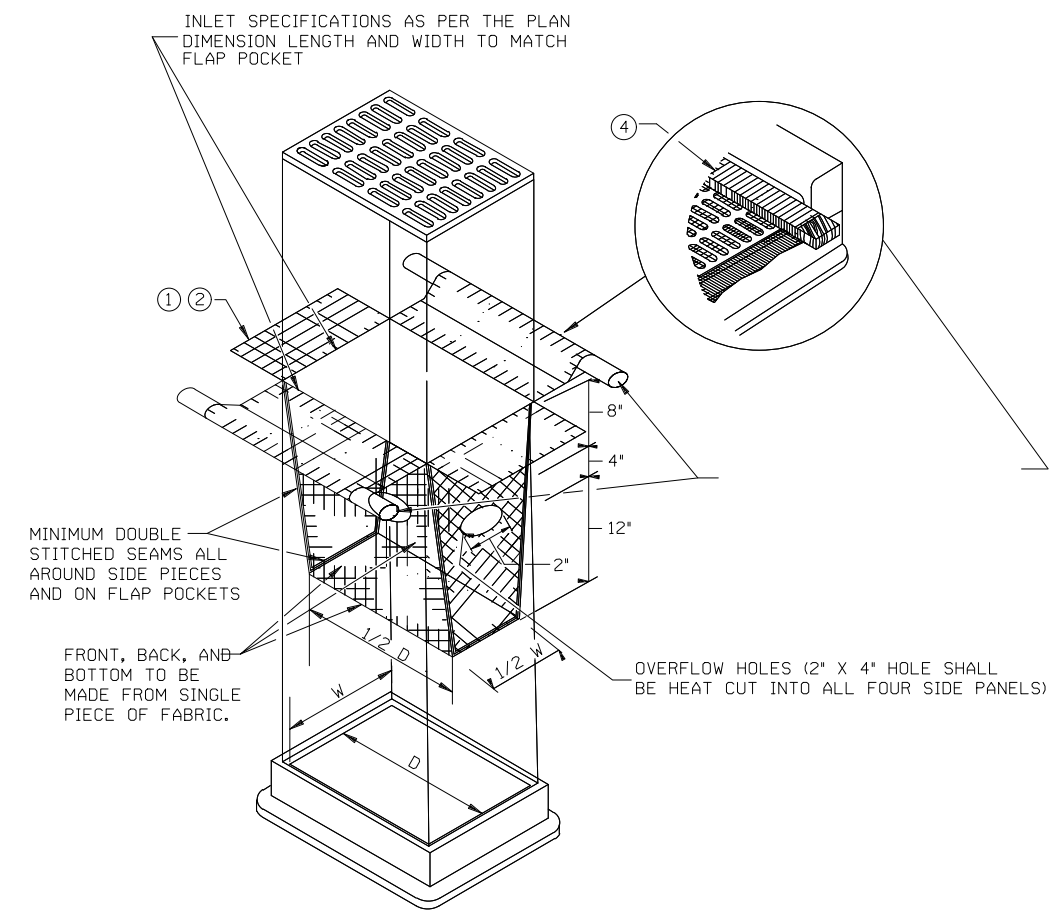
REVISIONS DESCRIPTION	DATE	REV#

DATE: FEB. 2023	SCALE: AS SHOWN	DATE: 2021-10899
DRAWN BY: R.R.P.	CHECKED BY: R.A.C.	JOB NUMBER: 2021-10899

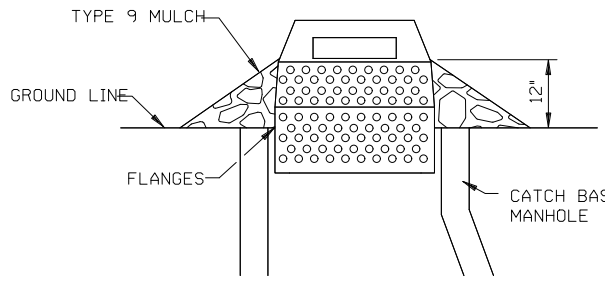
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AGRICULTURE ROAD CONSTRUCTION
CITY OF CROOKSTON
CROOKSTON, MINNESOTA
EROSION CONTROL DETAILS

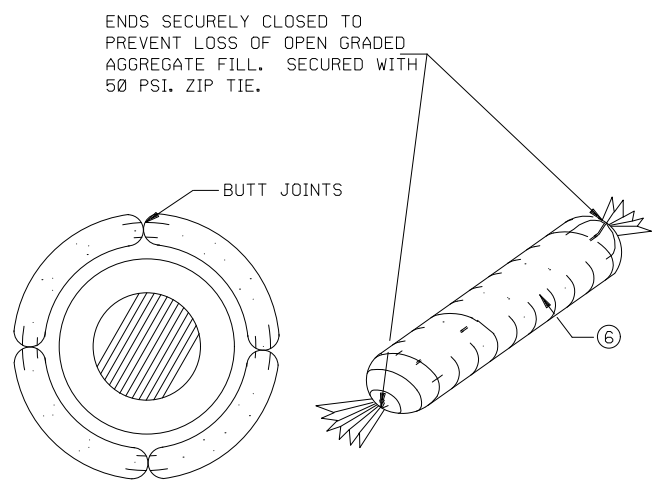


FILTER BAG INSERT ③
(CAN BE INSTALLED IN ANY INLET TYPE WITH OR WITHOUT A CURB BOX)

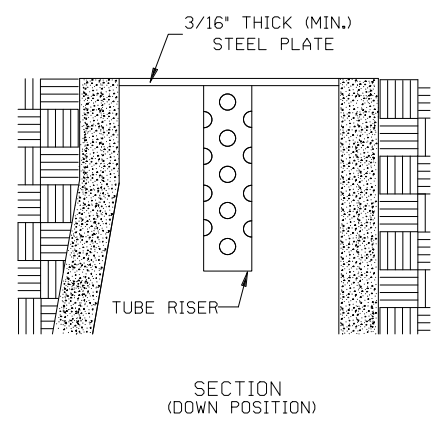
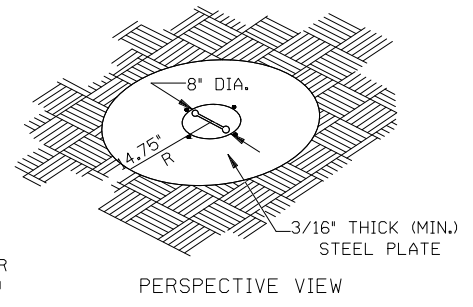
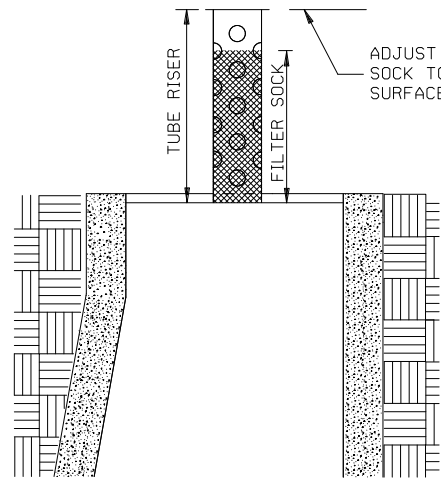
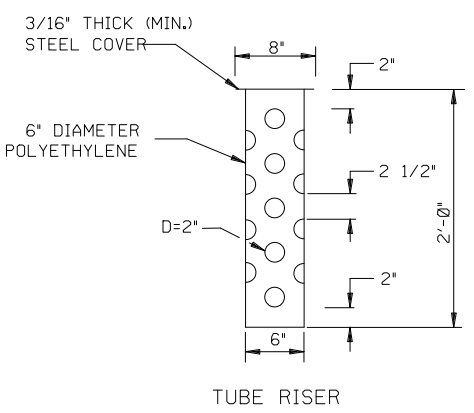


SEDIMENT CONTROL INLET HAT

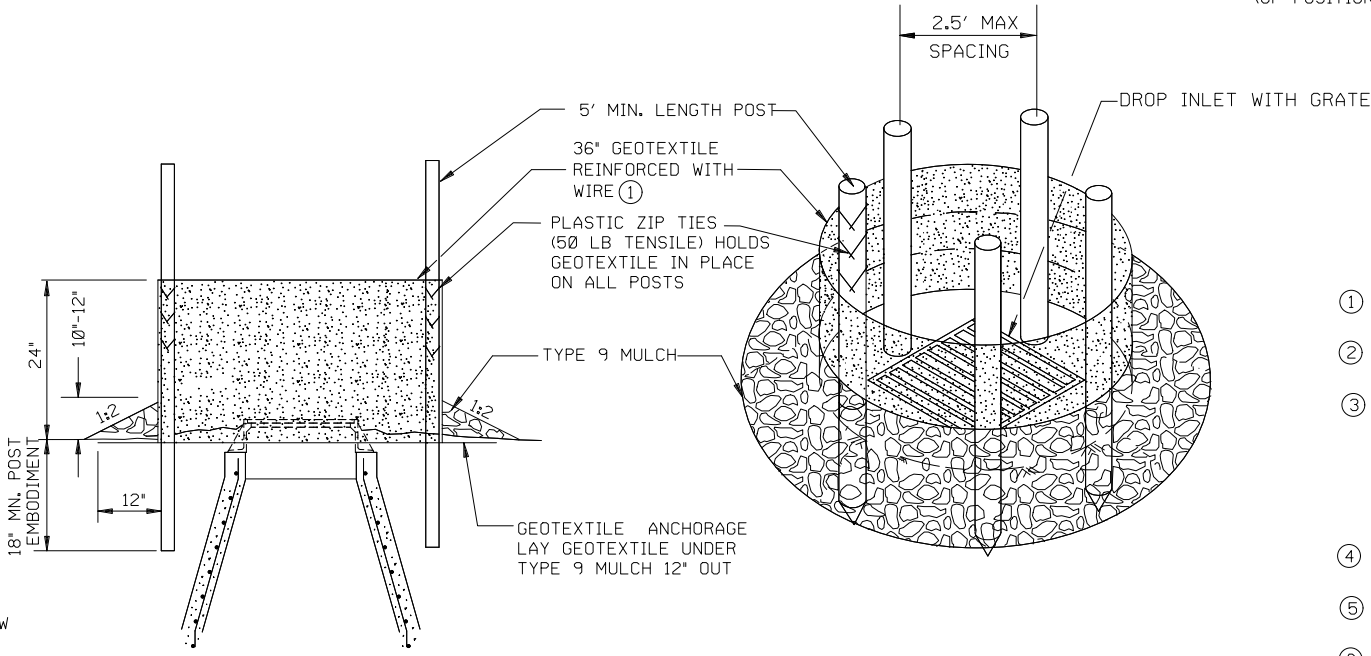
NOTE:
THE SEDIMENT CONTROL BARRIER SHALL BE A METAL OR PLASTIC/POLYETHYLENE RISER SIZED TO FIT INSIDE THE CATCH BASIN/MANHOLE; HAVE PERFORATIONS TO ALLOW FOR WATER INFILTRATION; HAVE AN OVERFLOW OPENING, FLANGES AND A LID/COVER.



ROCK LOG/COMPOST LOG



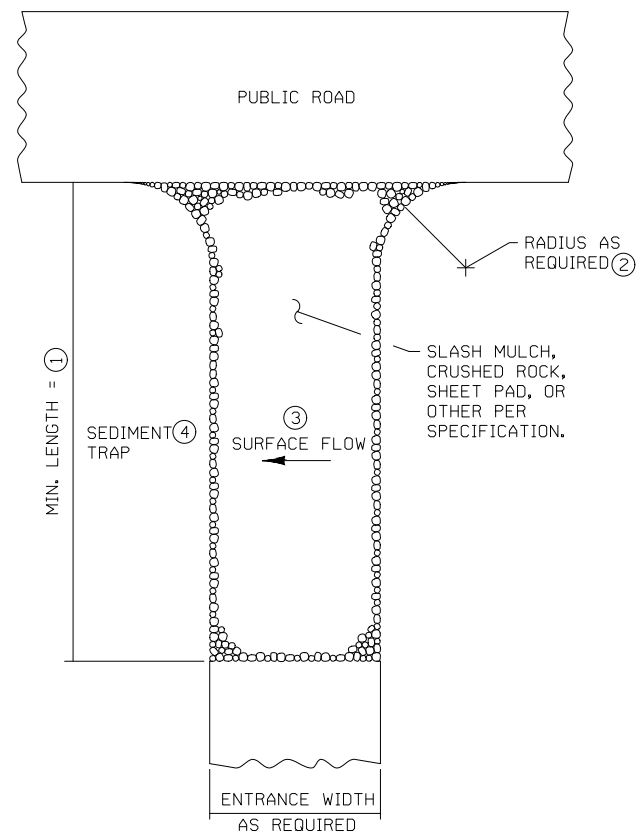
POP-UP HEAD



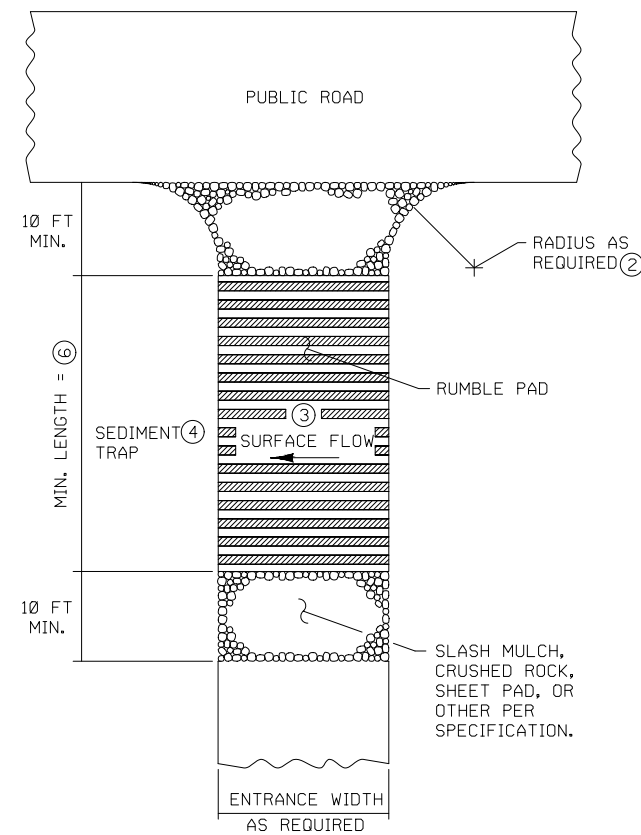
SILT FENCE RING AND ROCK FILTER BERM
USE WHERE INLET DRAINS IN AN AREA WITH SLOPES AT 1:3 OR LESS

NOTES:
SEE SPECS. 2573, 3137, & 3886.

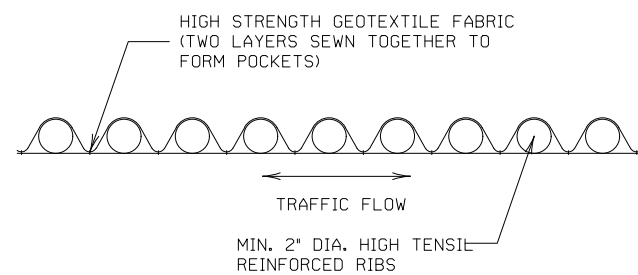
- DEVICES MUST BE ADJUSTED ACCORDINGLY AS TO NOT CAUSE FLOODING ON ROADWAY THAT WOULD IMPEED TRAFFIC FLOW.
- ① ALL GEOTEXTILE USED FOR INLET PROTECTION SHALL BE MONOFILAMENT IN BOTH DIRECTIONS, MEETING SPEC. 3886.
 - ② FINISHED SIZE, INCLUDING POCKETS WHERE REQUIRED SHALL EXTEND A MINIMUM OF 10 INCHES AROUND THE PERIMETER TO FACILITATE MAINTENANCE OR REMOVAL.
 - ③ INSTALLATION NOTES:
DO NOT PLACE FILTER BAG INSERT IN INLETS SHALLOWER THAN 30 INCHES, MEASURED FROM THE BOTTOM OF THE INLET TO THE TOP OF THE GRATE. THE PLACED BAG SHALL HAVE A MINIMUM SIDE CLEARANCE OF 3 INCHES BETWEEN THE INLET WALLS AND THE BAG, MEASURED AT THE BOTTOM OF THE OVERFLOW HOLES. WHERE NECESSARY THE CONTRACTOR SHALL CLINCH THE BAG, USING PLASTIC ZIP TIES, TO ACHIEVE THE 3 INCH SIDE CLEARANCE.
 - ④ FLAP POCKETS SHALL BE LARGE ENOUGH TO ACCEPT WOOD 2 INCH X 4 INCH OR USE A ROCK SOCK OR SAND BAGS IN PLACE OF THE FLAP POCKETS.
 - ⑤ SOCK HEIGHT MUST NOT BE SO HIGH AS TO SLOW DOWN WATER FILTRATION TO CAUSE FLOODING OF THE ROADWAY.
 - ⑥ GEOTEXTILE SOCK BETWEEN 4-10 FEET LONG AND 4-6 INCH DIAMETER. SEAM TO BE JOINED BY TWO ROWS OF STITCHING WITH A PLASTIC MESH BACKING OR PROVIDE A HEAT BONDED SEAM (OR APPROVED EQUIVALENT). FILL ROCK LOG WITH OPEN GRADED AGGREGATE CONSISTING OF SOUND DURABLE PARTICLES OF COARSE AGGREGATE CONFORMING TO SPEC. 3137 TABLE 3137-1; CA-3 GRADATION.



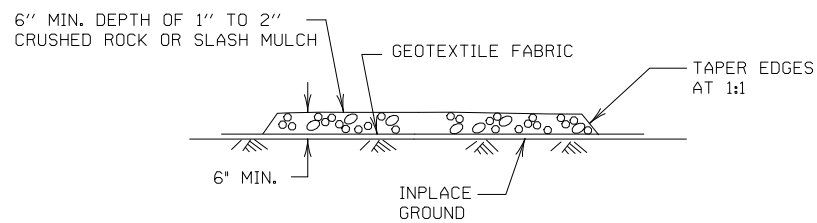
SLASH MULCH, CRUSHED ROCK, OR SHEET PAD CONSTRUCTION EXIT (5) (7)



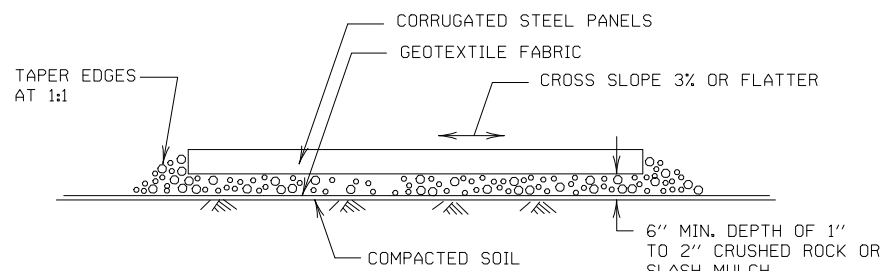
RUMBLE PAD CONSTRUCTION EXIT (5) (7)



SHEET PAD



SLASH MULCH OR CRUSHED ROCK

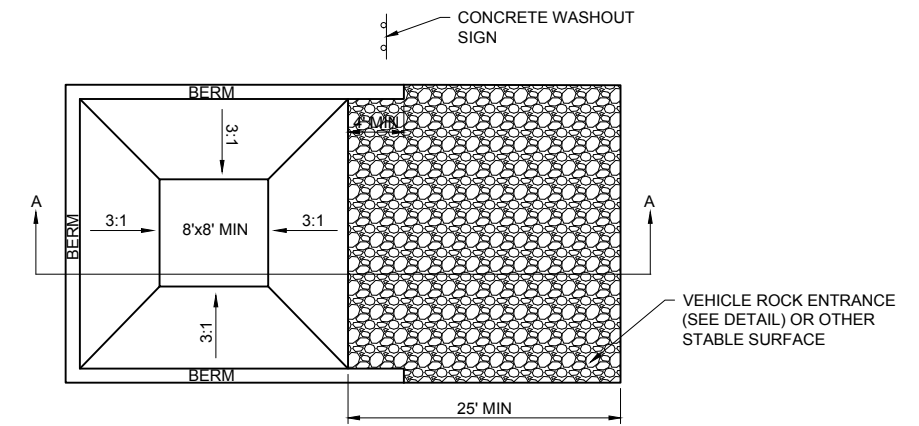


RUMBLE PAD

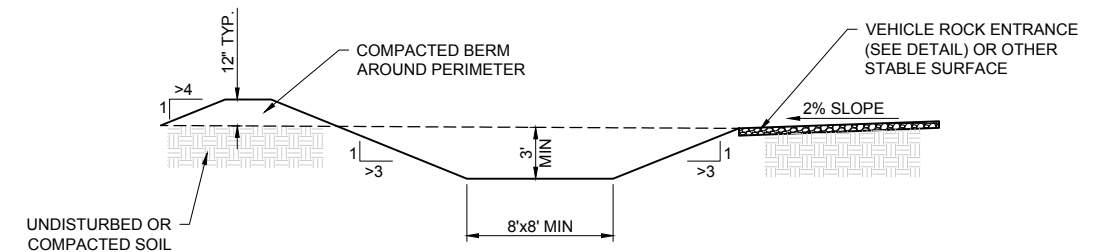
NOTES:

SEE SPECS. 2573 & 3882.

- ① MINIMUM LENGTH SHALL BE THE GREATER OF 50 FEET OR A LENGTH SUFFICIENT TO ALLOW A MINIMUM OF 5 TIRE ROTATIONS ON THE PROVIDED PAD. MINIMUM LENGTH SHALL BE CALCULATED USING THE LARGEST TIRE WHICH WILL BE USED IN TYPICAL OPERATIONS.
- ② PROVIDE RADIUS OR WIDEN PAD SUFFICIENTLY TO PREVENT VEHICLE TIRES FROM TRACKING OFF OF PAD WHEN LEAVING SITE.
- ③ IF RUNOFF FROM DISTURBED AREAS FLOWS TOWARD CONSTRUCTION EXITS, PREVENT RUNOFF FROM DRAINING DIRECTLY TO PUBLIC ROAD OVER CONSTRUCTION EXIT BY CROWNING THE EXIT OR SLOPING TO ONE SIDE. IF SURFACE GRADING IS INSUFFICIENT, PROVIDE OTHER MEANS OF INTERCEPTING RUNOFF.
- ④ IF RUNOFF FROM CONSTRUCTION EXITS WILL DRAIN OFF OF PROJECT SITE, PROVIDE SEDIMENT TRAP WITH STABILIZED OVERFLOW.
- ⑤ IF A TIRE WASH OFF IS REQUIRED THE CONSTRUCTION EXITS SHALL BE GRADED TO DRAIN THE WASH WATER TO A SEDIMENT TRAP.
- ⑥ MINIMUM LENGTH OF RUMBLE PAD SHALL BE 20 FEET, OR AS REQUIRED TO REMOVE SEDIMENT FROM TIRES. IF SIGNIFICANT SEDIMENT IS TRACKED FROM THE SITE, THE RUMBLE PAD SHALL BE LENGTHENED OR THE DESIGN MODIFIED TO PROVIDE ADDITIONAL VIBRATION. WASH-OFF LENGTH SHALL BE AS REQUIRED TO EFFECTIVELY REMOVE CONSTRUCTION SEDIMENT FROM VEHICLE TIRES.
- ⑦ MAINTENANCE OF CONSTRUCTION EXITS SHALL OCCUR WHEN THE EFFECTIVENESS OF SEDIMENT REMOVAL HAS BEEN REDUCED. MAINTENANCE SHALL CONSIST OF REMOVING SEDIMENT AND CLEANING THE MATERIALS OR PLACING ADDITIONAL MATERIAL (SLASH MULCH OR CRUSHED ROCK) OVER SEDIMENT FILLED MATERIAL TO RESTORE EFFECTIVENESS.



CONCRETE WASHOUT AREA PLAN VIEW



SECTION A-A

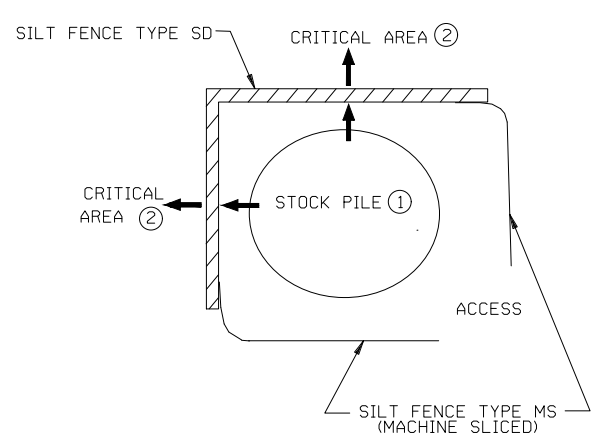
CONCRETE WASHOUT AREA (CWA) DETAIL

CWA INSTALLATION NOTES

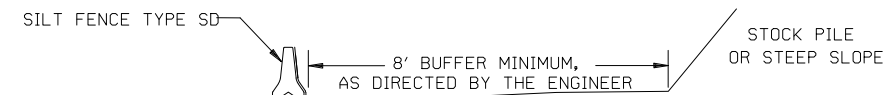
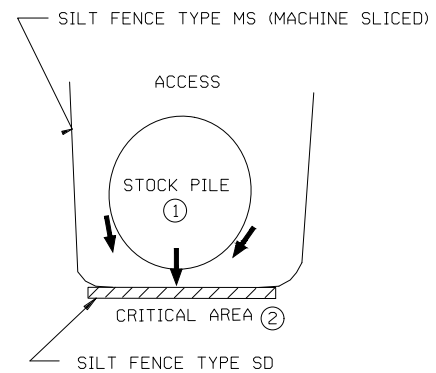
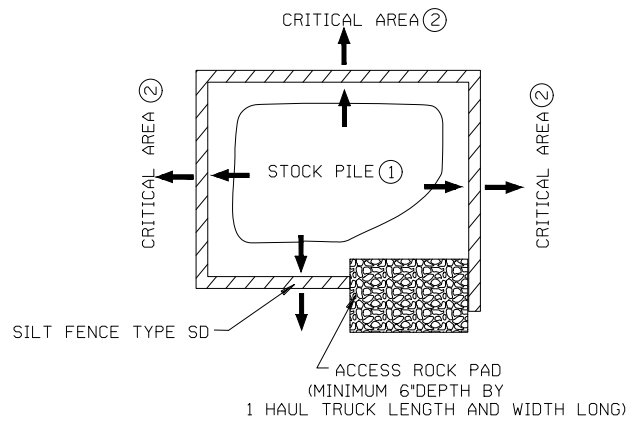
1. SEE PLAN VIEW FOR CWA INSTALLATION LOCATION.
2. DO NOT LOCATE AN UNLINED CWA WITHIN 400' OF ANY NATURAL DRAINAGE PATHWAY OR WATER BODY. DO NOT LOCATE WITHIN 1,000' OF ANY WELLS OR DRINKING WATER SOURCES. IF SITE CONSTRAINTS MAKE THIS INFEASIBLE OR IF HIGHLY PERMEABLE SOILS EXIST ON SITE THE CWA MUST BE INSTALLED WITH AN IMPERMEABLE LINER (16 MIL MIN. THICKNESS) OR SURFACE STORAGE ALTERNATIVES USING PREFABRICATED CONCRETE WASHOUT DEVICES OR A LINED ABOVE GROUND STORAGE AREA SHOULD BE USED.
3. THE CWA SHALL BE INSTALLED PRIOR TO CONCRETE PLACEMENT ON SITE.
4. CWA SHALL INCLUDE A FLAT SUBSURFACE PIT THAT IS AT LEAST 8'x8' SLOPES LEADING OUT OF THE SUBSURFACE PIT SHALL BE 3:1 OR FLATTER. THE PIT SHALL BE AT LEAST 3' DEEP.
5. BERM SURROUNDING SIDES AND BACK OF THE CWA SHALL HAVE A MINIMUM HEIGHT OF 1'.
6. VEHICLE TRACKING PAD SHALL BE SLOPED 2% TOWARDS THE CWA.
7. SIGNS SHALL BE PLACED AT THE CONSTRUCTION ENTRANCE, AT THE CWA, AND ELSEWHERE AS NECESSARY TO CLEARLY INDICATE THE LOCATION OF THE CWA TO OPERATORS OF CONCRETE TRUCKS AND PUMP RIGS.
8. USE EXCAVATE MATERIAL FOR PERIMETER BERM CONSTRUCTION

REVISIONS	DESCRIPTION	DATE	BY

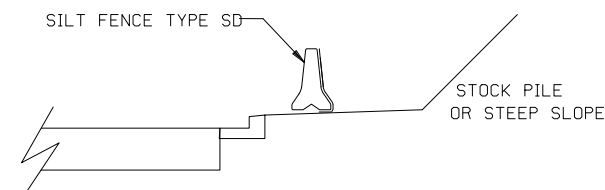
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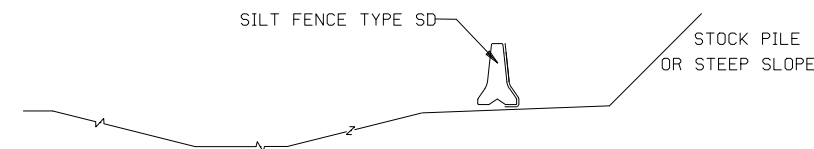
STOCK PILE CONTAINMENT



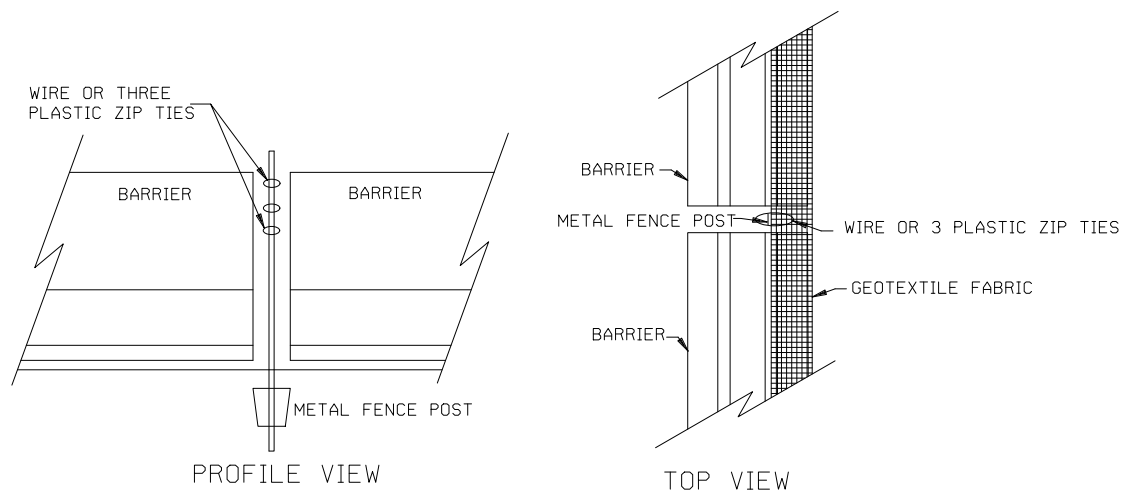
STOCKPILE SEDIMENT CONTROL



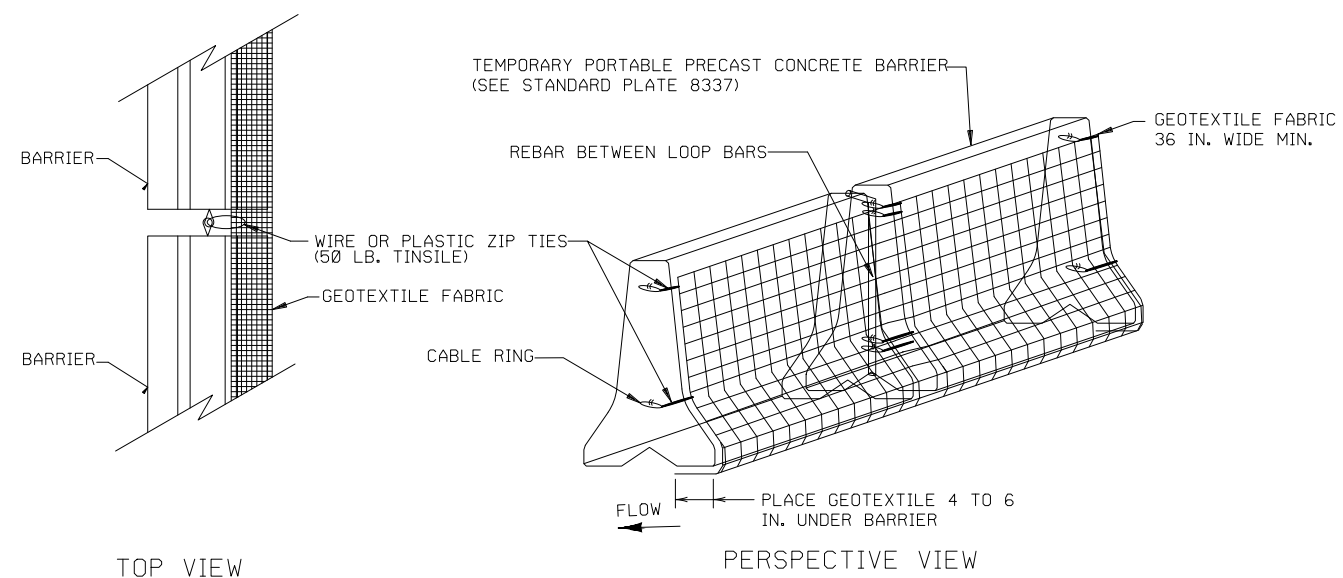
CURB AND GUTTER PROTECTION SYSTEM



DITCH PROTECTION SYSTEM



SILT FENCE TYPE SD (SUPER DUTY) BARRIER WITHOUT LOOP BARS



SILT FENCE TYPE SD (SUPER DUTY) BARRIER WITH LOOP BARS

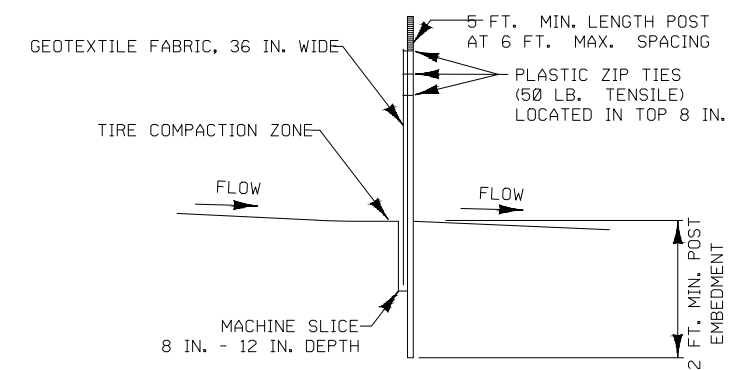
NOTES:

SEE SPECS. 2533, 2573 & 3886.

SILT FENCE TYPE SD USED TO PROTECT CRITICAL AREAS FROM SHEET FLOW, AND AREAS WHERE OTHER SILT FENCES CANNOT BE PLACED. MAXIMUM CONTRIBUTING AREA: 1 ACRE. PLACE SILT FENCE TYPE SD ALONG A CONSTANT ELEVATION.

SILT FENCE TYPE SD CAN UTILIZE EITHER A CONCRETE, OR WATER FILLED, TEMPORARY MEDIAN BARRIER.

- ① PLACING STOCK PILES NEXT TO AN ENVIRONMENTALLY SENSITIVE AREA IS NOT RECOMMENDED. WHEN THERE ARE NO FEASIBLE ALTERNATIVES, PLACE SILT FENCE SD AS SHOWN OR AS DIRECTED BY THE ENGINEER.
- ② CRITICAL AREAS INCLUDE WETLANDS, JUDICIAL DITCHES, STREAMS, WATER BODIES, AND OTHER AREAS REQUIRING PROTECTION.

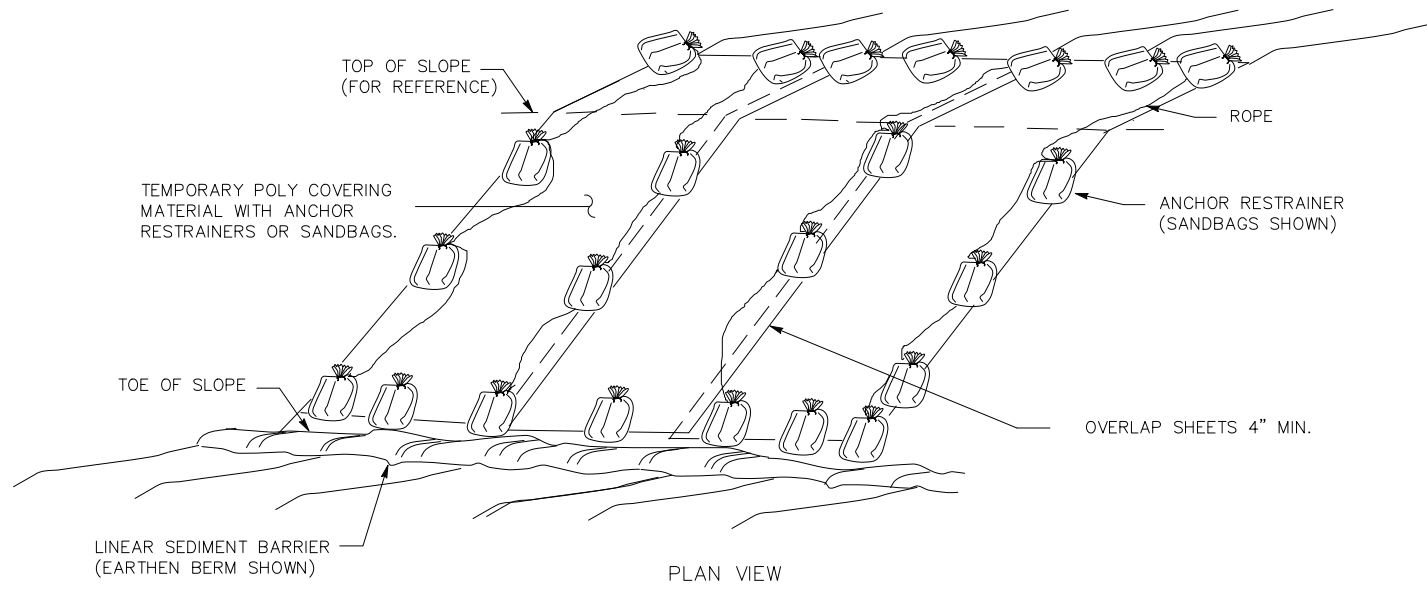


SILT FENCE TYPE MS (MACHINE SLICED)

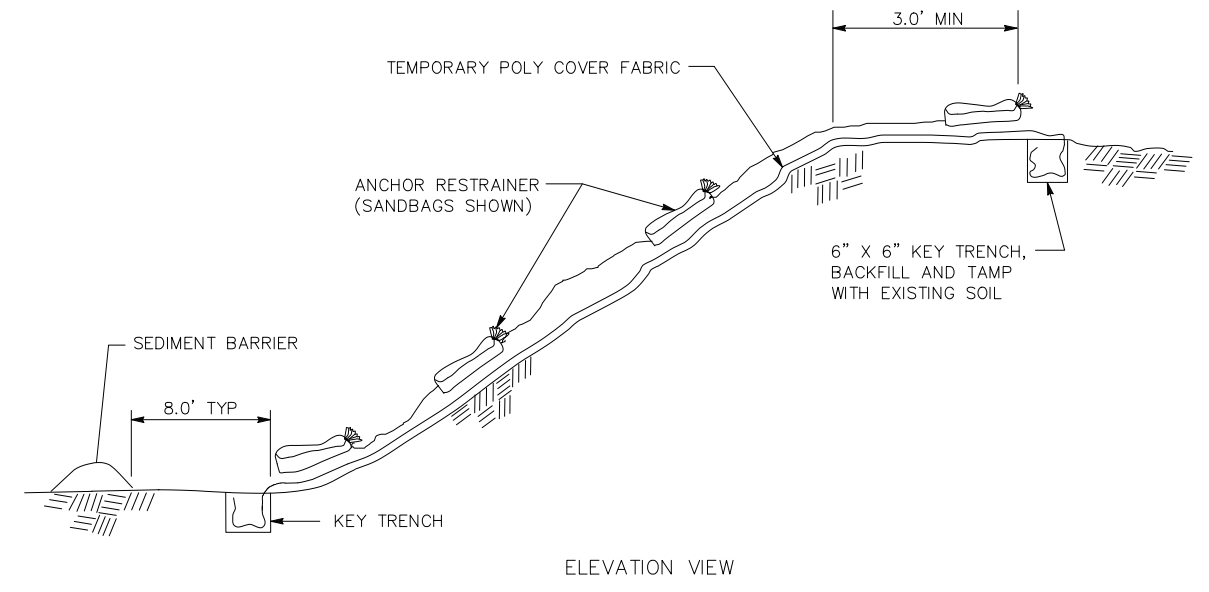
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AGRICULTURE ROAD CONSTRUCTION
CITY OF CROOKSTON
CROOKSTON, MINNESOTA
EROSION CONTROL DETAILS

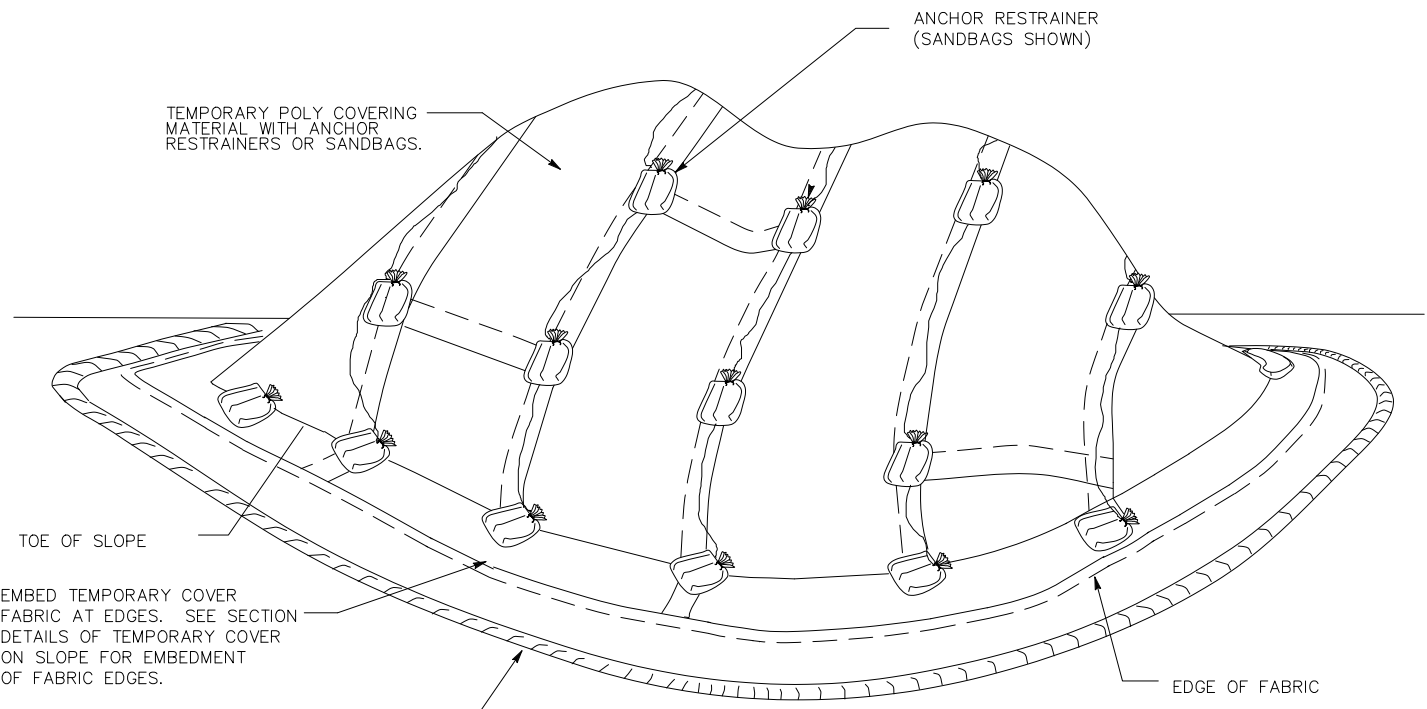


PLAN VIEW

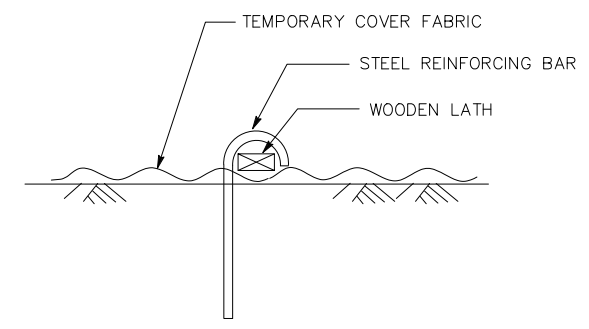


ELEVATION VIEW

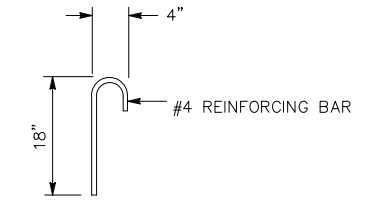
TEMPORARY POLY COVER ON SLOPE



TEMPORARY POLY COVER ON STOCKPILE



ANCHOR RESTRAINER (STEEL BAR AND WOODEN LATH OPTION)

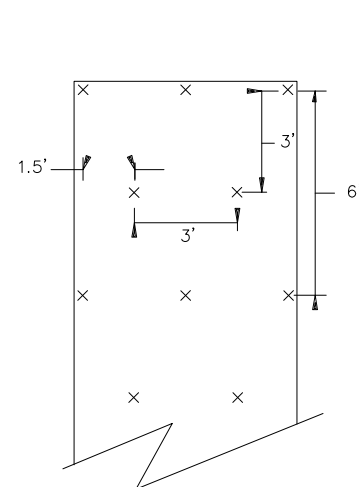


STEEL REINFORCING BAR DETAIL

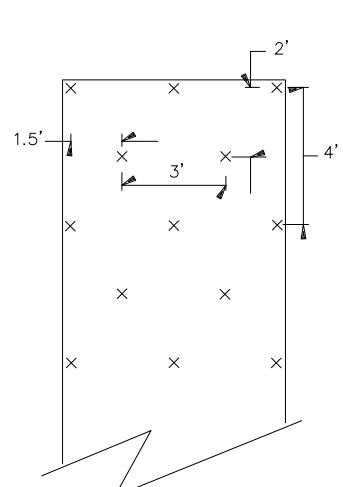
NOTES:
 ANCHOR RESTRAINERS: TYPE, QUANTITY, AND SPACING ARE INCIDENTAL TO POLY COVER. PROVIDE ON CORNERS AND SEAMS OF POLY COVER MATERIAL TO KEEP FROM BLOWING OFF. NO MINIMUM SPACING REQUIRED.
 PERIMETER CONTROL: USE SEDIMENT CONTROL LOGS TYPE WOOD CHIP OR COMPOST, INCIDENTAL.

REVISIONS DESCRIPTION	BY	DATE

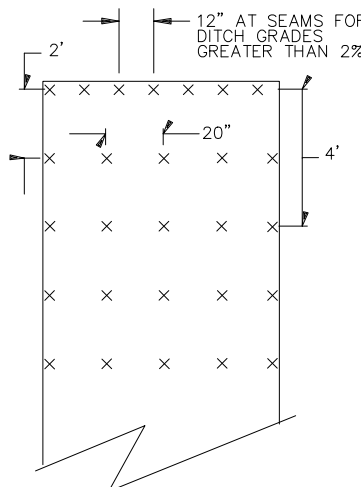
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JOB NUMBER: 2021-10899		



SLOPES FLATTER THAN 1:2
120 STAPLES PER 100 SQ YD

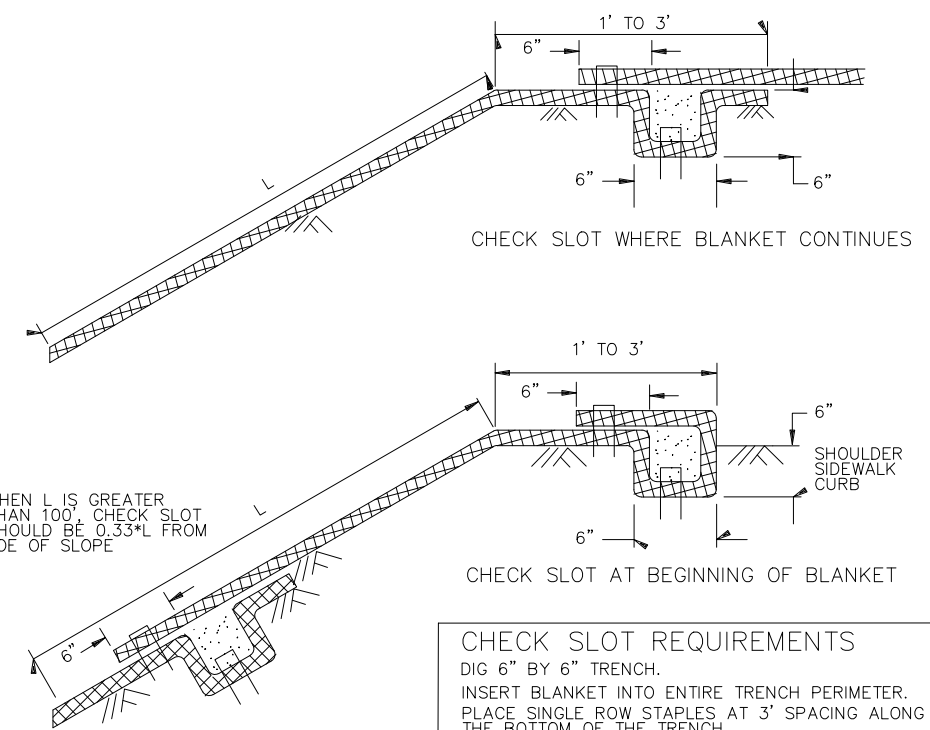


SLOPES 1:2 TO 1:1
170 STAPLES PER 100 SQ YD

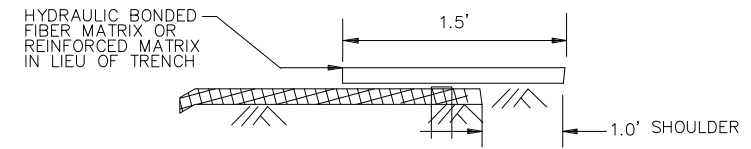


CHANNEL AND DITCH APPLICATIONS
350 STAPLES PER 100 SQ YD

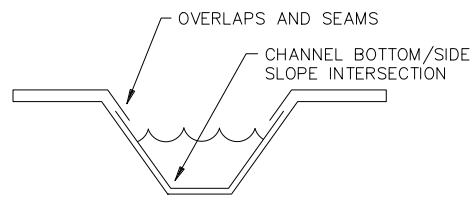
BLANKET STAPLE PATTERN



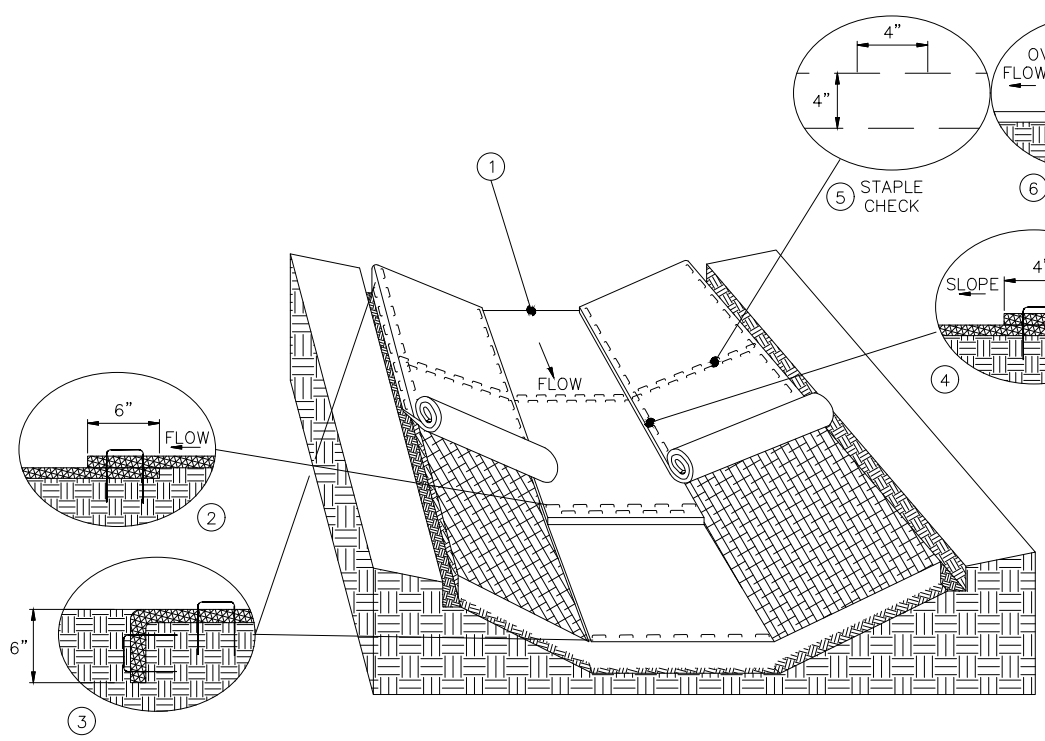
CHECK SLOT REQUIREMENTS
DIG 6" BY 6" TRENCH.
INSERT BLANKET INTO ENTIRE TRENCH PERIMETER.
PLACE SINGLE ROW STAPLES AT 3" SPACING ALONG THE BOTTOM OF THE TRENCH.
BACKFILL TRENCH WITH SOIL AND TAMP.
PLACE SINGLE ROW STAPLES AT 3" SPACING ON OVERLAP.



CHECK SLOT ALTERNATIVE
PLACE SINGLE ROW STAPLES AT 12" SPACING
CHECK SLOT DETAILS



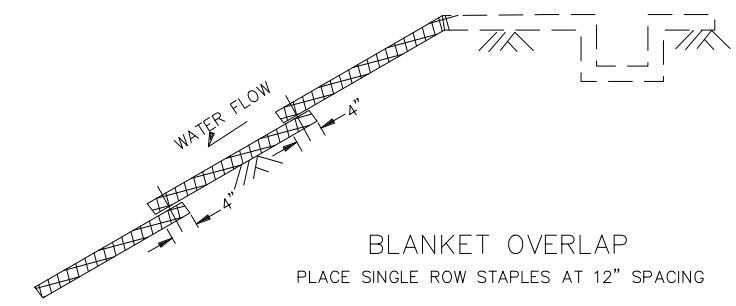
DITCH BLANKET CRITICAL POINTS ⑦



DITCH BLANKET STAPLE DETAIL

NOTES:

- ① USE CHECK SLOT DETAIL (NO ALTERNATES).
- ② PLACE DOUBLE ROW OF STAPLES STAGGERED 4" APART AND 4" ON CENTER.
- ③ USE 6" X 6" TRENCH TO PLACE BLANKET. PLACE SINGLE ROW OF STAPLES ON TOP AND TRENCH SIDES AT 12" SPACING. BACKFILL TRENCH WITH SOIL AND TAMP.
- ④ PLACE SINGLE ROW OF STAPLES AT 12" SPACING.
- ⑤ USE STAPLE CHECK FOR CHANNEL SLOPES LESS THAN 2.5% GRADE AT 100' INTERVALS. PLACE DOUBLE ROW OF STAPLES STAGGERED 4" APART AND AT 4" SPACING.
- ⑥ USE BLANKET CHECKS FOR THE FOLLOWING SLOPES:
2.5%-3% 100' INTERVALS
3%-5% 50' INTERVALS
5%-7% 25' INTERVALS
- ⑦ CRITICAL POINTS SHALL BE SECURED WITH PROPER STAPLE PATTERNS.



BLANKET OVERLAP
PLACE SINGLE ROW STAPLES AT 12" SPACING

GENERAL BLANKET INSTALLATION REQUIREMENTS
REPP = ROLLED EROSION PREVENTION PRODUCT.
PREPARE SOIL AS PER SPECIFICATION 2574.
LAY PARALLEL OR PERPENDICULAR TO THE DIRECTION OF WATER FLOW.
OVERLAP ADJACENT STRIP EDGES A MINIMUM OF 4".
OVERLAP BLANKET 6" (MINIMUM) AT EACH END. OVERLAP BOTTOM END OF UPPER BLANKET OVER TOP END OF LOWER BLANKET. STAPLE ALONG OVERLAP EVERY 1.5'.
THE UPPERMOST BLANKET OF ALL SLOPE APPLICATIONS MUST START IN A CHECK SLOT. IF SLOPE LENGTH (L) IS 100' OR GREATER, INSERT BLANKET INTO A CHECK SLOT 1/3 FROM THE BOTTOM OF THE SLOPE.

WIDSETH
ARCHITECTS - ENGINEERS - SCIENTISTS - SURVEYORS

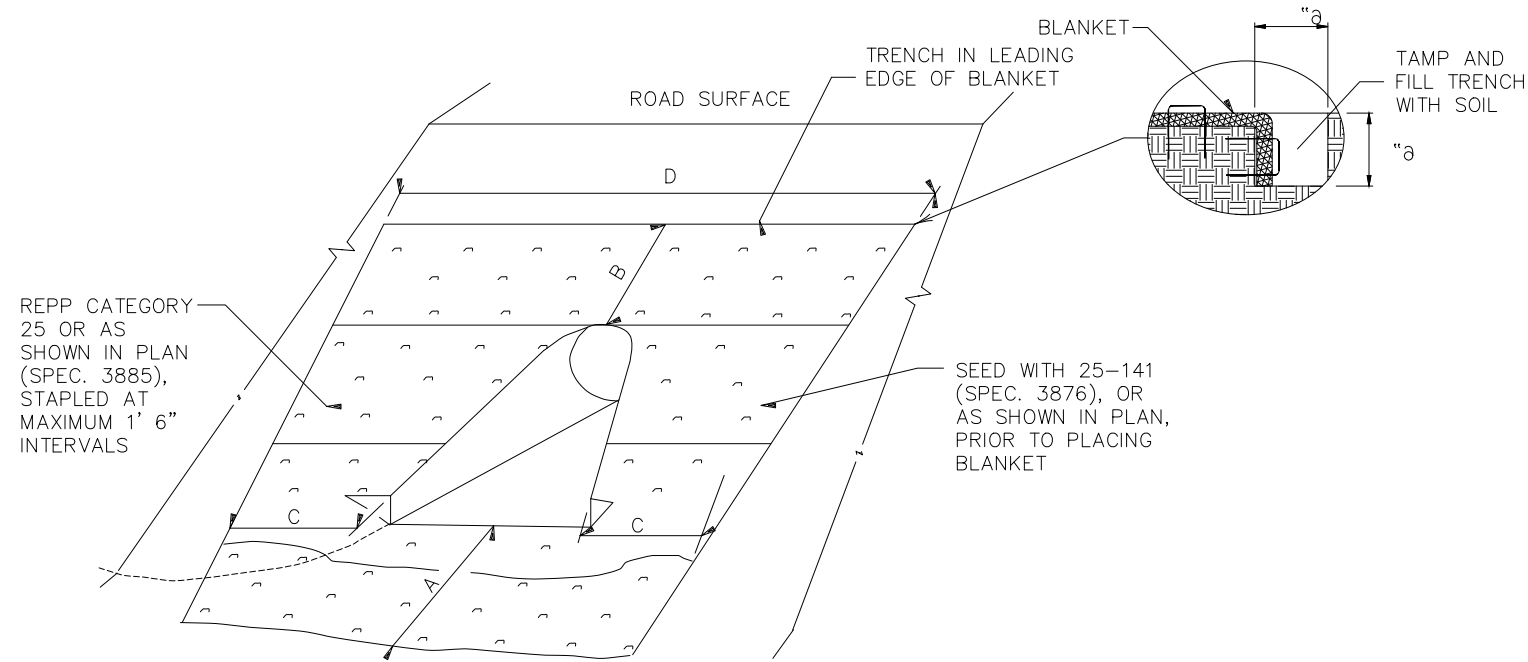
MEMBER COMPANY THAT THIS IS AN SUPERVISION OR REPORT THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
RICHARD A. CLAUSON DATE: 02/10/2023 LIC. NO. 26421

REV#	DATE	DESCRIPTION

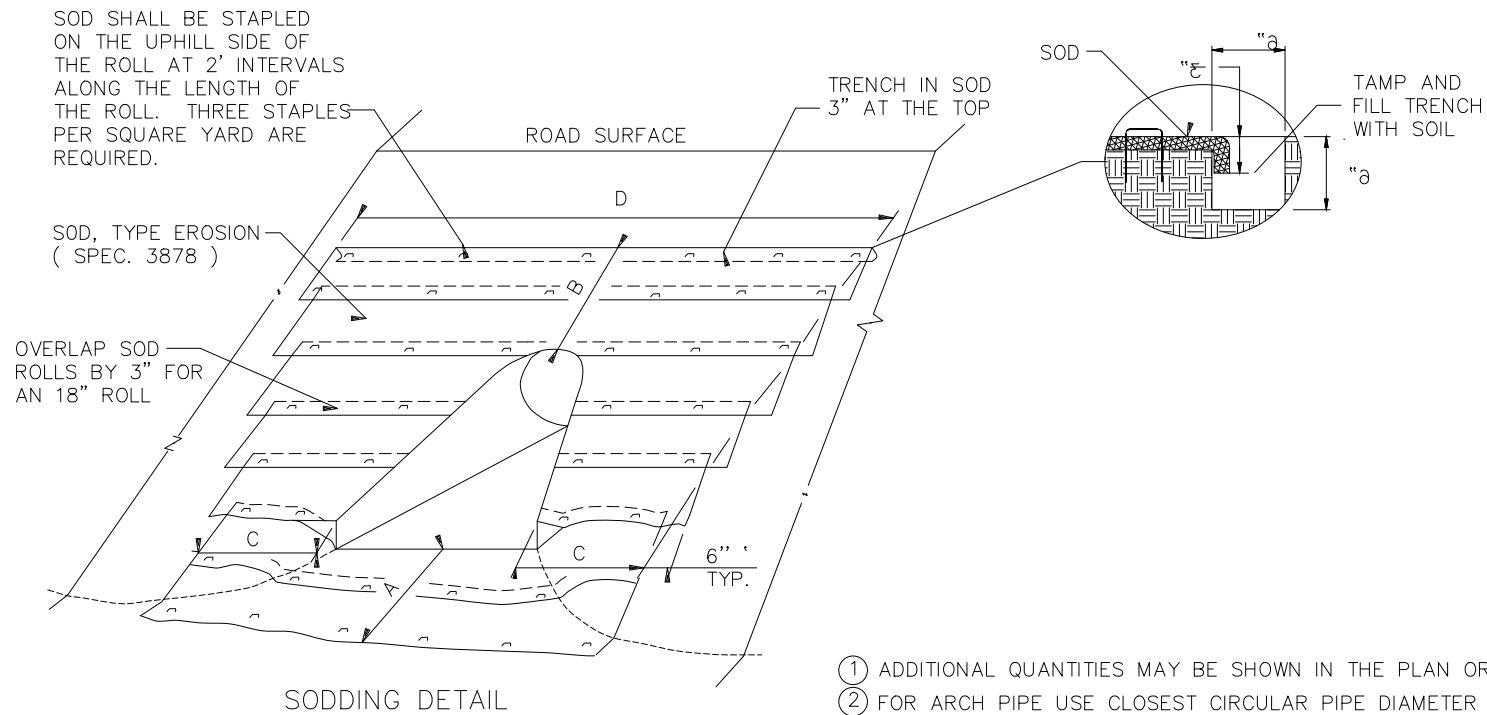
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CHECKED BY: R.A.C.
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AGRICULTURE ROAD CONSTRUCTION
CITY OF CROOKSTON
CROOKSTON, MINNESOTA
EROSION CONTROL DETAILS

SHEET NO. **12**
SHEET 12 OF 26



ROLLED EROSION PREVENTION PRODUCT (BLANKET) & SEED DETAIL



SODDING DETAIL

- ① ADDITIONAL QUANTITIES MAY BE SHOWN IN THE PLAN OR REQUIRED BY THE ENGINEER.
- ② FOR ARCH PIPE USE CLOSEST CIRCULAR PIPE DIAMETER AND APRON SLOPE. DIAMETERS LARGER THAN 72" REQUIRE SPECIAL DESIGNS.

CULVERT DIAMETER ②	SOD OR REPP (SQ. YDS.)						"A"	"B"	"C"	"D"
	CIRCULAR AND ARCH PIPE METAL APRON (PLATE 3123, PLATE 3122)	CIRCULAR AND ARCH PIPE CONCRETE APRON (PLATE 3100, PLATE 3110)	CIRCULAR AND ARCH PIPE METAL SAFETY APRON 1:4 SLOPE (PLATE 3148)	CIRCULAR AND ARCH PIPE METAL SAFETY APRON 1:6 SLOPE (PLATE 3148)	CIRCULAR CORRUGATED METAL PIPE SAFETY APRON 1:6 SLOPE (PLATE 3128)	CIRCULAR CORRUGATED METAL PIPE SAFETY APRON 1:4 SLOPE (PLATE 3128)				
	15"	9	9	8	8	N/A				
18"	13	12	12	14	16	N/A	3'	3'	3'	16'
21"	14	14	14	16	18	14	3'	3'	3'	17'
24"	16	15	16	19	21	17	3'	3'	3'	18'
27"	N/A	20	N/A	N/A	N/A	N/A	3'	4.5'	3'	20'
30"	23	22	25	30	32	N/A	3'	4.5'	3'	22'
36"	34	34	39	48	51	37	4.5'	4.5'	4.5'	27'
42"	43	40	51	64	N/A	N/A	4.5'	6'	4.5'	30'
48"	54	50	66	82	N/A	N/A	4.5'	7.5'	4.5'	34'
54"	65	58	81	102	N/A	N/A	4.5'	9'	4.5'	37'
60"	69	59	91	115	N/A	N/A	4.5'	9'	4.5'	39'
66"	69	63	N/A	N/A	N/A	N/A	4.5'	9'	4.5'	39'
72"	78	72	99	122	N/A	N/A	4.5'	10.5'	4.5'	41'

CULVERT DIAMETER ②	SOD OR REPP (SQ. YDS.)						"A"	"B"	"C"	"D"
	CIRCULAR AND ARCH PIPE METAL APRON (PLATE 3123, PLATE 3122)	CIRCULAR AND ARCH PIPE CONCRETE APRON (PLATE 3100, PLATE 3110)	CIRCULAR AND ARCH PIPE METAL SAFETY APRON 1:4 SLOPE (PLATE 3148)	CIRCULAR AND ARCH PIPE METAL SAFETY APRON 1:6 SLOPE (PLATE 3148)	CIRCULAR CORRUGATED METAL PIPE SAFETY APRON 1:6 SLOPE (PLATE 3128)	CIRCULAR CORRUGATED METAL PIPE SAFETY APRON 1:4 SLOPE (PLATE 3128)				
	15"	10	10	9	10	N/A				
18"	13	13	12	14	15	N/A	6'	1.5'	3'	14'
21"	16	14	16	18	19	15	6'	1.5'	3'	15'
24"	18	18	18	21	22	18	7.5'	1.5'	3'	16'
27"	N/A	19	N/A	N/A	N/A	N/A	7.5'	1.5'	3'	17'
30"	23	23	24	28	29	N/A	9'	1.5'	3'	18'
36"	36	35	38	47	48	37	10.5'	1.5'	4.5'	23'
42"	43	40	47	58	N/A	N/A	12'	1.5'	4.5'	25'
48"	50	46	57	70	N/A	N/A	13.5'	1.5'	4.5'	27'
54"	57	50	67	84	N/A	N/A	15'	1.5'	4.5'	29'
60"	74	63	90	113	N/A	N/A	16.5'	1.5'	6'	33'
66"	75	67	N/A	N/A	N/A	N/A	16.5'	1.5'	6'	33'
72"	77	70	92	114	N/A	N/A	16.5'	1.5'	6'	34'

NOTES:

REPP = ROLLED EROSION PREVENTION PRODUCT.

AREA SHOWN IN SQUARE YARDS IS FOR ONE CULVERT END.

QUANTITIES ARE CALCULATED TO INCLUDE SOD REQUIRED TO PROVIDE A 3" OVERLAP ON ALL 18" WIDE ROLLS. THIS ALLOWS FOR SHRINKAGE OF THE SOD.

FOR PIPE ARCHES USE EQUIVALENT PIPE DIAMETER TO APPROXIMATE AREA.

FOR CORRUGATED POLYETHYLENE PIPE METAL APRON (PLATE 3129), USE THE METAL APRON COLUMN (PLATE 3123).

AREAS AND DIMENSIONS ARE APPROXIMATE AND ARE BASED ON APRON SIDE SLOPES OF NO STEEPER THAN 1:2, UNLESS INDICATED AS FOR SAFETY APRONS.

CARE SHOULD BE TAKEN IN SELECTING SOD TO STABILIZE THE APRON. RIP-RAP SHOULD BE USED FOR FLOW VELOCITIES GREATER THAN 6 FPS.

WIDSETH
 ARCHITECTS • ENGINEERS • SCIENTISTS • SURVEYORS
 MEMBER COMPANY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
 RICHARD A. CLAUSON DATE: 02/10/2023 LIC. NO. 26421
 BY: _____
 REVISIONS: _____
 DATE: _____
 FEB. 2023 AS SHOWN
 SCALE: R.R.P.
 DRAWN BY: _____
 CHECKED BY: _____
 JOB NUMBER: 2021-10899
 AGRICULTURE ROAD CONSTRUCTION
 CITY OF CROOKSTON
 CROOKSTON, MINNESOTA
 EROSION CONTROL DETAILS
 SHEET NO. 13
 SHEET 13 OF 26

**STORM WATER POLLUTION PREVENTION PLAN
CONSTRUCTION PLAN NARRATIVE:**

APPLICANT: CITY OF CROOKSTON

PROJECT NAME: AGRICULTURE ROAD CONSTRUCTION

IMPAIRED WATERS:

PROJECT DISCHARGES TO THE MUNICIPAL STORM SEWER SYSTEM SYSTEM WITH THE RED LAKE RIVER AS THE ULTIMATE RECEIVING WATER WHICH ARE IMPAIRED FOR TURBIDITY AND MERCURY IN FISH TISSUE.

NATURE OF CONSTRUCTION ACTIVITY DESCRIPTION:

THE PROJECT CONSISTS OF CONSTRUCTING SANITARY SEWER, STORM SEWER AND WATERMAIN UTILITIES WITH A 40' WIDE CONCRETE ROAD. THE PROPOSED SITE CONSISTS OF BEARDON-FARGO COMPLEX SOILS. THE EXISTING AND PROPOSED DRAINAGE AREAS WILL REMAIN THE SAME FOR EXISTING AND PROPOSED CONDITIONS. THE SITE ULTIMATELY DRAINS TO AND IS WITHIN 1 MILES OF THE RED LAKE RIVER

THE PROJECT IS SCHEDULED TO START JUNE, 2023. CONSTRUCTION IS SCHEDULED TO END BY OCTOBER 31, 2023.

PROJECT DISTURBED AREA = 2.40 AC

TYPE OF WORK:

- UTILITY CONSTRUCTION
- SITE GRADING
- CONCRETE SURFACING
- TURF ESTABLISHMENT
- WET POND CONSTRUCTION

NAME OF PERSON WITH BMP EXPERIENCE WHO WILL OVERSEE SWPPP IMPLEMENTATION AND COORDINATE WITH CONTRACTOR:

TO BE DETERMINED.

PERSON, ORGANIZATION, OR ENTITY RESPONSIBLE FOR LONG TERM MAINTENANCE OF PERMANENT STORMWATER TREATMENT SYSTEM:

CITY OF CROOKSTON

BRANDON CARLSON - 218-435-1959

DOCUMENTATION OF ALL TRAINED INDIVIDUALS:

SWPPP PREPARER:

COMPANY: WIDSETH _____
 NAME RANDY PRUDHOMME _____
 TRAINING ORGANIZATION/SPONSOR U OF MN _____
 ADDRESS _____
 CERTIFICATION DATE(S) 1/29/2018 _____
 CITY, STATE ZIP OTTER TAIL, MN _____
 TRAINING ACTIVITY/CONTENT DESIGN OF SWPPP _____
 EMAIL _____
 INSTRUCTOR(S) NAME(S) JOHN CHAPMAN _____
 PHONE _____

INDIVIDUAL OVERSEEING IMPLEMENTATION OF, REVISING AND/OR AMENDING THE SWPPP (OWNER):

COMPANY: _____
 NAME _____
 TRAINING ORGANIZATION/SPONSOR _____
 ADDRESS _____
 TRAINING DATE(S) _____
 CITY, STATE ZIP _____
 TRAINING ACTIVITY/CONTENT _____
 EMAIL _____
 INSTRUCTOR(S) NAME(S) _____
 PHONE _____

INDIVIDUAL OVERSEEING IMPLEMENTATION OF, REVISING AND/OR AMENDING THE SWPPP (CONTRACTOR):

COMPANY: _____
 NAME _____
 TRAINING ORGANIZATION/SPONSOR _____
 ADDRESS _____
 TRAINING DATE(S) _____
 CITY, STATE ZIP _____
 TRAINING ACTIVITY/CONTENT _____
 EMAIL _____
 INSTRUCTOR(S) NAME(S) _____
 PHONE _____

INDIVIDUAL PERFORMING OR SUPERVISING THE INSTALLATION, MAINTENANCE AND REPAIR OF BMPS (CONTRACTOR):

COMPANY: _____
 NAME _____
 TRAINING ORGANIZATION/SPONSOR _____
 ADDRESS _____
 TRAINING DATE(S) _____
 CITY, STATE ZIP _____
 TRAINING ACTIVITY/CONTENT _____
 EMAIL _____
 INSTRUCTOR(S) NAME(S) _____
 PHONE _____

INSTALLATION TIMING OF EROSION PREVENTION AND SEDIMENT CONTROL BMPS:

EROSION AND SEDIMENT CONTROL BMP'S MUST BE INSTALLED AS NECESSARY TO MINIMIZE EROSION FROM DISTURBED SURFACES AND CAPTURE SEDIMENT ONSITE. ALL BMP'S MUST CONFORM TO THE NPDES PERMIT.

TEMPORARY EROSION CONTROL BMPS:

GENERAL CONTRACTOR IS RESPONSIBLE FOR THE EROSION PREVENTION PRACTICES CONTAINED IN THE NPDES PERMIT. GENERAL CONTRACTOR MUST PLAN FOR AND IMPLEMENT APPROPRIATE CONSTRUCTION PHASING, VEGETATIVE BUFFER STRIPS, HORIZONTAL SLOPE GRADING AND OTHER CONSTRUCTION PRACTICES THAT MINIMIZE EROSION. LOCATIONS OF AREAS NOT TO BE DISTURBED MUST BE DELINEATED (MARKED) BEFORE WORK BEGINS.

TEMPORARY EROSION CONTROL BMP EXAMPLES

- POLY COVER STOCKPILE OR SLOPE
- CONSTRUCTION PHASING

EXAMPLE:

PHASE I

1. INSTALL STABILIZED CONSTRUCTION EXITS
2. PREPARE TEMPORARY PARKING AND STORAGE AREA
3. CONSTRUCT THE SILT FENCES ON THE SITE
4. INSTALL INLET PROTECTION AROUND STORM SEWER STRUCTURES
5. CLEAR AND GRUB SITE
6. BEGIN GRADING OF THE SITE
7. START CONSTRUCTION OF BUILDING PAD AND STRUCTURES

PHASE II

1. TEMPORARILY SEED EXPOSED AREAS
2. INSTALL UTILITIES, UNDERDRAINS, STORM SEWERS, CURB
3. INSTALL RIP RAP AROUND OUTLET STRUCTURES
4. INSTALL INLET PROTECTION AROUND STORM SEWER STRUCTURES
5. PREPARE SITE FOR PAVING
6. PAVE SITE
7. INSTALL INLET PROTECTION DEVICES
8. COMPLETE GRADING AND PERMANENT SEEDING
9. WHEN FINAL STABILIZATION HAS BEEN ACHIEVED, REMOVE ALL TEMPORARY EROSION AND SEDIMENT CONTROL DEVICES

PHASING MUST BE IMPLEMENTED TO ENSURE THAT MORE LAND THAN CAN BE EFFECTIVELY INSPECTED AND MAINTAINED IN ACCORDANCE WITH THE PERMIT.

- ROLLED EROSION CONTROL PRODUCTS

CONTRACTOR MUST MINIMIZE THE DISTURBANCE OF PORTIONS OF THE PROJECT THAT HAVE STEEP SLOPES (3:1 OR STEEPER). FOR AREAS WHICH MUST BE DISTURBED, CONTRACTOR MUST USE TECHNIQUES SUCH AS PHASING AND STABILIZATION DESIGNED FOR STEEP SLOPES, SUCH AS DRAINING AND TERRACING. SLOPES STEEPER THAN 3:1 MUST BE PROTECTED BY EROSION CONTROL BLANKETS.

>ROLLED EROSION CONTROL PRODUCTS SHALL BE PLACED IN THE AREAS AS SHOWN ON THE CONSTRUCTION PLAN.

>ROLLED EROSION CONTROL PRODUCTS SHALL BE EROSION CONTROL BLANKETS, TURF REINFORCEMENT MATS, OR WINTER BLANKETS, ACCORDING TO PLAN. MATERIALS SHALL MEET THE REQUIREMENTS OF MNDOT SPEC. 3885.

>ROLLED EROSION CONTROL PRODUCTS SHALL BE PLACED AS PER MNDOT SPEC. 2575.3.G.

- WOOD CHIPS
- VEGETATION

>PROTECT AND PRESERVE VEGETATION PER THE REQUIREMENTS OF MNDOT SPEC. 2572.3.A.

>BEFORE WORK BEGINS, PERMITTEES MUST DELINEATE THE LOCATION OF AREAS NOT TO BE DISTURBED.

- MULCH

ALL DISTURBED SOIL AREAS SHALL BE TEMPORARILY MULCHED WITH TYPE 6 MULCH WITHIN 14 DAYS IF THE AREA IS NOT BEING ACTIVELY WORKED. TEMPORARY SEED MIX 21-111 AT A RATE OF 100 LBS/AC OF PURE LIVE SEED WILL BE USED ONLY IN CASES WHERE DISTURBED SOIL AREAS ARE ANTICIPATED TO REMAIN UNWORKED IN EXCESS OF 14 DAYS PRIOR TO PLACEMENT OF TYPE 6 MULCH.

>MULCH SHALL BE PLACED IN THE AREAS AS SHOWN ON THE PLAN INCLUDED IN THIS SWPPP.

>MULCH SHALL BE TEMPORARY, TYPE 1, TYPE 3, TYPE 4, TYPE 5, TYPE 6, TYPE 7, TYPE 8, TYPE 9, OR WINTER, ACCORDING TO PLAN. MATERIALS SHALL MEET THE REQUIREMENTS OF MNDOT SPEC. 3882.

>MULCH SHALL BE APPLIED AS PER MNDOT SPEC. 2575.3.C.

TEMPORARY SEDIMENT CONTROL BMPS

GENERAL CONTRACTOR IS RESPONSIBLE FOR THE SEDIMENT CONTROL PRACTICES CONTAINED IN THE NPDES PERMIT FROM THE EPA AND/OR MPCA. SEDIMENT CONTROL PRACTICES MUST BE INSTALLED ON ALL DOWN GRADIENT PERIMETERS BEFORE ANY UPGRADIENT LAND DISTURBING ACTIVITIES BEGIN. THESE PRACTICES MUST REMAIN IN PLACE UNTIL PERMIT TERMINATION CONDITIONS HAVE BEEN ESTABLISHED IN ACCORDANCE WITH THE NPDES PERMIT.

- SILT FENCE

>SILT FENCE SHALL BE PLACED IN THE AREAS AS SHOWN ON THE CONSTRUCTION PLAN.

>SILT FENCE SHALL BE PREASSEMBLED, MACHINE SLICED, HAND INSTALLED, OR SUPER DUTY TYPE. MATERIALS SHALL MEET THE REQUIREMENTS OF MNDOT SPEC. 3886.

>SILT FENCE SHALL BE INSTALLED PER MNDOT SPEC. 2573.3.B.

- SEDIMENT CONTROL LOGS

>SEDIMENT CONTROL LOGS SHALL BE PLACED IN THE AREAS AS SHOWN ON THE CONSTRUCTION PLAN.

>SEDIMENT CONTROL LOGS SHALL BE TYPE STRAW, WOOD FIBER, COIR, WOOD CHIP, COMPOST, ROCK, OR WOOD FIBER. BLANKET SYSTEMS SHALL MEET MNDOT SPEC. 3897.

>SEDIMENT CONTROL LOGS SHALL BE INSTALLED PER MNDOT SPEC. 2573.3.F.

- FILTER BERMS

>FILTER BERMS SHALL BE PLACED IN THE AREAS AS SHOWN ON THE PLAN INCLUDED IN THIS SWPPP.

>FILTER BERMS SHALL BE TYPE 1, 2, 3, 4, OR 5. MATERIALS SHALL MEET THE REQUIREMENTS OF MNDOT SPEC. 3874.

>FILTER BERMS SHALL BE INSTALLED AS PER MNDOT SPEC. 2573.3.E

- ROCK DITCH CHECK

- SEDIMENT CONTROL LOG DITCH CHECK

- FILTER BAG INSERT INLET PROTECTION

- ROCK / COMPOST LOG INLET PROTECTION

- TUBE RISER INLET PROTECTION

- SILT FENCE RING AND ROCK FILTER BERM INLET PROTECTION

- SAND BAG BARRIERS

>SAND BAG BARRIERS SHALL BE PLACED IN THE AREAS AS SHOWN ON THE PLAN INCLUDED IN THIS SWPPP.

>SANDBAG BARRIERS SHALL BE INSTALLED PER MNDOT SPEC. 2573.3.D.

- SLASH MULCH, CRUSHED ROCK, OR SHEET PAD CONSTRUCTION EXIT

CONSTRUCTION EXITS SHALL BE PLACED AT ALL LOCATIONS CONSTRUCTION VEHICLES WILL BE EXITING THE PROJECT AREA. IF CONTRACTOR CHOOSES TO ACCESS THE SITE FROM LOCATIONS OTHER THAN WHERE TEMPORARY CONSTRUCTION EXITS ARE SHOWN ON THE PLAN, CONSTRUCTION EXIT CONTROLS SHALL BE PLACED AT THESE LOCATIONS AS WELL. WHEN SEDIMENT TRACKING IS DISCOVERED THE SEDIMENT SHALL BE REMOVED WITH A STREET SWEEPER OR OTHER APPROVED METHOD WITHIN ONE CALENDAR DAY OF DISCOVERY. THIS SHALL BE DONE THROUGHOUT THE DURATION OF THE PROJECT. SEDIMENT MAY BE RETURNED TO THE EXPOSED AREAS OF THE SITE OR DISPOSED OF OFFSITE.

>CONSTRUCTION EXIT CONTROLS SHALL BE PLACED IN THE AREAS AS SHOWN ON THE CONSTRUCTION PLAN.

>CONSTRUCTION EXIT CONTROLS SHALL BE CONSTRUCTED WITH A FODS SYSTEM, SLASH MULCH, CRUSHED ROCK, TEMPORARY PAVING, SHEET PADS, TIMBER PAD, OR RUMBLE PAD.

- CULVERT END CONTROLS

>CULVERT END CONTROLS SHALL BE PLACED IN THE AREAS AS SHOWN ON THE CONSTRUCTION PLAN..

>CULVERT END CONTROLS SHALL BE INSTALLED PER MNDOT SPEC. 2573.3.L.

- STORM DRAIN INLET PROTECTION

>STORM DRAIN INLET PROTECTION SHALL BE PLACED IN THE AREAS AS SHOWN ON THE CONSTRUCTION PLAN.

>STORM DRAIN INLET PROTECTION SHALL BE INSTALLED PER MNDOT SPEC. 2573.3.M.

- SEDIMENT CONTROL LOG WEIR CULVERT INLET PROTECTION

- WOOD PLANK WEIR CULVERT INLET PROTECTION

- TEMPORARY SEDIMENT BASINS

- TEMPORARY DIVERSION DITCH

PERMANENT EROSION COVER METHODS FOR ALL EXPOSED SOIL AREAS:

- GRAVEL

- CONCRETE

- BITUMINOUS

- RIP RAP

- LANDSCAPE MATERIAL WHICH PERMANENTLY ATTESTS SOIL EROSION

- PERENNIAL COVER: PERMANENT EROSION CONTROL WILL BE ACHIEVED WITH A DENSITY OF 70% OF THE NATIVE BACKGROUND VEGETATION BY USING SEED MIXTURE 25-151 AT A RATE OF 120 LBS/AC OF PURE LIVE SEED, TYPE 3 FERTILIZER WITH A COMPOSITION OF 22-5-10 AT A RATE OF 350 LBS/AC, AND HYDRAULIC SOIL STABILIZER, TYPE 6 AT A RATE OF 2500 LBS/AC ON ALL DISTURBED CONSTRUCTION AREAS.

STORMWATER MITIGATION PROPOSED AS PART OF ENVIRONMENTAL, ENDANGERED SPECIES, ARCHAEOLOGICAL OR OTHER REQUIRED LOCAL, STATE OR FEDERAL REVIEWS.

NONE

DISCHARGES TO ANY U.S. EPA APPROVED TMDL FOR THE POLLUTANTS/STRESSORS.

NO TMDL IMPLEMENTATION PLANS CURRENTLY EXIST FOR THE RECEIVING WATERS ON THIS PROJECT.

THERE ARE NO SPECIAL OR IMPAIRED WATERS WITHIN ONE MILE OF THE PROJECT SITE WILL RECEIVE STORMWATER RUNOFF.

PERMANENT STORMWATER TREATMENT SYSTEM:

EXAMPLES OF TEMPORARY EROSION CONTROL BMPS

- INFILTRATION BASIN
- INFILTRATION TRENCH
- INFILTRATION RAINWATER GARDEN
- INFILTRATION BIORETENTION AREA WITHOUT UNDERDRAIN
- INFILTRATION SWALES WITH IMPERMEABLE CHECK DAMS
- INFILTRATION NATURAL DEPRESSIONS
- HARVEST AND REUSE
- FILTRATION SAND FILTERS WITH UNDERDRAINS
- FILTRATION BIOFILTRATION AREAS
- FILTRATION UNDERGROUND SAND FILTERS
- OTHER

PROCEDURES TO AMEND SWPPP:

GENERAL CONTRACTOR MUST AMEND THE SWPPP AS NECESSARY TO INCLUDE ADDITIONAL REQUIREMENTS, SUCH AS ADDITIONAL OR MODIFIED BMP'S, DESIGNED TO CORRECT PROBLEMS OR ADDRESS SITUATIONS IN ACCORDANCE WITH THE NPDES PERMIT.

METHODS TO MINIMIZE SOIL COMPACTION AND TO PRESERVE TOPSOIL:

AS SHOWN ON THE PLAN, THE GENERAL CONTRACTOR SHALL DELINEATE AREAS THAT ARE NOT TO BE DISTURBED ON THE SITE. THIS MAY BE DONE WITH FLAGS, STAKES, SIGNS, SILT FENCE, ETC., AND SHALL BE COMPLETED PRIOR TO THE START OF ANY GRADING OPERATIONS. REGARDLESS OF THE DELINEATION METHOD THE GENERAL CONTRACTOR CHOOSES TO USE, GENERAL CONTRACTOR MUST COMMUNICATE TO HIS/HER PERSONNEL AND SUBCONTRACTORS THAT THESE AREAS ARE NOT TO BE DISTURBED AND CONSTRUCTION EQUIPMENT (INCLUDING TRUCKS AND PERSONAL VEHICLES) SHALL NOT BE ALLOWED IN THESE AREAS.

GENERAL CONTRACTOR SHALL MINIMIZE COMPACTION AND PRESERVE TOPSOIL AS MUCH AS POSSIBLE. IN PERVIOUS "GREEN" AREAS THAT ARE NOT ESSENTIAL TO THE CONSTRUCTION OF THE PROJECT, GENERAL CONTRACTOR SHALL AVOID CONSTRUCTION TRAFFIC AND MAINTAIN THE EXISTING CONDITION OF THESE AREAS.

STORMWATER CONTROL DESIGN:

- ✓ EXPECTED AMOUNT, FREQUENCY, INTENSITY AND DURATION OF PRECIPITATION
- ✓ NATURE OF STORMWATER RUNOFF AND RUN-ON AT THE SITE
- ✓ RANGE OF SOIL PARTICLE EXPECTED
- ✓ STORMWATER VOLUME, VELOCITY, AND PEAK FLOWRATES TO MINIMIZE POLLUTANTS IN STORMWATER AND TO MINIMIZE STREAMBANK EROSION AND SCOUR AT DISCHARGE POINTS

DATE	REVISION DESCRIPTION	BY

DATE: FEB. 2023	SCALE: AS SHOWN	DRAWN BY: R.R.P.	CHECKED BY: R.A.C.
DATE: _____	SCALE: _____	DRAWN BY: _____	CHECKED BY: _____
DATE: _____	SCALE: _____	DRAWN BY: _____	CHECKED BY: _____
DATE: _____	SCALE: _____	DRAWN BY: _____	CHECKED BY: _____
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DATE: _____	SCALE: _____	DRAWN BY: _____	CHECKED BY: _____

AGRICULTURE ROAD CONSTRUCTION
CITY OF CROOKSTON
CROOKSTON, MINNESOTA
SWPPP NARRATIVE

CHEMICAL TREATMENT SYSTEMS TO ENHANCE SEDIMENTATION:

- FLOCCULANTS:
 - FLOCCULANTS SHALL BE APPLIED AS SPECIFIED ON THE PLAN INCLUDED IN THIS SWPPP.
 - LIQUID, STOCK, OR GRANULAR FLOCCULANT SHALL BE USED AND MEET REQUIREMENTS OF MNDOT SPEC. 3898.
 - FLOCCULANTS SHALL BE INSTALLED PER MNDOT SPEC. 2573.3.N.

ALL AREAS OF DISTURBANCE WILL BE RESTORED TO PRECONSTRUCTION TYPE. ADDITIONAL IMPERVIOUS AREAS WILL NOT BE CREATED.

INFEASIBILITY DOCUMENTATION REQUIREMENTS:

- ✓ TEMPORARY SEDIMENT BASINS
- ✓ PERMANENT TREATMENT WITHIN LINEAR RIGHT-OF-WAY
- ✓ BUFFER ZONES
- ✓ FULL VOLUME REDUCTION REQUIREMENT

SITE ASSESSMENTS FOR GROUNDWATER OR SOIL CONTAMINATION:

N/A

CONSTRUCTION ACTIVITY REQUIREMENTS:

EROSION PREVENTION MEASURES

- ❖ EXPOSED SOILS (INCLUDING STOCKPILES) HAVE EROSION PROTECTION/COVER INITIATED IMMEDIATELY AND COMPLETED WITHIN 14 DAYS (OR 7 DAYS PER SECTION 23).
- ❖ THE WETTED PERIMETER OF THE LAST 200 LINEAR FEET OF DITCHES MUST BE STABILIZED WITHIN 24 HOURS OF CONNECTING TO A SURFACE WATER OR PROPERTY LINE.
- ❖ TEMPORARY OR PERMANENT DITCHES OR SWALES THAT ARE BEING USED AS A SEDIMENT CONTAINMENT SYSTEM DURING CONSTRUCTION MUST BE STABILIZED WITHIN 24 HOURS AFTER NO LONGER BEING USED AS A SEDIMENT CONTAINMENT SYSTEM.
- ❖ PIPE OUTLETS MUST HAVE ENERGY DISSIPATION WITHIN 24 HOURS OF CONNECTING TO A SURFACE WATER OR PERMANENT STORMWATER TREATMENT SYSTEM.
- ❖ MULCH, HYDROMULCH, TACKIFIER, POLYACRYLAMIDE, OR SIMILAR EROSION PREVENTION PRACTICES CANNOT BE USED WITHIN THE NORMAL WETTED PERIMETER OF DRAINAGE DITCHES OR SWALE SECTIONS WITH A CONTINUOUS SLOPE GREATER THAN 2%.

SEDIMENT CONTROL MEASURES

- ❖ SEDIMENT CONTROL PRACTICES ARE ESTABLISHED ON DOWNGRAIENT PERIMETERS AND UPGRADIENT OF ANY BUFFER ZONES.
- ❖ SEDIMENT CONTROL PRACTICES ARE ESTABLISHED AT THE BASE OF STOCKPILES ON THE DOWNGRAIENT PERIMETER.
- ❖ STOCKPILES ARE LOCATED OUTSIDE OF NATURAL BUFFERS OR SURFACE WATERS, INCLUDING STORMWATER CONVEYANCES (E.G., CURB AND GUTTER SYSTEMS) UNLESS THERE IS A BYPASS.
- ❖ INLET PROTECTION BMPS INCLUDED.
- ❖ VEHICLE TRACKING BMPS ESTABLISHED WHERE VEHICLES ARE EXITING THE SITE TO MINIMIZE STREET TRACKING.
- ❖ PLANS TO PRESERVE TOPSOIL.
- ❖ PLANS TO MINIMIZE SOIL COMPACTION.
- ❖ DIRECT DISCHARGES FROM BMPS TO VEGETATED AREAS.
- ❖ 50-FOOT NATURAL BUFFERS ARE PRESERVED OR (IF MAINTAINING BUFFER IS INFEASIBLE) REDUNDANT SEDIMENT CONTROLS ARE PROVIDED WHEN A SURFACE WATER IS LOCATED WITHIN 50 FEET OF THE PROJECT'S EARTH DISTURBANCES AND DRAINS TO THE SURFACE WATER.

DEWATERING AND BASIN DRAINING:

- ❖ IF DEWATERING IS REQUIRED ON THE SITE, THERE MUST BE A PLAN IN PLACE TO PREVENT NUISANCE CONDITIONS, EROSION, AND INUNDATION OF WETLANDS.

IT IS ANTICIPATED DEWATERING WILL BE REQUIRED DURING PORTIONS OF THE UTILITY INSTALLATION. DEWATERING DISCHARGE SHALL BE TREATED PRIOR TO BEING RELEASED TO A WATER OF THE STATE. DEWATERING RELATED TO THE CONSTRUCTION ACTIVITY MUST COMPLY WITH THE NPDES PERMIT. DEWATERING DISCHARGE THAT MAY HAVE TURBID OR SEDIMENT LADEN DISCHARGE MUST BE DISCHARGED TO A TREATMENT SYSTEM TO PREVENT SEDIMENT FROM BEING DISCHARGED TO SURFACE WATERS OR TO DOWNSTREAM PROPERTIES.
- ❖ IF USING FILTERS WITH BACKWASH WATER, BACKWASH WATER MUST BE HAULED AWAY FOR DISPOSAL, RETURNED TO THE BEGINNING OF THE TREATMENT PROCESS, OR INCORPORATED INTO THE SITE IN A MANNER THAT DOES NOT ERODE INTO RUNOFF.

INSPECTION REQUIREMENTS:

- ❖ THE SWPPP MUST IDENTIFY THE TRAINED PERSON (AS IDENTIFIED IN ITEM 21.2.B) WHO WILL CONDUCT INSPECTIONS.
- ❖ INSPECTIONS MUST BE PERFORMED ONCE EVERY 7 DAYS.
- ❖ INSPECTIONS MUST BE PERFORMED WITHIN 24 HOURS OF A RAIN EVENT GREATER THAN 0.5 INCHES IN 24 HOURS.
- ❖ INSPECTION AND MAINTENANCE RECORDS SHOULD INCLUDE:
 1. DATE AND TIME OF INSPECTION.
 2. NAME OF PERSON(S) CONDUCTING INSPECTIONS.
 3. FINDINGS OF INSPECTIONS, INCLUDING THE SPECIFIC LOCATION WHERE CORRECTIVE ACTIONS ARE NEEDED.
 4. CORRECTIVE ACTIONS TAKEN (INCLUDING DATES, TIMES, AND PARTY COMPLETING MAINTENANCE ACTIVITIES).
 5. DATE AND AMOUNT OF RAINFALL EVENTS GREATER THAN 0.5 INCH IN 24 HOURS.
 6. RAINFALL AMOUNTS MUST BE OBTAINED BY A PROPERLY MAINTAINED RAIN GAUGE INSTALLED ONSITE, OR BY A WEATHER STATION THAT IS WITHIN ONE MILE OR BY A WEATHER REPORTING SYSTEM.
 7. REQUIREMENTS TO OBSERVE ANY DISCHARGE THAT MAY BE OCCURRING DURING THE INSPECTION. DISCHARGE SHOULD ALSO BE DESCRIBED AND PHOTOGRAPHED.

MAINTENANCE REQUIREMENTS:

- ❖ ALL NONFUNCTIONAL BMPS MUST BE REPAIRED, REPLACED, OR SUPPLEMENTED WITH FUNCTIONAL BMPS BY THE END OF THE NEXT BUSINESS DAY AFTER DISCOVERY, OR AS SOON AS FIELD CONDITIONS ALLOW.
- ❖ PERIMETER CONTROL DEVICES MUST BE REPAIRED, REPLACED, OR SUPPLEMENTED WHEN NONFUNCTIONAL OR SEDIMENT REACHES ONE-HALF THE HEIGHT OF THE DEVICE.
- ❖ TEMPORARY AND PERMANENT SEDIMENT BASINS MUST BE DRAINED, AND SEDIMENT REMOVED WHEN THE DEPTH OF SEDIMENT COLLECTED REACHES ONE-HALF STORAGE VOLUME.
- ❖ ALL SEDIMENT DEPOSITS AND DELTAS MUST BE REMOVED FROM SURFACE WATERS (INCLUDING DRAINAGE WAYS, CATCH BASINS, AND OTHER DRAINAGE SYSTEMS) AND THE REMOVAL AREAS RESTABILIZED WITHIN SEVEN DAYS.
- ❖ SEDIMENT ON PAVED SURFACES (E.G., SEDIMENT TRACKED FROM VEHICLES) MUST BE REMOVED WITHIN ONE CALENDAR DAY OF DISCOVERY.
- ❖ PERMANENT STORMWATER TREATMENT BMPS MUST BE INSPECTED AND MAINTAINED.

POLLUTION PREVENTION MANAGEMENT MEASURES:

- ❖ PROPER STORAGE, HANDLING, AND DISPOSAL OF CONSTRUCTION PRODUCTS, MATERIALS, AND WASTES IS REQUIRED.
- ❖ COLLECTED SOLID WASTE, SEDIMENT, ASPHALT AND CONCRETE MILLINGS, FLOATING DEBRIS, PAPER, PLASTIC, FABRIC, CONSTRUCTION AND DEMOLITION DEBRIS AND OTHER WASTES MUST BE DISPOSED OF PROPERLY AND MUST COMPLY WITH EPA DISPOSAL REQUIREMENTS.
- ❖ FERTILIZERS MUST BE STORED IN COVERED LOCATIONS.
- ❖ OIL, GASOLINE, PAINT AND ANY HAZARDOUS SUBSTANCES MUST BE PROPERLY STORED, INCLUDING SECONDARY CONTAINMENT, TO PREVENT SPILLS, LEAKS OR OTHER DISCHARGE.
- ❖ STORAGE AND DISPOSAL OF HAZARDOUS WASTE MUST BE IN COMPLIANCE WITH EPA REGULATIONS.
- ❖ VEHICLES MUST BE MONITORED FOR LEAKS AND PREVENTATIVE MAINTENANCE SCHEDULED.
- ❖ EACH INDIVIDUAL CONTRACTOR IS RESPONSIBLE FOR MAINTAINING A CLEAN AND SAFE WORK SITE. THE "RESPONSIBLE PERSON" FOR EACH CONTRACTOR SHALL DISPOSE OF ALL SOLID WASTE PROPERLY AND IN COMPLIANCE WITH THE EPA AND/OR MPCA DISPOSAL REQUIREMENTS. SOLID WASTE INCLUDES BUT IS NOT LIMITED TO: COLLECTED SEDIMENT, ASPHALT AND CONCRETE MILLINGS, FLOATING DEBRIS, PAPER, PLASTIC, FABRIC, CONSTRUCTION AND DEMOLITION DEBRIS. THE RESPONSIBLE PERSON SHALL BE RESPONSIBLE FOR ALL HAZARDOUS MATERIALS DURING CONSTRUCTION. OIL, GASOLINE, GREASE, PAINT AND OTHER HAZARDOUS SUBSTANCES MUST BE PROPERLY STORED, INCLUDING SECONDARY CONTAINMENT, TO PREVENT SPILLS, LEAKS AND UNWANTED DISCHARGES. STORAGE AND DISPOSAL OF HAZARDOUS WASTE MUST BE IN ACCORDANCE WITH THE EPA AND/OR MPCA REGULATIONS. EXTERNAL WASHING OF TRUCKS AND OTHER CONSTRUCTION EQUIPMENT IS PROHIBITED.
- ❖ HAZARDOUS MATERIALS AND TOXIC WASTE (INCLUDING OIL, DIESEL FUEL, GASOLINE, HYDRAULIC FLUIDS, PAINT SOLVENTS, PETROLEUM-BASED PRODUCTS, WOOD PRESERVATIVES, ADDITIVES, CURING COMPOUNDS, AND ACIDS) MUST BE STORED IN WATERPROOF CONTAINERS WITH SECONDARY CONTAINMENT, AND THEIR LOCATION(S) MUST BE NOTED ON THE SWPPP MAP. STORAGE AND DISPOSAL OF HAZARDOUS WASTE MUST BE IN COMPLIANCE WITH EPA AND/OR MPCA REGULATIONS. RUNOFF CONTAINING SUCH MATERIAL MUST BE COLLECTED, REMOVED FROM THE SITE, TREATED, AND DISPOSED AT AN APPROVED SOLID WASTE OR CHEMICAL DISPOSAL FACILITY. BUILDING PRODUCTS THAT HAVE THE POTENTIAL TO LEACH POLLUTANTS AND PESTICIDES, FERTILIZERS, TREATMENT CHEMICALS AND LANDSCAPE MATERIALS MUST BE UNDER COVER BY PLASTIC SHEETING OR TEMPORARY ROOFS TO PREVENT DISCHARGE OR PROTECTED BY SIMILAR EFFECTIVE MEANS TO PREVENT CONTACT WITH STORMWATER.
- ❖ ADDRESS FUELING AND MAINTENANCE OF EQUIPMENT OR VEHICLES AND SPILL PREVENTION AND RESPONSE.
- ❖ GENERAL CONTRACTOR SHALL HAVE A PETROLEUM RELEASE PLAN AND SHALL HAVE ALL NECESSARY MATERIALS ON HAND TO IMPLEMENT THE PLAN. ALL EMPLOYEES SHALL BE TRAINED IN IMPLEMENTATION OF THE PLAN. THE MPCA AND EPA DUTY OFFICER SHALL BE INFORMED OF ANY PETROLEUM SPILLS GREATER THAN 5 GALLONS.
- ❖ SPILL KITS MUST BE AVAILABLE DURING EQUIPMENT FUELING AND MAINTENANCE OPERATIONS.
- ❖ GENERAL CONTRACTOR MUST MAKE A SPILL RESPONSE PLAN BEFORE THE APPLICATION OF ANY CHEMICAL THAT MAY BE HARMFUL TO THE ENVIRONMENT.
- ❖ SPILL CLEANUP MATERIALS MUST BE AVAILABLE ON SITE. MATERIAL SHALL INCLUDE BUT NOT LIMITED TO BROOMS, MOPS, RAGS, GLOVES, ABSORBENT MATERIAL, SAND PLASTIC AND METAL CONTAINERS. SPILLS THAT REACH STORM WATER CONVEYANCE SYSTEMS CONNECTED TO A WATER OF THE STATE MUST BE IMMEDIATELY REPORTED TO THE MPCA AND EPA DUTY OFFICER.
- ❖ LIMIT EXTERIOR VEHICLE AND EQUIPMENT WASHING TO A DEFINED AREA OF THE SITE.
- ❖ EXTERNAL WASHING OF TRUCKS AND OTHER CONSTRUCTION VEHICLES MUST BE LIMITED TO A DEFINED AREA OF THE SITE. RUNOFF MUST BE CONTAINED, AND WASTE PROPERLY DISPOSED OF. NO ENGINE DEGREASING IS ALLOWED ON SITE.
- ❖ DESCRIBE OF THE CONTAINMENT FOR CONCRETE AND OTHER WASHOUT WASTES.
- ❖ CONCRETE WASHOUT SITE: ALL LIQUID AND SOLID WASTES GENERATED BY CONCRETE WASHOUT OPERATIONS MUST BE CONTAINED IN A LEAK PROOF CONTAINMENT FACILITY OR IMPERMEABLE LINER. THE LIQUID AND SOLID WASTES MUST NOT CONTACT THE GROUND, AND THERE MUST NOT BE RUNOFF FROM THE CONCRETE WASHOUT OPERATIONS OR AREAS. LIQUID AND SOLID WASTES MUST BE DISPOSED OF PROPERLY AND IN COMPLIANCE WITH THE EPA REGULATIONS. A SIGN MUST BE INSTALLED ADJACENT TO EACH WASHOUT FACILITY TO INFORM CONCRETE EQUIPMENT OPERATORS TO UTILIZE THE PROPER FACILITIES.
- ❖ PORTABLE TOILETS MUST BE SECURED TO PREVENT TIP-OVER.
- ❖ LICENSED SANITARY WASTE MANAGEMENT HANDLER MUST DISPOSE OF SANITARY WASTE.

PERMIT TERMINATION CONDITIONS:

- ❖ PERMANENT UNIFORM PERENNIAL VEGETATIVE COVER MUST BE ESTABLISHED AT 70% DENSITY OF ITS EXPECTED FINAL GROWTH.
- ❖ THE PERMANENT STORMWATER TREATMENT SYSTEM IS CONSTRUCTED, MEETS ALL REQUIREMENTS, AND IS OPERATING AS DESIGNED.
- ❖ ALL TEMPORARY SYNTHETIC EROSION PREVENTION AND SEDIMENT CONTROL BMPS MUST BE REMOVED AND THE SURROUNDING AREA MUST BE RESTORED TO AS DESIGNED.
- ❖ CLEAN OUT SEDIMENT FROM CONVEYANCE SYSTEMS AND PERMANENT STORMWATER TREATMENT SYSTEMS (RETURN TO DESIGN CAPACITY).
- ❖ SUBMIT A NOTICE OF TERMINATION (NOT) TO THE MPCA.

RECORD RETENTION REQUIREMENTS:

- ❖ PERMITTEES MUST KEEP THE SWPPP, INCLUDING ALL CHANGES TO IT, AND INSPECTIONS AND MAINTENANCE RECORDS AT THE SITE DURING NORMAL WORKING HOURS BY PERMITTEES WHO HAVE OPERATIONAL CONTROL OF THAT PORTION OF THE SITE.

AGENCY CONTACTS:

AGENCY	PERMIT	NAME	PHONE NUMBER
MPCA	NPDES	MATT KING	800-657-3864
POLK COUNTY	NONE	JODY BEAUCHANE	218-470-8263
SWCD	NONE	GARY LEE	218-563-2777
DNR	GENERAL WATERS	RODGER HEMPHILL	218-846-8484
WATERSHED DISTRICT	RED LAKE	MYRON JESME	218-681-5800
COE	401/WCA	LARRY PUCHALSKI	218-444-6381
MPCA DUTY OFFICER			1-800-422-0798
BSWR		STEVE HOFSTAD	-
SWPPP DESIGN	NPDES	WIDSETH	218-281-6522
EROSION CONTROL SUPER	NPDES	TBD	TBD

LOCATION OF SWPPP REQUIREMENTS IN PROJECT PLAN

DESCRIPTION	TITLE	LOCATION
SUMMARY OF PERVIOUS AND IMPERVIOUS	PROPOSED SITE LAYOUT	12, 13
DIRECTION OF FLOW	EROSION CONTROL PLANS	12, 13
RECEIVING SURFACE WATER	EROSION CONTROL PLANS	12, 13
FINAL STABILIZATION	EROSION CONTROL PLANS	12, 13
EROSION CONTROL TABULATION	SWPPP SUPPLEMENT	10
EROSION CONTROL DETAILS	EROSION CONTROL DETAILS	11
STORM SEWER TABULATION	STORM SEWER SCHEDULES	02
STORM SEWER PLANS	PLAN AND PROFILE SHEETS	15 - 17
STORM SEWER DETAILS	CONSTRUCTION DETAILS	06
STORM WATER POND CONSTRUCTION	STORM WATER POND P & P	N/A

SWPPP AMENDMENTS

NUMBER	DATE	AUTHORIZED	ACCEPTED	DESCRIPTION
1				
2				
3				
4				
5				



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RICHARD A. CLAUSON DATE: 02/10/2023 LIC. NO. 26421

DATE	REVISION DESCRIPTION	BY

DATE	SCALE	DRAWN BY	CHECKED BY	JOB NUMBER
FEB. 2023	AS SHOWN	R.R.P.	R.A.C.	2021-10899

AGRICULTURE ROAD CONSTRUCTION
CITY OF CROOKSTON
CROOKSTON, MINNESOTA

SWPPP NARRATIVE

EROSION CONTROL TABULATION SUPPLEMENT

EROSION CONTROL TABULATION	UNIT	QUANTITY
EROSION CONTROL SUPERVISOR	LUMP SUM	1
STABILIZED CONSTRUCTION EXIT	EACH	1
STORM DRAIN INLET PROTECTION	EACH	5
SILT FENCE, TYPE MS	LIN FT	738
SEDIMENT CONTROL LOG TYPE STRAW	LIN FT	120
FERTILIZER TYPE 1, (24-12-24)	LBS	312
PLACE SALVAGED TOPSOIL	CU YD	2345
SEEDING	ACRE	1.56
DISK ANCHORING	ACRE	0.47
SEED MIXTURE 25-131	LBS	103
SEED MIXTURE 25-151	LBS	218
HYDRAULIC MULCH MATRIX	LBS	2180
MULCH MATERIAL TYPE 1	TONS	0.9
RANDOM RIPRAP CLASS III	CU YD	49

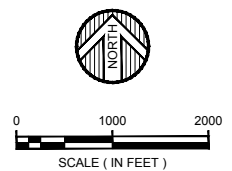
BASIS OF ESTIMATED QUANTITIES	
FERTILIZER TYPE 1, (24-12-24)	= 200 LBS /ACRE
SEED MIXTURE 25-131	= 220 LBS /ACRE
SEED MIXTURE 25-151	= 200 LBS /ACRE
HYDRAULIC MULCH MATRIX	= 2000 LBS /ACRE
MULCH MATERIAL TYPE 1	= 2 TONS /ACRE

LAND FEATURE CHANGES	AREA
TOTAL AREA DISTURBED	2.44 ACRE
EXISTING PERVIOUS	2.40 ACRE
EXISTING IMPERVIOUS	0.04 ACRE
PROPOSED PERVIOUS	1.57 ACRE
PROPOSED IMPERVIOUS	0.87 ACRE
NET CHANGE	0.83 ACRE

NOTE:
ALL ESTIMATED QUANTITIES INCLUDED ON THIS SHEET ARE FOR CONSTRUCTION STORMWATER PURPOSES ONLY. CONTRACTOR SHALL DETERMINE QUANTITIES FOR LUMP SUM TEMPORARY EROSION CONTROL AND TURF ESTABLISHMENT PAY ITEMS BASED ON CONSTRUCTION METHODS AND CONSTRUCTION STORMWATER PERMIT TIMING REQUIREMENTS.

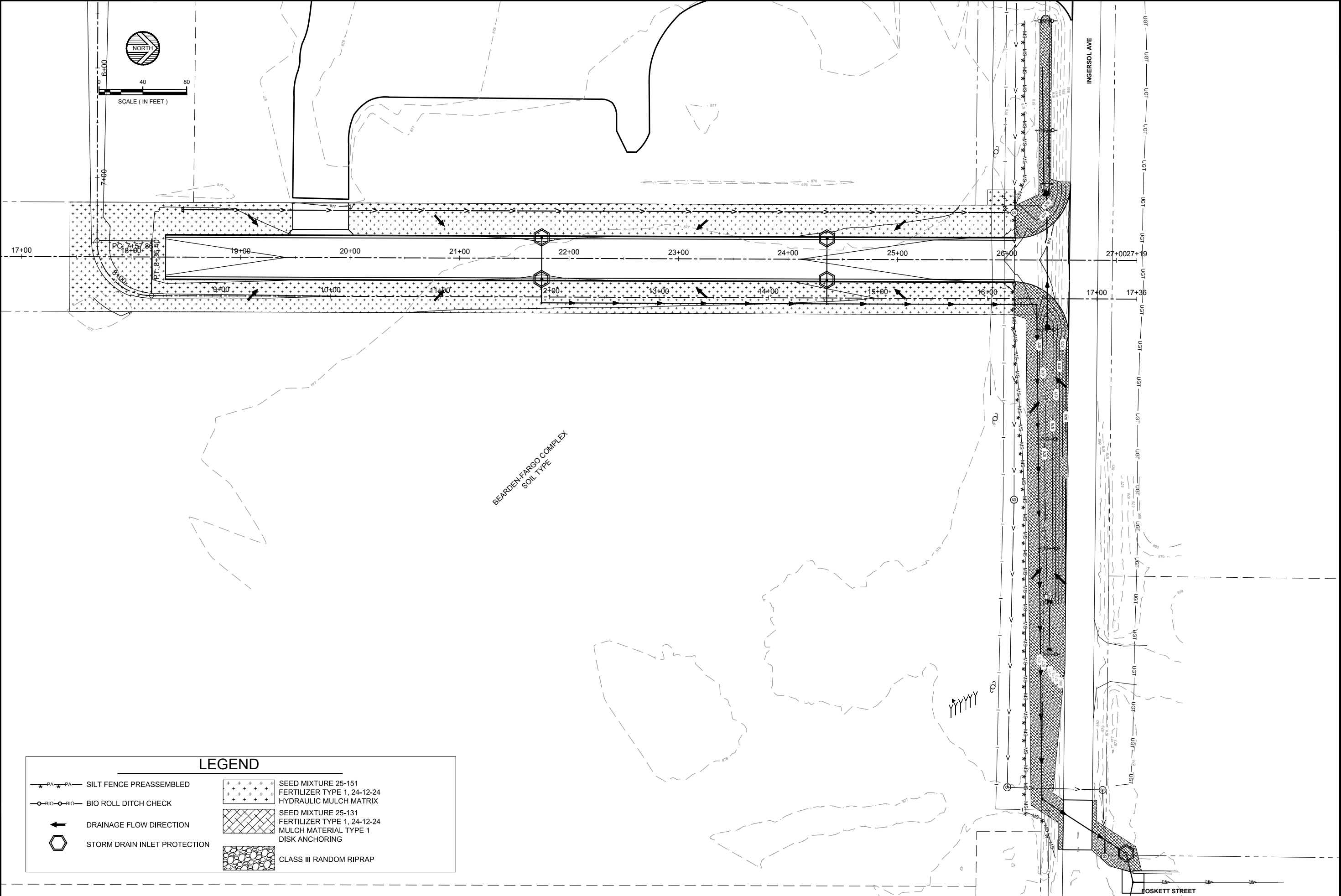
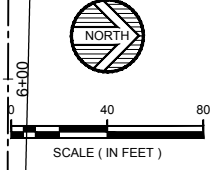


APPLICABLE USGS AREA MAP
QUADRANGLE MAP
NOT TO SCALE



DATE	REVISION DESCRIPTION	BY
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AGRICULTURE ROAD CONSTRUCTION
CITY OF CROOKSTON
CROOKSTON, MINNESOTA
SWPPP SUPPLEMENT



LEGEND

- *PA*— SILT FENCE PREASSEMBLED
- O-BIO—O— BIO ROLL DITCH CHECK
- ← DRAINAGE FLOW DIRECTION
- ⬡ STORM DRAIN INLET PROTECTION
- ⊕ SEED MIXTURE 25-151
FERTILIZER TYPE 1, 24-12-24
HYDRAULIC MULCH MATRIX
- ⊗ SEED MIXTURE 25-131
FERTILIZER TYPE 1, 24-12-24
MULCH MATERIAL TYPE 1
DISK ANCHORING
- ⊙ CLASS III RANDOM RIPRAP

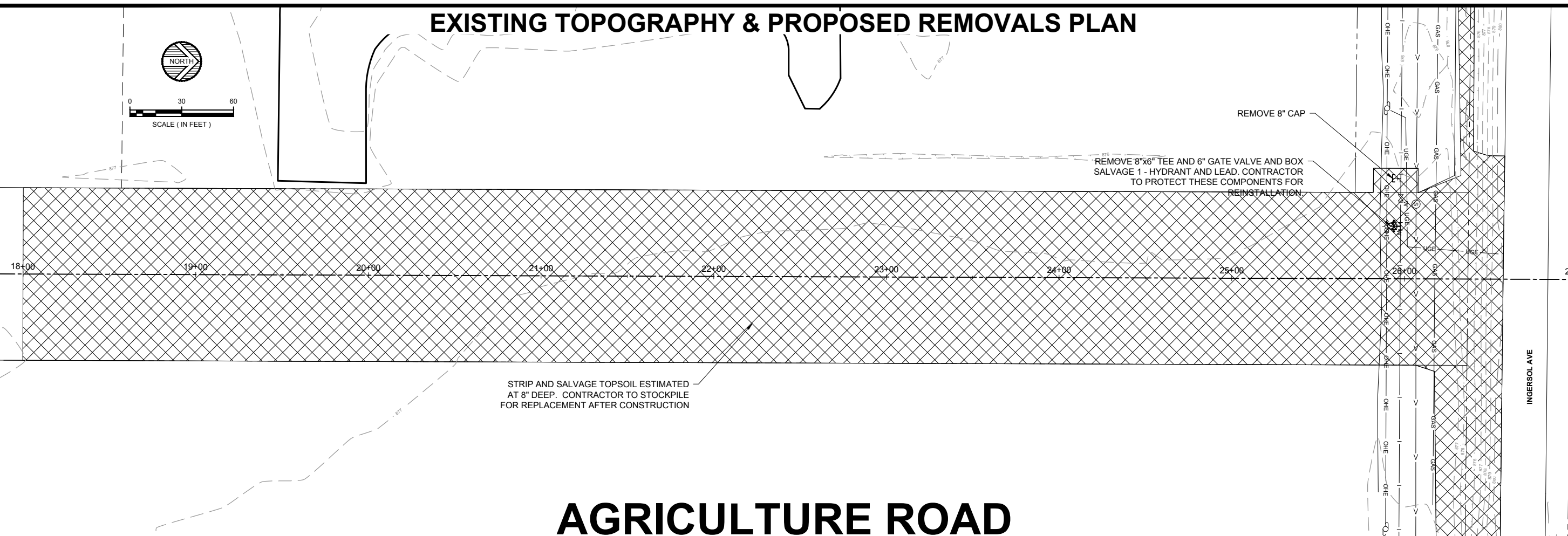
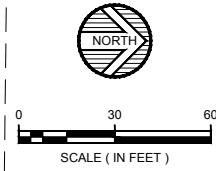
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AGRICULTURE ROAD CONSTRUCTION
CITY OF CROOKSTON
CROOKSTON, MINNESOTA
SWPPP PLAN

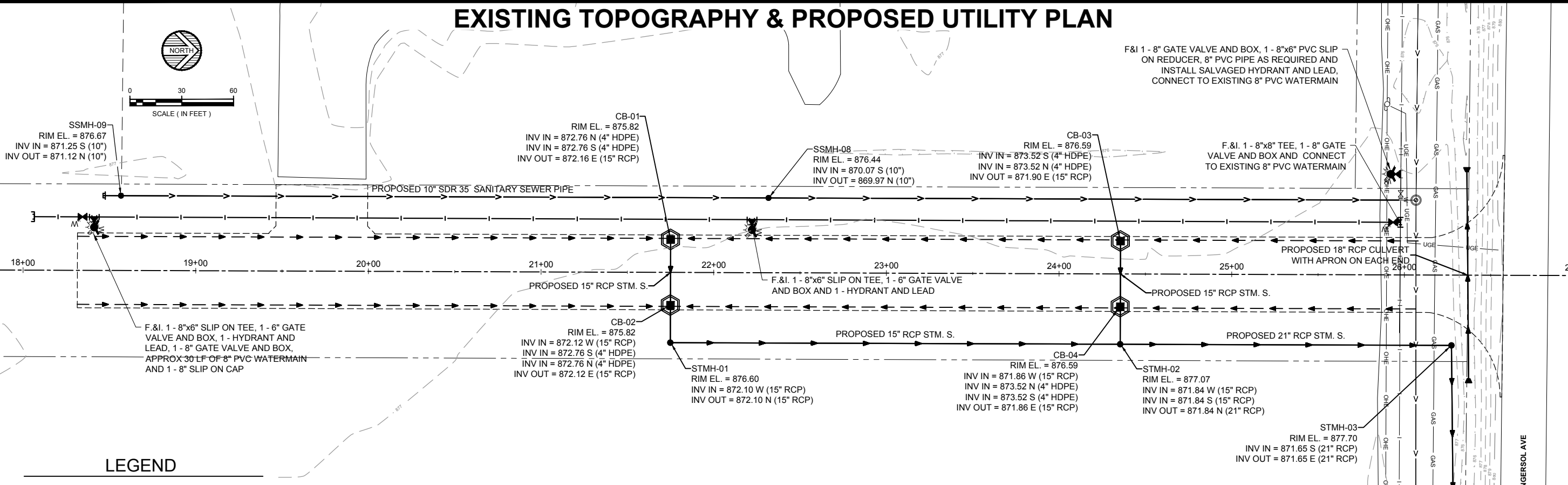
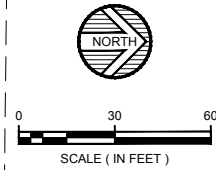
EXISTING TOPOGRAPHY & PROPOSED REMOVALS PLAN



STRIP AND SALVAGE TOPSOIL ESTIMATED AT 8" DEEP. CONTRACTOR TO STOCKPILE FOR REPLACEMENT AFTER CONSTRUCTION

AGRICULTURE ROAD

EXISTING TOPOGRAPHY & PROPOSED UTILITY PLAN



LEGEND

- PROPOSED EDGE OF AGGREGATE BASE
- ← PROPOSED 4" TP DRAIN TILE

AGRICULTURE ROAD

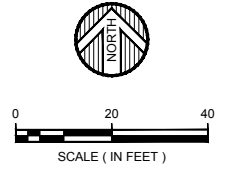
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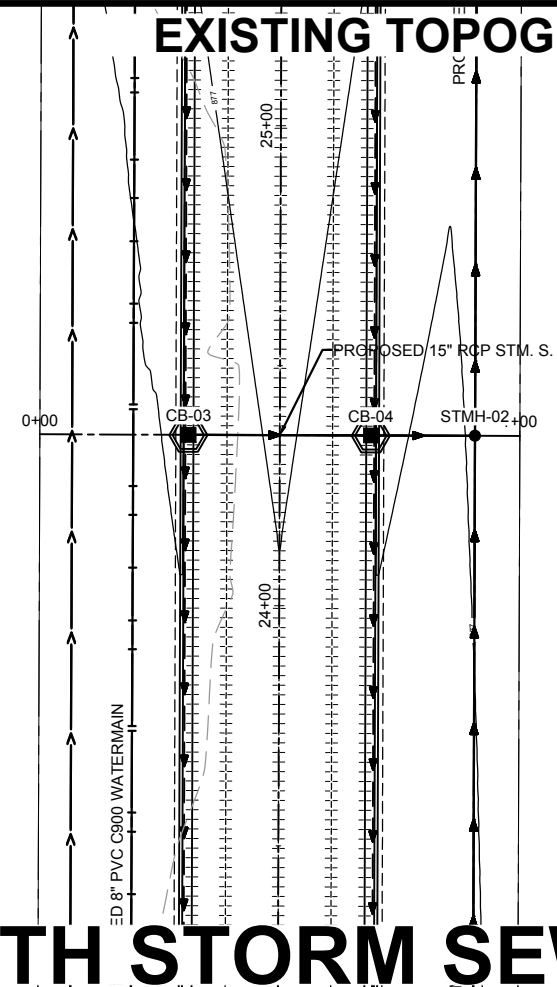
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CITY OF CROOKSTON
CROOKSTON, MINNESOTA
AGRICULTURE ROAD CONSTRUCTION PLANS

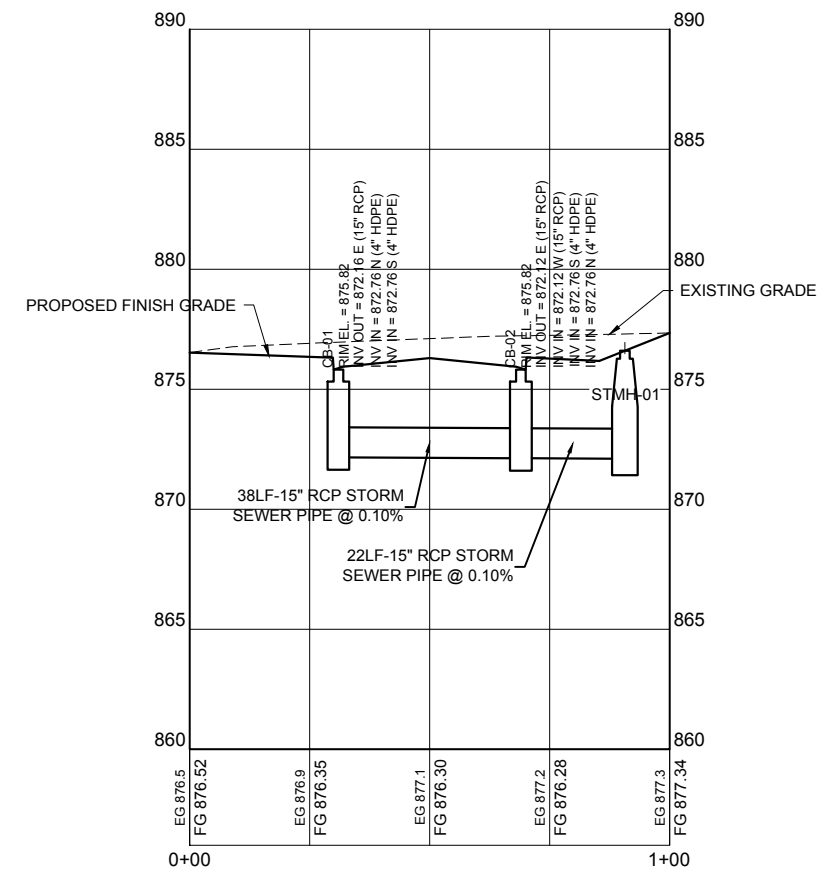
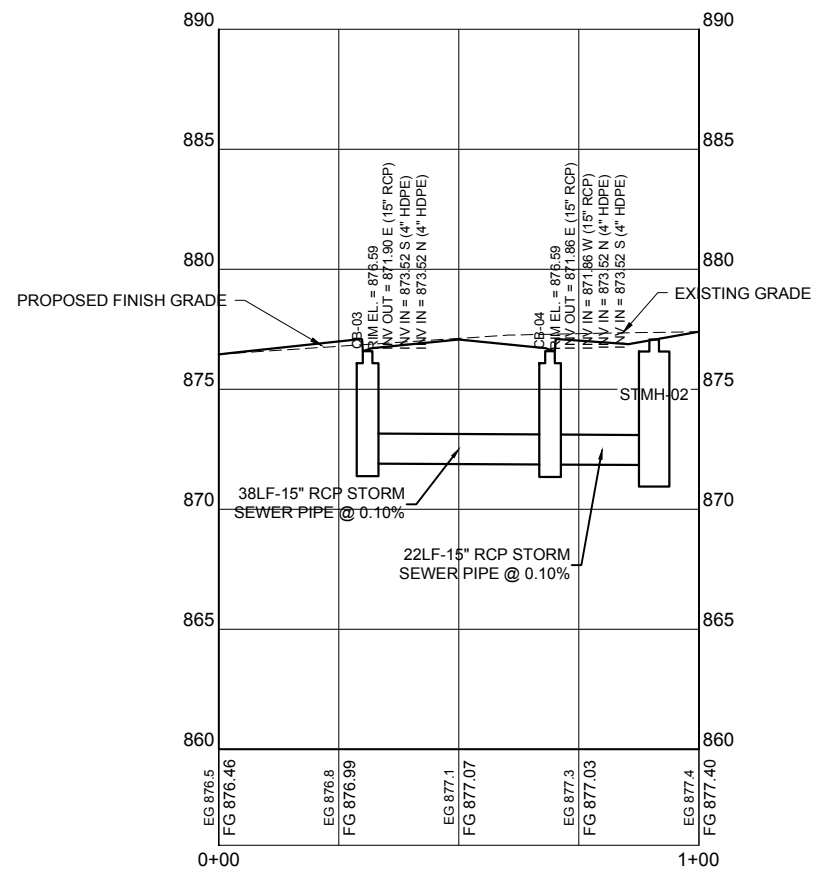
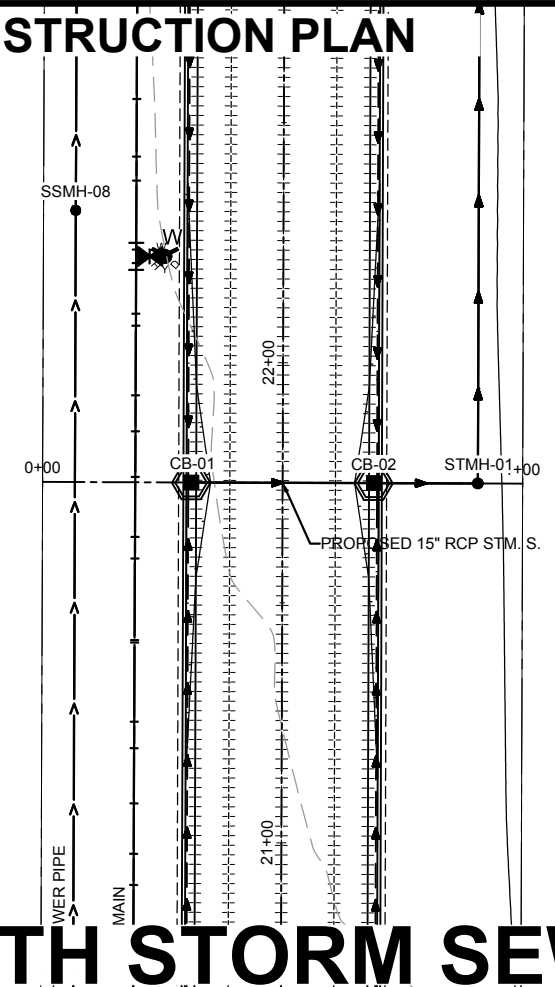
EXISTING TOPOGRAPHY & PROPOSED CONSTRUCTION PLAN



NORTH STORM SEWER



SOUTH STORM SEWER



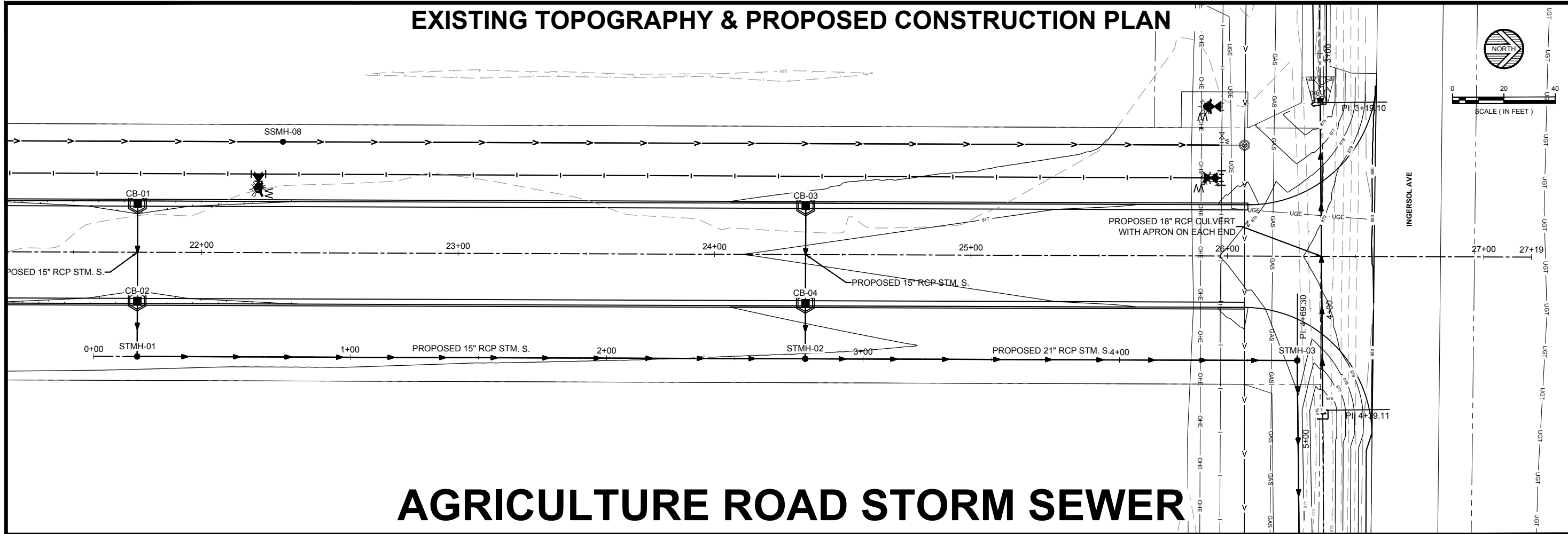
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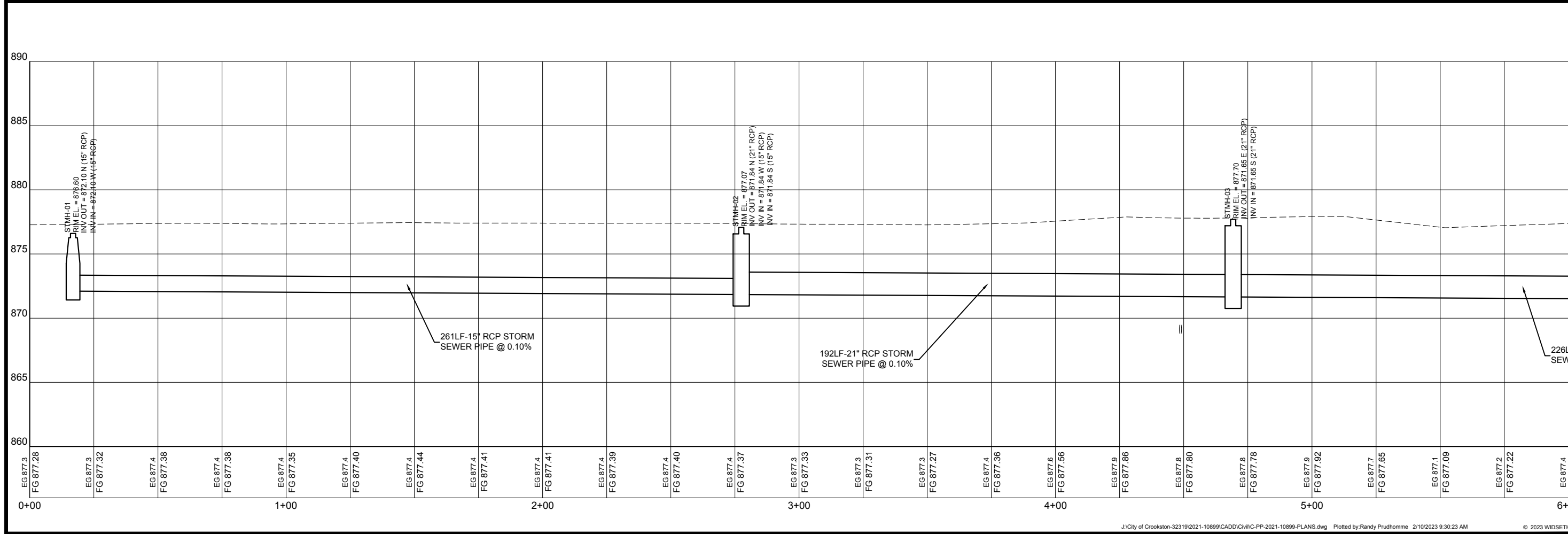
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CITY OF CROOKSTON
CROOKSTON, MINNESOTA
NORTH AND SOUTH STORM SEWER PLANS AND PROFILES

EXISTING TOPOGRAPHY & PROPOSED CONSTRUCTION PLAN



AGRICULTURE ROAD STORM SEWER



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CITY OF CROOKSTON
CROOKSTON, MINNESOTA

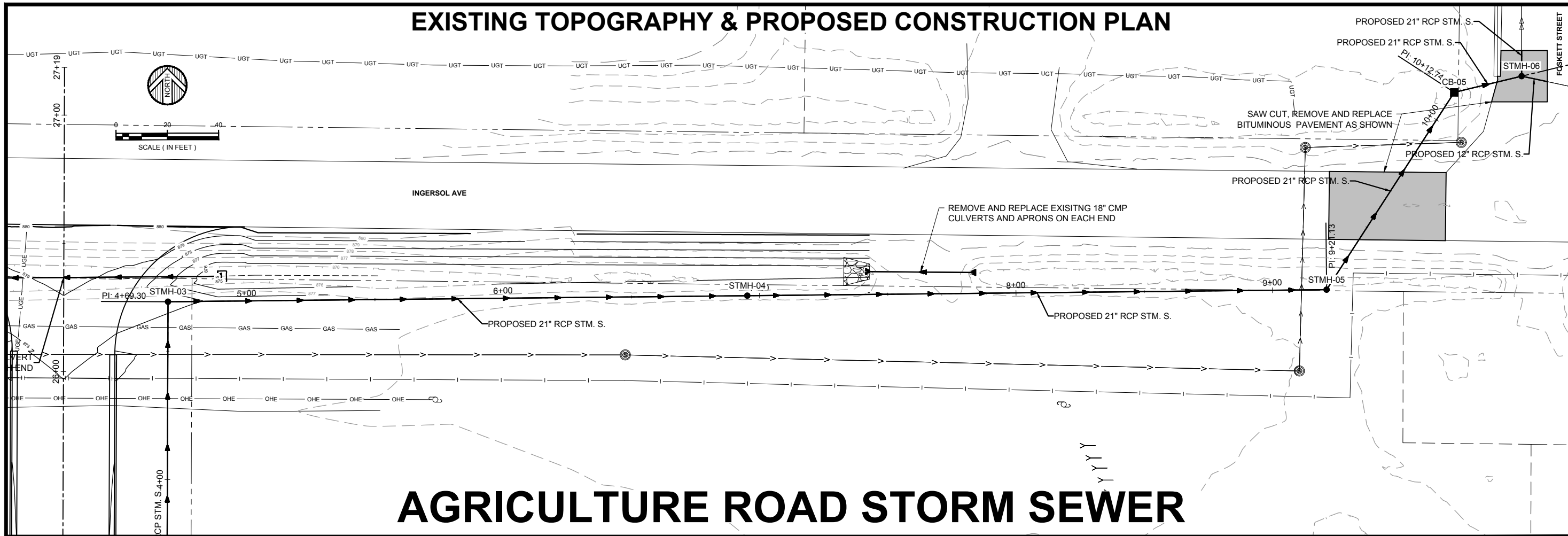
AGRICULTURE ROAD STORM SEWER PLAN & PROFILE

SHEET NO. 21

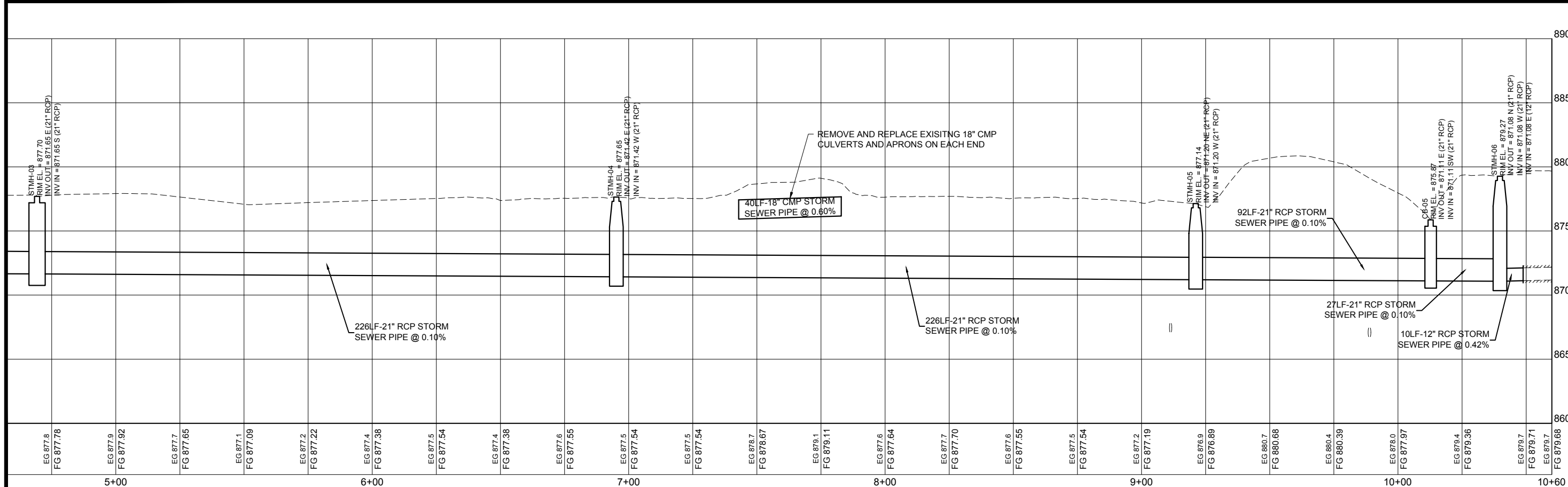
SHEET 21 OF 26

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EXISTING TOPOGRAPHY & PROPOSED CONSTRUCTION PLAN



AGRICULTURE ROAD STORM SEWER



Station	Elevation	Notes
5+00	877.8	EG 877.8
5+00	877.78	FG 877.78
5+00	877.9	EG 877.9
5+00	877.92	FG 877.92
5+00	877.7	EG 877.7
5+00	877.65	FG 877.65
5+00	877.1	EG 877.1
5+00	877.09	FG 877.09
5+00	877.2	EG 877.2
5+00	877.22	FG 877.22
5+00	877.4	EG 877.4
5+00	877.38	FG 877.38
5+00	877.5	EG 877.5
5+00	877.54	FG 877.54
5+00	877.4	EG 877.4
5+00	877.38	FG 877.38
5+00	877.6	EG 877.6
5+00	877.55	FG 877.55
5+00	877.5	EG 877.5
5+00	877.54	FG 877.54
5+00	878.7	EG 878.7
5+00	878.67	FG 878.67
5+00	879.1	EG 879.1
5+00	879.11	FG 879.11
5+00	877.6	EG 877.6
5+00	877.64	FG 877.64
5+00	877.7	EG 877.7
5+00	877.70	FG 877.70
5+00	877.6	EG 877.6
5+00	877.55	FG 877.55
5+00	877.5	EG 877.5
5+00	877.54	FG 877.54
5+00	877.2	EG 877.2
5+00	877.19	FG 877.19
5+00	876.9	EG 876.9
5+00	876.89	FG 876.89
5+00	880.7	EG 880.7
5+00	880.68	FG 880.68
5+00	880.4	EG 880.4
5+00	880.39	FG 880.39
5+00	878.0	EG 878.0
5+00	877.97	FG 877.97
5+00	878.4	EG 878.4
5+00	879.36	FG 879.36
5+00	879.7	EG 879.7
5+00	879.71	FG 879.71
5+00	879.7	EG 879.7
5+00	879.68	FG 879.68

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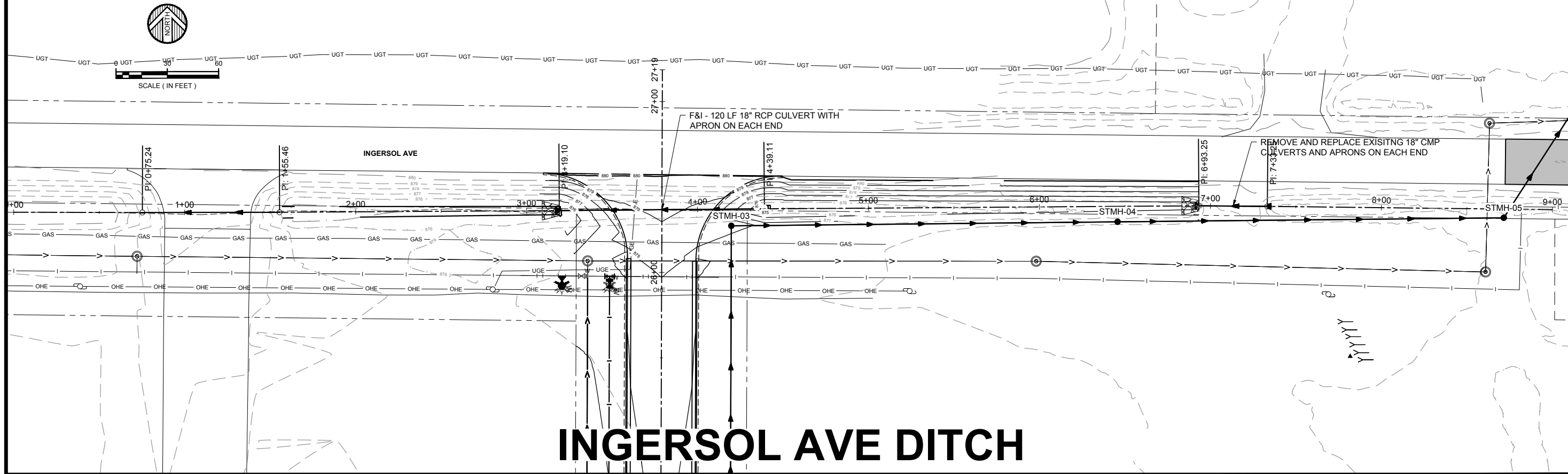
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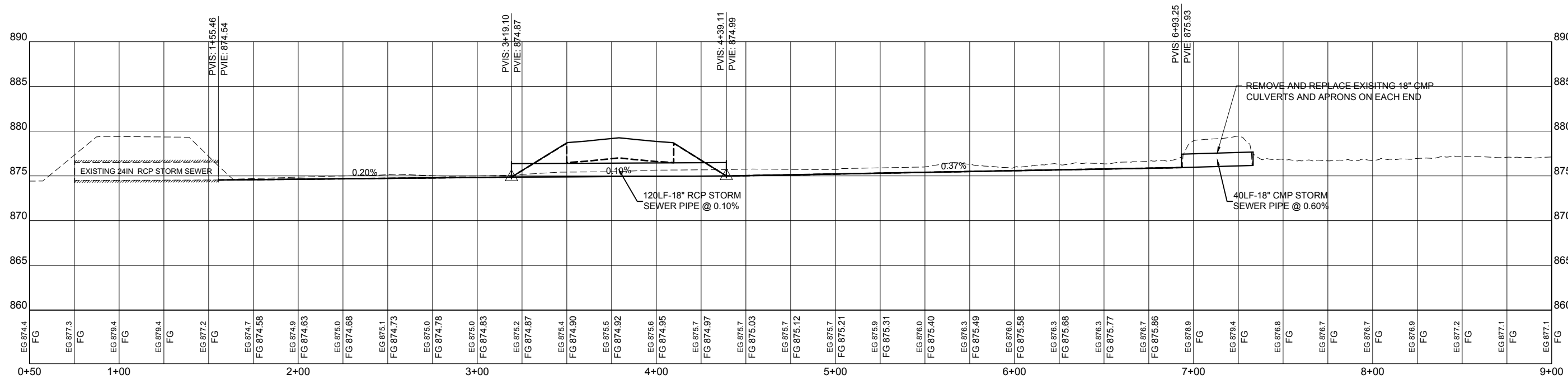
AGRICULTURE ROAD CONSTRUCTION
CITY OF CROOKSTON
CROOKSTON, MINNESOTA
AGRICULTURE ROAD STORM SEWER PLAN & PROFILE

SHEET NO. **22**
SHEET 22 OF 26

EXISTING TOPOGRAPHY & PROPOSED CONSTRUCTION PLAN



INGERSOL AVE DITCH



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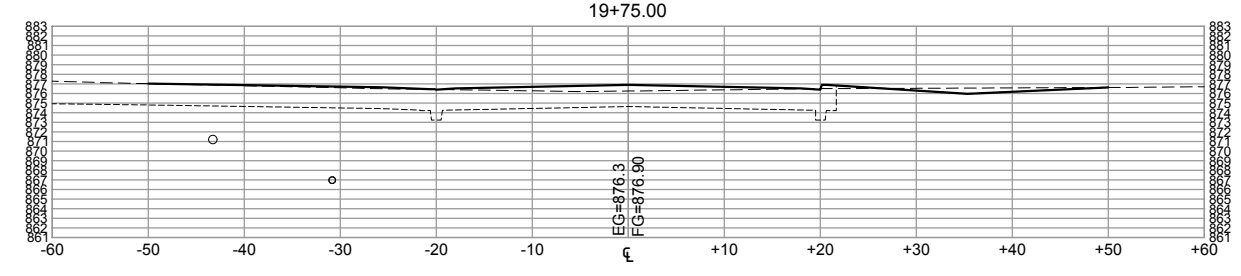
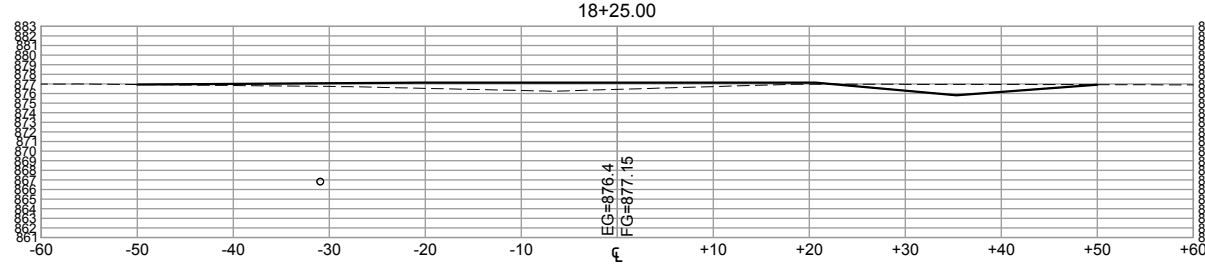
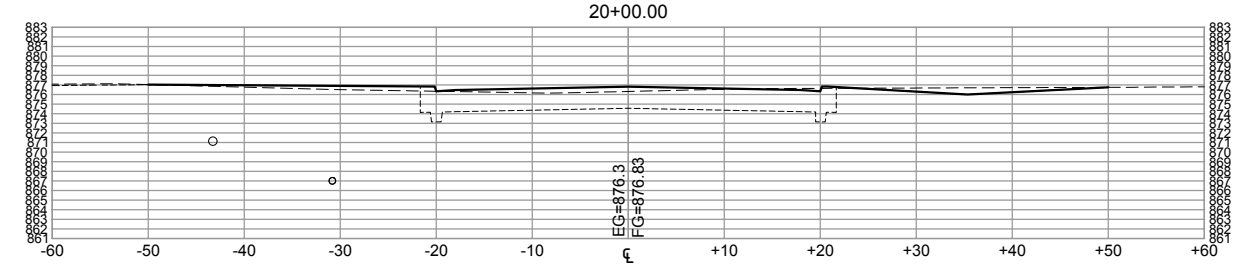
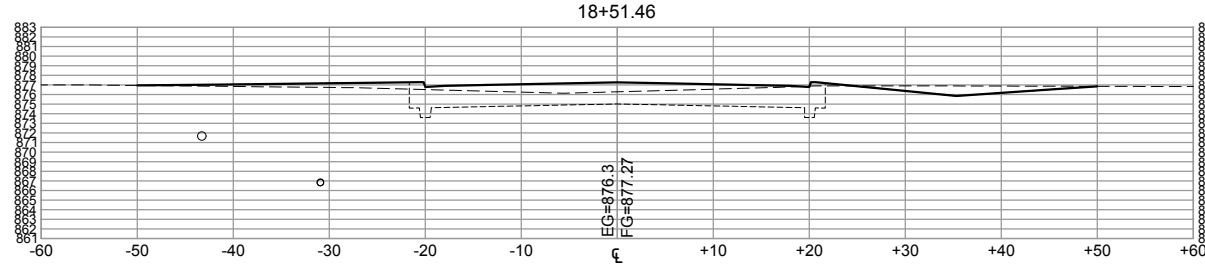
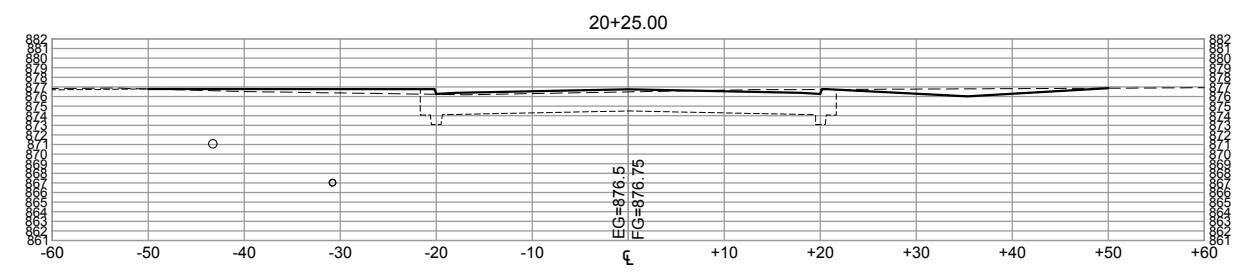
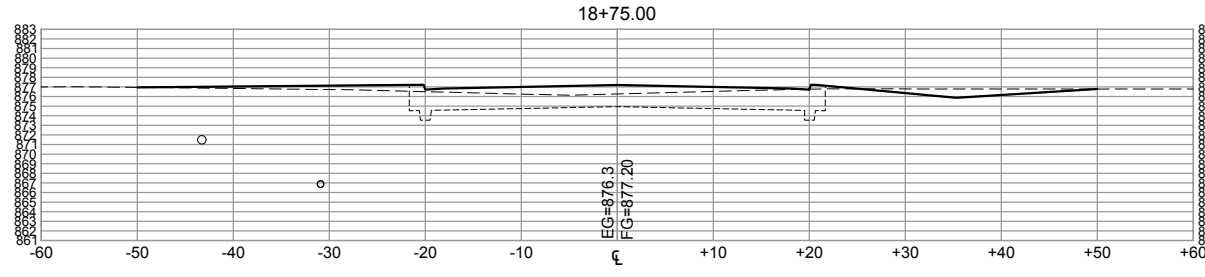
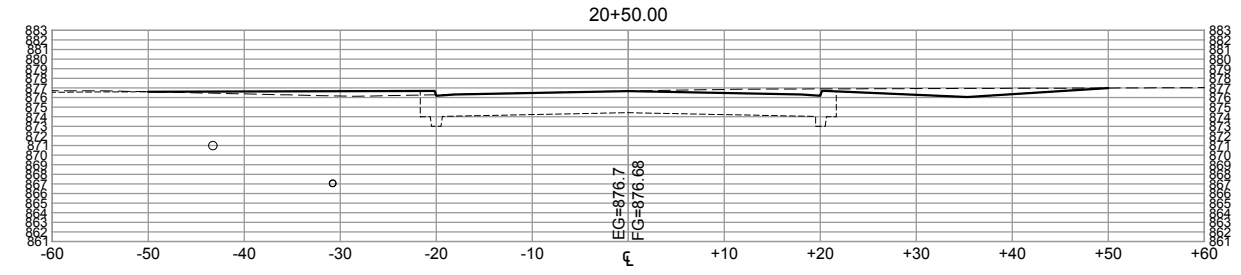
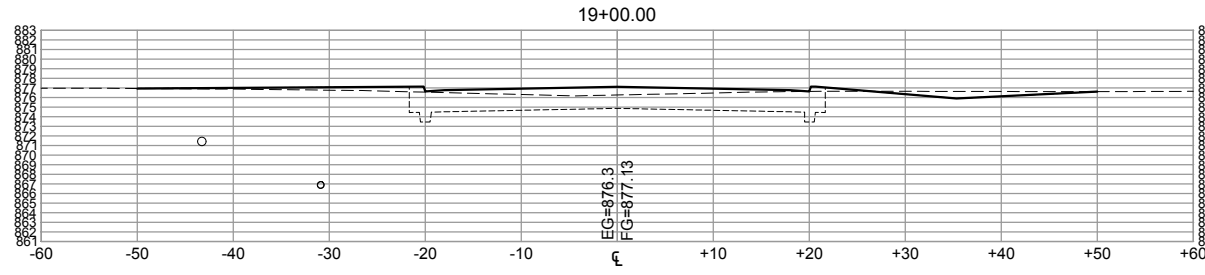
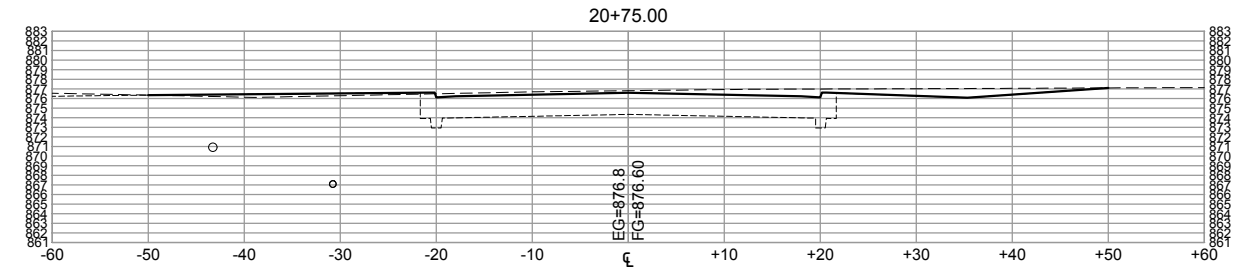
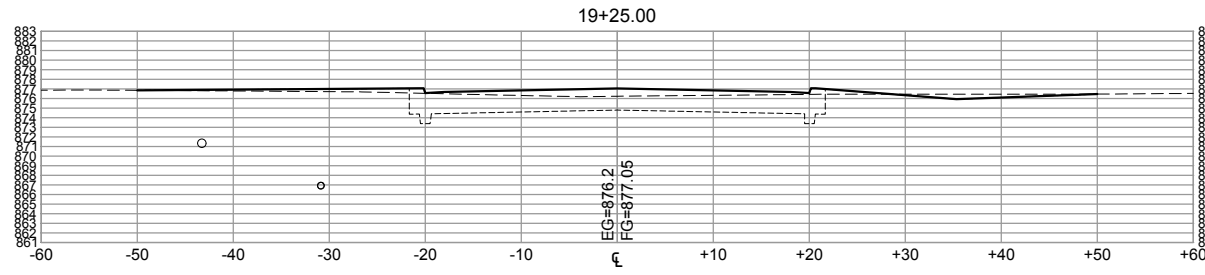
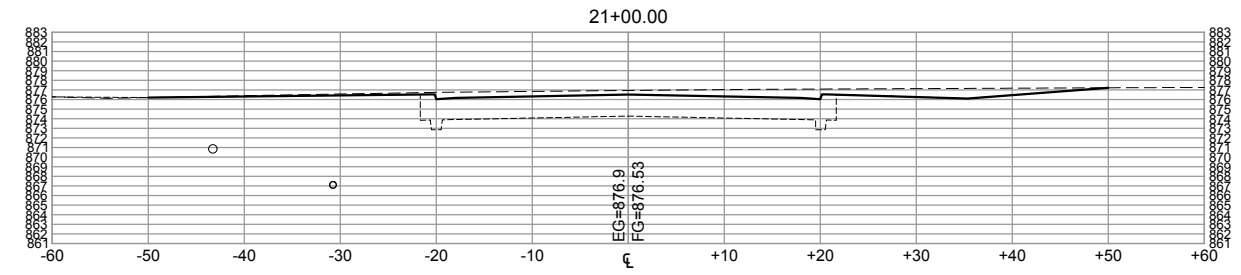
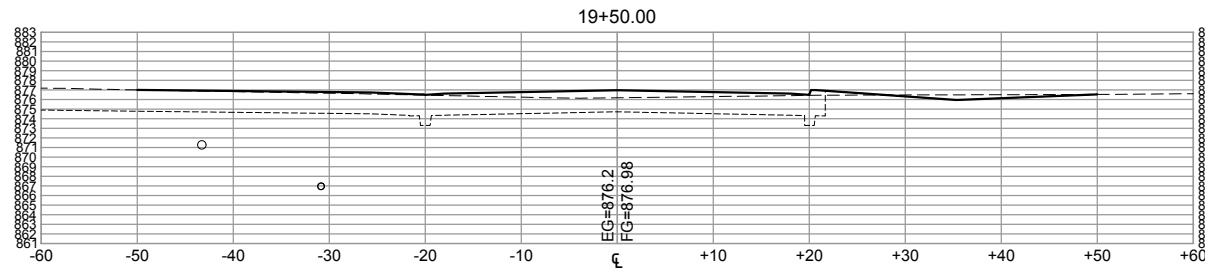
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 CITY OF CROOKSTON
 CROOKSTON, MINNESOTA

INGENSOL AVE DITCH PLAN AND PROFILE

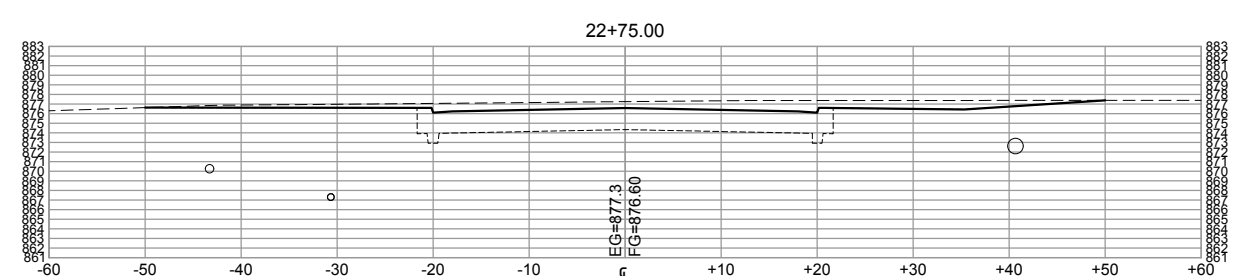
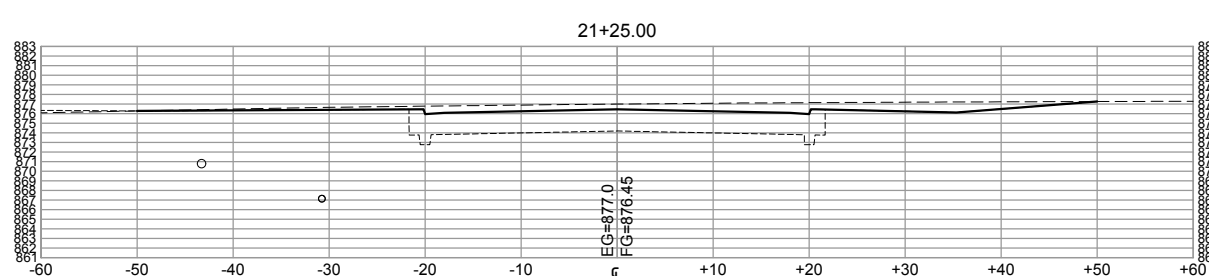
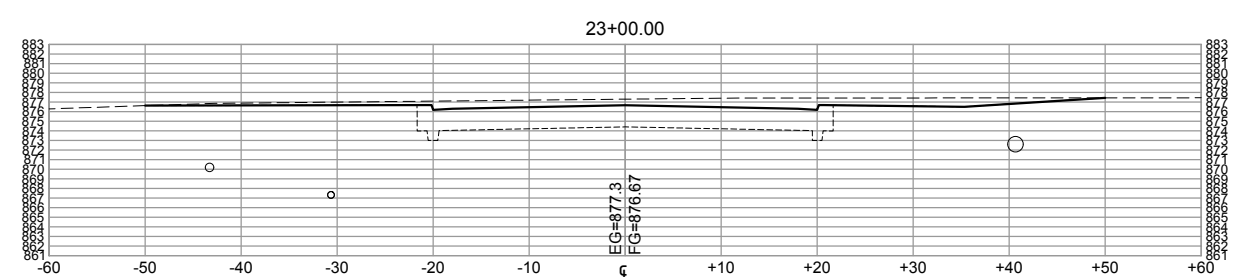
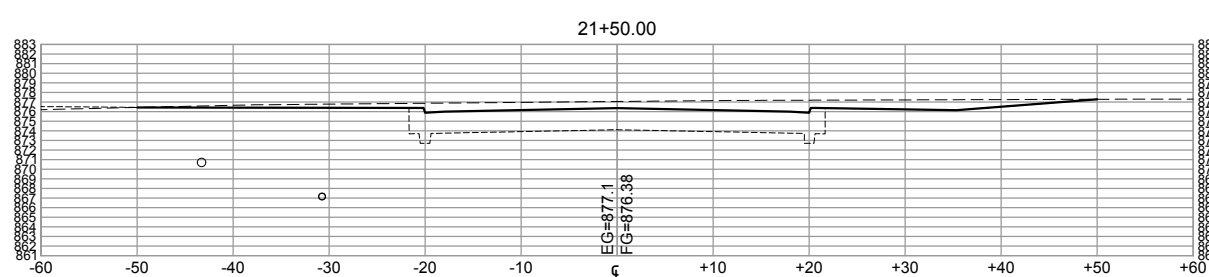
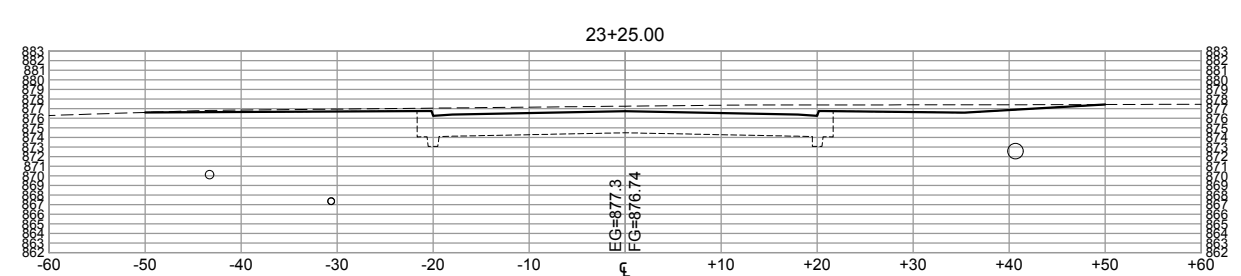
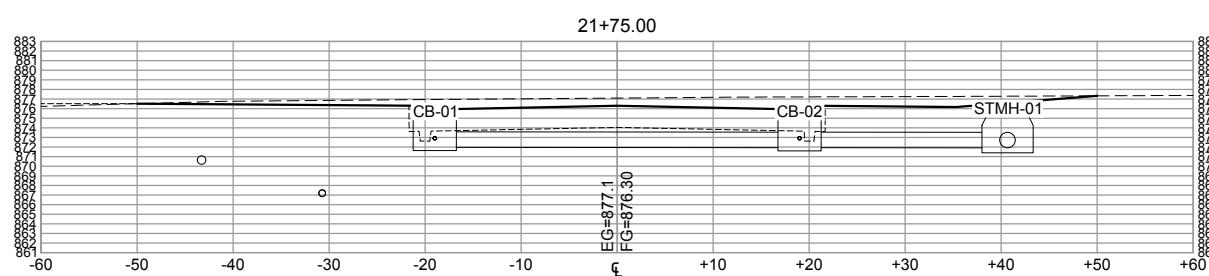
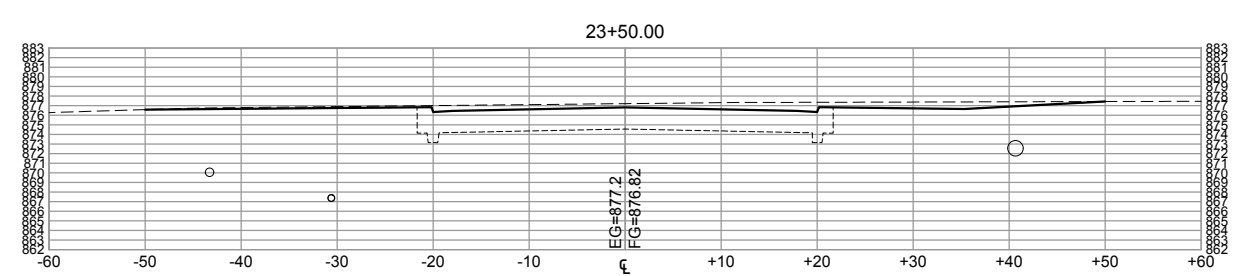
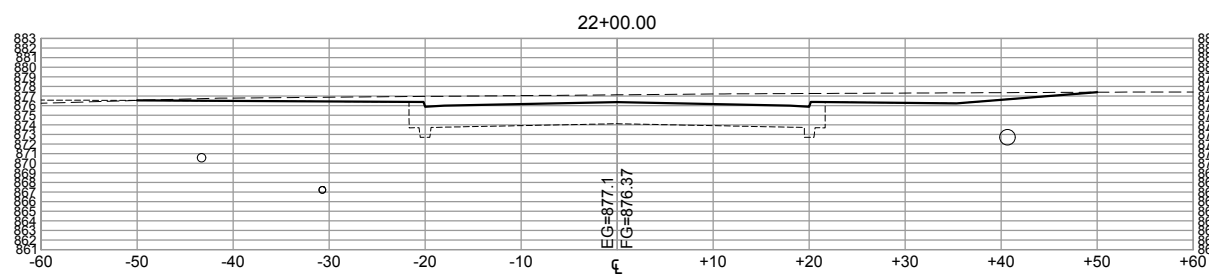
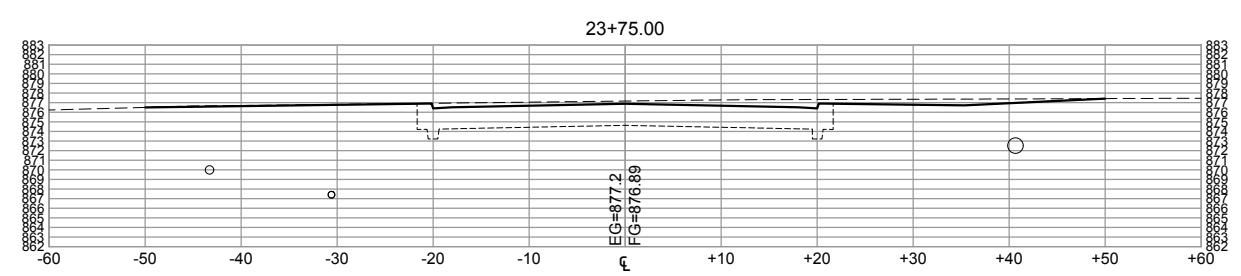
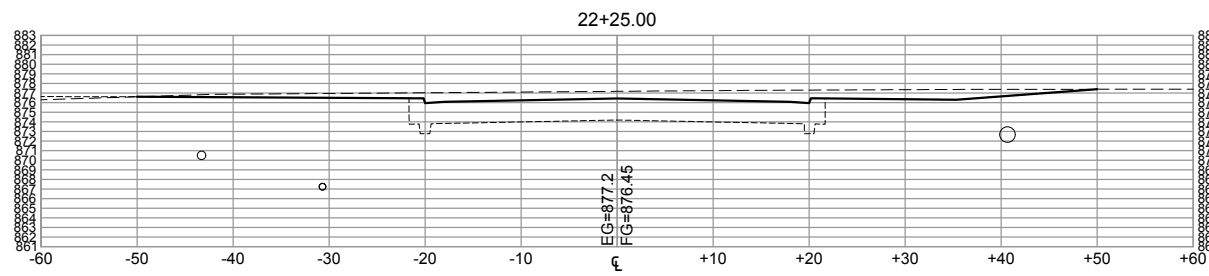
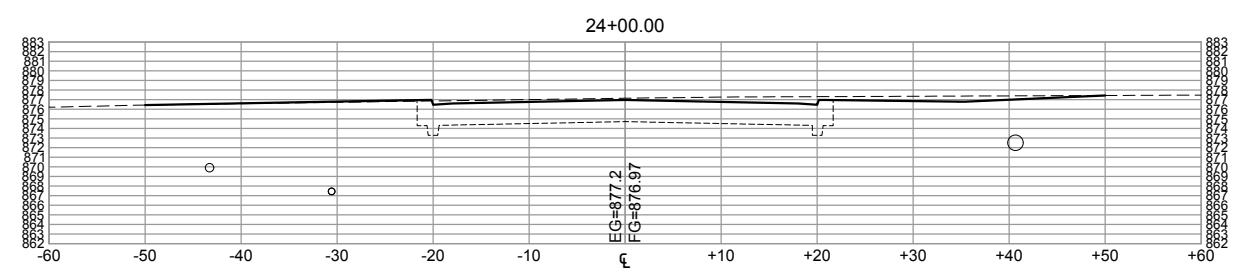
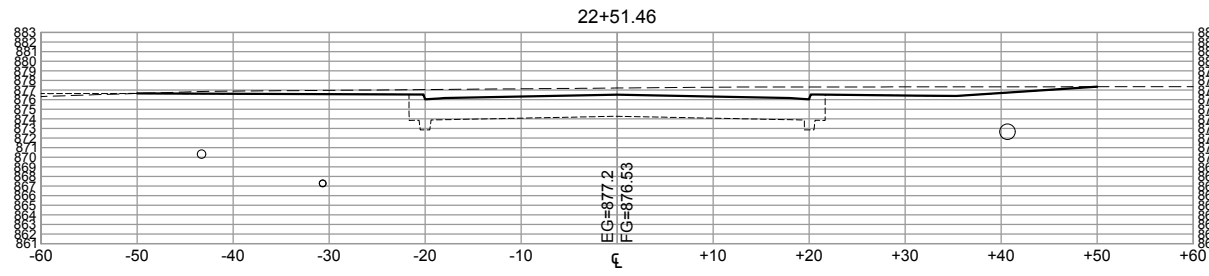
SHEET NO. **23**

SHEET 23 OF 26



DATE	REVISIONS DESCRIPTION	BY
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CHECKED BY:		
JOB NUMBER:		

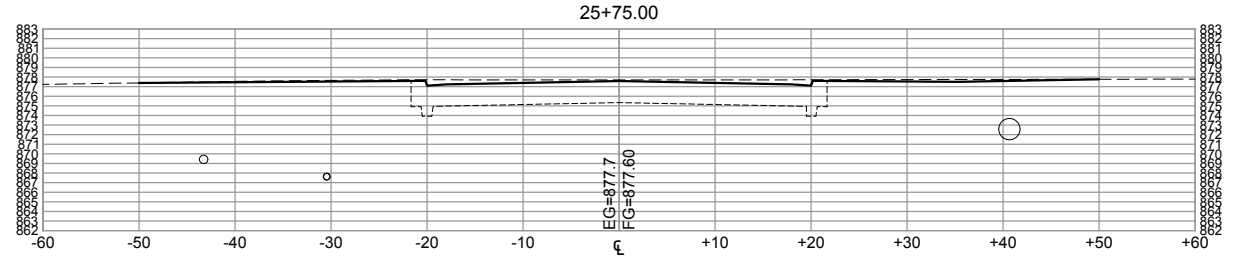
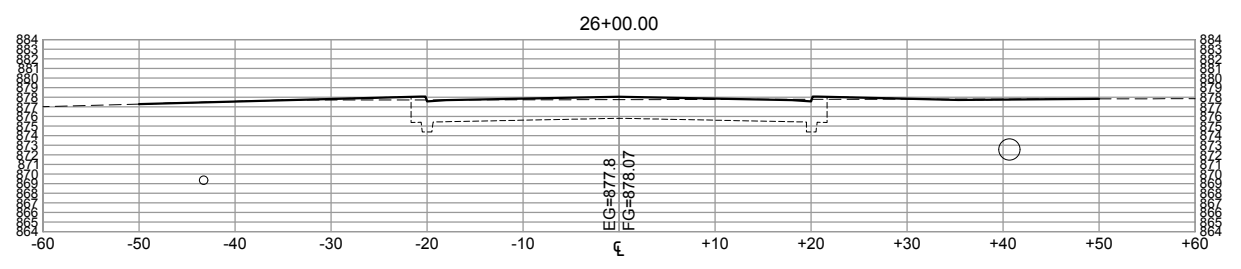
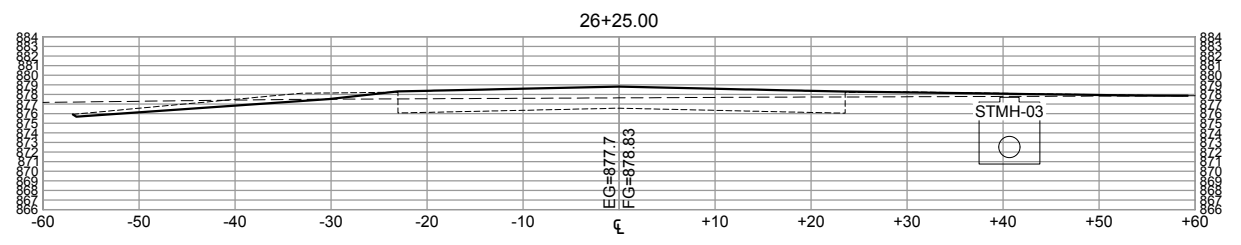
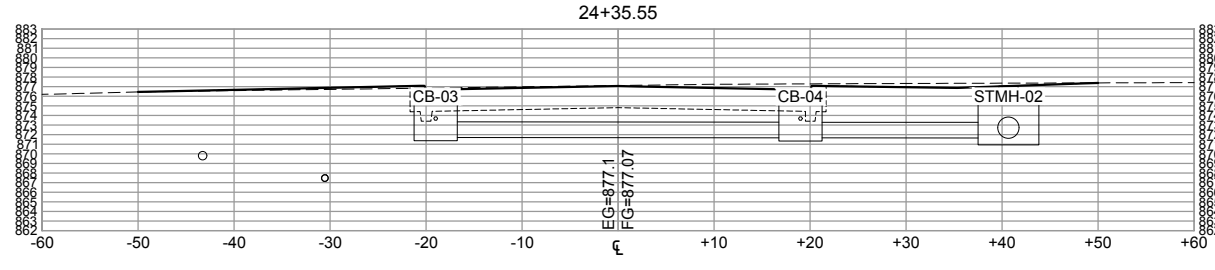
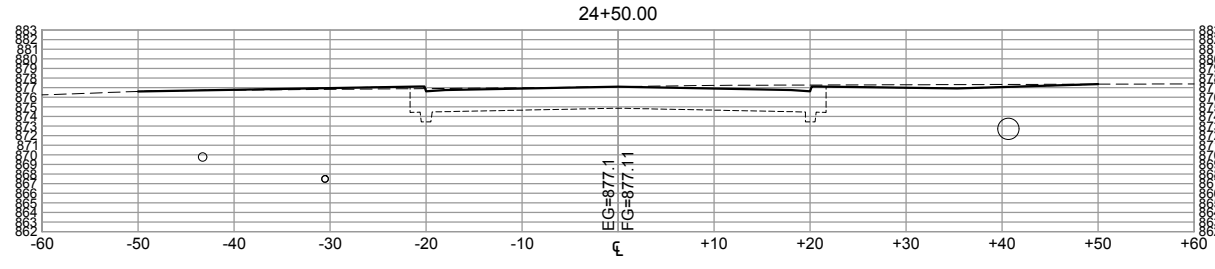
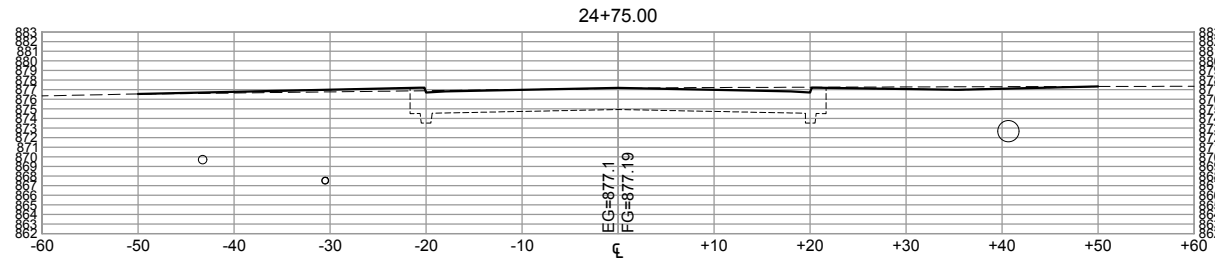
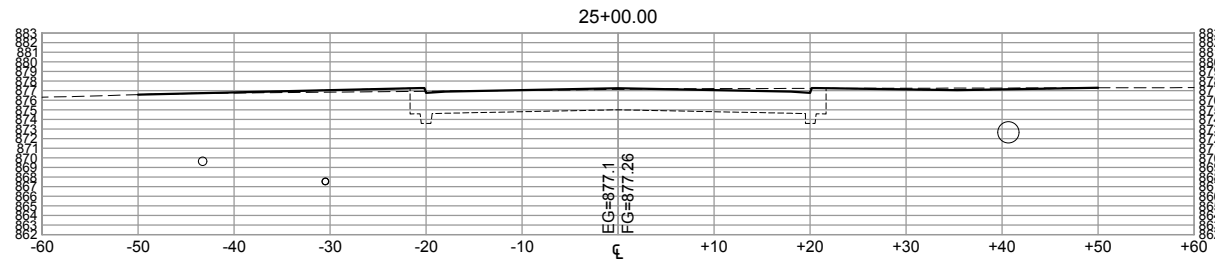
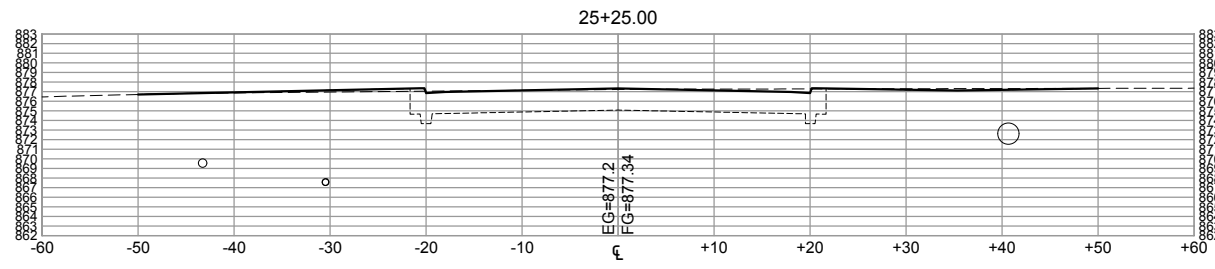
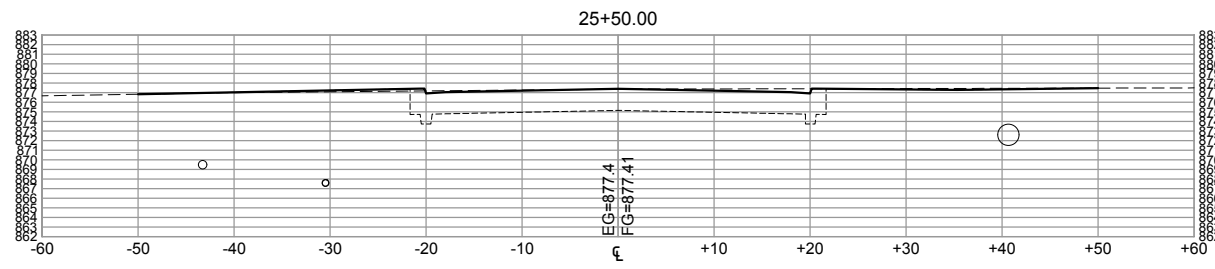
AGRICULTURE ROAD CONSTRUCTION
CITY OF CROOKSTON
CROOKSTON, MINNESOTA
CROSS SECTIONS SHEET 1



DATE	REVISIONS DESCRIPTION	BY

DATE: FEB. 2023	SCALE: AS SHOWN
DRAWN BY: R.R.P.	CHECKED BY: R.A.C.
JOB NUMBER: 2021-10899	

AGRICULTURE ROAD CONSTRUCTION
CITY OF CROOKSTON
CROOKSTON, MINNESOTA
CROSS SECTIONS SHEET 2



MEMBER CERTIFY THAT THIS IS AN ORIGINAL WORK REPORT THAT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
RICHARD A. CLAUSON DATE: 02/10/2023 LIC. NO. 26421

DATE	REVISIONS DESCRIPTION
FEB. 2023	AS SHOWN
	DRAWN BY: R.R.P.
	CHECKED BY: R.A.C.

DATE: FEB. 2023
SCALE: AS SHOWN
DRAWN BY: R.R.P.
CHECKED BY: R.A.C.
JOB NUMBER: 2021-10899

AGRICULTURE ROAD CONSTRUCTION
CITY OF CROOKSTON
CROOKSTON, MINNESOTA
CROSS SECTIONS SHEET 3