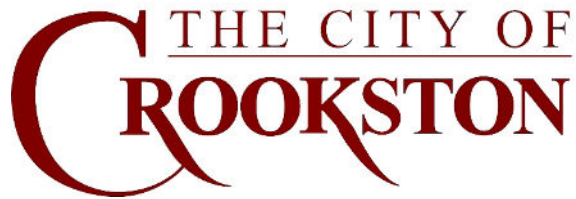


Mayor -Dale Stainbrook

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

December 11, 2023

Following the Truth in Taxation Meeting.

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 November 27, 2023.

6.02 Resolution to approve City of Crookston Bills and Disbursements for \$477,905.36 Check Nos 71812-71923.

6.03 Resolution regarding approving Tobacco License for 2024.

6.04 Resolution regarding approving Liquor License for 2024.

6.05 Resolution regarding approving the Designate Election Precinct Polling location for 2024.

7. PUBLIC HEARINGS

8. REGULAR AGENDA

8.01 Resolution regarding Baker Tilly performing the City Administrator Search for the City of Crookston.

8.02 Resolution regarding approving the Public Purchase Expenditure Policy.

8.03 Resolution regarding Fire Services Outside the City limits of Crookston for American Crystal Sugar Company.

8.04 Resolution regarding a Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program Application for the property located at 429 Riverside Avenue.

9. REPORTS AND STAFF RECOMMENDATION

10. ADJOURNMENT

OFFICIAL MINUTES OF THE CROOKSTON CITY COUNCIL, POLK COUNTY, MINNESOTA. THE REGULAR COUNCIL MEETING OF NOVEMBER 27, 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: Morgan Hibma, Kristie Jerde, Clayton Briggs, Donald Cavalier, Joe Kresl, Dylane Klatt and Tim Menard.

Council Members Absent: Henry Fischer

Staff present: Charles Reynolds, Chad Palm, Brandon Carlson, Shane Heldstab, Greg Hefta, Ashley Rystad, Audrey Passa, Charles Getsman and Jake Solberg.

CROOKSTON FORUM

PRESENTATION AND PUBLIC INFORMATION ANNOUNCEMENT

APPROVAL OF AGENDA

Mayor Stainbrook asked if anyone wished to add any item to tonight's Agenda. Hearing none, on a motion by Council Member Klatt, seconded by Council Member Briggs it was duly carried to approve the agenda tonight.

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 Cavalier, it was duly carried to approve the consent agenda.

- 6.01** Approve proposed City Council Minutes from November 13, 2023.
- 6.02** Resolution to approve City of Crookston Bills and Disbursements for \$643,632.18 Check Nos 71735-71811. (Res 27794)
- 6.03** Resolution regarding the Adoption of the 2023 Street Assessment on Project 990. (Res 27795)
- 6.04** Resolution regarding adopting the 2023 Assessments for Unpaid Water and Sewer Charges and Current Services. (Res 27796)
- 6.05** Resolution regarding not waiving the Statutory Limits of Liability Established by Minnesota State Statute Section 466.04. (Res 27797)

PUBLIC HEARINGS

REGULAR AGENDA

8.01 Motion made by Council Member Kresl, seconded by Council Member Klatt; City Administrator, Corky Reynolds briefed the Council. This is a Lease that C&D Reitmeier has had with the City for Approximately 20 years. The City of Crookston did publish the request for proposals and C&D Reitmeier was the only bidders. This item was also brought forth to the Planning Commission for their review and this does comply with the City of Crookston Comprehensive Plan. The recommendation is to approve this Cash Farm Lease for \$110.00 per Acre. It was duly carried to approve the Resolution regarding the Cash Farm Lease near the Crookston Municipal Airport with C&D Reitmeier. (Res 27798)

8.02 Motion made by Council Member Cavalier, seconded by Council Member Briggs; City Administrator, Corky Reynolds briefed the Council. This property involves a proposed sale and the attorney who examined the title work made an objection saying in 2002 the City of Crookston conveyed this land without a proper resolution from the City Council. So, this resolution will validate and confirm that the sale was appropriate and ratified. It was duly carried to approve the Resolution regarding the authorization and confirming the sale of real property by the City of Crookston to the Midwest Minnesota Community Development Corporation (MMCDC) regarding parcel 82.03936.00. (Res No.27799)

8.03 Motion made by Council Member Menard, Seconded by Council Member Cavalier; City Administrator, Corky Reynolds briefed the Council. This is the house that was built by the MMCDC and then sold to the Jenkins. The Jenkins then received a loan from the City of Crookston for the low-income housing program. One of the criteria was that if they in fact lived in the house for more than 10 years the loan would be forgiven. The 10 years ended in 2012 this Resolution would authorize the satisfaction of that loan. It was duly carried to approve the Resolution regarding the Crookston Single Family Housing Purchase Deferred Repayment Loan Lien on the Property owned by Bradley H Jenkins and Helen L Jenkins, a married couple regarding Document Number A000598987. (Res No. 27800)

8.04 Motion made by Council Member Briggs, Seconded by Council Member Jerde; City Administrator, Corky Reynolds briefed the Council. This request for the conditional use permit on the property in the southwest portion of the City of Crookston. The car crushing facility is there and the state legislature in 2023 required each person who operates such a facility needs to show that zoning is correct under the City of Crookston Ordinance. This area is zoned industrial, and a conditional Use Permit is allowed. This item has been in front of the Planning Commission and is recommending to approve this request. Council Member Klatt asked about making sure in the conditional use having a high enough fence in the front of the building. City Administrator, Corky Reynold explained there was a discussion with the fence and the City is working with the owner to have that fence up in around 18 months. Council Member Jerde asked if the fence was in conditional use and City Administrator, Renolds said no it is not a specific condition of the use of the permit. Building Official, Greg Hefta spoke to the Council and said typically the conditional use permits go with the land. After further discussion between the Council and Building Officials, Council Member Jerde explained she sits on the Polk County Planning and Zoning board and the determinations are a lot of times very clearly stipulated as part of the conditional use process and having that would be the benefit of both the landowner and the City of Crookston. This should be something to consider going forward. It was duly carried to approve the Resolution regarding a Conditional Use Permit with respect to parcel 82.00163.07.(Res No. 27801)

8.05 Motion made by Council Member Cavalier, Seconded by Council Member Menard; City Administrator, Corky Reynolds briefed the Council. The City of Crookston has been discussing a comprehensive plan evaluation of our streets, water, wastewater and sewer. The City of Crookston sent out a request for proposals and received six and were evaluated by the Utility Supervisor, the Public Works Director and the City Administrator. They were scored independently and then as a group did a compilation obtaining an average and this is the firm. It was duly carried to approve the Resolution regarding the engagement of Advanced Engineering & Environmental Services, LLC (AE2S) to perform Engineering Services. (Res No. 27802)

REPORTS FROM CITY STAFF

Charles “Corky” Reynolds, City Administrator:

- Continuing budget discussions with our departments.
- Met with Ehlers via Teams meeting regarding the City of Crookston investments.
- Met with Ben Lien from Senator Klobuchar office regarding ways the Federal Government might assist Crookston and Polk County.
- Continuing Campground discussion and proposals.
- Had a meeting with the Secretary of State regarding changes that legislation has made.
- Met with Nick Nicholas from the CHETA Board.
- Number of discussions regarding the Industrial Park.
- Answered several citizens' calls regarding the proposed property Levy increase.

Chad Palm, IT Director:

- Thank you to Midcontinent Communications and how responsive to help troubleshoot a couple of issues regarding Channel 3.

Audrey Passa, Finance Director:

- Clifton Larson Allen started on Monday and this Thursday and Friday will start the Finance Department Assessment process.

Shane Heldstab, Fire Chief:

- Toys for Tots has started collecting names and the Fire Department appreciates all the City Staff helping by taking the phone calls and taking the donations.
- Ladder 3 is back at the Fire Department and has passed all the requirements.
- Express his sympathy to the Rudnick family, Eric Rudnick passed away yesterday. He was a firefighter for over 10 years.

REPORTS FROM CITY COUNCIL MEMBERS

Kristie Jerde, Council Member 1st Ward,

- The City needs to continue to keep the public informed of where the City Council is on the City's levy.
- The Chamber is holding an event this Thursday and would like to see the public out to support the small business for that event.

Henry Fischer, Council Member 2nd Ward,

- No report.

Clayton Briggs, Council Member 3rd Ward,

- Has several calls regarding the City Levy.

Donald R Cavalier, Council Member 4th,

- The Crookston Chamber is in the process of reorganizing. Currently, 6 individuals have volunteered to keep the Chamber running.

Joe Kresl, Council Member 5th Ward,

- No report.

Dylane Klatt, Council Member 6th Ward,

- Received a few calls from residents regarding the levy.

Tim Menard, Council Member-at-Large,

- A note of appreciation to the community members who have reached out with us for clarification on where we are with the levy process.

Morgan Hibma, Council Member-at-Large,

- Fielding phone calls and emails regarding the levy from the residents and I thank them for reaching out.
- Had a few meetings out at the Crookston EDA regarding the Industrial Park along with different grant opportunities.

Dale Stainbrook, Mayor,

- I had an opportunity to meet with the Secretary of State and learn a lot of good information.
- Received a lot of phone calls regarding the levy.

ADJOURNMENT

Mayor Stainbrook declared the meeting adjourned at 5:58 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 11th day of December 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:

Dale Stainbrook Mayor

Ashley Rystad City Clerk

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
C-CHECK	VOID CHECK	V	12/08/2023			071820		
C-CHECK	VOID CHECK	V	12/08/2023			071835		
C-CHECK	VOID CHECK	V	12/08/2023			071850		
C-CHECK	VOID CHECK	V	12/08/2023			071893		
C-CHECK	VOID CHECK	V	12/08/2023			071908		

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	0	0.00	0.00	0.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00

VOID CHECKS:	5	VOID DEBITS 0.00		
		VOID CREDITS 0.00	0.00	0.00

TOTAL ERRORS: 0

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

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0299	CAPITAL BANK AND TRUST COMPANY DEF COMP WITHHOLDING	D	12/05/2023	450.00		001295		450.00
1550	P.E.R.A. PERA WITHHOLDING	D	12/05/2023	13,600.59		001296		
	I-PPF202312015513 PERA WITHHOLDING	D	12/05/2023	24,581.74		001296		38,182.33
2606	EFTPS FEDERAL TAX WITHHOLDING	D	12/05/2023	17,198.32		001297		
	I-T3 202312015513 FICA TAX WITHHOLDING	D	12/05/2023	13,338.38		001297		
	I-T4 202312015513 MEDICARE TAX WITHHOLDING	D	12/05/2023	5,449.24		001297		35,985.94
2607	MN DEPT OF REVENUE STATE TAX WITHHOLDING	D	12/05/2023	8,189.01		001298		8,189.01
2681	MN STATE RETIREMENT SYSTEM MN DEFERRED COMPENSATION-457B\$	D	12/05/2023	100.00		001299		
	I-SP2202312015513 HEALTH CARE SAVINGS PLAN	D	12/05/2023	531.20		001299		631.20
3047	CAPITAL BANK AND TRUST COMPANY DEF COMP EMPLOYER CONTRIBUTION	D	12/05/2023	66.44		001300		66.44
2606	EFTPS FICA TAX WITHHOLDING	D	12/05/2023	30.94		001301		
	I-T4 202312055514 MEDICARE TAX WITHHOLDING	D	12/05/2023	7.22		001301		38.16
4399	ABSOLUTE REGRIGERATION, LLC CONDENSOR PUMP REPAIR	R	12/08/2023	1,555.50		071814		1,555.50
0021	ADVANCED TIRE & AUTO SERV. LLC TURF TIRE	R	12/08/2023	159.80		071815		
	I-44678 ROTATE TIRES	R	12/08/2023	30.00		071815		
	I-44715 SERVICE OIL CHANGE	R	12/08/2023	46.85		071815		
	I-44721 SERVICE OIL CHANGE	R	12/08/2023	71.80		071815		
	I-44725 SERVICE OIL CHANGE	R	12/08/2023	49.99		071815		
	I-44744 SERVICE OIL CHANGE/ ROTATE	R	12/08/2023	71.58		071815		430.02
3526	ADVANCED ELEMENTS, INC OPWORKS ANNUAL RENEWAL	R	12/08/2023	2,500.00		071816		2,500.00
3016	ALTRU HEALTH SYSTEM FD CPR CERTIFICATION	R	12/08/2023	25.00		071817		25.00

VENDOR SET: 01 City of Crookston

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

DATE RANGE:11/22/2023 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
4678	ARBITERSPORTS, LLC							
I-INV55516	ARBITER SPORTS PROGRAM	R	12/08/2023	1,487.50		071818		1,487.50
2200	AUTO VALUE OF CROOKSTON							
I-76224067	QUART OIL	R	12/08/2023	14.98		071819		
I-76224744	UNIT FREEZE/WASH	R	12/08/2023	56.29		071819		
I-76226379	OIL AND FILTERS	R	12/08/2023	63.28		071819		
I-76226387	WATER DEPT 1 TON	R	12/08/2023	106.84		071819		
I-76226390	ZIP TIES FOR X-MAS LIGHTS	R	12/08/2023	23.99		071819		
I-76226399	OIL	R	12/08/2023	31.68		071819		
I-76226401	ANTI-SEIZE/ SEALANT FOR LIGHTS	R	12/08/2023	19.98		071819		
I-76226894	TRUCK LIGHTS	R	12/08/2023	255.98		071819		
I-76227049	DODGE HEAD LIGHT SWITCH	R	12/08/2023	78.99		071819		
I-76227097	FASTENERS FOR LIGHT POLE	R	12/08/2023	17.96		071819		669.97
4489	GARETT BENGTON							
I-20231205	STATION DUTY BOOTS	R	12/08/2023	262.50		071821		262.50
4520	BENOIT EXCAVATING, LLC							
I-20231130	DIG 521 WASHINGTON, CURB STOP	R	12/08/2023	900.00		071822		900.00
4435	BERT'S TRUCK EQUIPMENT OF MOOR							
I-D99012	VENTRAC DOOR REPAIR	R	12/08/2023	1,228.93		071823		
I-W103102	VENTRAC REPAIR	R	12/08/2023	403.46		071823		
I-W103103	VENTRAC REPAIR	R	12/08/2023	388.33		071823		
I-W103388	VENTRAC REPAIR	R	12/08/2023	408.72		071823		2,429.44
0186	BERTIL'S GRAVEL & EXCAVATION L							
I-8023	RECYCLE CONCRETE-CITY HAULED	R	12/08/2023	558.00		071824		558.00
2001	BEST USED TRUCKS OF MN							
I-WI020534	ENGINE 3 REPAIRS-TURBO CONTROL	R	12/08/2023	2,152.91		071825		2,152.91
0188	DACIAN BIENEK							
I-20231115	MEAL REIMBURSEMENT	R	12/08/2023	76.69		071826		76.69
0203	BORDER STATES ELECTRIC							
I-927332601	WIRING	R	12/08/2023	359.46		071827		
I-927469723	STREET LIGHT POLES	R	12/08/2023	11,558.34		071827		11,917.80
4267	ADAM BORKOWSKI							
I-20231121	WINTER BOOTS	R	12/08/2023	124.99		071828		124.99

VENDOR SET: 01 City of Crookston

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

DATE RANGE:11/22/2023 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0215	BRADS ELECTRIC I-20231201							
	REPLACE ELECTRIC UNIT HEATER	R	12/08/2023	361.60		071829		361.60
0225	BRANDNER PRINTING I-6900							
	ENVELOPES	R	12/08/2023	129.00		071830		129.00
4481	JAMES BRANDON I-20231107							
	QUICK LOCKING SYSTEM KIT	R	12/08/2023	26.34		071831		
	I-20231120							
	ELECTRONIC EAR PROTECTION	R	12/08/2023	37.47		071831		63.81
2651	RYAN BREKKEN I-20231115							
	MEAL REIMBURSEMENT	R	12/08/2023	62.21		071832		
	I-20231120							
	SHIRTS, SWEATER, VEST	R	12/08/2023	181.82		071832		244.03
2961	BSN SPORTS, LLC I-10053063							
	REPAIR KIT FOR PB COURTS	R	12/08/2023	261.00		071833		261.00
3184	CINTAS CORPORATION I-4173564670							
	UNIFORMS AND LAUNDRY	R	12/08/2023	26.10		071834		
	I-4174360097							
	UNIFORMS AND LAUNDRY	R	12/08/2023	26.10		071834		
	I-4174360256							
	RUGS	R	12/08/2023	76.04		071834		
	I-4174360354							
	LAUNDRY SUPPLIES	R	12/08/2023	9.37		071834		
	I-4175044247							
	UNIFORMS AND LAUNDRY	R	12/08/2023	26.10		071834		
	I-4175044251							
	MATS, TOWELS	R	12/08/2023	14.96		071834		
	I-4175044252							
	LAUNDRY	R	12/08/2023	3.60		071834		
	I-4175044284							
	LAUNDRY	R	12/08/2023	3.84		071834		
	I-4175718864							
	UNIFORMS AND LAUNDRY	R	12/08/2023	26.10		071834		
	I-4175718906							
	JANITOR SUPPLIES	R	12/08/2023	28.00		071834		
	I-4175719012							
	RUGS	R	12/08/2023	76.04		071834		316.25
3395	CODE 4 SERVICES, INC I-8975							
	NEW SQUAD EQUIPMENT	R	12/08/2023	8,852.80		071836		
	I-8976							
	NEW SQUAD IT EQUIPMENT	R	12/08/2023	2,722.71		071836		11,575.51
0337	COLE PAPERS INC. I-10367586							
	JANITOR SUPPLIES	R	12/08/2023	234.51		071837		
	I-10370455							
	HAND SOAP CITY HALL	R	12/08/2023	52.31		071837		
	I-10371794							
	JANITOR SUPPLIES	R	12/08/2023	52.43		071837		
	I-10372562							
	JANITOR SUPPLIES	R	12/08/2023	170.47		071837		
	I-10372568							
	CITY HALL SUPPLIES	R	12/08/2023	250.42		071837		
	I-10375086							
	CITY HALL SUPPLIES	R	12/08/2023	75.42		071837		835.56
0363	CROOKSTON BUILDING CENTER I-296205							
	READY MIX CONCRETE	R	12/08/2023	36.78		071838		
	I-296750							
	READY MIX CONCRETE	R	12/08/2023	24.52		071838		
	I-296823							
	TREATED 2X4 4X4	R	12/08/2023	49.49		071838		
	I-296826							
	READY MIX CONCRETE	R	12/08/2023	24.52		071838		
	I-297179							
	DOOR LOCK CSC BLUELINE	R	12/08/2023	79.99		071838		
	I-297201							
	CEILING TILES	R	12/08/2023	97.68		071838		312.98

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0389	CROOKSTON FUEL CO.							
I-20231130-CITYADMIN	NOVEMBER FUEL GABE AND GREG	R	12/08/2023	97.84		071839		
I-20231130-FIRE	FUEL NOVEMBER 2023	R	12/08/2023	839.99		071839		
I-20231130-PARK	NOVEMBER 2023 FUEL	R	12/08/2023	874.13		071839		
I-20231130-POLICE	NOVEMBER 2023 FUEL	R	12/08/2023	2,230.57		071839		
I-20231130-PUBLIC	NOVEMBER 2023 FUEL	R	12/08/2023	2,092.47		071839		
I-20231130-STREET	NOVEMBER 2023 FUEL	R	12/08/2023	3,033.15		071839		9,168.15
4388	CROOKSTON VISITORS BUREAU							
I-20231206	CROOKSTON VISITORS BUREAU	R	12/08/2023	8,608.83		071840		8,608.83
0470	CROOKSTON WELDING INC.							
I-073085	ANTI-FREEZE/ FUNNEL	R	12/08/2023	14.88		071841		
I-073694	SHOP SUPPLIES	R	12/08/2023	44.20		071841		
I-073839	SKID PLATES-BLOWER	R	12/08/2023	209.13		071841		
I-A245943	MAILBOX/DOOR CLOSERS/SHOP	R	12/08/2023	52.77		071841		320.98
0483	DACOTAH PAPER							
I-82068	JANITOR SUPPLIES	R	12/08/2023	58.59		071842		58.59
0487	DAKOTA SUPPLY GROUP							
I-S103254976.001	PVC FLEX	R	12/08/2023	196.57		071843		
I-S103255264.001	PVC FLEX	R	12/08/2023	170.26		071843		366.83
3023	DRIVER & VEHICLE SERVICES							
I-20231110	REGISTRATION 2018 EQUINOX	R	12/08/2023	15.25		071844		15.25
4567	LOREN EDEVOLD							
I-20231116	MEAL REIMBURSEMENT	R	12/08/2023	15.00		071845		
I-20231125	SHIRTS, FLASHLIGHT	R	12/08/2023	246.36		071845		261.36
0750	EMERGENCY APPARATUS MAINT. INC							
I-129606	LADDER 3 SERVICE, REPAIRS, TES	R	12/08/2023	21,109.73		071846		
I-129607	ENGINE 1 ANNUAL PUMP TEST	R	12/08/2023	846.65		071846		
I-129609	ENGINE 3 ANNUAL PUMP TEST	R	12/08/2023	808.05		071846		
I-129611	LADDER 3 ANNUAL PUMP TEST	R	12/08/2023	505.00		071846		23,269.43
4679	FALCON, ETHAN							
I-20231206	DUTY BOOTS	R	12/08/2023	300.00		071847		300.00
4596	NICHOLAS FLADLAND							
I-20231116	UAS TRAINING	R	12/08/2023	15.00		071848		15.00

VENDOR SET: 01 City of Crookston

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

DATE RANGE:11/22/2023 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0875	FLEET SUPPLY							
I-134797	ADAPTERS, SEWAGE PUMP, HOSE	R	12/08/2023	971.29		071849		
I-134816	DISCHARGE HOSE	R	12/08/2023	17.90		071849		
I-135059	CORD EXT	R	12/08/2023	139.99		071849		
I-135066	COUPLER, POLY WHEEL	R	12/08/2023	76.87		071849		
I-135181	GLOVES	R	12/08/2023	188.98		071849		
I-135428	PENALTY BOX DOORS	R	12/08/2023	26.74		071849		
I-135436	PENALTY BOX DOORS	R	12/08/2023	19.28		071849		
I-135448	CUT OFF WHEEL	R	12/08/2023	55.93		071849		
I-135458	TAPE MEASURE, TARP	R	12/08/2023	192.98		071849		
I-135493	SELF DRILL SCREWS	R	12/08/2023	12.50		071849		
I-135593	2 " WHEEL HARDWARE	R	12/08/2023	11.57		071849		
I-135605	SCREWS, HARDWARE	R	12/08/2023	12.50		071849		
I-135635	2" WHEEL CASTER, GATE LATCH	R	12/08/2023	8.98		071849		1,735.51
2004	FRONTIER PRECISION INC							
I-287208	DRONE ACC.	R	12/08/2023	899.00		071851		
I-287210	DRONE PACKAGE	R	12/08/2023	5,849.15		071851		6,748.15
0721	GALSTAD, JENSEN & MCCANN, P.A.							
I-19574	CRIMINAL CASES	R	12/08/2023	580.50		071852		580.50
0909	GARDEN VALLEY TECHNOLOGIES							
I-201187628	WELLS-COMMUNICATION	R	12/08/2023	121.40		071853		
I-INV-21642	CAMERA AT THE POOL	R	12/08/2023	3,925.71		071853		4,047.11
4391	GABRIEL GENEREUX							
I-20231207	CLOTHING ALLOWANCE 2023	R	12/08/2023	250.00		071854		250.00
0941	GOLD STAR STEAM CLEANING SERV							
I-12915	ANNUAL CARPET CLEANING	R	12/08/2023	1,882.00		071855		1,882.00
0944	GOPHER STATE ONE-CALL INC.							
I-3110323	GOPHER STATE ONE-CALL INC.	R	12/08/2023	59.40		071856		59.40
3331	DAVID GRABOWSKI							
I-20231121	MEAL REIMBURSEMENT	R	12/08/2023	46.87		071857		46.87
0987	GREAT PLAINS NATURAL GAS CO.							
I-20231120	SERVICE 10/20-11/17/2023	R	12/08/2023	11,136.90		071858		11,136.90
1000	GROVE MECHANICAL INC.							
I-41668-1	SERVICE FURNACE	R	12/08/2023	542.66		071859		542.66

VENDOR SET: 01 City of Crookston

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DATE RANGE:11/22/2023 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1010	HACH COMPANY							
I-13840047	BUFFER SOLN	R	12/08/2023	70.77		071860		70.77
4443	HAGL SERVICES LLC							
I-20231130	OFFICIAL SCHEDULER	R	12/08/2023	1,560.00		071861		1,560.00
1848	HARBOTT, KNUTSON & LARSON & HO							
I-2023-2579	CRIMINAL MATTERS NOVEMBER 2023	R	12/08/2023	7,898.00		071862		
I-2023-2600	CIVIL MATTERS NOVEMBER 2023	R	12/08/2023	1,630.65		071862		9,528.65
3400	CROOKSTON HARDWARE HANK							
I-73241/2	X-MAS LIGHTS	R	12/08/2023	17.98		071863		
I-73243/2	LIGHT BULBS (LOCKER ROOM)	R	12/08/2023	8.99		071863		
I-73244/2	TRASH BAGS	R	12/08/2023	41.97		071863		
I-73256/2	VACUUM CANISTER	R	12/08/2023	65.99		071863		
I-73335/2	COUNTER SINK	R	12/08/2023	30.88		071863		
I-73336/2	DRILL BIT	R	12/08/2023	23.99		071863		
I-73345/2	SHOVEL, HAND SOAP, GLUE TRAP	R	12/08/2023	46.14		071863		235.94
1043	HAWKINS, INC							
I-6635177	POOL CHEMICALS	R	12/08/2023	910.66		071864		
I-6635192	CHEMICALS	R	12/08/2023	2,527.56		071864		3,438.22
4229	GREG HEFTA							
I-20231201	MEETING DUES AND MILEAGE	R	12/08/2023	148.14		071865		148.14
1006	HN QUALITY PLUMBING INC.							
I-010279	PIPING FOR KARN FIELD	R	12/08/2023	149.99		071866		
I-43019	PUMP REPAIR	R	12/08/2023	150.50		071866		300.49
1105	HUGO'S							
I-20231118	COFFEE	R	12/08/2023	8.99		071867		8.99
9193	HUMANE SOCIETY OF POLK CO INC							
I-20231122	LEASE/ANIMAL IMPOUND FEE'S	R	12/08/2023	1,664.00		071868		
I-20231122B	LEASE/ANIMAL IMPOUND FEES	R	12/08/2023	1,718.00		071868		
I-20231130	LEASE/ANIMAL IMPOUND FEES	R	12/08/2023	1,278.00		071868		4,660.00
3714	INNOVATIVE OFFICE SOLUTIONS, L							
I-IN4389048	MISC SUPPLIES	R	12/08/2023	90.01		071869		90.01
1135	INTERSTATE POWER SYSTEMS, INC							
I-R016124783:01	ENGINE 1 REPAIRS	R	12/08/2023	4,424.64		071870		4,424.64

VENDOR SET: 01 City of Crookston

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DATE RANGE:11/22/2023 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1165	JEROME ENGET							
I-16104	KEKEY LOCK AND CODE KEY	R	12/08/2023	85.36		071871		85.36
4603	JOE'S NORTHWOODS PEST CONTROL							
I-19893	SPRAY FOR ANTS, BOX ELDER BUGS	R	12/08/2023	160.00		071872		
I-24208	SPRAY FOR ANTS, BOX ELDER BUGS	R	12/08/2023	170.00		071872		330.00
4591	KARIE KIRSCHBAUM							
I-20231027	TRAVEL REIMBURSEMENT	R	12/08/2023	366.25		071873		366.25
3232	CHRISTOPHER KLAWITTER							
I-103877	BALES FOR TRAINING BURN	R	12/08/2023	105.00		071874		105.00
4000	LAKES COMMUNITY COOPERATIVE							
I-20231130	SERVICE 10/31-11/29/2023	R	12/08/2023	268.46		071875		268.46
1258	LAWNCRAFTSMEN SERVICES							
I-7826	PRUNING, WEED CONTROL, FERT.	R	12/08/2023	1,656.00		071876		1,656.00
0923	LITTLE FALLS MACHINE, INC							
I-369621	CIP BUDGET PLOW WING	R	12/08/2023	24,165.00		071877		24,165.00
4250	LUNSETH PLUMBING & HEATING CO.							
I-117842	RPZ TESTOMG	R	12/08/2023	312.00		071878		312.00
1308	MAC QUEEN EQUIPMENT INC							
I-P53995	LEADER EDGE, CAP SCREW, SHIP	R	12/08/2023	831.45		071879		831.45
2788	MARCO - NW 7128							
I-INV11888628	OFFICE LICENSING	R	12/08/2023	2,345.00		071880		2,345.00
1333	MARSHALL AND POLK RURAL WATER							
I-20231129	WATER SERVICE 10/12- 11/28/23	R	12/08/2023	64.26		071881		64.26
1395	MID-CONTINENT COMMUNICATIONS							
I-20436890113729	SERVICE 12/1-12/31/2023	R	12/08/2023	2,038.26		071882		2,038.26
1397	MILLER AIRCRAFT SERVICE INC.							
I-23348	AIRPORT MOWING SUMMER 2023	R	12/08/2023	8,612.00		071883		8,612.00
3407	MN DEPT OF HEALTH-ENVIRONMENTA							
I-20231128	2024 LICENSE RENEWAL APPLICATI	R	12/08/2023	520.00		071884		520.00

VENDOR SET: 01 City of Crookston

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DATE RANGE:11/22/2023 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1537 I-20231117	MN RURAL WATER ASSOCIATION ANNUAL DUES	R	12/08/2023	2,711.30		071885		2,711.30
1555 I-6605	MN STATE FIRE CHIEFS ASSN MSFCA MEMBERSHIP	R	12/08/2023	100.00		071886		100.00
1780 I-18755	MNSCU- MOORHEAD LIVE BURN TRAINING NOVEMBER	R	12/08/2023	1,700.00		071887		1,700.00
4479 I-20231205	ANDY MUNSON FLEECE AND CARGO PANTS	R	12/08/2023	228.06		071888		228.06
4177 I-2095	NESS SEALCOAT SERVICE,LLC SEAL CRACKS	R	12/08/2023	13,192.08		071889		13,192.08
1775 I-8821	NORTHWEST SERVICE COOPERATIVE CDL TRAINING (CLASSROOM)	R	12/08/2023	225.00		071890		225.00
4483 I-281	NT AUTO REPAIR, LLC REPLACE CATALYTIC CONVERTER	R	12/08/2023	1,714.30		071891		1,714.30
1861 I-61374	OTTERTAIL POWER COMPANY-FF SERVICE 10/18-11/21/2023	R	12/08/2023	28,961.49		071892		28,961.49
3576 I-20231205	PHILLIP PETERSON WINTER BOOTS, CLOTHING	R	12/08/2023	193.18		071894		193.18
1936 I-100 I-100B I-100C	POLK COUNTY SHERIFF 2023 Q2 WAGES FOLKERT 2023 Q1 WAGES FOLKERT 2023 Q3 WAGES FOLKERT	R R R	12/08/2023 12/08/2023 12/08/2023	5,780.47 5,780.47 5,780.47		071895 071895 071895		17,341.41
1935 I-46681 I-46687 I-46970 I-47027 I-47036 I-47129	POLK COUNTY TRANSFER STATION YARD CLEAN UP DEMO DEMO SCRAP DEMO REMOVAL DEMO	R R R R R R	12/08/2023 12/08/2023 12/08/2023 12/08/2023 12/08/2023 12/08/2023	15.91 6.08 4.48 5.00 3.84 5.00		071896 071896 071896 071896 071896 071896		40.31
1931 I-20231129	POLK COUNTY-DRIVER & VEHICLE S FORFEITURE TITLES	R	12/08/2023	52.00		071897		52.00

VENDOR SET: 01 City of Crookston

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
2005	PROULX REFRIGERATION HTG &APPL REPAIR HVAC	R	12/08/2023	110.00		071898		110.00
2057	RED LAKE ELECTRIC COOP SERVICE 10/31-11/30/2023	R	12/08/2023	26,059.50		071899		26,059.50
3036	REDWOOD TOXICOLOGY LABORATORY, TEST KITS (UA)	R	12/08/2023	296.66		071900		296.66
2222	REESE ELECTRIC ELECTRIC CAR CHARGING	R	12/08/2023	121.00		071901		121.00
2100	REGIONAL SANITATION SERV INC TRASH SERVICE	R	12/08/2023	87.94		071902		87.94
3693	RUBEN J RESENDIZ NOVEMBER BOILER MAINTENANCE	R	12/08/2023	600.00		071903		600.00
2121	RIVERVIEW HEALTHCARE ASSOCIATI HEP B VACCINATIONS	R	12/08/2023	211.00		071904		211.00
3834	RMB ENVIRONMENTAL LABORATORIES CHEMICALS	R	12/08/2023	136.13		071905		
	I-D054564 CHEMICALS	R	12/08/2023	136.13		071905		272.26
2199	SCHMITZ BUILDERS, INC CROOKSTON LIBRARY REROOF	R	12/08/2023	10,335.00		071906		10,335.00
2437	SCOTT'S TRUE VALUE HARDWARE KEYS	R	12/08/2023	6.07		071907		
	I-A245761 X-MAS LIGHTS	R	12/08/2023	57.54		071907		
	I-A245788 X-MAS LIGHTS	R	12/08/2023	41.61		071907		
	I-A245943 MAILBOX 1602 N FRONT REPAIR	R	12/08/2023	52.77		071907		
	I-A246091 REFLECTORS, CABLE TIES	R	12/08/2023	51.71		071907		
	I-A246094 LOCK DE-ICER, KEY RING	R	12/08/2023	32.32		071907		
	I-A246108 RED DRIVEWAY MARKER	R	12/08/2023	13.02		071907		
	I-A246302 LED BULBS	R	12/08/2023	21.11		071907		
	I-A246308 LIGHT BULBS	R	12/08/2023	27.83		071907		
	I-A246433 HUT MISC. SUPPLIES	R	12/08/2023	41.22		071907		345.20
2231	SERVICE PRO OF CROOKSTON INC TREE TRIMMING	R	12/08/2023	172.69		071909		
	I-0150069 CHAINSAW BAR	R	12/08/2023	42.99		071909		215.68

VENDOR SET: 01 City of Crookston
 BANK: AP BREMER BANK, N.A. - AP
 DATE RANGE: 11/22/2023 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
2032	SUMMIT FIRE PROTECTION/NIGHT O FIRE ALARM SYSTEM INSPECTION	R	12/08/2023	309.00		071910		309.00
4475	EMILEE TATE LEARN TO SKATE MEMBERSHIP	R	12/08/2023	18.50		071911		18.50
4160	TECHNIQUES INC. CSC AIR FILTERS	R	12/08/2023	1,411.16		071912		1,411.16
4663	THE LIGHTING GALLERY, INC EXTERIOR LIGHTING PROJECT	R	12/08/2023	8,856.50		071913		8,856.50
4371	TRITECH SOFTWARE SYSTEMS CPD RMS ANNUAL FEE	R	12/08/2023	14,171.56		071914		14,171.56
1556	TYLER TECHNOLOGIES INCODE LICENSING	R	12/08/2023	38,179.24		071915		38,179.24
2478	U. S. POSTMASTER POSTAGE	R	12/08/2023	1,200.00		071916		1,200.00
3123	VALLEY ELECTRIC OF CROOKSTON, HOOKED UP NEW BATTERY CHARGER	R	12/08/2023	245.65		071917		
	I-7684 CABLES FOR PO SYSTEM	R	12/08/2023	240.30		071917		
	I-7711 TROUBLE SHOOT HEAT PUMPS	R	12/08/2023	255.00		071917		
	I-7718 TROUBLESHOOT CITY HALL	R	12/08/2023	300.80		071917		1,041.75
0400	VALLEY PLAINS EQUIPMENT MISC SUPPLIES	R	12/08/2023	21.44		071918		21.44
2506	VERIZON WIRELESS SQUAD CAR DATA	R	12/08/2023	360.10		071919		
	I-9949973531 SERVICE 11/23-12/22/2023	R	12/08/2023	1,847.92		071919		2,208.02
3706	VERIZON WIRELESS - P2P VERIZON-INVESTIGATION SERVICE	R	12/08/2023	50.00		071920		50.00
2545	WIDSETH SMITH NOLTING & ASSOC, CENTRAL PARK IMPROV 10/13/2023	R	12/08/2023	7,202.50		071921		
	I-226386 2023 STREET IMPROVEMENTS	R	12/08/2023	33,653.00		071921		
	I-227151 CENTRAL PARK IMPROVEMENTS	R	12/08/2023	1,430.50		071921		
	I-227152 AIC ENTRANCE RD THRU 11/10/23	R	12/08/2023	530.00		071921		
	I-227153 2023 STREET IMPROV THRU 11/10	R	12/08/2023	580.00		071921		43,396.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
2585	YE OLE PRINT SHOPPE INC							
I-43179	OFFICE FORMS	R	12/08/2023	52.00		071922		
I-43203	BUSINESS CARDS	R	12/08/2023	32.00		071922		84.00
2600	ZIEGLER INC.							
I-IN001257696	UNIT #107 MOTORGRADER	R	12/08/2023	23.30		071923		
I-IN001257939	UNIT #107 MOTORGRADER	R	12/08/2023	704.56		071923		
I-IN001263622	EDGE BOLTS	R	12/08/2023	159.40		071923		
I-SI000416181	INSPECT GENERATOR	R	12/08/2023	730.04		071923		
I-SI000417262	UNIT #107 ACCELERATOR	R	12/08/2023	1,915.97		071923		3,533.27

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	105	394,362.28	0.00	394,362.28
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	7	83,543.08	0.00	83,543.08
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

TOTAL ERRORS: 0

VENDOR SET: 01	BANK: AP	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			112	477,905.36	0.00	477,905.36
BANK: AP	TOTALS:		112	477,905.36	0.00	477,905.36
REPORT TOTALS:			112	477,905.36	0.00	477,905.36

RESOLUTION NO. _____

At a regular meeting of the City Council of the City of Crookston held on the 11th day of December 2023, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTION TO APPROVE 2024 LICENSE RENEWALS

NOW, THEREFORE, IT IS RESOLVED, that licenses of the City of Crookston for the year 2024, 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 the City of Crookston is hereby authorized and directed to issue the licenses granted upon compliance by the license with the terms.

TOBACCO LICENSE

- Crookston Fuel Co DBA Ampride Convenience Mart
- Miller & Holmes, Inc. DBA M&H Gas
- Valley Markets Inc. DBA Hugo's #4
- SPF Energy Inc dba Superpumper, Inc
- Kory Knoff Convenience Stores/ Holiday
- Wal-Mart
- Casey's

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

Ashley Rystad
City Clerk

RESOLUTION NO. _____

At a regular meeting of the City Council of the City of Crookston held on the 11th day of December 2023, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTION APPROVING LIQUOR LICENSES FOR 2024

IT IS RESOLVED, by the City Council of Crookston, Minnesota that Liquor License be issued for the period January 1, 2024, through December 31, 2024, to the licensees and locations indicated:

A). "On & Off Sale" Private Liquor License Applications

Irishman’s Shanty Inc.	1501 S. Main St.
M.P.T. Enterprises Inc. DBA IC Muggs	1500 University Ave.
Two Captains, Inc. DBA Captain Crooks	223 N. Main St.
Drafts Sports Bar & Grill	925 Fisher Ave.
Crookston Inn	2200 University Ave
The Goat Ranch, LLC DBA Minakwa	901 Fisher Ave. (On-Sale only)

B). "On Sale" Club Liquor License Applications

Eagles 105 S Broadway

C). Sunday "On Sale" Liquor License Applications

Irishman’s Shanty Inc.	1501 S. Main St.
M.P.T. Enterprises Inc. DBA IC Muggs	1500 University Ave.
Two Captains, Inc. DBA Captain Crooks	223 N. Main St.
Crookston Inn	2200 University Ave
The Goat Ranch, LLC DBA Minakwa	901 Fisher Ave
Drafts Sports Bar & Grill	925 Fisher Ave
Eagles	105 S Broadway

D). 3.2 Malt Liquor License Applications

Wal-Mart Supercenter #3758	1930 Sahlstrom Dr
WOK Inc. dba Happy Joe’s Pizza & Ice Cream Parlor	705 E Robert St
Crookston Hotel Group LLC dba Cobblestone Hotel & Suites	2304 Sahlstrom Dr.
Golden Link Senior Center	324 N Main St

E). Wine License with strong beer Authorization Application

Golden Link Senior Center 324 N Main St

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

Ashley Rystad
City Clerk

RESOLUTION NO. _____

At a regular meeting of the City Council of the City of Crookston held on the 11th day of December 2023, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTION TO DESIGNATE 2024 ELECTION PRECINCT POLLING LOCATION

WHEREAS: The City Council of the City of Crookston, according to Minnesota State Statute §204B.16, is required to designate election precinct polling locations by resolution or ordinance within the municipality by December 31st of each year; and

WHEREAS: If the situation arises in the following year that the City of Crookston needs to change a polling place location in the event of an emergency or if the polling place becomes unavailable MN State Statute §204B.16, subdv.1 allows the City to change a polling place following the required process to do so; and

NOW, THEREFORE, IT IS RESOLVED by the City Council of Crookston, Minnesota that the below locations are designated election precincts.

- FIRST WARD - St. Paul’s Lutheran Church
- SECOND WARD - St. Paul’s Lutheran Church
- THIRD WARD - First Presbyterian Church
- FOURTH WARD - First Presbyterian Church
- FIFTH WARD - First Presbyterian Church
- SIXTH WARD - St. Paul’s Lutheran Church

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

Ashley Rystad
City Clerk

RESOLUTION NO. _____

At a regular meeting of the City Council of the City of Crookston held on the 11th day of December 2023, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTION REGARDING BAKER TILLY TO CONDUCT A SEARCH TO OBTAIN QUALIFIED CANDIDATES TO FULFILL THE CITY ADMINISTRATOR DUTIES.

WHEREAS: The City of Crookston needs assistance with obtaining a qualified candidate to perform the duties of the City Administrator; and

WHEREAS: Baker Tilly has offered assistance with the conduct of a search to obtain qualified candidates to fulfill City Administrator duties; and

WHEREAS: Baker Tilly has the necessary professional qualifications and experience to provide the City of Crookston with services regarding obtaining qualified candidates to perform the duties of City Administrator; and

WHEREAS: The terms and conditions of a proposed engagement presented by Baker Tilly are acceptable to the City of Crookston; and

NOW, THEREFORE, IT IS RESOLVED: THE CITY COUNCIL OF THE CITY OF CROOKSTON, MINNESOTA The City of Crookston enter into an engagement and contract with Baker Tilly for the provision of services with respect to obtaining qualified candidates to fulfill the duties of Crookston City Administrator.

BE IT FURTHER RESOLVED: The Mayor and City Administrator of the City of Crookston are authorized to execute and sign any documents with Baker Tilly on behalf of the City of Crookston and any amendments thereto regarding the provision of services relating to obtaining qualified candidates to perform the duties of Crookston City Administrator.

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

Council Members voting in the affirmative:

Council Members in the negative:

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

signature this _____ Day of _____, 2023, at

Attest: _____ Mayor
Dale Stainbrook

Ashley Rystad
City Clerk



November 22, 2023

Charles Reynolds
City Administrator
City of Crookston
124 North Broadway
Crookston, MN 56716

Baker Tilly US, LLP
205 N. Michigan Avenue, 28th Floor
Chicago, IL 60601
United States of America

bakertilly.com

Dear Mr. Reynolds:

This letter agreement (the "Agreement") documents the City of Crookston's ("you/r" or "Client") engagement of Baker Tilly US, LLP ("we" or "Baker Tilly") to conduct an executive search for your next City Administrator (the "Project"). This Agreement defines the parties' respective obligations for the Project. Our proposal dated October 30, 2023, attached hereto as Exhibit A, is incorporated by reference.

Scope, Objectives and Approach

The scope and phases of this engagement are set forth in Exhibit A.

Project Timing and Budget

1. The Project will commence upon your execution of this Agreement and will remain in effect for the period necessary for successful completion of the Project.
2. If you terminate this Agreement before completion, Baker Tilly shall invoice you for any unpaid portion of the total fee set forth in Exhibit A.

Client's Obligations

1. You agree that you are responsible for candidate selections and that you will not discriminate against any candidate on the basis of age, race, creed, color, religion, sex, sexual orientation, national origin, disability, marital status, or any other basis that is prohibited by federal, state, or local law.
2. If you decide to not hire a candidate as a result of a criminal or credit history report, you agree to comply with the FCRA with regard to any pre- or post-adverse action notices and requirements.
3. You agree to respond to drafts of documents and reports in a timely manner. Failure to do so on your part will protract timelines and can negatively influence the outcome of the process.

Management's Responsibilities

It is understood that Baker Tilly will serve in an advisory capacity with Client. The Client is responsible for management decisions and functions, and for designating an individual with suitable skill, knowledge, or experience to oversee the services we provide. The Client is responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services. The Client is responsible for establishing and maintaining internal controls, including monitoring ongoing activities.

The procedures we perform in our engagement will be heavily influenced by the representations that we receive from Client personnel. Accordingly, false representations could cause material errors to go undetected. The Client, therefore, agrees that Baker Tilly will have no liability in connection with claims based upon a failure to detect material errors resulting from false representations made to us by any Client personnel

and our failure to provide an acceptable level of service due to those false representations.

The ability to provide services according to timelines established and at fees indicated will rely in part on receiving timely responses from the Client. The Client will provide information and responses to deliverables within the timeframes established in this Agreement unless subsequently agreed otherwise in writing.

The responsibility for auditing the records of Client rests with the Client's separately retained auditor and the work performed by Baker Tilly shall not include an audit or review of the records or the expression of an opinion on financial data.

Terms and Conditions

1. To the extent allowed under applicable law, the aggregate liability (including attorney's fees and all other costs) of either party and its present or former partners, principals, agents or employees to the other party related to the services performed under this Agreement shall not exceed the fees paid to Baker Tilly under the portion of this Agreement to which the claim relates, except to the extent finally determined to have resulted from the gross negligence, willful misconduct or fraudulent behavior of the at-fault party. Additionally, in no event shall either party be liable for any lost profits, lost business opportunity, lost data, consequential, special, incidental, exemplary or punitive damages, delays or interruptions arising out of or related to this Agreement even if the other party has been advised of the possibility of such damages.
2. Each party recognizes and agrees that the warranty disclaimers and liability and remedy limitations in this Agreement are material bargained for bases of this Agreement and that they have been taken into account and reflected in determining the consideration to be given by each party under this Agreement and in the decision by each party to enter into this Agreement.
3. Neither this Agreement nor any rights or obligations hereunder shall be assigned or delegated by Baker Tilly without your prior written consent. This Agreement shall be modified only by a written agreement duly executed by you and Baker Tilly. Should any of the provisions hereunder be found to be invalid, void, or voidable by a court, the remaining provisions shall remain in full force and effect.
4. Copies of all hard copy documents associated with the recruitment will be retained for three (3) years from the anniversary date of the hiring of the candidate. Retention of records beyond three (3) years must be requested in writing before the conclusion of the Project.
5. Baker Tilly US, LLP is an independent member of Baker Tilly International. Baker Tilly International Limited is an English company. Baker Tilly International provides no professional services to clients. Each member firm is a separate and independent legal entity, and each describes itself as such. Baker Tilly US, LLP is not Baker Tilly International's agent and does not have the authority to bind Baker Tilly International or act on Baker Tilly International's behalf. None of Baker Tilly International, Baker Tilly US, LLP, nor any of the other member firms of Baker Tilly International has any liability for each other's acts or omissions. The name Baker Tilly and its associated logo is used under license from Baker Tilly International Limited.

[Signature page follows]

Acknowledgment

If this Agreement correctly sets forth your understanding, please sign below and return one copy to us for our files. We look forward to working with you on this important project.

Sincerely,

Anne Lewis, Practice Leader | Director

Client Signature:

Name: _____

Title: _____

Date: _____

RESOLUTION NO. _____

At a regular meeting of the City Council of the City of Crookston held on the 11th day of December 2023, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTION REGARDING THE CITY OF CROOKSTON PUBLIC PURPOSE EXPENDITURE POLICY.

WHEREAS: The Minnesota Statutes, court decisions, and opinions of the Minnesota Attorney General permit and require the expenditure of Public funds for public purposes; and

WHEREAS: A Public purpose expenditure is one, which will benefit the Community of Crookston as a whole; directly relates to functions of Government and does not have as its primary objective the benefit of private interest; and

WHEREAS: It is appropriate and necessary to provide assistance and guidance to the City of Crookston officials, employees, and representatives to aid in the determination of what is a public purpose for which public funds may be expanded; and

WHEREAS: Examples of activities which further a public purpose includes but are not limited to those which support the general welfare, prosperity, contentment, safety, public health or security of the residents of Crookston; and

NOW, THEREFORE, IT IS RESOLVED: THE CITY COUNCIL OF THE CITY OF CROOKSTON, MINNESOTA adopts and establishes the attached public purpose guidelines and operating policies and procedures regarding appropriate expenditures of Public Funds.

BE IT FURTHER RESOLVED: the City Council authorizes the City Administrator, elected officials and department heads to implement the attached administrative policies and procedures which are consistent with these public purpose expenditures guidelines.

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

Ashley Rystad City Clerk

CITY OF CROOKSTON

PUBLIC PURPOSE EXPENDITURE POLICY

POLICY

Pursuant to Minnesota statutes, court decisions, and opinions of the Minnesota Attorney General which permit and require the expenditure of public funds for public purposes, the City of Crookston City Council is of the opinion it necessary and appropriate to provide assistance and guidance to the officials, employees, and representatives of the City of Crookston to aid in the determination of what is public purpose for which public funds may be expended.

To provide assistance and guidance, the Crookston City Council adopts and establishes these public purpose guidelines operating policies and procedures regarding appropriate expenditures of public funds. Based on these guidelines, the City Council authorizes the City Administrator, elected officials, and department heads to implement administrative policies and procedures which are consistent with these public purpose expenditure guidelines.

Definition: A public purpose expenditure is one which will benefit the community as a whole, directly relates to functions of government and does not have as its primary objective the benefit of a private interest. Examples of activities which further a public purpose are those which support the general welfare, prosperity, contentment, safety, public health, or security of the residents of Crookston.

PUBLIC PURPOSE GUIDELINES

1. Training and development programs for City of Crookston employees and officials serve a public purpose when those training and development programs are directly related to the performance of the employees' and the official's job-related duties and are directly related to the programs or services for which the City is responsible.
2. Payment of employee work-related expenses, including travel, lodging, and meals, serve a public purpose when those expenses are necessarily incurred by City of Crookston employees and its officials in connection with their actual work assignments or official duties and those expenses are directly related to the performance of the governmental functions for which the City of Crookston is responsible.
3. Appropriate safety and health programs for City of Crookston employees serve a public purpose because they result in healthier and more productive employees and reduce certain costs to the City and the taxpayers of Crookston, including those associated with workers compensation and disability benefit claims, insurance premiums, and lost time from employee absences.
4. Expenditures by the City of Crookston for food and refreshments associated with official City of Crookston functions serve a public purpose when the provision of food or refreshments is an integral part of an official Crookston function and is necessary to ensure meaningful participation by the participants. No purchase of alcoholic beverages will be an allowable expense.

5. Expenditures by the City of Crookston for community and resident outreach and similar activities serve a public purpose when those expenditures are necessary for the City of Crookston to ensure the efficient operation of City of Crookston programs or services, promote the availability and use of City resources, or promote coordinated, cooperative planning activities among and between the public and the private sectors.

SPECIFIC PROGRAMS AND EXPENDITURES

Each City of Crookston expenditure must be valid for a public purpose. The following expenditures are deemed to meet the definition of a public purpose.

EMPLOYEE RECOGNITION PROGRAM

The City of Crookston may recognize the hard work and service performed by employees of the City of Crookston through a formal Employee Recognition Program. The benefits of attracting, retaining and motivating employees through an Employee Recognition Program support employee job satisfaction, which impacts cooperation and productivity. Such cooperation and productivity positively impact Crookston as a whole by increasing the contentment and general welfare of all Crookston residents.

The Program may include:

1. Annually sponsor an Employee Recognition Luncheon for City employees. Sponsor an annual employee picnic or a Holiday Party. There may be times when a significant other may be invited to attend but the City will provide no funds for a significant other.

An award for service at the Employee Recognition Event which award will be 8 hours personal leave time.

Recognition awards will go to all full-time and permanent part-time employees based strictly upon longevity and will in no way be connected to performance. The recognition will be based on years of service with the City from the employee's initial start date whether it be part-time or full-time. The recognition will be based on the concept of peers honoring peers.

During the initial start-up of the program, it is not the intention of the City to provide recognition to each and every employee who has exceeded one of the threshold years identified above. Employees shall be first eligible for this program during the year they actually have worked in one of the years identified above.

2. The City may also send flowers or other nominal gift, if one of the following occurs:
 - Death of the employee (if still working for the City);
 - Death of a former employee (if they retired with the City);
 - Death of the employee if they left employment due to a health condition and they were employed by the City at least three years;
 - Serious accident or illness to employee while still employed;
 - Birth of a child while employed by the City;
 - Death of a family member while employed including spouse, parent/in-laws, child, grandparent, or grandchild.

3. The City may send a card in the event of one of the following occurrences:
 - Serious accident or illness to an immediate family member (spouse, parent/in-laws, child, grandparent, or grandchild).
 - Death of a former employee.
 - Death of a former City employee's spouse, parent, or child.
 - Surgery.
4. The City may provide a card and cake or comparable food item when a permanent City employee in good standing leaves City employment.
5. The City supports other events that are planned and paid for by employees. Examples of such events include the employee potluck dinners, golf, and bowling tournaments.
6. The City supports recognition plaques in recognition of long-time service or retirement of City employees and/or Mayor/City Council Members.

The cost of the elements of the Employee Recognition Program will be included as a separate line item in the City of Crookston Budget. This line-item will be approved annually by the City Council as a part of the overall budget approval process which includes a public hearing on the proposed budget.

EMPLOYEE SAFETY & WELLNESS PROGRAMS

The City recognizes the importance of employee health and safety as it relates to the overall work and life satisfaction of all City employees and the overall impact on the City's health insurance program.

The Employee Safety Program is funded by the departmental budgets. The City supports programs created by the Safety Committee to promote and retain and safe work environment.

MEETING FOOD/MEALS

The City recognizes situations in which City business needs to be discussed can and do occur during meal hours (i.e., luncheon meetings). In addition, there are public and employee meetings and events in which reasonable refreshments may add to the success of the meeting and/or event and create a more productive work environment. The following items are deemed to meet the definition of public purpose expenditures in regard to food and meals.

1. Meals and refreshments are allowed at City meetings and events that have a purpose of discussing City issues. These meetings would normally have a pre-planned agenda.
2. Meals and refreshments are allowed at employee meetings and events that have the purpose of discussing City issues or are a part of employee training. These meetings would also normally have a pre-planned agenda. These meetings could include new employee receptions to introduce new employees to existing employees, provide an orientation to the City, and promote teamwork and cooperation. This does not include routine staff meetings.
3. Meals and refreshments are allowed when they are part of a breakfast/lunch/dinner meeting for official city business when it is the only practical time to meet. Usually, these meals involve meetings with City Council members, Committee/Commission

members, or local business/fraternal organizations. Payment for fees relating to a special event, such as a Chamber of Commerce event may also be allowed where approved by the City Administrator and when attendance is deemed to meet the public purpose guidelines for community or customer outreach and marketing of the City.

4. During official meetings of the City Council, council committees, advisory boards/commissions, and taskforces.
5. Travel expenses for employees are outlined in the City of Crookston Personnel Policy.
6. Meals and refreshments are allowed where employees or volunteers are participating in a City-sponsored special event, participating in an outside event as an official representative of the City, or working additional hours and where the department heads deem appropriate as recognition of efforts above those normally required. Because emergency personnel are often called to perform for extended periods of time and duties where refreshments are important to duty performance, emergency response personnel may be provided refreshments or food when it is deemed appropriate by the City Administrator or Department Head to assure the delivery of quality emergency response service.
7. No purchase of alcoholic beverages is allowed.

The cost of these meals or fees is included in the department's travel/conferences line-item in the City of Crookston Operational Budget. These line-items are approved annually by the City Council as a part of the overall budget approval process which includes a public hearing on the proposed budget.

MEMBERSHIP, DUES, AND DONATIONS

The City Council has determined the City will fund memberships and dues (individual or organization) in professional organizations and City social and community organizations when the purpose is to promote, advertise, improve, or develop the City's resources and advantages and not personal interest or gain.

The cost of memberships/dues is included in the departments' dues and subscriptions line-item in the City of Crookston Operational Budget. These line-items are approved annually by the City Council as a part of the overall budget approval process which includes a public hearing on the proposed budget.

Donations provided by the City must be for programs that serve our citizens and are deemed to meet the public purpose guidelines.

CONCLUSION

The City of Crookston City Council has determined that the above expenditures are valid expenditures and serve a public purpose. (2023)

RESOLUTION NO. _____

At a regular meeting of the City Council of the City of Crookston held on the 11th day of December 2023, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTION REGARDING FIRE SERVICES OUTSIDE THE CITY LIMITS OF CROOKSTON

WHEREAS: the City of Crookston is authorized by prior action of the Crookston City Council pursuant to Minnesota Statutes, Section 438.08, to provide Fire Service outside the legal boundary limits of the City of Crookston; and

WHEREAS: Minnesota Statute, Section 438.09, authorizes the City of Crookston to contract with other municipalities or private groups for compensation for the delivery of Fire services outside the legal boundary limits of the City of Crookston; and

WHEREAS: the City of Crookston is willing and able to provide and American Crystal Sugar Company desires to obtain from the City of Crookston Fire Services to American Crystal Sugar Company under the terms and conditions as established in the attached contract agreement; and

WHEREAS: the agreement for Fire Services outside the legal boundary limits of the City of Crookston involving American Crystal Sugar Company and the City of Crookston was last negotiated and approved in January 2008; and

WHEREAS: the terms and conditions of the proposed contract agreement presented to the American Crystal Sugar Company by the City of Crookston are acceptable to the American Crystal Sugar Company; and

NOW, THEREFORE, IT IS RESOLVED: THE CITY COUNCIL OF THE CITY OF CROOKSTON, MINNESOTA enter into a contract agreement with the American Crystal Sugar Company with respect to the delivery of Fire Services outside the legal boundary limits of the City of Crookston.

BE IT FURTHER RESOLVED: the Mayor and City Administrator of the City of Crookston are hereby authorized to execute a contract with the American Crystal Sugar Company on behalf of the City of Crookston and any amendments thereto with respect to the provisions of Fire Services by the City of Crookston to the American Crystal Sugar Company outside the legal boundary limits 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: _____ Mayor
Dale Stainbrook

Ashley Rystad
City Clerk

AGREEMENT FOR FIRE SERVICE OUTSIDE CITY LIMITS

AGREEMENT, made _____, between City of Crookston, a Minnesota municipal corporation (City), and American Crystal Sugar Company, a Minnesota cooperative (ACSC).

Recitals

A. City is authorized by prior action of the city council pursuant to Minnesota Statutes, Section 438.08, to provide fire service outside the limits of City; and,

B. Minnesota Statutes, Section 438.09, authorizes City to contract with other municipalities or private groups for compensation for fire services outside the limits of City; and,

C. City is willing to provide and ACSC desires to obtain from City fire services to ACSC under the terms and provisions set forth below.

NOW, THEREFORE, for good and valuable consideration, the receipt of which is acknowledged by City and ACSC. City and ACSC agree as follows:

1. **Fire Services.** ACSC agrees to purchase from City, and City agrees to provide ACSC, within the territory described in Paragraph 2, all fire services provided, from time-to-time, within the corporate limits of City (Fire Services).

2. **Service Area.** Fire Services will be provided only within the following area:
The area(s) outlined in the map attached to and made a part of this Agreement
(Service Area).

3. **Compensation.** For the Fire Services, ACSC agrees to pay the following:

a. **Lump Sum.** ACSC will pay the sum of \$4,500.00 per calendar year payable in advance on or before January 31 of each year during the term of this Agreement; and,

b. **HAZMAT Response Costs.** It is the responsibility of ACSC to recover or pay for any costs incurred from a hazardous material incident response incurred in the Service Area. Costs would include supplies and equipment.

c. **Extended Duration Costs.** It is the responsibility of ACSC to recover or pay for emergency response for disaster response costs incurred in the Service Area in excess of 6 hours. This will be billed at an hourly rate per unit.

4. **Time Period Covered.** This Agreement will be in effect beginning January 1, 2024 and ending December 31, 2024.

5. **Automatic Renewal.** This Agreement will continue in effect from calendar year to calendar year after its expiration set forth in Paragraph 4 above unless written notice of termination is given by either party to the other at least 30 days prior to expiration of this Agreement or the end of any calendar year of continuation.

6. **Allocation of Resources.** The parties understand that the City Fire Department Officer in charge of the particular scene will exercise judgment to determine, in consideration of all of the established policies, guidelines, procedures and practices, how best to allocate the available resources.

7. **No Guarantee.** The parties understand and agree City will endeavor to provide the Fire Services to the best of its ability given the circumstances, but City makes no guarantees that the Fire Services it actually provides in a given situation will meet any particular criteria or standard.

8. **Liability.** City shall not be liable to ACSC for loss or damage of any kind whatsoever resulting from any failure to prevent, control or extinguish any fire or failure to act or properly do any other act or thing, whether such loss or damage is caused by the negligence of the officers, agents, or employees of City, or otherwise, unless such loss or damage is caused by or results from the willful or intentional conduct of the City, or such loss or damage is caused by the gross negligence of the City. Except for any reimbursement provided for in Paragraph 3b, City will make no claim against ACSC on account of damage to the property of City while it is performing the Fire Services.

9. **No Waiver of Immunity.** Nothing contained in this Agreement shall be construed to waive or limit any immunity from, or limitation on, liability available to City, whether set forth in Minnesota Statutes, Chapter 466 or otherwise.

10. **Amendment.** This Agreement can only be changed by an agreement in writing signed by both City and ACSC.

11. **Parties Bound.** City and ACSC and all parties who lawfully succeed to their rights and responsibilities are bound by this Agreement.

12. **Captions.** The captions in the paragraphs of this Agreement are for convenience of reference only.

13. **No Partnership, Joint Venture or Fiduciary Relationship Created.** Nothing contained in this Agreement will be interpreted to create a partnership, joint venture or relationship of principal and agent between City and ACSC. The only relationship is one of service contracts.

14. **Entire Agreement.** All promises City and ACSC have made are contained in this Agreement.

15. **Minnesota Law.** This Agreement will be construed and enforced in accordance with the laws of the State of Minnesota.

16. **Notices.** Notices required or allowed by this Agreement must be written and delivered by certified mail, return receipt requested, addressed to City or ACSC at the address stated in this Agreement. City or ACSC may change the address by notice.

IN WITNESS WHEREOF, City and County have signed this Agreement as of the date first above written.

Address:

CITY OF CROOKSTON

124 North Broadway
Crookston, MN 56716

By _____
Dale Stainbrook, Mayor

By _____
Charles Reynolds, City Administrator

Address:

AMERICAN CRYSTAL SUGAR COMPANY

Highway 75 South
Crookston, MN 56716

By _____
Zach Olson, Factory Manager

RESOLUTION NO. _____

At a regular meeting of the City Council of the City of Crookston held on the 11th day of December 2023, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTION REGARDING A FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) HAZARD MITIGATION PROGRAM GRANT APPLICATION.

WHEREAS: The United States government through FEMA has created a Hazard Mitigation Grant Program, which encourages the acquisition, demolition, and backfill of structures and properties damaged as a result of high-water events; and

WHEREAS: FEMA provides grants to communities to acquire properties and structures and to backfill such acquired properties damaged as a result of high-water events; and

WHEREAS: The City of Crookston desires the acquisition, demolition, and backfill of a property and structure damaged by a 2022 high-water event; and

WHEREAS: the purpose of the Hazardous Mitigation Grant Program is to reduce the loss of life and property due to natural disasters, and to enable mitigation measures to be implemented during the recovery from a disaster; and

WHEREAS: the City of Crookston desires a FEMA grant in an amount sufficient to acquire, demolish, and backfill, property damaged as a result of a high-water event, such property being located at 429 Riverside Avenue in the City of Crookston.

WHEREAS: The City of Crookston assures fulfillment of all requirements of the Hazard Mitigation Grant Program as contained in the Hazard Mitigation Grant Program guidelines.

NOW, THEREFORE, IT IS RESOLVED BY THE CITY OF CROOKSTON, MINNESOTA: submit an application to Homeland Security and Emergency Management in conjunction with a Hazard Mitigation Program Grant.

BE IT FURTHER RESOLVED: The Mayor and City Administrator for the City of Crookston execute the application to Homeland Security and Emergency Management and such documents as are necessary to accept if awarded and to implement any grant received.

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

Ashley Rystad
City Clerk

