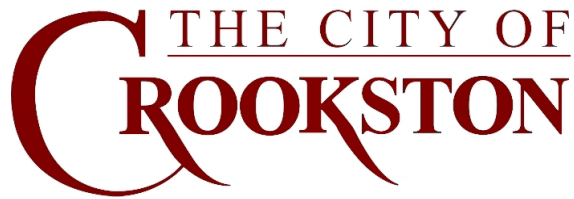


Mayor -Dale Stainbrook

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

January 8, 2024 - 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 December 20, 2023.

6.02 Resolution to approve City of Crookston Bills and Disbursements for \$464,966.03 Check Nos 71953-72050.

6.03 Resolution regarding a donation for Kids First in 2023.

6.04 Resolution appointing the City Auditing Firm Miller McDonald for 2024.

6.05 Resolution regarding designating depositories for Public Funds for 2024.

6.06 Resolution appointing Tanner Holten as the City Attorney for 2024.

6.07 Resolution appointing Rich Clauson as the City Engineer for 2024.

6.08 Resolution regarding the approval of the license renewals for 2024 - Gas Fitters and Cement Mason.

6.09 Resolution regarding the approval of the license renewals for 2024 – MISC.

6.10 Resolution regarding designating the City of Crookston Website and the Crookston Times as the official newspaper of 2024.

6.11 Resolution regarding the Confidence Learning Center Application for Lawful Gambling Premises permit at the Eagles.

6.12 Resolution providing grants to non-profit organizations for the 2024 calendar year.

6.13 Resolution regarding appointing the Boards or Commissions for 2024.

6.14 Resolution regarding the approval of the City Council Committee Composition for 2024.

7. PUBLIC HEARINGS

8. REGULAR AGENDA

8.01 Resolution regarding the Approval of the IRP Loan Guidelines.

8.02 Resolution ordering preparation of Preliminary Engineer's report for 2024 Street Improvements.

9. REPORTS AND STAFF RECOMMENDATION

10. ADJOURNMENT

OFFICIAL MINUTES OF THE CROOKSTON CITY COUNCIL, POLK COUNTY, MINNESOTA. THE SPECIAL COUNCIL MEETING OF DECEMBER 20, 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: Clayton Briggs, Donald Cavalier, Dylane Klatt, Tim Menard, Morgan Hibma, and Kristie Jerde.

Council Members Absent: Henry Fischer and Joe Kresl

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

CROOKSTON FORUM

PRESENTATION AND PUBLIC INFORMATION ANNOUNCEMENT

Margaret Harrington-Stephens presented to the Council the concerns of the eight homeowners on Houston Avenue regarding the Red Lake Riverbank erosion. The Watershed District approved at their last meeting to fund \$12,000 for a Geo-Tech survey. The City of Crookston intends to help the residents identify available funding sources regarding this issue.

APPROVAL OF AGENDA

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

- 6.01** Approve proposed Truth-in-Taxation Minutes from December 11, 2023.
- 6.02** Approve proposed City Council Minutes from December 11, 2023.
- 6.03** Resolution to approve City of Crookston Bills and Disbursements for \$126,252.68 Check Nos 71924-71952.(Res no 27811)
- 6.04** Resolution Adopting the 2024 Calendar for City Council and Ways & Means Committee Meetings. (Res No. 27812)

PUBLIC HEARINGS

REGULAR AGENDA

8.01 Motion made by Council Member Menard, seconded by Council Member Cavalier; City Administrator, Corky Reynolds briefed the Council. This Capital Improvement Plan has been used in coordination with the City of Crookston's budgetary discussion. This is the City's five-year expectation that would either be funded by funds that are available, levy funds or reserve funding. After a discussion between the Council, it was duly carried to approve the Resolution regarding Adopting the Five-Year Capital Improvement Plan for 2024-2028. (Res No 27813)

8.02 Motion made by Council Member Menard, seconded by Council Member Briggs; City Administrator, Corky Reynolds briefed the Council. This is the final budget proposal for the 2024 levy and from the beginning it was also a moving target to get the levy to an appropriate point. The final amount is 18.06% which is down from 65.07%. Council Member Klatt stated when you compare this final levy amount for the City of Crookston to other Cities in the State of Minnesota those cities are roughly 8% and the City of Crookston is roughly half of that average or around 4.5% which is a change in the tax rate. After further discussion, it was duly carried to approve the Resolution regarding Adopting the Property Tax Levy for Taxes Payable in 2024. (Res No.27814)

8.03 Motion made by Council Member Cavalier, Seconded by Council Member Briggs; City Administrator, Corky Reynolds briefed the Council. This is the budget that the Department Heads and Audrey have worked through. Council Member Jerde just wants to make everyone aware that some items are currently considered for the reserves to be on the lookout for other funding opportunities. It was duly carried to approve the Resolution regarding Adopting the 2024 Budget. (Res No. 27815)

8.04 Motion made by Council Member Menard, Seconded by Council Member Cavalier; City Administrator, Corky Reynolds briefed the Council. The Minnesota State Legislature enacted a new policy that will become effective on January 1, 2024. This new policy will give guidance to the Department Heads and those who are accumulating time. It was duly carried to approve the Resolution regarding the Earned Sick and Safe Time Policy for the City of Crookston. (Res No. 27816)

8.05 Motion made by Council Member Briggs, Seconded by Council Member Jerde; City Administrator, Corky Reynolds briefed the Council. This is an agreement with the State of Minnesota saying when the City of Crookston receives the highway corridor finished the City of Crookston will continue to maintain that facility. After further discussion between the Council. It was duly carried to approve the Resolution regarding Maintaining Facilities related to the Highway 2 Corridor Improvements. (Res No. 27817)

8.06 Motion made by Council Member Cavalier, Seconded by Council Member Klatt; City Administrator, Corky Reynolds briefed the Council. The City of Crookston would take on the responsibility of being the agent for this grant. It was duly carried to approve the Resolution regarding the MnDOT Transportation Grant for the City of Crookston. (Res No. 27818)

8.07 Motion made by Council Member Klatt, Seconded by Council Member Briggs; City Administrator, Corky Reynolds briefed the Council. This is the recognition that at the end of every fiscal calendar year amounts are transferred between funds. Funds need to be identified and how much is going to be transferred since this is our last meeting of the year those fund amounts have not been compiled. This will authorize the Financial Director to identify the funds and amounts that need to be transferred. Council Member Jerde asked if the Council would get a summary of those funds that are going to be transferred. Finance Director, Audrey Passa briefed the Council that once those funds have been identified and the amounts determined the Finance Department will be coming forward asking for the Council approval. It was duly carried to approve the Resolution regarding the City of Crookston's establishment of committed fund balances. (Res No. 27819)

8.08 Motion made by Council Member Klatt, Seconded by Council Member Cavalier; City Administrator, Corky Reynolds briefed the Council. This was a TIF District that was set up in 1997 and it has been fully completed and satisfied. What is necessary is for the City of Crookston to pass this resolution to let the Polk County Auditor know the City of Crookston is done and will no longer remit any tax increment from this district. It was duly carried to approve the Resolution regarding the Decertification of Tax Increment Financing District No. 3-4 of the City of Crookston. (Res No. 27820)

REPORTS FROM CITY STAFF

Charles "Corky" Reynolds, City Administrator:

- Dealt with phone calls regarding the tax levy.
- Met with representatives of the Chamber to discuss its status.
- Met with Kayla from the Crookston EDA regarding the Industrial Park.
- Talked with one potential developer coming to town regarding some IRP financing.
- Number of meetings with CLA our accountants that have been working with the City.

Jake Solberg, Parks and Recreation Director:

- Park Staff continue to clear and remove the snow.
- The full-time staff have been working at the Crookston Sports Center.
- The Pool finished up the December session of Swim lessons there were 23 participants.
- The Crookston Sports Center has to date a total of 72 hockey games scheduled.
- In January the CSC will hold two tournaments and in February Crookston will host high school girl's sections.

Shane Heldstab, Fire Chief:

- One of the newest firefighters hired did put in his notice and now the Fire Department is down one person. The Fire Department will be going through the hiring process again and will keep the Council updated on that.
- Completed a couple of daycare inspections and worked with Greg answering questions for some businesses.
- Worked with both the Polk County EM and the Roseau County EM and are getting prepared for Hockey Day in Minnesota.
- Toys for Tots this Saturday and thank you to the City Hall Staff for compiling and Fire Department Families.

Chad Palm, IT Director:

- The IT Department spent time with the Fire Chief about new technology opportunities for the Fire Department.
- Had a preliminary discussion about the vendor selection process for the ERP financial system.

Charles Getsman, Public Works Director:

- Attended the Watershed Board meeting which approved funding for the Geotech survey.
- Letters have gone out about snow and ice removal.

REPORTS FROM CITY COUNCIL MEMBERS

Kristie Jerde, Council Member 1st Ward,

- The DCDP Canceled their meeting tonight and the CVB meeting has been moved to tomorrow morning.
- Happy Holidays!

Henry Fischer, Council Member 2nd Ward,

- No report.

Clayton Briggs, Council Member 3rd Ward,

- Happy Holidays to City Staff and residents of Crookston.

Donald R Cavalier, Council Member 4th,

- Merry Christmas and Happy New Year!

Joe Kresl, Council Member 5th Ward,

- No report.

Dylane Klatt, Council Member 6th Ward,

- Merry Christmas and Happy New Year! I appreciate all the time and effort everybody did regarding the levy.

Tim Menard, Council Member-at-Large,

- Shout out for all the hard work the blood sweat and tears.
- Kudos to the members of the community who came down to listen either virtually or here. If opportunities arise and positions open on the Council, I really encourage members of the Community to be a part of the solution and join the team.
- Happy Holiday, Merry Christmas, and a Happy New Year and all the days!

Morgan Hibma, Council Member-at-Large,

- Happy Holiday and Happy New Year!

Dale Stainbrook, Mayor,

- Thank you to the Department Heads and Audrey this year regarding the Budget.
- Thank you to everyone who showed up for Truth-in-taxation and for the presentation tonight.
- Merry Christmas and Happy New Year!

ADJOURNMENT

Mayor Stainbrook declared the meeting adjourned at 7:02 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 8th day of January 2024, 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

NOW, THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF CROOKSTON, MINNESOTA: 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: _____ Mayor
Dale Stainbrook

_____ City Clerk
Ashley Rystad

VENDOR SET: 01 City of Crookston
BANK: * ALL BANKS
DATE RANGE:12/19/2023 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
C-CHECK	VOID CHECK	V	1/04/2024			071964		
C-CHECK	VOID CHECK	V	1/04/2024			072024		
C-CHECK	VOID CHECK	V	1/04/2024			072036		

* * 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:	3	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: * TOTALS:	3		0.00	0.00	0.00
BANK: * TOTALS:	3		0.00	0.00	0.00

VENDOR SET: 01 City of Crookston
 BANK: AP BREMER BANK, N.A. - AP
 DATE RANGE: 12/19/2023 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
3355	MINNESOTA REVENUE							
I-20231217	SALES & USE TAX NOV 2023	D	12/29/2023	3,500.00		001303		3,500.00
1550	P.E.R.A.							
I-P-C202312295517	PERA WITHHOLDING	D	1/04/2024	14,321.90		001304		
I-PPF202312295517	PERA WITHHOLDING	D	1/04/2024	21,289.28		001304		35,611.18
2606	EFTPS							
I-T1 202312295517	FEDERAL TAX WITHHOLDING	D	1/04/2024	17,206.50		001305		
I-T3 202312295517	FICA TAX WITHHOLDING	D	1/04/2024	14,524.80		001305		
I-T4 202312295517	MEDICARE TAX WITHHOLDING	D	1/04/2024	5,445.28		001305		37,176.58
2607	MN DEPT OF REVENUE							
I-T2 202312295517	STATE TAX WITHHOLDING	D	1/04/2024	8,195.41		001306		8,195.41
2681	MN STATE RETIREMENT SYSTEM							
I-SP2202312295517	HEALTH CARE SAVINGS PLAN	D	1/04/2024	554.27		001307		
I-SPA202312295517	HEALTH CARE SAVINGS PLAN	D	1/04/2024	460.08		001307		1,014.35
0299	CAPITAL BANK AND TRUST COMPANY							
I-DC3202312155516	DEF COMP WITHHOLDING	D	1/04/2024	1,200.00		001308		1,200.00
1550	P.E.R.A.							
I-P-C202312155516	PERA WITHHOLDING	D	1/04/2024	13,913.03		001309		
I-PDC202312155516	PERA WITHHOLDING	D	1/04/2024	250.00		001309		
I-PPF202312155516	PERA WITHHOLDING	D	1/04/2024	22,323.82		001309		36,486.85
2606	EFTPS							
I-T1 202312155516	FEDERAL TAX WITHHOLDING	D	1/04/2024	16,360.95		001310		
I-T3 202312155516	FICA TAX WITHHOLDING	D	1/04/2024	14,236.38		001310		
I-T4 202312155516	MEDICARE TAX WITHHOLDING	D	1/04/2024	5,448.84		001310		36,046.17
2607	MN DEPT OF REVENUE							
I-T2 202312155516	STATE TAX WITHHOLDING	D	1/04/2024	7,865.51		001311		7,865.51
2681	MN STATE RETIREMENT SYSTEM							
I-DC7202312155516	MN DEFERRED COMPENSATION-457B\$	D	1/04/2024	100.00		001312		
I-SP2202312155516	HEALTH CARE SAVINGS PLAN	D	1/04/2024	531.20		001312		631.20
3047	CAPITAL BANK AND TRUST COMPANY							
I-DC5202312155516	DEF COMP EMPLOYER CONTRIBUTION	D	1/04/2024	66.44		001313		66.44
4288	BLAKE KAWLEWSKI							
I-20231219	REISSUED CLOTHING ALLOWANCE	R	12/19/2023	103.98		071953		103.98

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 DATE RANGE: 12/19/2023 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1925	POLK COUNTY TAXPAYER SERVICE C							
I-20231227	TIF 3-4 DECERTIFICATION	R	12/27/2023	47,090.00		071954		47,090.00
1222	LELS							
I-UDP202312155516	UNION DUES WITHHOLDING	R	1/04/2024	1,080.00		071955		1,080.00
1275	LOCAL # L - 3394 FIRE DEPT							
I-UDF202312155516	UNION DUES WITHHOLDING	R	1/04/2024	200.00		071956		200.00
0021	ADVANCED TIRE & AUTO SERV. LLC							
I-2395	SERVICE	R	1/04/2024	66.59		071957		
I-2461	TIRE REPAIR	R	1/04/2024	26.28		071957		
I-44767	REPAIR TIRE	R	1/04/2024	83.97		071957		
I-44783	TOW	R	1/04/2024	75.00		071957		
I-44815	SERVICE	R	1/04/2024	42.13		071957		293.97
3526	ADVANCED ELEMENTS, INC							
I-90832	PROF, SERV, LS #4 AND #5	R	1/04/2024	25,747.49		071958		25,747.49
4277	AGASSIZ TOWNHOMES LIMITED PA							
I-20231214	2023 TIF 3-10 AGASSIZ TOWNHOME	R	1/04/2024	19,597.44		071959		19,597.44
0068	AMERICAN TEST CENTER, INC							
I-2232256	L-3 LOAD TEST	R	1/04/2024	250.00		071960		250.00
3880	CURT ANDERSON							
I-20231227	CLOTHING AND BOOT ALLOWANCE	R	1/04/2024	244.96		071961		244.96
0106	ASCAP							
I-20240102	LICENSE FEE FOR CSC 2024	R	1/04/2024	434.00		071962		434.00
2200	AUTO VALUE OF CROOKSTON							
I-76227218	TRUCK CLEANING EQUIPMENT	R	1/04/2024	27.46		071963		
I-76227330	TRUCK CLEANING EQUIPMENT	R	1/04/2024	19.98		071963		
I-76227496	UNIT 55 OIL CHANGE	R	1/04/2024	9.30		071963		
I-76227505	OIL CHANGE UNIT 55	R	1/04/2024	41.99		071963		
I-76227522	OIL FOR VEHICLES	R	1/04/2024	115.77		071963		
I-76227730	TUNE UP ON BLOWER	R	1/04/2024	26.97		071963		
I-76228029	BLOWER REPAIR FOR CHEVY PICKUP	R	1/04/2024	45.19		071963		
I-76228030	BLOWER REPAIR FOR CHEVY PICKUP	R	1/04/2024	46.99		071963		
I-76228063	AIR COMPRESSOR	R	1/04/2024	66.34		071963		399.99
3970	AXON ENTERPRISE, INC							
I-INUS211567	AXON-TASER 7 YEAR 1 OF 5 CONT	R	1/04/2024	14,839.61		071965		14,839.61

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
4466	CODY BANNERT							
I-20231208	EQUIPMENT REIMBURSEMENT	R	1/04/2024	293.96		071966		293.96
0186	BERTIL'S GRAVEL & EXCAVATION L							
I-8036	SEWER REPAIR	R	1/04/2024	279.75		071967		
I-8046	NEW WATER LINE AT N NELSON	R	1/04/2024	770.00		071967		1,049.75
3676	MARCUS BREKKEN							
I-20231229	CLOTHING, WINTER BOOTS	R	1/04/2024	489.99		071968		489.99
2625	CGMC							
I-20240101	DUES FOR CGMC	R	1/04/2024	13,085.00		071969		13,085.00
0372	CROOKSTON HOUSING & ECONOMIC D							
I-35305903	COPIER	R	1/04/2024	314.89		071970		
I-35478734	COPIER	R	1/04/2024	201.32		071970		516.21
0371	CHERRYROAD MEDIA							
I-20231031	BRANCH AND TWIG COLLECTION	R	1/04/2024	216.00		071971		216.00
3184	CINTAS CORPORATION							
I-4176433018	ENTRY MATS	R	1/04/2024	28.57		071972		
I-4177157826	RUGS	R	1/04/2024	76.04		071972		
I-4177157923	LAUNDRY SUPPLIES	R	1/04/2024	24.25		071972		
I-4177896048	MATS AND TOWELS CITY HALL	R	1/04/2024	14.96		071972		
I-4177896053	LAUNDRY	R	1/04/2024	3.84		071972		
I-4177896062	LAUNDRY	R	1/04/2024	3.60		071972		151.26
4473	CIVICPLUS, LLC							
I-285016	WEBSITE RENEWAL	R	1/04/2024	5,859.01		071973		5,859.01
4683	CLIFTONLARSONALLEN LLP							
I-3989339	2023 ACCOUNTING SERVICES	R	1/04/2024	7,906.78		071974		
I-L231015314	RAPID ASSESS., 2023 ACCT SERV	R	1/04/2024	17,731.86		071974		25,638.64
0337	COLE PAPERS INC.							
I-10376682	CLEANING SUPPLIES AND PRODUCTS	R	1/04/2024	228.80		071975		
I-10381403	POOL JANITOR SUPPLIES	R	1/04/2024	328.12		071975		556.92
4067	CORE & MAIN LP							
I-U167011	ANNUAL FEES FOR SENSUS	R	1/04/2024	9,004.00		071976		9,004.00
0363	CROOKSTON BUILDING CENTER							
I-297151	LOCK FOR POOL DOOR	R	1/04/2024	174.99		071977		
I-297158	PLYWOOD, CONSTRUCTION, GRINDER	R	1/04/2024	389.64		071977		
I-297309	GRINDER STATION	R	1/04/2024	602.88		071977		
I-297374	TREATED LUMBER, GRINDER	R	1/04/2024	207.27		071977		
I-297380	NEW STICK RACKS AT CSC	R	1/04/2024	150.94		071977		

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-297389	WHITE PVC GRINDER	R	1/04/2024	146.43		071977		
I-297563	NEW STICK RACKS AT CSC	R	1/04/2024	83.14		071977		
I-297567	MISC SUPPLIES FOR HUT	R	1/04/2024	7.89		071977		1,763.18
0389	CROOKSTON FUEL CO.							
I-20231231-CITYADMIN	DECEMBER FUEL 2023, CITY ADMIN	R	1/04/2024	51.78		071978		51.78
0425	CROOKSTON PAINT & GLASS							
I-59464	PLEXI GLASS	R	1/04/2024	38.00		071979		38.00
4576	CROOKSTON TIMES							
I-20240101	NEWSPAPER SUBSCRIPTION	R	1/04/2024	124.00		071980		124.00
4388	CROOKSTON VISITORS BUREAU							
I-20231130	LODGING TAX	R	1/04/2024	3,536.43		071981		3,536.43
0470	CROOKSTON WELDING INC.							
C-A245943	CREDIT, WRONG VENDOR USED	R	1/04/2024	52.77CR		071982		
I-074605	UNIT #107 BATTERY TERMINAL	R	1/04/2024	11.99		071982		
I-074661	4 HIGH GRADE BOLTS, #82 PLOW	R	1/04/2024	11.60		071982		
I-074689	HEX BUSHING, #82 SNOW PLOW	R	1/04/2024	7.72		071982		
I-074753	UNIT 101 SKID STEER	R	1/04/2024	12.16		071982		
I-074956	GRINDER LID	R	1/04/2024	543.59		071982		
I-075079	FUEL FILTER	R	1/04/2024	15.75		071982		
I-075292	IRON FOR WATER DEPT	R	1/04/2024	24.50		071982		574.54
0487	DAKOTA SUPPLY GROUP							
I-S103211379.001	CURB STOP BOX	R	1/04/2024	74.97		071983		
I-S103314847.001	BALL CURB STOP	R	1/04/2024	1,440.42		071983		
I-S103314847.002	BALL CURB STOP	R	1/04/2024	308.98		071983		1,824.37
3264	DRAFTS BAR AND GRILL, INC							
I-20231230	2023 XTR PYMT RETURNED	R	1/04/2024	534.73		071984		534.73
0710	ELECTRO WATCHMAN INC							
I-415116	SYSTEM MONITORING SERVICES	R	1/04/2024	360.00		071985		
I-415117	SYSTEM MONITORING SERVICES	R	1/04/2024	480.00		071985		840.00
0750	EMERGENCY APPARATUS MAINT. INC							
I-130700	E-3 DRAIN VALVE	R	1/04/2024	68.99		071986		68.99
4187	JEFF EVERS							
I-20231214	2023 TIF 3-11 J. EVERS	R	1/04/2024	10,280.57		071987		10,280.57

VENDOR SET: 01 City of Crookston
 BANK: AP BREMER BANK, N.A. - AP
 DATE RANGE:12/19/2023 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
3657	FERTILE OIL COMPANY							
I-232763	DIESEL FUEL	R	1/04/2024	993.26		071988		
I-232764	DIESEL FUEL	R	1/04/2024	1,125.21		071988		2,118.47
0753	FLAHERTY & HOOD, P.A.							
I-19852	EMPLOYMENT MATTERS 7/31/2023	R	1/04/2024	507.50		071989		
I-20004	EMPLOYMENT MATTERS 8/31/2023	R	1/04/2024	761.25		071989		
I-20302	EMPLOYMENT MATTERS 10/31/2023	R	1/04/2024	112.50		071989		1,381.25
0875	FLEET SUPPLY							
I-136029	FLOOR DRY	R	1/04/2024	48.76		071990		
I-136189	SCREWS	R	1/04/2024	1.31		071990		50.07
3393	FONALITY							
I-IN-US1211639	FONALITY	R	1/04/2024	3,488.92		071991		3,488.92
0909	GARDEN VALLEY TECHNOLOGIES							
I-201200135	WELLS-COMMUNICATION	R	1/04/2024	121.40		071992		121.40
0944	GOPHER STATE ONE-CALL INC.							
I-3120323	GOPHER STATE ONE-CALL INC.	R	1/04/2024	13.50		071993		13.50
3331	DAVID GRABOWSKI							
I-20231207	TRAVEL REIMBURSEMENT	R	1/04/2024	15.17		071994		15.17
0965	GRAND FORKS FIRE EQUIPMENT							
I-39764	TURNOUT GEAR WASH	R	1/04/2024	67.00		071995		67.00
4303	GREAT NORTHERN SEPTIC							
I-20231108	SUCK OUT COLLAPSED SEWER LINE	R	1/04/2024	1,800.00		071996		1,800.00
0987	GREAT PLAINS NATURAL GAS CO.							
I-20231219	SERVICE 11/18-12/18/2023	R	1/04/2024	10,467.27		071997		10,467.27
1000	GROVE MECHANICAL INC.							
I-41691-1	SERVICE HVAC	R	1/04/2024	1,360.50		071998		
I-41726-1	BOILER REPAIR AT POOL	R	1/04/2024	713.50		071998		
I-41726-2	BOILER REPAIR AT POOL	R	1/04/2024	3,115.36		071998		
I-41759	DIAGNOSTIC ON PUMP AT POOL	R	1/04/2024	139.00		071998		
I-494201	CITY HALL FILTERS	R	1/04/2024	540.00		071998		5,868.36
4443	HAGL SERVICES LLC							
I-20231228	HOCKEY OFFICIAL SCHEDULER	R	1/04/2024	1,560.00		071999		1,560.00

VENDOR SET: 01 City of Crookston
 BANK: AP BREMER BANK, N.A. - AP
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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
4681	HALLOCK YOUTH HOCKEY							
I-20231219	REIMBURSE HOCKEY FEE SQUIRT A	R	1/04/2024	500.00		072000		500.00
4009	KATIE HANN							
I-20231211	UNIFORM ALLOWANCE	R	1/04/2024	100.00		072001		100.00
3400	CROOKSTON HARDWARE HANK							
I-73155/2	BLADES AND SAWZALL	R	1/04/2024	106.14		072002		
I-73158/2	WATERPROOF, FLEX TAPE	R	1/04/2024	57.97		072002		
I-73533/2	VACUUM BAGS, HANDSOAP	R	1/04/2024	15.48		072002		
I-73631/2	ICE MELT	R	1/04/2024	53.98		072002		
I-73644/2	ICE MELT	R	1/04/2024	13.98		072002		
I-73671/2	DRILL BIT	R	1/04/2024	25.14		072002		272.69
1043	HAWKINS, INC							
I-6646310	CHEMICALS	R	1/04/2024	10.00		072003		10.00
1105	HUGO'S							
I-20231206	COFFEE FOR STATION	R	1/04/2024	34.16		072004		
I-20231218	FILTERS, COFFEE	R	1/04/2024	10.58		072004		44.74
4682	IMMACULATE LAWNS LLC							
I-INV0001	WEEKEND SNOW REMOVAL	R	1/04/2024	140.00		072005		140.00
1146	ISAACSON INSURANCE							
I-20240101	2024 SOLID WASTE BOND	R	1/04/2024	100.00		072006		100.00
4392	DEREK JANSSEN							
I-20231229	CLOTHING ALLOWANCE	R	1/04/2024	250.00		072007		250.00
4642	KAWLEWSKI, KODY							
I-20231226	CLOTHING ALLOWANCE 2023	R	1/04/2024	91.16		072008		91.16
1205	KROX RADIO STATION							
I-03232312126673	PUBLIC INFO	R	1/04/2024	100.00		072009		100.00
1255	RICHARD LAUGHERY							
I-20231229	WINTER BOOTS, STEEL TOE BOOTS	R	1/04/2024	329.98		072010		
I-20231229B	CLOTHING ALLOWANCE	R	1/04/2024	250.00		072010		579.98
4514	M & K PORTA POTTIES							
I-CRO11268	PORTA POTTIES FOR REC	R	1/04/2024	1,158.77		072011		
I-CRO12766	PORTA POTTIES FOR REC	R	1/04/2024	215.00		072011		1,373.77

VENDOR SET: 01 City of Crookston
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4686	MANKATO CLINIC							
I-224320	ETHAN PHYSICAL	R	1/04/2024	158.00		072012		158.00
2788	MARCO - NW 7128							
I-INV11991530	MICROSOFT LICENSING	R	1/04/2024	2,412.40		072013		2,412.40
3872	MARCO TECHNOLOGIES, LLC							
I-517490025	MFP PRINTERS	R	1/04/2024	864.29		072014		
I-517490348	E-FAX	R	1/04/2024	68.34		072014		932.63
4159	MATCO TOOLS							
I-54449	SCAN TOOL UPDATE	R	1/04/2024	3,589.30		072015		3,589.30
1439	MN CHIEFS OF POLICE ASSN							
I-14841	2024 MEMBERSHIP RENEWAL	R	1/04/2024	212.00		072016		
I-15056	2024 MEMBERSHIP RENEWAL	R	1/04/2024	477.00		072016		689.00
3407	MN DEPT OF HEALTH-ENVIRONMENTA							
I-20240101	CAMPGROUND LICENSE	R	1/04/2024	355.00		072017		355.00
1482	MN DEPT OF HEALTH/DRINKING WAT							
I-20231221	LICENSE RENEWAL	R	1/04/2024	23.00		072018		23.00
1483	MN DEPT OF PUBLIC SAFETY							
I-6006500442023	MN HAZ MAT AND CHEMICAL FEE	R	1/04/2024	100.00		072019		100.00
1485	MN DNR							
I-20240103	WATER USE AND SUMMER SURCHARGE	R	1/04/2024	2,326.73		072020		2,326.73
1780	MNSCU- MOORHEAD							
I-12147	HANSON-INSTRUCTOR CERT.	R	1/04/2024	450.00		072021		
I-18756	APPARATUS OPERATORS TRAINING	R	1/04/2024	950.00		072021		1,400.00
2404	OK TIRE STORE INC.							
I-42021	TIRE REPAIR	R	1/04/2024	28.00		072022		28.00
1861	OTTERTAIL POWER COMPANY-FF							
I-62431	SERVICE 11/21-12/20/2023	R	1/04/2024	23,573.77		072023		23,573.77
4413	JAMES PERREAULT							
I-20231220	DUTY BOOTS REIMBURSEMENT	R	1/04/2024	312.94		072025		312.94
4684	PETERSON, CODY							
I-20231215	TRAINING, MEAL REIMBURSEMENT	R	1/04/2024	174.22		072026		174.22

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
1872	PKM ELECTRIC							
I-20231130	SERVICE 10/31-11/29/2023	R	1/04/2024	50.00		072027		
I-20231130B	SERVICE 10/31-11/29/2023	R	1/04/2024	63.00		072027		113.00
4096	PLANTE PLUMBING, INC							
I-3785	INSTALL SHOWER HEAD	R	1/04/2024	874.95		072028		874.95
0199	RAILROAD MANAGEMENT COMPANY II							
I-496408	1 YR PREPAID LICENSE FEE	R	1/04/2024	782.45		072029		782.45
0569	DONALD RASICOT							
I-20231211	EQUIPMENT REIMBURSEMENT	R	1/04/2024	800.00		072030		800.00
2100	REGIONAL SANITATION SERV INC							
I-20231128B	GARBAGE	R	1/04/2024	198.56		072031		198.56
3693	RUBEN J RESENDIZ							
I-747518	DECEMBER 2023 BOILER SERVICES	R	1/04/2024	600.00		072032		600.00
3834	RMB ENVIRONMENTAL LABORATORIES							
I-D055016	CHEMICALS	R	1/04/2024	136.13		072033		136.13
2146	ROTO ROOTER							
I-88820	222 E 7TH SEWER CLEANING	R	1/04/2024	400.00		072034		400.00
2437	SCOTT'S TRUE VALUE HARDWARE							
I-A246772	HINGES	R	1/04/2024	28.09		072035		
I-A246937	MISC SUPPLIES	R	1/04/2024	9.11		072035		
I-A246951	ICE MELT	R	1/04/2024	47.95		072035		
I-A246971	VTP SNOWBLOWER GAS CAN	R	1/04/2024	47.99		072035		
I-A247002	NUTS, BOLTS AND SCREWS	R	1/04/2024	21.58		072035		
I-A247023	NUTS, SCREWS, BOLTS	R	1/04/2024	36.80		072035		
I-A247026	TRASH BAGS	R	1/04/2024	57.08		072035		
I-A247046	ICE MELT	R	1/04/2024	29.75		072035		
I-A247091	DEHUMIDIFIER FOR POOL	R	1/04/2024	386.04		072035		
I-A247316	ICE MELT, HANG STRIPS CITY HAL	R	1/04/2024	40.09		072035		
I-A247391	HD PLUG	R	1/04/2024	6.04		072035		710.52
2235	SEH, INC							
I-457627	S,P. A6001-61 AWOS	R	1/04/2024	2,490.00		072037		2,490.00
2231	SERVICE PRO OF CROOKSTON INC							
C-20231231	CREDIT	R	1/04/2024	50.44CR		072038		
I-0150176	VTP SNOWBLOWER	R	1/04/2024	1,200.00		072038		1,149.56

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
2323	DOUGLAS SULLIVAN							
I-20231222	CLOTHING ALLOWANCE	R	1/04/2024	250.00		072039		
I-20231229	WINTER BOOTS	R	1/04/2024	175.00		072039		425.00
2032	SUMMIT FIRE PROTECTION/NIGHT O							
I-192029166	CSC SPRINKLER INSPECTION	R	1/04/2024	762.00		072040		762.00
2401	TK ELEVATOR CORPORATION							
I-5002320805	OIL AND GREASED CSC ELEVATOR	R	1/04/2024	1,159.00		072041		
I-6000690974	ELEVATOR REPAIR CSC	R	1/04/2024	2,916.20		072041		4,075.20
4562	TRENCHERS PLUS, INC							
I-IT08556	VAC REPAIR	R	1/04/2024	155.70		072042		155.70
4371	TRITECH SOFTWARE SYSTEMS							
I-Q-152594	P2P VPN HOSTING AND MAINT.	R	1/04/2024	10,284.03		072043		10,284.03
2478	U. S. POSTMASTER							
I-20240102	POSTAGE	R	1/04/2024	1,200.00		072044		1,200.00
3123	VALLEY ELECTRIC OF CROOKSTON,							
I-7739	REPAIRED PARKING LOT LIGHT	R	1/04/2024	645.35		072045		
I-7740	BALLAST REPLACEMENT	R	1/04/2024	212.50		072045		
I-7750	ELECTRICAL FOR EXT LIGHTING	R	1/04/2024	5,156.70		072045		
I-7757	MOVE LIGHTING POWER LS #5	R	1/04/2024	598.45		072045		6,613.00
0400	VALLEY PLAINS EQUIPMENT							
I-4090874	HYDROLIC FLUID	R	1/04/2024	104.70		072046		104.70
2506	VERIZON WIRELESS							
I-9952442202	SERVICE 12/23-1/22/2024	R	1/04/2024	1,932.59		072047		1,932.59
2545	WIDSETH SMITH NOLTING & ASSOC,							
I-227885	PONDS, MONITOR WELL SAMPLING	R	1/04/2024	1,823.12		072048		1,823.12
4536	Z MEDIA INC; LET'S PLAY HOCKE							
I-5008	TOURNAMENT AD	R	1/04/2024	325.00		072049		
I-5046	TOURNAMENT AD	R	1/04/2024	300.00		072049		
I-5070	TOURNAMENT AD	R	1/04/2024	300.00		072049		
I-5123	TOURNAMENT AD	R	1/04/2024	300.00		072049		1,225.00
2600	ZIEGLER INC.							
I-IN001288828	UNIT #91 PLOW COUPLERS	R	1/04/2024	447.13		072050		
I-IN001293351	SCREW, LOCKNUT, SKID STEER	R	1/04/2024	68.75		072050		
I-SI000431482	REPAIR GENERATOR	R	1/04/2024	6,433.44		072050		6,949.32

VENDOR SET: 01 City of Crookston
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DATE RANGE:12/19/2023 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
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* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	95	297,172.34	0.00	297,172.34
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	11	167,793.69	0.00	167,793.69
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:	106	464,966.03	0.00	464,966.03
BANK: AP TOTALS:	106	464,966.03	0.00	464,966.03
REPORT TOTALS:	106	464,966.03	0.00	464,966.03

SELECTION CRITERIA

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

CHECK SELECTION

CHECK RANGE: 000000 THRU 999999
DATE RANGE: 12/19/2023 THRU 99/99/9999
CHECK AMOUNT RANGE: 0.00 THRU 999,999,999.99
INCLUDE ALL VOIDS: YES

PRINT OPTIONS

SEQUENCE: CHECK NUMBER

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

RESOLUTION NO. _____

At a regular meeting of the City Council of the City of Crookston held on the 8th day of January 2024, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTION TO RECEIVE DONATIONS FOR THE PARKS AND RECREATION FOR 2023

WHEREAS: The City of Crookston has received a donation from United Way for one-thousand five hundred dollars (\$1,500.00) for the Crookston Parks and Recreation Kids First Program; and

NOW, THEREFORE, IT IS RESOLVED: by the City Council of Crookston to accept the donation from United Way for one-thousand five hundred dollars (\$1,500.00) for the Crookston Parks and Recreation Kids First Program.

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 8th day of January 2024, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTIONS APPOINTING THE CITY AUDITING FIRM FOR THE YEAR 2024

WHEREAS: the City of Crookston staff is recommending appointing the certified public accounting firm of Miller McDonald, Inc. as the auditing firm for the year 2024; and

NOW, THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF THE CITY OF CROOKSTON, COUNTY OF POLK, MINNESOTA: to appoint the certified public accounting firm of Miller McDonald, Inc. as the auditing firm for the 2023 Audit.

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 8th day of January 2024, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTION TO DESIGNATING DEPOSITORIES FOR PUBLIC FUNDS FOR THE YEAR 2024

WHEREAS: Minnesota Statute Chapter 118A, specifically 118A.01-118A.08, sets forth the procedures for the deposit of public funds and it is necessary for the City of Crookston to designate financial entities as the official depository for City funds and manage the collateral pledged to such funds; and

NOW, THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF THE CITY OF CROOKSTON, COUNTY OF POLK, MINNESOTA to designate the following as depositories of public funds for the City of Crookston for the year 2024:

- United Valley Bank, Crookston, Minnesota
- Bremer Bank, Crookston, Minnesota
- Ehlers- Pershing Advisor Solutions, LLC, Jersey City, New Jersey

BE IT FURTHER RESOLVED, the following shall be authorized agents to endorse checks and orders for the payment of money transactions at these official City depositories: Mayor and 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

RESOLUTION NO. _____

At a regular meeting of the City Council of the City of Crookston held on the 8th day of January 2024, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTION APPOINTING CITY ATTORNEY FOR 2024

WHEREAS: the City of Crookston annually appoints a legal consultant to advise the Council, Staff, and Police on legal matters; and

NOW, THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF THE CITY OF CROOKSTON, COUNTY OF POLK, MINNESOTA: to appoint Tanner Holten from Harbott, Knutson, Larson & Holten, PLLP as City Attorney for the City of Crookston for 2024.

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 8th day of January 2024, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTIONS APPOINTING THE CITY ENGINEER FOR THE YEAR 2024

WHEREAS: the City of Crookston staff is recommending appointing Rich Clauson, from Widseth as the City Engineer the period January 1, 2024 through April 30, 2024 and,

NOW, THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF THE CITY OF CROOKSTON, COUNTY OF POLK, MINNESOTA to appoint Rich Clauson, from Widseth as the City Engineer for the period January 1, 2024 through April 30, 2024.

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 8th day of January 2024, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTION TO APPROVE 2024 LICENSE RENEWALS- GAS FITTING & CEMENT MASON

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

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

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

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

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

GAS FITTING LICENSE

Economy Plumbing
 Grove Mechanical
 HN Quality Plumbing
 Lunseth Plumbing & Heating
 McFarlane Inc
 Proulx Refrigeration
 Vilandre Heating & Air
 Chris Plante Plumbing & Heating
 Adams Heating & Cooling
 Great Plains Natural Gas
 Wilcox Plumbing & Heating

CEMENT MASON LICENSE

City of Crookston
 Tony L. Anderson Const, Inc
 Craig Plante Construction

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 8th day of January 2024, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTION TO APPROVE 2024 LICENSE RENEWALS

WHEREAS: the City of Crookston licenses applicants to carry on and transact a business and,

NOW, THEREFORE, IT IS RESOLVED: that licenses of the City of Crookston for the year 2024, as set forth herein and made a part hereof by reference, be and the same are hereby, granted subject to the following conditions and terms, to wit:

1. That each and all applicants shall in all respects comply with the terms and provisions of the Ordinances of the City of Crookston pursuant to 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: The City Clerk of said City of Crookston is hereby authorized and directed to issue the licenses granted upon compliance by the licensee with the terms hereof.

GARBAGE HAULING LICENSE

Alternative Sanitation

THEATER LICENSE

Moore Family Theatres Inc

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 8th day of January 2024, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

**RESOLUTION DESIGNATING THE CROOKSTON TIMES
AS THE OFFICIAL NEWSPAPER FOR THE YEAR 2024**

WHEREAS: the City of Crookston staff is recommending designating the Crookston Times as the official newspaper and designating it to publish on the City of Crookston's official website www.crookston.mn.us for the year 2024 and,

NOW, THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF THE CITY OF CROOKSTON, MINNESOTA to designate the Crookston Times as the official newspaper for the City of Crookston and designating to publish on the City of Crookston's official website www.crookston.mn.us for the year 2024.

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 8th day of January 2024, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

**RESOLUTION TO APPROVE CONFIDENCE LEARNING CENTER
APPLICATION FOR LAWFUL GAMBLING PREMISE PERMIT AT THE EAGLES**

WHEREAS: the Department of Gaming, Gambling Control Division, requires the Local Government to pass a resolution specifically approving or denying a Minnesota Lawful Gambling Premises Permit Application; and

WHEREAS: the Confidence Learning Center has submitted a Minnesota Lawful Gambling Premise Permit Application to the City of Crookston; and

NOW, THEREFORE, IT IS RESOLVED: BY THE CITY COUNCIL OF CROOKSTON, MINNESOTA: shall approve the Minnesota Lawful Gambling Premise Permit Application of Confidence Learning Center, East Gull Lake, Minnesota. Premise: Crookston Eagles, 105 S Broadway, Crookston, MN. Date: March 9, 2024.

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 8th day of January 2024, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTION PROVIDING GRANTS TO NON-PROFIT ORGANIZATIONS FOR THE 2024 CALENDAR YEAR

WHEREAS: The City of Crookston provides grants to non-profit organizations within the City of Crookston which organizations provide desirable services and public events; and

WHEREAS: The Crookston City Council acknowledges the funding provided through the City Government belongs to all citizens of the City and must be balanced with the requirement to fund core services and maintain a reasonable tax rate; and

WHEREAS: The grant provided to each non-profit organization applies to a project or event that meets a public purpose; and

WHEREAS: The expenditures of grant funds shall be monitored and evaluated by the City throughout the year; and

NOW THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF CITY OF CROOKSTON, MINNESOTA: Provide grant funding to the following organizations in the amounts designated to each respectively and for the purposes specified:

1. Golden Link Senior Center for \$97,000.00 for Community health, entertainment, and educational events.
2. Tri-Valley Opportunity Council for \$15,000.00 for Public Transportation.
3. Downtown Crookston Downtown Partnership for \$10,000 for public entertainment events.
4. Ox Cart Days for \$6,000 for public entertainment.
5. Scruffy Tails for \$20,000 for renovations to the impound area.

IT IS FURTHER RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CROOKSTON, MINNESOTA the City of Crookston grants be provided to the designated grantees in the respective amounts for the specified purpose solely for the calendar year of 2024.

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 8th day of January 2024, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTION TO APPOINT DESIGNATED INDIVIDUALS TO BOARDS OR COMMISSIONS

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

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

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

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

WHEREAS: the term of each Board or Commission member is outlined in Exhibit "A" attached hereto; and

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

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

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

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

Council Members voting in the affirmative:

Council Members in the negative:

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

signature this _____ Day of _____, 2023, at

Attest:

Dale Stainbrook
Mayor

Ashley Rystad
City Clerk

City Board & Committee Appointments

January 2024

Original
Appointment
From - To

Re-Appointment
From - To

Re-Appointment
From - To

Airport Commission – Meets as needed at Airport or City Hall
(5 members, 3-year terms)

Todd Tollefson	1/1/24-12/31/26		
Dwight Peterson	1/1/24-12/31/26		

Library Board – Meets 2nd Wednesday of the Month at 5:00 pm at the Library
(5 members, 3-year terms)

City Library Board			
Phil Huck (unexpired term Corey Harbott)	4/13/20-12/31/20 27058	1/1/21-12/31/23 27214	1/1/24-12/31/26
Christine Reynolds	1/1/24-12/31/26		

Development Policy & Review Committee – Meets (Qtrly.) as needed at 11:00 a.m. at City Hall
(9 members, 3-year terms)

Ann Longtin	1/1/24-12/31/26		
Jason Carlson	1/1/24-12/31/26		

RESOLUTION NO. _____

At a regular meeting of the City Council of the City of Crookston held on the 8th day of January 2024, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTION TO APPROVE COUNCIL COMMITTEE COMPOSITION 2024

WHEREAS, the Mayor has submitted the attached 2024 Council Committee Composition, and

NOW, THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF CROOKSTON, MINNESOTA to adopt the 2024 Council Committees as shown on Exhibit "A".

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

2024 COUNCIL COMMITTEES

WAYS & MEANS.....Mayor (Chair), Council

MEMBERS OF:

Charter Commission..... Klatt, Cavalier
CHEDA..... Hibma, Menard
Crookston Visitors Bureau..... Fischer, Jerde
Development Policy & Review.....Jerde, Klatt
DCDP Board Jerde
LARL Board.....Menard
Pine to Prairie Drug Task Force Briggs
Polk County Planning & Zoning Cavalier

LIAISON TO:

Airport Commission.....Menard
Chamber of Commerce..... Cavalier
CHEDA...Fischer
Golden Link..... Briggs
Library BoardMenard
Park Board.....Kresl
Planning Commission.....Klatt

OTHER:

1ST Vice Mayor..... Briggs

RESOLUTION NO. _____

At a regular meeting of the City Council of the City of Crookston held on the 8th day of January 2024, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTION REGARDING THE CITY OF CROOKSTON IRP REVOLVING LOAN FUND GUIDELINES

WHEREAS: The City of Crookston desires to provide financial assistance for community development projects, including but not limited to the establishment of new businesses, the expansion of existing businesses, the creation of employment opportunities, or the saving of existing jobs; and

WHEREAS: The City of Crookston has an available IRP Revolving Loan Fund Program to facilitate community development projects and economic development; and

WHEREAS: The City of Crookston desires to establish guidelines and criteria by which to evaluate applicants for financial assistance with respect to community development projects and economic development; and

WHEREAS: It is appropriate and necessary to provide guidelines and criteria to the City Officials, Employees, Committee Members, and Representatives to aid in the determination of individuals or entities to whom financial assistance for Community Development may be provided; and

WHEREAS: The attached IRP Revolving Loan Fund Guidelines have been reviewed by the present Development & Review Committee Members and no objections or changes have been expressed; and

NOW, THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF THE CITY OF CROOKSTON, COUNTY OF POLK, MINNESOTA: adopts and establishes the attached IRP Revolving Loan Fund guidelines and operational policies and procedures regarding the appropriate expenditure of IRP Revolving Loan Fund Program funds.

BE IT FURTHER RESOLVED: The City Council authorizes the City of Crookston officials, Employees, Committee Members, and Representatives to implement the attached administrative policies and procedures with respect to the IRP Revolving Loan Fund Program.

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
COMMUNITY DEVELOPMENT DEPARTMENT

(IRP) Revolving Loan Fund Guidelines
Loans Made from the Community Development Revolving Loan Fund

Loans:

- 1). Amount of the loan will be \$50,000 per job created or retained with a maximum of the lesser of \$250,000 or 25% of the cost of the project. The interest rate shall be set by the City of Crookston.
- 2). Loan repayments shall be made by automatic bank payments to the City of Crookston – Community Development Revolving Loan Fund.
- 3). Collateral for the loan shall be a mortgage on the real property, personal guarantees and a security interest in personal property. Life insurance may be required. The City of Crookston is to be listed as a loss payee on the real and personal property insurance.
- 4). Applicant must demonstrate the ability to repay the loan, with the following financial documents required:
 - a. Personal current year financial statement.
 - b. Personal income taxes (three years).
 - c. Business balance sheet and income (cash flow) statement.
 - d. All documents as set forth herein or requested by the City.
- 5). Provide a copy of applicant's recent credit report and score.
- 6). Applicant pay all closing costs and fees, including a non-refundable application fee of \$100.00 payable to the City of Crookston.

Eligibility Requirements and Priorities:

- 1). Manufacturing, processing, service, retail, wholesale, or distribution business located in the City of Crookston, or industrial business located within School District #593 if a distinct benefit to the City of Crookston is demonstrated.
- 2). Local business that is independently owned and operated will receive priority.
- 3). The business must create or retain jobs within the City of Crookston or School District #593.
- 4). The target ratio of the loan amount to the number of jobs created or retained shall be approximately \$50,000 per job. Emphasis is creating or retaining jobs.

Permissible Uses for Loan Funds:

- 1). Site acquisition, including land and/or building(s).
- 2). Construction cost.
- 3). Purchase of equipment or fixed assets.

Financing of a Project Shall:

- 1). Be determined on a case-by-case basis following a formal interview of the applicant and/or review of the business plan.
- 2). Give a higher priority to employment-intensive projects as opposed to capital-intensive projects.
- 3). In order to establish terms, consider the viability or demonstrated need of the applicant and may vary from case to case.
- 4). Be limited by the amount currently available in the fund.
- 5). Be secured with collateral, equity, personal guarantees, and/or life insurance, equivalent to the loan amount.
- 6). Require immediate and full loan repayment should the recipient cease substantial business operations in the City of Crookston, Minnesota.
- 7). Applicant shall authorize the City of Crookston to process monthly payments through Electronic Funds Transfer.

Process:

- 1). When \$50,000 has accumulated within the fund applications for Revolving Loan Fund loans will be solicited.
- 2). Applications will be made through the City's Community Development Department.
- 3). The City's Community Development Department may require additional information from applicants as it deems necessary.
- 4). Applications will be reviewed by the City's Development Policy and Review Committee (DPRC) within ninety (90) days after receipt of complete application.
- 5). Applicants may be required to make a formal presentation to the DPRC.
- 6). The DPRC shall recommend approval, denial, or a modification of the amount requested.
- 7). The DPRC shall make its recommendation to the City Council for final action.

8). Any applicant who has received a loan approval shall pay to the City, prior to disbursement of loan proceeds the legal fees, filing fees, taxes, and other costs and expenses incurred by City in processing and closing the loan(s).

Loan Applicants Shall Provide the Following:

- 1). Business Plan for the business which is the subject of the requested loan.
- 2). Total last financing amount:
 - a) Private sources shall be documented.
 - b) Public sources shall be documented.
- 3). Business financial statements for the last three (3) years and tax returns unless applicant has existed more than three (3) years in business.
- 4). Current year personal financial statements and personal tax returns for last three (3) years.
- 5). Three (3) year growth projections.
- 6). Current and projected employment:
 - a) Current employment.
 - b) Projected employment.
- 7). Real property purchase will require a letter of intent to sell from the owner.
- 8). Equipment purchase will require a written cost estimate from supplier/seller.
- 9) Project narrative:
 - a) Need for loan.
 - b) Letter of intent to proceed.
 - c) Evidence of business organization.
- 10). Required loan terms:
 - a) Interest rate and term of loan.
 - b) Security position of City.
 - c) Collateral description.
 - d) Corporate and/or personal guarantee of loan.
 - e) Certificate of property insurance.
 - f) Life insurance for amount and term of loan, naming City of Crookston as primary beneficiary.
 - g) Authorize the City of Crookston to process monthly payments through Electronic Fund Transfer.

(FOR CITY USE ONLY)

Project Number _____

Date Received _____

Amount of Loan _____

Term of Loan _____

Rate of Loan _____

Project Location

Type of Project

_____ Construction/New Business

_____ Expansion/Existing Business

_____ Equipment/Machinery

_____ Working Capital

Principal Products or Services:

1. Business Status:

A. Date Established _____

B. Subsidiaries and Affiliates (attached names/addresses of any)

C. Dual Interests: Have the principals of the applicant business any financial interest in:

a. Vendors or projects _____ Yes _____ No

b. Are they prospective customers of Applicants products? (if yes, provide details) _____ Yes _____ No

D. Receivership – Bankruptcy: Has the business entity or any officer, or owner of the business entity or affiliates ever been in receivership or bankruptcy? If yes, give details on a separate sheet. _____ Yes _____ No

2. Cost of Project: (use separate sheet if necessary)

A. Land and land improvements (if improvements, include cost breakdown).	\$
B. Buildings (attached plan and cost estimate).	\$
C. Machinery and equipment (attach itemized separate schedule, include automotive/office equipment and cost estimates.	\$
D. Other project costs	\$
E. Total Project Cost	\$

3. Proposed Financing:

Proposed Financing	Name & Address	% of Cost	Terms Years/Interest	Dollar Amount
A. City				\$
B. Federal/State				\$
C. Banks/Savings/Loans				\$

D. Other Private				\$
E. Local Development Organization (LDC)				\$
F. Other				\$
G. Total Financing Equal Item 2E Above				\$

4. Collateral to be Assigned (Describe and show lien position).

City: _____

Banks/Others _____

5. Current and Projected Employment (A realistic projection is necessary).

A. Existing jobs (if any)

Employment as of (date) _____

Number Male _____ Number Female _____ Payroll \$ _____

B. At start of operations:

Number Male _____ Number Female _____ Payroll \$ _____

C. When fully operating:

Number Male _____ Number Female _____ Payroll \$ _____

D. Will operation of this facility result in a reduction of employment in any facility now or to be operated by the applicant? (If yes, give details on a separate sheet).

Yes _____ No _____

E. Employer's Federal Identification Number _____

F. Employer's State Identification Number _____

6. Applicant's Attorney and Accountants:

Attach names, names of firms, addresses and telephone numbers of attorney(s) and accountant(s) handling affairs of business.

7. Collateral Description:

A. Land and land improvements: (does not include buildings, see "C" below)

Cost: (land and improvements)

\$ _____

\$ _____

\$ _____

B. Legal Description:

C. Building(s) Description:

General Building Description	Building Cost
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Cost	\$ _____

Provide property appraisal:

1. Present real estate taxes: \$ _____
2. Present assessed value: \$ _____
3. Income from any rents \$ _____

D. The following information applies to machinery and equipment, office furniture, automotive equipment, and other types of equipment to be pledged as security.

Description of equipment: (make, model, serial number, etc.)

How used?

Total cost?

Net book value?

Please use separate sheet and indicate the following regarding the above:

1. Presently Owned
2. To be Acquired
3. Install Cost/Freight
4. Provide appraisal on equipment if available.

There shall not be any discrimination against any person performing any services required by this contract or against any applicant for employment because of sex, race, creed, color, religion, national origin, age, marital status, handicap, or reliance on public assistance.

The applicant further certifies that the applicant shall be in compliance with Minnesota Statute 363.03 as amended, all relevant federal laws regarding affirmative action and equal employment opportunity, and all succeeding laws regarding discrimination in employment.

(Signature of Company Official)

(Position)

City of Crookston – Community Development Department Revolving Loan Fund Program Application

Applicant Business _____

Address of Business _____

Contact Person _____

Telephone Number	_____	_____
	Home	Other (Cell/Work)

Date Application Prepared _____

Prepared By _____

Telephone Number	_____	_____
	Home	Other (Cell/Work)

Return Application To:

City Administrator's Office
City of Crookston
124 N. Broadway
Crookston, MN 56716
Phone (218) 281-1232

RESOLUTION NO. _____

At a regular meeting of the City Council of the City of Crookston held on the 8th day of January 2024, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

**RESOLUTION ORDERING PREPARATION OF PRELIMINARY ENGINEER’S REPORT
2024 STREET IMPROVEMENTS**

WHEREAS: pursuant to a request from the City Council for the City Engineer to prepare a Preliminary Engineer’s Report on the following projects to be included in the 2024 Street Improvements Project.

Reconstruction:

1. Houston Ave, remove North Sidewalk, replace south sidewalk – Hunter St to South Ash (City Project)
2. Industrial Park 10 Ton Road expansion (1100 ft) – current road east of the AG Innovation Campus heading south (City Project)
3. Euclid Ave – Guthrie St to Ditch (City Project)

Mill and Overlay:

1. N. Broadway, and sidewalk to the west - North of 6th Avenue to Fisher Ave (State Aid Project)
2. 3rd Ave SW – Old 75 to Bruce St (St

NOW, THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF CROOKSTON, MINNESOTA: The City of Crookston Engineer is directed to prepare such a report and present it to the Council upon its completion for their consideration.

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