

Crosby City Council Agenda
Monday, July 28, 2025
6:00 p.m. Regular Meeting

- 1. Pledge of Allegiance**
- 2. Call Regular Meeting to Order**
- 3. Approval of Minutes for July 14, 2025**
- 4. Approval of the Agenda**
- 5. Consent Agenda**

NOTICE TO PUBLIC - all matters listed are considered routine by the Council and will all be enacted by one (1) motion. There will be no separate discussion of these items unless good cause is shown prior to the time the Council votes on the motion to be ADOPTED BY ROLL CALL

- A. Approve of Minutes
 - B. Approve of Claims
 - C. Ratify hiring of Nathaniel Deshayes as Public Works Driver
 - D. Approve declaration of 2018 Dodge Charger and 2018 Dodge Durango surplus property and authorize disposition through GovDeals online auction
 - E. Approve declaration of Forfeiture Vehicle 2013 Ford Taurus as surplus property and authorize disposition through GovDeals online auction
 - F. Approval of Temporary On-Sale Liquor License for St. Joseph's Catholic Church for Fall Festival
 - G. Approve Sprinkler System Inspection and System Repairs at HCC
 - H. Approve quote from Majestic Creations for City Hall Sprinkler System Repair
 - I. Approve Quote from Concrete Lifting Solution for concrete repair at Post Office and California Burrito locations.
 - J. Approve WW Goetsch Quote to inspect lift stations
 - K. Approval of Extra Duty Pay for Employee #147 and Employee #144
- 6. Public Comments**
 - a. Deryk Enlund - Lakes Gas Flooding Issue
 - 7. Reports**
 - 8. Old Business**
 - a. Discuss/Approve Change Order No 2. RE: contamination mitigation
 - 9. New Business**
 - A. Discuss/Approve Library Staffing Actions
 - a. Accept the Resignation of Jill Mertes as PT Library Aid
 - b. Accept Resignation of Sandra Arcand as substitute library Aid
 - c. Discuss/Approve Advertising to Fill Vacated PT Library Aid
 - d. Discuss/Approve hiring Jill Mertes as substitute Library Aid
 - B. Consider Approval of a Resolution to Authorize Administration to Pay Certain Claims
 - C. Discuss/Approve Resolution Requesting Street Project to be included in the 2026 bonding bill
 - D. Consider establishing a Subcommittee similar to that established for the Cannabis Business Regulations discussions to discuss a series of ordinance amendments to address areas of the City Code that may need clarification, removal, or additional provisions

9. Adjournment

Agenda items and supporting documentation are due to the City Clerk's office by noon the Wednesday prior to the meeting. Items that are not on the agenda may not be considered during the meeting. If you are going to give a report or if you wish to speak to the Mayor and Council under Public Comments, you must approach the microphone and state your full name and address. You will be restricted to 3-5 minutes and no Council action will be taken.

Please turn off your cell phone when entering the Council Chambers. Thank you.

Pursuant to due call and notice thereof, the Regular Meeting of the Crosby City Council was held on Monday, July 14, 2025, at 6:00 p.m.

Members Present: Mayor Cash; Members Traylor, Heglund, Lewis and Jarvela

Members Absent: None.

Staff Present: City Administrator Harren; Mike VanHorn, Police Chief; Shayne Jacobs, Fire Chief; Joe McLaughlin, GM of HCC; Abby Smith, Head Librarian; Tony Ferrari, PW Working Foreman; Dianne Howard, Administrative Assistant

1. Call Regular Meeting to Order

Mayor Cash called the regular meeting of the Crosby City Council to order at 6:00 p.m.

2. Pledge of Allegiance

Mayor Cash led the Pledge of Allegiance

3. Approval of the Agenda

MEMBER HEGLUND MOVED TO APPROVE THE REVISED AGENDA, WHICH REMOVED NEW BUSINESS ITEM D., AS IT HAD BEEN PREVIOUSLY RESOLVED. MEMBER LEWIS SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

4. Consent Agenda

- A. Approval of Minutes from June 23, 2025, Regular Meeting
- B. Approval of Minutes from July 1, 2025, Emergency Meeting
- C. Approval of Minutes from July 7, 2025, Special Meeting
- D. Approval of Claims
- E. Approval of Donations
- F. Approval of Power Boat Races 7/26/2025-7/27/2025
- G. Approval of Lightning Hockey—Kick-Off The Season Party: 9/14/2025
- H. Accept the Resignation of Steve Tilbury from the Crosby Fire Department
- I. Approval of Hiring Public Works Seasonal Worker, Paul Kozitka on July 7, 2025, at a rate of \$21.00/hour.

MEMBER TRAYLOR MOVED TO APPROVE THE REVISED AGENDA, WITH THE ADDITION OF I. HIRING PUBLIC WORKS SEASONAL WORKER, PAUL KOZITKA. MEMBER HEGLUND SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

5. Public Comments: None.

6. Old Business

Private Service Line Grant Discussion: Administrator Harren reported that we have received three applications thus far for private line replacement. We have also received a hardship request. Administrator Harren has been working with Attorney Langel and Engineer Martin on the best steps to move forward with hardship requests. Attorney Langel research found that if a resident applied for the grant to have their service line replaced and they were unable to fund the amount that is above the grant, that we could put that amount on their tax roll as an assessment on their property. Attorney Langel will draw up a document that can be used as the City's hardship application. One applicant did receive two quotes, both of which were above the maximum grant amount that was set by the Council of \$8,000. She was then able to get a revised bid of \$8,000. Currently, we do not have any applicants that are above the \$8,000 threshold. There are some applicants that do not have immediate access to \$8,000, however. City Administrator Harren discussed this with Engineer Martin, and they are inquiring if the Council would allow the City to make a direct payment to the contractor for these residents to help expedite the process and eliminate the wait for approval of financing options for anyone who is impacted. Engineer Martin does not believe that this would require a change order. Administrator Harren stated that there is no liability to the City since it would be paid back in a 2-3 week period. We received a \$309,000 grant from the State, and we estimate \$275,000 in available funding toward this project, which averages out to \$8,000.00 per applicant. City Administrator Harren asked that we add the caveat 'once we have the official, signed agreement from the State.' To date, only three residents have gotten quotes, which leaves about 27 residents left to respond. We may have to reach out to these remaining residents again to remind them that they must move on getting their quotes turned into the City prior to the deadline.

MEMBER LEWIS MOVED THAT WHEN REQUESTED BY APPLICANTS, THE CITY ACT AS THE SUDICIARY, THUS PAYING THE \$8,000.00 FEE TO THE CONTRACTOR. THE CITY WOULD THEN BE REIMBURSED BY THE STATE. THIS AGREEMENT WOULD BE CONTINGENT ON THE CITY RECEIVING THE SIGNED AGREEMENT FROM THE STATE. MEMBER JARVELA. SECONDED THE MOTION. MOTION PASSED BY A VOTE OF 5-0.

7. New Business

A. 2024 SE Improvement Projects—Pay Request No. 6/PFA Draw Request No. 4

Pay Request No. 6 will be in the amount of \$772, 903.37 and will be paid to Ryan Construction. We will be receiving funding from CWRP for \$311,866.51, DWRP for \$307,229.09, with the remaining City portion being \$153,807.77. The City engineering team has confirmed that the work was satisfactorily completed.

Administrator Harren made note that our City Engineer is working closely with Ryan Contracting on any project-related complaints of damage as received.

MEMBER TRAYLOR MOVED TO APPROVE PAY REQUEST NO. 6 FOR THE 2024 CROSBY SE ALLEY IMPROVEMENTS IN TH AMOUNT OF \$772,903.37 TO RYAN CONTRACTING CO. PFA DRAW REQUEST NO. 4. MEMBER LEWIS SECONDED THE MOTION. MOTION PASSED BY A VOTE OF 5-0.

- B. 2022 Street and Utility Project—PFA Draw Request No. 14
City Administrator Harren reported that this will be our final payment on the 2022 Street and Utility Project. It will cover the engineering costs that remain for this project in the amount of \$4,170. The remaining funding from CWRP of \$826.01 and DWRP of \$2104.98 will be applied to the final payment with the City covering the remaining balance.

MEMBER HEGLUND MOVED TO APPROVE PFA DRAW REQUEST NO. 14 FOR \$4,170. MEMBER TRAYLOR SECONDED THE MOTION. MOTION PASSED BY A VOTE OF 5-0.

- C. Applicant for Planning Commission Alternate Non-Resident Member
Administrator Harren reported that the City received one application for the open position on Planning Commission from Amy Hart, CEO of CRMC. Ms. Hart understands that she would have to recuse herself from any CRMC business.

MEMBER LEWIS MOVED TO APROVE THE APPOINTMENT OF AMY HART TO THE PLANNING COMMISSION AS AN ALTERNATE, NON-RESIDENT MEMBER, TERM EXPIRING JANUARY 31, 2027. MEMBER JARVELA SECONDED THE MOTION. MOTION PASSED BY A VOTE OF 5-0.

8. Reports

- A. Police Chief—Chief Van Horn thanked the Fire Department and Public Works for all their work on the 4th of July celebration.
- B. Fire Chief—Fire Chief Jacobs thanked the Police Department, Public Works and Administration for their contributions to the 4th of July success.

- C. Hallett Center—HCC GM McLaughlin reported that Kids Camp will end the second week of August. He shared that it is going very well. This week will be Wild and Free during which they will release a living thing at 1:00 p.m. on Friday. 81 individuals participated in the 5K race this year and it was a huge success!
- D. Library—Ms Smith reported that they have a couple of fundraisers coming up. Kids Camp has been coming to the Art in the Park. HCC GM McLaughlin thanked the Library for their contribution to Kids Camp. They are still waiting for their sign to be connected. Mayor Cash thanked Irondale Township and the Fire Department for their donations. The sprinkler system has not had any issues.
- E. Public Works—PW Working Foreman Ferrari submitted his report. Member Heglund thanked Public Works for their efforts toward the 4th of July celebration. Member Jarvela has received complaints that the bathrooms at the cemetery have a very bad odor. Council discussion continued. Public Works will investigate this issue. Member Traylor asked that we get quotes from local pumpers and compare them to our current contractor from St. Cloud.
- F. City Administrator—Administrator Harren apologized for the electrical charging stations being unavailable for 48 hours last week and any complaints that this generated. Braun has drilled their samples; we are currently awaiting their report. Serpent Lake Sanitary Sewer District will allow dewatering discharge for the two block area agreed upon at a rate of .004 per gallon. We will still need to pay the engineering fees but they are waving the capital recovery expense.

Administrator Harren asked if the Public Works monthly Committee meeting day from the 3rd Tuesday at 10:00 a.m. (as that is the Safety Committee Day). They will confer with Engineer Martin as to whether the 3rd Thursday of the month would be better. Administrator Harren stated that she would like to have a standing monthly meeting for the Personnel & Finance Committee. Further discussion will be needed.

The Sourcewell grant funding cycle starts on July 15. One of the grant is a \$50,000 Impact Grants. The City has 11 computers that will not be supported after October of this year, the website also must be ADA compliant, and our City email addresses also have to be changed to be ADA compliant and will have to end in--.gov Council discussed waiting on applying for this grant to make sure we can fully utilize all \$50,000 of the grant dollars, as only one Impact Grant can be submitted. Documents for the \$55,000 grant for the storm water design for Memorial Park have been received, and we have until June 2026 to expend that. Discussion on this will continue at our next scheduled Council meeting.

G. Mayor/Committee—Mayor Cash shared that budget planning is coming up very soon. Member Traylor noted that we have pumped the park in the past with heavy rainfalls. PW Working Foreman Ferrari stated that the ditch will need to get dug out first, and he will look into DNR approval and if it is needed. Council discussion continued. City Administrator Harren will follow up with Engineer Martin.

9. Adjournment.

**MEMBER JARVELA MOVED TO ADJOURN THE MEETING AT 6:44 P.M.
MEMBER LEWIS SECONDED THE MOTION. MOTION PASSED BY A VOTE
OF 5-0.**

Diane Cash, Mayor

Trish Harren, City Administrator

Vendor Number	Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
AAA EQUIPMENT CENTER							
3617	AAA EQUIPMENT CENTER	126062	100-43100-210	CARBURATOR, FUEL FILTER	07/10/2025	132.68	265.36
3617	AAA EQUIPMENT CENTER	126067	100-43100-210	BELT 60" DECK	07/10/2025	199.06	398.12
Total AAA EQUIPMENT CENTER:						331.74	
ADAMS PEST CONTROL INC							
2575	ADAMS PEST CONTROL INC	4209829	100-41940-300	CITY HALL PEST CONTROL	07/14/2025	53.00	106.00
Total ADAMS PEST CONTROL INC:						53.00	
AMAZON CAPITAL SERVICES							
400	AMAZON CAPITAL SERVICES	1KYN-DJMD-N	100-43100-210	WATER TRUCK REPAIR - DORMAN 909-030 WHEEL	07/17/2025	39.91	79.82
400	AMAZON CAPITAL SERVICES	1NY-RKCM-39	100-41940-570	AMERICAN/POW/MN FLAGS	07/23/2025	273.91	547.82
Total AMAZON CAPITAL SERVICES:						313.82	
AUTOSMITH SERVICE GROUP LLC							
3215	AUTOSMITH SERVICE GROUP LLC	21359	100-42100-550	RAM 1500 CLASSIC - OIL CHANGE & AIR FILTER	07/24/2025	123.28	246.56
Total AUTOSMITH SERVICE GROUP LLC:						123.28	
AW RESEARCH LABORATORIES INC							
3127	AW RESEARCH LABORATORIES INC	71532	600-49400-300	COLOFORM BACTERIA, TOPTAL& E COLI	06/30/2025	70.00	140.00
Total AW RESEARCH LABORATORIES INC:						70.00	
BAKER & TAYLOR							
52	BAKER & TAYLOR	2039159317	200-45500-580	JFHML BOOKS	06/30/2025	173.77	347.54
52	BAKER & TAYLOR	2039164578	200-45500-580	JFHML BOOKS	06/30/2025	104.00	208.00
Total BAKER & TAYLOR:						277.77	
BAMSITES WEB MARKETING							
1792	BAMSITES WEB MARKETING	0005548	206-45531-300	MONTHLY WEBSITE HOSTING & MAINT	07/20/2025	90.00	180.00
Total BAMSITES WEB MARKETING:						90.00	
BEST OIL COMPANY							
499	BEST OIL COMPANY	15298	100-49010-210	265 GAL GASOLINE - 10% OXY NL 87 OCT - UN1230	07/16/2025	784.40	1,568.80

Vendor Number	Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
Total BEST OIL COMPANY:						784.40	
BOLTON & MENK INC							
2505	BOLTON & MENK INC	1118	100-41700-300	ARCGISANNUAL SUBSCRIPTIONS	04/22/2025	1,247.00	2,494.00
Total BOLTON & MENK INC:						1,247.00	
BROADCASTVISION ENTERTAINMENT							
3742	BROADCASTVISION ENTERTAINMENT	36156	206-45531-210	3 FM TRANSMITTERS	07/14/2025	972.00	1,944.00
Total BROADCASTVISION ENTERTAINMENT:						972.00	
CINTAS							
3626	CINTAS	4236735989	100-43100-210	MATS & SHOP TOWELS	07/14/2025	131.32	262.64
Total CINTAS:						131.32	
CRAGUN, JOHN & RAYE							
3148	CRAGUN, JOHN & RAYE	1036	200-45500-300	CLEANTNG SERVIES - 6/23, 7/7	07/23/2025	105.00	210.00
3148	CRAGUN, JOHN & RAYE	206	100-41940-300	CLEANING SERVICES - 06/17 - 07/11	07/17/2025	632.50	1,265.00
Total CRAGUN, JOHN & RAYE:						737.50	
CROSBY ACE HARDWARE							
590	CROSBY ACE HARDWARE	10979/10	600-49400-210	KEYCRAFTER #2027 BRASS	07/11/2025	6.59	13.18
590	CROSBY ACE HARDWARE	10994/10	100-43100-210	PROPANE #100	07/14/2025	99.99	199.98
590	CROSBY ACE HARDWARE	11012/10	100-45200-210	EMARK BAGGER MOWER ATTACHMENT	07/17/2025	.50	1.00
590	CROSBY ACE HARDWARE	11017/10	100-43100-210	SHOP/BATHROOM SUPPLIES	07/17/2025	12.99	25.98
590	CROSBY ACE HARDWARE	11026/10	100-49010-210	WST BASKET.CAULK TPE CTNEZ STRCLR1, PLIER	07/18/2025	63.94	127.88
590	CROSBY ACE HARDWARE	11038/10	100-43100-210	CAULK BLACK ROD 1/2 "20"	07/21/2025	6.99-	13.98-
Total CROSBY ACE HARDWARE:						177.02	
CROSBY FIRE RELIEF ASSOCIATION							
621	CROSBY FIRE RELIEF ASSOCIATION	2024FRA	100-33420	TRUE UP 2024 FIRE RELIEF ASSN PAYMENTS	07/23/2025	22,459.57	44,919.14
621	CROSBY FIRE RELIEF ASSOCIATION	2024FRA TRU	100-33420	TRUE UP 2024 FIRE RELIEF ASSN PAYMENTS	07/23/2025	6,787.00	13,574.00
Total CROSBY FIRE RELIEF ASSOCIATION:						29,246.57	

Report dates: 7/24/2025-7/28/2025

Jul 25, 2025 11:44AM

Vendor Number	Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
CROW WING COUNTY ATTORNEY							
1038	CROW WING COUNTY ATTORNEY	24002531V	100-35111	2013 FOR TAURUS FORFIETTURE - DOUGLAS WA	07/28/2025	1,125.00	2,250.00
Total CROW WING COUNTY ATTORNEY:						1,125.00	
CROW WING COUNTY LAND SERVICES							
1574	CROW WING COUNTY LAND SERVICE	25-6642	100-41600-320	VARIANCE DOC# 281963	07/17/2025	44.00	88.00
1574	CROW WING COUNTY LAND SERVICE	8508	100-49200-430	E911 ADDRESSING-MCDANIEL - PID 11120536	07/07/2025	25.00	50.00
Total CROW WING COUNTY LAND SERVICES:						69.00	
CTC-446126							
2441	CTC-446126	21614059	100-41940-320	COMMUNICATION - 7/12/25 - 8/11/25	07/12/2025	350.05	700.10
2441	CTC-446126	21614059	100-42200-320	COMMUNICATION - 7/12/25 - 8/11/25	07/12/2025	304.36	608.72
2441	CTC-446126	21614059	206-45531-320	COMMUNIATION - 7/12/25 - 08/11/25	07/12/2025	426.88	853.76
2441	CTC-446126	21614059	200-45500-320	COMMUNICATION - 7/12/25 - 08/11/25	07/12/2025	418.10	836.20
2441	CTC-446126	21614059	204-41405-320	COMMUNICATION - 7/12/25 - 08/11/25	07/12/2025	262.41	524.82
2441	CTC-446126	21614059	100-42100-320	COMMUNICATION - 7/1/5 - 18/11/25	07/12/2025	236.65	473.30
Total CTC-446126:						1,998.45	
CUYUNA COUNTRY AUTO CENTER							
279	CUYUNA COUNTRY AUTO CENTER	93410	100-43100-210	LABOR - INSTALL & PROGRM TIRE SENSOR	07/15/2025	103.88	207.76
Total CUYUNA COUNTRY AUTO CENTER:						103.88	
CUYUNA LAKES PARTS CITY							
3581	CUYUNA LAKES PARTS CITY	71-232323	600-49400-210	WATER DEPT PICKUP - STRUT ASSEMBLY	07/08/2025	311.10	622.20
3581	CUYUNA LAKES PARTS CITY	71-232433	600-49400-210	WTER DEPT PICKUP - BRAKE LINES	07/10/2025	38.60	77.20
3581	CUYUNA LAKES PARTS CITY	71-232475	600-49400-210	WATER DEPT PICKUP - OIL CHANGE	07/11/2025	27.04	54.08
3581	CUYUNA LAKES PARTS CITY	71-232497	600-49400-210	16 OZ MOTOR TREATMENT	07/11/2025	8.99	17.98
3581	CUYUNA LAKES PARTS CITY	71-232657	100-43100-210	2006 F50 DOT INSPECTION	07/15/2025	114.71	229.42
3581	CUYUNA LAKES PARTS CITY	71-232911	100-43100-210	1999 F350 HUB HOLD DOWN SRREWS	07/21/2025	10.76	21.52
Total CUYUNA LAKES PARTS CITY:						511.20	
DELL MARKETING L P							
2886	DELL MARKETING L P	10826995307	100-41400-228	DEUTY CLERK - DELL PRO (PC16250 XCTO BASE	07/24/2025	1,532.34	3,064.68
Total DELL MARKETING L P:						1,532.34	

Vendor Number	Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
DEMCO INC							
225	DEMCO INC	7668941	200-45500-200	700 EA PREdESIGN IDCARD/KEYTAG COMBO	07/14/2025	1,285.69	2,571.38
Total DEMCO INC:						1,285.69	
DOMAIN LISTINGS							
3577	DOMAIN LISTINGS	DL-4114-3702	100-41940-300	ANNUAL WEBSITE DOMAIN LISTING	07/07/2025	288.00	576.00
Total DOMAIN LISTINGS:						288.00	
DUTCH'S ELECTRIC, INC							
3732	DUTCH'S ELECTRIC, INC	34248	200-45500-300	TROULESHOOT BAHTROOMEXHAUST FANS LIBRA	07/17/2025	330.00	660.00
Total DUTCH'S ELECTRIC, INC:						330.00	
FASTENAL COMPANY							
472	FASTENAL COMPANY	MNBAX274416	100-43100-210	FIRST AID SUPPLIES	06/30/2025	68.35	136.70
Total FASTENAL COMPANY:						68.35	
GOEDKER, NOAH							
829	GOEDKER, NOAH	072125	100-41910-300	PLANNING & ZONING COMMITTEE REIMB	07/21/2025	50.00	100.00
Total GOEDKER, NOAH:						50.00	
GRANITE CITY JOBBING CO INC							
580	GRANITE CITY JOBBING CO INC	465696	206-45531-210	TOWELROLS & TISS FACIAL	07/03/2025	66.89	133.78
580	GRANITE CITY JOBBING CO INC	468669	206-45531-210	TISS JMB CASCADE	07/18/2025	61.51	123.02
Total GRANITE CITY JOBBING CO INC:						128.40	
HAWKINS INC							
157	HAWKINS INC	7126938	206-45531-321	AZONE 15 - 1LB BLOCK	07/10/2025	266.50	533.00
157	HAWKINS INC	7127984	600-49400-210	30 GAL DRUMS, 330LB DR LIQUID, POTASSIUM PE	07/10/2025	1,994.68	3,989.36
Total HAWKINS INC:						2,261.18	
HEALTH FITNESS CORPORATION							
64	HEALTH FITNESS CORPORATION	CI-011494	206-45531-101	STAFF WAGES & MGMT FEES - 6/22/25 - 7/5/25	07/11/2025	20,661.24	41,322.48
64	HEALTH FITNESS CORPORATION	CI-011494	206-45531-310	STAFF DEVELOPMENT - 06/22/25 - 7/5/25	07/11/2025	100.00	200.00
64	HEALTH FITNESS CORPORATION	CI-011494	206-45531-315	PROGRAMS - RECREATION - 6/22/55 - 7/5/25	07/11/2025	84.06	168.12

Vendor Number	Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
64	HEALTH FITNESS CORPORATION	CI-011494	206-45531-300	MAMAGEMENT FEE - 6/22/25 - 7/5/22	07/11/2025	3,000.00	6,000.00
Total HEALTH FITNESS CORPORATION:						23,845.30	
MAJESTIC CREATIONS LANDSCAPING INC							
2070	MAJESTIC CREATIONS LANDSCAPIN	2954	100-41940-300	IRRIGATION START-UP AND TROUBLESHOOTING	07/22/2025	474.97	949.94
Total MAJESTIC CREATIONS LANDSCAPING INC:						474.97	
METRO SALES INC 130415							
636	METRO SALES INC 130415	INV2835012	206-45531-400	COPIER MAINT CONTRACT - 7/11 - 8/10	07/11/2025	59.00	118.00
Total METRO SALES INC 130415:						59.00	
MID AMERICAN RESEARCH CHEMICAL							
960	MID AMERICAN RESEARCH CHEMICA	0853585-IN	601-49450-210	SUPER-ZYME 05	07/09/2025	674.18	1,348.36
Total MID AMERICAN RESEARCH CHEMICAL:						674.18	
MINER'S INCORPORATED							
2871	MINER'S INCORPORATED	00358582	206-45531-280	BANANAS	06/04/2025	73.06	146.12
2871	MINER'S INCORPORATED	555-002	100-45200-210	IRRESISTILE BATH TISSUE	07/17/2005	20.00	40.00
Total MINER'S INCORPORATED:						93.06	
MINNESOTA POWER							
10	MINNESOTA POWER	413742105291	100-45200-380	PARK CAMPING - 06/10/25 - 07/11/25	07/17/2025	1,552.42	3,104.84
10	MINNESOTA POWER	592999553397	600-49400-380	1057 1ST ST SW - 6/9/25 - 7/9/25	07/17/2025	43.38	86.76
10	MINNESOTA POWER	751791249480	100-43160-380	2 W MAIN ST - 06/10/25 - 07/11/25	07/16/2025	12.89	25.78
Total MINNESOTA POWER:						1,608.69	
MITZ, DOLORES							
3488	MITZ, DOLORES	25-001 CPD	100-42100-300	CROSBY PD - TRANSCRIPTION - 12/5/24, 2/6/25	07/17/2025	35.00	70.00
Total MITZ, DOLORES:						35.00	
MOONLIGHT WELDING & FABRICATION LLC							
593	MOONLIGHT WELDING & FABRICATIO	1163	100-43100-330	DOT INSPECTIONS - PICKUP, DUMP TRUCK	07/15/2025	400.00	800.00

Vendor Number	Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
Total MOONLIGHT WELDING & FABRICATION LLC:						400.00	
NELSON SANITATION & RENTAL INC							
600	NELSON SANITATION & RENTAL INC	INV2025/8572	601-49450-210	MONTHLY PORTABLE RESTROOMS - 6/5/25 - 7/2/25	07/03/2025	343.60	687.20
Total NELSON SANITATION & RENTAL INC:						343.60	
PATRICK, TROY							
92	PATRICK, TROY	072125	100-41910-300	PLANNING & ZONING COMMITTEE REIMB	07/21/2025	50.00	100.00
Total PATRICK, TROY:						50.00	
PETERSEN, JAMES K							
95	PETERSEN, JAMES K	072125	100-41910-300	PLANNING & ZONING COMMITTEE REIMB	07/21/2025	50.00	100.00
Total PETERSEN, JAMES K:						50.00	
PICKLE EVENTS LLC							
811	PICKLE EVENTS LLC	2665	206-45531-315	5K CHIP TIMING, TAG FEE,MILEAGE FEE, BID NUM	07/08/2025	1,190.28	2,380.56
Total PICKLE EVENTS LLC:						1,190.28	
PRESBYTERIAN HOMES AND SERVICES							
2676	PRESBYTERIAN HOMES AND SERVIC	2025 2ND HAL	100-31805	2025 2ND HALF TIF PAYMENT	07/23/2025	97,851.63	195,703.26
Total PRESBYTERIAN HOMES AND SERVICES:						97,851.63	
QUADIENT FINANCE USA INC							
570	QUADIENT FINANCE USA INC	07/31/25	100-41940-340	POSTAGE	07/14/2025	539.02	1,078.04
Total QUADIENT FINANCE USA INC:						539.02	
RYAN CONTRACTING							
824	RYAN CONTRACTING	PAY APP 6	452-49600-590	BMI PROJECT-PAY REQUEST 6	08/01/2025	772,903.37	1,545,806.74
Total RYAN CONTRACTING:						772,903.37	
SCR NORTHERN							
2518	SCR NORTHERN	W5502	200-45500-400	COOLING 1 MAINTENANCE, FILTERS POSTED	06/18/2025	315.00	630.00
2518	SCR NORTHERN	W55021	100-41940-300	PERFORMED COOLING EQUIPMENT MAINETENAN	06/18/2025	344.00	688.00

Vendor Number	Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
2518	SCR NORTHERN	W55023	601-49450-587	PERFORMED COOLING EQUIPMENT MAINTENANC	06/18/2025	195.00	390.00
2518	SCR NORTHERN	W55024	206-45531-400	COOLING 1 MAINTENANCE FILTERS & BELTS CHA	06/18/2025	644.00	1,288.00
2518	SCR NORTHERN	W55027	100-41940-400	COOLING 1 MAINTENANCE	06/18/2025	195.00	390.00
2518	SCR NORTHERN	W55137	100-41940-300	REPAIRED ON PM - GAS LEAK ON RTU #3	06/24/2025	135.15	270.30
Total SCR NORTHERN:						1,828.15	
SOURCEWELL							
3638	SOURCEWELL	INV00004745	100-41910-300	PLANNING & ZONING SERVICES	07/11/2025	962.50	1,925.00
Total SOURCEWELL:						962.50	
SPECTRUM BUSINESS							
3727	SPECTRUM BUSINESS	175593701070	100-43100-380	COMMUNICATION - 7/1/25 - 7/31/25	07/01/2025	170.00	340.00
Total SPECTRUM BUSINESS:						170.00	
STAPLES ADVANTAGE							
3152	STAPLES ADVANTAGE	700580379	100-41940-210	NATURAL ROLL TOWEL, LINER WASTE 35x58 EXH	07/05/2025	190.70	381.40
3152	STAPLES ADVANTAGE	700580379	100-42100-200	CANON 054 BLACK TONER CART	07/05/2025	73.68	147.36
3152	STAPLES ADVANTAGE	7005894832	100-41940-210	OFFICE SUPPLIES	06/28/2025	148.64	297.28
3152	STAPLES ADVANTAGE	7005894832	100-43100-200	OFFICE SUPPLIES	06/28/2025	16.02	32.04
3152	STAPLES ADVANTAGE	7005894832	200-45500-200	OFFICE SUPPLIES	06/28/2025	78.98	157.96
Total STAPLES ADVANTAGE:						508.02	
THE OFFICE SHOP CONTRACTS							
3719	THE OFFICE SHOP CONTRACTS	AR1947088	206-45531-400	HCC COPIER MAINTENANCE CONTRACT - 08/01/25	07/23/2025	92.98	185.96
Total THE OFFICE SHOP CONTRACTS:						92.98	
THE OFFICE SHOP INC							
50	THE OFFICE SHOP INC	1156182-0	204-41405-210	SCS WOOD MOUNT HAND STAMP	07/08/2025	16.95	33.90
Total THE OFFICE SHOP INC:						16.95	
UNITED STATES TREASURY							
753	UNITED STATES TREASURY	070925	100-41940-301	LEVY - CROSBY-IRONTON COURIER	07/09/2025	37.60	75.20
Total UNITED STATES TREASURY:						37.60	

Vendor Number	Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
UNITY BANK							
442	UNITY BANK	08/01/25	608-47200-610	UTILITY REVENUE BOND, SERIES 2017A	08/01/2025	2,876.70	5,753.40
442	UNITY BANK	08/01/25	608-47200-620	UTILITY REVENUE BOND, SERIES 2017A	08/01/2025	2,876.70	5,753.40
Total UNITY BANK:						<u>5,753.40</u>	
VERIZON WIRELESS							
2450	VERIZON WIRELESS	6118168478	100-41940-320	CELL PHONES - 6/11 - 7/10	07/10/2025	50.17	100.34
2450	VERIZON WIRELESS	6118168478	100-43100-320	CELL PHONES - 6/11 - 7/10	07/10/2025	50.17	100.34
2450	VERIZON WIRELESS	6118168478	100-43100-320	CELL PHONES 06/11 - 07/10	07/10/2025	45.02	90.04
2450	VERIZON WIRELESS	6118168478	600-49400-320	CELL PHONES 06/11 - 07/10	07/10/2025	50.17	100.34
2450	VERIZON WIRELESS	6118168478	600-49400-320	CELL PHONES 06/11 - 07/10	07/10/2025	45.02	90.04
Total VERIZON WIRELESS:						<u>240.55</u>	
VESTIS							
805	VESTIS	2530417623	206-45531-210	MAT/NYLON/RUBBER, SCRAPER MAT	06/20/2025	65.85	131.70
805	VESTIS	2530420169	206-45531-210	MAT/NYLON/RUBBER, SCRAPER MAT	06/27/2025	65.85	131.70
805	VESTIS	2530422795	206-45531-210	MAT/NYLON/RUBBER, SCRAPER MAT	07/04/2025	65.85	131.70
805	VESTIS	2530425824	206-45531-210	MAT/NYLON/RUBBER, SCRAPER MAT	07/11/2025	65.85	131.70
Total VESTIS:						<u>263.40</u>	
WYNN, SHELLIE M							
91	WYNN, SHELLIE M	072125	100-41940-300	PLANNING & ZONING COMMITTEE REIMB	07/21/2025	50.00	100.00
Total WYNN, SHELLIE M:						<u>50.00</u>	
XTONA							
748	XTONA	11696	100-42200-300	IT - SERVICE DESK, SECURE, MAIL, DATA, MS365,	07/01/2025	547.60	1,095.20
748	XTONA	11696	100-43100-300	IT - SERVICE DESK, SECURE, MAIL, DATA, MS365,	07/01/2025	451.68	903.36
748	XTONA	11696	206-45531-300	IT - SERVICE DESK, SECURE, MAIL, DATA, MS365,	07/01/2025	454.49	908.98
748	XTONA	11696	200-45500-300	IT - SERVICE DESK, SECURE, MAIL, DATA, MS365,	07/01/2025	1,254.71	2,509.42
748	XTONA	11696	204-41405-300	IT - SERVICE DESK, SECURE, MAIL, DATA, MS365,	07/01/2025	425.27	850.54
748	XTONA	11696	100-41940-300	IT - SERVICE DESK, SECURE, MAIL, DATA, MS365,	07/01/2025	212.32	424.64
748	XTONA	11696	100-42100-300	IT - SERVICE DESK, SECURE, MAIL, DATA, MS365,	07/01/2025	2,389.09	4,778.18
748	XTONA	11696	100-41940-300	IT - SERVICE DESK, SECURE, MAIL, DATA, MS365,	07/01/2025	2,014.74	4,029.48
748	XTONA	11723	206-45531-210	IT SERVICE DESK	07/01/2025	532.00	1,064.00
Total XTONA:						<u>8,281.90</u>	

Vendor Number	Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
ZENDER, JOHN							
802	ZENDER, JOHN	072125	100-41910-300	PLANNING & ZONING COMMITTEE REIMB	07/21/2025	50.00	100.00
Total ZENDER, JOHN:						50.00	
ZIEGLER INC							
383	ZIEGLER INC	IN001860974	206-45531-400	ICE AREA CHILLER	04/03/2025	10,081.00	20,162.00
383	ZIEGLER INC	IN001902304	206-45531-400	ICE AREAN CHILLER	05/01/2025	10,081.00	20,162.00
Total ZIEGLER INC:						20,162.00	
Grand Totals:						982,842.46	

CITY OF CROSBY
REQUEST FOR COUNCIL ACTION

DATE: 7/28/2025	DEPARTMENT: Administrator
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APPROVAL REQUIRED: Simple Majority of Council

ITEM DESCRIPTION: Approval of Claims

BACKGROUND: Approve payment of claims as submitted in the Payment Approval Report for 7/28/25.

I am asking that you also acknowledge the Payment Approval from the 7/14/25 city council meeting. The Council approved the payment; however, the register was not included in the packet.

OBJECTIVE: Review and approve bills for payment.

STAFF RECOMMENDATIONS: Approve payment of bills.

BUDGET IMPLICATIONS: 7/28/25 Accounts Payable amount is XXXX.

COUNCIL ACTION REQUESTED: Approve as part of consent agenda unless there are questions. Invoices will be at the table for review if requested.

ATTACHMENT:

7/15/25 Payment Approval Report – at the table for claims approval but not included in the packet.

7/28 Payment Approval Report 7/16/25 to 7/28/25

Vendor Number	Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
AAA EQUIPMENT CENTER							
3617	AAA EQUIPMENT CENTER	125625	100-45200-240	HITCH KIT & BUCKET MOUNT W/O BUCKET	07/01/2025	1,595.92	1,595.92
3617	AAA EQUIPMENT CENTER	125808	100-49010-210	EXMRK 7005 OILCHANGE	07/07/2025	96.61	96.61
Total AAA EQUIPMENT CENTER:						1,692.53	
AMAZON CAPITAL SERVICES							
400	AMAZON CAPITAL SERVICES	1QPK-JN3Q-F	600-49400-240	EZH20 BOTTEFILING STATION & COOLER	07/07/2025	1,431.06	1,431.06
Total AMAZON CAPITAL SERVICES:						1,431.06	
API GARAGE DOOR INC							
348	API GARAGE DOOR INC	420828910	100-43100-210	ENERGY CHARGE - COMMERCIAL, ROLER 2" LOG	06/25/2025	207.00	207.00
Total API GARAGE DOOR INC:						207.00	
AT&T MOBILITY							
390	AT&T MOBILITY	287315678291	200-45500-381	WIRELESS - 0626 - 7/25	06/25/2025	167.16	167.16
Total AT&T MOBILITY:						167.16	
AUTOSMITH SERVICE GROUP LLC							
3215	AUTOSMITH SERVICE GROUP LLC	21271	206-45531-319	2009 ZAMBONI 552 - REBUILD CYLINDER & REPAL	06/30/2025	1,550.63	1,550.63
Total AUTOSMITH SERVICE GROUP LLC:						1,550.63	
BAKER & TAYLOR							
52	BAKER & TAYLOR	2039138373	200-45500-580	JFHML BOOKS	06/16/2025	4.63	4.63
Total BAKER & TAYLOR:						4.63	
BAMSITES WEB MARKETING							
1792	BAMSITES WEB MARKETING	0005533	206-45531-300	WEBSITE HOSTING & MAINTENANCE	06/06/2025	90.00	90.00
Total BAMSITES WEB MARKETING:						90.00	
CENTER POINT LARGE PRINT							
2236	CENTER POINT LARGE PRINT	2179512	200-45500-580	JFHML BOOKS	07/01/2025	302.04	302.04
Total CENTER POINT LARGE PRINT:						302.04	

Vendor Number	Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
CINTAS							
3626	CINTAS	4234534964	206-45531-300	SCRAPER, MATS, CRT CABINET, DISPOIABLE PAP	06/23/2025	60.20	60.20
Total CINTAS:						60.20	
CIVIC SYSTEMS LLC							
827	CIVIC SYSTEMS LLC	INV-078841	604-49900-228	SUPPORT & MAINTENANCE	07/01/2025	748.40	748.40
827	CIVIC SYSTEMS LLC	INV-078841	601-49490-228	SUPPORT & MAINTENANCE	07/01/2025	748.40	748.40
827	CIVIC SYSTEMS LLC	INV-078841	603-49516-228	SUPPORT & MAINTENANCE	07/01/2025	748.40	748.40
827	CIVIC SYSTEMS LLC	INV-078841	100-41940-228	SUPPORT & MAINTENANCE	07/01/2025	748.40	748.40
827	CIVIC SYSTEMS LLC	INV-078841	600-49440-228	SUPPORT & MAINTENANCE	07/01/2025	748.40	748.40
Total CIVIC SYSTEMS LLC:						3,742.00	
COFFEE BREAK ENTERTAINMENT LLC							
812	COFFEE BREAK ENTERTAINMENT LL	2206#2	230-42310-430	4TH OF JULY MUSIC	06/04/2025	3,000.00	3,000.00
Total COFFEE BREAK ENTERTAINMENT LLC:						3,000.00	
CROSBY ACE HARDWARE							
590	CROSBY ACE HARDWARE	10834/10	100-49010-210	STRAP TOGLE X/L 14	06/18/2025	7.99	7.99
590	CROSBY ACE HARDWARE	10835/10	204-41405-210	WEED & GRASS KILLER	06/18/2025	4.99	4.99
590	CROSBY ACE HARDWARE	10841/10	100-43100-210	KEYKRAFTER #68 & 66 BRASS KEYS	06/20/2025	69.86	69.86
590	CROSBY ACE HARDWARE	10844/10	100-43100-210	1999 F350 DRIVERS DOOR MOLDING	03/17/2025	9.99	9.99
590	CROSBY ACE HARDWARE	10845/10	100-45200-210	CR WRENCH ADJUSTABLE, GROOVE JNT PLIER S	06/20/2025	43.98	43.98
590	CROSBY ACE HARDWARE	10846/10	100-43100-240	STIHK BR800X BACKPACK BLOWER	06/20/2025	1,039.99	1,039.99
590	CROSBY ACE HARDWARE	10856/10	100-43100-210	SHOP SUPPLIES - STIHL MOTOMIX 1 GAL	06/20/2025	34.99	34.99
590	CROSBY ACE HARDWARE	10862/10	100-45200-210	NEAL PARK - BUCKET/MOP WRINGER. FASTERNE	06/25/2025	56.79	56.79
590	CROSBY ACE HARDWARE	10865/10	100-45200-210	NEAL PARK - FASTENERS, BARREL BOLT HD ZINC	06/25/2025	21.08	21.08
590	CROSBY ACE HARDWARE	10873/10	206-45531-210	CALETIE 8"75# WHT 10P0PK, CABLE TIES 24"	06/26/2025	19.98	19.98
590	CROSBY ACE HARDWARE	10880/10	100-43100-210	FASTENERS	06/27/2025	39.99	39.99
590	CROSBY ACE HARDWARE	10884/10	100-43100-200	CORRECTION TAPE WIHTE -OUT	06/27/2025	7.98	7.98
590	CROSBY ACE HARDWARE	10885/10	100-43100-240	SPREADER TOW BEHIND 130LB	06/02/2025	249.99	249.99
590	CROSBY ACE HARDWARE	10891/10	100-42200-210	DUR BATT LTHM 123 6PK	06/28/2025	106.96	106.96
590	CROSBY ACE HARDWARE	10911/10	100-45200-210	SPREADER TOW BEHIND 130LB	07/01/2025	249.99	249.99
590	CROSBY ACE HARDWARE	10913/10	600-49400-210	THIN WIRE, GLOVES, CLIP BATTERY 2.5" 30A CD2	07/01/2025	68.97	68.97
590	CROSBY ACE HARDWARE	10927/10	100-45200-210	BY PASSPRUNER LOPPER BYPASS 20.5", FOLDIN	07/02/2025	81.97	81.97
590	CROSBY ACE HARDWARE	10931/10	100-43100-210	KEYCRAFTER #66 BRASS LEU	07/02/2025	4.99	4.99
590	CROSBY ACE HARDWARE	10936/10	100-49010-210	PLUG SQ HEAD BLACK. PLUG 1 1/2" BLACK	07/03/2025	9.98	9.98
590	CROSBY ACE HARDWARE	10937/10	100-49010-210	PLUG 1" BLACK	07/03/2025	2.99	2.99
590	CROSBY ACE HARDWARE	10950/10	100-45200-210	CLEANING SUPPLIES	07/07/2025	62.93	62.93

Vendor Number	Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
590	CROSBY ACE HARDWARE	10964/10	100-43100-210	CRG/SYN LTNG/USB A 3'	07/09/2025	16.99	16.99
Total CROSBY ACE HARDWARE:						2,213.37	
CUYUNA LAKES PARTS CITY							
3581	CUYUNA LAKES PARTS CITY	00710231983	100-42200-210	4OZ WASH & WAX	06/30/2025	9.99	9.99
3581	CUYUNA LAKES PARTS CITY	71-231399	100-43100-210	SHOP SUPPLIES FLOOR DRY	06/20/2025	79.96	79.96
3581	CUYUNA LAKES PARTS CITY	71-231937	100-43100-210	1500 GMC - 48EXT XTREME GRP 48	07/01/2025	158.22	158.22
3581	CUYUNA LAKES PARTS CITY	71-232062	100-43100-210	QT GALLON FLUID PUMP	07/09/2025	11.99	11.99
3581	CUYUNA LAKES PARTS CITY	71-232321	100-43100-210	2009 CHEV - FRONT BRAKE SERVICE	07/09/2025	319.45	319.45
3581	CUYUNA LAKES PARTS CITY	71-32261	100-43100-210	2009 CHEV - FRONT HUB & WHEELASSEMBLY	07/08/2025	350.07	350.07
Total CUYUNA LAKES PARTS CITY:						929.68	
DAHLHEIMER BEVERAGE							
3277	DAHLHEIMER BEVERAGE	2515517	100-45200-210	SHOP SUPPLIES - TOWELS	07/08/2025	170.90	170.90
Total DAHLHEIMER BEVERAGE:						170.90	
DEERWOOD TRUE VALUE HARDWARE							
230	DEERWOOD TRUE VALUE HARDWAR	A456287	206-45531-315	THERMOMETER, RAIN GUAGE	06/23/2025	13.98	13.98
Total DEERWOOD TRUE VALUE HARDWARE:						13.98	
DEPARTMENT OF THE TREASURY							
3739	DEPARTMENT OF THE TREASURY	CP161	100-31900	LATE FILING PENALTIES	06/30/2025	5,921.27	.00
3739	DEPARTMENT OF THE TREASURY	CPO161	100-31900	TIMELY FIING PENALTIES	06/30/2025	5,921.27	.00
Total DEPARTMENT OF THE TREASURY:						11,842.54	
FASTENAL COMPANY							
472	FASTENAL COMPANY	MNBAX274173	100-43100-210	S/M YLW HV RANGERHAT	06/07/2025	70.92	70.92
472	FASTENAL COMPANY	MNBAX274294	100-43100-210	6503GL HF RESP, 2091PARTFILTMAD2CT. " ANGLE	06/27/2025	386.49	386.49
Total FASTENAL COMPANY:						457.41	
FERGUSON WATERWORKS							
2457	FERGUSON WATERWORKS	0541166	600-49400-240	NEPTUNE 300 AMR 1001-2500 & MAPPING SERV	06/27/2025	3,144.50	3,144.50
Total FERGUSON WATERWORKS:						3,144.50	

Report dates: 7/1/2025-7/14/2025

Jul 25, 2025 11:37AM

Vendor Number	Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
FERRARI, TONY							
823	FERRARI, TONY	062725	100-43100-310	MWRA TRAINING	06/27/2025	112.00	112.00
Total FERRARI, TONY:						112.00	
FIRE INSTRUCTION RESCUE EDUCATION							
1338	FIRE INSTRUCTION RESCUE EDUCAT	7429	100-42200-310	NFPA 1041 -INSTRUTOR I CLASS	04/11/2025	900.00	900.00
1338	FIRE INSTRUCTION RESCUE EDUCAT	7508	100-42200-310	NFPA 1021 OFFICER I CLASS	05/22/2025	1,150.00	1,150.00
Total FIRE INSTRUCTION RESCUE EDUCATION:						2,050.00	
GALLS LLC							
181	GALLS LLC	031537175	100-42100-213	UNIFORM SUPPLIES	06/04/2025	183.96	183.96
181	GALLS LLC	031580406	100-42100-213	UNIFORM SUPPLIES	06/09/2025	175.52	175.52
181	GALLS LLC	031720783	100-42100-213	UNIFORM SUPPLIES	06/23/2025	338.41	338.41
Total GALLS LLC:						697.89	
GOEDKER, NOAH							
829	GOEDKER, NOAH	61625	100-41910-300	PLANNING & ZONING COMMITTEE REIMBURSEMEN	06/16/2025	50.00	50.00
Total GOEDKER, NOAH:						50.00	
GRAND FORKS FIRE EQUIPMENT LLC							
719	GRAND FORKS FIRE EQUIPMENT LLC	43865	100-42200-584	1044, DEFENDER CLEAR WHITE HELMET	06/15/2025	502.97	502.97
719	GRAND FORKS FIRE EQUIPMENT LLC	43990	100-42200-584	CAIRNS STANDARD LEATHER FRON, 6' STYLE 26	06/30/2025	270.00	270.00
719	GRAND FORKS FIRE EQUIPMENT LLC	44103	100-42200-210	FIREFIGHTER GEAR BAG	07/14/2025	227.02	227.02
Total GRAND FORKS FIRE EQUIPMENT LLC:						999.99	
GRANITE CITY JOBBING CO INC							
580	GRANITE CITY JOBBING CO INC	463061	206-45531-210	CLEANING SUPPLIES	06/07/2025	255.45	255.45
Total GRANITE CITY JOBBING CO INC:						255.45	
HEALTH FITNESS CORPORATION							
64	HEALTH FITNESS CORPORATION	CI-011248	206-45531-101	STAFF WAGES & MANAGEMENT FEES - 6/8/25 - 6/2	06/27/2025	21,094.33	21,094.33
64	HEALTH FITNESS CORPORATION	CI-011248	206-45531-240	STAFF WAGES & MANAGEMENT FEES - 6/8/25 - 6/2	06/27/2025	358.13	358.13
Total HEALTH FITNESS CORPORATION:						21,452.46	

Vendor Number	Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
HEARTLAND ANIMAL RESCUE TEAM							
1935	HEARTLAND ANIMAL RESCUE TEAM	33914 & 33915	100-42700-300	JUNE ANIMAL CONTROL	06/30/2025	329.00	329.00
Total HEARTLAND ANIMAL RESCUE TEAM:						329.00	
HOTSY MINNEOSTA							
3738	HOTSY MINNEOSTA	25813	100-43100-210	SVS CAHRGE, FUEL PUMP, OIL SOLENALEVE PU	06/27/2025	894.90	894.90
Total HOTSY MINNEOSTA:						894.90	
HOWARD, DANNY W							
551	HOWARD, DANNY W	62725	600-49400-340	SENT WATER SAMPLES	06/27/2025	12.15	12.15
Total HOWARD, DANNY W:						12.15	
K AND M SIGNS INC							
67	K AND M SIGNS INC	16174	100-42100-300	PRINTED BANNER 13 OZ 4'X8' FEEEOO 5K W/SPO	06/19/2025	185.00	185.00
67	K AND M SIGNS INC	16195	100-42100-300	PRINTED DECAL - GOLD CART PERMIT	06/30/2025	40.00	40.00
Total K AND M SIGNS INC:						225.00	
KANOPY INC							
696	KANOPY INC	458672	200-45500-586	JHMFL VIDEO TICKETS	06/30/2025	78.00	78.00
Total KANOPY INC:						78.00	
LAKES AREA WILDLIFE CONTROL							
578	LAKES AREA WILDLIFE CONTROL	14913	100-42700-300	ANIMAL CONTROL- MAY 2025	05/31/2025	583.50	583.50
578	LAKES AREA WILDLIFE CONTROL	14914	100-42700-300	ANIMAL CONTROL - JUNE 2025	06/30/2025	583.50	583.50
Total LAKES AREA WILDLIFE CONTROL:						1,167.00	
LEAGUE OF MINNESOTA CITIES							
321	LEAGUE OF MINNESOTA CITIES	430983	100-41940-310	2025 CLERKS ACADEMY - STAPLES	06/23/2025	250.00	250.00
Total LEAGUE OF MINNESOTA CITIES:						250.00	
LIND, RENE							
2435	LIND, RENE	62725	100-42400-430	INSPECTOR MIS BILLED	06/27/2025	27.00	27.00

Vendor Number	Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
Total LIND, RENE:						27.00	
MENARDS							
1962	MENARDS	47553	100-45200-210	MISC HARWARE, WEED & FEED 15M	06/18/2025	654.71	654.71
Total MENARDS:						654.71	
MIDWEST MACHINERY CO							
3220	MIDWEST MACHINERY CO	10537530	100-42100-550	RETAINER, DUAL LOCKFASTENER	07/02/2025	4.76	4.76
Total MIDWEST MACHINERY CO:						4.76	
MINER'S INCORPORATED							
2871	MINER'S INCORPORATED	00357787	206-45531-315	RECREATION SUPPLIES	06/02/2025	69.88	69.88
2871	MINER'S INCORPORATED	00369293	206-45531-315	RECREATION SUPPLIES	06/27/2025	119.03	119.03
Total MINER'S INCORPORATED:						188.91	
MINNCOR INDUSTRIES							
1921	MINNCOR INDUSTRIES	129294	204-41405-210	MVEHICLE TITLE SERVICE	06/10/2025	35.00	35.00
Total MINNCOR INDUSTRIES:						35.00	
MINNESOTA ENERGY RESOURCES							
2647	MINNESOTA ENERGY RESOURCES	JUNE - 050593	100-42200-380	METER 20156742	06/19/2025	147.94	147.94
2647	MINNESOTA ENERGY RESOURCES	JUNE - 050593	206-45531-380	METER NGM691828	06/19/2025	3,817.90	3,817.90
2647	MINNESOTA ENERGY RESOURCES	JUNE - 050593	206-45531-380	METER NGM69067	06/19/2025	36.00	36.00
2647	MINNESOTA ENERGY RESOURCES	JUNE - 050593	100-43100-380	METERT 20123215	06/19/2025	191.57	191.57
2647	MINNESOTA ENERGY RESOURCES	JUNE - 050593	100-41940-380	METER 2003001	06/19/2025	204.45	204.45
2647	MINNESOTA ENERGY RESOURCES	JUNE -005059	200-45500-380	METER20063705	06/19/2025	166.11	166.11
2647	MINNESOTA ENERGY RESOURCES	JUNE 0505930	600-49400-380	METER 20030230	06/19/2025	127.74	127.74
Total MINNESOTA ENERGY RESOURCES:						4,691.71	
MINNESOTA FIRE SERVICE CERTIFICATION BOA							
1626	MINNESOTA FIRE SERVICE CERTIFIC	14263	100-42200-310	INSTRUCTOR 1 CERTIFICATION EXAM/RETEST FE	06/12/2025	337.00	337.00
1626	MINNESOTA FIRE SERVICE CERTIFIC	14380	100-42200-310	FIRE OFFICER 1 CERTIFICATION EXAM/RETEST F	06/25/2025	412.00	412.00
Total MINNESOTA FIRE SERVICE CERTIFICATION BOA:						749.00	

Vendor Number	Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
MINNESOTA POWER							
10	MINNESOTA POWER	048232079794	100-43100-380	SIREN SW	06/18/2025	10.97	10.97
10	MINNESOTA POWER	053553535707	100-45200-380	NE SOFTBL FIELD - 5/11 - 6/10	06/18/2025	9.33	9.33
10	MINNESOTA POWER	057799171868	601-49450-380	1ST ST SW LIFT STATION - 5/9 - 6/18	06/18/2025	28.35	28.35
10	MINNESOTA POWER	063046284996	100-45200-380	HOCKEY RINK - 05/11 - 06/10	06/18/2025	11.23	11.23
10	MINNESOTA POWER	075581488148	100-43160-380	22775 COUNTY RD31 - 5/27 - 6/18	06/18/2025	341.10	341.10
10	MINNESOTA POWER	097144570155	100-41940-380	2 2NS ST SW CITY HALL - 5/9 -6/14	06/18/2025	593.58	593.58
10	MINNESOTA POWER	097144570155	600-49400-380	302 2ND ST SE WATERSUPPLY PUMP - 5/9 - 6/14	06/18/2025	843.82	843.82
10	MINNESOTA POWER	097144570155	600-49400-380	405 6TH ST NE WATER TREATMENT PLANT	06/18/2025	1,268.09	1,268.09
10	MINNESOTA POWER	097144570155	600-49400-380	9051ST ST SW - 5/9 - 6/14	06/18/2025	28.50	28.50
10	MINNESOTA POWER	097144570155	600-49400-380	INTERIM RATE REFUND	06/18/2025	1,200.20	1,200.20
10	MINNESOTA POWER	106626145191	100-49010-380	HC 61 LAKEWOOD CEMETERY - 5/11 - 6/10	06/18/2025	29.39	29.39
10	MINNESOTA POWER	151129311309	100-43160-380	1ST ST & 2ND AVE SE - 5/19 - 6/18	06/18/2025	681.41	681.41
10	MINNESOTA POWER	152517230056	601-49450-380	LIFT STATION 5/9 - 6/9	06/18/2025	17.13	17.13
10	MINNESOTA POWER	161517126216	100-43160-380	101 1ST ST SE	06/18/2025	316.18	316.18
10	MINNESOTA POWER	170932467658	100-43100-380	1077 1ST ST SW CITY GARAGE - 5/9 - 6/9	06/18/2025	109.16	109.16
10	MINNESOTA POWER	178103405725	601-49450-380	3RD AVE NE LIFT PUMP - 5/9 - 6/9	06/18/2025	35.34	35.34
10	MINNESOTA POWER	202411516640	100-42200-380	FIRE HALL - 5/11 - 6/10	06/18/2025	130.09	130.09
10	MINNESOTA POWER	205286301917	200-45500-380	1ST ST SE-LIBRARY	06/18/2025	379.55	379.55
10	MINNESOTA POWER	227602022354	100-43160-380	W MAIN ST SIGN	06/18/2025	13.71	13.71
10	MINNESOTA POWER	283783482694	100-45200-380	PARK OUTLET	06/18/2025	15.00	15.00
10	MINNESOTA POWER	306895446437	100-45200-380	PARK - 5/9 - 6/18	06/18/2025	84.43	84.43
10	MINNESOTA POWER	413541190205	100-45200-380	PARK CAMPING - 5/11 - 6/10	06/18/2025	398.16	398.16
10	MINNESOTA POWER	413829332934	100-49010-380	WOOD AVE CEMETERY - 5/11 - 6/10	06/18/2025	12.26	12.26
10	MINNESOTA POWER	567582325198	601-49450-380	DEBLOCK DR - 5/11 - 6/10	06/18/2025	13.55	13.55
10	MINNESOTA POWER	571136458519	206-45531-380	470 8TH AVE NE HCC - 5/9 - 6/10	06/18/2025	1,454.90	1,454.90
10	MINNESOTA POWER	592828399780	600-49400-380	1057 1ST ST SW - 5/9 - 6/9	06/18/2025	14.37	14.37
10	MINNESOTA POWER	865893254584	100-43160-380	8 3RD ST NW - 5/19 - 6/18	06/18/2025	615.87	615.87
10	MINNESOTA POWER	883997071779	100-45200-380	1ST ST SEVISITORS CENTER - 5/16 - 6/15	06/18/2025	33.44	33.44
10	MINNESOTA POWER	968875911930	100-45200-380	PARK BANDSTAD - 5/11 - 6/10	06/18/2025	59.33	59.33
Total MINNESOTA POWER:						6,348.04	
MUNICIPAL CLERKS AND FINANCE OFFICERS							
1014	MUNICIPAL CLERKS AND FINANCE OF	02370	100-41940-310	MEMBERSHIP RENEWAL	07/03/2025	50.00	50.00
Total MUNICIPAL CLERKS AND FINANCE OFFICERS:						50.00	
NORTH STAR FIREWORKS LLC							
192	NORTH STAR FIREWORKS LLC	185	100-42200-300	4TH OF JULY FIREWORKS	07/07/2025	18,750.00	18,750.00

Vendor Number	Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
Total NORTH STAR FIREWORKS LLC:						18,750.00	
OVERDRIVE INC							
3171	OVERDRIVE INC	03974CO2518	200-45500-570	E-BOOKS	06/14/2025	990.90	990.90
3171	OVERDRIVE INC	03974CP25204	200-45500-570	E-BOOKS	06/30/2025	97.51	97.51
3171	OVERDRIVE INC	03974CP25206	200-45500-570	E-BOOKS	06/30/2025	199.71	199.71
Total OVERDRIVE INC:						1,288.12	
PATRICK, TROY							
92	PATRICK, TROY	61625	100-41910-300	PLANNING & ZONING COMMITTEE REIMBURSEMEN	06/16/2025	50.00	50.00
Total PATRICK, TROY:						50.00	
PEOPLES SECURITY							
1889	PEOPLES SECURITY	270335	100-43100-300	HS&R SECURITY SERVIES 07/01/25 TO 07/31/25	06/30/2025	47.99	47.99
1889	PEOPLES SECURITY	270335	206-45531-300	HCC SECURITY SERVIES 07/01/25 TO 07/31/25	06/30/2025	23.99	23.99
1889	PEOPLES SECURITY	270335	600-49400-300	WATER SECURITY SERVIES 07/1/25 TO 07/31/25	06/30/2025	23.99	23.99
Total PEOPLES SECURITY:						95.97	
PETERSEN, JAMES K							
95	PETERSEN, JAMES K	61625	100-41910-300	PLANNING & ZONING COMMITTEE REIMBURSEMEN	06/16/2025	50.00	50.00
Total PETERSEN, JAMES K:						50.00	
PRINT SHOP INK							
707	PRINT SHOP INK	4284	100-41940-210	UTILITY BILL ENVELOPES	06/11/2025	835.90	835.90
Total PRINT SHOP INK:						835.90	
QUADIENT LEASING USA, INC							
3720	QUADIENT LEASING USA, INC	Q1918737	100-41940-340	N24012377 7/30/2025 to 10/29/25	06/28/2025	177.51	177.51
Total QUADIENT LEASING USA, INC:						177.51	
RANGE DISPOSAL SERVICE INC							
23	RANGE DISPOSAL SERVICE INC	0116	100-45200-380	CITY PARK AND CAMPGROUND - JUNE 2025	06/30/2025	600.21	600.21
23	RANGE DISPOSAL SERVICE INC	C463	206-45531-380	HCC REFUSE COLLECTION - JUNE 2025	02/02/2011	114.08	114.08
23	RANGE DISPOSAL SERVICE INC	INV C345	100-43100-380	CITY GARAGE - JUNE 2025	06/30/2025	109.62	109.62

Vendor Number	Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
23	RANGE DISPOSAL SERVICE INC	JUNE 2025	603-49515-380	CITY REFUSE COLLECTION CART MAINT 800 - JUN	06/30/2025	12,863.39	12,863.39
Total RANGE DISPOSAL SERVICE INC:						13,687.30	
RATWIK ROSZAK & MALONEY PA							
3551	RATWIK ROSZAK & MALONEY PA	799355	100-41600-300	PROFESSIONAL SERVICES - CLOSING DATE 5/31/2	06/01/2025	1,495.69	1,495.69
Total RATWIK ROSZAK & MALONEY PA:						1,495.69	
RICH, THEODORE							
3741	RICH, THEODORE	6/26/25	100-43100-310	MWRA WATER SCHOOL	06/26/2025	136.00	.00
3741	RICH, THEODORE	62625	100-43100-591	MRWA WATER SCHOOL	06/26/2025	56.00	56.00
Total RICH, THEODORE:						192.00	
RINGHAND, STEVE							
1443	RINGHAND, STEVE	714/25	100-42100-213	5-11 TACTICAL BOOTS, MENS CREW SOCKS	07/14/2025	201.48	201.48
Total RINGHAND, STEVE:						201.48	
SADUSKY RENOVATIONS INC							
3172	SADUSKY RENOVATIONS INC	C-25-46 TO C-	100-42400-300	BLDG INSPECTIONS - C-25-46 TO C-25-60	06/27/2025	17,372.44	17,372.44
3172	SADUSKY RENOVATIONS INC	C-25-61 TOC-2	100-42400-300	BLDG INSPECTins C-25-61 TO C-25-75	07/10/2025	2,649.74	2,649.74
Total SADUSKY RENOVATIONS INC:						20,022.18	
SCHREIER, DALTON							
21	SCHREIER, DALTON	62425	100-43100-310	PESTICIDE APPLICATON LICENSE FEE	06/30/2025	15.00	15.00
Total SCHREIER, DALTON:						15.00	
SERPENT LAKE SANITARY SEWER DI							
12	SERPENT LAKE SANITARY SEWER DI	207-9150	601-49450-400	SEWER DISTRICT CONTRACT	06/30/2025	46,842.00	46,842.00
Total SERPENT LAKE SANITARY SEWER DI:						46,842.00	
SOURCEWELL							
3638	SOURCEWELL	INV00004477	100-41910-300	PLANNING & ZONING SERVICES - MAY 2025	06/25/2025	1,333.75	1,333.75
Total SOURCEWELL:						1,333.75	

Vendor Number	Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
SPECTRUM BUSINESS							
3727	SPECTRUM BUSINESS	175594401061	206-45531-320	COMMUNICATIONS 6/14 - 7/13	06/14/2025	204.72	204.72
Total SPECTRUM BUSINESS:						204.72	
STAPLES ADVANTAGE							
3152	STAPLES ADVANTAGE	7005716181	100-41940-210	OFFICE SUPPLIES	06/14/2025	47.35	47.35
3152	STAPLES ADVANTAGE	7005716181	100-42100-200	OFFICE SUPPLIES	06/14/2025	97.28	97.28
Total STAPLES ADVANTAGE:						144.63	
SUPERIOR MECHANICAL							
2811	SUPERIOR MECHANICAL	AR0022330	600-49400-400	ORIGINAL CONTRACT - HEATING SYSTEM LABOR	06/27/2025	6,250.00	6,250.00
Total SUPERIOR MECHANICAL:						6,250.00	
TEAM LABORATORY CHEMICAL LLC							
1518	TEAM LABORATORY CHEMICAL LLC	INV0047093	100-43100-210	TERMINATOR II WEED KILLER	06/19/2025	499.50	499.50
Total TEAM LABORATORY CHEMICAL LLC:						499.50	
THE OFFICE SHOP CONTRACTS							
3719	THE OFFICE SHOP CONTRACTS	AR1936420	100-41940-400	CONTRACT BASE RATE - 7/1/25 - 7/31/25	06/23/2025	253.84	253.84
3719	THE OFFICE SHOP CONTRACTS	AR1936440	200-45500-400	CONTRACT BASE RATE - JULY & APR OVERAGES	06/23/2025	214.52	214.52
Total THE OFFICE SHOP CONTRACTS:						468.36	
TOM'S TOTAL TREE SERVICE							
2481	TOM'S TOTAL TREE SERVICE	354033	100-43100-210	REMOVE MAPLE	07/03/2025	700.00	700.00
2481	TOM'S TOTAL TREE SERVICE	354034	100-43100-210	REMOVE DEAD POPPLE	07/03/2025	300.00	300.00
TOM'S TOTAL TREE SERVICE:						1,000.00	
TOTAL CONTROL SYSTEMS INC							
722	TOTAL CONTROL SYSTEMS INC	11642	601-49450-584	REPLACE ALLENBRADLEY POWERFLEX 525 240V,	06/20/2025	2,460.19	2,460.19
TOTAL CONTROL SYSTEMS INC:						2,460.19	
TRISH HARREN							
3728	TRISH HARREN	63025	100-41940-310	ANNUAL LMC CONFERENCE - DULUTH	06/30/2025	341.34	341.34

Vendor Number	Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
Total TRISH HARREN:						341.34	
UNITED STATES TREASURY							
753	UNITED STATES TREASURY	41-1248793	100-41940-301	LEVY - CROSBY-IRONTON COURIER	06/23/2025	197.40	197.40
Total UNITED STATES TREASURY:						197.40	
VERIZON WIRELESS							
2450	VERIZON WIRELESS	6115656825	100-41940-320	CITY ADMINISTRATOR - 05/11 - 06/10	07/02/2025	34.16	34.16
2450	VERIZON WIRELESS	6115656825	100-43100-320	PUBLIC WORKS - 05/11 - 06/10	07/02/2025	79.18	79.18
2450	VERIZON WIRELESS	6115656825	600-49400-320	WATER DEPT - 05/11 - 06/10	07/02/2025	315.89	315.89
Total VERIZON WIRELESS:						429.23	
VERSATERM PUBLIC SAFETY US INC							
667	VERSATERM PUBLIC SAFETY US INC	INV41-01457	100-42100-300	VISUAL LABS SOFTWARE IN-VEHICLE CAMERA	07/09/2025	1,155.00	1,155.00
Total VERSATERM PUBLIC SAFETY US INC:						1,155.00	
VESTIS							
805	VESTIS	2530414977	206-45531-300	MAT/NYLON/RUBBER, SCRAPER MAT	06/13/2025	65.85	65.85
Total VESTIS:						65.85	
Grand Totals:						190,595.72	

CITY OF CROSBY

REQUEST FOR COUNCIL ACTION

DATE: 07.28.2025

DEPARTMENT: Personnel Committee

APPROVAL REQUIRED: Simple Majority approval

ITEM DESCRIPTION: Approval of Nathaniel Deshayes as Public Works Driver

BACKGROUND: After advertising, reviewing applications, and meeting with Nathaniel, the Personnel Committee is recommending the Council approve his hire as Public Works Driver. He has a Class A CDL driver's license which meets the requirements of the position. Nathaniel also holds a Class C Water License, and a Class A Wastewater License. He has a variety of experience in street maintenance, heavy equipment operation, building maintenance, construction, diesel engine repair, fire fighting and first response.

OBJECTIVE: Maintain the best level of service to the community by hiring a Public Works Driver

STAFF RECOMMENDATIONS: Administrator Harren and the Personnel Committee recommend hiring Nathaniel Deshayes

BUDGET IMPLICATIONS: None

COUNCIL ACTION REQUESTED: Motion to approve the hire of Nathaniel Deshayes as Public Works Driver, pending background check, at Grade 5, Step 8, which will be \$26.76/hr. on the 2025 pay grid.

ATTACHMENT: None

CITY OF CROSBY
REQUEST FOR COUNCIL ACTION

DATE:7/28/2025

DEPARTMENT: Administrator

APPROVAL REQUIRED: Simple Majority of Council

ITEM DESCRIPTION: Approval to declare 2018 Dodge Charger and 2018 Dodge Durango Surplus property and authorize disposition through GovDeals Online Auction

BACKGROUND:

The City replaced two squads and are ready to sell the ones no longer being used including a 2018 Dodge Durango and a 2018 Dodge Charger.

OBJECTIVE: Sell surplus property at highest bid

STAFF RECOMMENDATIONS: Authorize sale through GOvDeals On-line Auction

BUDGET IMPLICATIONS: Approximate net of \$18,000

COUNCIL ACTION REQUESTED: Declare 2018 Dodge Charger and 2018 Dodge Durango Surplus property and authorize disposition through GovDeals Online Auction

ATTACHMENT: NONE

CITY OF CROSBY
REQUEST FOR COUNCIL ACTION

DATE:7/28/2025

DEPARTMENT: Administrator

APPROVAL REQUIRED: Simple Majority of Council

ITEM DESCRIPTION: Approval to declare Forfeiture Vehicle 2013 Ford Taurus surplus property and authorize disposition through GovDeals Online Auction

BACKGROUND: Crosby Police Department seized a 2013 Ford Taurus. The matter is now fully adjudicated by the court and the City can declare the vehicle as surplus property and authorize disposition. The City has found that sales through the online auction services of GovDeals net the highest value. The receipts of the sale are distributed through a formula. The City's portion will be put in the Police Department's forfeiture fund.

OBJECTIVE: Sell forfeited vehicle at highest bid

STAFF RECOMMENDATIONS: Authorize sale through GOvDeals On-line Auction

BUDGET IMPLICATIONS: Approximate net of \$18,000

COUNCIL ACTION REQUESTED: Declare 2018 Dodge Charger and 2018 Dodge Durango Surplus property and authorize disposition through GovDeals Online Auction

ATTACHMENT: NONE

CITY OF CROSBY

REQUEST FOR COUNCIL ACTION

DATE: 7/28/2025

DEPARTMENT: City Administrator

APPROVAL REQUIRED: Simple Majority of Council

ITEM DESCRIPTION: St. Joseph Church Fall Festival Temporary On-Sale Liquor License

BACKGROUND: St. Joseph Catholic Church has made application for a one-day Temporary On-Sale Liquor License for their Fall Festival on September 6, 2025, which will be located in the parking lot on the east side of their office building. This event will be held from 5:00 p.m. – 10:00 p.m. St. Joseph Catholic Church has provided the required liability insurance certificate and paid the \$50.00 fee for this application.

OBJECTIVE:

STAFF RECOMMENDATIONS: Staff recommends approval

BUDGET IMPLICATIONS: None.

COUNCIL ACTION REQUESTED: Motion and second to approve the Temporary On-Sale Liquor License for St. Joseph's Fall Festival on September 6, 2025, from 5:00 p.m. – 10:00 p.m. contingent on final approval from AGED.

ATTACHMENT: Application and Permit for a 1-Day Temporary On-Sale Liquor License, Certification of Liability Insurance



Minnesota Department of Public Safety
 Alcohol and Gambling Enforcement Division
 445 Minnesota Street, Suite 1600, St. Paul, MN 55101
 651-201-7507 TTY 651-282-6555

**APPLICATION AND PERMIT FOR A 1 DAY
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization: Sf. Joseph Catholic Church Date of organization: 1890⁴ Tax exempt number: 9083760

Organization Address (No PO Boxes): 617 Poplar St City: Crosby State: MN Zip Code:

Name of person making application: Lisa Stokman Business phone: Home phone:

Date(s) of event: 9-6-2025 Type of organization: Microdistillery Small Brewer
 Club Charitable Religious Other non-profit

Organization officer's name: Fr. Eli Greshke - pastor City: same State: MN Zip Code:

Organization officer's name: City: State: MN Zip Code:

Organization officer's name: City: State: MN Zip Code:

Location where permit will be used. If an outdoor area, describe.
parking lot on East side of office bldg.

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City of Crosby
 City or County approving the license
\$ 50⁰⁰
 Fee Amount

9-06-2025
 Date Approved
 Permit Date

Event in conjunction with a community festival Yes No
2385
 Current population of city

Cityadmin@cityofcrosby.com
 City or County E-mail Address

Trish Harren
 Please Print Name of City Clerk or County Official

Signature City Clerk or County Official

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event

No Temp Applications faxed or mailed. Only emailed.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US

Certificate of Coverage

Date: 7/21/2025

Certificate Holder
 Diocese of Duluth
 Chancery Office
 2830 East Fourth Street
 Duluth, MN 55812

This Certificate is issued as a matter of information only and confers no rights upon the holder of this certificate. This certificate does not amend, extend or alter the coverage afforded below.

Company Affording Coverage
 THE CATHOLIC MUTUAL RELIEF
 SOCIETY OF AMERICA
 10843 OLD MILL RD
 OMAHA, NE 68154

Covered Location
 St Joseph Parish
 617 Poplar Street
 Crosby, MN 56441

Coverages

This is to certify that the coverages listed below have been issued to the certificate holder named above for the certificate indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the coverage afforded described herein is subject to all the terms, exclusions and conditions of such coverage. Limits shown may have been reduced by paid claims.

Type of Coverage	Certificate Number	Coverage Effective Date	Coverage Expiration Date	Limits	
Property				Real & Personal Property	
D. General Liability <input type="checkbox"/> Occurrence <input checked="" type="checkbox"/> Claims Made	8450	4/1/2025	4/1/2026	Each Occurrence	1,000,000
				General Aggregate	
				Products-Comp/OP Agg	
				Personal & Adv Injury	
				Fire Damage (Any one fire)	
				Med Exp (Any one person)	
Excess Liability				Each Occurrence	
				Annual Aggregate	
Other				Each Occurrence	
				Claims Made	
				Annual Aggregate	
				Limit/Coverage	

Description of Operations/Locations/Vehicles/Special Items (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language)

Coverage is verified for claims arising out of St. Joseph Parish's Fall festival on September 6, 2025 . Liquor Liability included.

Holder of Certificate	Cancellation
City of Crosby, its officials, employees and agents 2 Second Street SW Crosby, MN 56441	<p>Should any of the above described coverages be cancelled before the expiration date thereof, the issuing company will endeavor to mail <u>30</u> days written notice to the holder of certificate named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.</p> <p>Authorized Representative <i>Paul a. Peterson</i></p>

0027001162

CITY OF CROSBY
REQUEST FOR COUNCIL ACTION

DATE: 07/28/2025

DEPARTMENT: Hallett Center of Crosby

APPROVAL REQUIRED: Simple majority

ITEM DESCRIPTION: Consider request for approval for Brothers Fire to complete inspection of sprinkler systems and sprinkler system repairs.

BACKGROUND: This item was approved in August of 2024; however, the work did not get done. This is an updated quote. There is a cost reduction of \$795.

We want to approve a 5-year sprinkler system inspection, a full 3-year trip test, a sprinkler main repair in the arena, a new strobe and horn repair, and repair drain piping and remove blockage. The sprinkler system inspections are NFPA (National Fire Protection Agency) 25 repairs. The main sprinkler repair has currently been patched many times and is beyond its life expectancy.

OBJECTIVE: To complete inspections that would bring the Hallett Center of Crosby up to code with the NFPA and to repair needed issues to the fire suppression system in the facility.

STAFF RECOMMENDATIONS: General Manager, Joe McLaughlin recommends these repairs be completed in the month of September so we are up to code and our suppression system is functioning correctly.

BUDGET IMPLICATIONS: The repairs will total \$7,770.00 with the funding coming out of account 206-31100 H.C.C General Property Tax.

COUNCIL ACTION REQUESTED: A motion and a second to approve the inspection repairs to the fire suppression system at the Hallett Center of Crosby to be completed by Brothers Fire & Security.



Elk River / St Cloud / Duluth

9950 East Highway 10, Elk River, MN 55330

Phone: 763-441-2290 Fax: 763-441-5010

Brothers Fire & Security
Complete Life Safety Solutions
Alarm, Monitoring, Security
Fire Sprinkler & Suppression Services

State License No. C059

To: Joe McLaughlin	From: Les Scott
Company: Hallet Community Center	Page: 1 of 1
Address: 470 8 th Street NE	Date: 7/24/2025
Crosby Mn 56441	Phone: 612-432-4787
Phone: 218-330-6540	Email: joe.mclaughlin@hffit.com
Email: less@brothersfire.com	

Regarding: Fire Sprinkler Deficiencies - Fire Sprinkler Proposal

QUOTATION

Brothers Fire Protection Co. proposal includes the necessary labor and material

- Complete the Five-Year internal inspection on all systems
- Complete the three- year full trip test on both dry systems
- Replace the 4” pipe that is patched
- This is the same amount as last year’s quote

Price \$7,770.00

All fire sprinkler work is to be completed during normal business hours Monday – Friday 7:00am – 4:30pm.

Items not included (as applicable):

- 1) Electrical wiring
- 2) Central Station Monitoring and/or hook-up
- 3) Underground Pipe
- 4) Painting and protecting pipe and sprinkler heads from paint
- 5) Adequate heat to maintain 40 DEG F in wet system areas during and after construction
- 6) Performance and Payment Bond
- 7) Night work
- 8) Multiple Fire Sprinkler system shut downs
- 9) Modifications to the existing mains

This proposal is valid for fifteen (15) days and at our option, may be withdrawn or considered void after this period.

Sincerely,

Les Scott

Les Scott, Fire Sprinkler Service Sales

Please sign here for acceptance of this proposal

Date

CITY OF CROSBY
REQUEST FOR COUNCIL ACTION

DATE:7/28/2025

DEPARTMENT: Administrator

APPROVAL REQUIRED: Simple Majority of Council

ITEM DESCRIPTION: Approve Majestic Creations Quote to Repair Sprinkler System and add Wi-Fi Controller System

BACKGROUND: The sprinkler system around City Hall has not been functioning for multiple years. In the spring the city reached out to Majestic Creations to assess the system needs and to get a quote to repair and upgrade to an electronic system. That process has been completed and now the city is ready to move forward and repair the system and add a wi-fi controller system like what we have at the library.

OBJECTIVE: Authorize work on sprinkler system so that it is functioning again

STAFF RECOMMENDATIONS: Approve work

BUDGET IMPLICATIONS: \$1,449

COUNCIL ACTION REQUESTED: Authorize Majestic Creations to repair sprinkler system and install rainbird controller with wi-fi.

ATTACHMENT: Estimate from Majestic Creations



Majestic Creations Landscape, Inc.
 PO Box 65
 Ironton, MN 56455

Estimate

Date	Estimate #
7/22/2025	359

Name / Address
City of Crosby 2 2nd Street SW Crosby, MN 56441

Project Location

Description	Rate	Total
Re: Crosby City Hall		
IRRIGATION REPAIR ESTIMATE: -We started existing system as/is and found (13) sprinkler heads that need to be replaced across 6 total zones. -Also requested is the installation of a new Rainbird controller with Wi-Fi access for remote controls		
REPAIR AND INSTALL LABOR:	726.00	726.00
(13) LAWN ROTORS w/ connectors:	286.00	286.00
RAINBIRD CONTROLLER WITH WI-FI:	437.00	437.00
Sales Tax	7.375%	0.00

Estimate submitted by Derek Haukos.	Total:	\$1,449.00
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This estimate includes all material, labor, and equipment expenses for the described work above. Majestic Creations agrees to complete the project in a timely and professional manner. Majestic Creations also agrees to only charge the said amount above unless a written Change order is agreed upon and signed by both parties. Any deviation in material, method, or design from the original described estimate is subject to a written Change Order agreement. The final bill will reflect the costs above or below this original estimate per the agreed Change Order.

Client agrees to pay a down payment of 50% up front. Client also agrees to pay in full upon completion of the project. Client is responsible to carry their own insurance covering fire, tornado, floods, or other acts of God or nature regarding the project detailed in this estimate. Majestic Creations cannot assume losses should one of these acts occur while the project is in progress. Majestic Creations otherwise carries full liability and auto insurance should an "at fault" accident occur.

Acceptance Signature: _____ **Date:** _____

E-mail	Contact Phone #	Web Site
info@mc-landscape.com	218.330.0228	www.majesticcreationslandscape.com

CITY OF CROSBY

REQUEST FOR COUNCIL ACTION

DATE:7/28/2025

DEPARTMENT: Administrator

APPROVAL REQUIRED: Simple Majority of Council

ITEM DESCRIPTION: Authorize Repair of Sidewalk

BACKGROUND:

There are two locations where the sidewalk has heaved along Main Street, which is causing a hazard. One location is in front of the post office and the other location is in front of Cuyuna Brewing (on the corner).

OBJECTIVE: Repair sidewalk to avoid injury

STAFF RECOMMENDATIONS: Authorize work

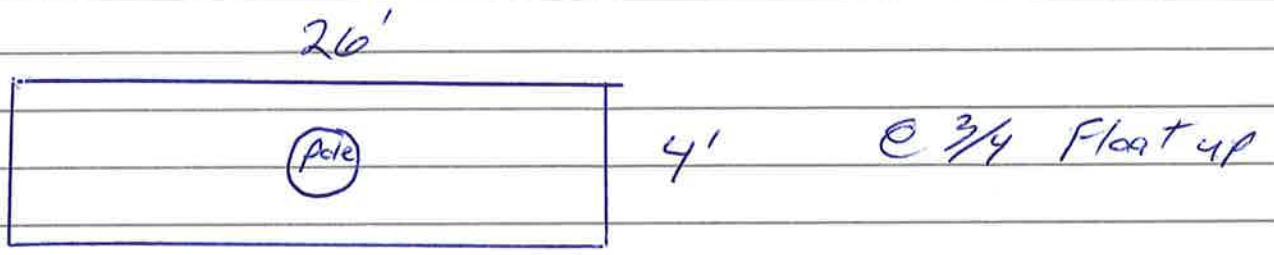
BUDGET IMPLICATIONS: \$1,000 (\$400/\$600)

COUNCIL ACTION REQUESTED: Approve sidewalk repair

ATTACHMENT: Quote

7-24-25

Crosby Post Office

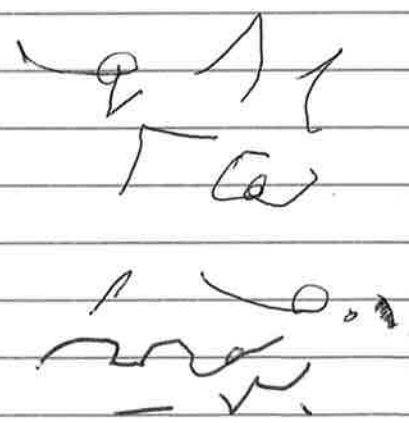
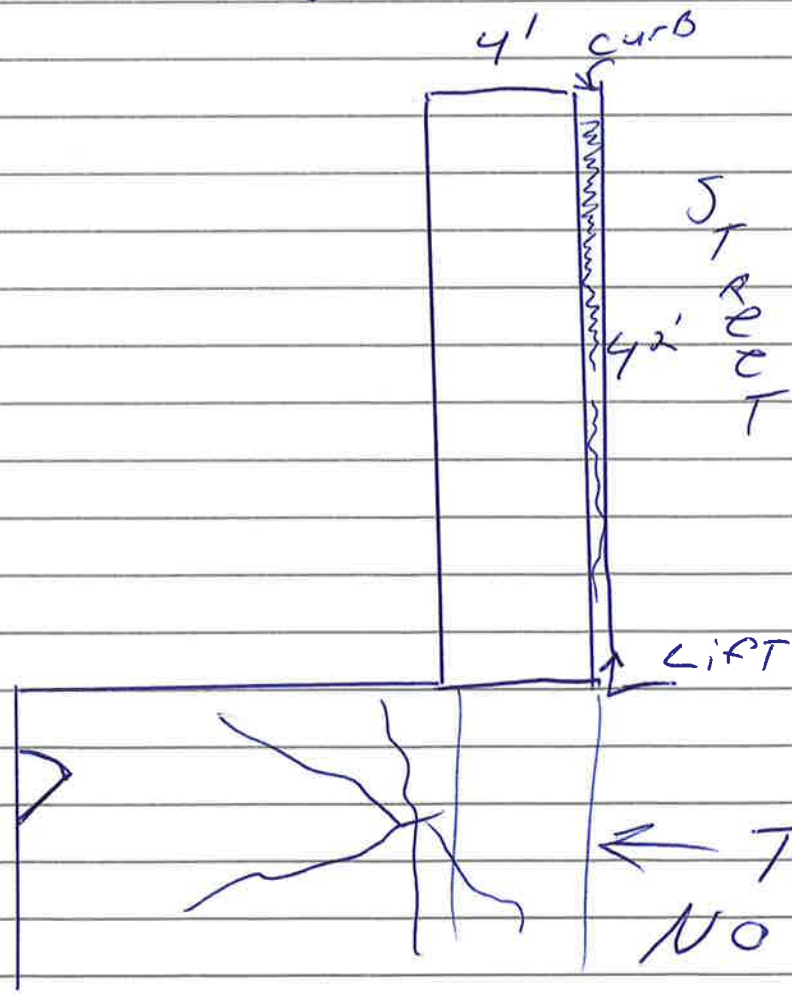


Total 850⁰⁰

218-820-6103
 Concrete
 Lifting
 Solution

California Burrito

Bret



LIFT Total 925⁰⁰

← Tear out
 No Bueno

Concrete Lifting Solution

Bret Fairchild

32863 US 169 Aitkin MN
(218) 820-6103

Poly Foam /Mud Jacking/Helical Piers
concreteliftingsolution.com

Burnites

California

Trip

Hazard

E Corner

\$400⁰⁰

Bret

CITY OF CROSBY
REQUEST FOR COUNCIL ACTION

DATE: 7/28/2025	DEPARTMENT: Administrator
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APPROVAL REQUIRED: Simple Majority of Council

ITEM DESCRIPTION: Approve WW Goetsch Quote to inspect lift stations

BACKGROUND: Lift stations should be inspected annually. This is a quote to inspect all five city lift stations at a cost of \$325 each. If there is additional work to be done, that would be done on a time and material basis.

OBJECTIVE: Annually inspect all lift stations as part of a preventative maintenance program.

STAFF RECOMMENDATIONS: Authorize inspections to be completed.

BUDGET IMPLICATIONS: \$1625

COUNCIL ACTION REQUESTED: Authorize WW Goetsch to complete lift station preventative maintenance inspections at a cost of \$1,675.

ATTACHMENT: NONE

CITY OF CROSBY

REQUEST FOR COUNCIL ACTION

DATE:7/28/2025

DEPARTMENT: Administrator

APPROVAL REQUIRED: Simple Majority of Council

ITEM DESCRIPTION: Approval of Extra Duty Pay

BACKGROUND:

I am requesting extra duty pay for Utility Billing Clerk, Samantha Wodarz and Administrative Assistant, Dianne Howard in recognition of their exceptional service during the recent vacancies of the Deputy City Clerk and City Administrator positions. For four months, both employees assumed substantial additional responsibilities, ensuring continuity of essential city operations while replacements were sought.

Recommendation

This is a request for extra duty pay for employee #144 and employee #147 in the amount of \$1,920 each. This amount is commensurate with the additional workload and responsibilities undertaken in the absence of a City Administrator of Deputy Clerk/Treasurer.

- Both employees performed critical duties outside their normal job descriptions.
- Their efforts ensured uninterrupted city services and compliance with statutory requirements.
- The temporary increase in workload was significant and sustained over an extended period.
- Recognizing their contributions with extra duty pay demonstrates appreciation for exemplary service.

OBJECTIVE: Acknowledge the dedication and flexibility shown by these employees during a critical transition period.

STAFF RECOMMENDATIONS: Approve extra duty pay

BUDGET IMPLICATIONS: Total of \$3,840

COUNCIL ACTION REQUESTED: Approve Extra Duty Pay for employee #144 and #147

ATTACHMENT: NONE

CITY OF CROSBY
REQUEST FOR COUNCIL ACTION

DATE: 7/28/2025	DEPARTMENT: Administrator
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APPROVAL REQUIRED:

ITEM DESCRIPTION: Flooding issues at Lakes Gas

BACKGROUND: Deryk Enlund has requested to be on the council agenda to discuss flooding issues at Lakes Gas.

He emailed the city to get on the schedule for 7/28/2025 to discuss flooding issues at 919 1st SW Crosby.

Mr. Enlund notes that when it rains, they take on water in their maintenance facility. He is inquiring about property lines and possible options to help resolve this conflict.

OBJECTIVE: N/A

STAFF RECOMMENDATIONS: N/A

BUDGET IMPLICATIONS: N/A

COUNCIL ACTION REQUESTED: N/A

ATTACHMENT:

Administrative Assistant

From: Deryk Enlund <denlund@lakesgas.com>
Sent: Tuesday, July 22, 2025 12:34 PM
To: Administrative Assistant
Subject: Lakes gas Flooding



IRONSCALES couldn't recognize this email as this is the first time you received an email from this sender
denlund@lakesgas.com

Good afternoon,

I am emailed to get on the schedule for 7/28/2025 do discuss flooding issues at 919 1st SW Crosby. When it rains we are currently taking on water in our maintenance facility. I am inquiring about property lines and possible options to help resolve this conflict. I have been in contact with a contractor Scott Shepard who is willing to help out with steps to take in the future. It is my belief that cutting in a trench to help divert the natural water flow will help with this situation. It's also my understanding that this trench would take place on Crosby land, not Lakes Gas property. The main water flow is coming in from up the hill from the Crosby Maintenance building, flowing onto our property. Any questions please reach out and would be happy to discuss this further.

Thank you

Deryk Enlund

Regional Manager

Member of Safety Committee

Direct Line: 218-821-3417, Ext. 40402

E-mail: denlund@lakesgas.com



LakesGas.com

919 1st St SW

Crosby, Minnesota 56401

Cities to Lakes Inspection Services

Scott Sadusky

State Licensed Building Official

21802 Tall Timbers Trail

Nisswa, MN 56468

(612) 986-7644

ssadusky@hotmail.com

July 2025

City of Crosby Council Report

-We issued 31 permits so far this month as of last week. That is a total of 88 for the year. One of the busiest months for permits in 11 years of working in Crosby.

-Some notable permits that we are currently working on includes:

-Heartwood expansion has a full certificate of occupancy.

-Dog wash and new laundry is completed.

-Haukos coffee shop & storage project is ongoing.

-Cuyuna Brewing are working on finishing the 2nd level.

-High School referendum project is ongoing and on schedule.

-CRES School referendum project is ongoing.

-Anytime Fitness has most of their permits and project is moving forward.

-There are 26 open code enforcement cases. Four cases closed out this month. Ten new cases added.

-Please remind citizens that code enforcement inspections are a written complaint only, per City Council's direction.

If you have any questions, please contact me at 612-986-7644.

Thank you,

Scott Sadusky
City of Crosby
Building Official

TO: Crosby Mayor and Members of the Council
FROM: Mitch Hinnenkamp, Community Development Administrator
DATE: June 18th, 2025
RE: Planning and Zoning Monthly Report

Greetings, Mayor and City Council,

The Planning Commission convened for its regularly scheduled meeting on July 21st, 2025. The Commission continued its discussion on the creation of a Downtown Mixed Use (DMU) zoning district. This initiative is aimed at addressing the presence of non-conforming residential parcels within the B-1 zone. The proposed ordinance (154.071) is designed to support a blend of residential and commercial uses, encourage pedestrian-friendly development, and align with the City's Comprehensive Plan. Currently, this ordinance is slated to undergo a final reading at the August Planning Commission meeting before a potential Public Hearing as early as September. These timelines are subject to change pending Council and Planning Commission direction. A copy of this draft is available for review upon request.

In addition, the Commission explored options for allowing multifamily residential developments within the B-1 district. Two primary approaches were considered: one where residential use is subordinate to commercial use, and another where residential units are located above or behind commercial spaces. The discussion included potential performance standards and compatibility with existing zoning regulations.

A proposal was introduced to form a subcommittee dedicated to reviewing and updating various ordinances. The suggested composition includes two members each from the Planning Commission, City Council, and City Staff. The subcommittee would focus on topics such as patios, shouses/barndominiums, riprap, signage, parking/loading, and telecommunication towers.

Staff also presented a proposal to increase the impervious surface limit in the Industrial District. The current cap is 25%, with up to 50% being allowed with a Conditional Use Permit and appropriate stormwater management. The proposal for an increase ultimately was not backed by the Planning Commission following a great conversation on business requirements vs residential.

On the administrative side, fence permits remained the most frequently submitted application in July. Staff is currently addressing an enforcement issue involving an unpermitted structure that violates setback requirements. Additionally, the cannabis registration process for Cuyuna Cannabis is progressing, with no public hearing required for retail operations in the B-1 zone.

I don't have any additional updates at this time. I will not be at your next City Council meeting; if you have any questions or concerns, please feel free to contact me at Mitch.Hinnenkamp@sourcewell-mn.gov or at (218) 541 5512.

Kind regards,

Mitch Hinnenkamp

Community Development Administrator



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MEMORANDUM

Date: July 25, 2025
To: Honorable Mayor and Council Members
From: Phil Martin, PE
Subject: City Engineer Report for July 28, 2025 Council Meeting

The following report has been prepared to provide the City Council with engineering updates since our last meeting we attended.

Current Items

SE Crosby Improvements

Phase 1 Alley Project – Construction activity has progressed to completion of all utility replacement excluding block 1 and 2 in the north alley. The contractor has completed a portion of the bituminous base paving and concrete work. The contractor is doing restoration and punchlist items in the alley work completed and will begin preparing the final 2 blocks beginning in August.

We are recommending approval of Change Order No. 2 to mitigation anticipated contamination in block 1 of the north alley. With that change order we are extending the substantial completion date until early October 2025.

We continue to try to get the formal funding agreement in place with the PFA for the lead service line replacement. To date the City has approved 9 lead service line replacement quotes and identified a number of others that will not need to be replaced. We continue to press for completion of service replacement by August 1st.

We understand that the City Council would like to consider adding concrete curb on streets within the project that currently only has curb on one side. We have contacted the contractor to determine if they would be willing to take on the additional project work. They have indicated they will not know their capacity to take on additional work for 2 weeks. They will provide their response at that time.

Phase 2 Street Project – No update.

Other Items

2nd St S / Memorial Park Stormwater Planning – The agreement was provided to the City. We are beginning to kickoff that work.

Alley North of 3rd St N – Utilities are relocated or abandoned and the site is ready for the contractor to begin working on it. We do not have a schedule update.

11th Ave W Watermain – Holmvig Excavating has reconnected the water service to the west part of the Graphics Packaging building. This week the contractor also completed some excavation investigation to determine the locations of utilities below 11th Ave. The contractor will continue to investigate near the booster station and ultimately complete the watermain loop reconnection on 11th Ave.

CITY OF CROSBY

REQUEST FOR COUNCIL ACTION

DATE:7/28/2025

DEPARTMENT: Administrator

APPROVAL REQUIRED: Simple Majority of Council

ITEM DESCRIPTION: Consider Approval of Change Order No. 2 on SE Improvement

BACKGROUND: The change order addresses anticipated contamination activities associated with the north alley between 3rd Ave W and 2nd Ave W. The change order would add \$347,124.10 to the project cost and would extend the substantial completion timeframe by 32 calendar days from September 1, 2025 to October 3, 2025.

The change order includes the **potential** cost associated with a portable contamination treatment unit. The City is working with the Serpent Lake Sanitary Sewer District (SLSSD) to discharge the dewatering to the sanitary sewer system. If this approach is successful, the City will recognize a reduction in the change order cost.

The degree of contamination is uncertain and will impact the final change order cost depending upon what is actually found and mitigated. We will be seeking reimbursement from the PetroFund for eligible contamination related items. The degree of reimbursement is unknown and subject to PetroFund determination.

OBJECTIVE: Update contract with Ryan Construction to include estimated costs to address potential soil contamination in the north alley between 3rd Ave W and 2nd Ave W.

STAFF RECOMMENDATIONS: Staff recommend approval of Change Order No. 2.

BUDGET IMPLICATIONS: Potential impact of \$347,124.10 with eligibility for reimbursement from Petro Fund up to 90%.

COUNCIL ACTION REQUESTED: Motion approve Change Order No. 2 SE Water Sewer Improvement Project in the amount of \$347,124.10.

ATTACHMENT: Memo from City Engineer Phil Martin and Change Order No. 2.



**BOLTON
& MENK**

Real People. Real Solutions.

MEMORANDUM

Date: June 4, 2025
To: Honorable Mayor and Council Members
From: Phil Martin, PE
Subject: SE Alley Utility Replacement – Contaminated Removal

We are aware from past testing and information available in regulatory databases that contaminated soils are anticipated in the north alley improvement segment. Our staff has been working with MPCA and Petrofund Staff to navigate through the Petrofund Program to assure the City maintains a position to receive reimbursement for some of the costs associated with contamination removal if found in levels that require it be remediated.

To do that, we recently solicited quotes from 6 contractors to complete the suspected soil contamination in the north alley at a location behind subway and potentially at a location near the DMV building. This work would require dewatering, excavation of contaminated soil, and replacement with clean soil. The dewatering will likely need to be treated in either a portable contaminated treatment system or potentially could be directed to the sanitary sewer if approved by the SLSSD.

From that solicitation, the City received 1 quote for \$311,632 from Ryan Contracting (attached). We received a response from 3 other companies indicating their schedule would not allow them to do the work, and 2 others did not respond.

We have reached out to the Petrofund staff with our solicitation results and been informed that our process is acceptable to the Petrofund for reimbursement; however, the degree of reimbursement will not be known until the work is completed. The actual cost will be based on what we find in the field and could increase if there is more contamination found or could go down if the contamination is not as extensive.

We believe the City has the following options:

1. Accept the Ryan Contracting quote and get the contamination work completed and the north alley utility replacement completed this year as planned.
2. Remove the north alley segments between 3rd Ave W and 1st Ave W from the project and leave the existing sanitary sewer in place. The City could choose to bid this remaining segment as a separate project in the future when there may be more interest from other bidders.

Based on our understanding of the City's project goals and the complexity of the work in the north alley, we recommend the City proceed with Option 1 and have Ryan Contracting complete the contamination removal as necessary. We believe it makes sense to take care of this situation now for the following reasons:

- The City is receiving significant funding through PFA and will get some funding reimbursement from the Petrofund. The funding from PFA includes a 5% contingency in the event costs increase. The net cost to the City to address the contamination associated with the utility replacement may never get better and costs associated with doing the work may increase over time.
- Working at deep depths in the narrow alley is challenging and Ryan Contracting has done a good job in that job space on other blocks in the project. Keeping one contractor doing the work helps with consistency of communication and expectations of the work begin completed. Adding a new contractor to work within Ryan Contracting's operation adds complication and raises concern about project completion deadlines being met.



Petroleum Tank Release Cleanup Fund
Standardized Bid and Invoice Form

Contractor Services
Heavy Equipment, Soil Disposal, Other Contractor Services

REVISED FOR ADDENDUM NO. 1

MPCA Leak # LS0003483 & LS0014712

Applicant Name City of Crosby

Address 2 2nd Street SW

Crosby, MN 56441

Leaksite Name Js Liquor & Gas, Crosby Phillips 66

Site Address Jct of Hwy 6 & 210, 2 E Main St

Crosby MN, 65441

Task Description	Quantity Bid	Unit Rate Bid	Amount Bid	Petrofund Maximum Unit Cost	Quantity Invoiced	Unit Rate Invoiced	Amount Invoiced
Mobilization/Demobilization (heavy equipment), including crew and equipment							
Dozer, loader, backhoe, or excavator, 70-250 hp. (0-50 miles one way)	1	\$ 1000.-/each	\$ 1000.-	\$264 per piece of equipment		\$ /each	\$
Dozer, loader, backhoe, or excavator, > 250 hp. (0-50 miles one way)	1	\$ 1000.-/each	\$ 1000.-	\$396 per piece of equipment		\$ /each	\$
Saw-Cutting							
Asphalt		\$ /L.F.	\$	\$1.84		\$ /L.F.	\$
Concrete		\$ /L.F.	\$	\$5.28		\$ /L.F.	\$
Soil disposal							
0 to 10 cubic yards		\$	\$	\$733 (lump sum)		\$ lump sum	\$
11 to 150 cubic yards		\$ /cy	\$	Greater of \$733 or \$58/cy		\$ /cy	\$
151 to 500 cubic yards		\$ /cy	\$	Greater of \$8,785 or \$52/cy		\$ /cy	\$
more than 500 cubic yards	500	\$ 80.- /cy	\$ 40,000.-	Greater of \$25,622 or \$44/cy		\$ /cy	\$
Surface removal							
Asphalt		\$ /sy	\$	\$6.01		\$ /sy	\$
Concrete (mesh-reinforced)		\$ /sy	\$	\$14.00		\$ /sy	\$
Concrete (rod-reinforced)		\$ /sy	\$	\$19.00		\$ /sy	\$
Surface replacement							
2 inch asphalt (including compacted gravel base)		\$ /sf	\$	\$2.93		\$ /sf	\$
4 inch asphalt (including compacted gravel base)		\$ /sf	\$	\$5.85		\$ /sf	\$
6 inch reinforced concrete (including base, forms, etc./see rule)		\$ /sf	\$	\$10.00		\$ /sf	\$
8 inch reinforced concrete (including base, forms, etc./see rule)		\$ /sf	\$	\$12.00		\$ /sf	\$
Other Contractor Services							
Clean fill purchase, transportation, and installation	500	\$ 30.- /cy	\$ 15000.-	\$23.00		\$ /cy	\$
Drum disposal (drum and contents)		\$ /drum	\$	\$220.00		\$ /drum	\$
Drum disposal (loading and hauling)		\$ /hour	\$	\$96.00		\$ /hour	\$
Excavation	1300	\$ 30.- /cy	\$ 39000.-	\$11.00		\$ /cy	\$
Hauling	1	\$ 180 plus /cy/mile	\$ 180.-	\$146 plus \$0.36 per cy/mile		\$ /cy/mile	\$
Loading	1	\$ 10.- /cy	\$ 10.-	\$4.39		\$ /cy	\$
Pumping of free product or petroleum-contaminated water (vac truck)							
- when a <3,000 gallon capacity vacuum truck is used	1	\$ 250.- /hour	\$ 250.-	\$124.00		\$ /hour	\$
- when a >3,000 gallon capacity vacuum truck is used	1	\$ 380.- /hour	\$ 380.-	\$146.00		\$ /hour	\$
Soil test pit excavation	1	\$ 300.- /test pit	\$ 300.-	\$146.00		\$ /test pit	\$
Stockpiling [on leak site or soil disposal site] or [not on leak site or final disposal site, no temp site rental necessary]	1	\$ 10.- /cy	\$ 10.-	\$4.39		\$ /cy	\$

Heavy Equipment, Soil Disposal, Other Contractor Services

Task Description	Quantity Bid	Unit Rate Bid	Amount Bid		Quantity Invoiced	Unit Rate Invoiced	Amount Invoiced
Stockpiling [not on leak site or final disposal site, temp site rented]	5000	\$ 25.7/cy	\$ 12,850.00	\$5.13		/cy	\$
Surface disposal tipping fees	1	\$ 1.00	\$ 1.00	Actual cost from disposal facility		\$	\$
Treatment of free product or petroleum-contaminated water							
> mixtures of water and light oil (diesel oil, #1 to #4 fuel oil)		\$/gal.	\$	Greater of \$1.46 per gallon or \$52		\$/gal.	\$
> mixtures of water and heavy oil drain oil, #5 and #6 fuel oil)		\$/gal.	\$	Greater of \$2.93 per gallon or \$52		\$/gal.	\$
> mixtures of water and gasoline	1,500,000	\$ 0.3 /gal.	\$ 450,000.00	Greater of \$2.93 per gallon or \$52		\$/gal.	\$
Utility clearance	10	\$ 300.00/event	\$ 3,000.00	\$293 per clearance event		\$/event	\$
Utility clearance (private utility locator necessary)	5	\$ 800.00/event	\$ 4,000.00	\$733 per clearance event		\$/event	\$
Other* (see note) <i>water treatment mobilization</i>	1	\$ 150,000.00	\$ 150,000.00	See Rules		\$	\$
Other* (see note)			\$	See Rules		\$	\$
			\$ 311,652.00	Total Bid			Total Invoiced

*Attach detailed documentation of costs

CONTRACTOR SIGNATURE

<p style="text-align: center;">Contractor Contact Person _____</p> <p style="text-align: center;">Phone _____</p> <p style="text-align: center;">Fax _____</p> <p style="text-align: center;">E-mail Address _____</p>	
<p>X _____</p> <p>Contractor Name (please print) _____</p>	<p>_____</p> <p>Contractor Signature _____</p>
<p>_____</p> <p>Contractor Company _____</p>	<p>_____</p> <p>Petrofund Registration Number _____</p>

APPLICANT SIGNATURE

<p>This bid must be signed and dated by the contractor. To accept this bid, sign and date it in front of a notary public.</p> <p>X _____</p> <p>Signature of Applicant Indicating Acceptance _____</p> <p style="text-align: right;">Date _____</p> <p>_____</p> <p>Applicant Name (please print) _____</p> <p>_____</p> <p>Company _____</p>	<p style="text-align: center;">NOTARIZATION (of applicant signature)</p> <p>Signed or attested before me this ____ day of _____, 20____.</p> <p>_____</p> <p>Notary Public</p> <p>My Commission Expires _____</p>
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Crosby SE Improvements Project
 Change Order Breakdown No.
 6/25/2025
 Contamination Mitigation

Description						
CONTAMINATION MITIGATION ACTIVITIES AT ANTICIPATED CONTAMINATION SITE LOCATED IN THE NORTH ALLEY						
Item	Unit	Unit Price	Estimated Quantity	Estimated Cost	Actual Quantity	Actual Cost
DOZER, LOADER BACKHOE, EXCAVATOR (70-250 HP)	EACH	\$ 1,000.00	1	\$ 1,000.00	0	\$0.00
DOZER, LOADER BACKHOE, EXCAVATOR (>-250 HP)	EACH	\$ 1,000.00	1	\$ 1,000.00	0	\$0.00
SOIL DISPOSAL (MORE THAN 500 CU YD)	CU YD	\$ 80.00	500	\$ 40,000.00	0	\$0.00
CLEAN FILL (PURCHASE, TRANSPORT, INSTALL)	CU YD	\$ 30.00	500	\$ 15,000.00	0	\$0.00
EXCAVATION	CU YD	\$ 30.00	1300	\$ 39,000.00	0	\$0.00
HAULING	CU YD / MILE	\$ 181.00	1	\$ 181.00	0	\$0.00
LOADING	CU YD	\$ 10.00	1	\$ 10.00	0	\$0.00
PUMPING OF PETROLEUM CONTAMINATED WATER (<3,000 GAL CAPACITY)	HOUR	\$ 250.00	1	\$ 250.00	0	\$0.00
PUMPING OF PETROLEUM CONTAMINATED WATER (>3,000 GAL CAPACITY)	HOUR	\$ 380.00	1	\$ 380.00	0	\$0.00
SOIL TEST PIT EXCAVATION	TEST PIT	\$ 300.00	1	\$ 300.00	0	\$0.00
STOCKPILING (ON LEAK SITE)	CU YD	\$ 10.00	1	\$ 10.00	0	\$0.00
STOCKPILING (NOT ON LEAK SITE)	CU YD	\$ 25.00	500	\$ 12,500.00	0	\$0.00
SURFACE DISPOSAL TIPPING FEES	LUMP SUM	\$ 1.00	1	\$ 1.00	0	\$0.00
TREATMENT OF CONTAMINATED WATER (MIXTURE OF WATER & GAS)	GAL	\$ 0.03	1500000	\$ 45,000.00	0	\$0.00
UTILITY CLEARANCE	EVENT	\$ 300.00	10	\$ 3,000.00	0	\$0.00
UTILITY CLEARANCE (PRIVATE LOCATOR)	EVENT	\$ 800.00	5	\$ 4,000.00	0	\$0.00
OTHER: WATER TREATMENT MOBILIZATION	LUMP SUM	\$ 150,000.00	1	\$ 150,000.00	0	\$0.00
MPCA PERMIT COSTS	LUMP SUM	\$ 3,360.00	1	\$ 3,360.00	0	\$0.00
ADDITIONAL DEWATERING OPERATING COSTS	DAY	\$ 2,040.30	7	\$ 14,282.10	0	\$0.00
ADDITIONAL DEWATERING SYSTEM COSTS TO EXTEND DISCHARGE TO MEMORIAL PARK	LUMP SUM	\$ 8,850.00	1	\$ 8,850.00	0	\$0.00
MOBILIZATION OF CREW AND EQUIPMENT - AWAITING PERMIT AND/OR SLSSD APPROVAL	LUMP SUM	\$ 9,000.00	1	\$ 9,000.00	0	\$0.00

Estimated Total: \$ 347,124.10 Actual Total: \$0.00

CITY OF CROSBY

REQUEST FOR COUNCIL ACTION

DATE:7/28/2025

DEPARTMENT: Administrator

APPROVAL REQUIRED: Simple Majority of Council

ITEM DESCRIPTION: Approval of Four Library Staffing Actions

BACKGROUND: The JFHML currently has one full-time librarian, three part-time library aids, and one substitute library aid.

The current substitute librarian Sandra Arcand has submitted her resignation. Part-time library aid Jill Mertes would like to reduce her hours and vacate her part-time library aid position and serve as the substitute librarian. This creates a part-time library aid vacancy. As a result, the following actions are before the council for discussion and approval:

1. Accept the Resignation of Jill Mertes as PT Library Aid
2. Accept Resignation of Sandra Arcand as Substitute Library Aid
3. Discuss/Approve Advertising to fill vacated PT Library Aid
4. Discuss/Approve hiring Jill Mertes as Substitute Library Aid

OBJECTIVE: Acknowledge the service of Jill Mertes and Sandra Arcand as library staff and authorize filling the vacated regular position and substitute position.

STAFF RECOMMENDATIONS: Approve all four staffing actions

1. Accept the Resignation of Jill Mertes as PT Library Aid
2. Accept Resignation of Sandra Arcand as Substitute Library Aid
3. Discuss/Approve Advertising to fill vacated PT Library Aid
4. Discuss/Approve hiring Jill Mertes as Substitute Library Aid

BUDGET IMPLICATIONS: status quo

COUNCIL ACTION REQUESTED: Approve Library Staff Actions:

ATTACHMENT: Letter of resignation from Sandra Arcand; Letter of resignation from Jill Mertes; Letter of interest from Jill Mertes

July 22, 2025

I, Sandra Arcand, am resigning my position as Library substitute effective August 30, 2025. I have enjoyed my time working at the Library.

Sandra Arcand

City of Crosby

July 23, 2025

To Whom It May Concern:

Please accept this letter of resignation from the position of Library Aide at the Hallett Library. My four years at the library were a joy and I will miss the daily interactions with the patrons and staff. My last official day will be August 30, 2025.

Thank you.



Jill Mertes

City of Crosby

July 23, 2025

To Whom It May Concern:

As I resign from my 20 hour position at the Hallett Library, I would like to be considered for the Substitute Library Aide position, now held by Sandy Arcand. My experience in all aspects of the library make me a strong candidate for this position.

Thank you.



Jill Mertes

Head Librarian

40 hour



Abby



Jessie F. Hallett
MEMORIAL LIBRARY
the place to connect

Current Staffing

Library Aide

20 Hour



Jill



Julia



Jo

Substitute

As Needed



Sandy

Head Librarian

40 hour



Abby



Jessie F. Hallett
MEMORIAL LIBRARY
the place to connect

Staffing w/ Changes

Library Aide

20 Hour



Open Position



Julia



Jo

Substitute

As Needed



Jill

CITY OF CROSBY

REQUEST FOR COUNCIL ACTION

DATE:7/28/2025

DEPARTMENT: Administrator

APPROVAL REQUIRED: Simple Majority of Council

ITEM DESCRIPTION: Consider Approval of a Resolution to Authorize the Administration to Pay Certain Claims

BACKGROUND: Minnesota State Statute §412.271, subd. 8 authorizes the council to delegate the authority to pay certain claims made against the city to a city administrative official. Minnesota State Statute §471.425 requires Minnesota cities to pay bills within 35 days from the “date of receipt” defined as the completed delivery of the goods or services or the satisfactory installation, assembly or specified portion thereof, or the receipt of the invoice for the delivery of goods or services, whichever is later.

Many invoices now require payment within two weeks. With the Council only scheduled to meet twice a month and with the process to receive, approve and submit claims by city division heads, the timing of the entire process impacts prompt claim approval. For operational efficiency and to comply with state statute for the prompt payment of claims, delegating the authority to pay certain claims prior to Council approval is recommended.

After consultation with Accountant, Mary Reedy of CLA regarding the best practices for the payment of regular and routine bills, it has been advised there are two common options: 1. Delegate authorization to pay specific regular and routine bills to administration 2. Add a third accounts payable each month that is pre-approved.

OBJECTIVE: Reduce late fees and increase positive payment history with vendors.

STAFF RECOMMENDATIONS: Delegate authority to pay regular and routine bills to administrative division and require submission of expenditures account be brought to the Council for ratification at the subsequent council meeting.

BUDGET IMPLICATIONS: Reduce late fees and increase in positive payment history with vendors.

COUNCIL ACTION REQUESTED: Approve resolution authorizing payment of regular and routine bills.

ATTACHMENT:

Resolution 25-22-0728 authorizing payment of regular and routine bills.

CITY OF CROSBY

RESOLUTION NO. 2025-22-0728

RESOLUTION AUTHORIZING PAYMENT OF REGULAR AND ROUTINE BILLS

Member _____ introduced the following resolution and moved its adoptions.

WHEREAS, Minnesota State Statute §412.271 subd. 8 authorizes the council to delegate the authority to pay certain claims made against the city to a city administrative official; and,

WHEREAS, Minnesota State Statute §471.425 requires Minnesota cities to pay bills within 35 days from the “date of receipt,” defined as the completed delivery of the goods or services or the satisfactory installation, assembly or specified portion thereof, or the receipt of the invoice for the delivery of goods or services, whichever is later; and,

WHEREAS, the Crosby City Council (“Council”) meets the second and fourth Monday of the month throughout the year and approves bill claims lists as part of its regular business meetings; and,

WHEREAS, on occasion there is an extra week in between Council meetings, which may create difficulty for the City to meet the statutory 35-day requirement;

BE IT HEREBY RESOLVED, that the Council delegates and authorizes the Administrator/Treasurer to pay the following types of claims made against the City prior to Council Approval:

- Payroll activity, including insurance (medical, dental, etc.), all other withholdings, and non-overnight meals and other taxable expenses
- Insurance premiums and deductibles – workers’ comp, property casualty, liability, auto, etc.
- Monthly support and maintenance (copier leases, IT support contract, postage, etc.)
- Credit cards and/or other charge cards or accounts with supporting detail for transaction(s) - to company/business only;
- Expenses that would receive a discount or incur a penalty if not paid before claims submitted at the next regularly scheduled meeting would be issued by the City and reasonably expected to be received by the vendor
- Miscellaneous taxes
- Payments to Recorder for document/lien recordings or releases
- Debt payments or other claims with fixed payment schedules (TIF, PFA, etc.)
- Payments on City approved contracts or agreements (such as City Attorney, garbage/recycling, Chamber)
- Registrations and dues approved by the department supervisor
- Reimbursement to employees for travel-related expenses (hotel, mileage, parking, overnight meals, etc.) approved by the department supervisor
- To reissue any check, after receiving a signed affidavit

BE IT FURTHER RESOLVED, that on considering the sum charged excessive or for any claims with other possible questions or issues, as determined by the Administrator/Treasurer, those bills will not be issued but will be presented to the Council for action at its next regularly scheduled meeting;

BE IT FURTHER RESOLVED, that the Administrator/Treasurer will not be held personally liable for payment for any claim falling into the above authorized types the City Council later disagrees with, disapproves of, or questions;

BE IT FURTHER RESOLVED, the above delegation and authority conferred shall be and remain in full force and effect until written notice of any amendment or revocation thereof shall have been delivered to the Administrator/Treasurer; and

BE IT FURTHER RESOLVED, that as part of internal accounting and administrative control procedures and for informational purposes, a list of all such claims paid be presented to the City Council at its next regularly scheduled meeting.

Whereupon said resolution was declared duly passed and adopted.

Dated: _____

Diane Cash
Mayor

Attest _____
Trish Harren
City Administrator/Clerk

CITY OF CROSBY

REQUEST FOR COUNCIL ACTION

DATE:7/28/2025

DEPARTMENT: Administrator

APPROVAL REQUIRED: Simple Majority of Council

ITEM DESCRIPTION: Resolution Authorizing A 2026 Capital Budget Request To The State Of Minnesota For A Street Project.

BACKGROUND: The City of Crosby requested inclusion of a street project in the 2025 bonding bill. Local legislators drafted a bill that was passed and the project made it into the bonding bill. However, the bonding bill was not passed during the regular legislative session and was taken up during a special session at which time the City's project was removed.

The City of Crosby would like to reapply for inclusion in the 2026 bonding bill. The specific street project is 1st Street N between 3rd Ave E and 3rd Ave W. The resolution before the Council today authorizes that action.

OBJECTIVE: Secure Minnesota State Bond funding to complete the 1st Street N Project estimated at \$1.8 million

STAFF RECOMMENDATIONS: Staff supports the funding request. This project area is not eligible for clean water or drinking water funding and would otherwise be paid for by assessments to adjacent property owners and through the tax Levy

BUDGET IMPLICATIONS: Potential expenses include engineer costs to update the engineering plan and to create plan documents. If approved, expenses could include any ineligible expenses.

COUNCIL ACTION REQUESTED: Approve a Resolution Authorizing a 2026 Capital Budget Request to the State Of Minnesota for a Street Project.

ATTACHMENT:

Resolution 2025-21-0728 Authorizing a 2026 Capital Budget Request to the State of Minnesota for a Street Project

This Document can be made available in alternative formats upon request

State of Minnesota
HOUSE OF REPRESENTATIVES

NINETY-FOURTH SESSION

H. F. No. **707**

02/13/2025 Authored by Davis
The bill was read for the first time and referred to the Committee on Capital Investment

1.1 A bill for an act
1.2 relating to capital investment; appropriating money for the reconstruction of 1st
1.3 Street North and associated improvements in the city of Crosby; authorizing the
1.4 sale and issuance of state bonds.

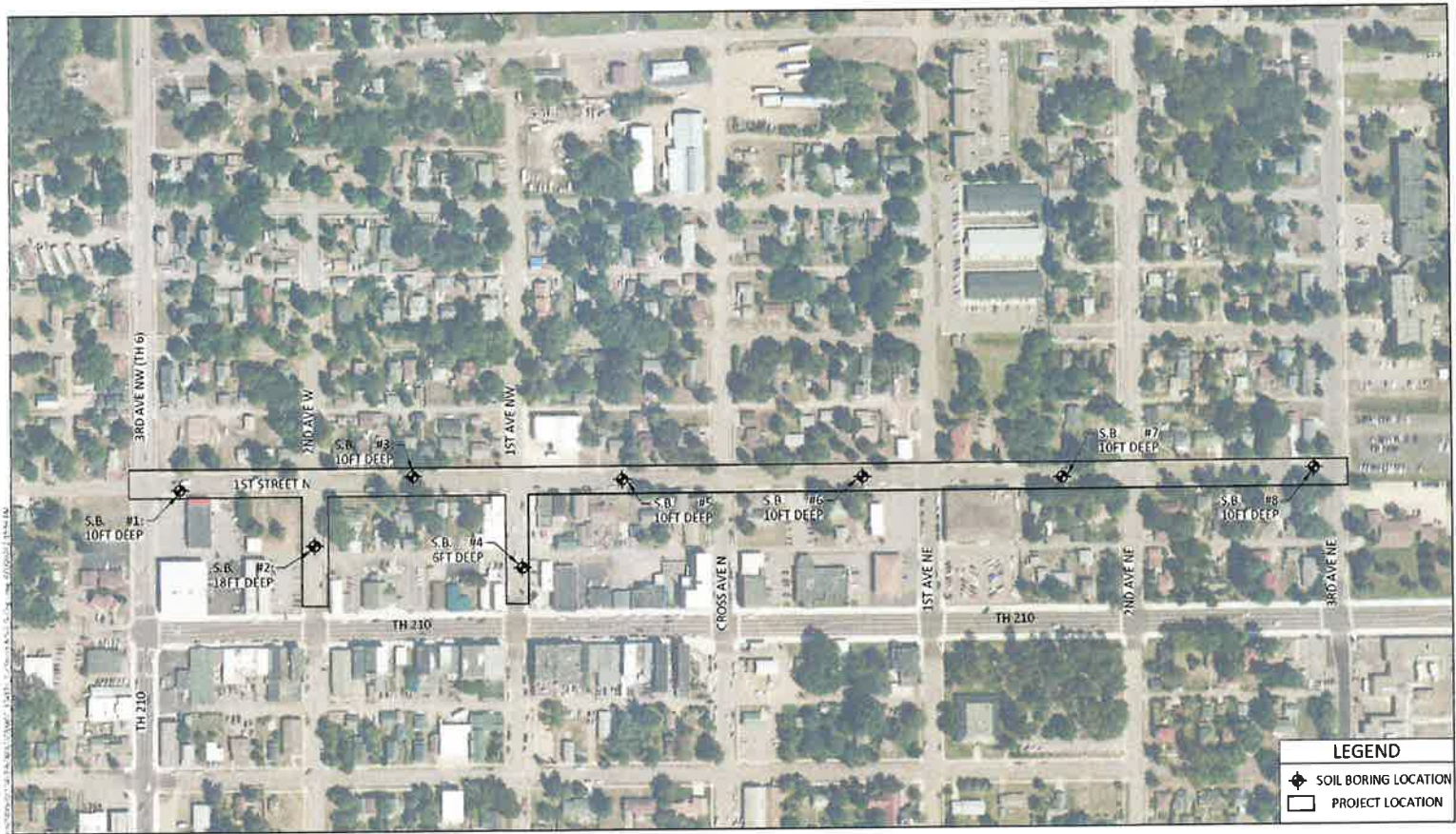
1.5 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

1.6 Section 1. **CROSBY; 1ST STREET NORTH RECONSTRUCTION.**

1.7 Subdivision 1. **Appropriation.** \$1,797,000 is appropriated from the bond proceeds fund
1.8 to the commissioner of transportation for a grant to the city of Crosby to predesign, design,
1.9 construct, and reconstruct deteriorating infrastructure on 1st Street North between 3rd
1.10 Avenue West and 3rd Avenue East in the city of Crosby. This appropriation includes
1.11 improvements to 1st Street North and associated improvements to curb and gutter, sidewalks,
1.12 storm sewer system infrastructure, and Americans with Disabilities Act (ADA) compliant
1.13 improvements.

1.14 Subd. 2. **Bond sale.** To provide the money appropriated in this section from the bond
1.15 proceeds fund, the commissioner of management and budget shall sell and issue bonds of
1.16 the state in an amount up to \$1,797,000 in the manner, upon the terms, and with the effect
1.17 prescribed by Minnesota Statutes, sections 16A.631 to 16A.675, and by the Minnesota
1.18 Constitution, article XI, sections 4 to 7.

1.19 **EFFECTIVE DATE.** This section is effective the day following final enactment.



CITY OF CROSBY

RESOLUTION NO. 2025-21-0728

**RESOLUTION AUTHORIZING A 2026 CAPITAL BUDGET REQUEST TO THE
STATE OF MINNESOTA FOR A STREET PROJECT.**

Member _____ introduced the following resolution and moved its adoption.

WHEREAS the provisions contained in Minnesota Statutes 16A.86, Subd. 3a (6) sets out the process by which local governments and political subdivisions may request state appropriations for capital improvement projects. The Governor and Legislature will consider these bonding requests in the 2026 session; and,

WHEREAS Local governments should submit their capital budget requests to Minnesota Management and Budget (MMB) by June 13, 2025; and

WHEREAS Local Governments may submit new project requests through October 17, 2025; and

WHEREAS, the City of Crosby proposes a street project and has identified a substantial need for State financial assistance in addition to funding from the City which meets or exceeds the state funding; and,

WHEREAS, the City of Crosby has the legal authority to apply for Capital Budget assistance, and has the financial, technical, and managerial capacity to ensure proper construction, operation and maintenance of the project for its design life.

NOW, THEREFORE, BE IT RESOLVED that the City of Crosby is authorized to submit the necessary 2026 Capital Budget application and information to the Minnesota Management and Budget Office.

The motion for the adoption of the foregoing resolution was duly seconded by member _____ and upon a vote being taken thereon, the following voted as follows:
Whereupon said the resolution was declared duly passed and adopted.

Dated: _____

Diane Cash
Mayor

Attest _____
Trish Harren
City Administrator/Clerk

CITY OF CROSBY
REQUEST FOR COUNCIL ACTION

DATE: 07/23/25

DEPARTMENT: Planning and Zoning

APPROVAL REQUIRED: Simple Majority

ITEM DESCRIPTION: Consider establishing a Subcommittee similar to that established for the Cannabis Business Regulations discussions to discuss a series of ordinance amendments to address areas of the City code that may need clarification, removal, or additional provisions.

BACKGROUND: The Planning and Zoning Committee reviewed and recommended that the City Council approve the establishment of an ordinance subcommittee to discuss a series of amendments to address areas of Chapter 154 Zoning that need clarification, removal, or additional provisions. The Planning Commission recommended that the Council establish this subcommittee, comprising two council members, two City Staff members, and two members of the Planning Commission. Planning Commission members Jim Petersen and Noah Goedker volunteered and were nominated for the Planning Commission seats. Mitch Hinnenkamp has volunteered as one of the City staff representatives.

The intent of this committee is to meet, discuss, prioritize, identify, and make recommendations on areas of Chapter 154 where the ordinance could use improvement. The meetings would be held at the discretion of the committee members. This committee, if needed, could be reestablished annually as needed to review the Zoning ordinance or other areas of code that may need revision or to be revisited.

OBJECTIVE: Establish a subcommittee to identify and recommend updates to City Code

BUDGET IMPLICATIONS: City Council/Planning Commission per diem payment per meeting if approved.

COUNCIL ACTION REQUESTED: Approve the establishment of an ordinance subcommittee with a makeup of two Council members, two Planning Commission members, and two staff members or whatever makeup the Council sees as best.

ATTACHMENT: July Planning Commission Agenda with list of potential ordinance amendment discussions.