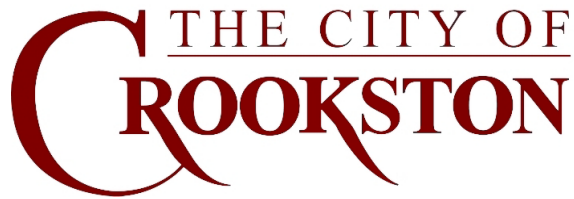


Mayor -Dale Stainbrook

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

March 11, 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 Presentation regarding the Crookston Area Community Fund.

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 February 26, 2024.

6.02 Resolution to approve City of Crookston Bills and Disbursements for \$353,109.76 Check Nos 72321-72404.

6.03 Resolution accepting a donation from Crookston Baseball Association to the Crookston Parks & Recreation.

6.04 Resolution regarding Bank Authority at United Valley Bank.

6.05 Resolution regarding Bank Authority at Bremer Bank.

7. PUBLIC HEARINGS

7.01 Public Hearing regarding Citizen Input regarding the proposed changes to the Alcohol Ordinance.

8. REGULAR AGENDA

8.01 Resolution to approve Intermediary Re-lending Loan Program and mortgage satisfaction on the property owned by Wayne C. Grove, Toni Grove, Steve K. Grove, and Maggie Grove, with respect to document #A000617021.

8.02 Resolution regarding the Community Development Block Grant (CDBG) Citizen Participation Plan.

8.03 Resolution regarding authorizing the Community Development Block Grant (CDBG) Application Authorization.

8.04 Resolution regarding the City of Crookston as the legal Sponsor for the Small Cities Development Grant.

8.05 Resolution regarding the approval of the new Travel, Lodging, Meals, and Necessary expense reimbursement policy.

8.06 Resolution regarding CliftonLarsonAllen, LLP providing assistance with respect to the 2023 Audit preparations, procedures, and services.

8.07 Resolution regarding the City of Crookston bill and disbursements from February 26, 2024, consent agenda item 6.03.

8.08 Discussion on submissions of material prior to City Council Meeting.

9. REPORTS AND STAFF RECOMMENDATION

10. ADJOURNMENT



Crookston Area

Community Fund

P.O. Box 543

Crookston, MN 56716

GRANT APPLICATION GUIDELINES

The Crookston Area Community Fund invites grant applications in support of charitable, educational and public purpose projects that will enhance or improve the quality of life for residents and/or visitors of the Crookston area.

The Crookston Area Community Fund will consider grant applications of \$500 to \$10,000 with a total amount of \$25,000 available for 2024 grants.

Grants will be considered from any nonprofit organization or public agency whose project addresses one of the following topics: education, economic development, healthcare, environment and recreation, cultural and community service.

Special consideration will be given to projects that collaborate with others, utilizes matching funds (either cash or in-kind), provides a long-term impact and has the ability to use the grant funds by December 31, 2024.

Applications are available at Crookston City Hall, via the Crookston Area Community Fund Facebook page, or you may request a copy be sent to you. An electronic copy of the application can be downloaded from <https://nwmf.org/>.

Crookston Area Community Fund grant applications are due April 1, 2024. Mail or deliver one copy to Crookston Area Community Fund - P.O. Box 543, Crookston, MN 56716. Completed applications may also be dropped off at Crookston City Hall - 124 North Broadway, Crookston, MN 56716. Grants will be awarded May 2024.

For questions about the application, call Shirley Iverson at 218-280-2854.

The Crookston Area Community Fund is a component fund of the Northwest Minnesota Foundation, a 501(c) 3 organization. CACF is committed to enhancing or improving the quality of life for residents and/or visitors of the Crookston area. Please encourage others to give to the Crookston Area Community Fund via mail or online at [https://secure.gqiv.com/for/nwmfoundation/restriction/Crookston+Area+Community+Fund](https://secure.gqiv.com/for/nwmfoundation/restriction/Crookston+Area+Community+Fund*)*



**Crookston Area
Community Fund**
P.O. Box 543
Crookston, MN 56716

PROPOSAL FOR FUNDING

Applications must be received by April 1, 2024 to be considered

ORGANIZATION INFORMATION

Applicant organization _____

Address _____

City _____ State _____ Zip _____

Contact person _____

Telephone _____ Email address _____

IRS tax exempt status (check one) Public 501(c)3 Other or N/A

Federal I.D. number _____

FINANCIAL INFORMATION

Total project cost \$ _____

Amount requested from Crookston Area Community Fund of the Northwest Minnesota
Foundation (NMF) \$ _____

Other resources or financial sources for this project: (include cash, materials, labor or in-kind)

SOURCE	RESOURCE NAME	COMMITTED/PENDING	DATE OF COMMITMENT

PROJECT INFORMATION

Project title _____

Project duration (list beginning and end dates) _____

Geographic area to be served by this project _____

Brief summary of your request _____

Please initial:

_____ If awarded, I understand that Crookston Area Community Fund dollars cannot be used for day to day operations or for any type of employee compensation including wages and bonuses.

Signature of the applicant organization's executive director, board chair or committee chair

Date

The Crookston Area Community Fund is a component fund of the Northwest Minnesota Foundation. Grant applications in support of charitable, educational and public purpose projects that will enhance or improve the quality of life for residents and/or visitors of the Crookston area will be considered. All applications will be shared with the Northwest Minnesota Foundation. Please encourage others to give to the Crookston Area Community Fund via mail or online at <https://secure.gqiv.com/for/nwmfoundation/restriction/Crookston+Area+Community+Fund>

PROJECT DESCRIPTION (if additional space is needed, please use the back of this form)

1. Please describe the opportunity, challenge, issue or need that your proposal addresses.
2. How will your project address the situation indicated above?
3. Briefly outline your implementation plan and project timeline.
4. Please describe how your organization is uniquely positioned to accomplish this work?
5. How do you see the completion of this proposal helping advance the community of Crookston?

Crookston Area Community Fund
Fund Number: 0318
Financial Statement
January 25, 2024

Net Assets	Beginning	Activity	Ending
	7/1/2023		1/25/2024
Net Assets - General Spendable	\$39,894.86	\$11,650.58	\$51,545.44
Net Assets - Special Projects	\$0.00	\$0.00	\$0.00
Net Assets - Development Support	\$1,080.56	\$0.00	\$1,080.56
Net Assets - Nonspendable Principal	\$78,850.25	\$0.00	\$78,850.25
Net Assets - Nonspendable Match NMF	\$13,267.02	\$0.00	\$13,267.02
Net Assets - Nonspendable Match Interfund	\$50,000.00	\$0.00	\$50,000.00
Net Assets - Pledges	\$0.00	\$0.00	\$0.00
Net Assets - Nonspendable Quasi-Endowment	\$0.00	\$0.00	\$0.00
Net Assets - Nonspendable Accumulated Earnings	\$63,351.54	\$759.41	\$64,110.95
Total Net Assets	\$246,444.23	\$12,409.99	\$258,854.22

Support and Revenue

Endowment Transfer - Spendable	\$11,562.11
Endowment Transfer - Nonspendable Earnings	(\$11,562.11)
Dividends & Interest - Spendable	\$88.47
Dividends & Interest - Nonspendable	\$3,565.75
Capital Gain/Loss - Realized - Nonspendable	(\$115.19)
Capital Gain/Loss - Unrealized - Nonspendable	\$9,288.29
Other Income	\$0.01
<i>Total Support and Revenue</i>	\$12,827.32

Expenses

Investment Manager Fees - Nonspendable	\$417.33
Other Expenses	\$0.00
<i>Total Expenses</i>	\$417.33
<i>Excess of Support and Revenue over Expenditures</i>	\$12,409.99

Crookston Arena Fund
Fund Number: 0319
Financial Statement
January 25, 2024

Net Assets	Beginning	Activity	Ending
	7/1/2023		1/25/2024
Net Assets - General Spendable	\$153,442.50	\$2,080.38	\$155,522.88
Net Assets - Special Projects	\$0.00	\$0.00	\$0.00
Net Assets - Development Support	\$0.00	\$0.00	\$0.00
Net Assets - Nonspendable Principal	\$0.00	\$0.00	\$0.00
Net Assets - Nonspendable Match NMF	\$0.00	\$0.00	\$0.00
Net Assets - Nonspendable Match Interfund	\$0.00	\$0.00	\$0.00
Net Assets - Pledges	\$0.00	\$0.00	\$0.00
Net Assets - Nonspendable Quasi-Endowment	\$0.00	\$0.00	\$0.00
Net Assets - Nonspendable Accumulated Earnings	\$0.00	\$0.00	\$0.00
Total Net Assets	\$153,442.50	\$2,080.38	\$155,522.88

Support and Revenue

Dividends & Interest - Spendable	\$2,080.38
Other Income	\$0.00
<i>Total Support and Revenue</i>	\$2,080.38

Expenses

Other Expenses	\$0.00
<i>Total Expenses</i>	\$0.00

Excess of Support and Revenue over Expenditures \$2,080.38

Crookston Park and Recreation Fund
Fund Number: 0611
Financial Statement
January 25, 2024

Net Assets	Beginning	Activity	Ending
	7/1/2023		1/25/2024
Net Assets - General Spendable	\$243.07	\$37.26	\$280.33
Net Assets - Special Projects	\$0.00	\$0.00	\$0.00
Net Assets - Development Support	\$0.00	\$0.00	\$0.00
Net Assets - Nonspendable Principal	\$0.00	\$0.00	\$0.00
Net Assets - Nonspendable Match NMF	\$0.00	\$0.00	\$0.00
Net Assets - Nonspendable Match Interfund	\$0.00	\$0.00	\$0.00
Net Assets - Pledges	\$0.00	\$0.00	\$0.00
Net Assets - Nonspendable Quasi-Endowment	\$0.00	\$0.00	\$0.00
Net Assets - Nonspendable Accumulated Earnings	\$0.00	\$0.00	\$0.00
Total Net Assets	\$243.07	\$37.26	\$280.33

Support and Revenue

Dividends & Interest - Spendable	\$37.26
Other Income	\$0.00
<i>Total Support and Revenue</i>	\$37.26

Expenses

Other Expenses	\$0.00
<i>Total Expenses</i>	\$0.00

Excess of Support and Revenue over Expenditures \$37.26

OFFICIAL MINUTES OF THE CROOKSTON CITY COUNCIL, POLK COUNTY, MINNESOTA. THE REGULAR COUNCIL MEETING OF FEBRUARY 26, 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: Dylane Klatt, Tim Menard, Morgan Hibma, Henry Fischer, Clayton Briggs, Donald Cavalier and Joe Kresl.

Council Members Absent: Kristie Jerde

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

CROOKSTON FORUM

Michelle Christopherson, a resident of 723 Sunset Avenue has been working on a project since the end of December regarding developing the Allen and Freda Pederson Garden adjacent to the Valley Tech Park. Michelle has been working with other entities regarding funding and is hoping to make the Allen and Freda Pederson Garden larger. Michelle wanted to personally thank the Crookston Visitors Bureau for providing this project with a \$3,000 grant to market this garden.

PRESENTATION AND PUBLIC INFORMATION ANNOUNCEMENT

APPROVAL OF AGENDA

Mayor Stainbrook asked if anyone wished to add any item to the agenda. Hearing none, on a motion by Council Member Menard, seconded by Council Member Kresl 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 February 12, 2024.
- 6.02** Approve proposed Special City Council Minutes from February 20, 2024.
- 6.03** Resolution to approve City of Crookston Bills and Disbursements for \$407,675.14 Check Nos 72255-72320. (Res No. 27856)
- 6.04** Resolution calling for a Public Hearing for citizen input regarding the proposed changes to the Alcohol Ordinance. (Res No. 27857)
- 6.05** Resolution accepting a donation from Lois Lien to the Crookston Police Department Night to Unite. (Res No. 27858)

PUBLIC HEARINGS

7.01 Mayor Stainbrook opened the public hearing and asked if anyone wanted to address the Council to state their first and last name and address.

Jeff Evers a business owner in the City of Crookston expressed the Small Cities Grants help downtown commercial businesses and some residential ones.

Kayla Hanson and Karie Kirschbaum from the Crookston EDA presented to the public and City Council Members the process of the Small Cities Development Program (SCDP) providing grants to help cities with funding for housing, public infrastructure, and commercial rehabilitation projects.

City Administrator, Corky Reynolds asked for the public hearing summary to be entered into the record and also the Small Cities Development Program that was just presented. These items are a requirement from DEED. Mayor Stainbrook asked if anyone else would like to address the Council, hearing none closed the public hearing.

REGULAR AGENDA

8.01 City Administrator, Corky Reynolds read the summary from the Closed Ways and Means Committee meeting from February 12, 2024.

8.02 Motion made by Council Member Menard, seconded by Council Member Briggs; City Administrator, Corky Reynolds briefed the Council. The Financial Director has reviewed certain loans which have been paid. The City of Crookston has searched our records and Polk County and it's appropriate to issue a satisfaction. It was duly carried to approve the Resolution to approve the Intermediary Relending Loan Program and mortgage satisfaction on the property owned by Steve K Grove a single-person DBA Grove Car Wash & Marine, with respect to document #A000707927. (Res No. 27859)

8.03 Motion made by Council Member Cavalier, Seconded by Council Member Klatt; City Administrator, Corky Reynolds briefed the Council. This resolution is regarding the new T-Hangar and Lane Runway and allowing the engineers to go out for advertisements for bids. It was duly carried to approve the Resolution regarding a grant application with respect to an Airport Improvement Project (AIP). (Res No. 27860)

8.04 Motion made by Council Member Menard, seconded by Council Member Fischer; City Administrator, Corky Reynolds briefed the Council. This matter relates to the City of Crookston being the outstate City to be a part of the Coalition headed by the Minnesota Pollution Control Agency to seek and obtain funding from the Federal Environmental Protection Agency. This matter relates to the City of Crookston's confirmation of its desire to be a part of this Coalition and its especially relevant to residential decarbonization which will be submitted by the Minnesota Pollution Control Agency as a part of the overall application. Karie Kirschbaum, Community Development Director informed the Council further details regarding this Coalition proposal After discussion, it was duly carried to approve the Resolution regarding the confirmation by the City of Crookston to be a part of the coalition proposal submitted by the Minnesota Pollution Control Agency (MPCA) to the Federal Environmental Protection Agency (EPA). (Res No. 27861)

8.05 Motion made by Council Member Cavalier, seconded by Council Member Briggs; City Administrator, Corky Reynolds briefed the Council. The City of Crookston will be having a preconstructed Bathhouse in the Central Park Campground. Concrete work or footings are essential to place the bathhouse. It was duly carried to approve the Resolution regarding approving a contract with respect to the provision of concrete services related to the modular bathhouse in Central Park Campground. (Res No. 27856)

REPORTS FROM CITY STAFF

Charles "Corky" Reynolds, City Administrator:

- Please to report the City of Crookston will be hiring an Accountant who will start on Monday, March 4, 2024.
- Number of meetings with Ehlers Financial.
- Spoke with Moore Engineering regarding the posting for the City of Crookston City Engineer.
- Met with Tanner Holten, City Attorney regarding a few items.
- Sad to report the City of Crookston received a letter of resignation from Chad Palm, IT Director.
- The Crookston Inn would like to invite everyone out for their opening night.

Shane Heldstab, Fire Chief:

- The hiring process is still ongoing.
- Training the Fire Department's newest Firefighter Ethan Falcon is going very well.
- Had seven firefighters attended the regional Fire School down in Mahanomen.

Greg Hefta, Building Official:

- Attended the International Code Council(ICC) for the Great Plains Region 3 annual institute.
- Update on the old Bus garage spoke with the representative on February 22, 2024, regarding the process of the Old Bus Garage. The Engineer Jay Kleven of AE2S was continuing to inspect the building. Waiting for the drawing to be submitted.

Karie Kirschbaum, Community Development Director:

- I Love Crookston event that took place a couple of weeks. 100 people attended and great ideas. This Thursday there will be continued discussions at the Cove. This is to continue further discussing the future of Crookston.
- The Empowering Small Minnesota Communities Program is the Community Program which we have received a grant from the University of Minnesota. This program will be tailing into the work with the MPCA.
- There is a 600,000-dollar Child Care Grant available and Kayla is working on that application.

Ashley Rystad, City Clerk:

- Presidential Primary will be next Tuesday, March 5, 2024. Wards 1, 2 & 6 polling location is at St. Paul's Lutheran Church and Wards 3,4 & 5 is at the First Presbyterian Church.

Chad Palm, IT Director:

- Happy to report this Thursday the IT Department is cutting our first facility over to the new phone system so the Airport will be transitioning over to our new cloud base system.
- The new servicers installed for M Files working with our vendor and partner Marco. The first phase will be working with the City Clerk's department to get the Minutes and resolution brought into that system.
- Tuesday night from 5:00 PM until its complete working on maintenance on the network.
- It is with regret tendering his resignation with the City of Crookston. Appreciated the opportunity these past few years to serve as IT Director.

REPORTS FROM CITY COUNCIL MEMBERS

Kristie Jerde, Council Member 1st Ward,

- No report.

Henry Fischer, Council Member 2nd Ward,

- CVB awarded a grant to the Community Garden and it's exciting.
- This weekend the hotels are going to be full with Just for Kicks having a tournament and a Hockey tournament.

Clayton Briggs, Council Member 3rd Ward,

- Thank you to Chad for all your work and wish you the Best.

Donald R Cavalier, Council Member 4th,

- Thank you to Chad for all the help. The City will miss you.

Joe Kresl, Council Member 5th Ward,

- You will be missed Chad, and you have done a great job here.

Dylane Klatt, Council Member 6th Ward,

- Very sorry to see Chad leaving. Good luck in your future endeavors.

Tim Menard, Council Member-at-Large,

- Thank you for your dedication and excellence, Chad.
- Thank you to Karie and your team on behalf of the future of Crookston.

Morgan Hibma, Council Member-at-Large,

- Thank you to Chad and all the things you have done for the City and wish him the best of luck.
- Attended the Ehlers bonding meeting it was a good discussion.

Dale Stainbrook, Mayor,

- Chad, you will be deeply missed.
- Thank you to Mrs. Lien for the donation for the Night to Unite.

ADJOURNMENT

Mayor Stainbrook declared the meeting adjourned at 6:23 PM.

Dale Stainbrook, Mayor

Ashley Rystad, City Clerk

RESOLUTION NO. _____

At a regular meeting of the City Council of the City of Crookston held on the 11th day of March 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: _____ Mayor
Dale Stainbrook

_____ City Clerk
Ashley Rystad

COMPANY: 999 - POOLED CASH
 ACCOUNT: 10100 CASH IN BANK: GENERAL ACCOUNT
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK DATE: 3/06/2024 THRU 99/99/9999
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	-----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:	-----							
10100	3/08/2024	CHECK	072322	ADAMS HEATING & COOLING, INC	507.06CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072323	ADAPTIVE DIGITAL SYSTEMS, INC	18,150.00CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072324	ADVANCED TIRE & AUTO SERV. LLC	339.72CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072325	ADVANCED ELEMENTS, INC	6,000.00CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072326	AUTO VALUE OF CROOKSTON	1,035.23CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072327	VOID CHECK	0.00	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072328	BERT'S TRUCK EQUIPMENT OF MOOR	991.59CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072329	BEST USED TRUCKS OF MN	565.50CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072330	DR. LUKAS BIERMAIER	490.00CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072331	BORDER STATES ELECTRIC	2,349.78CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072332	BORDER STATES TROPHY & AWARDS	94.00CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072333	BRANDNER PRINTING	1,173.15CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072334	BSN SPORTS, LLC	184.26CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072335	CAROSELLI, ZACH	280.00CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072336	CROOKSTON HOUSING & ECONOMIC D	328.63CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072337	CHRISTIAN BROTHERS FORD, INC	108.00CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072338	CINTAS CORPORATION	290.59CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072339	VOID CHECK	0.00	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072340	COLE PAPERS INC.	377.26CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072341	CROOKSTON BUILDING CENTER	1,537.85CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072342	CROOKSTON FIREFIGHTERS ASSOCIA	1,750.00CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072343	CROOKSTON FUEL CO.	14,453.09CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072344	CROOKSTON WELDING INC.	335.61CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072345	DEZURIK	775.79CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072346	EMERGENCY APPARATUS MAINT. INC	58.20CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072347	ERDMAN, CHRIS	900.00CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072348	ERICKSON EMBROIDERY	45.00CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072349	ESRI, INC.	1,416.00CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072350	FIRST PRESBYTERIAN CHURCH	100.00CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072351	FLEET SUPPLY	341.43CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072352	GOLDEN LINK SENIORS ASSOCIATIO	198.00CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072353	GOPHER STATE ONE-CALL INC.	14.85CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072354	GRAND FORKS FIRE EQUIPMENT	91.00CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072355	GREAT PLAINS NATURAL GAS CO.	12,848.40CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072356	GROVE MECHANICAL INC.	810.57CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072357	HAGL SERVICES LLC	1,560.00CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072358	HANSON, KAYLA	215.74CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072359	HARBOTT, KNUTSON & LARSON & HO	8,907.25CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072360	CROOKSTON HARDWARE HANK	113.11CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072361	HAWKINS, INC	3,542.57CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072362	HN QUALITY PLUMBING INC.	151.94CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072363	HUGO'S	112.72CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072364	HUMANE SOCIETY OF POLK CO INC	386.00CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072365	KUSTOM KOLLISION	361.00CR	OUTSTND	A	0/00/0000

COMPANY: 999 - POOLED CASH
 ACCOUNT: 10100 CASH IN BANK: GENERAL ACCOUNT
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK DATE: 3/06/2024 THRU 99/99/9999
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
10100	3/08/2024	CHECK	072366	LAKES COMMUNITY COOPERATIVE	303.28CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072367	LDF	304.00CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072368	LENS EQUIPMENT	4,583.00CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072369	LINDE GAS & EQUIPMENT INC	243.70CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072370	MARCO - NW 7128	2,527.40CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072371	MARSHALL AND POLK RURAL WATER	58.95CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072372	MCGLYNN, MARIAH	70.00CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072373	MEYER, BRETT	900.00CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072374	MID-CONTINENT COMMUNICATIONS	2,086.60CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072375	MN DEPT OF HEALTH/DRINKING WAT	6,296.00CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072376	MN FIRE SERVICE CERTIFICATION	126.00CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072377	MN POLLUTION CONTROL	400.00CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072378	MNSCU- MOORHEAD	3,600.00CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072379	MPPOA	140.00CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072380	OTTERTAIL POWER COMPANY-FF	28,609.43CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072381	VOID CHECK	0.00	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072382	POLK COUNTY SOLID WASTE INCINE	202.63CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072383	POLK COUNTY TRANSFER STATION	23.17CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072384	RAILROAD MANAGEMENT COMPANY II	1,200.72CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072385	RED LAKE ELECTRIC COOP	27,481.73CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072386	REGIONAL SANITATION SERV INC	286.50CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072387	RUBEN J RESENDIZ	600.00CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072388	RMB ENVIRONMENTAL LABORATORIES	130.63CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072389	SAAFE, LLC	177,475.00CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072390	SCOTT'S TRUE VALUE HARDWARE	127.65CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072391	SERVICE PRO OF CROOKSTON INC	1,011.76CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072392	RANDY SHAFER	204.99CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072393	ST. PAULS LUTHERAN CHURCH	100.00CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072394	STEIN'S INC.	257.00CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072395	SYN-TECH SYSTEMS INC,	1,675.00CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072396	TITAN MACHINERY	49.99CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072397	TK ELEVATOR CORPORATION	2,801.53CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072398	U. S. POSTMASTER	1,200.00CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072399	ULINE	612.20CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072400	VALLEY ELECTRIC OF CROOKSTON,	85.00CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072401	VERIZON WIRELESS	2,185.79CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072402	VOID CHECK	0.00	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072403	WIDSETH SMITH NOLTING & ASSOC,	270.00CR	OUTSTND	A	0/00/0000
10100	3/08/2024	CHECK	072404	XIGENT SOLUTIONS, LLC	381.00CR	OUTSTND	A	0/00/0000

DEPOSIT:								
10100	3/06/2024	DEPOSIT		CREDIT CARD PMT 3/06/2024	1,727.16	OUTSTND	C	0/00/0000
10100	3/06/2024	DEPOSIT	000001	CREDIT CARD PMT 3/06/2024	2,003.61	OUTSTND	C	0/00/0000
10100	3/06/2024	DEPOSIT	000002	CREDIT CARD PMT 3/06/2024	2,850.09	OUTSTND	C	0/00/0000

COMPANY: 999 - POOLED CASH
 ACCOUNT: 10100 CASH IN BANK: GENERAL ACCOUNT
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK DATE: 3/06/2024 THRU 99/99/9999
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
DEPOSIT: -----								
10100	3/06/2024	DEPOSIT	000003	DAILY CASH POSTING 3/06/2024	5,729.52	OUTSTND	C	0/00/0000
10100	3/06/2024	DEPOSIT	000004	CASH DEPOSIT 3/06/2024	3,088.01	OUTSTND	C	0/00/0000
10100	3/06/2024	DEPOSIT	000005	DAILY CASH POSTING 3/06/2024	8,193.99	OUTSTND	C	0/00/0000
10100	3/06/2024	DEPOSIT	000006	CREDIT CARD PMT 3/06/2024	228.40	OUTSTND	C	0/00/0000
10100	3/07/2024	DEPOSIT		DAILY PAYMENT POSTING - ADJ	64.55CR	OUTSTND	U	0/00/0000
10100	3/07/2024	DEPOSIT	000001	DAILY PAYMENT POSTING - ADJ	68.33CR	OUTSTND	U	0/00/0000
TOTALS FOR ACCOUNT 10100				CHECK	TOTAL:	352,901.54CR		
				DEPOSIT	TOTAL:	23,687.90		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		

COMPANY: 999 - POOLED CASH
 ACCOUNT: 10120 PAYROLL CHECKING
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK DATE: 3/06/2024 THRU 99/99/9999
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
10120	3/08/2024	CHECK	072321	HALLIDAY, SAMANTHA B	208.22CR	OUTSTND	P	0/00/0000
MISCELLANEOUS:								
10120	3/08/2024	MISC.		PAYROLL DIRECT DEPOSIT	140,804.83CR	OUTSTND	P	0/00/0000
10120	3/08/2024	MISC.	000001	PAYROLL DIRECT DEPOSIT	244.00CR	OUTSTND	P	0/00/0000
TOTALS FOR ACCOUNT 10120				CHECK	TOTAL:	208.22CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	141,048.83CR		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		
TOTALS FOR POOLED CASH				CHECK	TOTAL:	353,109.76CR		
				DEPOSIT	TOTAL:	23,687.90		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	141,048.83CR		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		

RESOLUTION NO. _____

At a regular meeting of the City Council of the City of Crookston held on the 11th day of March 2024, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTION OF ACCEPTANCE WITH RESPECT TO MONETARY DONATION FROM THE CROOKSTON BASEBALL ASSOCIATION

WHEREAS: The Crookston Baseball Association is a private nonprofit organization established to facilitate and enhance participation in baseball and softball by individuals of all ages within the Crookston geographic area; and

WHEREAS: The Crookston Baseball Association desires to donate one hundred seventy-seven thousand four-hundred seventy-five dollars (\$177,475) to the City of Crookston to be used by the Parks & Recreation Department for installation for stadium seating located at Karn Field; and

NOW, THEREFORE, IT IS RESOLVED, the City Council of Crookston Minnesota accept the donation of one hundred seventy-seven thousand four-hundred seventy-five dollars (\$177,475) toward the purchase of stadium seating located at Karn Field.

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 11th day of March 2024, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTION REGARDING BANK AUTHORITY AT UNITED VALLEY BANK

WHEREAS: the City Council of the City of Crookston, Minnesota, has designated United Valley Bank as a depository with ACH origination and online banking; and

NOW THEREFORE, BE IT RESOLVED: By the City Council of and for the City of Crookston, Minnesota, as follows:

1. The City agrees to the terms and conditions of any account agreement approved by the City Council and properly opened by representative(s) of the City identified as Mayor, and City Administrator in the following Paragraph 2, and authorizes United Valley Bank to charge the City for all checks, drafts, or other orders, for the payment of money, that are drawn on United Valley Bank by any representative(s) of the City identified in the following Paragraph 2, regardless of by what means the facsimile signature(s) may have been affixed so long as they resemble the signature specimens listed in Paragraph 2 and contain the required number of signatures for this purpose.
2. The persons listed below (subject to any expressed restrictions) are authorized for ACH origination and for online banking:

Name and Title	Signature
(A) Dale Stainbrook, Mayor	_____
(B) Charles Reynolds, City Administrator	_____
(C) Ashley, Rystad, City Clerk	_____
(D) Holly Eckstein, Accountant	_____
(E) Vance Harren, Payroll/Accounting Clerk	_____

BE IT FURTHER RESOLVED: that checks, drafts and other withdrawal orders and any and all other directions and instructions of any character with respect to funds of the City now or hereafter with said depositories may be signed by any two of the following: Dale Stainbrook, Mayor; Charles Reynolds, and City Administrator; and said depositories are hereby fully authorized to pay and charge to such account or accounts any checks, drafts and other withdrawal orders so signed, and to honor any directions or instructions so signed, whether or not payable to the individual order of or deposited to the individual account.

BE IT HEREBY FURTHER RESOLVED: that the City Council has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the foregoing resolution and to confer the powers granted to the person named who have full power and lawful authority to exercise the same.

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 11th day of March 2024, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTION REGARDING BANK AUTHORITY AT BREMER BANK

WHEREAS: the City Council of the City of Crookston, Minnesota, has designated Bremer Bank as a depository with ACH origination and online banking; and

NOW THEREFORE, BE IT RESOLVED: By the City Council of and for the City of Crookston, Minnesota, as follows:

1. The City agrees to the terms and conditions of any account agreement approved by the City Council and properly opened by representative(s) of the City identified as Mayor and City Administrator in the following Paragraph 2, and authorizes Bremer Bank to charge the City for all checks, drafts, or other orders, for the payment of money, that are drawn on Bremer Bank by any representative(s) of the City identified in the following Paragraph 2, regardless of by what means the facsimile signature(s) may have been affixed so long as they resemble the signature specimens listed in Paragraph 2 and contain the required number of signatures for this purpose.
2. The persons listed below (subject to any expressed restrictions) are authorized for ACH origination and for online banking:

Name and Title	Signature
(A) Dale Stainbrook, Mayor	_____
(B) Charles Reynolds, City Administrator	_____
(C) Holly Eckstein, Accountant	_____
(D) Vance Harren, Payroll/Accounting Clerk	_____
(E) Ashley Rystad, City Clerk	_____
(F) Lynn Roppeau, Billing Clerk/Office Sup	_____

BE IT FURTHER RESOLVED: that checks, drafts and other withdrawal orders and any and all other directions and instructions of any character with respect to funds of the City now or hereafter with said depositories may be signed by any two of the following: Dale Stainbrook, Mayor; and Charles Reynolds, City Administrator; and said depositories are hereby fully authorized to pay and charge to such account or accounts any checks, drafts and other withdrawal orders so signed, and to honor any directions or instructions so signed, whether or not payable to the individual order of or deposited to the individual account.

BE IT HEREBY FURTHER RESOLVED: that the City Council has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the foregoing resolution and to confer the powers granted to the person named who have full power and lawful authority to exercise the same.

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

RESOLUTION NO. _____

At a regular meeting of the City Council of the City of Crookston held on the 11th day of March 2024, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTION TO APPROVE INTERMEDIARY RE-LENDING LOAN PROGRAM AND MORTGAGE SATISFACTION ON THE PROPERTY OWNED BY WAYNE C. GROVE, TONI GROVE, STEVE K. GROVE, AND MAGGIE GROVE, WITH RESPECT TO DOCUMENT #A000617021.

WHEREAS: Grove Motor Sports Inc. did on the 29th day of September 2004, enter into a Loan Agreement with the City of Crookston; and

WHEREAS: The City of Crookston paid one hundred fifty thousand dollars (\$150,000) to Grove Motor Sports Inc. as a loan for working capital; and

WHEREAS: The City of Crookston wished to secure the repayment of the loan to Grove Motor Sports Inc. with a mortgage on the property owned by Wayne C. Grove, Toni Grove, Steve K. Grove, and Maggie Grove; and,

WHEREAS: Wayne C. Grove, Toni Grove, Steve K. Grove and Maggie Grove, did on the 4th day of October 2004 own real property situated in the County of Polk and City of Crookston legally described as: Outlot F, and the Northerly 92 feet of Outlot E, Auditor’s replat of Industrial Addition to Crookston, Polk County, Minnesota, and part of the Southwest Quarter (SW1/4) of Section Thirty-six (36), Township One Hundred Fifty (150), North, Range Forty-seven (47), West, Polk County, Minnesota, Outlots A thru AA according to the official plat thereof on file and of accord in the office of the County Recorders in and for the County of Polk and State of Minnesota; and

WHEREAS: Wayne C. Grove, Toni Grove, Steve K. Grove and Maggie Grove, granted to the City of Crookston a mortgage lien on the real property located in the City of Crookston with respect to the Intermediary Relending Loan Agreement made with Grove Motor Sports Inc.; and

WHEREAS: The mortgage lien was certified, filled, and recorded in the office of the Polk County Recorder on October 04, 2004, and designated as document A000617021; and

WHEREAS, the Loan Repayment Agreement and mortgage indicated the final payment due on the Intermediary Relending Loan to Grove Motor Sports Inc. to be on or before June 1, 2017; and

WHEREAS, a diligent and thorough search of County property records and City financial records indicate no presently existing financial or repayment obligations due and owing from Grove Motor Sports Inc. to the City of Crookston; and

NOW THEREFORE, BE IT RESOLVED, The City of Crookston execute a Satisfaction of the Mortgage with respect to the Intermediary Relending Loan Program Agreement and Mortgage which is recorded in the office of the Polk County Recorder on October 4, 2004, designated as document number A000617021.

IT IS FURTHER RESOLVED, The Mayor and City Administrator for the City of Crookston are authorized to sign and execute a Mortgage Satisfaction and any and all other documents necessary to release and satisfy the mortgage obtained on the 4th day of October 2004, filed in the office of the Polk County Recorder and designated as document number A000617021.

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 11th day of March 2024, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTION REGARDING THE COMMUNITY DEVELOPMENT BLOCK GRANT CITIZEN PARTICIPATION PLAN.

WHEREAS: Pursuant to section 104(a)(3) of the Housing and Community Development Act of 1974, as amended, a Citizen Participation Plan is required to ensure the citizens of Crookston, particularly persons of low and moderate income residing in slum and blight areas and in areas in which Community Development Block Grant (CDBG) funds are proposed to be used are encouraged to participate in the planning and implementation of the CDBG-funded activities; and

WHEREAS: A public hearing or public hearings will be the primary means of obtaining citizen views and responding to proposals and questions related to community development and housing needs, proposed CDBG activities, and past CDBG performance; and

WHEREAS: The City of Crookston conducted a public hearing to identify community development and housing needs, including the needs of very low and low-income persons, as well as other needs in the community that might be addressed through the CDBG program; and

WHEREAS: The City of Crookston reviewed the proposed CDBG activities, benefiting locations, the overall cost of proposed financing, and the implementation schedule; and

WHEREAS: The City of Crookston has reviewed its past performance in carrying out CDBG response abilities; and

WHEREAS: The City of Crookston must execute a conflict-of-interest disclosure form which gives the City of Crookston an opportunity to disclose any actual or potential conflicts of interest that may exist if and when the City of Crookston receives CDBG funding; and

NOW, THEREFORE, IT IS RESOLVED, the City Council of Crookston Minnesota: The attached Citizen Participation Plan (Exhibit A) is adopted

BE IT FURTHER RESOLVED: Mayor, Dale Stainbrook, of the City of Crookston, is authorized to execute the Conflict of Interest Disclosure forms or any other such agreements or documents as are necessary to implement, if received, Community Development Block Grant(CDBG).

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

CITIZEN PARTICIPATION PLAN

Pursuant to Section 104(a)(3) of the Housing and Community Development Act of 1974, as amended, this Citizen Participation Plan is hereby adopted to ensure that the citizens of the City of Crookston (hereinafter referred to as the Applicant), particularly persons of low and moderate income residing in slum and blight areas and in areas in which CBDG funds are proposed to be used, are encouraged to participate in the planning and implementation of the CBDG-funded activities.

Public Hearing

A public hearing or public hearings will be the primary means of obtaining citizen views and responding to proposals and questions related to community development and housing needs, proposed CBDG activities and past CBDG performance.

Prior to submitting a CBDG application to the State of Minnesota, the Applicant will need to conduct at least one public hearing to identify community development and housing needs, including the needs of very low- and low-income persons, as well as other needs in the community that might be addressed through the CBDG program. At the hearing, the Applicant must also, at minimum, review the proposed CBDG activities, their benefiting location(s), overall cost and proposed financing, and the implementation schedule. In addition, the past performance of the Applicant in carrying out CBDG responsibilities should be reviewed. A second public hearing midway through project implementation is required.

Formal notice of the public hearing must be provided, which follows the posting/publication requirements of the Applicant. A public notice will also be posed in places frequented by the public, especially low and moderate income persons benefiting from or affected by proposed CBDG activities. As circumstances warrant and as the Applicant determines necessary or appropriate, participation may additionally be specifically solicited from persons of low and moderate income, those benefiting from or affected by CBDG activities and/or representatives of such persons. Hearings will be held at times and in locations convenient to potential and actual beneficiaries and with accommodation for the handicapped. In case of public hearings where significant number of non-English speaking residents can be reasonably expected to participate, arrangements will be made to have an interpreter present. Citizens must be provided the opportunity to comment upon the original Citizen Participation Plan and on substantial amendments to it, or to the activities for which CBDG funds will be used.

Public Information and Records

Information and records regarding the proposed and past use of CBDG funds will be available at the Crookston City Hall during regular office hours. The public will be so informed of this by public notice. Special communication aids can be made available to persons upon request.

Written Comments and Response

The Applicant will respond to written complaints and grievances, in writing, in a timely manner. When at all possible, such written responses shall be made within fifteen (15) working days.

Crookston, Minnesota

Date: _____

Dale Stainbrook, Mayor, City of Crookston, Minnesota

RESOLUTION NO. _____

At a regular meeting of the City Council of the City of Crookston held on the 11th day of March 2024, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTION REGARDING THE COMMUNITY DEVELOPMENT GRANT APPLICATION AUTHORIZATION.

WHEREAS: The City of Crookston desires an application with respect to the Small Cities Development Program (SCDP) funding be submitted on its behalf; and

WHEREAS: The City of Crookston has proposed seeking Small Cities Development Program(SCDP) funds to facilitate address and remedy the housing needs of very low and low-income persons in the Crookston Community; and

WHEREAS: The City of Crookston has conducted a public hearing to identify community development and housing needs, including the needs of very low and low-income persons, as well as other needs in the community that might be addressed through the CDBG program; and

WHEREAS: The City of Crookston is seeking through the Small Cities Development Program funding an amount of up to 1.4 million for reimbursement of single-family owner-occupied houses, commercial properties, Mixed-used property, and rental units as well as Project Administration; and

NOW, THEREFORE, IT IS RESOLVED, the City Council of Crookston Minnesota: Submit to the Department of Employment and Economic Development(DEED) an application with respect to the Small Cities Development Program funding.

BE IT FURTHER RESOLVED: The Mayor and the City Administrator are hereby authorized to execute any application documents with respect to the Minnesota Department of Employment and Economic Development(DEED) Small Cities Development Program on behalf of the City of Crookston as well as any amendments thereto.

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 11th day of March 2024, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTION REGARDING THE CITY OF CROOKSTON AS THE LEGAL SPONSOR FOR THE SMALL CITIES DEVELOPMENT GRANT.

BE IT RESOLVED: That the City of Crookston acts as the legal sponsor for the project contained in the Application to be submitted on April 17, 2024, and that the Mayor of the City of Crookston and City Administrator of the City of Crookston are hereby authorized to apply to the Department of Employment and Economic Development for funding of this project on behalf of the City of Crookston.

BE IT FURTHER RESOLVED: That the City of Crookston has the legal authority to apply for financial assistance, and the institutional, managerial, and financial capability to ensure adequate construction, operation, maintenance, and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED: The City of Crookston has not violated any Federal, State or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest, or other unlawful or corrupt practices.

BE IT FURTHER RESOLVED: Upon approval of its application by the State, The City of Crookston may enter into an agreement with the State of Minnesota for the approved project and that the City of Crookston certifies that it will comply with all applicable laws and regulations as stated in all contract agreements.

NOW, THEREFORE BE IT RESOLVED: The Mayor of the City of Crookston and City Administrator, or their successors in office, are hereby authorized to execute such agreements.

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 11th day of March 2024, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTION REGARDING THE CITY OF CROOKSTON TRAVEL, LODGING, MEALS, AND NECESSARY EXPENSE REIMBURSEMENT POLICY

WHEREAS: The City of Crookston to advance the training and professionalism of City Employees, Elected Officials, and Representatives authorizes attendance at certain schools, conferences, and seminars; and

WHEREAS: The purpose of this resolution is to delineate the policies governing the reimbursement of expenses connected with educational and business-related schools, conferences, and seminars; and

WHEREAS: It is appropriate and necessary to provide directives and guidance to the City of Crookston Employees, Officials, and Representatives with respect to the determination as to when reimbursement for authorized travel, lodging, meals, and necessary expenses, is to be made to the Employee, Official or Representative.; and

NOW, THEREFORE, IT IS RESOLVED: The City of Crookston adopts and establishes the attached reimbursement policy with respect to travel, lodging, meals, and necessary expenses.

BE IT FURTHER RESOLVED: The City Council authorizes the City Administrator, Elected Officials, and Department Heads to implement the attached administrative policies and procedures which are consistent with the public purchase and expenditure of public funds polices.

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

CITY OF CROOKSTON

EXPENSE REIMBURSEMENT POLICY

March 2024

POLICY

The City of Crookston, to advance the training and professionalism of City employees and elected officials, authorizes attendance at certain schools, conferences, and seminars. The purpose of this administrative statement is to set forth the policies governing reimbursement of the expenses connected with these educational and business activities.

TRAVEL GUIDELINES

The guidelines for travel of City employees and elected officials are the following:

1. Reimbursement of travel expenses are to refund actual and necessary costs incurred by City employees and elected officials while traveling as authorized representatives of the City of Crookston.
2. There is no objection to a spouse and/or other family member accompanying a City employee or an elected official on a business trip, provided spouse or family members presence does not detract from the performance of duty and an expense is not attributable to them.
3. A City employee or elected official is expected to show good judgment and proper regard for the economy in incurring travel expenses, as would normally be shown when traveling at his/her own expense. Any expense limit established by the policy is a maximum limit, not a flat allowance, and any limit is not an authorization to spend the maximum if less would be adequate.
4. In any situation where an extraordinary travel expense is to be incurred, or where this policy does not cover the situation, the City Administrator may authorize an exception. Any question of interpretation of this policy will be finally determined by the City Administrator.
5. Any decisions as to which school, seminar, and conference will be authorized will be determined by the Department Head. General training seminar-type activities may not be specified, but any expense involved must be within the budget appropriation for each department.

PROCEDURE (REIMBURSEMENT)

Any reimbursement of travel expense is to refund actual and necessary expense incurred by a City employee and elected official while traveling as authorized representatives of the City of Crookston.

1. Generally, there are two types of expenses involved in the activities covered by this policy: (1) one that can properly be paid for prior to attendance at the school, conference, or seminar and, (2) one that is to be reimbursed following the return from the school, conference, or seminar.
2. If any prepayment must be made the request form should be submitted in a timely manner to allow time for the Finance Department to process such request and payment.
3. A Expense Reimbursement Form, approved by a City employee's supervisor, must be submitted to the Finance Department for reimbursement of incurred expenses not pre-paid.
4. Itemized receipts are required to be submitted to the Finance Department.

TRANSPORTATION

1. Transportation to and from conferences and schools is ordinarily by air, private vehicle, or City vehicle. The appropriate transportation for each event shall be determined on a least cost basis.
2. Air travel reimbursement shall be limited to “coach” or economy fares when such services are available. Arrangements for air travel and auto rental (if required) must be coordinated through the City Administrator. Round trip mileage and parking fees will be reimbursed if employee uses personal vehicle to go to the airport.
3. Personal automobile use for authorized trips will be reimbursed at the rate consistent with IRS regulations. Any employee who uses their personal automobile while on City business is eligible for expense reimbursement only if they have liability insurance on their vehicle in the amounts required by state law. Evidence of such insurance shall be carried in the glove compartment of the vehicle, and the City may at any time require proof of such insurance.
4. City cars may be used for travel. Employees shall not drive on City business without a valid Minnesota driver’s license of the appropriate classification. Receipts are to be obtained for all expenditures incurred when using a City car. Reimbursement will be based upon the receipts. Any employee who is involved in an accident while traveling on business must promptly report the incident to their immediate supervisor.

LODGING

1. Reimbursement for lodging shall be limited to the minimum number of nights required to conduct the assigned City business. If an employee or official chooses, for personal reasons, to arrive earlier or leave later, the additional lodging and other expenses related to this decision are their personal expense and will not be reimbursed by the City.
2. Lodging expenses will be reimbursed at the actual cost not to exceed the single occupancy rate.

MEALS

1. Reimbursement for meals, while on authorized travel, will be for actual costs including sales tax.
2. Reimbursement amounts will be updated annually in accordance with U.S. General Services Administration FY Per Diem Rates Meals & Gratuity breakdown.

MEAL PERIOD	MEALS	GRATUITY	TOTALS
Breakfast when required to leave home before 7:00 AM or away overnight.	\$13.00	\$1.20	\$14.20
Lunch when out of the City on business.	\$15.00	\$1.39	\$16.39
Dinner when unable to return home from out of the City until 7:00 PM or later or away on business overnight.	\$26.00	\$2.41	\$28.41
TOTAL M & G			\$59.00

- a. Full Day allowance \$59.00 per day (maximum).
- b. These are maximum limits not flat allowances.
- c. Alcoholic beverages are not eligible for reimbursement.
- d. Utilizing less than the individual meal per diem does NOT allow the difference to be carried over to increase another meal limit.

MISCELLANEOUS

1. Recreational expenses, such as golf and tennis, will not be reimbursed.
2. Personal phone calls from a hotel while attending a conference must be paid by the individual attending the conference unless they are directly connected with carrying out assigned duties.
3. Receipts will be required for reimbursement of parking expenses.

APPENDICES

Appendix A – Expense Reimbursement Request Form

Abuse of the City of Crookston Expense Reimbursement Policy, including falsifying expense reports is grounds for disciplinary action, up to and including termination of employment.

CITY OF CROOKSTON

EXPENSE REIMBURSEMENT REQUEST FORM

(Effective March 12, 2024)

NAME: _____

DEPARTMENT: _____

DATE OF TRAVEL: FROM: _____ TO: _____

NAME OF MEETING, SCHOOL OR CONFERENCE ATTENDED: _____

NAME OF HOTEL: _____

CITY: _____

AMOUNT OF REQUEST:

LODGING _____

(ATTACH RECEIPTS)

MILEAGE _____

MILES @ \$.67 = _____

PER DIEM _____

BREAKFAST @ \$14.20 _____

LUNCH @ \$16.39 _____

DINNER @ \$28.41 _____

PARKING _____

(ATTACH RECEIPTS)

OTHER _____

TOTAL REQUEST \$ _____ ACCOUNT CODE: _____

The undersigned payee, in signing this form, declares that the same is received in payment of a just and correct claim against the City of Crookston, and that no part of it has heretofore been paid.

SIGNATURE _____

DEPARTMENT HEAD SIGNATURE _____

PLEASE SUBMIT COMPLETED FORM FOR REIMBURSEMENT TO THE CITY FINANCE DEPARTMENT.

RESOLUTION NO. _____

At a regular meeting of the City Council of the City of Crookston held on the 11th day of March 2024, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

RESOLUTION REGARDING CLIFTON LARSON ALLEN, LLP PROVIDING ASSISTANTS WITH RESPECT TO THE 2023 AUDIT PREPARATIONS, PROCEDURES AND SERVICES.

WHEREAS: The City of Crookston’s Financial Department is in need of assistance with respect to the 2023 audit preparation services and procedures, which involve the period, January 1, 2023, through December 31, 2023; and

WHEREAS: The City of Crookston's Financial Department is in need of assistance with respect to accounting support and documentation of financial transactions for the period, January 1, 2023, through December 31, 2023; and

WHEREAS: specific accounting services with respect to 2023 audit preparation and support have been offered by CliftonLarsonAllen, LLP

WHEREAS: CliftonLarsonAllen, LLP has the necessary professional qualifications, experience, and staff to provide the City of Crookston with the 2023 audit preparation for the Financial Department; and

WHEREAS: the terms and conditions to meet the State requirement and audit deadline of June 30, 2024, necessitate the assistance of CliftonLarsonAllen, LLP; and

NOW THEREFORE, BE IT RESOLVED, BY THE CITY OF CROOKSTON, MINNESOTA: The City of Crookston enter into an agreement with CliftonLarsonAllen, LLP for professional accounting services with respect to the 2023 audit, preparation, services, and accounting report.

IT IS FURTHER RESOLVED, the Mayor and City Administrator for the City of Crookston are authorized to sign and enter into an engagement with CliftonLarsonAllen, LLP on behalf of the City of Crookston and any amendments thereto with respect to the preparation, services, and accounting report related to 2023 audit preparation services.

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 11th day of March 2024, Council

Member _____ offered the following resolution which was seconded by Council

Member _____,

**RESOLUTION REGARDING THE CITY OF CROOKSTON BILLS AND DISBURSEMENTS
FROM FEBRUARY 26, 2024, CONSENT AGENDA ITEM 6.03.**

WHEREAS: Agenda item 6.03 of the City Council Consent Agenda from February 26, 2024, indicated check numbers 072259,072260 and 072261 were included in the bills and disbursements; and

WHEREAS: A review of the City of Crookston Financial records indicated check numbers 072259,072260 and 072261 in the amount of 746.14 were not included in the bills and disbursements from February 26, 2024, City Council Agenda Item 6.03 in the amount of \$746.14.

WHEREAS: Check numbers 072259,072260 and 072261 in the amount of \$746.14 are attached hereto and are included herein; and

WHEREAS: It is appropriate for the City of Crookston accounting purposes to approve check numbers 072259,072260 and 072261 in the amount of 746.14 at subsequent council meeting; 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 reconciliation 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: _____ Mayor
Dale Stainbrook

Ashley Rystad
City Clerk

COMPANY: 999 - POOLED CASH
 ACCOUNT: 10120 PAYROLL CHECKING
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK DATE: 0/00/0000 THRU 99/99/9999
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 072259 THRU 072261

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
10120	2/22/2024	CHECK	072259	VOID CHECK	0.00	OUTSTND	P	0/00/0000
10120	2/22/2024	CHECK	072260	VOID CHECK	0.00	OUTSTND	P	0/00/0000
10120	2/23/2024	CHECK	072261	HALLIDAY, SAMANTHA B	746.14CR	OUTSTND	P	0/00/0000
TOTALS FOR ACCOUNT 10120				CHECK	TOTAL:	746.14CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		
TOTALS FOR POOLED CASH				CHECK	TOTAL:	746.14CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		