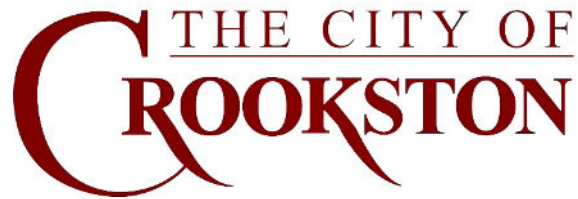


Mayor -Dale Stainbrook

**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 – Morgan Hibma

## **CITY COUNCIL AGENDA**

**September 25, 2023 - 5:30 pm**

If you prefer to participate by phone, call (218) 281-4515 and speak during the public forum.  
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. A 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 reports.

**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 usually take official action on items added to the agenda.

**6. CONSENT AGENDA** - These items are considered 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 that event, the item will be removed from the consent Agenda and placed elsewhere on the agenda.

**6.01** Approve proposed City Council Minutes from September 11, 2023, City Council Meeting.

**6.02** Resolution to approve City of Crookston Bills and Disbursements in the amount of \$422,800.65 Check Nos 71410-71487.

**6.03** Resolution to Approve the Housing Incentive Program for 2022-2025.

**7. PUBLIC HEARINGS**

**8. REGULAR AGENDA**

**8.01** Resolution to approve Commercial Rehabilitation Loan Program and Mortgage Satisfaction on the property owned by TREC Properties, LLC., and Wendy Nimens, a single individual document #A000694427.

**8.02** Resolution to approve Rehabilitation Loan Program and Mortgage Satisfaction on the property owned by TREC Properties, LLC., and Wendy Nimens, a single individual, document #A000694426.

**8.03** Resolution Adopting Proposed 2024 Preliminary Levy.

**8.04** Parks & Recreation Budget Discussion.

**9. REPORTS AND STAFF RECOMMENDATION**

**10. ADJOURNMENT**

**OFFICIAL MINUTES OF THE CROOKSTON CITY COUNCIL, POLK COUNTY, MINNESOTA. THE REGULAR COUNCIL MEETING OF SEPTEMBER 11, 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, Tim Menard, Morgan Hibma, and Kristie Jerde.

Council Members Absent:

Staff present: Charles Reynolds, Chad Palm, Brandon Carlson, Shane Heldstab, Greg Hefta, Ashley Rystad, Scott Butt, Audrey Passa, and Karie Kirschbaum.

**CROOKSTON FORUM**

**APPROVAL OF AGENDA**

**CONSENT AGENDA**

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

**6.01** Approve proposed City Council Minutes from August 28, 2023, City Council Meeting.

**6.02** Resolution to approve City of Crookston Bills and Disbursements in the amount of \$1,257,849.04 Check Nos 71334-71409. (Res No. 27757)

**PUBLIC HEARINGS**

**REGULAR AGENDA**

**REPORTS FROM CITY STAFF**

**Charles "Corky" Reynolds, City Administrator:**

- Working with Department Heads regarding budget discussions.
- NW Minnesota Cooperative regarding the City of Crookston insurance.
- Attended the Development Policy and Review meeting.
- Met with Nick Nicholas regarding overall concepts with the EDA.
- Had a Safety Committee meeting. Very good report.
- Met with the Crookston Fire Association.
- Met with Tanner Holten on a number of items regarding a new alcohol ordinance.

**Greg Hefta, Building Official**

- No Planning Commission meeting next Tuesday, September 19, 2023.

**Shane Heldstab, Fire Chief:**

- Attending EOC Operations and Planning all-hazards events training down in Mankato, Minnesota.
- Worked on the September 11, 2023, display at the Fire Department.
- Thank you to Jerome Simmons.
- Meeting with UMC regarding the Homecoming event.

**Chad Palm**, IT Director:

- Our backup and recovery for the City of Crookston is about 80 percent.
- The City of Crookston phone upgrade is about 40 percent complete.

**Brandon Carlson**, Public Works Director:

- The water main replacement on Houston is about halfway done.
- Clean-up week will be October 9-13 for the Demo and all household items will be thrown away.
- Branch and Twing Clean will be later when all the leaves fall.

## REPORTS FROM CITY COUNCIL MEMBERS

**Kristie Jerde**, Council Member 1<sup>st</sup> Ward,

- Attended the IRP meeting.
- Spoke with a few individuals regarding the relationship between the City and the University.
- Planning on attending the Ag innovation open house event.

**Henry Fischer**, Council Member 2<sup>nd</sup> Ward,

- No report.

**Clayton Briggs**, Council Member 3<sup>rd</sup> Ward,

- Please remember to watch out for the kids now that school has started.

**Donald R Cavalier**, Council Member 4<sup>th</sup>,

- No report.

**Joe Kresl**, Council Member 5<sup>th</sup> Ward,

- The Fire Hall looks awesome.

**Dylane Klatt**, Council Member 6<sup>th</sup> Ward,

- No report.

**Tim Menard**, Council Member-at-Large,

- No report.

**Morgan Hibma**, Council Member-at-Large,

- No report.

**Dale Stainbrook**, Mayor,

- Great job, Shane on the 911 display.

## ADJOURNMENT

Mayor Stainbrook declared the meeting adjourned at 5:41 PM.

---

Dale Stainbrook, Mayor

---

Ashley Rystad, City Clerk

RESOLUTION NO. \_\_\_\_\_

At a regular meeting of the City Council of the City of Crookston held on the 25th day of September 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 SET: 01 City of Crookston

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

DATE RANGE: 9/08/2023 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0650	ELAN FINANCIAL SERVICES							
	I-CARLSON 9/6/2023		CREDIT CARD PAYMENT	D	9/15/2023	455.88	001243	
	I-GOVERNALE 9/6/2023		CREDIT CARD PAYMENT	D	9/15/2023	555.92	001243	
	I-HELDSTAB 9/6/2023		CREDIT CARD PAYMENT	D	9/15/2023	346.82	001243	
	I-KIRSCHBAUM 9/6/23		CREDIT CARD PAYMENT	D	9/15/2023	204.30	001243	
	I-NELSON 9/6/2023		CREDIT CARD PAYMENT	D	9/15/2023	266.92	001243	
	I-OC1 9/6/2023		CREDIT CARD PAYMENT	D	9/15/2023	139.74	001243	
	I-OC2 9/6/2023		CREDIT CARD PAYMENT	D	9/15/2023	25.00	001243	
	I-OC3 9/6/2023		CREDIT CARD PAYMENT	D	9/15/2023	198.71	001243	
	I-OC4 9/6/2023		CREDIT CARD PAYMENT	D	9/15/2023	721.82	001243	
	I-OC5 9/6/2023		CREDIT CARD PAYMENT	D	9/15/2023	178.81	001243	
	I-PALM 9/6/2023		CREDIT CARD PAYMENT	D	9/15/2023	611.41	001243	
	I-PASSA 9/6/2023		CREDIT CARD PAYMENT	D	9/15/2023	324.42	001243	
	I-SCHRAGE 9/6/2023		CREDIT CARD PAYMENT	D	9/15/2023	1,131.41	001243	
	I-SELZLER 9/6/2023		CREDIT CARD PAYMENT	D	9/15/2023	131.50	001243	
	I-SOLBERG 9/6/2023		CREDIT CARD PAYMENT	D	9/15/2023	1,330.13	001243	6,622.79
3355	MINNESOTA REVENUE							
	I-20230920		SALES & USE TAX AUG 2023	D	9/21/2023	4,280.00	001244	4,280.00
3355	MINNESOTA REVENUE							
	I-20230920B		SALES & USE TAX JUN 2023	D	9/21/2023	4,554.82	001245	4,554.82
1	SANCHEZ, CRYSTAL							
	I-000202309135477		US REFUND	R	9/21/2023	35.26	071410	35.26
1	MCKEE, SYDNEY							
	I-000202309135478		US REFUND	R	9/21/2023	173.13	071411	173.13
1	MONTOYA, ENDYA							
	I-000202309135479		US REFUND	R	9/21/2023	88.84	071412	88.84
1	GRASMICK, KYLIE							
	I-000202309135480		US REFUND	R	9/21/2023	157.87	071413	157.87
1	ADAMS, JENNIFER							
	I-000202309135481		US REFUND	R	9/21/2023	67.83	071414	67.83
1	SIZEMORE, JERRI							
	I-000202309135482		US REFUND	R	9/21/2023	50.00	071415	50.00
1	JUNTUNEN, SOPHIA							
	I-000202309135483		US REFUND	R	9/21/2023	188.03	071416	188.03

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1	I-000202309135484	CASTANEDA, ISAAC US REFUND	R	9/21/2023	57.94	071417		57.94
1	I-000202309135485	DYKHOFF, JAKE US REFUND	R	9/21/2023	74.35	071418		74.35
1	I-000202309135486	SIMONSEN, CLARISSA US REFUND	R	9/21/2023	67.79	071419		67.79
1	I-000202309135487	SORENSEN, LENNARD US REFUND	R	9/21/2023	65.06	071420		65.06
1	I-000202309135488	BALTAZAR, JORGE US REFUND	R	9/21/2023	77.49	071421		77.49
1	I-000202309135489	JIMENEZ, YAJAIRA US REFUND	R	9/21/2023	76.34	071422		76.34
4399	I-22753	ABSOLUTE REGRIGERATION, LLC COMPRESSOR AND CHILLER REPAIR	R	9/21/2023	4,879.39	071423		4,879.39
0021	I-44542	ADVANCED TIRE & AUTO SERV. LLC SERVICE OIL CHANGE	R	9/21/2023	46.85	071424		46.85
2200	I-76222491	AUTO VALUE OF CROOKSTON HAMMER HANDLE	R	9/21/2023	8.99	071425		
	I-76222568	DIESEL ADDITIVE UNIT 54	R	9/21/2023	23.75	071425		
	I-76222642	MOSQUITO TRAP	R	9/21/2023	56.99	071425		
	I-76222648	STOP LIGHTS	R	9/21/2023	14.98	071425		
	I-76222683	GRINDER WHEEL	R	9/21/2023	21.98	071425		
	I-76222695	SWITCHES FOR JET RODDERS	R	9/21/2023	31.98	071425		
	I-76222737	SAFETY STANDS SHOP	R	9/21/2023	213.98	071425		
	I-7622809	BELTS SMALL STREET SAW	R	9/21/2023	33.98	071425		406.63
3818	I-30322 A	BCA TRAINING AND AUDITING TRAINING-BRADY HOLTE	R	9/21/2023	125.00	071426		
	I-30418 A	BUO- DEVIN CORNELIUSEN	R	9/21/2023	450.00	071426		
	I-30620 A	BCA TRAINING, A HENNINGSEN	R	9/21/2023	825.00	071426		1,400.00
0154	I-610100	BECKER ARENA PRODUCTS, INC. ICE PAINT	R	9/21/2023	1,255.29	071427		1,255.29
4659	I-104169	BEK SPORTS NETWORK ADVERTISING	R	9/21/2023	800.00	071428		800.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0186 I-7893	BERTIL'S GRAVEL & EXCAVATION L MAINBREAK, RIPRAP REPAIR	R	9/21/2023	1,365.00		071429		1,365.00
0203 I-926953517	BORDER STATES ELECTRIC FIBER INTERFACES	R	9/21/2023	94.14		071430		94.14
0225 I-54098 I-54275	BRANDNER PRINTING BABE RUTH BASEBALL BANNERS OFFICE SUPPLIES, BINDERS	R R	9/21/2023 9/21/2023	149.32 59.90		071431 071431		209.22
4660 I-20230906	CARDINAL, MARK REFUND FOR PICNIC TABLE RENTAL	R	9/21/2023	50.00		071432		50.00
3765 I-20230821	ASHOK KUMAR CHANDA REFUND SWIM LESSONS	R	9/21/2023	70.00		071433		70.00
3184 I-4167221821 I-4167222072 I-4167883560 I-4167883664	CINTAS CORPORATION TOWELS, MATS, LINEN TOWELS JANITOR SUPPLIES PARK SHOP FRONT AND REAR ENTRY MATS	R R R R	9/21/2023 9/21/2023 9/21/2023 9/21/2023	26.10 28.00 22.40 28.57		071434 071434 071434 071434		105.07
2395 I-2708322	CIVIL AIR PATROL MAGAZINE ADVERTISEMENT	R	9/21/2023	195.00		071435		195.00
3395 I-8762	CODE 4 SERVICES, INC REPAIR EMERGENCY LIGHTS	R	9/21/2023	111.40		071436		111.40
0337 I-10340869	COLE PAPERS INC. JANITOR/CUSTODIAL SUPPLIES	R	9/21/2023	203.30		071437		203.30
0365 I-20230919	CROOKSTON AREA CHAMBER INC CHAMBER BUCKS FOR AVB	R	9/21/2023	300.00		071438		300.00
0363 I-293932 I-294463 I-294791	CROOKSTON BUILDING CENTER BOLTS FOR PROJECT WOOD FOR DESK AT POOL NAILS	R R R	9/21/2023 9/21/2023 9/21/2023	61.40 120.84 15.99		071439 071439 071439		198.23
0389 I-20230831-PARK I-20230831-POLICE I-20230831-WATER I-CITY ADMIN 8/31/23 I-FIRE 8/31/2023 I-STREET 8/31/2023	CROOKSTON FUEL CO. AUGUST 2023 FUEL AUGUST 2023 FUEL AUGUST 2023 FUEL AUGUST 2023 FUEL AUGUST FUEL AUGUST 2023 FUEL	R R R R R R	9/21/2023 9/21/2023 9/21/2023 9/21/2023 9/21/2023 9/21/2023	2,159.62 3,032.27 3,229.86 59.12 713.83 1,988.78		071440 071440 071440 071440 071440 071440		11,183.48

VENDOR SET: 01 City of Crookston

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

DATE RANGE: 9/08/2023 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0425	CROOKSTON PAINT & GLASS							
I-59205	FLOOR ROLLER FOR CSC FLOORING	R	9/21/2023	100.00		071441		
I-59273	PAINTING SUPPLIES	R	9/21/2023	211.94		071441		311.94
3452	CROOKSTON PET CLINIC							
I-97233B	VET BILL-EUTHANASIA	R	9/21/2023	207.19		071442		
I-99495	VET BILL-EUTHANASIA	R	9/21/2023	151.42		071442		358.61
4388	CROOKSTON VISITORS BUREAU							
I-20230918	CROOKSTON VISITORS BUREAU	R	9/21/2023	14,770.09		071443		14,770.09
0465	CROOKSTON WATER DEPARTMENT							
I-20230913	SERVICE 7/18-8/17/2023	R	9/21/2023	2,163.28		071444		2,163.28
0470	CROOKSTON WELDING INC.							
I-069219	OIL DRY	R	9/21/2023	55.96		071445		
I-069311	SAMPLE SHIPPING	R	9/21/2023	13.99		071445		
I-069321	STICK ELECTRODE	R	9/21/2023	31.99		071445		
I-069720	GRINDER CUT OFF WHEEL	R	9/21/2023	30.18		071445		132.12
0483	DACOTAH PAPER							
C-5912	CREDIT FROM INV # 34221	R	9/21/2023	1,239.40CR		071446		
I-41196	TOILET PAPER FOR CSC	R	9/21/2023	1,305.30		071446		65.90
0487	DAKOTA SUPPLY GROUP							
I-S103011059.001	PVC PIPE	R	9/21/2023	1,536.89		071447		
I-S103015306.001	SEWER SERVICE REPAIR	R	9/21/2023	8,104.09		071447		
I-S103020937.001	HOUSTON MAIN REPLACEMENT	R	9/21/2023	1,457.75		071447		
I-S103020937.003	WATERMAIN REPLACEMENT HOUSTON	R	9/21/2023	11,540.93		071447		
I-S103038524.001	HOUSTON WATERMAIN REPLACEMENT	R	9/21/2023	290.67		071447		22,930.33
3752	CASEY DELANEY							
I-20230915	CASEY DELANEY	R	9/21/2023	127.03		071448		127.03
4567	LOREN EDEVOLD							
I-20230918	UNIFORM AND EQUIP. REIMBURSE	R	9/21/2023	179.03		071449		179.03
1407	ERICKSON EMBROIDERY							
I-17042	NEW YOUTH HOCKEY JERSEYS	R	9/21/2023	24,500.00		071450		24,500.00
0875	FLEET SUPPLY							
I-129228	SWIVEL JACK	R	9/21/2023	90.99		071451		
I-129589	CABLE TIES	R	9/21/2023	11.37		071451		
I-129600	CABLE TIES	R	9/21/2023	23.94		071451		
I-129701	SAFETY BOOTS	R	9/21/2023	118.99		071451		
I-130120	MATERIAL FOR BUGS	R	9/21/2023	11.57		071451		
I-130851	RATCHET STRAPS BLACK TOP	R	9/21/2023	26.99		071451		
I-131346	GRASS SEED	R	9/21/2023	121.99		071451		405.84



VENDOR SET: 01 City of Crookston

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

DATE RANGE: 9/08/2023 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0877	FLEXIBLE PIPE TOOLS & EQUIPMEN I-29192 JETTER REPAIR	R	9/21/2023	80.90		071452		80.90
0721	GALSTAD, JENSEN & MCCANN, P.A. I-18969 CRIMINAL CASES	R	9/21/2023	648.50		071453		648.50
0909	GARDEN VALLEY TECHNOLOGIES I-101274316 COMMUNICATIONS AT CSC	R	9/21/2023	49.00		071454		49.00
0987	GREAT PLAINS NATURAL GAS CO. I-20230901 SERVICE 8/4-8/31/2023	R	9/21/2023	911.27		071455		911.27
1017	HALSTAD TELEPHONE CO. I-INV-00015676-01 LAN CIRCUITS AND INTERNET	R	9/21/2023	174,420.00		071456		174,420.00
1848	HARBOTT, KNUTSON & LARSON & HO I-2023-1910 CIVIL MATTERS AUGUST 2023	R	9/21/2023	280.00		071457		
	I-2023-1921 CRIMINAL MATTERS AUGUST 2023	R	9/21/2023	13,412.00		071457		13,692.00
3400	CROOKSTON HARDWARE HANK I-72300/2 PAINT, PAINT SUPPLIES	R	9/21/2023	25.72		071458		
	I-72302/2 DOOR STOPS, MOUNTING TAPE	R	9/21/2023	42.95		071458		68.67
1043	HAWKINS, INC I-6565966 CHEMICAL FOR POOL	R	9/21/2023	311.54		071459		
	I-6578644 CHEMICALS	R	9/21/2023	10.00		071459		321.54
1105	HUGO'S I-20230913 FIREARMS TRAINING	R	9/21/2023	13.16		071460		13.16
1178	JOHNSON CONTROLS, INC. I-1-130829638141 BOILER REPAIR	R	9/21/2023	987.20		071461		987.20
2749	L & M ROAD SERVICE, LLC I-13812 SPRAY WRAP LEVY	R	9/21/2023	4,264.00		071462		4,264.00
4000	LAKES COMMUNITY COOPERATIVE I-20230831 AIRPORT SERVICES 7/31-8/30/23	R	9/21/2023	26.71		071463		26.71
1260	LEAGUE OF MINNESOTA CITIES I-20230901 MINNESOTA MAYOR MEMBERSHIP	R	9/21/2023	30.00		071464		
	I-389353 MEMBERSHIP DUES 2023-2024	R	9/21/2023	8,457.00		071464		8,487.00

VENDOR SET: 01 City of Crookston

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

DATE RANGE: 9/08/2023 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1262	LEAGUE OF MN CITIES INS TRUST							
I-20230919	WC AUDIT-2022	R	9/21/2023	7,805.00		071465		7,805.00
2788	MARCO - NW 7128							
I-INV11625145	BARRACUDA LICENSING	R	9/21/2023	402.00		071466		402.00
3872	MARCO TECHNOLOGIES, LLC							
I-510121437	PRINTERS	R	9/21/2023	363.21		071467		
I-510528953	MPS	R	9/21/2023	864.29		071467		
I-510529266	E-FAX	R	9/21/2023	68.34		071467		1,295.84
1397	MILLER AIRCRAFT SERVICE INC.							
I-23213	AUGUST 2023 FUEL	R	9/21/2023	7,231.75		071468		7,231.75
0784	MN DEPT OF LABOR & INDUSTRY							
I-ABR0310678X	BOILER MAINTENANCE	R	9/21/2023	30.00		071469		30.00
1750	NORTHERN LUMBER							
I-245160	CONCRETE, SEWER REPAIR	R	9/21/2023	24.00		071470		24.00
1866	OPP CONSTRUCTION							
I-50750	ASPHALT	R	9/21/2023	777.40		071471		
I-50756	ASPHALT	R	9/21/2023	1,477.52		071471		
I-50791	ASPHALT	R	9/21/2023	1,472.92		071471		
I-50818	MAIN BREAK ROAD REPAIR	R	9/21/2023	1,839.08		071471		5,566.92
1861	OTTERTAIL POWER COMPANY-FF							
I-58149	SERVICE 8/1-8/30/2023	R	9/21/2023	2,786.05		071472		2,786.05
1935	POLK COUNTY TRANSFER STATION							
I-44347	PC TRANSFER STATION	R	9/21/2023	12.18		071473		
I-44645	PC TRANSFER STATION	R	9/21/2023	3.20		071473		15.38
0569	DONALD RASICOT							
I-20230907	LELS/ MPPOA REIMBURSEMENT	R	9/21/2023	62.70		071474		62.70
2057	RED LAKE ELECTRIC COOP							
I-20230906	SERVICE 7/31-8/31/2023	R	9/21/2023	11,069.35		071475		11,069.35
3834	RMB ENVIRONMENTAL LABORATORIES							
I-D050897	CHEMICALS	R	9/21/2023	136.13		071476		136.13
4390	ASHLEY RYSTAD							
I-20230915	MCFOA ADAVANCE ACADEMY	R	9/21/2023	117.38		071477		117.38

VENDOR SET: 01 City of Crookston

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

DATE RANGE: 9/08/2023 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
2437	SCOTT'S TRUE VALUE HARDWARE							
I-A240520	PAINT FOR CSC	R	9/21/2023	28.00		071478		
I-A241649	EXTENSION CORD FOR CSC	R	9/21/2023	15.63		071478		
I-A242455	CLEANER FOR SHOP, SURGE PROT.	R	9/21/2023	39.79		071478		
I-A242456	STORAGE TOTE, WRENCH	R	9/21/2023	54.70		071478		
I-A242554	PEG HOOKS	R	9/21/2023	16.48		071478		
I-A242825	SIGNS FOR LIFTSTATIONS	R	9/21/2023	24.71		071478		179.31
3776	STRATA CORPORATION							
I-699854	WATER BREAK S HUBBARD	R	9/21/2023	529.63		071479		529.63
4160	TECHNIQUES INC.							
I-24617	CHANGED THE FILTER AT THE POOL	R	9/21/2023	596.00		071480		596.00
4661	TEEL TECHNOLOGIES							
I-PI54288-42433	2 BLACKBOX LABS	R	9/21/2023	5,600.00		071481		5,600.00
2404	TODD'S TIRE SERVICE INC.							
I-40508	SQUAD TIRES	R	9/21/2023	1,896.00		071482		1,896.00
3123	VALLEY ELECTRIC OF CROOKSTON,							
I-7549	VFD RESET AT CSC	R	9/21/2023	85.00		071483		85.00
0400	VALLEY PLAINS EQUIPMENT							
I-3936534	MOWER REPAIR	R	9/21/2023	253.60		071484		
I-3938402	FILTER REPAIR	R	9/21/2023	48.91		071484		
I-3944240	SWITCH	R	9/21/2023	44.19		071484		
I-3948337	SWITCH	R	9/21/2023	44.19		071484		
I-3948371	MOWER REPAIR	R	9/21/2023	15.94		071484		406.83
2506	VERIZON WIRELESS							
I-9943549447	P2P SEPTEMBER 2023 BILLING	R	9/21/2023	1,153.72		071485		1,153.72
2545	WIDSETH SMITH NOLTING & ASSOC,							
I-225112	CENTRAL PARK IMPROVEMENTS	R	9/21/2023	24,690.00		071486		
I-225113	AIC ROAD INSPECTION	R	9/21/2023	12,841.50		071486		
I-225114	ALEXANDER STREET IMPROVEMENTS	R	9/21/2023	19,105.50		071486		56,637.00
4550	XIGENT SOLUTIONS, LLC							
I-11370	ARPA-IMPLEMENTATION	R	9/21/2023	9,750.00		071487		9,750.00

VENDOR SET: 01 City of Crookston  
BANK: AP BREMER BANK, N.A. - AP  
DATE RANGE: 9/08/2023 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
-------------	------	--------	------------	----------------	----------	----------	--------------	--------------

\* \* T O T A L S \* \*

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	78	407,343.04	0.00	407,343.04
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	3	15,457.61	0.00	15,457.61
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS 0.00		
		VOID CREDITS 0.00	0.00	0.00

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: AP TOTALS:	81	422,800.65	0.00	422,800.65
BANK: AP TOTALS:	81	422,800.65	0.00	422,800.65
REPORT TOTALS:	81	422,800.65	0.00	422,800.65

**RESOLUTION NO. \_\_\_\_\_**

At a regular meeting of the City Council of the City of Crookston held on the 25th day of September 2023, Council

Member \_\_\_\_\_ offered the following resolution which was seconded by Council Member \_\_\_\_\_,

**RESOLUTION TO APPROVE THE HOUSING INCENTIVE PROGRAM FOR 2024-2025**

**WHEREAS**, the City of Crookston desires the construction of new and affordable housing within the city limits of Crookston; and

**WHEREAS**, the Housing Incentive Program will improve and develop affordable housing within the city limits of Crookston; and

**WHEREAS**, the City of Crookston has previously offered and extended a Housing Incentive Program for the construction of new and affordable housing within the city limits of the City of Crookston; and

**WHEREAS**, as a result of Crookston’s previously offered Housing Incentive Program several new housing units have occurred within the city limits of Crookston.

**NOW, THEREFORE, IT IS RESOLVED** BY THE CITY COUNCIL OF THE CITY OF CROOKSTON, COUNTY OF POLK, MINNESOTA to create a Housing Incentive Program for new construction within the city limits of Crookston for calendar years 2024-2025, as follows:

- Two-year property tax abatement. The abatement can be taken up front for down payment assistance, or over a two-year period of time.
- Free Water Hookup
- Free Sewer Hookup
- First Two Months Water, Sewer, and Garbage (Within six (6) months of issuance of Certificate of Occupancy.)
- Free Swimming Pool Pass
- One \$50 Parks and Recreation Certificate Per Family
- 50 Free Garbage Bags
- 4 Free Recycling Bins
- Boulevard Trees

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 regular meeting of the City Council of the City of Crookston held on the 25th day of September 2023, Council

Member \_\_\_\_\_ offered the following resolution which was seconded by Council Member

\_\_\_\_\_

**RESOLUTION TO APPROVE COMMERCIAL REHABILITATION LOAN PROGRAM AND MORTGAGE SATISFACTION ON THE PROPERTY OWNED BY TREC PROPERTIES, LLC., AND WENDY NIMENS, A SINGLE INDIVIDUAL, DOCUMENT #A000694427**

**WHEREAS**, TREC Properties, LLC., and Wendy Nimens, a single individual did on the 16<sup>th</sup> day of October 2014, enter into a Commercial Rehabilitation Loan Program Deferred Loan Repayment Agreement and Mortgage; and

**WHEREAS**, the City of Crookston paid \$15,375.00 to TREC Properties, LLC., and Wendy Nimens, a single individual as a no interest loan for rehabilitation work on their existing commercial property; and

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

**WHEREAS**, the City of Crookston wished to secure the repayment of the loan with the mortgage of the property owned by TREC Properties, LLC., and Wendy Nimens, a single individual; and

**WHEREAS**, TREC Properties, LLC., and Wendy Nimens, a single individual did on the 16<sup>th</sup> day of October 2014 own commercial real property situated in the County of Polk and City of Crookston legally described as the front 70.5 ft. of Lot 1 and the South 8” of Lot 2, Block 2 in the Original Townsite of Crookston, Minnesota according to the official plat thereof on file and of record in the office of the County Recorder in and for the County of Polk and State of Minnesota; and

**WHEREAS**, TREC Properties, LLC., and Wendy Nimens, a single individual granted to the City of Crookston a mortgage lien on the commercial property located in the City of Crookston with respect to the Commercial Rehabilitation Loan Program Repayment Agreement; and

**WHEREAS**, the mortgage lien was certified, filed, and recorded in the office of the Polk County Recorder on February 3, 2015 and designated as document #A000694427; and

**WHEREAS**, the Deferred Loan Repayment Agreement and Mortgage indicated that after the 7<sup>th</sup> year after the date of the loan, that being October 16, 2021, or anytime thereafter the real estate was not sold, transferred or otherwise conveyed, owner shall have no obligation to repay the loan or any portion thereof to the lender; and

**WHEREAS**, the real property described as the front 70.5 ft. of Lot 1 and the South 8” of Lot 2, Block 2 in the Original Townsite of Crookston, Minnesota continued to be owned and not sold, transferred or otherwise conveyed by mortgagor and the City did not on or before October 16, 2021 commence any action to foreclose the mortgage and did not file a notice of an action of mortgage foreclosure.

**NOW THEREFORE, BE IT RESOLVED**, the City of Crookston execute a Satisfaction of Mortgage with respect to the Commercial Rehabilitation Loan Program Deferred Loan Repayment Agreement and Mortgage which was recorded in the office of the Polk County Recorder on October 16, 2014 designated as document #A000694427.

**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 documents necessary to release and satisfy the mortgage obtained on the 16th of October 2014 which is filed in the office of the County Recorder for Polk County and designated as document #A000694427.

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: \_\_\_\_\_ Mayor  
Dale Stainbrook

\_\_\_\_\_ City Clerk  
Ashley Rystad

**RESOLUTION NO. \_\_\_\_\_**

At a regular meeting of the City Council of the City of Crookston held on the 25th day of September 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 TREC PROPERTIES, LLC., AND WENDY NIMENS, A SINGLE  
INDIVIDUAL, DOCUMENT #A000694426**

**WHEREAS**, TREC Properties, LLC., and Wendy Nimens, a single individual did on the 16<sup>th</sup> day of October 2014, enter into a Rehabilitation Loan Program Repayment Agreement; and

**WHEREAS**, TREC Properties, LLC., and Wendy Nimens, a single individual did on the 16<sup>th</sup> day of October 2014 own commercial real property situated in the City of Crookston County of Polk legally described as the front 70.5 ft. of Lot 1 and the South 8" of Lot 2, Block 2 in the Original Townsite of Crookston, Minnesota; and

**WHEREAS**, the City of Crookston paid \$6,150.00 to TREC Properties, LLC., and Wendy Nimens, a single individual as a loan for the rehabilitation work to be conducted on real property located in the City of Crookston; and

**WHEREAS**, the City of Crookston wished to secure the repayment of the Commercial Rehabilitation Loan on the property owned by TREC Properties, LLC., and Wendy Nimens, a single individual with a mortgage lien on the commercial property located in the City of Crookston; and

**WHEREAS**, TREC Properties, LLC., and Wendy Nimens, a single individual granted to the City of Crookston a mortgage lien on the commercial real property located in the City of Crookston with respect to Commercial Rehabilitation Loan Program Repayment Agreement; and

**WHEREAS**, the mortgage lien was certified, filed, and recorded in the office of the Polk County Recorder on February 3, 2015 and designated as document #A000694426; and

**WHEREAS**, TREC Properties, LLC., and Wendy Nimens, a single individual have paid in full all principal and interest with respect to the Commercial Rehabilitation Loan Program Repayment Agreement dated October 16, 2014.

**NOW THEREFORE, BE IT RESOLVED**, the City of Crookston execute a Satisfaction of Mortgage with respect to the Commercial Loan Program Mortgage which was recorded in the office of the Polk County Recorder on February 3, 2015 designated as document #A000694426.

**IT IS FURTHER RESOLVED**, the Mayor and City Administrator for the City of Crookston are authorized to sign and execute a Mortgage Satisfaction and all other documents necessary to release and satisfy the mortgage obtained on the 16th of October 2014 which is filed in the office of the County Recorder for Polk County and designated as document #A000694426.

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 regular meeting of the City Council of the City of Crookston held on the 25th day of September 2023, Council

Member \_\_\_\_\_ offered the following resolution which was seconded by Council Member

\_\_\_\_\_

**RESOLUTION ADOPTING PROPOSED 2024 TAX LEVY AND PRELIMINARY 2024  
GENERAL FUND BUDGET AND SETTING A PUBLIC BUDGET MEETING DATE**

**IT IS RESOLVED BY THE CITY COUNCIL OF THE CITY OF CROOKSTON, COUNTY OF POLK, MINNESOTA** that the following sum of money is proposed to be levied for the current year, collectible in 2024, upon the taxable property in the said City of Crookston, for the following purposes:

GENERAL LEVY:	
Revenue	\$4,921,957.00
SPECIAL LEVY:	
Tax Abatement	<u>    \$63,247.00</u>
TOTAL ALL LEVIES:	\$4,985,204.00

**IT IS RESOLVED:** that the Preliminary 2024 General Fund Budget in the amount of \$ 11,755,693.00 is hereby adopted.

**IT IS FURTHER RESOLVED:** that the Crookston City Council set the Public Budget Meeting date for Monday, December 11, 2023, at 5:00 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: \_\_\_\_\_ Mayor  
Dale Stainbrook

\_\_\_\_\_ City Clerk  
Ashley Rystad