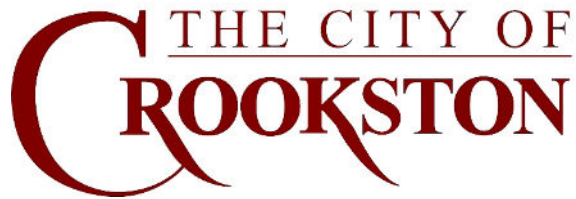


Mayor -Dale Stainbrook

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

May 13, 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

4.01 Proclamation regarding Community Action Month.

4.02 Presentation regarding the Safe Routes to School Grant.

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 April 22, 2024.

6.02 Resolution to approve City of Crookston Bills and Disbursements for \$438,163.51 Check Nos 72638-72760.

7. PUBLIC HEARINGS

8. REGULAR AGENDA

8.01 Resolution regarding a variance at 442 Marin Avenue in City of Crookston, Norcross Subdivision parcel number 82.02978.00

8.02 Resolution regarding approving the City of Crookston's Records Retention and Data Management Policy.

8.03 Resolution regarding approving the City of Crookston's Data Practices Policy for the Public.

8.04 Discussion and a resolution regarding inviting the final candidates for the City Administrator position interviews.

9. REPORTS AND STAFF RECOMMENDATION

10. ADJOURNMENT

City of Crookston

Mayoral Proclamation

To Declare

May 2024

“COMMUNITY ACTION MONTH”

- WHEREAS,** Community Action has put a human face on poverty for 59 years by advocating for limited-income citizens without a voice, so that they may enter the middle class and reach for the American dream, replacing their despair with opportunity; and
- WHEREAS,** Community Action builds and promotes economic stability as an essential aspect of enabling and enhancing stronger communities, which in turn promotes self-sufficiency, ensuring that all Americans are able to live in dignity; and
- WHEREAS,** Tri-Valley Opportunity Council, Inc. has been headquartered in Crookston since 1965 and has enhanced the lives of thousands of people throughout Minnesota by providing essential, life-changing services and opportunities such as affordable housing, economic development, early childhood services, energy assistance, and services for seniors; and
- WHEREAS,** Tri-Valley Opportunity Council, Inc. served over 2,000 families, over 5,000 individuals including over 2,000 children and seniors in 2023, while utilizing over 700 volunteers; and
- WHEREAS,** Tri-Valley Opportunity Council, Inc. will continue to implement innovative and cost-effective programs to improve the lives and living conditions of the impoverished; continue to provide support and opportunities for all citizens in need of assistance.

NOW, THEREFORE, I, Dale Stainbrook, Mayor of Crookston, MN, do hereby proclaim May 2024 as **COMMUNITY ACTION MONTH** in recognition of the hard work and dedication of Tri-Valley Opportunity Council, Inc. and all Minnesota Community Action agencies.

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the official seal of the City of Crookston, MN do hereby proclaim May 2024 as



“COMMUNITY ACTION MONTH”

Mayor Dale Stainbrook
May 13, 2024



Safe Routes to School

A plan to make walking and biking to Highland Elementary School a safe, fun activity.

MAY 13, 2024

CROOKSTON, MINNESOTA

Highland Elementary School



Acknowledgements

We gratefully acknowledge the participation of the following individuals and organizations in the development of this Safe Routes to School Plan.

SRTS PLANNING TEAM

Scott Butt

Park and Rec

Randal Bergquist

CHS Superintendent

Brandon Carlson

City Water

Rich Clauson

WSN Engineer

Dave Emanuel

American Indian Liaison

Kayla Hansen

City of Crookston

Carma Hanson

Safe Kids GF

Jana Hodgson

Highland Admin. Asst.

Megan Janssen

UMC Extension/Parent

Karie D. Kirschbaum

Community Development

SRTS PLANNING TEAM

Amanda Lien

Polk Co. Wellness Coordinator

Shawn Murphy

Crookston Police Department/Parent

Rick Niemela

CHS Bus Manager

Kyle Olson

Polk County Deputy/Parent

Nate & Steph Overgaard

Parents

Don Rasicot

CHS Resource officer

Rich Sanders

Polk Co. Engineer

Tina Sanders

Safe KIDS GF

Jake Solberg

Park and Rec./Parent

Chris Trostad

Highland Principal

PLAN ASSISTANCE

Tim Finseth

Transportation Director

**NW Regional Development
Commission**

SRTS Grant Administration
Planning Assistance



NORTHWEST
REGIONAL DEVELOPMENT
COMMISSION

CROOKSTON
PUBLIC SCHOOLS
"COMMITTED TO EXCELLENCE"

Table of Contents

Why Safe Routes to School?	5
Infrastructure	11
Programs	21
Working for Change	29
Appendices	36

ORGANIZATION OF THIS REPORT

This report is designed to support and be accessible to multiple groups of people involved with Safe Routes to School in Crookston, including students, caregivers, teachers, school administrators, city staff, elected officials, and county and state employees. This plan focuses on key information and recommendations, while the appendices document additional participation, analysis, resources, and deliberation that shaped the development of the plan.



Inviting Feedback About Safe Routes To School - For Additional Information, Please Refer To The Appendices Of This Plan For A Summary Of The Survey Results



The Vision

Walking, biking, and rolling to school is safe, comfortable, and fun for the health and wellbeing of all students at Highland Elementary School.

THE 6 E'S

Safe Routes to School (SRTS) programs rely on six core strategies, called the “Six Es”, to work towards their vision.

EQUITY – THE OVERARCHING E

Prioritizing positive outcomes for students from lower-income households; Black, Indigenous, and other students of color; students with disabilities; and other students who face disproportionate barriers to walking, biking, and rolling to school because of their group membership. This plan uses the term “priority populations” to refer to disproportionately impacted groups of students and other community members.

ENGAGEMENT

Working with students, families, school staff, and community members and organizations, especially those from priority populations, to identify needs, better understand barriers, and create solutions together for walking, biking, and rolling.

ENGINEERING

Developing Equity-focused changes to the built environment that support youth travel, designed and prioritized through community Engagement.

EDUCATION

Providing students and other community members, especially those from priority populations, with skills and knowledge about walking, biking, and rolling.

ENCOURAGEMENT

Normalizing a culture of walking, biking, and rolling through incentive programs, events, and activities that center priority populations.

EVALUATION

Measuring how Safe Routes to School initiatives are implemented (process evaluation) and what their impacts are (outcome evaluation), especially how initiatives Engage with and support priority populations.

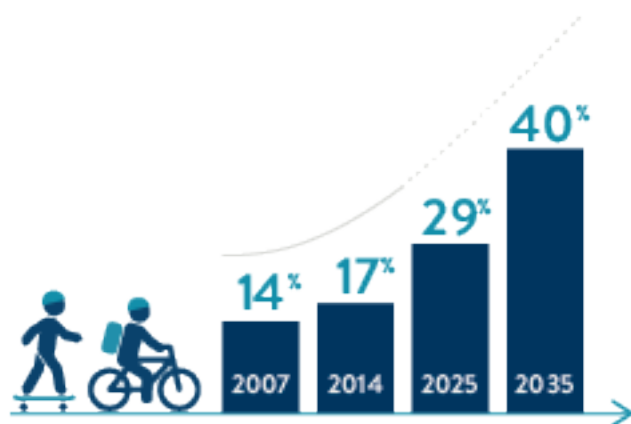


Why Safe Routes to School?



Why Safe Routes to School?

Today, less than 20% of K-8 students walk or bike to school, but as recently as 1970, nearly 50% of students walked or biked to school. Where schools and housing are located, how roads are designed, and how automobiles are regulated have all contributed to this decline. Through policy changes, infrastructure improvements, and programs, Safe Routes to School helps create physical and social environments that empower students, their families, and their communities to walk and bike more often. Communities that participate in Safe Routes to School also benefit from less air, noise, and water pollution; lower road maintenance costs; and more pleasant streetscapes for pedestrians, bicyclists, and drivers alike.



SRTS initiatives are contributing to more students and families walking and biking to school.



Most kids are not getting enough physical activity.



Roads near schools are congested, decreasing safety and air quality for children.

KIDS WHO WALK OR BIKE TO SCHOOL:



Arrive alert and able to focus on school



Get most of their recommended daily physical activity just from traveling to and from school



Feel better about their physical health



Have better school performance and test scores



Are more likely to have good mental health

A REINFORCING CYCLE OF WALKING AND BIKING TO SCHOOL



More students walking and biking to school

Greater focus on policies, infrastructure, and programs to support walking and biking

Better air quality and more pleasant bike and pedestrian environments

Safer and easier routes to and from school

*More information, including primary sources, can be found at <http://guide.saferroutesinfo.org>.



Equity in SRTS

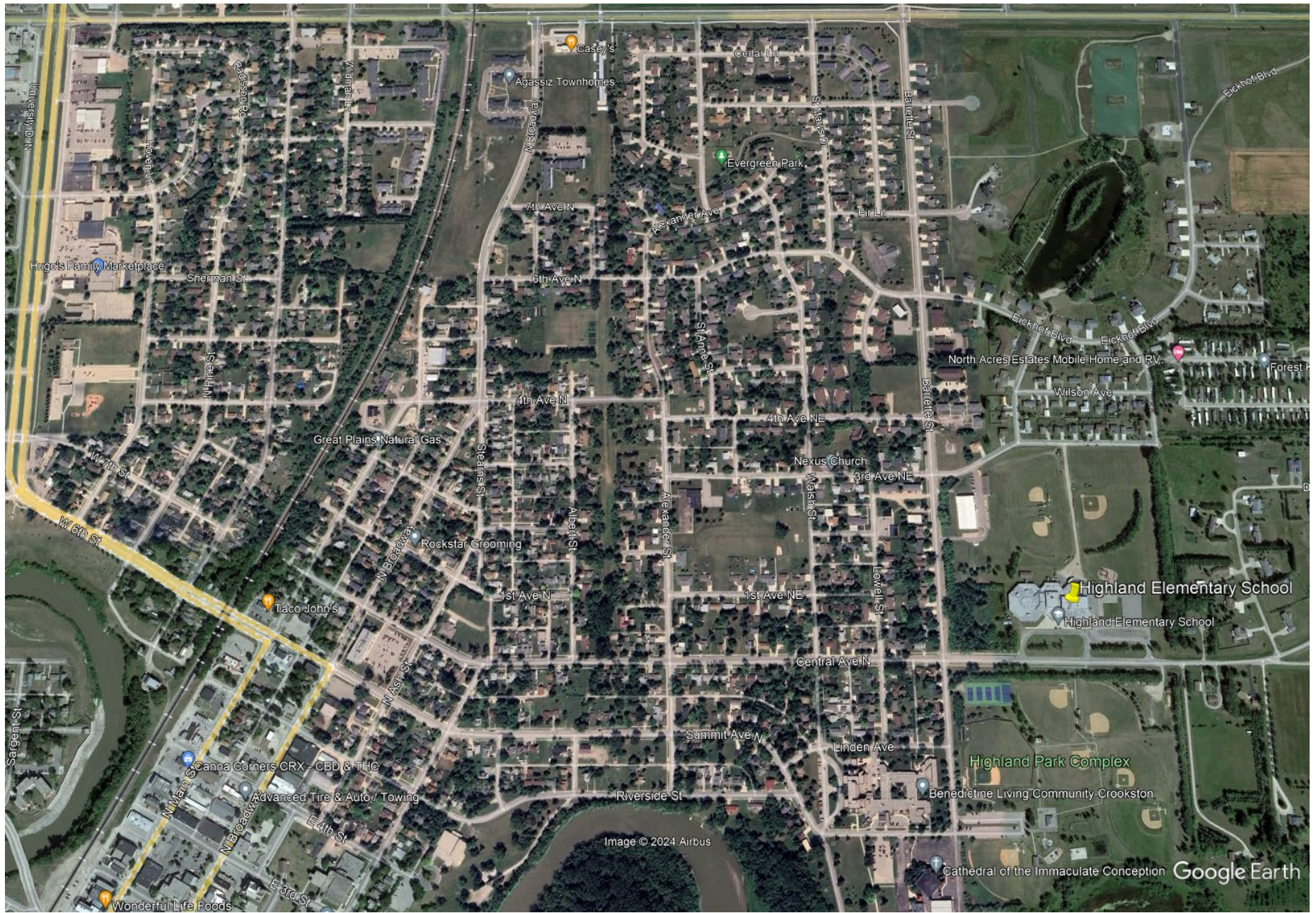
Disparities in access to resources such as high-quality jobs, schools, parks, healthcare, food, and a full range of transportation choices impact the health and well-being of communities. These differences are not random—they are the results of government policy and funding in the past and present.

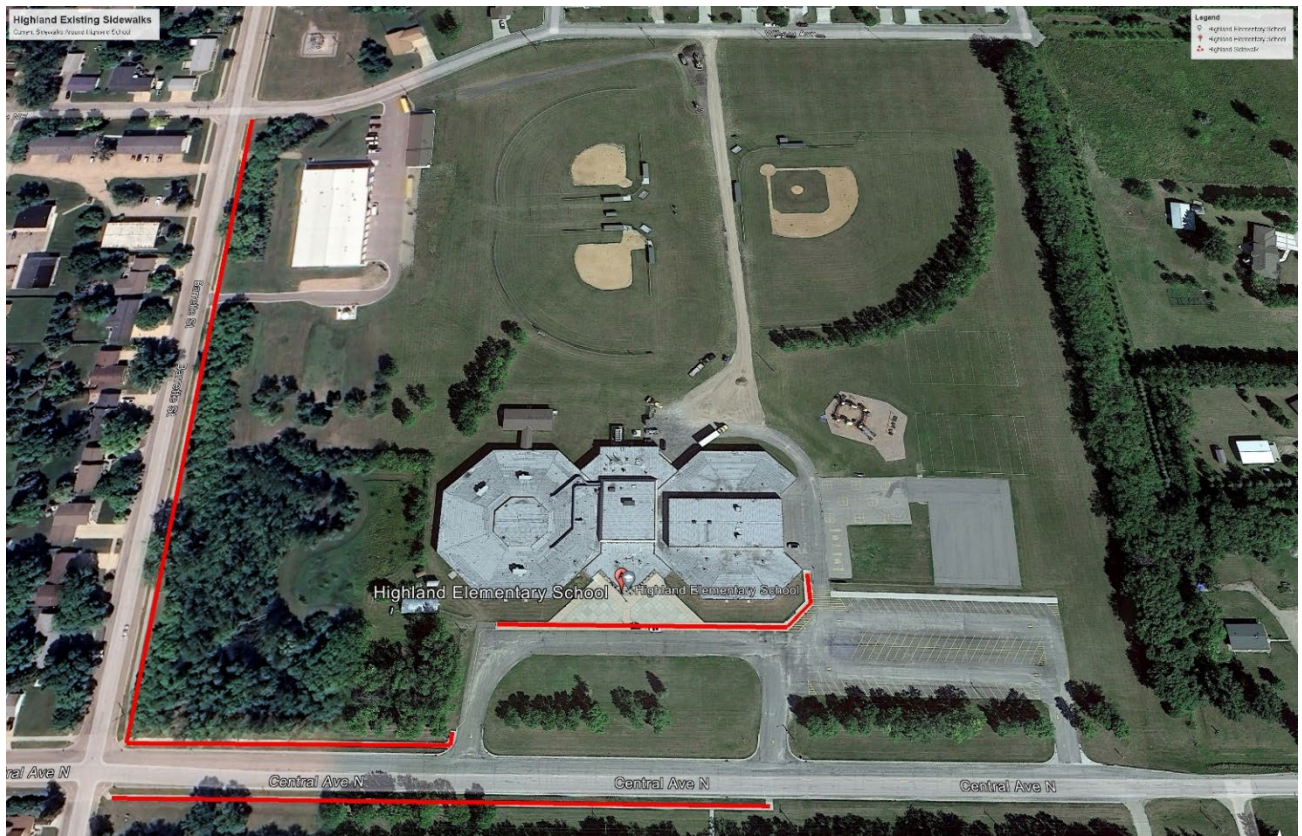
Equity in Safe Routes to School is impacted by transportation system inequities—such as limited access to high-quality walking and biking infrastructure.

Safe Routes to School works to improve walking and biking opportunities for all students, while addressing inequities through programs, infrastructure, and policy improvements that specifically help priority populations. Priority populations include individuals, groups, and communities who are more likely to rely on walking, biking, or transit for transportation; are more vulnerable to unsafe traffic conditions; or have

suffered historic disinvestment in safe, comfortable, walking and biking infrastructure. By looking at demographic data, examining existing transportation services and policies, and speaking with members of the community, the Highland Safe Routes to School team works to develop recommendations that support equity in walking and biking to school both now and continuing into the future.

Highland Elementary School along with the city of Crookston works to continuously address these inequities by prioritizing programs, infrastructure, and policy improvements that help individuals and groups with less access to resources, in particular those who don't have safe, convenient, and fun routes to school.





Map - Current Sidewalks Around Highland School

Highland Elementary School – Safe Routes Snapshot

SITE CIRCULATION

Pedestrians: Many students were observed walking to and from campus along several routes including Central Ave. N. on the south side of the school; and Barrette St. on the west side of the school. A few students came from the north and east walking through the playground and along a gravel path.

Bicyclists: A few students were observed biking around the school area on the day of the walk audit and other observation days. They primarily came from Central Ave. N. and Barrette St. Bike parking is located southwest of the school building on a grass and dirt area.

School Buses: Buses approach the school on Central Ave. N. primarily from the west. They use the same busy intersection as pedestrians and private vehicles on the Central and Barrette

roadways. Buses utilize the one-way drive into the school property next to the space provided for vehicle parking and pedestrian walkways. After drop-off, buses merge back out on to Central Ave. and head back to the same busy intersection of Central Ave. and Barrette St., turning right toward the bus garage.

Transit: Very little public transit is used to transport students to Highland school.

Vehicles: Most vehicles come from the west using the same busy intersections as the buses and pedestrians. Vehicles are directed to use a different driveway into the school lot where they park and let off students. Some choose to walk the students to the school door. After drop-off, they proceed out the same driveway onto the busy street and head back to the congested intersection of Central Ave. and Barrette St.

Overall: Highland Elementary School has high levels of activity during the morning arrival and afternoon dismissal periods.



**SCHOOL CONTEXT: HIGHLAND
ELEMENTARY, CROOKSTON**

ENROLLMENT:

399

GRADES SERVED:

Kindergarten - 5

66.1% of students eligible for free or reduced lunch

DEMOGRAPHICS*

White, non-Hispanic, 55.1%

Hispanic, 25%

Asian 1.3%

American Indian/Alaska Native 11%

Multiracial, 2.8%

Black/African American, 4.8%

SOCIOECONOMIC**

Free and Reduced-Price Lunch	259
English Language Learner	17
Experiencing Homelessness	19
Receiving Special Education	90

*Source: School district records

**Source: School district records

For more demographic information about Highland Elementary School, please refer to the appendices at the end of this document.

STUDENT DEMOGRAPHICS:

Students who attend Highland are:

- White (55.1%),
- Hispanic/Latinx (25%),
- Native American (11%),
- Asian, Multiracial and Black/African American (8.9%)

Individuals who live in Crookston are:

- White (85.2%)
- Hispanic/Latinx (11.1%)
- Black/African American (1.7%)
- American Indian (0.7%)
- Asian (3%)

- 55% of Highland students qualify for free or reduced lunch.
- Less than 1% of Highland students speak a language other than English at home.
- Highland students are eligible for busing because the school practice is to offer rides regardless of location. Surveys and observations show that a majority of students ride a bus or family vehicle to and from school.
- Crookston has had growth and is preparing for more growth around the Highland School area and north, as more families choose this area to live. Accordingly, the SRTS team is working to make sure there are affordable, reliable transportation connections to the school grounds for all future residents, but especially low-income populations.





Infrastructure



Introduction to Infrastructure

Physical changes to the streetscape are essential to making walking, biking, and rolling to school safer and more comfortable.

Several in-person observations were made in and around the Highland school property. A walk and bike to school day, individual observations, a walking audit and a hazard observation day with 6 volunteers were conducted. Discussions with the Safe Routes to School Team, school and district staff, caregivers, students, community members, and city/county staff provided recommendations to address key barriers to walking and biking around Highland School. Parent and student surveys were conducted that also gave valuable insight into issues

that impede walking, biking or rolling to Highland School.

Recommendations are prioritized on the basis of community and stakeholder input, traffic and roadway conditions, cost, number of students impacted, and benefits to the community. Every team and public meeting along with in-person observations led to one intersection being categorized as the highest ranked concern: the intersection of Barrette St. and Central Ave. N.

This intersection is the number one concern of administration, parents, students and law enforcement. High traffic speed, rolling stops, distracted driving and students not crossing safely have been observed. Insufficient lighting, crosswalk marking, and signage are concerns at this intersection. Especially in the winter months, improved maintenance and lighting can contribute

to improving equitable access to walking and biking routes, even where a sidewalk or path is present.

The number two concern brought forward by this process is the intersection of Barrette St. and 3rd Ave. NE (which is located near the bus garage). This intersection has the same issues observed as the intersection of Barrette St. and Central Ave. N. only with slightly less traffic.

The third area of concern is the school drop-off and pick-up zone. Family vehicles, buses, students and staff all converge in this area in a small amount of time.

WINTER MAINTENANCE

For students and community members with disabilities, winter maintenance is key to accessing sidewalks and trails during snowy months. This is also true for students and families who walk and roll as their primary means of transportation. City of Crookston and Highland School officials need to continue to prioritize winter maintenance of existing infrastructure and make it easier for the most vulnerable users of our transportation system—including students—to get around in winter. These policies help to increase transparency and improve reliability for the active transportation network.

LIGHTING AND VISIBILITY

Street and sidewalk lighting for people walking and biking is important for both actual and perceived senses of safety and security. In winter climates like Minnesota's, where shorter periods of daylight (along with inclement weather) contribute to school arrival and dismissal periods occurring in the dark; lighting is especially important for mitigating safety concerns and encouraging active transportation throughout the year.

While lighting can sometimes be seen as a costly investment, it is an important step for ensuring equitable access to walking and biking routes. Lighting should be seen as a necessary component of bicycle and pedestrian safety improvements. Both the city of Crookston and Highland School have identified lighting as a priority for future construction projects.

HOW TO USE THIS PLAN

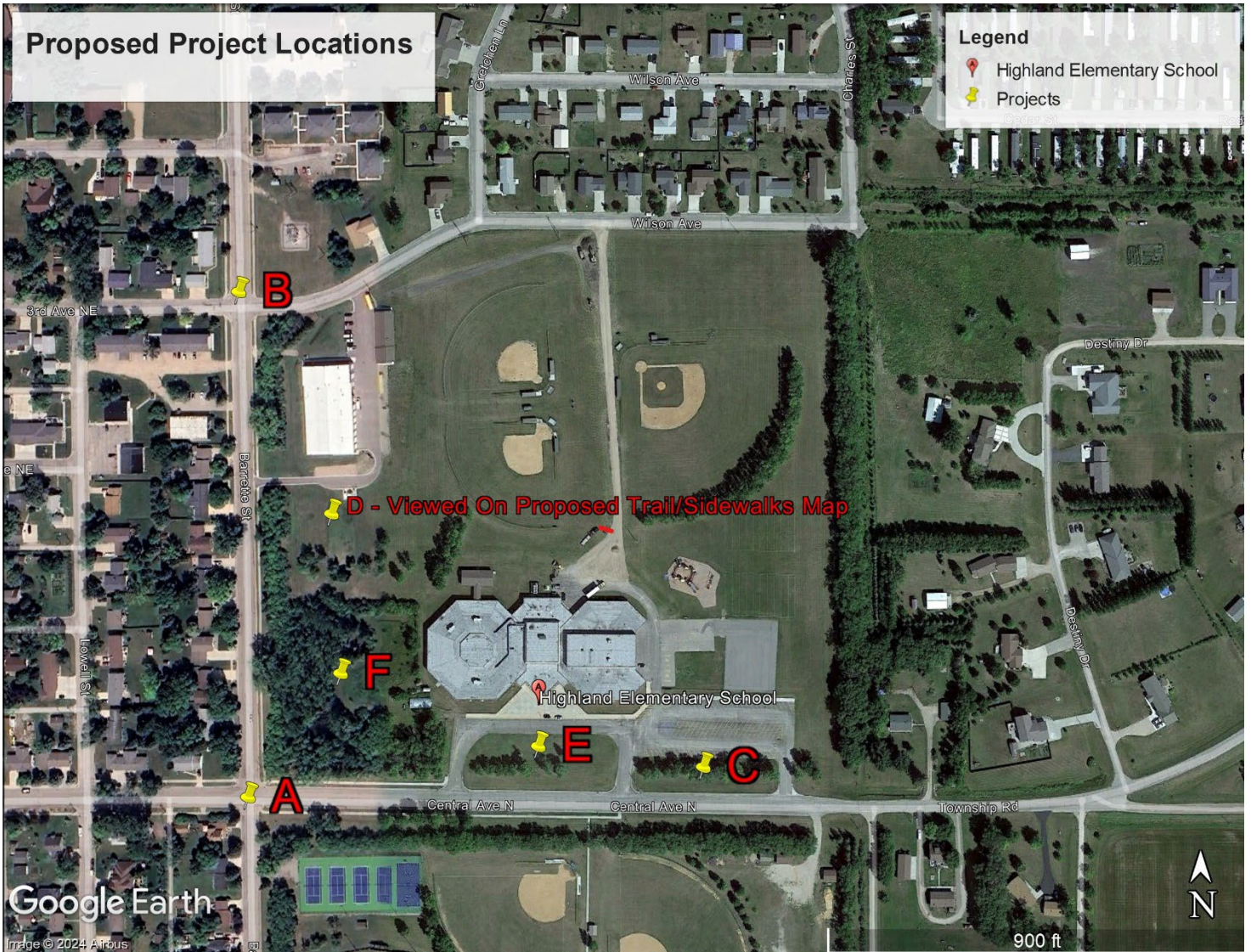
This plan does not represent a comprehensive list of every project that could improve conditions for walking and bicycling, rather community priorities, key conflict areas, and potential improvements identified in the planning process.

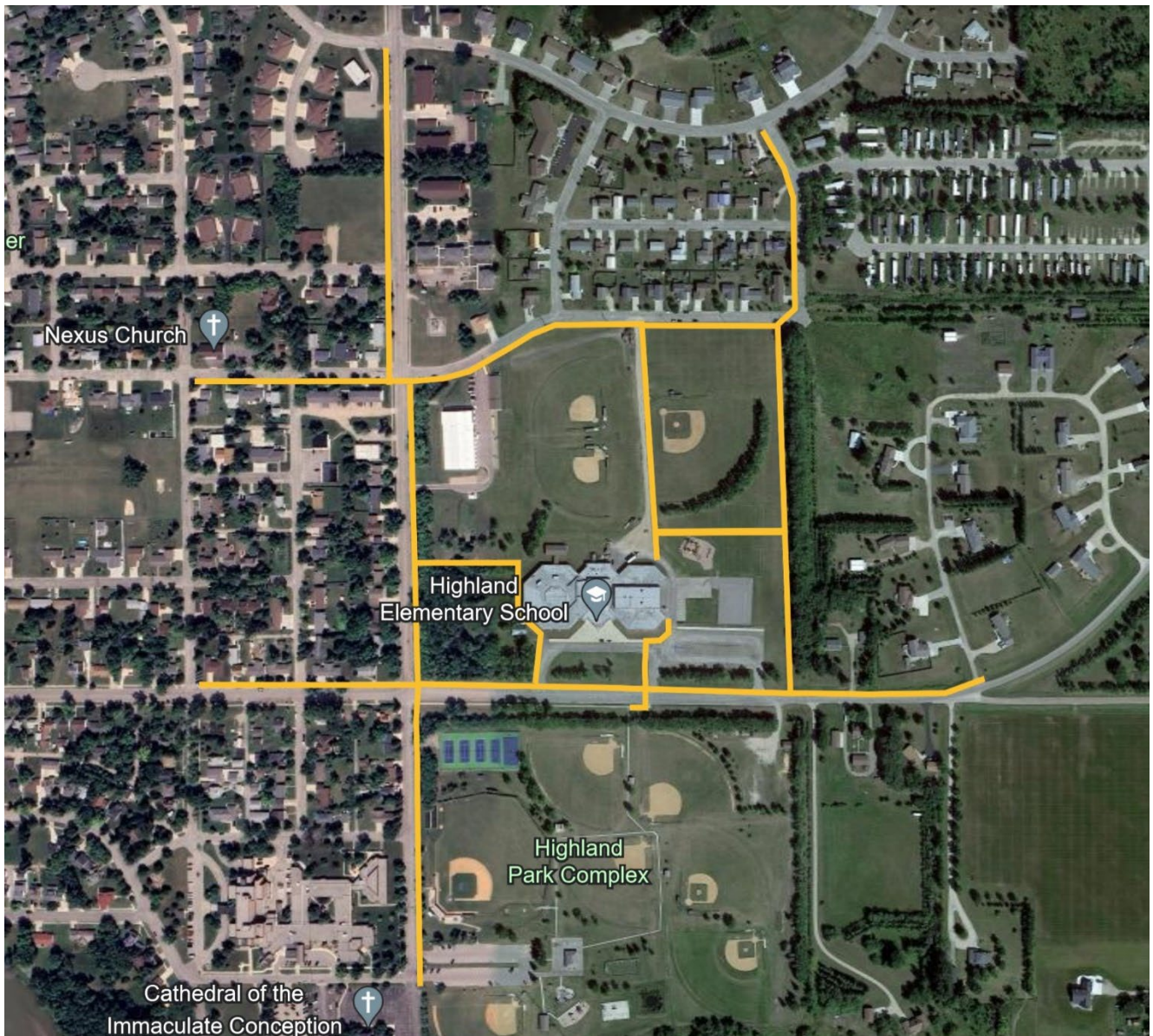
Recommendations range from simple striping changes to more significant changes to streets, intersections, and school infrastructure.

The following pages include some recommendations that the team has listed as priority projects for the community of Crookston and Highland School. Additional planning, studies and engineering are needed before final plans and construction are completed/approved



Example showing an area in front of Highland School without correct lighting and sidewalks near a heavily utilized street. Also shows seasonal issues regarding snow/ice.





Proposed Trail/Sidewalk System - Highland Elementary School Area



Barrette St./Central Ave - Looking South. View of the Unique Crosswalk Path.



Barrette St./Central Ave. - Looking West. View Showing Angled Pedestrian Traffic.

A: Barrette St. and Central Ave.

PRIORITY: High

RECOMMENDATION

New sidewalks and curb ramps that meet ADA specifications. Painted pedestrian crossing lanes. Better lighting. New sidewalk crossing signs. Flashing stop signs.

WHY IS THIS RELEVANT?

Current sidewalks are in need of repair. Curb ramps currently encourage pedestrians to enter roadways at an angle instead of straight across the intersections. Painted crossing lanes will encourage pedestrians to cross in designated areas and be more visible to vehicles. Brighter street and sidewalk lighting will make pedestrians more visible/safe. Flashing stop signs will remind drivers of the intersection.

WHO WILL MAKE THIS HAPPEN?

City and school staff, with funding from MnDOT.

HOW WILL THIS ADDRESS EQUITY?

Improving sidewalk conditions makes walking and rolling easier and safer for people with disabilities. This intersection is also a key crossing to school for students of lower-income families.

B: Barrette St. and 3rd Ave. NE

PRIORITY: High

RECOMMENDATION

New sidewalks and curb ramps that meet ADA specifications. Painted pedestrian crossing lanes. Better lighting. New sidewalk crossing signs. Flashing stop signs.

WHY IS THIS RELEVANT?

The current sidewalks are in need of repair. Curb ramps will encourage pedestrians to cross at a right angle. Better marked crossing lanes will encourage pedestrians to cross in the designated crosswalk areas. Brighter street and sidewalk lighting will make pedestrians more visible/safe. Better signage will remind drivers of pedestrian crossings and encourage complete stops at the intersection.

WHO WILL MAKE THIS HAPPEN?

City and school staff, with funding from MnDOT.

HOW WILL THIS ADDRESS EQUITY?

Improving sidewalk conditions makes walking and rolling easier and safer for people with disabilities. This intersection is also a key crossing to school for lower-income families.



3rd Ave. NE - Walk Audit Participants Discussing The Lack of Sidewalks & The Need For Signage.



Barrette St./3rd St. NE Intersection - View Showing Apartment Building, Lack of Pedestrian Ramp & Lack of Sidewalk/Street Signage



North Entrance To Highland School Off Of 3rd Ave. - View Detailing Lack of Tarred Road & No Sidewalks and Signage. Roadway Heavily Utilized By Delivery Trucks.

C: School Drop-Off/Pick-Up Area

PRIORITY: High

RECOMMENDATION

Develop a clear route on Central Ave. N. to the school drop-off area. Signage on street and school property to guide vehicles in an orderly and safe manner to drop-off and pick-up students. Establish barriers between vehicle routes and sidewalks.

WHY IS THIS RELEVANT?

A very high volume of vehicles converges upon a small area in a short amount of time. Educating and providing drivers with a clearly marked route will make it safer for students walking from vehicles to school. Barriers separating traffic from pedestrians will provide a safe route to the school.

WHO WILL MAKE THIS HAPPEN?

City and school staff, with funding from MnDOT and other sources.

HOW WILL THIS ADDRESS EQUITY?



Front Of Highland School

Improving the drop-off area will improve traffic flow and make it safer for all students being dropped off or walking to school.



Front Of Highland School - Buses Drop Off & Pick Up Students Near Staff Parking, Pedestrian Traffic & Moving Vehicles.

D: Trails and Sidewalks at Highland School

PRIORITY: High

RECOMMENDATION

Several existing sidewalks were identified as needing repair. The school property needs walking and biking trails. The west door of the school does not have sidewalks leading to it. A trail from this side of school to Barrette St. is needed. The north side of the school does not have any sidewalk or trail systems. One is needed to provide walking and biking to 3rd Ave. The north bound trail could have an additional trail going east that would provide walking and biking from a nearby housing development. Sidewalks from the school to the sports fields on the south side are needed. Street crossing, painting and signage is needed to encourage these routes. A bike parking area with updated racks is needed by the new trail system.

WHY IS THIS RELEVANT?

With no trail access to the north, northwest, northeast and southeast, walking and biking is very difficult for students. Providing these routes will encourage walking, biking and rolling to school. Establishing safer routes than what currently exists will make guardians feel more comfortable with students walking or biking to school. The use of these routes will eliminate a significant amount of traffic from sites A, B and C, creating a safer delivery system of students to school.

WHO WILL MAKE THIS HAPPEN?

City and school staff, with funding from MnDOT and other sources.

HOW WILL THIS ADDRESS EQUITY?

Improving sidewalk and trail conditions makes walking and rolling easier and safer for people with access and functional needs. This system will provide a safe walking, biking and rolling route for students from lower income families.

Note – North Entrance Photo Can Be Seen Above On Page 16.



Close View of the Bike Racks Located In Grass/Mud. Lack of Sidewalk Leading Up To Highland Elementary School.



Unpaved Trail System Leading To The Environmental Learning Center. Lack of Equity Access Shown.

E: Bus Drop-Off and Staff Parking

PRIORITY: High

RECOMMENDATION

The bus drop-off area is busy/congested and also has vehicle parking on the side of the bus route. Barriers between buses and sidewalks are needed. Parking is also near existing bike racks with no trail leading to the bike racks. Sidewalks between Central Ave. are intermittent.

WHY IS THIS RELEVANT?

Barriers will keep the pedestrians separated from moving buses and vehicles. Bike parking and trails leading to the bike racks will keep students off the roadway.

WHO WILL MAKE THIS HAPPEN?

School staff, with funding from MnDOT and other sources.

HOW WILL THIS ADDRESS EQUITY?

Improving sidewalk conditions makes walking and rolling easier and safer for people with access and functional needs.



Front of Highland Elementary School Showing Bus Drop-Off Adjacent To Staff Parking.

F: Outdoor Classroom

PRIORITY: Medium

RECOMMENDATION

Create a walking and rolling trail through the nearby school nature center. A bridge over the wetland is also needed.

WHY IS THIS RELEVANT?

Providing a trail through this area will provide access for all students to view plants, birds and animals in their natural setting. This will be educational as well as providing exercise opportunities for students.

WHO WILL MAKE THIS HAPPEN?

School staff, with funding from MnDNR.

HOW WILL THIS ADDRESS EQUITY?

Improving sidewalk conditions makes walking and rolling easier and safer for people with access and functional needs. This will provide access for all students to nature.



View of Outdoor Classroom Denoting The Need For Repairs And Lack of Equity Accessible Trails.



Programs



Introduction to Programs

Programs are opportunities to increase awareness, understanding, and excitement around walking, biking, and rolling to school.

Programs are focused on educating students, families, and the broader community about walking and biking, as well as on building a culture that supports and normalizes walking and biking to school and other destinations. Because programs are low-cost and can often be implemented quickly by an individual school or the school district, they represent an important Safe Routes to School strategy that complements longer-term strategies, including infrastructure improvements and policy changes.

EXISTING PROGRAMS

Crookston and Highland Elementary have been actively working towards providing safe and inviting spaces around school campuses for students. This foundation of encouraging student travel safety provides a valuable baseline for expanding programs to encourage more students to walk and bike.

PROGRAMS ALREADY ACTIVE AT HIGHLAND PUBLIC SCHOOL:

- Student involvement in community events
- Walk! Bike! Fun! Curriculum (includes bike rodeo)
- Safe Kids Curriculum
- Participation with the State Health Improvement Plan and local agency efforts
- School resource officer on-site
- Regional bike fleet available through BikeMN upon request
- Established platforms for the dispersal of safe routes to school related information to faculty, students, parents and guardians as appropriate.

PROGRAM RECOMMENDATIONS

Conversations with school and district staff, caregivers, students, community members, and city and county staff led to the following program recommendations. Programs were tailored to meet the needs, capacities, and interests of the community and were prioritized based on existing programs, input from local stakeholders, the extent to which the program would serve priority equity populations, and the readiness of the school to launch the program.

RECOMMENDED PROGRAMS COULD INCLUDE:

- Bike Fleet
- Bike Mechanic Classes
- Bike Rodeo
- Cocoa for Carpools
- Crossing Guards
- Drop and Walk
- Educational Videos
- In-School Curriculum & Activities
- Inter-School Partnership
- School Communications
- Ongoing Evaluation
- School Streets
- School Curriculum
- Student Patrols
- Student Clubs
- SRTS Campaign
- Suggested Route Map
- Walk & Bike Field Trips
- Walk! Bike! Fun!
- Walk and Bike to School Days
- Walking School Bus and Bike Train



EQUITABLE IMPLEMENTATION CONSIDERATIONS

Each of the recommended programs can be implemented to benefit priority populations. In some cases, programs are inherently beneficial, but other times they require intentional thought to make sure they are implemented equitably and reach students who could benefit the most from them.

When working to start a new or update an old program, school staff and partners should ask themselves:

- Who could benefit the most from this program?
- Are there any barriers to participating in this program, including cultural, social, or financial?
- Are there any school resources that can help reduce barriers to participation?
- Are there community partners who could help us spread the word about this program, or help make it more effective?

After an event, it is also important to think about what went well and what could be improved in the future. Helpful questions to consider include:

- Is this a one-off program, or is there a way to provide ongoing support for it?
- Were any student or family groups absent? Is there something that could help them participate in the future?
- What did students think of the event? Families? Staff?
- Taking a few minutes before and after an event to check in on these questions can make a big difference in building a culture of walking and biking that is accessible to all students and families.



Highland Elementary School

is participating in Walk to School Day on

Tuesday – October 3, 2023

Join children and adults around the world to celebrate the benefits of walking and bicycling.

About our event:

Safe Kids Grand Forks will be hosting a "Walk & Roll To School Day" event on October 3rd for all the students at Highland Elementary School. Please take this day to walk or ride bike with your students to school. It is a great way to assess their decision-making skills when approaching and crossing intersections and tell us about any dangers you see or improvements you would like made on their route to school to make it safer for them.

Students participating will receive a breakfast food item at the school handed out by local community leaders and/or school staff. Remember cyclists to wear your helmets to be entered in a prize drawing!!



Learn more at walkbiketoschool.org

Walk to School Day is coordinated in the U.S.A. by the National Center for Safe Routes to School.



WALK/BIKE TO SCHOOL DAYS

National Walk to School Day and Bike to School Day attract millions of students and families to try walking, biking, and rolling to school every October and May. In addition, Minnesota celebrates Winter Walk to School Day in February. Additional education, encouragement, and enforcement programming can be used to promote the event, increase awareness, and expand participation. Walk/bike to school days can also take place more frequently (e.g., Walking Wednesdays) if there's interest and capacity.

When, where, and how will this be implemented?

This event would be held on nationally identified days. Implementation would occur on school property implemented by local personnel in coordination with partners. Suggested curriculum would be followed, with adaptations made to best serve Highland Elementary School.

Why is this relevant and recommended?

This would assist in teaching safe biking, walking and rolling habits to youth. These habits would follow through into adulthood.



How will this address transportation inequities?

Safe walking and biking is appropriate for all students. Anyone can practice the safety measures taught.

How will this be evaluated?

Evaluation would occur by involved staff with further measures done as needed/suggested.

Who needs to be involved to make this happen?

School staff, parents, student, local agencies

What is the timeline for implementation?

Annually as dictated by the nationally chosen date with alterations made due to scheduling conflicts and weather.

DROP & WALK

During a drop and walk event (also called park and walk or remote drop-off) bus drivers and caregivers drop students at a designated off-campus location and students walk the rest of the way to school. Remote drop-off events can help reduce drop-off congestion on campus and provide students who live further from school with an opportunity to walk to school.

When, where, and how will this be implemented?

Could be implemented by school personnel in coordination with bus drivers and parents/guardians.

Why is this relevant and recommended?

Likely to occur at the beginning and end of the year when weather conditions permit. Students gain healthy lifestyle habits as well as exercise before the school day starts.

How will this address transportation inequities?

All students could participate in this event, with the distance from home to school not playing a factor. Bussed students, as well as those that walk or are dropped off could take part.

How will this be evaluated?

By participant feedback as well adults/monitors tasked with safety duties along the route.

Who needs to be involved to make this happen?

School bus drivers, Highland Elementary School administration, students and parents.

What is the timeline for implementation?

Dependent upon previously scheduled events. Potential date in 2025 if approved by Highland Elementary School Administration and participation by local partners.

WALK! BIKE! FUN!

Walk! Bike! Fun! is a two-part curriculum designed specifically to meet Minnesota education standards. The program helps students ages five to thirteen learn traffic rules and regulations, the potential hazards to traveling, and handling skills needed to



bike and walk effectively, appropriately, and safely through their community.

When, where, and how will this be implemented?

Annually offered event that is dependent upon physical education schedule of events for students. Event is based upon the Walk! Bike! Fun! curriculum.

Why is this relevant and recommended?

Used as part of the physical education curriculum, with healthy habits that can follow through to adulthood.

How will this address transportation inequities?

All students will be given the opportunity to learn how to ride a bike safely as well as how to be a safe bicyclist/pedestrian. Potential traffic accidents will be reduced.

How will this be evaluated?

By following the assessment tools found in the Walk! Bike! Fun! Curriculum.

Who needs to be involved to make this happen?

Administration, students, physical education instructors, teachers and parents.

What is the timeline for implementation?

Beginning of school year.

BIKE RODEO

Bicycle safety education should involve comprehensive skills-based session(s) designed to encourage students to bike more, by giving them the knowledge and skills they need to be able to ride a bike safely and confidently.

When, where, and how will this be implemented?

Bike rodeos can be held any time in the year as long as space is sufficient and partner agencies/parents are willing to assist.

Why is this relevant and recommended?

Parents can be comfortable knowing that safe biking skills are being taught to students.

Highland Elementary School Bike Rodeo

How will this address transportation inequities?

Learning opportunities are provided to all students, with a regional cache able to be utilized for those that may not own a bike.

How will this be evaluated?

By participant, parent and school feedback

Who needs to be involved to make this happen?

Parents, students, school faculty and partnering agencies.

What is the timeline for implementation?

Implementation schedule would be worked out with participating agencies, with weather and current events factoring into event timelines.

CROSSING GUARD/SCHOOL SAFETY PATROL

Crossing guards are trained adults, paid or volunteer, who are legally empowered to stop traffic to assist students with crossing the street. School safety patrols are trained student volunteers responsible for enforcing drop-off and pick-up procedures and assisting with street crossing.

When, where, and how will this be implemented?



This is not a current initiative but is being looked at in the future. Implementation will be affected by budget/grant requirements.

Why is this relevant and recommended?

School crossing guards will not only increase safety for students and pedestrians but will also provide a benefit for traffic calming.

How will this address transportation inequities?

Safe walking, biking and rolling for all those affiliated with Highland Elementary School.

How will this be evaluated?

Changes in patterns will be noted by school administration, crossing guards, parents and faculty. Numbers of individuals walking, biking and rolling to school will increase. Traffic speeds will lessen and local safety will increase.

Who needs to be involved to make this happen?

Individuals from the city of Crookston as well as Highland Elementary School in combination with parents, caregivers and local partners.

What is the timeline for implementation?

Dependent upon funding approval and requirements/policies not yet established or known.

WALK AND BIKE FIELD TRIPS

A field trip made by foot or by bicycle gives students a supportive environment in which to practice their pedestrian safety or bicycling skills and showcases the many benefits of walking and bicycling for transportation, including health and physical activity, pollution reduction, and cost savings. The destination of the field trip may vary, or the field trip could be the ride itself.

When, where, and how will this be implemented?

This could be implemented at any time if the distance, location and time of the field trip ensures that every student can appropriately participate.

Why is this relevant and recommended?

Establishment of healthy habits as well as positive benefits of outdoor exercise and experiences for student education and growth.

How will this address transportation inequities?

This would not occur unless all students could appropriately participate. Education would be disseminated to all students. Safety lessons would be utilized on multiple transportation thoroughfares.

How will this be evaluated?

Student/teacher feedback

Who needs to be involved to make this happen?

Teaching faculty, school administration, parents and students.

What is the timeline for implementation?

Depending on the event schedule, field trip location availability and weather.



Highland Elementary School Bike Rodeo



WALKING SCHOOL BUS

A Walking School Bus is a group of students walking to school, often with one or more adults. Caregivers can take turns leading the bus, which follows the same route each time and picks up students from their homes or designated bus stops at specified times. Ideally, buses run every day or on a regular schedule so families can count on it, but they often begin as a one-time pilot event. Older students or “walking buddies” could also be used once a safe route has been established with the help of a trusted adult.

When, where, and how will this be implemented?

Highland staff/volunteers will lead a walking school bus along pre-established routes on the way to and from school.

Why is this relevant and recommended?

Caregivers feel uncomfortable with their children walking alone given safety concerns.

How will this address transportation inequities?

Routes focus on neighborhoods where fewer children are able to walk to school safely owing to unsafe crossings and gaps in the sidewalk network.

How will this be evaluated?

Feedback from parents, faculty and participating students.

Who needs to be involved to make this happen?

Parents, students, school staff.

What is the timeline for implementation?

Local approval required before implementation discussion can occur.



Winter Walk To School Day At Highland Elementary School

BIKE FLEET

A fleet of bicycles, helmets, tools and supplies are available for use for entities within Northwest Minnesota. Equipment is enclosed in a trailer for easy access and transportation. BikeMN is currently in charge of this resource, which is provided at no cost. Several schools have utilized this resource in the past to promote bike safety, use, education as well as to engage participants in planned events.





Working for Change

CROOKSTON PUBLIC SCHOOLS

Home of the Pirates



crookstonpirates



@crookstonpirate



crookstonpirates2.mn.us



Crookston Public Schools



Action Steps

This plan provides two critical ingredients for creating a more equitable transportation system in Crookston: a prioritized set of infrastructure and program recommendations. To make these recommendations a reality, all members of the Highland community can play a role. The following text provides ideas for where to start.

PRIORITY SRTS INITIATIVES

- Safe driving patterns on local roadways in the radius of Highland Elementary School.
- Develop a shared-use trail connecting Elementary School to the North neighborhood to the north.
- Enhanced sidewalks and lighting.
- Barriers around pick-up and drop-off areas.
- Crossing guards utilized at identified intersections.
- Implement recurring walking school buses for Elementary School in coordination with the Parent Teacher Organization.
- Increase affordable housing within walking distance of Highland Elementary School through zoning changes and subsidies as part of the ongoing comprehensive planning process.

IMPLEMENTING INFRASTRUCTURE CHANGES

DEMONSTRATION PROJECTS

Before investing in a long-term infrastructure change, cities and partners may implement a demonstration project to test out an idea. These temporary projects are quick, have a relatively low installation cost, and build support for a long-term permanent change. Demonstration projects can also help engineers and designers make sure that design details are worked out before any new concrete is installed, such as making sure school buses have enough room to turn.

Demonstration projects can also be paired with programming or educational events to encourage additional behavior change. For example, new curb extensions may be paired with a crossing guard to bring additional attention to tricky crossing locations. Or a school may organize a Walk or Bike to School Day after installing a demonstration project to encourage students and families to try out the new infrastructure.

A demonstration project can include multiple components. The project shown here includes curb extensions and an on-street walking lane where there is currently a sidewalk gap.

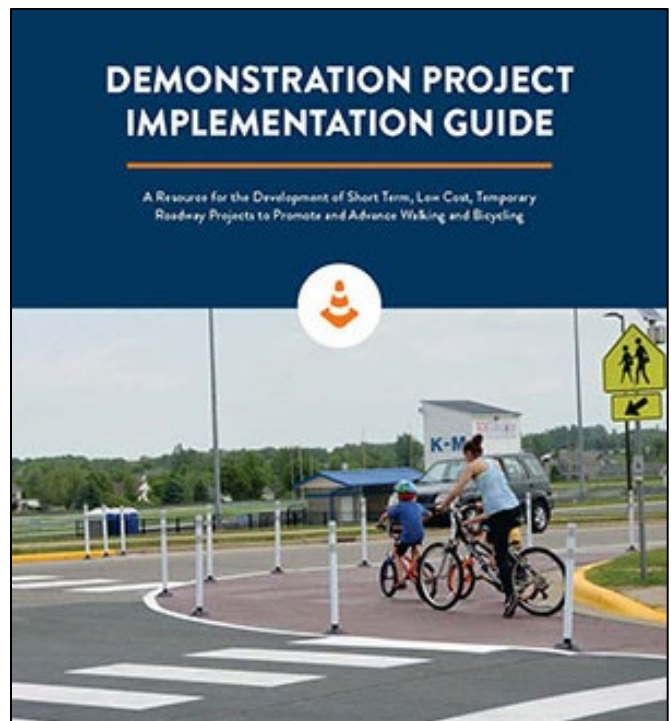
DEMONSTRATION PROJECT EXAMPLES

Demonstration projects can take many forms, with a few examples shown here. In previous SRTS efforts, communities have installed a shared use path on the street where there are no sidewalks (top left photo below), curb extensions at wide and uncomfortable intersections (top right and bottom photos below), and a number of other creative solutions.

Demonstration projects are typically installed in the spring or fall to have enough time to observe their effects before winter arrives. In some cases, a community may be specifically interested in a component of winter maintenance and may design the project to stay in place through the winter.

SAFE ROUTES INFRASTRUCTURE GRANTS

Created in 2012 under Minnesota Statutes 174.40, this opportunity provides funds to supplement or replace infrastructure projects that improve the safety of students walking and biking to school.



SAFE ROUTES INFRASTRUCTURE GRANT EXAMPLES

Eligible infrastructure improvements include:

- Curbs & crossing treatments
- Medians
- New signage & striping
- Sidewalks, trails & paths
- Bike lanes / exclusive facilities

ACTIVE TRANSPORTATION PROGRAM

The Active Transportation Program is a co-administered grant program by State Aid and the Office of Transit & Active Transportation. State Aid administers the infrastructure construction grant program and related projects.

ACTIVE TRANSPORTATION EXAMPLES

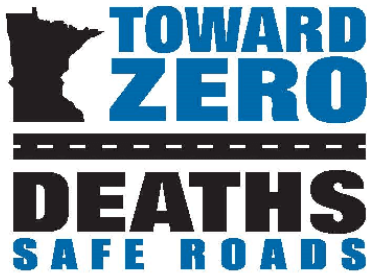
Eligible uses of funds for the infrastructure component include the following. Demonstration components are listed in a previous section:

- Crossing Improvements (ex: curb extensions, curb ramps, medians, crosswalks)
- Bicycle & Pedestrian Facilities (ex: sidewalks, trails, paths, bike lanes, etc.)
- Traffic Control Devices (ex: signage, roadway striping, flexible bollards)

TOWARDS ZERO DEATH

Towards Zero Death (TZD) is a partnership between the Minnesota Departments of Public Safety, Transportation & Health and the University of Minnesota.

TZD's coalition comes together to create media releases, news conferences and high visibility mobilizations, which are focused on increasing safety within communities. Polk County participates in this initiative.



STATEWIDE HEALTH IMPROVEMENT PARTNERSHIP (SHIP)

SHIP helps create wellness cross Minnesota's Communities through community-driven, evidence-based and equity focused programs that tackle the root causes of chronic disease. This program seeks to create sustainable, systematic changes within schools, worksites, communities and health care organizations that make it easier for Minnesotans to incorporate healthy behaviors into their daily lives. This program is a partner with safe routes to school planning within Polk County.



SAFE KIDS GRAND FORKS

Safe Kids Grand Forks brings together the expertise of individuals in our community and region who are dedicated to reducing childhood injuries. Safe Kids Grand Forks Coalition members include, but are not limited to: EMS, law enforcement, fire departments,

service groups, childcare providers, school personnel, government agencies, city personnel, parents, University of North Dakota staff, and Altru Health System staff.

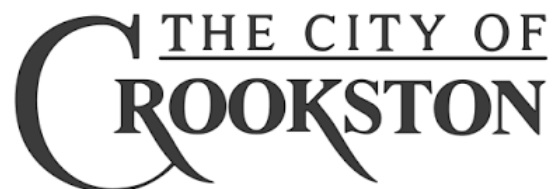
Safe Kids Grand Forks has an extensive coalition network that provides programming in the same service area covered by our lead agency, Altru Health System. Safe Kids Grand Forks cover northeast North Dakota and northwest Minnesota with our injury prevention efforts, helping to keep kids and young adults safe at home, at school, at play and on the way. Safe Kids Grand Forks is a partner in safe routes to school planning at Highland Elementary School.



CITY OF CROOKSTON

The city of Crookston is a partner with the Crookston School District, and the two work together to promote safety on roadways/sidewalks/trails for residents, students and visitors of Crookston. Initiatives in process include the following:

- Updating Highway 75 corridor traffic lanes and sidewalks for safety.
- Participation in planning and other initiatives to identify risks to pedestrian and vehicular safety.
- Regular maintenance and upgrading of transportation infrastructure.
- Working alongside Polk County and MnDOT to ensure safety across neighboring transportation systems.
- Provides staff support from local agencies including Crookston Police Department.







A map around Highland Elementary School (2003), denoting the progress accomplished in the last 20 years in relation to housing, community growth, infrastructure, population and development.

Highland School Walking & Biking

Current and proposed areas for pedestrian and bike traffic around Highland Elementary School.

Legend

-  Current Walk/Bike area
-  Future Walk/Bike area



TAKING COMMUNITY ACTION

A more equitable transportation system that prioritizes safe, comfortable, and fun opportunities to walk, bike, and roll benefits everyone. While this plan is focused on addressing connections to schools, many improvements will benefit people with no relationship to the schools because we all share the same streets, sidewalks, and trails. Likewise, many needed changes, such as reducing speed limits and normalizing walking and biking, extend far beyond the school system.

Your number one role as a community member is to advocate for changes that make walking, biking, and rolling safer, more comfortable, and more fun. Speak to elected officials, show up to community meetings, talk about walking and biking at school events and with school administrators, and organize and vote for candidates who support walking, biking, and public transit.

I AM A STUDENT, CAREGIVER, OR COMMUNITY MEMBER

Students, families, neighborhood associations, advocacy groups, and local businesses can have incredible influence when advocating for change in their school and broader community. This is true both as individuals, as well as when community members come together into groups, such as a Parent Teacher Organization or disability advocacy groups. For example, students, caregivers, and community members can support and lead SRTS initiatives including:

- Advocating for policy change and funding
- Developing campaigns to generate enthusiasm and improve social conditions for SRTS
- Volunteering time to lead a Walking School Bus or organize a bike drive
- Fundraising for SRTS programs and small infrastructure projects

I AM A SCHOOL DISTRICT EMPLOYEE

School district staff bring an important perspective and voice to advocating for a more equitable transportation system. By describing challenges and opportunities they see confronting their students and petitioning local elected officials for improvements, school district employees can support policy and infrastructure improvements that benefit their students and the broader community. Staff are also ideally positioned to implement the recommendations in this plan, whether it be a classroom-level curriculum or school district-wide policy around walking and biking.

I WORK FOR THE CITY OR COUNTY

As members of the governments that own, regulate, and maintain the roads, city and county staff can be instrumental in re-orienting transportation policies and infrastructure around walking and biking to schools and other destinations. City and county staff can leverage their expertise to identify, advocate for, and implement changes that contribute toward a more equitable transportation system. Key policies that staff can support include:

- Reducing lane widths and vehicular speed limits
- Eliminating minimum parking requirements
- Revising land use regulations to promote denser and more integrated land uses that promote walkable and bikeable trips
- Prioritizing municipal maintenance and snow clearing of all pedestrian and bike facilities
- Requiring complete streets infrastructure as part of all road resurfacing and reconstruction projects

City staff can also use this report to support Safe Routes to School funding applications to programs such as MnDOT SRTS grants, Federal SRTS grants, and the Statewide Health Improvement Program (SHIP)



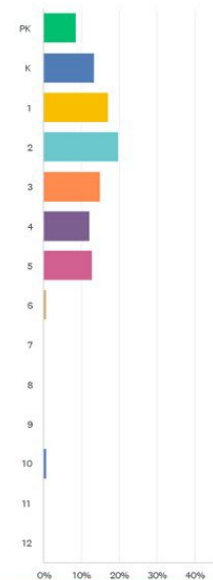
Crookston Safe Routes To School

Highland School
Parent Survey Highlights

Tim Finseth

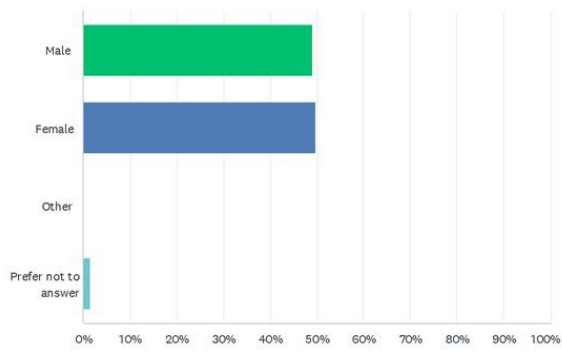


ANSWER CHOICES	RESPONSES	
PK	8.51%	12
K	13.48%	19
1	17.02%	24
2	19.86%	28
3	14.89%	21
4	12.06%	17
5	12.77%	18
6	0.71%	1
7	0.00%	0
8	0.00%	0
9	0.00%	0
10	0.71%	1
11	0.00%	0
12	0.00%	0
TOTAL		141



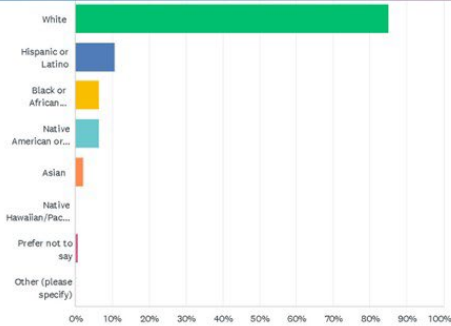
What Is The Grade Of Your Child?

What Is The Gender Of Your Child?



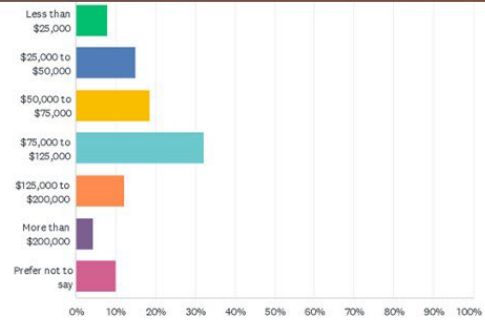
ANSWER CHOICES	RESPONSES	
Male	48.94%	69
Female	49.65%	70
Other	0.00%	0
Prefer not to answer	1.42%	2
TOTAL		141

What Is The Race/Ethnicity Of Your Child?



ANSWER CHOICES	RESPONSES	
White	85.11%	120
Hispanic or Latino	10.64%	15
Black or African American	6.38%	9
Native American or American Indian	6.38%	9
Asian	2.13%	3
Native Hawaiian/Pacific Islander	0.00%	0
Prefer not to say	0.71%	1
Other (please specify)	0.00%	0
Total Respondents:		141

What Is Your Annual Household Income?



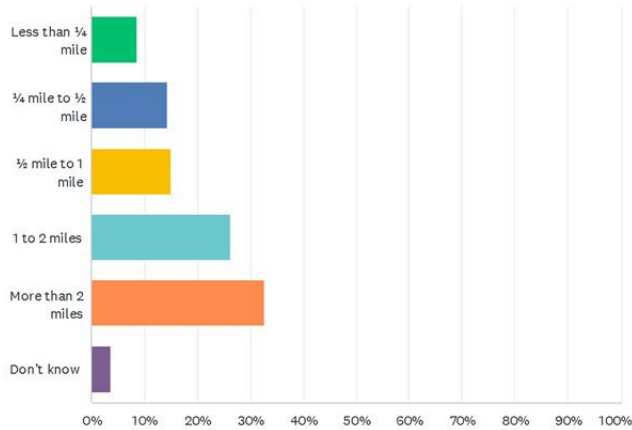
ANSWER CHOICES	RESPONSES	
Less than \$25,000	7.86%	11
\$25,000 to \$50,000	15.00%	21
\$50,000 to \$75,000	18.57%	26
\$75,000 to \$125,000	32.14%	45
\$125,000 to \$200,000	12.14%	17
More than \$200,000	4.29%	6
Prefer not to say	10.00%	14
TOTAL		140



What Languages Do You Speak At Home?

ANSWER CHOICES	RESPONSES	
English	99.29%	139
Spanish	5.00%	7
Hmong	0.00%	0
Cushite (includes Romo, Somali, Sidamo, and other East African languages)	0.00%	0
German	0.00%	0
Vietnamese	0.00%	0
Chinese (includes Cantonese, Mandarin, and other Chinese languages)	0.71%	1
French (includes Patois and Cajun)	0.00%	0
Russian	0.00%	0
Laotian	0.00%	0
Arabic	0.00%	0
Amharic	0.00%	0
Hindi	0.00%	0
Kru, Ibo, Yoruba	0.00%	0
Korean	0.00%	0
Mon-Khmer, Cambodian	0.00%	0
Tagalog	0.71%	1
Telegu	0.00%	0
Norwegian	0.71%	1
Ojibwa	0.00%	0
Karen	0.00%	0
Swahili	0.00%	0
Other (please specify)	0.00%	0
Total Respondents: 140		

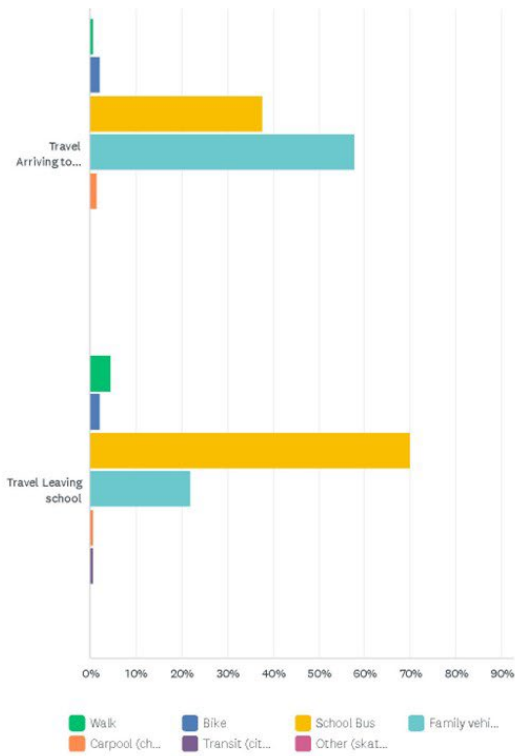
How Far Does Your Child Live From School?



ANSWER CHOICES	RESPONSES	
Less than ¼ mile	8.51%	12
¼ mile to ½ mile	14.18%	20
½ mile to 1 mile	14.89%	21
1 to 2 miles	26.24%	37
More than 2 miles	32.62%	46
Don't know	3.55%	5
TOTAL		141



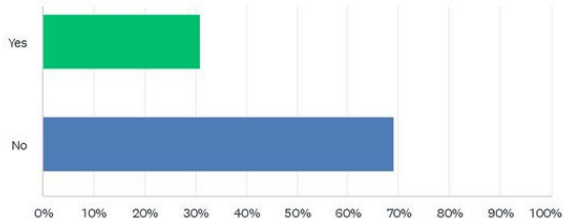
How Does Your Child Travel To & From School?



	WALK	BIKE	SCHOOL BUS	FAMILY VEHICLE (ONLY CHILDREN IN YOUR FAMILY)
Travel Arriving to school	0.74% 1	2.22% 3	37.78% 51	57.78% 78
Travel Leaving school	4.41% 6	2.21% 3	69.85% 95	22.06% 30

	CARPPOOL (CHILDREN FROM OTHER FAMILIES)	TRANSIT (CITY BUS, SUBWAY, ETC.)	OTHER (SKATEBOARD, SCOOTER, INLINE SKATES, ETC.)	TOTAL
Travel Arriving to school	1.48% 2	0.00% 0	0.00% 0	135
Travel Leaving school	0.74% 1	0.74% 1	0.00% 0	136

Has Your Child Asked You Permission To Walk Or Bike To/From School In The Last Year?

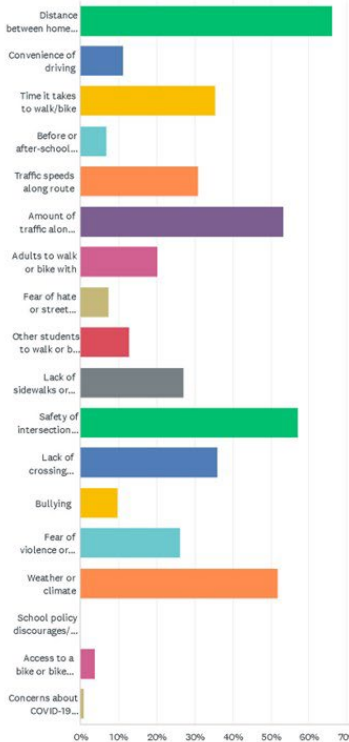


ANSWER CHOICES	RESPONSES	Count
Yes	30.88%	42
No	69.12%	94
TOTAL		136



ANSWER CHOICES	RESPONSES	
PK	0.00%	0
K	0.00%	0
1	0.00%	0
2	3.05%	4
3	9.16%	12
4	14.50%	19
5	13.74%	18
6	14.50%	19
7	9.16%	12
8	6.11%	8
9	5.34%	7
10	2.29%	3
11	1.53%	2
12	1.53%	2
I would not feel comfortable at any grade	19.08%	25
TOTAL		131

At What Grade Would You Allow Your Child To Walk Or Bike To/From School Without An Adult?



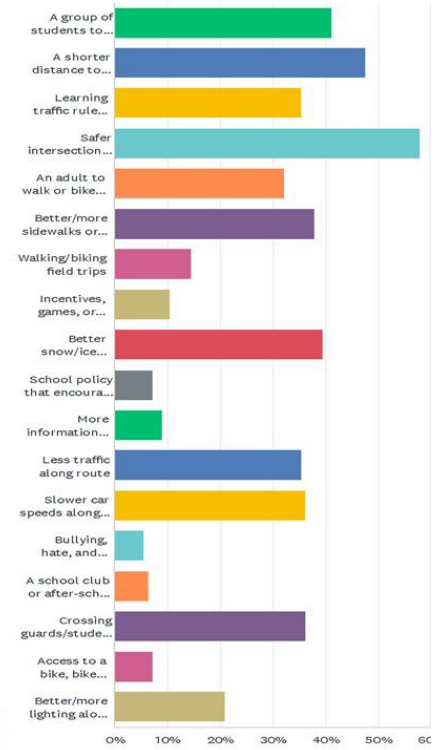
Which Of The Following Issues Prevent Your Child From Walking Or Biking To/From School?

ANSWER CHOICES	RESPONSES	
Distance between home and school	66.17%	88
Convenience of driving	11.28%	15
Time it takes to walk/bike	35.34%	47
Before or after-school activities	6.77%	9
Traffic speeds along route	30.63%	41
Amount of traffic along route	53.38%	71
Adults to walk or bike with	20.30%	27
Fear of hate or street harassment based on race, ethnicity, and/or gender identity	7.52%	10
Other students to walk or bike with	12.78%	17
Lack of sidewalks or pathways	27.07%	36
Safety of intersections and crossings	57.14%	76
Lack of crossing guards/student patrols	36.09%	48
Bullying	9.77%	13
Fear of violence or crime	26.32%	35
Weather or climate	51.88%	69
School policy discourages/prohibits walking/biking	0.00%	0
Access to a bike or bike lock	3.76%	5
Concerns about COVID-19 transmission	0.75%	1
Total Respondents: 133		



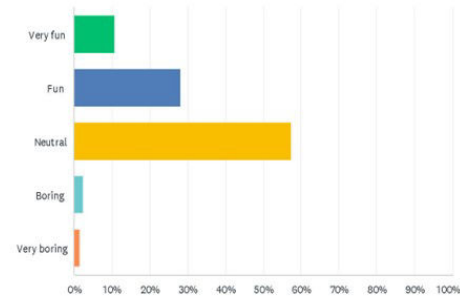
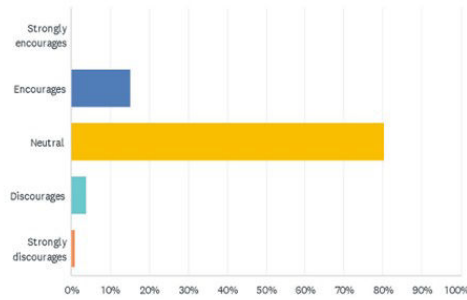
What Would Help Your Child Walk Or Bike To/From/At School More Often?

ANSWER CHOICES	RESPONSES	
A group of students to walk or bike with	41.13%	51
A shorter distance to walk or bike	47.58%	59
Learning traffic rules and regulations and how to walk/bike safely	35.48%	44
Safer intersections/crossings	58.06%	72
An adult to walk or bike with	32.26%	40
Better/more sidewalks or pathways	37.90%	47
Walking/biking field trips	14.52%	18
Incentives, games, or rewards for walking/biking	10.48%	13
Better snow/ice removal in winter	39.52%	49
School policy that encourages walking/biking	7.26%	9
More information about walking and biking routes	8.87%	11
Less traffic along route	35.48%	44
Slower car speeds along route	36.29%	45
Bullying, hate, and harassment prevention and bystander intervention training	5.65%	7
A school club or after-school program	6.45%	8
Crossing guards/student patrols/corner captains	36.29%	45
Access to a bike, bike lock, or secure bike parking	7.26%	9
Better/more lighting along route	20.97%	26
Total Respondents: 124		



How Much Does Your Child's School Encourage Walking & Biking To/From School?

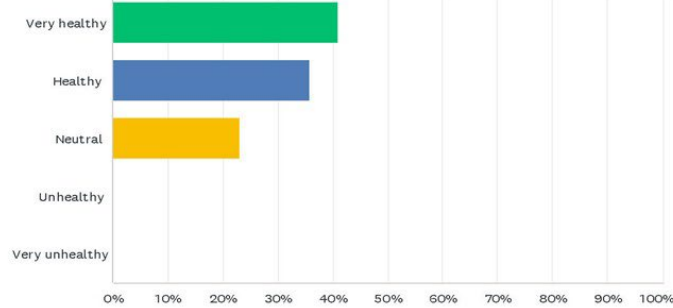
How Much Fun is Walking or Biking To/From School For Your Child?



ANSWER CHOICES	RESPONSES	ANSWER CHOICES	RESPONSES		
Strongly encourages	0.00%	0	Very fun	10.69%	14
Encourages	15.15%	20	Fun	28.24%	37
Neutral	80.30%	106	Neutral	57.25%	75
Discourages	3.79%	5	Boring	2.29%	3
Strongly discourages	0.76%	1	Very boring	1.53%	2
TOTAL		132	TOTAL		131



How Healthy Is Walking Or Biking To/From School For Your Child?



ANSWER CHOICES	RESPONSES	
Very healthy	41.04%	55
Healthy	35.82%	48
Neutral	23.13%	31
Unhealthy	0.00%	0
Very unhealthy	0.00%	0
TOTAL		134

#	RESPONSES
1	There is a main school crossing near our house that is in desperate need of attention. The neglect of this dangerous intersection has been a huge factor in our children riding the bus rather than walking/biking. The crosswalk at Memorial Drive crossing University Avenue needs to be looked at very hard. There should be an actual sidewalk there rather than a dirt path and flashing lights or radar speed limit signs to indicate when people are speeding thru. I watch dozens of cars going 40-50 miles per hour in that section every day, which is just plain scary for a school zone.
2	No crosswalks
3	I'm sorry, we live way too far for my child to walk to school. When she is at the high school it will be much easier.
4	Too far for my child to walk or bike regardless of paths, lighting etc we are on completely opposite ends of town it would not be realistic
5	Biggest concern is lack of a path. Cars do not pay attention to "bike sparrows" and it is dark when they leave the house. 1/2 of their trip to school would not have a sidewalk/bike path.
6	I live right next to Highland on the corner of Central Ave N and Barrette St and I have witnessed on many many occasions people speeding right thru the 4 way stop without looking at all and people turning at the 4 way stop with children in the crosswalk walking across the street and it's terrifying and unacceptable. I watch my 9 & 10 year old cross the intersection every morning and afternoon to watch out for their safety. Maybe once a week or every other week there is one cop that will park near the intersection, but only doing it a couple days a month is basically pointless. I feel like something needs to be done to ensure my children's and every child's safety to and from school. Thank you
7	Thank you for working to keep our kids safe!
8	We live too far from Highland school to even consider allowing my child to walk or bike to school at their age.
9	We need more bus drivers. A 4 year old should not have to sit on a bus for an hour after school. Especially with older kids who do not behave and use bad language
10	Protocols for entering the school need to be made clear for walkers/bikers/scooterers so that parents know where to tell their children to go. I don't know where bike/scooter racks are, so I can't tell my child. We decided it was easier for her to take the bus, even though she wanted to ride her bike. I was also concerned about the winter and her walking/biking in the cold.
11	My son is on an IEP, he's only 7 I'm not sure id be comfy wth him walking to school. I had a daughter that goes there also in 1st grade she's 6. Same issue. And soon when I start work in the mornings, they will need to be dropped off further from the school which would make walking more difficult and honesty kinda brutal in the winter months! After school programs would be a very nice option. I would feel way better if I could drop them off and pick them up myself but my work hours wouldn't allow that to happen.
12	It would be nice if there was a safer path across hwy 2. The visibility around the curve where the crosswalk is, leaves a bit to be desired. The bike path is not clearly marked & depending on where you cross, you might be crossing the hwy multiple times. Distracted driving (phones specifically) is a HUGE risk for elementary school bikers specifically who are trying to make eye contact but may not be at levels they can identify whether the driver can see them.

Caregiver Comments

13	Too busy with lack of parking, drop off at Highland is ridiculous and has been an issue for years. Lots of congestion with busses, pick up/drop off, staff parking- leaving.
14	Bullying due to wearing a helmet is a large factor of my child not wearing a helmet and therefore I would never allow to ride bike the distance to school with no helmet. Program to encourage/rewards for wearing helmets.
15	We don't live in the same town that our child goes to school. Biking/walking would never be an option
16	It is very difficult to cross Fisher Ave at the North Broadway and Barrett intersections.
17	Our son currently rides bike to school. We have him go a block out of his way but then he isn't crossing at the "main intersection" to the school where everyone is in a hurry to get there. It works well to cross one block north 3rd ave I believe (by the bus garage) and then he rides the sidewalk on the east side of Barrette to the school. Hope that helps.
18	I also worry about the increase of drivers who text and just don't pay attention.





OFFICIAL MINUTES OF THE CROOKSTON CITY COUNCIL, POLK COUNTY, MINNESOTA. THE REGULAR COUNCIL MEETING OF APRIL 22, 2024, COUNCIL CHAMBERS, CITY HALL.

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

ROLL CALL

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

Council Members Absent:

Staff present: Charles Reynolds, Westin Hilyar, Brandon Carlson, Shane Heldstab, Greg Hefta, Darin Selzler, Jake Solberg, Karie Kirschbaum Keenen Devier and Ashley Rystad.

CROOKSTON FORUM

PRESENTATION AND PUBLIC INFORMATION ANNOUNCEMENT

4.01 Michelle Hoffman, Client Accounting Advisory Services Controller State and Local Government for CliftonLarsonAllen, LLP provided an update to the City Council regarding the ongoing work and challenges the Finance Department is going through. Ms. Hoffman also provided the City Council with a timeline regarding the details of the audit preparation.

APPROVAL OF AGENDA

Mayor Stainbrook asked if anyone wished to add any item to the agenda. City Clerk, Ashley Rystad requested to add item 8.05 a resolution regarding the hiring of an Information Technology (IT) Director. An updated Council packet has been added to the City of Crookston's website to reflect this requested change. On a motion by Council Member Menard, seconded by Council Member Fischer 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 Briggs, it was duly carried to approve the consent agenda.

6.01 Approve proposed City Council Minutes from April 8, 2024.

6.02 Resolution to approve City of Crookston Bills and Disbursements for \$535,056.35 Check Nos 72563-72637.

6.03 Resolution regarding the approval of the license renewals for Cement Mason and Gas Fitters.

6.04 Resolution regarding the Employee Assistance Program (EAP) Benefits from Sand Creek.

PUBLIC HEARINGS

REGULAR AGENDA

8.01 Motion made by Council Member Briggs, seconded by Council Member Fischer; City Administrator, Corky Reynolds briefed the Council. This matter relates to a Norcross subdivision rezoning and came before the Planning Commission which reviewed the materials. The property owners were here and provided additional information. The owners wish to tear down a home and create a business there. Previously it was residential and they are asking to be zoned industrial. It was duly carried to approve the Resolution regarding a zoning change in the City of Crookston Norcross Subdivision parcel number 82.02978.00. (Res No. 27887)

8.02 Motion made by Council Member Cavalier, seconded by Council Member Kresl; City Administrator, Corky Reynolds briefed the Council. The government has recently allocated hundreds of millions of dollars if not more for infrastructure to be replaced and analyzed including weatherization, and reduction of the carbon footprint. The State of Minnesota recognized this is going to take a bit of work. There is an application process and Chuck Getsman will be the one that will be preparing it for the City of Crookston. If accepted the City could receive \$30,000. It was duly carried to approve the Resolution regarding an application with respect to a Minnesota State-funded technical assistance grant related to the Federal Infrastructure Investment and Jobs Act (IIJA). (Res No. 27888)

8.03 Motion made by Council Member Menard, seconded by Council Member Briggs; City Administrator, Corky Reynolds briefed the Council. The Crookston Municipal Airport has been preparing construction plans for a T-hangar. This project has a lot of interest for individuals who would like to use this building. The bids went out and they exceeded the financial ability by 1.2 million dollars. Our Airport Engineers S.E.H. have recommended rejecting the bids for the T-hangar but, rebid the groundwork, earthwork, and taxiways to the site where another hangar could be built in the future. It was duly carried to approve the Resolution regarding the rejection of bids relating to a T-hangar construction, and a request for bids relating to taxi lane pavement and site grading work at the Crookston Municipal Airport. (Res No. 27889)

8.04 Patty Heminover from Baker Tilly asked the Council to provide their top candidates indicated by their numbers. After each City Council Member and the Mayor cast their vote, the top candidates by indicated numbers were 2,4,5,6 and 8. The interview will be set up between April 29, 2024, through May 10, 2024, and candidates will be notified.

8.05 Motion made by Council Member Menard, seconded by Council Member Cavalier; City Administrator, Corky Reynolds briefed the Council. The staff conducted interviews and is making a recommendation to hire Lance Henderickson starting April 29, 2024. It was duly carried to approve the Resolution regarding the hiring of an Information Technology (IT) Director.

REPORTS FROM CITY STAFF

Charles "Corky" Reynolds, City Administrator:

- Number of Park and Recreation discussions.
- Number of discussions regarding the library.
- Discussed events with Shirley Iverson with DCDP.
- Weekly and now daily updates with CliftonLarsonAllen.
- Had a Climate, Pollution, Reduction Grant discussion.
- Met with AE2S and coordinated discussions on how the City is going to transfer duties and obligations from Widseth.
- Attend the Planning Commission meeting.
- Attended the Ward 4 meeting discussing issues in Ward 4.

Chuck Getsman, Public Works Director:

- Just finished up with Spring Clean Up, these are not the final numbers as far as tonnage goes; 36 tons of garbage and around 65.5 bypass material. One thing the City Crews did differently was having red flags in the yards indicating why items were not collected. This week is brush and branches pickup.

Darin Selzler, Police Chief:

- Recap from last week Wednesday Sergeant Hanson received the State Life Saving award at the Minnesota Chiefs of Police annual banquet.
- Currently being audited by the BCA this audit has two parts. The Crookston Police Department successfully passed the first part of the audit relating to how the City accesses and stores and the policies and procedures related to how the City of Crookston uses the criminal justice information. We are hoping to complete the second part by the end of the week.
- Detective Ryan Brekken submitted his letter of resignation on April 12, 2024 and his last day will be April 26, 2024.
- The Police Department will be conducting interviews this Wednesday, April 24, 2024, and next week the Department will be opening an internal application process for the position of detective.

Kaire Kirschbaum, Community Development:

- The storefront program is continuing and still taking applications and is about halfway through. There are three projects pending eight projects completed and 11 that were approved. Some individuals were not applying because they do not own their building so the department has made some adjustments on that and will be speaking with the board.
- Attended the Ward 4 meeting and thank you, Don, for hosting that meeting, it was informative.
- Small Cities Development Grant in the amount of 1.2 million dollars has been submitted and Good Job to Kayla Hanson on that.
- The Empower Crookston and I love Crookston there is a lot of things happening there. The team continues to meet weekly and discuss different items. The team will be starting to do pop-up events at different public places.
- The local Climate Action Grant is in the process of finishing up.
- Empowering Small Cities Minnesota Communities the design center continues to meet.

Shane Heldstab, Fire Chief:

- The Fire Department has been servicing all the equipment getting everything ready for the season.
- Been working with a couple of citizens regarding some property complaints.
- There was a structure fire and responded to an accident with a car vs. a train and a grass fire.
- Last night there was a grass fire and our department is lucky to have a mutual agreement with the surrounding areas that helped contain the grass fire last night.
- The Fire Department's new firefighter Caleb started today.

Jake Solberg, Parks & Recreations Director:

- Had numerous meetings with all the projects going on.
- Submitted a locate for trenching for some hardwire and electricity for the scoreboards at the Ray Ecklund complex.
- The campground concrete is finished and the building will be arriving the week of June 3. Weather pending the City of Crookston is looking to meet the deadline for the June 30th date.
- The registration process is still ongoing for summer activities.
- Saturday there was a pool-a-thon and it was success.

Keenen Devier, Marketing Coordinator:

- Currently making updates to the City of Crookston website mainly to make information more accessible to new users and updating the overall look.
- Staying up-to-date on our social media accounts and creating graphics.
- The City of Crookston did post a snow removal survey.

REPORTS FROM CITY COUNCIL MEMBERS

Kristie Jerde, Council Member 1st Ward,

- The CVB did not meet this month so there is nothing to report there.
- The DCDP had their last Broadway at the Grand playing "Into the Woods" it was a really good turnout.

Henry Fischer, Council Member 2nd Ward,

- No report.

Clayton Briggs, Council Member 3rd Ward,

- Congratulations to Sergeant Heath Hanson.

- The City is really looking good with the street sweeper.

Donald R Cavalier, Council Member 4th,

- Thank you, to Corky, Dale, and Karie for attending the Ward 4 meeting.

Joe Kresl, Council Member 5th Ward,

- Thank you to the City Crews for an excellent job for cleanup week.

Dylane Klatt, Council Member 6th Ward,

- No report.

Tim Menard, Council Member-at-Large,

- No report.

Morgan Hibma, Council Member-at-Large,

- No report.

Dale Stainbrook, Mayor,

- Attended the Planning Commission meeting and also attended the Ward 4 meeting.
- Attended a luncheon for the interim presentidant of the University of Minnesota.
- Thank you, to Michelle.

ADJOURNMENT

Mayor Stainbrook declared the meeting adjourned at 6:50 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 13th day of May 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 _____, 2024, at

Attest:

Dale Stainbrook Mayor

Ashley Rystad City Clerk

VENDOR SET: 01 City of Crookston
 BANK: * ALL BANKS
 DATE RANGE: 4/20/2024 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	5/09/2024			072651
	C-CHECK		VOID CHECK	V	5/09/2024			072652
	C-CHECK		VOID CHECK	V	5/09/2024			072667
	C-CHECK		VOID CHECK	V	5/09/2024			072688
	C-CHECK		VOID CHECK	V	5/09/2024			072724
	C-CHECK		VOID CHECK	V	5/09/2024			072743
	C-CHECK		VOID CHECK	V	5/09/2024			072755

* * 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:	7 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:	7	0.00	0.00	0.00
BANK: * TOTALS:	7	0.00	0.00	0.00

VENDOR SET: 01 City of Crookston
 BANK: AP BREMER BANK, N.A. - AP
 DATE RANGE: 4/20/2024 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
3355	MINNESOTA REVENUE							
I-SALES&USETAXFEB24	SALES AND USE TAX FEB 2024	D	4/22/2024	3,262.88		001399		3,262.88
0299	CAPITAL BANK AND TRUST COMPANY							
I-DC3202405035545	DEF COMP WITHHOLDING	D	5/03/2024	450.00		001400		450.00
1550	P.E.R.A.							
I-P-C202405035545	PERA WITHHOLDING	D	5/03/2024	13,410.98		001401		
I-PPF202405035545	PERA WITHHOLDING	D	5/03/2024	23,469.60		001401		36,880.58
2606	EFTPS							
I-T1 202405035545	FEDERAL TAX WITHHOLDING	D	5/03/2024	17,358.52		001402		
I-T3 202405035545	FICA TAX WITHHOLDING	D	5/03/2024	13,974.30		001402		
I-T4 202405035545	MEDICARE TAX WITHHOLDING	D	5/03/2024	5,532.64		001402		36,865.46
2607	MN DEPT OF REVENUE							
I-T2 202405035545	STATE TAX WITHHOLDING	D	5/03/2024	8,245.64		001403		8,245.64
2681	MN STATE RETIREMENT SYSTEM							
I-DC7202405035545	MN DEFERRED COMPENSATION-457B\$	D	5/03/2024	100.00		001404		
I-DC8202405035545	MN DEFERRED COMPENSATION-ROTH%	D	5/03/2024	121.57		001404		
I-DC9202405035545	MN DEFERRED COMPENSATION-457B%	D	5/03/2024	133.85		001404		
I-SP2202405035545	HEALTH CARE SAVINGS PLAN	D	5/03/2024	477.82		001404		833.24
3047	CAPITAL BANK AND TRUST COMPANY							
I-DC5202405035545	DEF COMP EMPLOYER CONTRIBUTION	D	5/03/2024	66.44		001405		66.44
0363	CROOKSTON BUILDING CENTER							
C-05012024	CREDIT FOR MATERIALS	R	5/03/2024	169.71CR		072638		
I-299693	MATERIALS FOR FLOWER BEDS	R	5/03/2024	137.97		072638		
I-299698	MATERIALS FOR FLOWER BEDS	R	5/03/2024	102.19		072638		
I-299797	MATERIALS FOR HIGHLAND	R	5/03/2024	15.03		072638		
I-299839	MATERIALS FOR FLOWER BEDS	R	5/03/2024	62.42		072638		
I-300234	MATERIALS FOR ARENA	R	5/03/2024	144.03		072638		
I-300301	PICNIC TABLES	R	5/03/2024	92.10		072638		384.03
1	ANDERSON, MARY E							
I-000202404155541	US REFUND	R	5/09/2024	411.07		072639		411.07
1	WATSON, BAILEY							
I-000202404155542	US REFUND	R	5/09/2024	131.45		072640		131.45
1	CHAPMAN, RYAN							
I-000202405095546	US REFUND	R	5/09/2024	158.58		072641		158.58

VENDOR SET: 01 City of Crookston
 BANK: AP BREMER BANK, N.A. - AP
 DATE RANGE: 4/20/2024 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1	SOSA, FLORANGEL							
I-000202405095547	US REFUND	R	5/09/2024	84.48		072642		84.48
1	ANDERSON, MARY E							
I-000202405095548	US REFUND	R	5/09/2024	411.07		072643		411.07
1	WATSON, BAILEY							
I-000202405095549	US REFUND	R	5/09/2024	131.45		072644		131.45
1	FILLION, HOPE							
I-000202405095550	US REFUND	R	5/09/2024	149.70		072645		149.70
1	BROGGER, BETTY							
I-000202405095551	US REFUND	R	5/09/2024	60.70		072646		60.70
1	SCHRAMM, PHIL							
I-000202405095552	US REFUND	R	5/09/2024	61.16		072647		61.16
0017	ACME EQUIPMENT							
I-320559-1	RENTAL DITCH WITCH, HIGHLAND	R	5/09/2024	247.50		072648		247.50
0021	ADVANCED TIRE & AUTO SERV. LLC							
I-2942	SERVICE/WIPER BLADES	R	5/09/2024	73.38		072649		
I-45072	TIRE REPAIR	R	5/09/2024	30.00		072649		
I-45078	SPEEDOMOTER REBUILD	R	5/09/2024	269.00		072649		
I-45101	EQUIPMENT REPAIR	R	5/09/2024	556.86		072649		
I-45115	OIL CHANGE/SERVICE	R	5/09/2024	48.86		072649		
I-45120	OIL CHANGE/SERVICE	R	5/09/2024	49.13		072649		
I-45127	OIL CHANGE/SERVICE	R	5/09/2024	52.95		072649		
I-45132	TOW BROOM BLOWN MAIN LINE	R	5/09/2024	315.00		072649		1,395.18
2200	AUTO VALUE OF CROOKSTON							
I-76232072	BATTERIES GROOMER	R	5/09/2024	1,423.44		072650		
I-76233217	DIESEL CONDITIONER	R	5/09/2024	23.75		072650		
I-76233271	FITTING AIR COMPRESSOR	R	5/09/2024	20.97		072650		
I-76233277	TIRE MACHINE	R	5/09/2024	1,899.00		072650		
I-76233353	MATERIAL FOR EQUIPMENT	R	5/09/2024	24.97		072650		
I-76233398	HYDRO-OIL FOR VENTRAC	R	5/09/2024	49.99		072650		
I-76233464	DIESEL CONDITION	R	5/09/2024	23.75		072650		
I-76233531	UNIT #52 OIL CHANGE	R	5/09/2024	37.15		072650		
I-76233552	BATTERY UNIT #44	R	5/09/2024	106.99		072650		
I-76233556	OIL FILTER UNIT #98	R	5/09/2024	27.85		072650		
I-76233592	BATTERY UNIT #98	R	5/09/2024	191.99		072650		
I-76233648	OIL FILTER UNIT #22	R	5/09/2024	9.30		072650		
I-76233808	GARBAGE TRUCK CONDITIONER	R	5/09/2024	65.75		072650		
I-76233834	OIL FOR PICKUP	R	5/09/2024	71.88		072650		
I-76233941	UNIT #98 ENGINE DEGREASER	R	5/09/2024	32.24		072650		
I-76233949	SPARK PLUG	R	5/09/2024	2.99		072650		

VENDOR SET: 01 City of Crookston
 BANK: AP BREMER BANK, N.A. - AP
 DATE RANGE: 4/20/2024 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-76233998	TIRE REPAIR MATERIAL	R	5/09/2024	44.41		072650		
I-76234175	UNIT #98 WD-40	R	5/09/2024	167.86		072650		
I-76234220	UNIT #98 SQUEEGEE	R	5/09/2024	14.48		072650		4,238.76
3970	AXON ENTERPRISE, INC							
I-INUS246381	ICC ANNUAL FEE	R	5/09/2024	8,940.00		072653		8,940.00
4435	BERT'S TRUCK EQUIPMENT OF MOOR							
I-S100112	FILTERS AND OIL FOR VENTRAC	R	5/09/2024	739.21		072654		
I-S100397	NEW BLADES FOR VENTRACS	R	5/09/2024	333.91		072654		1,073.12
0186	BERTIL'S GRAVEL & EXCAVATION L							
I-11249	INSTALL WATER/SEWER CENTRAL	R	5/09/2024	3,258.00		072655		3,258.00
2001	BEST USED TRUCKS OF MN							
I-WI021173	E1 DOT INSPECTION	R	5/09/2024	100.00		072656		
I-WI021224	L3 DOT INSPECTION	R	5/09/2024	100.00		072656		
I-WI021237	E-3 DOT INSPECTION	R	5/09/2024	124.81		072656		324.81
0200	ROBERT J. PRUDHOMME DBA: BOB'S							
I-13768SP	SPRING CLEANING OF PROPERTY	R	5/09/2024	137.00		072657		137.00
4267	ADAM BORKOWSKI							
I-20240503	STEEL TOED BOOTS	R	5/09/2024	174.99		072658		174.99
0225	BRANDNER PRINTING							
I-55295	OFFICE SUPPLIES	R	5/09/2024	179.96		072659		179.96
3862	BRAULT CONSTRUCTION LLC							
I-3358	TRANSPORT SNOWBLOWER, REPAIR	R	5/09/2024	1,500.00		072660		1,500.00
0255	BROST CHEVROLET INC.							
I-64960	OIL AND FILTER	R	5/09/2024	85.24		072661		85.24
4727	BROTEN, JEREMY							
I-20240419	CLOTHING AND STEEL TOED BOOTS	R	5/09/2024	399.96		072662		399.96
2961	BSN SPORTS, LLC							
I-925587693	SUB STANDARDS AND NETS	R	5/09/2024	6,756.00		072663		
I-925587694	CATCHER GLOVES FOR YOUTH BB	R	5/09/2024	235.30		072663		
I-925637980	NEW BASES FOR ECKLUND COMPLEX	R	5/09/2024	656.65		072663		7,647.95
4521	CALIBRATIONS AND CONTROLS, INC							
I-42670	VERIF. OF LIFT STATIONS	R	5/09/2024	2,300.00		072664		2,300.00

VENDOR SET: 01 City of Crookston
 BANK: AP BREMER BANK, N.A. - AP
 DATE RANGE: 4/20/2024 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0371	CHERRYROAD MEDIA, INC							
I-20240430	LEGAL-WATER REPORT AND REZONE	R	5/09/2024	1,551.45		072665		1,551.45
3184	CINTAS CORPORATION							
I-4185062238	ENTRY MATS	R	5/09/2024	28.57		072666		
I-4187941013	LINEN STREET SHOP	R	5/09/2024	26.10		072666		
I-4190079706	LINEN STREET SHOP	R	5/09/2024	26.10		072666		
I-4190079746	CSC JANITOR SUPPLY	R	5/09/2024	28.00		072666		
I-4190796408	LINEN STREET SHOP	R	5/09/2024	26.10		072666		
I-4190796423	FRONT AND REAR ENTRY MATS	R	5/09/2024	28.57		072666		
I-4190796446	PARK SHOP JANITOR SUPPLIES	R	5/09/2024	22.40		072666		
I-4190796555	LINEN SERVICE	R	5/09/2024	16.38		072666		
I-4191508873	LINEN STREET SHOP	R	5/09/2024	26.10		072666		
I-4191509138	LAUNDRY SUPPLIES	R	5/09/2024	24.15		072666		252.47
0321	CITY OF EAST GRAND FORKS							
I-0006084	P2P 1ST QTR WAGE REIMBURSEMENT	R	5/09/2024	9,255.62		072668		9,255.62
4110	CITY OF THIEF RIVER FALLS							
I-1005	P2P 1ST QTR WAGE REIMBURSEMENT	R	5/09/2024	5,285.00		072669		5,285.00
1459	COMM OF FINANCE, TREAS DIV							
I-20240419	PSP 10% OF SEIZED FUNDS	R	5/09/2024	678.00		072670		678.00
0363	CROOKSTON BUILDING CENTER							
I-300493	PICNIC TABLES	R	5/09/2024	153.50		072671		
I-300502	BOLTS, NUTS FOR TABLES	R	5/09/2024	47.98		072671		
I-300521	PLYWOOD	R	5/09/2024	44.99		072671		246.47
0389	CROOKSTON FUEL CO.							
I-20240430-CITY	APRIL 2024 CITY FUEL	R	5/09/2024	48.00		072672		
I-20240430-FIRE	APRIL 2024 FUEL	R	5/09/2024	1,180.28		072672		
I-20240430-PARK	APRIL 2024 FUEL	R	5/09/2024	1,594.47		072672		
I-20240430-POLICE	APRIL 2024 FUEL	R	5/09/2024	2,527.44		072672		
I-20240430-STREET	APRIL 2024 FUEL	R	5/09/2024	5,296.83		072672		
I-20240430-WATER	APRIL 2024 FUEL	R	5/09/2024	1,596.95		072672		12,243.97
0413	CROOKSTON NOON-DAY LIONS							
I-20240508	CROOKSTON LIONS DUES	R	5/09/2024	85.00		072673		85.00
4576	CROOKSTON TIMES							
I-20240426	SUBSCRIPTION	R	5/09/2024	76.00		072674		76.00

VENDOR SET: 01 City of Crookston
 BANK: AP BREMER BANK, N.A. - AP
 DATE RANGE: 4/20/2024 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0460	CROOKSTON VETERANS COUNCIL							
I-20240423	MEMORIAL DAY	R	5/09/2024	200.00		072675		200.00
0465	CROOKSTON WATER DEPARTMENT							
I-20240509	CROOKSTON WATER DEPARTMENT	R	5/09/2024	5,119.74		072676		5,119.74
0470	CROOKSTON WELDING INC.							
I-082268	OIL FILTERS #91	R	5/09/2024	61.23		072677		
I-082284	SPRAYER PARTS SIDE BY SIDE	R	5/09/2024	88.13		072677		
I-082487	SHOP WELDER NOZZELS/TIPS	R	5/09/2024	76.82		072677		
I-082516	UNIT 98 HOSES/FITTINGS	R	5/09/2024	184.90		072677		
I-082529	UNIT 98 ENGINE DEGREASER	R	5/09/2024	17.96		072677		
I-083006	UNIT #98 HYDROLIC OIL	R	5/09/2024	239.97		072677		669.01
4730	CUSTOMIZED TRAINING CENTER							
I-1198186	TRAINING FOR OFFICER	R	5/09/2024	425.00		072678		425.00
0487	DAKOTA SUPPLY GROUP							
I-S103118599.003	OATEY 6-8 IN TEST	R	5/09/2024	238.89		072679		
I-S103631333.001	5 GAL FLUID SMOKE	R	5/09/2024	595.33		072679		
I-S103652513.001	TRAFFIC REPAIR KIT, PAVING	R	5/09/2024	3,357.73		072679		
I-S103676063	SEWER LID	R	5/09/2024	222.20		072679		
I-S103676063.001	CURB STOPS, ADAPTERS, CURB BOX	R	5/09/2024	10,448.42		072679		14,862.57
0491	DEBOER BUILDERS							
I-3823	ESTIMATE FOR BUS GARAGE DEMO	R	5/09/2024	250.00		072680		250.00
1415	DOCU SHRED, INC							
I-100177	SHREDDING SERVICE	R	5/09/2024	20.00		072681		20.00
4464	DR ANTHONY TATMAN							
I-4/29/2024	NEW OFFICER SCREENING	R	5/09/2024	25.00		072682		25.00
4567	LOREN EDEVOLD							
I-20240418	TRAVEL REIMBURSEMENT	R	5/09/2024	14.84		072683		14.84
1407	ERICKSON EMBROIDERY							
I-17607	AWARD PLAQUES AT STATION	R	5/09/2024	100.00		072684		100.00
4732	FAIRPLAY CORPORATION							
I-1606569	SCOREBOARDS FOR BASEBALL	R	5/09/2024	8,130.00		072685		8,130.00
4596	NICHOLAS FLADLAND							
I-20240507	UNIFORM ALTERATIONS	R	5/09/2024	34.36		072686		34.36

VENDOR SET: 01 City of Crookston
 BANK: AP BREMER BANK, N.A. - AP
 DATE RANGE: 4/20/2024 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0875	FLEET SUPPLY							
I-141281	SOFTNER SALT FOR CSC	R	5/09/2024	446.67		072687		
I-141337	SOFTNER SALT FOR CSC	R	5/09/2024	57.39		072687		
I-141405	PLASTIC FOR SUB COURTS	R	5/09/2024	172.79		072687		
I-141680	POLY FILM ECKLUND COMPLEX	R	5/09/2024	464.97		072687		
I-141833	TANK CLEANER, SPRAY NOZZLE	R	5/09/2024	43.48		072687		
I-142067	TIRES FOR CART AT KARN	R	5/09/2024	69.98		072687		
I-142069	TIRES FOR CART AT KARN	R	5/09/2024	69.98		072687		
I-142107	RAIN COAT	R	5/09/2024	49.99		072687		
I-142317	UNIT #48 GENERATOR JACK	R	5/09/2024	103.99		072687		1,479.24
3393	FONALITY							
I-IN-US1218109	PHONE SYSTEM	R	5/09/2024	3,547.57		072689		3,547.57
0909	GARDEN VALLEY TELEPHONE COMPAN							
I-101328776	PHONE BILL AT CSC	R	5/09/2024	49.00		072690		
I-201230709	WELLS-COMMUNICATION	R	5/09/2024	121.40		072690		170.40
4422	GLOBAL SAFETY NETWORK, INC							
I-2024043021034122	PRE-HIRING SCREENING	R	5/09/2024	178.38		072691		178.38
0944	GOPHER STATE ONE-CALL INC.							
I-4040324	GOPHER STATE ONE-CALL INC.	R	5/09/2024	125.55		072692		125.55
0965	GRAND FORKS FIRE EQUIPMENT							
I-40720	E-3 INTAKE VALVE	R	5/09/2024	188.76		072693		188.76
0987	GREAT PLAINS NATURAL GAS CO.							
I-20240419	SERVICE 3/20-4/18/2024	R	5/09/2024	7,278.90		072694		7,278.90
4728	GREEN PRO SOLUTIONS							
I-24339	STREET PATCHING	R	5/09/2024	3,466.92		072695		3,466.92
1000	GROVE MECHANICAL INC.							
I-42177	SERVICE DE-HUMIDIFIER	R	5/09/2024	754.16		072696		754.16
4729	GROVE ROOFING, SIDING AND REMO							
I-20240501	FIX ROOF AND GUTTERS PARK SHOP	R	5/09/2024	3,585.00		072697		3,585.00
1017	HALSTAD TELEPHONE CO.							
I-100489223	AIRPORT CHARGES MAY 2024	R	5/09/2024	292.45		072698		292.45
1812	HEATH HANSON							
I-20240412	TRAVEL REIMBURSEMENT	R	5/09/2024	31.64		072699		
I-20240413	TRAVEL REIMBURSEMENT	R	5/09/2024	28.15		072699		59.79

VENDOR SET: 01 City of Crookston
 BANK: AP BREMER BANK, N.A. - AP
 DATE RANGE: 4/20/2024 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1848	HARBOTT, KNUTSON & LARSON & HO							
I-2024-0332	GENERAL MATTERS	R	5/09/2024	70.00		072700		
I-2024-0807	CIVIL MATTERS APRIL 2024	R	5/09/2024	275.50		072700		
I-2024-0905	CRIMINAL MATTERS APRIL 2024	R	5/09/2024	8,123.00		072700		8,468.50
3400	CROOKSTON HARDWARE HANK							
C-541898/2	CREDIT CARPET CLEANING	R	5/09/2024	28.89CR		072701		
I-74946/2	PAINT MARKER	R	5/09/2024	11.98		072701		
I-75139/2	ROUND BASE MAGNET	R	5/09/2024	31.98		072701		
I-75150/2	TAP AND DIE	R	5/09/2024	26.83		072701		
I-75291/2	BATTERY-WASTEWATER	R	5/09/2024	99.00		072701		140.90
1043	HAWKINS, INC							
I-6745984	CHEMICALS	R	5/09/2024	2,385.98		072702		
I-6746010	CHEMICALS FOR POOL	R	5/09/2024	450.75		072702		2,836.73
1006	HN QUALITY PLUMBING INC.							
I-44036	REPIPED CIRCUIT PUMPS	R	5/09/2024	3,118.90		072703		3,118.90
1105	HUGO'S							
I-20240419	COFFEE	R	5/09/2024	23.97		072704		23.97
9193	HUMANE SOCIETY OF POLK CO INC							
I-20240501	BOARDING FEES/MONTHLY RENT	R	5/09/2024	504.00		072705		504.00
4733	IN-SIGHT FIREARMS LLC.							
I-28798	DUTY RIFLE OPTICS AND CASES	R	5/09/2024	2,249.86		072706		2,249.86
1139	IPMA							
I-INV-80938-C4Y0Z2	TESTING SUPPLIES/BOOKLETS	R	5/09/2024	500.00		072707		500.00
4724	JOHN DEERE FINANCIAL							
I-2904782	LEASE MOWERS PARK DEPT	R	5/09/2024	728.36		072708		
I-2906640	LEASE MOWERS PARK DEPT	R	5/09/2024	1,256.78		072708		1,985.14
4382	KURITA AMERICA INC							
I-INV712216	GASKET FILTER	R	5/09/2024	172.92		072709		172.92
2710	KUSTOM KOLLISION							
I-16296	SQUAD 535- INSURANCE CLAIM	R	5/09/2024	4,268.82		072710		4,268.82
3737	LAKE OF THE WOODS COUNTY							
I-1002	P2P 1ST QTR WAGE REIMBURSEMENT	R	5/09/2024	5,285.00		072711		5,285.00

VENDOR SET: 01 City of Crookston
 BANK: AP BREMER BANK, N.A. - AP
 DATE RANGE: 4/20/2024 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
4000	LAKES COMMUNITY COOPERATIVE							
I-20240430	AIRPORT SERVICES 3/28-4/30/24	R	5/09/2024	203.23		072712		203.23
1260	LEAGUE OF MINNESOTA CITIES							
I-405691	REGISTRATION ANNUAL CONF.	R	5/09/2024	425.00		072713		425.00
1278	LOCATORS & SUPPLIES							
I-0313673-IN	REPAIRS DAMAGED SIGNS	R	5/09/2024	687.46		072714		
I-0313850-IN	LUTZ RUCK BLACK TOPPING	R	5/09/2024	259.40		072714		946.86
2788	MARCO - NW 7128							
I-INV12424800	OFFICE 365 LICENSING	R	5/09/2024	2,412.40		072715		
I-INV12461557	MARCO PRINTER	R	5/09/2024	115.00		072715		2,527.40
4223	MARSHALL COUNTY							
I-1001	P2P 1ST QTR WAGE REIMBURSEMENT	R	5/09/2024	5,285.00		072716		5,285.00
1395	MID-CONTINENT COMMUNICATIONS							
I-20436890114012	SERVIVE 5/1-5/31/24	R	5/09/2024	2,046.85		072717		2,046.85
1397	MILLER AIRCRAFT SERVICE INC.							
I-23366	APRIL 2024 FUEL, AIRPORT SERV.	R	5/09/2024	4,139.18		072718		4,139.18
1485	MN DNR							
I-233812	MN DNR	R	5/09/2024	90.00		072719		90.00
1780	MNSCU- MOORHEAD							
I-040913	FF II TRAINING 4 FFS	R	5/09/2024	1,200.00		072720		1,200.00
1832	NATHAN NELSON							
I-20240418	TRAVEL REIMBURSEMENT	R	5/09/2024	55.90		072721		55.90
3791	NORMAN COUNTY SHERIFF'S OFFICE							
I-1006	P2P 1ST QTR WAGE REIMBURSEMENT	R	5/09/2024	5,285.00		072722		5,285.00
1861	OTTERTAIL POWER COMPANY-FF							
I-20240509	SERVICE 3/20-4/20/2024	R	5/09/2024	23,198.38		072723		23,198.38
1879	PALMER MASONRY & CONCRETE							
I-164263	TWO HANDICAPPED PARKING SPOTS	R	5/09/2024	12,700.00		072725		12,700.00
2991	PET WASTE ELIMINATOR							
I-43292210	MATERIAL FOR DOG STATIONS	R	5/09/2024	266.99		072726		266.99

VENDOR SET: 01 City of Crookston
 BANK: AP BREMER BANK, N.A. - AP
 DATE RANGE: 4/20/2024 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
3576	PHILLIP PETERSON							
I-20240423	STEEL TOE WORK BOOTS	R	5/09/2024	223.34		072727		223.34
0657	POLK COUNTY ATTORNEY							
I-20240419	P2P 20% OF SEIZED FUNDS	R	5/09/2024	1,356.00		072728		1,356.00
1930	POLK COUNTY HIGHWAY DEPT							
I-3-27-24	SALT & SAND USED 23-24 WINTER	R	5/09/2024	12,684.00		072729		12,684.00
1936	POLK COUNTY SHERIFF							
I-1004	P2P 1ST QTR WAGE REIMBURSEMENT	R	5/09/2024	5,285.00		072730		5,285.00
1938	POLK COUNTY SOLID WASTE INCINE							
I-24-4008	SPRING CLEAN-UP	R	5/09/2024	5,344.80		072731		5,344.80
1925	POLK COUNTY TAXPAYER SERVICE C							
I-20240423	2024 PROPERTY TAX STATEMENTS	R	5/09/2024	68,819.26		072732		68,819.26
1935	POLK COUNTY TRANSFER STATION							
I-50106	COUNTY LANDFILL	R	5/09/2024	19.66		072733		
I-50342	COUNTY LANDFILL	R	5/09/2024	11.23		072733		
I-50630	DISPOSE OF BATTERIES	R	5/09/2024	63.60		072733		94.49
2057	RED LAKE ELECTRIC COOP							
I-20240506	SERVICE 3/31-4/30/24	R	5/09/2024	15,342.70		072734		15,342.70
2100	REGIONAL SANITATION SERV INC							
I-20240427	2 YD BIN TRASH SERVICE	R	5/09/2024	87.84		072735		87.84
3693	RUBEN J RESENDIZ							
I-747522	APRIL 2024 BOILER SERVICES	R	5/09/2024	600.00		072736		600.00
4725	RICH, COREY							
I-20240507	UNIFORM ALTERATIONS	R	5/09/2024	34.36		072737		34.36
2121	RIVERVIEW HEALTHCARE ASSOCIATI							
I-20240422	TESTING	R	5/09/2024	30.00		072738		
I-20240422B	TESTING	R	5/09/2024	30.00		072738		60.00
3834	RMB ENVIRONMENTAL LABORATORIES							
I-D058502	CHEMICALS	R	5/09/2024	196.46		072739		
I-D058503	CHEMICALS	R	5/09/2024	196.46		072739		
I-D058681	CHEMICALS	R	5/09/2024	130.63		072739		523.55

VENDOR SET: 01 City of Crookston
 BANK: AP BREMER BANK, N.A. - AP
 DATE RANGE: 4/20/2024 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
4530	EDGAR RODRIGUEZ							
I-20240507	STEEL TOED BOOTS	R	5/09/2024	139.99		072740		139.99
3577	ROSEAU COUNTY SHERIFF DEPT							
I-1003	P2P 1ST QTR WAGE REIMBURSEMENT	R	5/09/2024	5,285.00		072741		5,285.00
2437	SCOTT'S TRUE VALUE HARDWARE							
I-A251749	PARK SHOP SUPPLIES	R	5/09/2024	98.59		072742		
I-A252013	MATERIAL FOR VARIOUS PROJECTS	R	5/09/2024	20.14		072742		
I-A252071	BAR OIL AND CHAINSAW	R	5/09/2024	15.15		072742		
I-A252133	TAPE MEASURE	R	5/09/2024	19.19		072742		
I-A252160	MATERIAL FOR VARIOUS PROJECTS	R	5/09/2024	121.00		072742		
I-A252215	MATERIAL FOR VARIOUS PROJECTS	R	5/09/2024	17.74		072742		
I-A252216	MATERIAL FOR VARIOUS PROJECTS	R	5/09/2024	95.94		072742		
I-A252239	MATERIAL FOR VARIOUS PROJECTS	R	5/09/2024	30.48		072742		
I-A252247	MATERIAL FOR VARIOUS PROJECTS	R	5/09/2024	26.87		072742		
I-A252312	KITCHEN FAUCET	R	5/09/2024	123.84		072742		
I-A252340	TAPE MEASURE, ZINC QUICK LINK	R	5/09/2024	63.73		072742		632.67
2231	SERVICE PRO OF CROOKSTON INC							
I-0151078	CHAIN SAW	R	5/09/2024	305.99		072744		305.99
2272	SHI INTERNATIONAL CORP							
I-B18208212	SQL SERVER LICENSING FOR MFILE	R	5/09/2024	8,611.20		072745		8,611.20
1802	STATE OF MINNESOTA							
I-20240502	INSPECTION PROGRAM DECAL	R	5/09/2024	24.00		072746		24.00
4160	TECHNIQUES INC.							
I-26001	HVAC FILTER CHANGE-POOL	R	5/09/2024	596.00		072747		
I-26002	HVAC FILTER CHANGE-CSC	R	5/09/2024	1,127.67		072747		1,723.67
3175	THE DOOR GUY							
I-5084	BAY DOOR MAINTENANCE	R	5/09/2024	970.00		072748		970.00
4663	THE LIGHTING GALLERY, INC							
I-51649	EXTERIOR POST LIGHTS LIBRARY	R	5/09/2024	6,209.20		072749		6,209.20
2060	TITAN PRODUCTIVITY PLUS ACCOUN							
I-19368695GP	TRUCK REPAIR	R	5/09/2024	302.40		072750		302.40
2478	U. S. POSTMASTER							
I-20240501	POSTAGE	R	5/09/2024	1,200.00		072751		1,200.00

VENDOR SET: 01 City of Crookston
 BANK: AP BREMER BANK, N.A. - AP
 DATE RANGE: 4/20/2024 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
3123	VALLEY ELECTRIC OF CROOKSTON,							
I-7975	BALLAST REPLACEMENT	R	5/09/2024	114.40		072752		
I-7997	WIRE FOR NEW SCOREBOARDS	R	5/09/2024	3,694.00		072752		
I-7998	WIRE FOR NEW SCOREBOARDS	R	5/09/2024	751.75		072752		4,560.15
0400	VALLEY PLAINS EQUIPMENT							
I-4221715	MOWER SPARK PLUGS	R	5/09/2024	11.26		072753		
I-4235295	WHEEL KITS	R	5/09/2024	142.68		072753		
I-4238327	MOWER REPAIR	R	5/09/2024	6.27		072753		
I-4251615	MOWER REPAIR	R	5/09/2024	132.40		072753		
I-4252726	MOWER REPAIR	R	5/09/2024	19.92		072753		
I-4253122	BLADES, HARDWARE, WW	R	5/09/2024	609.56		072753		
I-4253704	UNIT 98 HOSE/ENDS	R	5/09/2024	139.04		072753		
I-4258503	T-HEAD BOLT, WASHER-WW	R	5/09/2024	230.50		072753		1,291.63
2506	VERIZON WIRELESS							
I-9961720106	SQUAD DATA	R	5/09/2024	180.05		072754		
I-9962349237	SERVICES 4/23-5/22/2024	R	5/09/2024	1,748.24		072754		1,928.29
3706	VERIZON WIRELESS - P2P							
I-9022353503	P2P INVESTIGATION CASE 24-904	R	5/09/2024	115.00		072756		115.00
4731	VETERAN TESTING AND INSPECTING							
I-1874	BATH HOUSE TESTING AND INSPECT	R	5/09/2024	1,115.00		072757		1,115.00
2545	WIDSETH SMITH NOLTING & ASSOC,							
I-230095	PROFESSIONAL SERVICES	R	5/09/2024	195.00		072758		
I-230333	PONDS MONITORING	R	5/09/2024	370.00		072758		565.00
4550	XIGENT SOLUTIONS, LLC							
I-13233	NETWORK SWITCH FOR AIRPORT CSC	R	5/09/2024	1,294.42		072759		
I-13488-DP	SERVICE CHANGE NEW SWITCHES	R	5/09/2024	1,050.00		072759		2,344.42
2600	ZIEGLER INC.							
I-SI000481565	SKID STEER REPAIR	R	5/09/2024	1,318.01		072760		1,318.01

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	116	351,559.27	0.00	351,559.27
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	7	86,604.24	0.00	86,604.24
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 City of Crookston
 BANK: AP BREMER BANK, N.A. - AP
 DATE RANGE: 4/20/2024 THRU 99/99/9999

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

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: AP TOTALS:	123	438,163.51	0.00	438,163.51
BANK: AP TOTALS:	123	438,163.51	0.00	438,163.51
REPORT TOTALS:	123	438,163.51	0.00	438,163.51

RESOLUTION NO. _____

At a regular meeting of the City Council of the City of Crookston held on the 13th day of May 2024, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

BE IT RESOLVED, by the City Council, Crookston, Minnesota, In the Matter of Application for Variance for 442 Marin Avenue, parcel 82.02978.00 as follows:

PREAMBLE

The above-entitled proceeding came on for hearing before the Board of Zoning and Appeals (hereinafter "Board") at the City Hall Council Chambers, City Hall, Crookston, Minnesota, on April 16, 2024, at 7:00 p.m., this being an application for a Variance submitted by Rosa Gutierrez who resides at 522 Holly Avenue (hereinafter "Applicant").

The purpose of the application is to provide the Applicant relief from the provisions of City Code, Section 152.66.E.2.d for side setbacks be decreased on the east side of the property to 32 feet setback for the existing building & on the west side of the property be decreased to 5 feet setback for a future building addition and also provide relief of City Code, Section 152.66.E.2.e for rear setback be decreased to 5 feet 6 inches setback for both the existing building and future building addition.

The real property affected by this application is described as: Parcel #82.02978.00, which is Lots 20 thru 24 Norcross Addition and with an address of 442 Marin Avenue. Said parcel described above contains 16,250 square feet, more or less, and is subject to easements, restrictions, or reservations of record, if any.

Notice of the Application and proceedings thereon has been given to all property owners within 350 feet of the outer boundaries of the property in question, as appears from the files and records herein.

The application has been transmitted to the Planning Commission for review and comment. The Planning Commission recommends that the application be approved.

The Board proceeded to hear the evidence presented, and on the same, on all files and records herein, and being fully advised in the premises, the Board now makes its Findings of Fact, Conclusions, and Decision.

FINDINGS OF FACT

Notice was sent to area property owners within 350 feet and published as required with no opposition to the requested variance was received.

Similar commercial use structures have been erected and constructed within the city limits for truck storage and usage. The potential usage of the Parcel would be negatively impacted if the property is not allowed to expand their business based on the setbacks requested.

Adjacent properties within the city have structures of similar setbacks.

The proposed construction will not infringe on adjacent property owners use and enjoyment of their property.

CONCLUSIONS

The requested variance is in harmony with the purpose and intent of the ordinance.

The proposed request uses the property in a reasonable manner.

The proposed request will not alter the essential character of the locality.

BE IT FURTHER RESOLVED, A copy of relevant minutes pertaining to the proceedings before the Planning Commission and the Board to be filed herewith in the office of the City Clerk.

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 _____, 2024, 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 13th day of May 2024, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTION REGARDING THE CITY OF CROOKSTON RECORDS RETENTION AND DATA MANAGEMENT POLICY.

WHEREAS: In order to properly organize and manage its records, both paper and electronic, the City of Crookston must approve a records retention schedule; and

WHEREAS: Minnesota State Law, Minnesota Statutes, court decisions, and opinions of the Minnesota Attorney General permit and require cities to approve a records retention schedule prior to disposing of government records; and

WHEREAS: Without an approved schedule, the City of Crookston does not have continuing authority to dispose of City records; and

WHEREAS: As a result of Minnesota State Laws and best practices which govern data management and dissemination, the City of Crookston has developed and should adopt a policy governing records retention and data management; and

NOW, THEREFORE, IT IS RESOLVED: BY THE CITY COUNCIL OF THE CITY OF CROOKSTON, MINNESOTA: Adopts and establishes the attached Records Retention and Data Management policies and guidelines, as well as procedures regarding Records Retention and Data Management.

IT IS FURTHER RESOLVED: The City Council authorizes the City Administrator, elected officials, Department Heads and employees implement the attached Records Retention and Data Management Policies and Procedures which are consistent with a public purpose and Minnesota Statutes requirements.

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 _____, 2024, at

Attest:

Ashley Rystad
City Clerk

Dale Stainbrook
Mayor

City of
Crookston

Records Retention
and Data
Management Policy

INTRODUCTION

In order to properly organize and manage its records, both paper and electronic, the city must approve a records retention schedule. Minnesota state law requires cities to approve a records retention schedule prior to disposing of government records. Without this approved schedule, the city does not have continuing authority to dispose of city records. In addition, there are certain state laws and best practices that govern data management and dissemination. As such, the City of Crookston has developed and adopted this policy governing records retention and data management.

RECORDS RETENTION

Cities are allowed to create their own records retention schedule, but these must be submitted for approval to the Records Disposition Panel prior to implementing. As an alternative, the city may choose to adopt the General Records Retention Schedule for Minnesota Cities, which was developed by the State Department of Administration's Data Practices Office and the Minnesota Historical Society's Division of Archives and Manuscripts. This schedule is updated periodically and has been approved by the Records Disposition Panel for use by Minnesota cities. As such, the City of Crookston is adopting the General Records Retention Schedule for Minnesota Cities, as attached to this policy, for use in the process of retaining and eventually destroying certain city records.

As it relates to this policy and the attached retention schedule, reference to a record applies to the contents of said record, regardless of the format of the record (paper, microfilm, electronic, etc.). Note that Minnesota statutes include the following full definition for "government records:"

"the term "government records" means state and local records, including all cards, correspondence, discs, maps, memoranda, microfilms, papers, photographs, recordings, reports, tapes, writings, optical disks, and other data, information, or documentary material, regardless of physical form or characteristics, storage media or conditions of use, made or received by an officer or agency of the state and an officer or agency of a county, city, town, school district, municipal subdivision or corporation or other public authority or political entity within the state pursuant to state law or in connection with the transaction of public business by an officer or agency;"

The retention period refers only to the official version of the record, regardless of the format in which the record is maintained. Note that the official record is not required to be the *original* record, but rather the version which the city deems the official.

If a certain record is not listed on the retention schedule, the city may not destroy it unless specific authorization is obtained from the Records Disposition Panel. In such an instance, if certain records are no longer being created and no longer needed by the city, an Application for Authority to Dispose of Records (PR-1 form) will be submitted for approval to the Records Disposition Panel.

Minnesota Government Data Practices Act

As part of the city's record retention policy, records that are classified as not public per the Minnesota Government Data Practice Act must be identified. These records must be disposed of or destroyed in such a manner that prevents their contents from becoming known.

Records Transfer

If the city identifies archival records that it no longer desires to store, but which are deemed as having permanent historical value per the General Records Retention Schedule for Minnesota Cities, the city may, by approval of the city council, decide to transfer these records to the Minnesota Historical Society's State Archives or, if approved by the Records Disposition Panel, to the Polk County Historical Society.

DATA MANAGEMENT

The City of Crookston follows the Minnesota Government Data Practices Act (MGDPA) requirements as they pertain to data and data management. The MGDPA classifies government data in the following categories:

Public Data – to be accessible to any person, without regard to the nature of that person's interest in the data.

Private Data – are not accessible to the public but are accessible by the individual subject of the data and city staff whose work assignments reasonably require access. Private data is also accessible by outside entities or agencies that are authorized by state or federal law to access the data and by entities or individuals given access by the express written approval of the data subject.

Confidential data – are not accessible by the public and are not accessible by the individual subject of the data. Confidential data are accessible to city staff whose work assignments reasonably require access and outside entities and agencies authorized by state or federal law to access the data.

Nonpublic data – data that is not on an individual and is not accessible to the public. Nonpublic data is accessible by the subject, if any, of the data.

Protected nonpublic data – data that is not on an individual that is not accessible to the public or to the subject of the data.

Per the MGDPA, the city must appoint a person with responsible authority for the collection, use, and dissemination of any governmental data. The City appoints the City Administrator as the person with responsible authority, with the City Clerk designated to assist in administering the MGDPA. In addition, the city must designate a compliance official, who is responsible for responding to questions or concerns from persons who are attempting to access data or enforce their rights under the MGDPA. The city clerk will be the designated compliance official.

Records Storage

All official records of the City which are deemed vital and required to be maintained per the City's record retention and disposal schedule will be either stored electronically or, in the case of a physical record, stored in the fireproof vault on the ground floor of City Hall. Records which the city considers vital include:

- Historical and current general ledgers
- Official records of all governance meetings
- Official budgets
- Election information
- Official contracts and agreements
- Personnel files
- Payroll records
- Police and fire department case files

This policy is effective May 13, 2024.

RESOLUTION NO. _____

At a regular meeting of the City Council of the City of Crookston held on the 13th day of May 2024, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTION REGARDING THE CITY OF CROOKSTON DATA PRACTICES POLICY FOR THE PUBLIC.

WHEREAS: Minnesota statute sections 13.025 and 13.03 require the City of Crookston implement a Data Practices Policy for the Public.; and

WHEREAS: Minnesota Government Data Practices Act, (Minnesota Statutes, Chapter 13) presumes all government data are public, unless a state or federal law says the data are not public; and

WHEREAS: Government data means all recorded information, a government entity (the City of Crookston)has including paper, email, flash drives, CDs, DVDs, photographs, ETC; and

WHEREAS: Minnesota Statutes Chapter 13, states a government entity must keep all government data in a way that makes it easy for the public to access access public data; and

NOW, THEREFORE, IT IS RESOLVED: BY THE CITY COUNCIL OF THE CITY OF CROOKSTON, MINNESOTA: Adopts and establishes the attached Data Practices Policy for the Public.

IT IS FURTHER RESOLVED: The City Council authorizes the City Administrator, Elected Officials, Department Head, and Employees implement the attached Data Practice Policy which is consistent with the Minnesota Statute requirements.

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 _____, 2024, at

Attest: _____ Mayor

Dale Stainbrook

_____ City Clerk

Ashley Rystad

City of Crookston

Data Practices

Policy For the

Public

Minnesota Statutes, sections 13.025 and 13.03 require this policy.

Your Right to See Public Data

The Government Data Practices Act (Minnesota Statutes, Chapter 13) presumes all government data are public unless a state or federal law says the data are not public. Government data means all recorded information a government entity has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

The law also says the City of Crookston must keep all government data in a way that makes it easy for you to access public data. You have the right to look at (inspect), free of charge, all public data we keep. You also have the right to get copies of public data. The Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

How to Request Public Data

Your request to look at (inspect) data at our offices or to ask for copies of public data we keep must be in writing, that is, through mail, fax or email. The request should go to the City Clerk, of Crookston, using the data request form which is attached hereto and made available.

You are not required to identify yourself or explain the reason for your data request. However, you may need to provide us with some personal information for practical reasons (for example: if you want us to mail copies to you, you need to provide us with an address or P.O Box). If we do not understand your request and have no way to contact you, we cannot respond to your request.

How We Will Respond to Your Data Request

Upon receiving your request, we will review it.

- We may ask you to clarify what data you are requesting.
- If we have the data, but we are not allowed to give it to you, we will tell you as soon as reasonably possible and identify the law that prevents us from providing the data.
- If we have the data, and the data are public, we will respond to your request appropriately and promptly, within a reasonable amount of time by doing one of the following:
 - Arrange a date, time, and place for you to inspect the data at our offices; or
 - You may choose to pick up your copies, or we will mail or email them to you. We will provide electronic copies (such as email or CD-ROM) upon request, if we keep the data in that format and we can reasonably make a copy.
 - Response time may be impacted by the size and/or complexity of your request, and also by the number of requests you make in a given period of time.
 - If you do not make arrangements within 10 business days to inspect the data or pay for the copies, the City of Crookston will conclude you no longer want the data and will consider your request closed.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please tell the person who provided the data to you. We will give you an explanation if you ask.

The Data Practices Act does not require us to create or collect new data in response to a data request, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request. If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

We are also not required to respond to questions that are not about your data requests, or requests for government data.

Requests for Summary Data

Summary data are statistical records or reports created by removing identifying information about individuals from entirely private or confidential data.

The City of Crookston will prepare summary data if you make your request in writing and [pre-pay/pay] for the cost of creating the data.

You may use the data request form on page 6 to request summary data. We will respond to your request within ten business days with the data or details of when the data will be ready and how much we will charge you.

Data Practices Contacts

Responsible Authority

Name: City Administrator for the City of Crookston

Address: 124 North Broadway Crookston, MN 56716

Phone number/fax number/email address: 218-281-1232(Phone) 218-218-5609(Fax)

As Responsible Authority, the City Administrator orders the following individuals as data practices compliance officials and designees.

Data Practices Compliance Official

Name: City Clerk for the City of Crookston

Address: 124 North Broadway Crookston, MN 56716

Phone number/fax number/email address: 218-281-4503(Phone) 218-218-5609(Fax) arystad@crookston.mn.us(E-Mail)

Copy Costs – When You Request Public Data

Minnesota Statutes, Section 13.03, subdivision 3(c) allows us to charge for copies.

You must pay for the copies before we will give them to you.

[If possible, and upon request, we will provide you with an estimation of the total cost of supplying copies.

For 100 or fewer paper copies – 25 cents per page

100 or fewer pages of black and white, letter or legal size paper copies cost 25¢ for a one-sided copy, or 50¢ for a two-sided copy.

Most other types of copies – actual cost

- The charge for most other types of copies, when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data, and making the copies or electronically sending the data.
- In determining the actual cost of making copies, we include employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs (if any). If your request is for copies of data that we cannot copy ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.
- Employee time to make copies is based on the approved wages in Union contract.
- If, based on your request, we find it necessary for a higher-paid employee to search for and retrieve the data, we will calculate search and retrieval charges at the higher salary/wage.

Notice of Adoption of Model Policies

Minnesota Statutes, section 13.025, subdivisions 2 and 3, require government entities to prepare written policies that relate to public access to government data, and rights of subjects of data and Minnesota Statutes, section 13.03, subdivision 2, requires entities to establish procedures so that data requests are complied with appropriately and promptly.

Minnesota Statutes, section 13.073, subd. 6, requires the Commissioner of Administration to prepare model policies and procedures to help government entities comply with those requirements. Entities that choose to adopt the Commissioner’s model policies must notify the Commissioner. Please use the following statement to notify the Commissioner if you choose to adopt the model policies and procedures.*

Notice to Commissioner of Administration: Adoption of Model Policies

The City of Crookston has adopted the Commissioner’s Model Policy for the Public and Model Policy for Data Subjects. This notice to the Commissioner satisfies The City of Crookston’s obligation under Minnesota Statutes, section 13.073, subdivision 6.

[Signed by] _____

[Title] _____

[Date] _____

**Government entities may submit this notification by mail or email:*

Commissioner of Administration
c/o Data Practices Office
200 Administration Building
50 Sherburne Avenue
St. Paul, MN 55155
info.dpo@state.mn.us

RESOLUTION NO. _____

At a regular meeting of the City Council of the City of Crookston held on the 13th day of May 2024, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTION REGARDING INVITING THE FINAL CANDIDATES FOR THE CITY ADMINISTRATOR POSITION INTERVIEWS.

WHEREAS: The City Council met on Monday, May 13, 2024, to select individuals to be afforded an in-person interview regarding the position of City Administrator for the City of Crookston.; and

WHEREAS: The City Council Council selected candidates to be provided the opportunity for an in-person interview for the City of Crookston City Administrator position.; and

WHEREAS: Each candidate for an in-person interview with respect to the position of City Administrator for the City of Crookston will incur expenses to facilitate attendance at the in-person interview.; and

NOW, THEREFORE, IT IS RESOLVED: BY THE CITY COUNCIL OF THE CITY OF CROOKSTON, MINNESOTA:
For any candidate traveling greater than 300 miles One-way shall be reimbursed in an amount equal to a round trip Coach class airplane ticket from the candidate's City of airline departure to Fargo, North Dakota. Expense.

BE IT FURTHER RESOLVED: Any candidate for an in-person interview shall be reimbursed For an economy class rental car for a period actually rented but not to exceed three days.

BE IT FURTHER RESOLVED: The City Administration shall arrange direct payment from the city for a two-night accommodation at a lodging facility within the City of Crookston.

BE IT FURTHER RESOLVED: Per diem to not exceed \$75.00 per day and reimbursement to an in-person interviewing candidate shall be reimbursed upon presentation of documenting receipts.

BE IT FURTHER RESOLVED: Any candidate traveling less than 300 miles shall be reimbursed at the Federal mileage reimbursement rate of 67 cents per mile from residence of the in-person interviewing candidate to Crookston and return back to the residence.

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 _____, 2024, at

Attest: _____ Mayor
Dale Stainbrook

Ashley Rystad City Clerk