

Crosby City Council Agenda
Monday, August 25, 2025
6:00 p.m. Regular Meeting

- 1. Pledge of Allegiance**
- 2. Call Regular Meeting to Order**
- 3. Approve Agenda**
- 4. Approve Consent Agenda**
 - A. Approve Minutes
 - B. Approve Claims
 - C. Accept Resignation of Public Works Driver Neal Gjersvik
 - D. Approve payment of invoices from Chamber of Commerce for advertising services
- 5. Public Comments**
- 6. Old Business**
 - a. Discuss Increasing Grant Payment Ceiling On Water Service Line Replacement
 - b. Approve Pay Request No. 1 on 11th Emergency Water Main Break Project
- 7. New Business**
 - a. Approve Purchase of Flygt Pump for 3rd Ave NE Lift Station
 - b. Consider request for 2025-2026 CI High School Sports Package advertising from RangersLIVE
 - c. Consider Resolution No. 2025-24-0825 for the Final Layout for SP 1806-82 Serpent Creek Box Culvert Replacement and set Public Hearing Date for October 13, 2025
 - d. Set Public Hearing Date for October 13, 2025 for Serpent Creek Box Culvert Project
 - e. Accept Minnesota Public Finance Authority Grant in the Amount of \$309,000 for the SE Improvement Area Service Line Replacement Project
 - f. Consider Approval of Rezone Request 2025-03, Amending the Official Zoning Map for the City of Crosby to Convert the Zoning of Parcel #11121695 in Accordance With the Criteria and Standards of Statute When Considering Changes to the Zoning Map. Consider approve of Rezone Request 2025-03, Summary Describing the Amendment to the Zoning Map, Chapter 154, Section 031 subpt (A) "Zoning District Application" For Publication in the Newspaper in Place of Publishing the Full Ordinance.
- 8. Presentation**
 - a. Crow Wing County Land Services Presentation on Parcel Consolidation
 - i. Gary Griffin, Land Services Director, and Maggie Young, Sr. Operations Specialist.
 - b. 2026 Midwest Mountain Bike Fest Presentation on the 2026 Mountain Bike Fest
 - i. Shae Rossettio, Cuyuna Lakes Mountain Bike Managing Director
- 9. Reports**
 - a. City Engineer
 - b. City Building Code Inspector
 - c. Planning and Zoning Administrator
- 9. Adjournment**

CITY OF CROSBY
REQUEST FOR COUNCIL ACTION

DATE: 8/25/25

DEPARTMENT: Administrator

APPROVAL REQUIRED: Simple Majority of Council

ITEM DESCRIPTION: Approve Minutes

BACKGROUND: City Council must formally approve all minutes of city council meetings.

OBJECTIVE: Provide account of all City Council actions and keep historic record of all actions.

STAFF RECOMMENDATIONS: Approve subject to requested revisions and clerical corrections.

BUDGET IMPLICATIONS:

COUNCIL ACTION REQUESTED: Approve as part of consent agenda minutes of City Council meeting.

ATTACHMENT: Minutes

Pursuant to due call and notice thereof, the Regular Meeting of the Crosby City Council was held on Monday, August 11, 2025, at 6:00 p.m.

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

Members Absent: None

Staff Present: City Administrator Harren; Police Chief Van Horn; Fire Chief Jacobs; PW Working Foreman Ferrari; Jason Forbord, Deputy Clerk/Treasurer; and 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. Mayor Cash stated that all motions would be voted on by roll call vote. She also said that if a councilmember wishes to address the Council, they will need permission from the Chair prior to speaking.

2. Pledge of Allegiance

Mayor Cash led the Pledge of Allegiance

3. Approval of the Agenda

City Administrator asked that the word "Discuss" be struck from Consent Agenda 4.h.

MEMBER HEGLUND MOVED TO APPROVE THE AGENDA WITH THE REVISION OF REMOVING THE WORD 'DISCUSS' FROM NEW BUSINESS 7.A. MEMBER JARVELA SECONDED THE MOTION. THE MOTION PASSED BY ROLL CALL VOTE 5-0

4. Approve Consent Agenda

- a) Accept Donations and Acknowledge Donors
- b) Approve Minutes from July 28, 2025, Regular Meeting
- c) Approve August 4, 2025, Pre-Approved Claims
- d) Approve August 11, 2025, Claims
- e) Appoint Marsha Larson as Commissioner to the Crosby HRA per Mayor Recommendation for a term to expire August 31, 2029.
- f) Approve Police Department Staffing Requests
- g) Approve Public Works Department Staffing Requests
- h) Approve Fire Department Staffing Requests

MEMBER TRAYLOR MOVED TO APPROVED THE CONSENT AGENDA. MEMBER LEWIS SECONDED THE MOTION. THE MOTION PASSED BY ROLL CALL VOTE 5-0.

5. Public Comments

Nathaniel Deshayes addressed Council regarding his termination from employment with the City of Crosby.

Paul Perpich shared his concern over a text he received from an individual that he does not know and has never met over misunderstandings and hearsay that the individual believed affected his employment.

6. Old Business—None.

7. New Business

- A. Discuss/consider approval of PFA Draw Request No. 5/Pay Request No. 7 for the 2024 Crosby SE Alley Improvements

City Administrator Harren asked that the City Council approve Pay Request No. 7 in the amount of \$139,527.51 to Ryan Contracting and PFA Draw Request No. 5. Of that cost, \$56,299.35 is coming from our Clean Water Funding \$55,462 is coming from our Drinking Water Fund and \$27,765.97 is the City's responsibility.

MEMBER HEGLUND MOVED TO APPROVE PAY REQUEST NO. 7 IN THE AMOUNT OF \$139,527.51 TO RYAN CONTRACTING AND PFA DRAW REQUEST NO. 5. MEMBER LEWIS SECONDED THE MOTON. THE MOTION PASSED BY ROLL CALL VOTE 5-0.

9. Reports

- A. Police Chief

Chief Van Horn submitted his report. There were no questions from Council.

- B. Fire Chief

Fire Chief Jacobs submitted his report. There were no questions from Council.

- C. Hallett Center

GM McLaughlin submitted his report. There were no questions from Council.

- D. Library

Head Librarian Smith submitted her report. There were no questions from Council.

E. Public Works

PW Working Foreman Ferrari submitted his report. There were no questions from Council. Working Foreman Ferrari asked Council if anyone had recollection as to who built the bridges in the park. Mayor Cash recommended contacting Scott Sadusky, Building Official, for guidance.

F. City Administrator

City Administrator Harren submitted her report. There were no questions from Council. Administrator Harren shared that the bottle filler is in at Memorial Park.

G. Mayor/Committee

Member Heglund asked about the workings of the City.

Member Jarvela said that he would like to thank Officer Hines for his fine service to the Police Department as well as to the community of Crosby as he was an outstanding police officer. Member Jarvela wished him success in his future employment.

10. Adjournment

**MEMBER TRAYLOR MOVED TO ADJOURN THE MEETING AT 6:19 P.M.
MEMBER JARVELA SECONDED THE MOTION. THE MOTION PASSED BY
ROLL CALL VOTE 5-0.**

Diane Cash, Mayor

Trish Harren, City Administrator

CITY OF CROSBY
REQUEST FOR COUNCIL ACTION

DATE: 8/25/2025

DEPARTMENT: Administrator

APPROVAL REQUIRED: Simple Majority of Council

ITEM DESCRIPTION: Approve Claims

BACKGROUND: Approve payment of claims as submitted in the Payment Approval Reports dated 8/12/25-8/20-25 and 8/25/25.

OBJECTIVE: Review and approve bills for payment including preapproved

STAFF RECOMMENDATIONS: Approve payment of claims.

BUDGET IMPLICATIONS: \$310,451.51

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

ATTACHMENT: 8/25/2025 Payment Approval Report

Vendor Number	Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
AMAZON CAPITAL SERVICES							
400	AMAZON CAPITAL SERVICES	112-0425184-3	100-43100-210	1 MN FLAG, 4 AMERICAN FLAGS, 1 POW FLAGG	07/21/2025	273.91	273.91
400	AMAZON CAPITAL SERVICES	112-4687755-5	124-33670	ELKWAY EZH2O DRINKING FOUNTAIN & BOTTLE FI	07/31/2025	772.57	772.57
400	AMAZON CAPITAL SERVICES	112-4687755-5	124-33650	ELKWAY EZH2O DRINKING FOUNTAIN & BOTTLE FI	07/31/2025	1,936.42	1,936.42
400	AMAZON CAPITAL SERVICES	112-7667735-7	100-45200-210	3 SMART SIGNS	07/24/2025	150.45	150.45
400	AMAZON CAPITAL SERVICES	113-1852449-2	206-45531-321	2 ROBARD 20155A SUPER BLUE CRYSTAL CLEAR	07/23/2025	157.60	157.60
Total AMAZON CAPITAL SERVICES:						<u>3,290.95</u>	
BOLTON & MENK INC							
2505	BOLTON & MENK INC	0364110	452-41700-300	ENGINEERING 1ST STREET SW/2ND ST S IMPROV	05/30/2025	1,330.00	1,330.00
2505	BOLTON & MENK INC	0367133	452-41700-300	ENGINEERING - ALLEY SEWER REPLACEMENT	06/30/2025	360.00	360.00
2505	BOLTON & MENK INC	0367146	452-41700-300	ENGINEERING SE CROSBY IMPR	06/30/2025	48,807.50	48,807.50
2505	BOLTON & MENK INC	0369014	452-41700-300	ENGINEERING 1ST STREET SW/2ND ST S IMPROV	07/31/2025	675.00	675.00
2505	BOLTON & MENK INC	0369020	452-41700-300	ENGINEERING - GENERAL ENGINEERING SERVIC	07/01/2025	9,782.50	9,782.50
2505	BOLTON & MENK INC	0369038	452-41700-300	ENGINEERING SE CROSBY IMPR	07/31/2025	86,187.50	86,187.50
2505	BOLTON & MENK INC	0369040	452-41700-300	ENGINEERING - WRAP LOT SURVEY	07/31/2025	5,492.00	5,492.00
Total BOLTON & MENK INC:						<u>152,634.50</u>	
CTC-446126							
2441	CTC-446126	21632681	100-41940-320	COMMUNICATION - 08/12 - 09/11	08/12/2025	350.05	350.05
2441	CTC-446126	21632681	100-42200-320	COMMUNICATION - 08/12 - 09/11	08/12/2025	304.36	304.36
2441	CTC-446126	21632681	206-45531-320	COMMUNICATION - 08/12 - 09/11	08/12/2025	426.88	426.88
2441	CTC-446126	21632681	200-45500-320	COMMUNICATION - 08/12 - 09/11	08/12/2025	418.10	418.10
2441	CTC-446126	21632681	204-41405-320	COMMUNICATION - 08/12 - 09/11	08/12/2025	262.41	262.41
2441	CTC-446126	21632681	100-42100-320	COMMUNICATION - 08/12 - 09/11	08/12/2025	236.65	236.65
Total CTC-446126:						<u>1,998.45</u>	
DEPARTMENT OF LABOR & INDUSTRY							
343	DEPARTMENT OF LABOR & INDUSTRY	08112025	100-41940-140	MN DOLI STATE SURCHARGE FEES	08/11/2025	7,072.05	7,072.05
Total DEPARTMENT OF LABOR & INDUSTRY:						<u>7,072.05</u>	
HOLMVIG EXCAVATING LLC							
1783	HOLMVIG EXCAVATING LLC	11306	452-36200	206 1ST ST SE	08/05/2025	7,500.00	7,500.00
1783	HOLMVIG EXCAVATING LLC	11307	452-36200	16 1ST ST SE	08/05/2025	5,700.00	5,700.00
1783	HOLMVIG EXCAVATING LLC	11308	452-36200	4 FIRST ST SE	08/05/2025	5,600.00	5,600.00
1783	HOLMVIG EXCAVATING LLC	11309	452-36200	320 EAST MAIN STREET - CRMC	08/05/2025	7,900.00	7,900.00
1783	HOLMVIG EXCAVATING LLC	11310	452-36200	320 EAST MAIN STREET -CRMC	08/05/2025	7,900.00	7,900.00

Vendor Number	Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
1783	HOLMVIG EXCAVATING LLC	11311	452-36200	212 1ST ST SW	08/05/2025	6,850.00	6,850.00
1783	HOLMVIG EXCAVATING LLC	11313	452-36200	120 W MAIN ST	08/05/2025	8,000.00	8,000.00
1783	HOLMVIG EXCAVATING LLC	11314	452-36200	25 1ST ST SE	08/05/2025	8,000.00	8,000.00
1783	HOLMVIG EXCAVATING LLC	11315	452-36200	119 1ST ST SW	08/05/2025	5,850.00	5,850.00
1783	HOLMVIG EXCAVATING LLC	11316	452-36200	21 1ST ST SE	08/05/2025	5,800.00	5,800.00
1783	HOLMVIG EXCAVATING LLC	11317	452-36200	110 W MAIN ST	08/05/2025	5,800.00	5,800.00
Total HOLMVIG EXCAVATING LLC:						74,900.00	
ICE SYSTEMS							
822	ICE SYSTEMS	213013	100-41940-300	PROMOX VE STANDARD SUBCRIPTION - 1YR EXP	08/14/2025	1,054.33	1,054.33
822	ICE SYSTEMS	213013	200-45500-300	PROMOX VE STANDARD SUBCRIPTION - 1YR EXP	08/14/2025	527.17	527.17
Total ICE SYSTEMS:						1,581.50	
MINNESOTA STATE FIRE DEPARTMENT ASSOC							
2654	MINNESOTA STATE FIRE DEPARTMEN	MSFDA2025	100-42200-310	MSFDA 148TH ANNUAL CONFERENCE AND FIRE S	08/14/2025	1,375.00	1,375.00
Total MINNESOTA STATE FIRE DEPARTMENT ASSOC:						1,375.00	
SPECTRUM BUSINESS							
3727	SPECTRUM BUSINESS	175593701080	100-43100-210	COMMUNICATIONS - 08/01/25 - 08/31/25	08/01/2025	118.76	118.76
Total SPECTRUM BUSINESS:						118.76	
Grand Totals:						242,971.21	

Vendor Number	Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
ADAMS PEST CONTROL INC							
2575	ADAMS PEST CONTROL INC	4233151	100-41940-300	CITY HALL PEST CONTROL	08/13/2025	173.35	.00
2575	ADAMS PEST CONTROL INC	4241319	100-41940-300	CITY HALL PEST CONTROL	08/13/2025	228.54	.00
2575	ADAMS PEST CONTROL INC	4241319#2	100-41940-300	CITY HALL PEST CONTROL	08/13/2025	228.54	228.54
Total ADAMS PEST CONTROL INC:						630.43	
AMAZON CAPITAL SERVICES							
400	AMAZON CAPITAL SERVICES	112-0425184-3	100-43100-210	1 MN FLAG, 4 AMERICAN FLAGS, 1 POW FLAG	07/21/2025	273.91	273.91
400	AMAZON CAPITAL SERVICES	112-4687755-5	124-33670	ELKWAY EZH2O DRINKING FOUNTAIN & BOTTLE FI	07/31/2025	772.57	772.57
400	AMAZON CAPITAL SERVICES	112-4687755-5	124-33650	ELKWAY EZH2O DRINKING FOUNTAIN & BOTTLE FI	07/31/2025	1,936.42	1,936.42
400	AMAZON CAPITAL SERVICES	112-7667735-7	100-45200-210	3 SMART SIGNS	07/24/2025	150.45	150.45
400	AMAZON CAPITAL SERVICES	113-1852449-2	206-45531-321	2 ROBARD 20155A SUPER BLUE CRYSTAL CLEAR	07/23/2025	157.60	157.60
Total AMAZON CAPITAL SERVICES:						3,290.95	
AT&T MOBILITY							
390	AT&T MOBILITY	288731567829	200-45500-381	WIRELESS - 0626 - 7/25	07/25/2025	163.92	163.92
Total AT&T MOBILITY:						163.92	
AUTOSMITH SERVICE GROUP LLC							
3215	AUTOSMITH SERVICE GROUP LLC	21370	100-42200-587	LADDER #1 SPARTAN - OIL CHANGE, FUEL FILTER	08/01/2025	608.35	608.35
Total AUTOSMITH SERVICE GROUP LLC:						608.35	
AW RESEARCH LABORATORIES INC							
3127	AW RESEARCH LABORATORIES INC	72472	600-49400-210	COLIFORM BACTERIA, TOTLESCHERICIA COLI (E.	07/31/2025	105.00	105.00
Total AW RESEARCH LABORATORIES INC:						105.00	
BAKER & TAYLOR							
52	BAKER & TAYLOR	2039175643	200-45500-580	JFHML BOOKS	07/10/2025	36.30	36.30
Total BAKER & TAYLOR:						36.30	
BOLTON & MENK INC							
2505	BOLTON & MENK INC	0364110	452-41700-300	ENGINEERING 1ST STREET SW/2ND ST S IMPROV	05/30/2025	1,330.00	1,330.00
2505	BOLTON & MENK INC	0367133	452-41700-300	ENGINEERING - ALLEY SEWER REPLACEMENT	06/30/2025	360.00	360.00
2505	BOLTON & MENK INC	0367146	452-41700-300	ENGINEERING SE CROSBY IMPR	06/30/2025	48,807.50	48,807.50
2505	BOLTON & MENK INC	0369014	452-41700-300	ENGINEERING 1ST STREET SW/2ND ST S IMPROV	07/31/2025	675.00	675.00

Vendor Number	Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
2505	BOLTON & MENK INC	0369020	452-41700-300	ENGINEERING - GENERAL ENGINEERING SERVIC	07/01/2025	9,782.50	9,782.50
2505	BOLTON & MENK INC	0369038	452-41700-300	ENGINEERING SE CROSBY IMPR	07/31/2025	86,187.50	86,187.50
2505	BOLTON & MENK INC	0369040	452-41700-300	ENGINEERING - WRAP LOT SURVEY	07/31/2025	5,492.00	5,492.00
Total BOLTON & MENK INC:						152,634.50	
CENTER POINT LARGE PRINT							
2236	CENTER POINT LARGE PRINT	2185416	200-45500-580	JFHML BOOKS	08/01/2025	302.04	302.04
Total CENTER POINT LARGE PRINT:						302.04	
CINTAS							
3626	CINTAS	4239651206	100-43100-210	MATS & SHOP TOWELS	08/11/2025	131.32	131.32
3626	CINTAS	4240392026	600-49400-210	MATS & SHOP TOWELS	08/18/2025	51.27	51.27
Total CINTAS:						182.59	
CONCRETE LIFTING SOLUTION							
3745	CONCRETE LIFTING SOLUTION	00588	600-49400-220	POLY FOAM VOID UNDER SLAB - CONCRETE PAC	07/21/2025	1,600.00	1,600.00
3745	CONCRETE LIFTING SOLUTION	00743	100-43100-592	LIFT SIDEWALKS - CUYUNA BREWING, POST OFFI	08/20/2025	1,250.00	1,250.00
Total CONCRETE LIFTING SOLUTION:						2,850.00	
CRAGUN, JOHN & RAYE							
3148	CRAGUN, JOHN & RAYE	207	100-41940-300	CITY HALL CLEANING 07/15 - 08/08	08/18/2025	632.50	632.50
Total CRAGUN, JOHN & RAYE:						632.50	
CROSBY ACE HARDWARE							
590	CROSBY ACE HARDWARE	10940/10	100-42200-210	PROTECNT TIRE WERT, HOOL CEIL	07/03/2025	37.95	37.95
590	CROSBY ACE HARDWARE	11135/10	100-43100-210	WASTEBASKET - VISITOR CENTER BURNT TRASH	08/04/2025	9.99	9.99
590	CROSBY ACE HARDWARE	11136/10	100-43100-210	KEYCRAFTER #68 BRASS KEY	08/04/2025	9.98	9.98
590	CROSBY ACE HARDWARE	11139/10	100-43100-210	TRI-BALL MOUNT, MOUNT REDUCER, HITCH PIN &	08/06/2025	129.97	129.97
590	CROSBY ACE HARDWARE	11141/10	100-49010-210	WASP& HORNET KILLER	08/05/2025	10.00	10.00
590	CROSBY ACE HARDWARE	11143/10	100-43100-210	PROPANE 100#	08/05/2025	199.98	199.98
590	CROSBY ACE HARDWARE	11144/10	100-43100-210	CHR/SYN C/C USB 3'	08/05/2025	11.99	11.99
590	CROSBY ACE HARDWARE	11150/10	100-45200-100	BREACKER ACUUM BRASS 3/4	08/05/2025	249.75	249.75
590	CROSBY ACE HARDWARE	11151/10	100-42200-210	BATTERY ALKALINE C 4PK, DUR BARR LITH 123 12	08/05/2025	57.98	57.98
590	CROSBY ACE HARDWARE	11152/10	100-43100-210	BALL MOUN KIT STL 2"DRP	08/06/2025	44.99	44.99
590	CROSBY ACE HARDWARE	11160/10	100-45200-210	CABLETTIE 8'75#BLK 1000 PK	08/06/2025	34.99	34.99
590	CROSBY ACE HARDWARE	11171/10	100-43100-210	BATTERY ALKALINE AAA 4PK	08/07/2025	6.99	6.99

Vendor Number	Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
590	CROSBY ACE HARDWARE	11205/10	100-45200-210	PARK BATHROOM WASTE BASKET	08/12/2025	26.99	26.99
590	CROSBY ACE HARDWARE	11206/10	100-45200-210	PARK BATHROOM WASTE BASKET	08/12/2025	25.98	25.98
590	CROSBY ACE HARDWARE	11207/10	100-43100-210	MICRO ENGRAVER 7200RPM	08/12/2025	29.99	29.99
590	CROSBY ACE HARDWARE	11213/10	600-49400-210	MSKG TAPE SCOTCH .94X60	08/13/2025	3.99	3.99
590	CROSBY ACE HARDWARE	11220/10	100-42200-210	KEYCRAFTER #7IN CP BRASS, KEY BLANK MSTPD	08/13/2025	13.18	13.18
590	CROSBY ACE HARDWARE	11231/10	600-49400-210	DSP GLOVE NIT XL BLK PF	08/15/2025	21.99	21.99
590	CROSBY ACE HARDWARE	11240/10	100-43100-210	CALCULATOR 12DIGIT WHITE	08/18/2025	24.99	24.99
590	CROSBY ACE HARDWARE	11245/10	100-45200-210	STARCH BAG CNCH33GL 20 CT, SS CLNR/POLISH	08/08/2025	23.34	23.34
Total CROSBY ACE HARDWARE:						975.01	
CROW WING COUNTY LAND SERVICES							
1574	CROW WING COUNTY LAND SERVICE	25-7593	100-41940-300	EASEMENT	08/07/2025	46.00	46.00
Total CROW WING COUNTY LAND SERVICES:						46.00	
CTC-446126							
2441	CTC-446126	21632681	100-41940-320	COMMUNICATION - 08/12 - 09/11	08/12/2025	350.05	350.05
2441	CTC-446126	21632681	100-42200-320	COMMUNICATION - 08/12 - 09/11	08/12/2025	304.36	304.36
2441	CTC-446126	21632681	206-45531-320	COMMUNICATION - 08/12 - 09/11	08/12/2025	426.88	426.88
2441	CTC-446126	21632681	200-45500-320	COMMUNICATION - 08/12 - 09/11	08/12/2025	418.10	418.10
2441	CTC-446126	21632681	204-41405-320	COMMUNICATION - 08/12 - 09/11	08/12/2025	262.41	262.41
2441	CTC-446126	21632681	100-42100-320	COMMUNICATION - 08/12 - 09/11	08/12/2025	236.65	236.65
Total CTC-446126:						1,998.45	
CUYUNA LAKES CHAMBER OF COMMERCE							
143	CUYUNA LAKES CHAMBER OF COMM	SUMMER 2025	209-33001	MUSIC IN THE PARK - SUMMER 2025	08/31/2025	5,000.00	5,000.00
Total CUYUNA LAKES CHAMBER OF COMMERCE:						5,000.00	
CUYUNA LAKES PARTS CITY							
3581	CUYUNA LAKES PARTS CITY	41-233914	100-43100-210	1999 F350 - 1QT MOTOR OIL	08/07/2025	3.99	3.99
3581	CUYUNA LAKES PARTS CITY	71-233765	100-43100-210	2006 F350 -7RV BLD TO 4 FLAT, 16OZ MTORT TRAT	08/05/2025	24.98	24.98
3581	CUYUNA LAKES PARTS CITY	71-233901	100-42200-210	BATTERY - L&G GRP U1R. 230 CCA	08/06/2025	55.35	55.35
3581	CUYUNA LAKES PARTS CITY	71-234210	100-49010-210	TOP CEMETERY PICKUP - PART CITY OIL	08/13/2025	7.98	7.98
3581	CUYUNA LAKES PARTS CITY	71-234493	100-43100-210	O'BRIEN JETTER - COOLAN SERVICE FC PRO 50/5	08/19/2025	45.98	45.98
3581	CUYUNA LAKES PARTS CITY	7-233803	100-43100-210	2006 F350 TRAILER RUNNING LIGHTS PROBLEM, 3	08/05/2025	4.59	4.59
Total CUYUNA LAKES PARTS CITY:						142.87	

Vendor Number	Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
DAHLHEIMER BEVERAGE							
3277	DAHLHEIMER BEVERAGE	2548368	100-45200-210	PINE SOL ORIGINAL 80OZ, TOILET PAPER	08/13/2025	253.65	253.65
Total DAHLHEIMER BEVERAGE:						253.65	
DEERWOOD TRUE VALUE HARDWARE							
230	DEERWOOD TRUE VALUE HARDWAR	AF458515	100-49010-210	#25 ALL PURPOSE X 3	07/01/2025	299.97	299.97
Total DEERWOOD TRUE VALUE HARDWARE:						299.97	
DEPARTMENT OF LABOR & INDUSTRY							
343	DEPARTMENT OF LABOR & INDUSTR	08112025	100-41940-140	MN DOLI STATE SURCHARGE FEES	08/11/2025	7,072.05	7,072.05
Total DEPARTMENT OF LABOR & INDUSTRY:						7,072.05	
FASTENAL COMPANY							
472	FASTENAL COMPANY	MNBAX274499	100-43100-210	6 SINGEL BURN KIT VP	07/25/2025	42.08	42.08
472	FASTENAL COMPANY	MNBAX274859	100-43100-210	M12-1.75 HHS PLG TAP	07/28/2025	19.95	19.95
472	FASTENAL COMPANY	MNBAX275149	100-43100-210	2025 FORD HITCH - 2 5/16 PMLBAALLHOOK, XL &	08/08/2025	317.93	317.93
Total FASTENAL COMPANY:						379.96	
FIRE CATT LLC							
3659	FIRE CATT LLC	16600	100-42200-300	FIRE HOSE TESTING, GROUND LADDER TESTING	07/31/2025	5,193.25	5,193.25
Total FIRE CATT LLC:						5,193.25	
GOEDKER, NOAH							
829	GOEDKER, NOAH	08182028	100-41940-300	PLANNING & ZONING COMMITTEE REIMBURSEME	08/18/2025	50.00	50.00
Total GOEDKER, NOAH:						50.00	
GOPHER STATE ONE CALL							
7	GOPHER STATE ONE CALL	5060322	100-43100-210	FAX NOTIFICATIONS	08/04/2025	131.90	131.90
Total GOPHER STATE ONE CALL:						131.90	
GRAVELLE PLUMBING & HEATING INC							
2248	GRAVELLE PLUMBING & HEATING INC	100031	100-45200-210	SERVICE ORDER - LANDRY FAUCET, REPAIR LEAK	07/24/2025	385.39	385.39

Vendor Number	Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
Total GRAVELLE PLUMBING & HEATING INC:						385.39	
HART, AMY							
3747	HART, AMY	08182025	100-41910-300	PLANNING & ZONING COMMITTEE REIMBURSEME	08/18/2025	50.00	50.00
Total HART, AMY:						50.00	
HAWKINS INC							
157	HAWKINS INC	7160285	600-49400-210	AZONE 15 - 1LB BLOCK, 1GA BTL CONDITIONER, 3	08/07/2025	3,447.88	3,447.88
Total HAWKINS INC:						3,447.88	
HEARTLAND ANIMAL RESCUE TEAM							
1935	HEARTLAND ANIMAL RESCUE TEAM	34035	100-42700-300	JULY ANINMALCONTROL	07/31/2025	256.00	256.00
Total HEARTLAND ANIMAL RESCUE TEAM:						256.00	
HOLMVIG EXCAVATING LLC							
1783	HOLMVIG EXCAVATING LLC	11306	452-36200	206 1ST ST SE	08/05/2025	7,500.00	7,500.00
1783	HOLMVIG EXCAVATING LLC	11307	452-36200	16 1ST ST SE	08/05/2025	5,700.00	5,700.00
1783	HOLMVIG EXCAVATING LLC	11308	452-36200	4 FIRST ST SE	08/05/2025	5,600.00	5,600.00
1783	HOLMVIG EXCAVATING LLC	11309	452-36200	320 EAST MAIN STREET - CRMC	08/05/2025	7,900.00	7,900.00
1783	HOLMVIG EXCAVATING LLC	11310	452-36200	320 EAST MAIN STREET -CRMC	08/05/2025	7,900.00	7,900.00
1783	HOLMVIG EXCAVATING LLC	11311	452-36200	212 1ST ST SW	08/05/2025	6,850.00	6,850.00
1783	HOLMVIG EXCAVATING LLC	11313	452-36200	120 W MAIN ST	08/05/2025	8,000.00	8,000.00
1783	HOLMVIG EXCAVATING LLC	11314	452-36200	25 1ST ST SE	08/05/2025	8,000.00	8,000.00
1783	HOLMVIG EXCAVATING LLC	11315	452-36200	119 1ST ST SW	08/05/2025	5,850.00	5,850.00
1783	HOLMVIG EXCAVATING LLC	11316	452-36200	21 1ST ST SE	08/05/2025	5,800.00	5,800.00
1783	HOLMVIG EXCAVATING LLC	11317	452-36200	110 W MAIN ST	08/05/2025	5,800.00	5,800.00
1783	HOLMVIG EXCAVATING LLC	11348	452-36100	210 1ST STREET SW	08/19/2025	9,800.00	9,800.00
1783	HOLMVIG EXCAVATING LLC	11355	100-45200-210	CLEAN DITCH IN CITY PARK	08/20/2025	6,500.00	6,500.00
1783	HOLMVIG EXCAVATING LLC	11368	452-36200	20 W MAIN STREET	08/22/2025	9,000.00	9,000.00
Total HOLMVIG EXCAVATING LLC:						100,200.00	
ICE SYSTEMS							
822	ICE SYSTEMS	213013	100-41940-300	PROMOX VE STANDARD SUBCRIPTION - 1YR EXP	08/14/2025	1,054.33	1,054.33
822	ICE SYSTEMS	213013	200-45500-300	PROMOX VE STANDARD SUBCRIPTION - 1YR EXP	08/14/2025	527.17	527.17

Vendor Number	Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
Total ICE SYSTEMS:						1,581.50	
JASON STEINKE							
3746	JASON STEINKE	2428	100-43100-210	TRUCK LETTERING	08/05/2025	150.00	150.00
Total JASON STEINKE:						150.00	
JOE JOHNSON SEPTIC SERVICE							
2767	JOE JOHNSON SEPTIC SERVICE	9093	100-43100-210	12 SATELITE RENTALS, 1 HANDICAP	07/07/2025	1,510.00	1,510.00
Total JOE JOHNSON SEPTIC SERVICE:						1,510.00	
KANOPY INC							
696	KANOPY INC	462534	200-45500-586	JHMFL VIDEO TICKETS	07/31/2025	64.00	64.00
Total KANOPY INC:						64.00	
MAJESTIC CREATIONS LANDSCAPING INC							
2070	MAJESTIC CREATIONS LANDSCAPIN	2956	100-41940-220	IRRIGATION START-UP AND TROUBLESHOOTING	08/06/2025	1,449.00	1,449.00
Total MAJESTIC CREATIONS LANDSCAPING INC:						1,449.00	
MIDWEST MACHINERY CO							
3220	MIDWEST MACHINERY CO	10580800	100-43100-210	TOPOFF ENGINE OIL POLICE - OW-40 PLUS-50 II Q	08/06/2025	13.44	13.44
3220	MIDWEST MACHINERY CO	10589621	100-43100-210	WOODCUTTER OIL GAL	08/14/2025	24.25	24.25
3220	MIDWEST MACHINERY CO	10592878	100-43100-210	62C MOWER FRONT RIGHT ANTI SCALPING ASSE	08/18/2025	69.84	69.84
Total MIDWEST MACHINERY CO:						107.53	
MINNESOTA DEPUTY REGISTRARS ASSOCIATION							
3222	MINNESOTA DEPUTY REGISTRARS A	09192025	204-41405-310	2025 MDRA ANNUAL MEETING	08/06/2025	50.00	50.00
Total MINNESOTA DEPUTY REGISTRARS ASSOCIATION:						50.00	
MINNESOTA ENERGY RESOURCES							
2647	MINNESOTA ENERGY RESOURCES	08192025	100-41940-380	JULY METER 20030011	08/19/2025	115.37	115.37
Total MINNESOTA ENERGY RESOURCES:						115.37	

Vendor Number	Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
MINNESOTA POWER							
10	MINNESOTA POWER	048906368502	100-43100-380	SIREN SW - 07/11 - 08/10	08/19/2025	19.28	19.28
10	MINNESOTA POWER	053862871547	100-45200-380	NE SOFTBL FIELD - 07/11 - 08/10	08/19/2025	21.74	21.74
10	MINNESOTA POWER	057661772746	601-49450-380	1ST ST SW LIFT STATION - 07/09 - 08/19	08/19/2025	40.42	40.42
10	MINNESOTA POWER	063372331754	100-45200-380	HOCKEY RINK - 07/11 - 08/10	08/19/2025	18.38	18.38
10	MINNESOTA POWER	075821608879	100-43160-380	OVERHEAD STREET LIGHTING	08/19/2025	619.39	619.39
10	MINNESOTA POWER	097199258979	100-41940-380	2 2NS ST SW CITY HALL - 07/09 - 08/15	08/19/2025	854.36	854.36
10	MINNESOTA POWER	097199258979	600-49430-300	308 2ND ST SE WATERSUPPLY PUMP - 06/09 - 07/1	08/19/2025	736.57	736.57
10	MINNESOTA POWER	097199258979	600-49400-380	9051ST ST SW - 07/09 - 08/15	08/19/2025	65.70	65.70
10	MINNESOTA POWER	097199258979	600-49400-380	405 6TH ST NE WATER TREATMENT PLANT - 07/09	08/19/2025	1,232.78	1,232.78
10	MINNESOTA POWER	106020715964	100-49010-380	HC 61 LAKEWOOD CEMETERY - 07/11 - 08/10	08/19/2025	22.78	22.78
10	MINNESOTA POWER	151070180732	100-43160-380	OVERHEAD STREET LIGHTING	08/19/2025	1,218.56	1,218.56
10	MINNESOTA POWER	152246231347	601-49450-380	LIFT STATION 07/09 - 08/09	08/19/2025	29.30	29.30
10	MINNESOTA POWER	161371654361	100-43160-380	ORNAMENTAL STRET LIGHTING	08/19/2025	488.32	488.32
10	MINNESOTA POWER	170353504207	100-43100-380	1077 1ST ST SW CITY GARAGE - 07/09 -08/09	08/19/2025	290.20	290.20
10	MINNESOTA POWER	178405495096	601-49450-380	3RD AVE NE LIFT PUMP - 067/09 -08/09	08/19/2025	53.55	53.55
10	MINNESOTA POWER	202171848761	100-42200-380	FIRE HALL -- 07/11 - 08/10	08/19/2025	480.17	480.17
10	MINNESOTA POWER	205631752647	200-45500-380	1ST ST SE-LIBRARY 07/11 - 08/19	08/19/2025	925.99	925.99
10	MINNESOTA POWER	227003347514	100-43100-380	W MAIN ST SIGN - 07/11 - 08/10	08/19/2025	21.36	21.36
10	MINNESOTA POWER	283841512874	100-45200-380	PARK OUTLET - 07/11 - 08/10	08/19/2025	23.26	23.26
10	MINNESOTA POWER	306026827808	100-45200-380	PARK - 07/09 - 08/19	08/19/2025	113.65	113.65
10	MINNESOTA POWER	413784791200	100-49010-380	WOOD AVE CEMETERY - 07/11 - 08/10	08/19/2025	21.27	21.27
10	MINNESOTA POWER	567931744111	601-49450-380	DEBLOCK DR - 011 - 08/10	08/19/2025	23.41	23.41
10	MINNESOTA POWER	571954496317	206-45531-380	470 8TH AVE NE HCC - 07/10 - 08/10	08/19/2025	4,193.38	4,193.38
10	MINNESOTA POWER	865024072440	100-43160-380	OVERHEAD STREET LIGHTING	08/19/2025	1,150.27	1,150.27
10	MINNESOTA POWER	883376168353	204-41405-380	1ST ST SE VISITORS CENTER - 07/15 - 08/15	08/19/2025	105.44	105.44
10	MINNESOTA POWER	968870704696	100-45200-380	PARK BANDSTAND - 07/11 - 08/10	08/19/2025	55.55	55.55
Total MINNESOTA POWER:						12,825.08	
MINNESOTA STATE FIRE DEPARTMENT ASSOC							
2654	MINNESOTA STATE FIRE DEPARTMEN	MSFDA2025	100-42200-310	MSFDA 148TH ANNUAL CONFERENCE AND FIRE S	08/14/2025	1,375.00	1,375.00
Total MINNESOTA STATE FIRE DEPARTMENT ASSOC:						1,375.00	
MOOERS ELECTRIC							
223	MOOERS ELECTRIC	07252025	100-45200-210	2 POLE 50 AMP BREAKER	07/25/2025	157.00	157.00
Total MOOERS ELECTRIC:						157.00	

Vendor Number	Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
PATRICK, TROY							
92	PATRICK, TROY	081825	100-41910-300	PLANNING & ZONING COMMITTEE REIMBURSEMEN	08/08/2025	50.00	50.00
Total PATRICK, TROY:						50.00	
PETERSEN, JAMES K							
95	PETERSEN, JAMES K	08182028	100-41910-300	PLANNING & ZONING COMMITTEE REIMBURSEME	08/18/2025	50.00	50.00
Total PETERSEN, JAMES K:						50.00	
RATWIK ROSZAK & MALONEY PA							
3551	RATWIK ROSZAK & MALONEY PA	80457	100-41600-300	PROFESSIONAL SERVICES - legal	08/01/2025	2,539.50	2,539.50
Total RATWIK ROSZAK & MALONEY PA:						2,539.50	
RYAN CONTRACTING							
824	RYAN CONTRACTING	0B1.172835	452-49600-590	PAY REQUEST #7	08/01/2025	139,527.51	139,527.51
Total RYAN CONTRACTING:						139,527.51	
SPECTRUM BUSINESS							
3727	SPECTRUM BUSINESS	175593701080	100-43100-210	COMMUNICATIONS - 08/01/25 - 08/31/25	08/01/2025	118.76	118.76
Total SPECTRUM BUSINESS:						118.76	
STAPLES ADVANTAGE							
3152	STAPLES ADVANTAGE	7006346430	100-41940-210	OFFICE SUPPLIES	08/02/2025	96.78	96.78
3152	STAPLES ADVANTAGE	7006346430	100-42100-200	OFFICE SUPPLIES	08/02/2025	23.95	23.95
3152	STAPLES ADVANTAGE	7006428238	100-41940-210	OFFICE SUPPLIES	08/09/2025	22.91	22.91
Total STAPLES ADVANTAGE:						143.64	
THE OFFICE SHOP INC							
50	THE OFFICE SHOP INC	1157094-0	100-42200-210	HP962XL INK CARTRIDGE	07/30/2025	116.56	116.56
Total THE OFFICE SHOP INC:						116.56	
TIMMER IMPLEMENT OF AITKIN							
3336	TIMMER IMPLEMENT OF AITKIN	IA27657	100-43100-210	BOBCAT PARTS	08/11/2025	573.90	573.90

Vendor Number	Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
Total TIMMER IMPLEMENT OF AITKIN:						573.90	
TOM'S TOTAL TREE SERVICE							
2481	TOM'S TOTAL TREE SERVICE	747104	100-43100-210	TRIM DED & LOW BRANCHEHS OFF MAPLE -20272	08/12/2025	300.00	300.00
TOM'S TOTAL TREE SERVICE:						300.00	
UNITED STATES TREASURY							
753	UNITED STATES TREASURY	073125	100-43100-301	IRS LEVY 41-1248793 - CLASS DSIPLAY ADD PW D	07/31/2025	131.60	131.60
Total UNITED STATES TREASURY:						131.60	
VERIZON WIRELESS							
2450	VERIZON WIRELESS	6120671940	100-41940-320	CELL PHONES - 7/11 - 8/10	08/19/2025	50.17	50.17
2450	VERIZON WIRELESS	6120671940	100-43100-320	CELL PHONES - 7/11 - 8/10	08/19/2025	95.19	95.19
2450	VERIZON WIRELESS	6120671940	100-43100-320	CELL PHONES - 7/11 - 8/10	08/19/2025	95.19	95.19
Total VERIZON WIRELESS:						240.55	
WYNN, SHELLIE M							
91	WYNN, SHELLIE M	08182025	100-41910-300	PLANNING & ZONING COMMITTEE REIMBURSEME	08/18/2025	50.00	50.00
Total WYNN, SHELLIE M:						50.00	
ZENDER, JOHN							
802	ZENDER, JOHN	08182025	100-41910-300	PLANNING & ZONING COMMITTEE REIMBURSEME	08/18/2025	50.00	50.00
Total ZENDER, JOHN:						50.00	
Grand Totals:						450,595.46	

CITY OF CROSBY

REQUEST FOR COUNCIL ACTION

DATE: 8/25/2025

DEPARTMENT: Public Works

APPROVAL REQUIRED: Simple majority of Council

ITEM DESCRIPTION: Accept The Resignation of PW Driver, Neal Gjersvik

BACKGROUND:

Neal Gjersvik has submitted his resignation. His last day with the Crosby Public Works Department will be Thursday, August 28, 2025.

BUDGET IMPLICATIONS: None

COUNCIL ACTION REQUESTED: Motion and second to accept the resignation of Neal Gjersvik from the Crosby Public Works Department.

CITY OF CROSBY
REQUEST FOR COUNCIL ACTION

DATE: 08/25/2025

DEPARTMENT: Administration

APPROVAL REQUIRED Simple Majority approval

ITEM DESCRIPTION: Approval of Cuyuna Lakes Chamber of Commerce invoices for advertising services

BACKGROUND: Cuyuna Lakes Chamber of Commerce and the City of Crosby have entered into an agreement for marketing services. The attached invoice reflects the 2nd quarter marketing totaling \$2,665.00. There is supporting documentation attached to the packet.

OBJECTIVE:

STAFF RECOMMENDATIONS: Administrator Harren recommends approving the payment to the Chamber for their marketing services to the community.

BUDGET IMPLICATIONS:

COUNCIL ACTION REQUESTED: Motion and Second to pay the Cuyuna Lakes Chamber of Commerce \$2,665.00 for their 2nd quarter advertising and marketing expenses.

ATTACHMENT: Advertisement accounting form and marketing materials



2025 Advertisement Accounting Form

Reimbursement Invoice

Contact: Aubrey Koop
Phone: 218-546-8131
Email: aubrey@cuyunalakes.com

Vendor	Dates of Advertising	Proof of Payment	Invoices Included	Invoice Amount	Amount to Reimburse
Key Enterprises	6.12.25	Yes	Yes	1330.00	1330.00
The Minneapolis Star Tribune	6.1.25	Yes	Yes	1335.00	1335.00

Invoice Total: \$2665.00
Total Amount Requested for Reimbursement: \$2665.00

The Cuyuna Lakes Chamber of Commerce requests reimbursement for the total amount above for the attached invoices for marketing and advertising costs for the months of April-June.

Authorized Signature: *Aubrey Koop*
Printed Name: Aubrey Koop Date: 8/19/25

06/12/2025

Key Enterprises LLC

**1,330.00

One thousand three hundred thirty and 00/100*****

Key Enterprises LLC
(dba MSP Communications)
953 Westgate Dr Suite 107
612-339-5806
St Paul, MN 55114

06/12/2025

Key Enterprises LLC

1,330.00

Chamber Checking - 9054

1,330.00

06/12/2025

Key Enterprises LLC

1,330.00

Chamber Checking - 9054

1,330.00

MSP Communications

Key Enterprises, LLC
(dba MSP Communications)
953 Westgate Drive, Suite 107
St. Paul, MN 55114
Phone: 612.339.7571
EIN: 41-1857142

Bill To:

Cuyuna Lakes Chamber of Commerce
Attn: Aubrey Koop
Po Box 23,
Crosby MN 56441

Advertiser:

Cuyuna Lakes Chamber of Commerce

DATE
5/20/2025

INVOICE #
M2025-148169

PAYMENT TERMS
Due on receipt

SALES REP
Amy Lindmark

Publication	Issue	Section	Ad Size	Color	Frequency	Page #
Mpls.St.Paul Magazine	Jun	EMT Special Section	1/3 Page Square	4-Color	1x	92
Total:						\$1,330.00



CUYUNA LAKES
CHAMBER OF COMMERCE

Visit

CUYUNA LAKES

Discover Adventure, Embrace
Nature: Explore the Cuyuna
Lakes Area!

PLAN YOUR
TRIP:



218-546-8131



www.cuyunalakes.com

06/26/2025

The Minneapolis Star Tribune

**1,335.00

One thousand three hundred thirty-five and 00/100*****

The Minneapolis Star Tribune
The Minneapolis Star Tribune

06/26/2025

The Minneapolis Star Tribune

1,335.00

Chamber Checking - 9054

1,335.00

06/26/2025

The Minneapolis Star Tribune

1,335.00

Chamber Checking - 9054

1,335.00



CUSTOMER SERVICE/BILLING	BILLING DATE	BILLING PERIOD	BILLING PHONE	PAYMENT TERMS	ADVERTISER ACCOUNT	AGENCY ACCOUNT
612-673-4989	5/31/2025	May	218-546-8131	Net 25	1000343415	

DATE EDIT/PRDT	AD NUMBER INV. NUMBER	DESCRIPTION OTHER COMMENTS/CHARGES ^SPLIT BILLED	AD SIZE BILLED UNITS	RATE	SUB TOTAL	AMOUNT BILLED
		BALANCE FORWARD				0.00
05/01-05/13 DIGITAL	0000514794-01 100514794-05132025	T26345-Cuyuna Lakes Chamber Mu CAMPAIGN TOTAL	CPD		1335.00	1335.00
		Total Amount Due				1,335.00

Current	Over 30 Days	Over 60 Days	Over 90 Days	Applied Credits	Total Amount Due
1,335.00	0.00	0.00	0.00	0.00	1,335.00

To sign up for eBilling, contact us by email at invoices@startribune.com, or check the box below.

— Please detach lower portion and return with payment —

The Minnesota Star Tribune
650 3rd Avenue South, Suite 1300
Minneapolis MN 55488

Payment Terms
Net 25

Billing Date
5/31/2025

Applied credits are included in total amount due.

Advertiser Name	CUYUNA LAKES CHAMBER
Advertiser Account	1000343415
Total Amount Due	1,335.00

- Check Here to Sign Up for eBilling - See Back
- Check Here for Name/Address Change or to Pay by Credit Card — See Back

Agency Name:
Agency Account:

Amount Paid \$

Make Check Payable to: Star Tribune
Include Advertising Name and Account on Check



CUYUNA LAKES CHAMBER
PO BOX 23
CROSBY MN 56441-0023

000141



The Minnesota Star Tribune
PO Box 4620
Carol Stream IL 60197-4620



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JUNE 5th, 2025



The Cuyuna Lakes Chamber is thrilled to announce **Music in the Park 2025**, a free summer concert series set in the beautiful outdoors of our community. Whether you're a local or visiting for the weekend, it's the perfect way to soak up sunshine, enjoy amazing music, and experience the charm of the Cuyuna Lakes.

We're excited to welcome **Bombshell** to the Stage on Thursday, June 5! Known as Central Minnesota's ultimate variety cover band, Bombshell brings the party with hits from rock, country, pop, R&B, and hip hop. Get ready for a high-energy night of music you can sing, dance, and celebrate summer to!

Can't make it?

[CHECK OUT THE OTHER DATES HERE](#)



**Make the Most of Your Visit:
Plan Your Summer Around Music & Adventure**



Our summer lineup features a variety of local and regional artists, perfect for every music lover. And while you're here, make the most of your visit — explore the Cuyuna Lakes trails, paddle crystal-clear mine lakes, grab a bite at a local eatery, and unwind in a small-town paradise.

[FIND OUT MORE](#)

CITY OF CROSBY

REQUEST FOR COUNCIL ACTION

DATE: 08/25/2025

DEPARTMENT: Administration

APPROVAL REQUIRED: Simple Majority approval

ITEM DESCRIPTION: Review Service Line Grant Program

BACKGROUND:

The City wrote and received a grant for private water service line replacement for qualifying homeowners in the amount of \$309,000. \$34,000 of the grant is for Engineering/Grant Administration expenses and the remaining \$275,000 is dedicated to qualifying property owners.

To date the city has encumbered \$90,900. This leaves \$184,100. There are three property owners whose replacement expenses exceeded the maximum grant amount of \$8000. The total additional line replacement expense is \$10,100.

Council discussed funding the full cost if there was extra funding available. I am recommending the City pay the full cost of the three more complex installations.

STAFF RECOMMENDATIONS: Public Works Committee Members Vern Lewis, Diane Cash and Engineer Phil Martin and City Administrator Harren recommends council approval

BUDGET IMPLICATIONS: None

COUNCIL ACTION REQUESTED: Motion and second to authorize use of service line replacement grant funds to pay the full cost of service line replacement.

CITY OF CROSBY

REQUEST FOR COUNCIL ACTION

DATE: 8/25/2025

DEPARTMENT: ADMINISTRATION

APPROVAL REQUIRED: Simple majority of Council

ITEM DESCRIPTION: Approve Crosby 11th Ave Emergency Watermain Replacement Pay Request No. 1

BACKGROUND: Holmwig Excavating has mostly completed the Emergency Watermain Project on 11th Avenue SW. Remaining for project completion includes establishment of grass and minor punch-list items. Holmwig Excavating was the low bidder on the project for a total of \$156,935.50. During the project there were additional costs added for several reasons. One was due to the additional watermain fittings needed to construct the project because of all the unknowns on the existing water system in this area. As well, more exploratory excavation of the existing system was needed. Due to the lack of records and information available to us there was additional time spent by the contractor and engineer to locate the existing watermains and verify diameter and depth. Due to the need to expedite the completion of the project there were no engineered plans or specifications that help clarify bid items and how quantities are paid out. Working through these discrepancies with the contractor the pounds of watermain fittings used on the project were way higher due to interpretation. Holmwig Excavating's bid unit price included weights for all bolts, joint retainer glands and fittings used on the project. The estimate quantity for the project was only based on the fittings anticipated. We believe that this is a valid claim due to not having a specification that clarified this.

This pay application withholds full payment for turf restoration on the project until the grass established. We are recommending payment to Holmwig Excavation for Pay Application No. 1 in the amount of \$184,537.56. Once grass has been established the remaining \$1,900 will be paid out with a final pay application in the future.

BUDGET IMPLICATIONS: This expense will be charged to the water fund

COUNCIL ACTION REQUESTED: Motion and second to approve Holmwig Excavating Pay Request No. 1. for Crosby 11th Ave Emergency Watermain Replacement in the amount of \$184,537.56

ATTACHEMENT: Pay Request No. 1



Real People. Real Solutions.

7656 Design Road
Suite 200
Baxter, MN 56425-8676

Ph: (218) 825-0684
Fax: (218) 825-0685
Bolton-Menk.com

August 22, 2025

Trish Harren, City Administrator
2 Second St SW
Crosby, MN 56444

RE: Crosby 11th Ave Emergency Watermain Replacement – Pay Request No. 1

Dear Trish:

Attached is Contractor's Pay Request No. 1 for work completed through August 25, 2025 for the above referenced project. The value of the work completed as of this date was \$184,537.56. We have not recommended payment of turf restoration which amounts to \$1,900. We would pay that as a final payment when grass is established. Therefore, the amount to pay is \$184,537.56.

We recommend City Council approval of Contractor's Pay Request No. 1 in the amount of \$184,537.56

Please retain one signed pay request copy for your records, submit one copy to our office in Baxter, and the copy to the Contractor with payment when approved.

If you have any questions, please contact me at 218-821-7265.

Sincerely,

Bolton & Menk, Inc.

Phillip M. Martin, PE
Principal Engineer

Attachments –*Contractor's Pay Request No. 1*

CONTRACTOR'S PAY REQUEST
11TH AVE SW EMERGENCY WATERMAIN REPAIR



BOLTON & MENK

Real People. Real Solutions.

DISTRIBUTION:

- CONTRACTOR (1)
- OWNER (1)
- ENGINEER (1)

CITY OF CROSBY -
BMI PROJECT NO. 11TH AVE SW EMERGENCY WATERMAIN REPAIR

TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS	\$156,935.50
TOTAL, COMPLETED WORK TO DATE	\$184,537.56
TOTAL, STORED MATERIALS TO DATE	\$0.00
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED	\$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS	\$184,537.56
RETAINED PERCENTAGE (0.0%)	\$0.00
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)	\$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE	\$184,537.56
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES	\$0.00
PAY CONTRACTOR AS ESTIMATE NO. 1	\$184,537.56

CERTIFICATE FOR PARTIAL PAYMENT

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the contract amount for the period covered by this Estimate.

Contractor: Holmwig Excavating LLC
 PO Box 37
 Crosby, MN 56441

By Brad Holmwig BRAD HOLMVG OWNER
 Name Title

Date 8/22/25

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:
 ENGINEER: BOLTON & MENK, INC., 7656 DESIGN ROAD, STE 200, BAXTER, MN 56425

By [Signature], CONSULTING ENGINEER

Date 08/22/2025

APPROVED FOR PAYMENT:
 OWNER:

By _____
 Name Title Date

And _____
 Name Title Date

Pay Request No.:

1

11TH AVE SW EMERGENCY WATERMAIN REPAIR



CITY OF CROSBY
 BMI PROJECT NO. 11TH AVE SW EMERGENCY WATERMAIN REPAIR
 WORK COMPLETED THROUGH MONDAY, AUGUST 25, 2025

ITEM NO.	ITEM	UNIT PRICE	AS BID		PREVIOUS ESTIMATE		COMPLETED TO DATE	
			ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT
1	MOBILIZATION	\$8,000.00	1.00	LUMP SUM \$8,000.00		LUMP SUM \$0.00	1.00	LUMP SUM \$8,000.00
2	REMOVE WATER MAIN	\$10.00	80.00	LIN FT \$600.00		LIN FT \$0.00	20.00	LIN FT \$200.00
3	SALVAGE CHAIN LINK FENCE	\$30.00	40.00	LIN FT \$1,200.00		LIN FT \$0.00	0.00	LIN FT \$0.00
4	REMOVE BITUMINOUS PAVEMENT	\$4.50	170.00	SQ YD \$765.00		SQ YD \$0.00	170.00	SQ YD \$765.00
5	COMMON LABORERS	\$76.00	24.00	HOUR \$1,824.00		HOUR \$0.00	26.00	HOUR \$1,976.00
6	1.5 CU YD BACKHOE	\$150.00	8.00	HOUR \$1,200.00		HOUR \$0.00	14.00	HOUR \$2,100.00
7	AGGREGATE BASE CLASS 5	\$24.00	60.00	TON \$1,440.00		TON \$0.00	60.00	TON \$1,440.00
8	TYPE SP 9.5 WEARING COURSE MIXTURE (2.B)	\$100.00	30.00	TON \$3,000.00		TON \$0.00	30.00	TON \$3,000.00
9	TYPE SP 9.5 NON-WEARING COURSE MIXTURE (2.B)	\$100.00	30.00	TON \$3,000.00		TON \$0.00	30.00	TON \$3,000.00
10	PLUG & ABANDON WATERMAIN	\$8.00	200.00	LIN FT \$1,600.00		LIN FT \$0.00	200.00	LIN FT \$1,600.00
11	CONNECT TO EXISTING WATERMAIN	\$400.00	4.00	EACH \$1,600.00		EACH \$0.00	2.00	EACH \$800.00
12	6" GATE VALVE AND BOX	\$1,200.00	1.00	EACH \$1,200.00		EACH \$0.00	1.00	EACH \$1,200.00
13	6" DIP WATERMAIN, CLASS 52	\$50.00	80.00	LIN FT \$4,000.00		LIN FT \$0.00	6.00	LIN FT \$300.00
14	10" DIP WATERMAIN, CLASS 52	\$81.00	60.00	LIN FT \$4,860.00		LIN FT \$0.00	60.00	LIN FT \$4,860.00
15	WATERMAIN FITTINGS	\$12.00	282.00	POUND \$3,384.00		POUND \$0.00	233.00	POUND \$2,796.00
16	INSTALL CHAIN LINK FENCE	\$25.00	40.00	LIN FT \$1,000.00		LIN FT \$0.00	0.00	LIN FT \$0.00
17	TRAFFIC CONTROL	\$4,000.00	1.00	LUMP SUM \$4,000.00		LUMP SUM \$0.00	1.00	LUMP SUM \$4,000.00
18	SEDIMENT CONTROL LOG TYPE WOOD FIBER	\$13.00	100.00	LIN FT \$1,300.00		LIN FT \$0.00	100.00	LIN FT \$1,300.00
19	COMMON TOPSOIL BORROW	\$35.00	40.00	CU YD \$1,400.00		CU YD \$0.00	40.00	CU YD \$1,400.00
20	TURF ESTABLISHMENT	\$1,900.00	1.00	LUMP SUM \$1,900.00		LUMP SUM \$0.00	0.00	LUMP SUM \$0.00
21	BUILDING REPAIRS TO CONNECT TO EXISTING WATERMAIN IN BU	\$1,200.00	1.00	LUMP SUM \$1,200.00		LUMP SUM \$0.00	1.00	LUMP SUM \$1,200.00
22	2" COPPER TYPE K	\$70.00	50.00	LIN FT \$3,500.00		LIN FT \$0.00	60.00	LIN FT \$4,200.00
23	REMOVE HYDRANT	\$500.00	1.00	EACH \$500.00		EACH \$0.00	1.00	EACH \$500.00
24	REMOVE GATE VALVE & BOX	\$250.00	1.00	EACH \$250.00		EACH \$0.00	4.00	EACH \$1,000.00
25	REMOVE WATER MAIN	\$10.00	100.00	LIN FT \$1,000.00		LIN FT \$0.00	310.00	LIN FT \$3,100.00
26	REMOVE BITUMINOUS PAVEMENT	\$4.50	1,167.00	SQ YD \$5,251.50		SQ YD \$0.00	1,080.00	SQ YD \$4,860.00
27	COMMON EXCAVATION (P)	\$15.50	370.00	CU YD \$5,735.00		CU YD \$0.00	370.00	CU YD \$5,735.00
28	COMMON LABORERS	\$76.00	6.00	HOUR \$456.00		HOUR \$0.00	0.00	HOUR \$0.00
29	1.5 CU YD BACKHOE	\$150.00	2.00	HOUR \$300.00		HOUR \$0.00	12.00	HOUR \$1,800.00
30	AGGREGATE BASE CLASS 5	\$24.00	370.00	TON \$8,880.00		TON \$0.00	691.69	TON \$16,600.56
31	TYPE SP 9.5 WEARING COURSE MIXTURE (2.B)	\$100.00	150.00	TON \$15,000.00		TON \$0.00	119.48	TON \$11,948.00
32	TYPE SP 12.5 NON-WEARING COURSE MIXTURE (2.B)	\$100.00	150.00	TON \$15,000.00		TON \$0.00	115.87	TON \$11,587.00
33	CONNECT TO EXISTING WATERMAIN	\$400.00	2.00	EACH \$800.00		EACH \$0.00	4.00	EACH \$1,600.00
34	HYDRANT 9.5" BURY	\$7,200.00	1.00	EACH \$7,200.00		EACH \$0.00	1.00	EACH \$7,200.00
35	6" GATE VALVE AND BOX	\$1,200.00	2.00	EACH \$2,400.00		EACH \$0.00	1.00	EACH \$1,200.00
36	8" GATE VALVE AND BOX	\$1,200.00	1.00	EACH \$1,200.00		EACH \$0.00	2.00	EACH \$2,400.00
37	10" GATE VALVE AND BOX	\$4,900.00	1.00	EACH \$4,900.00		EACH \$0.00	2.00	EACH \$9,800.00
38	6" DIP WATERMAIN, CLASS 52	\$50.00	40.00	LIN FT \$2,000.00		LIN FT \$0.00	34.00	LIN FT \$1,700.00
39	8" DIP WATERMAIN, CLASS 52	\$50.00	20.00	LIN FT \$1,000.00		LIN FT \$0.00	40.00	LIN FT \$2,000.00
40	10" DIP WATERMAIN, CLASS 52	\$81.00	260.00	LIN FT \$21,060.00		LIN FT \$0.00	260.00	LIN FT \$21,060.00
41	WATERMAIN FITTINGS	\$15.00	292.00	POUND \$4,380.00		POUND \$0.00	1,899.00	POUND \$28,485.00
42	COMMON TOPSOIL BORROW	\$35.00	20.00	CU YD \$700.00		CU YD \$0.00	25.00	CU YD \$875.00
43	TURF ESTABLISHMENT	\$2,900.00	1.00	LUMP SUM \$2,900.00		LUMP SUM \$0.00	1.00	LUMP SUM \$2,900.00
44	TRACE WIRE SYSTEM	\$2,700.00	1.00	LUMP SUM \$2,700.00		LUMP SUM \$0.00	1.00	LUMP SUM \$2,700.00
45	4" SOLID LINE PAINT (WHITE)	\$15.00	90.00	LIN FT \$1,350.00		LIN FT \$0.00	90.00	LIN FT \$1,350.00
TOTAL AMOUNT:				\$156,935.50		\$0.00		\$184,537.56

CITY OF CROSBY

REQUEST FOR COUNCIL ACTION

DATE: 8/25/2025

DEPARTMENT: Administration

APPROVAL REQUIRED: Simple Majority of Council

ITEM DESCRIPTION: Approve purchase to replace failing pump in the 3rd Avenue NE Lift Station

BACKGROUND: The Flygt pump at the 3rd Avenue NE Lift Station is failing and could cease working at any time. W.W. Goetsch is recommending a Hydromatic S4NRC750M3-4 230 v 3-phase 7.5 hp with a 7.5" impeller. They currently have this pump in stock. The price of \$8,302 is good for 30 days; however tax has not been included with this quote and installation would also be additional. This pump carries a 5-year municipal warranty.

The lift station control panel was replaced in the last two years. However, there are two pumps in the wet well. One of these pumps was replaced when Choik was foreman. However, the other one, which is the one that is failing, has been in place since the lift station was put in originally.

BUDGET: \$8,302

STAFF RECOMMENDATION: Staff recommend approval of this critical purchase of a replacement pump as the current pump is failing and could go at any time.

COUNCIL ACTION REQUESTED: Motion and second to approve the quote from W.W. Goetsch for a replacement pump for the 3rd Avenue NE Lift Station at a cost of \$8,302.

ATTACHMENT: Automatic Systems Co. Quote
Total Control Systems Inc. Quote

From: Deb Stoe

Sent: Tuesday, August 19, 2025 10:34 AM

To: Trish Harren, City Administrator <cityadmin@cityofcrosby.com>; Trish Harren, City Administrator <waterplant@cityofcrosby.com>

Cc: Paul Mckanna (p.jamespump@gmail.com) <p.jamespump@gmail.com>

Subject: Pump replacement at Third Ave NE Lift Station

We would recommend the following pump as a good replacement

Hydromatic S4NRC750M3-4 \$8,302
230 v 3phase
7.5 hp with a 7.5" impeller

This would have a 5-year municipal warranty

We have this pump in stock.

Prices are good for 30 days.

Tax has not been included.

Installation is additional.

If you have any questions, please feel free to contact Paul McKanna.

We appreciate the opportunity to quote this replacement pump.

If you have any questions please feel free to call. **My office hours are Monday thru Thursday 7:00 a.m. to 4:00 p.m.**

WWGOETSCH
ASSOCIATES, INC.

Deb Stoe

7674 College Rd Ste 105

Baxter, MN 56425

218-829-6890 * 218-829-6972 Fax

dstoe@wwgoetsch.com

CITY OF CROSBY
REQUEST FOR COUNCIL ACTION

DATE: 8/25/2025

DEPARTMENT: Administration

APPROVAL REQUIRED: Simple Majority approval

ITEM DESCRIPTION: Consider request for 2025-2026 CI High School Sports Package advertising from RangersLIVE

BACKGROUND: RangersLIVE will be serving as the official broadcasting platform for Crosby-Ironton Rangers Athletics during the 2025-2026 school year. They are offering sponsorship opportunities for businesses and individuals interested in supporting Rangers Athletics with two payment options:

1. MONTHLY PAYMENT:
 - Monthly payments of \$100 for 10 months, totaling \$1,000
2. ONE-TIME PAYMENT:
 - One-time payment of \$800

Their goals for the upcoming year include:

- Enhancing their website to accommodate more listeners
- Adding more content that will feature their coaches and student athletes
- Introducing the ability to broadcast multiple events simultaneously

Although allowable, it is not recommended. The allowable funding is for marketing and advertising to bring people into the community. The broadcasting platform is directed at listeners of local sports events and is not generally heard by people outside the community. This is not the best use of tax dollars.

OBJECTIVE: Advertising the City and its features

STAFF RECOMMENDATIONS:

BUDGET IMPLICATIONS: Only option is to come out of the DEED Economic Development fund

COUNCIL ACTION REQUESTED: Motion and second to approve the request from RangerLIVE for advertising

Administrative Assistant

From: Cley Twigg <ctwigg@ci.k12.mn.us>
Sent: Tuesday, August 12, 2025 11:52 AM
Subject: RangersLIVE Sponsorship Opportunity 2025-26
Attachments: Advertising Agreement.docx.pdf



IRONSCALES couldn't recognize this email as this is the first time you received an email from this sender ctwigg@ci.k12.mn.us

We are thrilled to announce that RangersLIVE will once again serve as the official broadcasting platform for Crosby-Ironton Rangers Athletics during the 2025-2026 school year. Our first year was a great learning experience and an overall success. We began with just over 100 listeners at our first event and grew to over 1,400 listeners at our peak—an achievement that wouldn't have been possible without the incredible support from Ranger Nation. Thank you!

Looking ahead, we are excited to expand and improve. Once again we are offering Sponsorship Opportunities (agreement attached) for businesses and individuals interested in supporting Ranger Athletics. With continued budget constraints, your support is more important than ever.

Our goals for the upcoming year include:

- Enhancing our website to accommodate more listeners
- Adding more content that will feature our coaches and student-athletes
- Introducing the ability to broadcast multiple events simultaneously

Every dollar raised through RangersLIVE goes directly to Ranger Athletics, helping us to provide the best possible experience for our student-athletes.

Thank you again for your continued support. We can't wait to bring you another exciting year of C-I Ranger Athletics, GO-CI-GO!!!

--
Cley Twigg

Activities Director/Dean of Students

Head Track & Field Coach

Crosby-Ironton High School | ISD 182

[711 Poplar St.](#) | [Crosby, MN 56441](#) | (218) 545-8821





CROSBY - IRONTON

SCHOOL DISTRICT 182

The Crosby-Ironton Rangers Athletic Department is excited to continue bringing you the best coverage for Ranger Athletics from the official home of the Crosby-Ironton Rangers:

WWW.RANGERSLIVE.NET

Once again there is an opportunity for businesses to sponsor Ranger Athletics for the 2025-2026 school year. We are offering a Sponsorship with two payment options that will give you the same exact opportunity for advertising with Ranger Athletics.

1. MONTHLY PAYMENT:

- \$100 PER MONTH STARTING IN AUGUST 2025 AND ENDING IN MAY 2026.
- 10 total payments bringing the total to \$1000.

2. ONE-TIME PAYMENT

- ONE-TIME PAYMENT.
- \$800

You will receive advertising at all broadcasted HOME & AWAY EVENTS, on the Website and the potential for other advertising opportunities as well. WHICHEVER OPTION YOU DECIDE, ALL FUNDS WILL GO DIRECTLY TO RANGER ATHLETICS WITH THE INTENTION OF GIVING ALL RANGER STUDENT-ATHLETES THE BEST OPPORTUNITIES AVAILABLE.

PLEASE CHECK WHICH OPTION WORKS FOR YOU

- MONTHLY PAYMENT OF \$100 FOR 10 MONTHS
- ONE-TIME PAYMENT OF \$800

SIGNATURE

BUSINESS NAME

Thank you,

Cley Twigg C-I ACTIVITIES DIRECTOR

CITY OF CROSBY
REQUEST FOR COUNCIL ACTION

DATE: 8/25/2025

DEPARTMENT: Administration

APPROVAL REQUIRED: Simple Majority approval

ITEM DESCRIPTION: Approve Resolution No. 2025-24-0825 for the Final Layout for SP 1806-82 Serpent Creek Box Culvert Replacement

BACKGROUND: MnDOT is proceeding with plans to complete State Project 1806-82 (TH210) Serpent Creek Box Culvert Replacement. In accordance with Minnesota Statute 161.164, the projects, Final Layout is being submitted for City approval, identified as the Municipal Consent Layout, S.P. 1806-82.

The City's approval is required for this project because it required the acquisition of permanent right-of-way on the upstream and downstream sides of the box culvert. Municipal consent of MnDOT projects is described in Minnesota Statutes 161.162 through 161.167.

Approval or disapproval of the final layout is by resolution of the City Council.

OBJECTIVE: The purpose of this project is to address the age and condition concerns of the Serpent Creek box culvert between Serpent Lake and Serpent Creek including the connection of the existing storm sewer outfalls.

STAFF RECOMMENDATIONS: Administrator Harren recommends approval of Resolution 2025-24-0825.

BUDGET IMPLICATIONS:

COUNCIL ACTION REQUESTED: Motion and second to approve Resolution No. 2025-24-0825 for the Final Layout for SP 1806-82 Serpent Creek Box Culvert Replacement

ATTACHMENT: Resolution 2025-24-0825, supporting documentation from the MN Department of Transportation

**CITY OF CROSBY
RESOLUTION 2025-24-0825**

RESOLUTION FOR MUNICIPAL LAYOUT APPROVAL—SP 1806-82

At a Meeting of the City Council of the City of Crosby, held on the 25th day of August, 2025 the following Resolution was offered by _____ and seconded by _____ to wit

WHEREAS, The Commissioner of Transportation has prepared a final layout for State Project 1806-82 on Trunk Highway 210 from R.P. 137+00.461 to 137+00.659 within the City of Crosby for Serpent Creek improvements, and seeks the approval thereof, as described in Minnesota Statutes 161.162 to 161.167; and

WHEREAS, said final layout is on file in the District 3 Minnesota Department of Transportation office being marked as Municipal Consent Layout for SP 1806-82, Plotted 7/1/2025, S.P. 1806-82, from R.P. 137+00.461 to 137+00.659.

NOW THEREFORE, BE IT RESOLVED that said final layout for the improvement of said Trunk Highway within the corporate limits be and is hereby approved.

Upon the call of the roll, the following Council Members voted in favor of the Resolution.

The following Council Members voted against its adoption.

ATTEST:

Mayor _____

Dated _____, 20____

State of Minnesota
County of Crow Wing
City of Crosby

I do hereby certify that the foregoing Resolution is a true and correct copy of a resolution presented to and adopted by the Council of the City of Crosby, Minnesota at a duly authorized meeting thereof held on the 25th day of August , 2025, as shown by the minutes of said meeting in my possession.

(SEAL) _____
City Clerk



Minnesota Department of Transportation

District 3
7694 Industrial Park Road
Baxter, MN 56425

August 8, 2025

Trish Harren
City Administrator
City of Crosby
2 Second Street SW
Crosby, MN 56441

RE: Request for City Approval (Municipal Consent) of the Final Layout for SP 1806-82

Dear Trish Harren,

MnDOT is proceeding with plans to complete State Project 1806-82 (TH210) Serpent Creek Box Culvert Replacement. In accordance with Minnesota Statute 161.164, I am submitting for City approval the project's Final Layout, identified as the Municipal Consent Layout, S.P. 1806-82 (attached).

The City's approval (municipal consent) is required for this project because it requires the acquisition of permanent right-of-way on the upstream and downstream sides of the box culvert. Municipal consent of MnDOT projects is described in Minnesota Statutes 161.162 through 161.167 (attached).

Approval or disapproval of the final layout is by resolution of the City Council. (A sample resolution is attached). However, if the City neither approves nor disapproves the final layout within 90 days of the public hearing, the layout is deemed approved (per MN Statute 161.164).

The deadlines (per MN Statute 161.164) for the City's responsibilities regarding municipal consent of the attached layout are as follows, based on a submittal date of the final layout to the City of 8/14/2025:

- Within 15 days of receiving the final layout, schedule a public hearing (by 8/29/2025).
- Within 60 days of receiving the final layout, conduct the public hearing (by 10/13/2025).
- Provide at least 30-days' notice of the public hearing.
- Within 90 days of the public hearing, approve or disapprove the layout by resolution.

MnDOT will attend the public hearing to present the final layout and answer questions, as required by statute.

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Project Purpose

Existing Condition-

Serpent Creek Box Culvert# 2304898 is a 6' x 4' x 90' concrete box culvert built under S.P. 1806-07 in 1943 as a cooperative effort between the Department of Highways and the Village of Crosby. This work was permitted by the Division of Water Resources with the Village of Crosby as the applicant. The roadway and the stop log control structure constructed in 1943 serve as a dam controlling the lake levels of Serpent Lake. According to the 1943 permit application, the project was needed to lower the high-water levels of Serpent Lake resulting from a plugged highway culvert which acted as the only outlet for Serpent Lake. The weir is owned and operated by the City of Crosby.

Project Need-

The primary need for this project developed over age and condition concerns of the Serpent Creek Box Culvert# 2304898 which were discovered during the delivery of SP1807-29 constructed in 2021. It was determined during the delivery of that project to begin the initial planning process and coordination for the eventual replacement of the box culvert. Initial concerns were related to settlement issues observed in sidewalk and curb near the structure. City maintenance staff also identified a void that they fill in the grassy area near the structure. This led to concerns about the age and condition of the cast in place box structure itself, primarily the four storm sewer entry points that were installed to discharge into the side of the structure under SP1806-58 in 1989. A follow up field investigation reviewed the underlying peat and poor soil layers found near the box culvert. Whether the observed settlement issue and voids are due to initial construction settlement, long term settlement, or a combination is unknown.

Project Purpose-

The purpose of this project is to address the age and condition concerns of the Serpent Creek box culvert (culvert# 2304898) between Serpent Lake and Serpent Creek including the connection of the existing storm sewer outfalls.

Project Description

The Minnesota Department of Transportation is planning State Project 1806-82 on Trunk Highway (TH) 210 in Crosby, Crow Wing County, from Lakeshore Drive/Superior Avenue to Crow Wing CSAH 33 (4th Street SW). Highway 210 is a two-way rural principal arterial highway with bituminous pavement. The AADT is 6,536 vehicles per day. The total project length is 0.2 miles, and the contract letting is planned to be held on August 25, 2027, with construction activities in 2028. The duration of the project is estimated to be 8-12 weeks.

This project includes the replacement of the outlet control box culvert# 2304898 of Serpent Lake to Serpent Creek and storm sewer outfall improvements. The project will replace the operable weir with a weir fixed into the new end section of the culvert. The four storm sewer discharges are anticipated to be reconfigured as two separate discharge points with an appropriate sized BMP treatment as a water quality and sediment control improvement. Soil and stability improvements are anticipated to be needed to support the new drainage infrastructure and avoid the continuation

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of settlement issues at the site. The project will address ADA improvements disturbed by the project.

The project will construct an 8' W x 4' H box culvert and headwall structure with an orifice opening that will restrict flow and match the existing box culvert open area. The existing box culvert invert elevations will be maintained, and the lake runout elevation (established by the headwall orifice) will be permanent and match the permitted elevation. A trash rack will be used on the headwall to help prevent clogging of the headwall opening. The proposed storm sewer and catch basins will connect to the existing storm sewer at the extent of the construction limits and route stormwater into two proposed grit chambers with SAFL Baffles located on the east and west side of the box culvert, before discharging to Serpent Creek near the box culvert outlet. The roadway profile will be slightly altered to provide the required cover over the box culvert and utilities will be adjusted or relocated as necessary. Construction will be staged to provide temporary conveyance of Serpent Creek and maintain the lake runout elevation.

Planned Project Schedule

The total project length is 0.2 miles, and the contract letting is planned to be held on August 25, 2027, with construction activities in 2028. The duration of the project is estimated to be 8-12 weeks. Construction will take place under full road closure. A transportation management plan has been developed and includes a traffic detour and pedestrian access route for temporary traffic control.

City's Estimated Project Costs

The City of Crosby's total cost participation for S.P. 1806-82 is currently estimated at \$0.

City's Maintenance Responsibilities

MnDOT will own all components of the proposed design and will be responsible for the structural maintenance involving the roadway, box culvert, headwall, and storm sewer.

The City of Crosby will be responsible for the complete maintenance of the two grit chambers and the trash rack on the headwall. Grit chamber maintenance includes regular inspection of the chambers and removal of sediment and debris, so the devices are able to function properly to trap sediments, capture and retain debris and floatables, prevent scour and resuspension of sediments. Trash rack maintenance includes regular inspection of the trash rack and debris removal when necessary to ensure the headwall opening is able to function properly to convey water from Serpent Lake at the permitted runout elevation without restriction.

SAFL Baffle information and sample maintenance manual is attached. Additional information online from: <https://upstreamtechnologies.us/products/safl.shtml>

Trash rack information and sample images are attached for reference along with trash rack exhibit additional information online from: <https://afinitas.com/shop/side-grate-raised-box-culverts/>

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The city will be presented with a cooperative maintenance agreement to be executed in advance of project bidding including these maintenance obligations and referencing previous agreements where applicable to items such as sidewalk, storm sewer, pavement markings, etc.

Please feel free to contact me if you have any questions about this submittal.

Sincerely,

Eric Schiller

Digitally signed by Eric
Schiller
Date: 2025.08.08 09:45:04
-05'00'

Eric Schiller
Principal Project Manager
MnDOT District 3
7694 Industrial Park Road
Baxter, MN 56425
Office: 218-821-6552

Attachments:

- 1- Municipal Consent Layout for SP 1806-82, Plotted 7/1/2025
- 2- MN Statutes 161.162 – 161.167
- 3- SAFL Baffle Brochure & SAFL Baffle Operation and Maintenance Manual
- 4- Headwall Trash Rack Information
- 5- Sample City Resolution

cc: file

An Equal Opportunity Employer



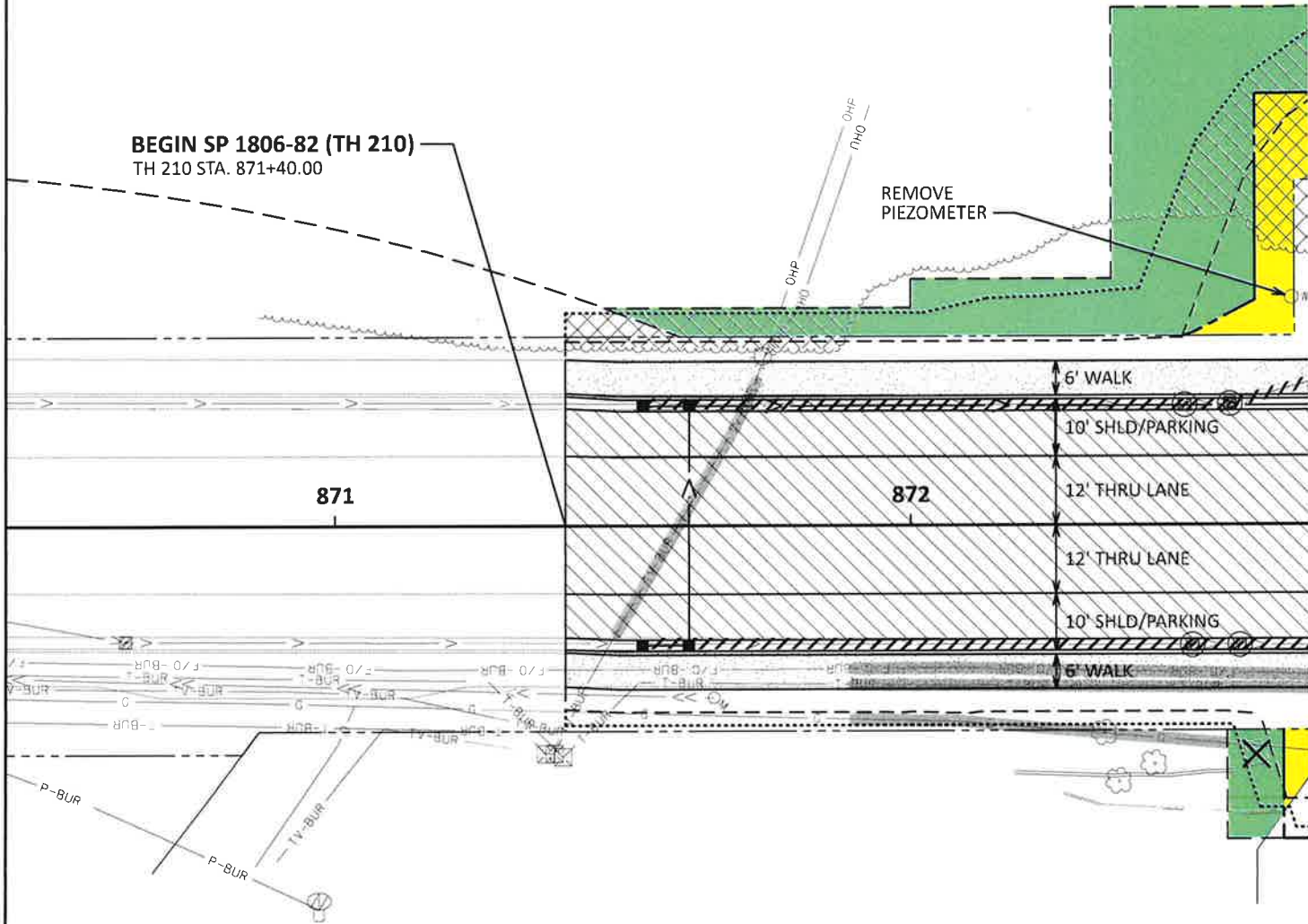
TIME: 2:37:30 PM

PLOTTED: 7/1/2025

PLOT NAME: \$\$\$@PLOTSNAME@\$\$
PATH & FILENAME: \$\$\$@PATHFILENAME@\$\$\$

BEGIN SP 1806-82 (TH 210)
TH 210 STA. 871+40.00

REMOVE
PIEZOMETER



UTILITY LEGEND

- | | | | |
|-------------|--------------------------|--------|-----------------------------|
| — OHU — | OVERHEAD TELEVISION LINE | ○ M | MANHOLE |
| — TV-BUR — | BURIED TELEVISION LINE | ⊠ | CATCH BASIN |
| — P-BUR — | BURIED POWER LINE | ⊙ U | HANDHOLE |
| — T-BUR — | BURIED TELEPHONE LINE | ⊠ | PEDESTAL |
| — F/O-BUR — | BURIED FIBER OPTIC LINE | ⊙ | METER |
| — OHP — | OVERHEAD POWER LINE | ⊙ | POWER POLE |
| — > — | STORM SEWER | ⊙ | LIGHT POLE |
| — >> — | SANITARY SEWER | ○ WELL | GROUNDWATER MONITORING WELL |
| — C — | GAS MAIN | | |

LEGEND

- | | | | |
|---------|--|-------|------------|
| ----- | EXISTING RIGHT-OF-WAY | | REMOVE SEV |
| - - - - | TEMPORARY EASEMENT | — < — | PROPOSED S |
| ----- | PROPOSED RIGHT-OF-WAY | ⊙ | REMOVE CAT |
| - - - - | CONSTRUCTION LIMITS | ● ■ ◀ | PROPOSED D |
| | LIMITS OF DISTURBANCE | ▨ | REMOVE BIT |
| ——— | UTILITY TO BE RELOCATED BY UTILITY COMPANY | ▩ | REMOVE COI |
| | | ⊠ | CLEAR & GR |
| | | ⊗ | CLEAR & GR |

161.162 DEFINITIONS.

Subdivision 1. **Applicability.** The terms in sections 161.162 to 161.167 have the meanings given them in this section and section 160.02.

Subd. 2. **Final layout.** (a) "Final layout" means geometric layouts and supplemental drawings that show the location, character, dimensions, access, and explanatory information about the highway construction or improvement work being proposed. "Final layout" includes, where applicable, traffic lanes, shoulders, trails, intersections, signals, bridges, approximate right-of-way limits, existing ground line and proposed grade line of the highway, turn lanes, access points and closures, sidewalks, proposed design speed, noise walls, transit considerations, auxiliary lanes, interchange locations, interchange types, sensitive areas, existing right-of-way, traffic volume and turning movements, location of stormwater drainage, location of municipal utilities, project schedule and estimated cost, and the name of the project manager.

(b) "Final layout" does not include a cost participation agreement. For purposes of this subdivision "cost participation agreement" means a document signed by the commissioner and the governing body of a municipality that states the costs of a highway construction project that will be paid by the municipality.

Subd. 3. **Final construction plan.** "Final construction plan" means the set of technical drawings for the construction or improvement of a trunk highway provided to contractors for bids.

Subd. 4. **Governing body.** "Governing body" means the elected council of a municipality.

Subd. 5. **Municipality.** "Municipality" means a statutory or home rule charter city.

History: 2001 c 191 s 3; 2002 c 364 s 3

161.163 HIGHWAY PROJECT REVIEW.

Subdivision 1. **Projects requiring review.** Sections 161.162 to 161.167 apply only to projects that alter access, increase or reduce highway traffic capacity, or require acquisition of permanent rights-of-way.

Subd. 2. **Traffic safety measures.** Nothing contained in sections 161.162 to 161.167 limits the power of the commissioner to regulate traffic or install traffic-control devices or other safety measures on trunk highways located within municipalities regardless of their impact on access or traffic capacity or on the need for additional right-of-way.

Subd. 3. **Construction program.** Nothing contained in sections 161.162 to 161.167 limits the commissioner's discretion to determine priority and programming of trunk highway projects.

History: 2001 c 191 s 4

161.164 FINAL LAYOUT APPROVAL PROCESS.

Subdivision 1. **Submission of final layout.** Before proceeding with the construction, reconstruction, or improvement of any route on the trunk highway system lying within any municipality, the commissioner shall submit to its governing body a final layout and project report covering the purpose, route location, and proposed design of the highway. The final layout must be submitted as part of a report containing any supporting data that the commissioner deems helpful to the governing body in reviewing the final layout submitted. The supporting data must include a good-faith cost estimate of all the costs in which the governing body is expected to participate. The final layout must be submitted before final decisions are reached so that meaningful early input can be obtained from the municipality.

Subd. 2. **Governing body action.** (a) Within 15 days of receiving a final layout from the commissioner, the governing body shall schedule a public hearing on the final layout. The governing body shall, within 60 days of receiving a final layout from the commissioner, conduct a public hearing at which the Department of Transportation shall present the final layout for the project. The governing body shall give at least 30 days' notice of the public hearing.

(b) Within 90 days from the date of the public hearing, the governing body shall approve or disapprove the final layout in writing, as follows:

(1) If the governing body approves the final layout or does not disapprove the final layout in writing within 90 days, in which case the final layout is deemed to be approved, the commissioner may continue the project development.

(2) If the final construction plans contain changes in access, traffic capacity, or acquisition of permanent right-of-way from the final layout approved by the governing body, the commissioner shall resubmit the portion of the final construction plans where changes were made to the governing body. The governing body must approve or disapprove the changes, in writing, within 60 days from the date the commissioner submits them.

(3) If the governing body disapproves the final layout, the commissioner may make modifications requested by the municipality, decide not to proceed with the project, or refer the final layout to an appeal board. The appeal board shall consist of one member appointed by the commissioner, one member appointed by the governing body, and a third member agreed upon by both the commissioner and the governing body. If the commissioner and the governing body cannot agree upon the third member, the chief justice of the supreme court shall appoint a third member within 14 days of the request of the commissioner to appoint the third member.

Subd. 3. **Appeal board.** Within 30 days after referral of the final layout, the appeal board shall hold a hearing at which the commissioner and the governing body may present the case for or against approval of the final layout referred. Not later than 60 days after the hearing, the appeal board shall recommend approval, recommend approval with modifications, or recommend disapproval of the final layout, making additional recommendations consistent with state and federal requirements as it deems appropriate. It shall submit a written report containing its findings and recommendations to the commissioner and the governing body.

History: 2001 c 191 s 5

161.165 COMMISSIONER ACTION; INTERSTATE HIGHWAYS.

Subdivision 1. **Applicability.** This section applies to interstate highways.

Subd. 2. **Action on approved final layout.** (a) If the appeal board recommends approval of the final layout or does not submit its findings and recommendations within 60 days of the hearing, in which case the final layout is deemed approved, the commissioner may prepare substantially similar final construction plans and proceed with the project.

(b) If the final construction plans change access, traffic capacity, or acquisition of permanent right-of-way from the final layout approved by the appeal board, the commissioner shall submit the portion of the final construction plans that shows the changes, to the governing body for its approval or disapproval under section 161.164, subdivision 2.

Subd. 3. **Action on final layout approved with changes.** (a) If, within 60 days, the appeal board recommends approval of the final layout with modifications, the commissioner may:

(1) prepare final construction plans with the recommended modifications, notify the governing body, and proceed with the project;

(2) decide not to proceed with the project; or

(3) prepare final construction plans substantially similar to the final layout referred to the appeal board, and proceed with the project. The commissioner shall, before proceeding with the project, file a written report with the governing body and the appeal board stating fully the reasons for doing so.

(b) If the final construction plans contain changes in access or traffic capacity or require additional acquisition of permanent right-of-way from the final layout reviewed by the appeal board or the governing body, the commissioner shall resubmit the portion of the final construction plans that shows the changes, to the governing body for its approval or disapproval under section 161.164, subdivision 2.

Subd. 4. **Action on disapproved final layout.** (a) If, within 60 days, the appeal board recommends disapproval of the final layout, the commissioner may either:

(1) decide not to proceed with the project; or

(2) prepare final construction plans substantially similar to the final layout referred to the appeal board, notify the governing body and the appeal board, and proceed with the project. Before proceeding with the project, the commissioner shall file a written report with the governing body and the appeal board stating fully the reasons for doing so.

(b) If the final construction plans contain changes in access or traffic capacity or require additional acquisition of permanent right-of-way from the final layout reviewed by the appeal board or the governing body, the commissioner shall resubmit the portion of the final construction plans that shows the changes, to the governing body for its approval or disapproval under section 161.164, subdivision 2.

Subd. 5. **Final construction plans issued.** The commissioner shall send a complete set of final construction plans to the municipality at least 45 days before the bid opening for informational purposes.

History: 2001 c 191 s 6

161.166 COMMISSIONER ACTION; OTHER HIGHWAYS.

Subdivision 1. **Applicability.** This section applies to trunk highways that are not interstate highways.

Subd. 2. **Action on approved final layout.** If the appeal board recommends approval of the final layout or does not submit its findings or recommendations within 60 days of the hearing, in which case the final layout is deemed approved, the commissioner may prepare substantially similar final construction plans and proceed with the project. If the final construction plans change access or traffic capacity or require additional acquisition of right-of-way from the final layout approved by the appeal board, the commissioner shall submit the portion of the final construction plan that shows the changes, to the governing body for its approval or disapproval under section 161.164, subdivision 2.

Subd. 3. **Action on final layout approved with changes.** (a) If the appeal board approves the final layout with modifications, the commissioner may:

(1) prepare final construction plans including the modifications, notify the governing body, and proceed with the project;

(2) decide not to proceed with the project; or

(3) prepare a new final layout and resubmit it to the governing body for approval or disapproval under section 161.164, subdivision 2.

(b) If the final construction plans contain changes in access or traffic capacity or require additional acquisition of permanent right-of-way from the final layout reviewed by the appeal board or the governing body, the commissioner shall resubmit the portion of the final construction plans that shows the changes, to the governing body for its approval or disapproval under section 161.164, subdivision 2.

Subd. 4. **Action on disapproved final layout.** If the appeal board disapproves the final layout, the commissioner may:

(1) decide not to proceed with the project; or

(2) prepare a new final layout and submit it to the governing body for approval or disapproval under section 161.164, subdivision 2.

Subd. 5. **Final construction plans issued.** The commissioner shall send a complete set of final construction plans to the municipality at least 45 days before the bid opening for informational purposes.

History: 2001 c 191 s 7; 2020 c 83 art 1 s 51

161.167 REIMBURSEMENT OF EXPENSES.

Members of the appeal board shall submit to the commissioner an itemized list of the expenses incurred in disposing of matters presented to them. The appeal board members shall be reimbursed for all reasonable expenses incurred by them in the performance of their duties. The commissioner shall pay these costs out of the trunk highway fund.

History: *2001 c 191 s 8*



**PATENT
PROTECTED**

**Upstream
Technologies**
 5201 East River Road, Suite 303
 Fridley, MN 55421
www.upstreamtechnologies.us
 651-237-5123

STORMWATER SEDIMENT SOLUTION

The most cost-effective sediment capture & retention device

SAFL Baffle is a fraction of the cost of hydro-dynamic separators with 10 times the flow rate

<i>Typical comparison found on over 1,000 projects</i>	
SAFL Baffle	Hydrodynamic Separators
<p>Cost: \$5,200</p> <p>TSS Removal Efficiency: 84%</p> <p>By-Pass Flow Rate: 80 CFS</p> <p>Operates by stopping the natural vortex</p> <p><i>The SAFL Baffle stops the natural vortex that is created in standard sump structures, dissipating hydro energy and causing sediment to drop to the bottom of the sump. As sediment collects in the bottom, the SAFL Baffle's design prevents vortex scouring and resuspension, retaining all previously captured sediment, even during high-flow storm events up to 80 cubic feet per second.</i></p>	<p>Cost: \$24,000</p> <p>TSS Removal Efficiency: 85%</p> <p>By-Pass Flow Rate: 8 CFS</p> <p>Operates by creating a vortex</p> <p><i>Hydro Dynamic Separators operate with flows between 2 to 8 cubic feet per second. At greater flows, stormwater bypasses the device and does not capture any sediment.</i></p> <p><i>Internal plastic parts are prone to vibrate and break. SAFL Baffles can be retrofitted in the existing structure for a cost-effective replacement.</i></p>

SAFL Baffle installs in standard sump structures

All parts fit through a standard manhole for new or retrofit projects



Patent Protected

8,715,507B2
8,663,466B2
9,506,237B2
CA2742207



The Problem:

<p>Standard sump structures alone can capture up to 30%* TSS</p> <p>The problem is “Washout”. During high flow events, vortex action scours the sump clean, washing out previously captured sediment.</p> <p>Sediment devices must be tested for both Capture and Retention (Washout) or the overall performance of the device is unknown.</p>	<p>Standard Sump Structure</p> <p>Washout</p>
--	---

* TSS (Total Suspended Solids) percentage is calculated based on sump size, pipe diameters, drainage area & rainfall

Capture and Retention

Both capture and retention, at high flow rates, are required to adequately manage sediment.

What good is a sediment capture device, if the previously captured sediment washes out during a heavy storm?

<p>With the SAFL Baffle installed in a standard sump structure, sediment capture and ability to retain this captured sediment, exceeds 80%</p> <p>Vortex action is stopped, and washout does not occur.</p> <p>Both capture and retention are required. The SAFL Baffle provides both.</p>	<p>SAFL Baffle</p> <p>Standard Sump Structure</p> <p>Capture</p> <p>Retention</p>
--	---

Retrofittable – Can be installed in existing sump structures with a 24-inch minimum opening.

View a video demonstration: upstreamtechnologies.us/products/safl.shtml

The SAFL Baffle is a patented device and may not be reproduced.
US Patents: 8,715,507B2, 8,663,466B2 and US 9,506,237B2 and Canada: # 2742207

www.upstreamtechnologies.us

SAFL Baffle Operation & Maintenance Manual

If NJDEP is required, see: [NJDEP O&M Manual](#) for all others, use this document

Operation

The SAFL Baffle is a stainless-steel baffle installed in a concrete structure to capture sediment from stormwater runoff. Once installed, the SAFL Baffle requires maintenance to perform properly.

Maintenance

1. Visual Inspection - Three times per year for first two years, once per year following
2. Sump Cleaning - Once per year, unless visual inspection indicates more frequent cleanings required

Tools Needed

1. Vacuum truck with jet power washer
2. Measuring tape with attached flat disk
3. Rake or broom

Visual Inspection

Visual inspection needs to take place to ensure the SAFL Baffle is functioning properly and should take place 3 times per year for the first two years.

1. Previous Inspections – When was the last time this structure was inspected?
2. Access - Is the structure accessible? If not, remove obstruction.
3. Debris - Is trash or vegetation in the structure? If so, what types of trash or vegetation are present? Is there so much debris that it is difficult to see water? If so, sump cleaning is required
4. Structural Integrity - Push and pull on top of Baffle to insure it is still solidly anchored to the walls. Are there pieces of the Baffle that have become dislodged? Do any parts of the Baffle appear weak, damaged, or loose? If so, retighten as needed. If parts are needed, contact Upstream Technologies at 651-237-5123
5. Clogging - Is anything clogging the baffle? If so, what is causing the clogging? Attempt to remove debris stuck to the Baffle with a rake or broom.
6. Sediment Accumulation –Several measurements should be taken to generate an average sediment depth. If average sediment depth is within 1 foot below the bottom of the SAFL Baffle, the sump needs to be cleaned out.

Sump Cleaning

Sump cleaning needs to take place to ensure maximum capture of sediment from stormwater and should be performed at minimum, once per year. The structure needs sump cleaning when sediment is within one foot of the bottom of the SAFL Baffle. Additional cleanings may be required per year if sediment is consistently filling to one foot below the SAFL Baffle before a year has passed.

1. Vacuum water, debris, and sediment
2. Jet wash debris from Baffle
3. Jet wash any remaining debris and sediment towards vacuum hose

REVIEW FORM

Due Date: 05/19/2025 Date Sent: 05/05/2025
 Project Manager: Eric Schiller State Project No.: 1806-82

Design Squad: TKDA/Gratke Project Description: MN Highway 210 Box Culvert Replacement (Serpent Creek) and Storm Sewer Improvements in the City of Crosby

Review Phase: 30% 60% 90% _____
 (specify)

Review Type: FGR (Functional Group Review) ITR (Independent Technical Review) CR (Constructability Review)

 (project element)

Functional Groups: ADA Compliance Construction Design (Preliminary and Final) Hydraulics/Water Resources Maintenance Materials (District) Permits

Right-of-Way RTMC (Regional Traffic Mgmt. Ctr.) State Aid Surveys Traffic (Lighting, Signing, etc.) City of Crosby _____

Comments By:
 Name: Phillip Martin – City Engineer Phone: 218-821-7265 Date: 5-6-2025

Functional Group Lead Concurs With Comments (below):
 Name: _____ Signature: _____ Date: _____

Functional Group Lead Concurs With Design Response (below):
 Name: _____ Signature: _____ Date: _____

Comment No.	Sheet or Page No.	Comment (provide detailed comment or refer to redlined review package)	Design Response
1	22	For maintenance purposes can a rectangular hatch be installed on structures 5004 and 5011? Another option would be to install two castings on each side of the baffle panel.	
2	18	Can structure 5004 and 5011 be installed closer to the back of the sidewalk? These structures are set 13 feet behind the curb and 6 feet behind the sidewalk. Can they be set just behind the sidewalk with the castings/hatches poured in concrete?	
3	14	Looks like the curb on the south tie-ins do not tie into the existing curb. Concerned with the small jog in the road for no reason.	

REVIEW FORM

Due Date: 05/19/2025

Date Sent: 05/05/2025

Project Manager: Eric Schiller

State Project No.: 1806-82

Design Squad: TKDA/Gratke

Project Description: MN Highway 210 Box Culvert Replacement
(Serpent Creek) and Storm Sewer Improvements in
the City of Crosby

Comment No.	Sheet or Page No.	Comment (provide detailed comment or refer to redlined review package)	Design Response

REVIEW FORM

Due Date: 05/19/2025

Date Sent: 05/05/2025

Project Manager: Eric Schiller

State Project No.: 1806-82

Design Squad: TKDA/Gratke

Project Description: MN Highway 210 Box Culvert Replacement
(Serpent Creek) and Storm Sewer Improvements in
the City of Crosby

CITY OF CROSBY

REQUEST FOR COUNCIL ACTION

DATE: 8/25/2025

DEPARTMENT: Administration

APPROVAL REQUIRED: Simple Majority approval

ITEM DESCRIPTION: Set Public Hearing Date for October 13, 2025 for Serpent Creek Box Culvert Project

BACKGROUND: Approval or disapproval of the final layout is by Resolution of the City Council. If the City neither approves or disapproves of the final layout within 90 days of the public hearing, the layout is deemed approved (per MN Statute 161.164).

The deadlines (per MN Statute 161.164) for the City's responsibilities regarding municipal consent of the layout are as follows, based on a submittal date of the final layout to the City of 8/14/2025:

- Within 15 days of receiving the final layout, schedule a public hearing (by 8/29/2025).
- Within 60 days of receiving the final layout, conduct the public hearing (by 10/13/2025).
- Provide at least 30-days' notice of the public hearing
- Within 90 days of the public hearing, approve or disapprove the layout by resolution.

MnDOT will attend the public hearing to present the final layout and answer questions, as required by statute.

STAFF RECOMMENDATIONS: Administrator Harren recommends setting a public hearing date of October 13, 2025 for the Serpent Creek Box Culvert Replacement Project.

BUDGET IMPLICATIONS:

COUNCIL ACTION REQUESTED: Motion and second to set a public hearing date of October 13, 2025 for the Serpent Creek Box Culvert Project.

CITY OF CROSBY
REQUEST FOR COUNCIL ACTION

DATE: 8.25.2025

DEPARTMENT: Administration

APPROVAL REQUIRED: Simple Majority of Council

ITEM DESCRIPTION: MPFA Project Order

BACKGROUND: The Minnesota Public Facilities Authority (MPFA) as approved project financing for the City of Crosby on 8/18/2025 under the Lead Service Line Replacement (LSLR) Program in the form of a Project Order Agreement. The project consists of approximately 34 lead service line replacements under MDH Project ID 1180008-12. MPFA's financing for project costs is as follows:

DWSRF LSLR 0% loan	\$0
DWSRF LSLR Principal Forgiveness Grant	<u>\$309,000.00</u>
Total Project Costs	\$309,000.00

In addition to the above project funding, the MPFA Project Order will include a separate grant, in the same amount as the above loan, which will be used by the recipient, immediately upon receipt, to repay the LSLR loan to the MPFA. This grant will be provided after final disbursement on the loan has been made.

Total MPFA Project Order	\$309,000.00
--------------------------	--------------

The LSLR Program has been funded through 1) federal capitalization grants from the U.S. Environmental Protection Agency to MPFA's Drinking Water State Revolving Fund and 2) state appropriations to MPFA.

STAFF RECOMMENDATION: Staff recommends approval of the \$309,000 award from MPFA.

COUNCIL ACTION REQUESTED: Motion and second to approve the award of the MPFA Project Order of \$309,000 for the Lead Service Line Replacement Program.

ATTACHMENT: MPFA Award Confirmation Letter



MINNESOTA

PUBLIC FACILITIES AUTHORITY

8/18/2025

The Honorable Diane Cash
Mayor, City of Crosby
2 Second Street SW
Crosby, MN 56441

Dear Mayor Cash:

I am pleased to inform you that the Minnesota Public Facilities Authority (MPFA) has approved project financing for the City of Crosby on 8/18/2025 under the Lead Service Line Replacement (LSLR) Program in the form of a Project Order agreement. The project consists of approximately 34 lead service line replacements under MDH project ID 1180008-12. MPFA's financing for project costs is as follows:

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Total Project Costs	\$309,000

In addition to the above project funding, the MPFA Project Order will include a separate grant, in the same amount as the above loan, which will be used by the recipient, immediately upon receipt, to repay the LSLR loan to the MPFA. This grant will be provided after final disbursement on the loan has been made.

Total MPFA Project Order:	\$309,000
---------------------------	-----------

The LSLR Program has been funded through 1) federal capitalization grants from the U.S. Environmental Protection Agency to MPFA's Drinking Water State Revolving Fund and 2) state appropriations to MPFA.

We congratulate the City of Crosby for its successful application and its commitment to replace lead service lines within its drinking water infrastructure system.

The Project Order contract will be sent to you shortly through the DocuSign system. A disbursement request form is available on MPFA's SharePoint site.

If you have any questions about this project financing or about the MPFA's programs in general, please feel free to contact me at 651-259-7472.

Regards,

Steve Walter

Steve Walter, Executive Director
MN Public Facilities Authority

C: Rep. Ben Davis, Josh Heintzeman, Pete Johnson, Liish Kozlowski
Sen. Keri Heintzeman, Jennifer McEwen

Minnesota Public Facilities Authority

1st National Bank Building • 332 Minnesota St. • Suite W820 • Saint Paul, MN 55101-1378 • USA
651-259-7469 • 800-657-3858 TOLL FREE • 651-296-8833 FAX • mn.gov/pfa

An equal opportunity employer and service provider

State of Minnesota
Lead Service Line Replacement Program
Project Order ID Crosby_LSLR_01
MDH Project ID 1180008-12

This Project Order contract is issued under *Master Loan (Bond Purchase) and/or Grant Agreement* ID Crosby_LSLR_00 between the Authority and the City of Crosby (“Recipient”). Capitalized terms used but not defined in this Project Order have the meaning ascribed to them in the Master Contract. All of the duties, obligations, policies, procedures, and terms of the Master Contract associated with this Project Order are incorporated herein by this reference.

1 Term of Project Order

1.1 Effective date:

August 18, 2025, or the date the Authority obtains all required signatures under Minnesota Statutes § 16C.05, Subd. 2, whichever is later. Per Minnesota Statutes § 16B.98 Subd. 7, no payments will be made to the Recipient until this Project Order is fully executed. Notwithstanding the effective date of this Project Order, the Authority shall reimburse the Recipient for all eligible Project Order costs incurred by the Recipient on or after July 1, 2023.

1.2 Expiration date:

June 30, 2028, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

2 Scope of Project Order

2.1 Activities:

Reimbursement is limited to the project activity identified in Exhibit A attached hereto.

2.2 Total Obligation:

The total obligation of the Authority for all reimbursements to the Recipient under this Project Order will not exceed \$309,000.00 as detailed in Exhibit A.

3 Loan Repayment Terms

Unless repaid earlier, the Recipient must repay the Loan (if any), in the amounts and on the dates set forth in Exhibit B attached hereto (notwithstanding the rate of disbursement of the Loan).

4 Project Order Managers

The Authority’s Project Order Manager is Pete Montoya, Loan Officer Sr, (651) 259-7300, Pete.Montoya@state.mn.us.

The Recipient’s Project Order Manager is Trish Harren, City Administrator, (218) 549-5021, cityadmin@cityofcrosby.com.


Recipient name: City of Crosby
Authority Contract ID: Crosby_LSLR_01


The Authority and the Recipient have caused this Project Order contract to be duly executed by their duly authorized undersigned representatives. Statutory Cities must execute this Project Order contract as provided in Minnesota Statutes § 412.201, as amended. Home Rule Charter Cities must execute this Project Order contract as provided in Minnesota Statutes, Chapter 410, as amended.

1. State Encumbrance verification: *Individual certifies that funds have been encumbered as required by MN Statute § 16A.15.*

Signed by:
By 
Name Melissa Ralph
Date 8/19/2025
Title MPFA Encumbrance Group Signer

2. Recipient:

Signed by:
By 
Name Diane Cash
Date 8/19/2025
Title Mayor

Signed by:
By 
Name Trish Harren Gersvik
Date 8/21/2025
Title City Administrator

3. State Agency-MN Public Facilities Authority.

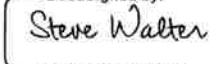
DocuSigned by:
By 
Name Steve Walter
Date 8/21/2025
Title Executive Director

Exhibit A: Scope of Project Order ID Crosby_LSLR_01

Project-related cost (may be combination of grant and loan):

Project Order Costs:

\$309,000.00

Construction: Replacing lead drinking water service lines for the property addresses listed in the MDH Project Certification, as amended, including any related design and engineering, inspection, project compliance costs, and other eligible items.

Non-Construction: Providing information to residents on the benefits of replacing lead service lines; post-construction testing, abatement, and site restoration efforts.

Debt Grant to repay the Project Order Costs-Debt Service:

\$0.00

Total obligation of the Authority:

\$309,000.00

Original Encumbrance worksheet for this Project Order (specific funding sources are subject to change):

Description	Allotment	BFY	Fund	Appr	BusFinID	Account	Amount
Loan for Project Order Costs	DW LOA Federal IJJA-2 LSLR	2025	8201	B241710	B243F223	140004	\$0.00
Grant for Project Order Costs	DW LOA Federal IJJA-2 LSLR MPFA-LSLF-G-020-FY26	2025	8201	B241710	B243F223	441352	\$309,000.00
Grant to repay the Loan	LSLR State	2024	1000	B241720	B2439000	441352	\$0.00
Total							\$309,000.00

Note: This Project Order encumbers \$309,000.00 for the Authority to pay out to the Recipient. This includes the approved budget for project costs of \$309,000.00, plus a grant of \$0.00 from the Authority to be used by the Recipient to repay the portion of the project costs paid out as a loan.

Exhibit B: Pro Forma Loan Schedule for Project Order ID Crosby_LSLR_01

This exhibit is intentionally left blank

CITY OF CROSBY
REQUEST FOR COUNCIL ACTION

DATE: 08/19/2025	DEPARTMENT: Planning and Zoning
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APPROVAL REQUIRED: Four-fifths vote of the full City Council

ITEM DESCRIPTION: Consider approval of Rezone request 2025-03, amending the Official Zoning Map(154.031 subpt (A) for the City of Crosby to convert the zoning of parcel 11121695 in accordance with the criteria and standards of Statute when considering changes to the Zoning Map.

BACKGROUND: The Planning Commission/Board of Adjustment reviewed and recommended that the City Council approve a Rezone of Parcel 11121695 from a split zoning of R-1 and Industrial to solely R-1. The use of this property is currently a single-family residential use and has been for years. The rezone to the R-1 Zoning district would eliminate the non-conformity currently existing on the lot.

OBJECTIVE: Rezone Parcel 11121695 from Industrial and R-1 to R-1 zoning.

BUDGET IMPLICATIONS: none

COUNCIL ACTION REQUESTED: Approve Rezone Request 2025-3 amending the official zoning map for the City of Crosby for PID: 11121695 to Single and two-family residential (R-1).

ATTACHMENT: Rezone Request Packet 2025-3

Amendment Summary

Resolution 2025-25-0825

RESOLUTION NO. 2025-25-0825

**A RESOLUTION TO APPROVE A REZONING REQUEST IN THE
CITY OF CROSBY**

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CROSBY, MINNESOTA, AS FOLLOWS:

FACTS

WHEREAS, The City has initiated a rezone for the property identified as;

All that part of the Northwest Quarter of the Northwest Quarter (NW1/4 NW1/4), Section Twelve (12), Township Forty-six (46), Range Twenty-nine (29), described as follows: Commencing at the Southwest corner of said Northwest Quarter of the Northwest Quarter; thence East along the South line of said Northwest Quarter of the Northwest Quarter, a distance of 813 feet; thence North a distance of 17 feet to the place of beginning; thence North 108 feet; thence East 160 feet; thence South 108 feet; thence West 160 feet to the place of beginning, Crow Wing County, Minnesota.

WHEREAS, This lot is identified as;

- 22 4th St NW, Crosby (PID: 11121695). Owner Sandra Corrier.

WHEREAS, the property currently has split zoning between R-1 Single-Family and Two-Family and Industrial, and the proposal is to rezone the parcel to R-1 Single-Family and Two-Family Residential;

WHEREAS, notification of the hearing's date, time, and place was published in the municipality's official newspaper at least ten (10) days before the hearing. In addition, persons who own property situated wholly or partly within 350 feet of the affected parcel received similar individual notifications by mail. Reasonable efforts were made to meet the requirements outlined in the notification requirements of the zoning ordinance.

WHEREAS, following a public hearing on the rezoning request on September 18th, 2025, the Planning Commission recommended rezoning approval based on the following findings.

FINDINGS

1. The City of Crosby initiated a rezone process for the subject property following discussion with Administrator Harren, the property owner, and consulting the Future

Land Use map.

2. Subject properties are located at:
 - a. 22 4th St NW, Crosby (PID: 11121695). Owner Sandra Carrier
3. Subject property is currently zoned Industrial (I).
4. The subject property is currently utilized as a single-family Residence and has been for years.
5. The request is to rezone the properties from Industrial (I) to single-family and two-family residential(R-1).
6. The properties are in general conformance with the land use standards for the R-1 Single-family Residential District.
7. The surrounding existing land uses are single-family and two-family (west) and industrial (north and south).
8. The property to the east is the Crosby food shelf, which would constitute a commercial type use.
9. The portion of this property west of 1st Ave NW is currently zoned as R-1 Single-family and two-family residential. This rezone will create zoning district boundaries that align with parcel boundaries and the historic use of the property.
10. The Future Land Use Map contained in the comprehensive plan identifies the subject property as Urban Residential: Development patterns in this area are a medium to high-density residential that enhance and expand the traditional grid style of development. Walkable neighborhoods that connect to other urban areas and recreational areas are facilitated. These areas are served, or will potentially be served, by municipal utilities.
 - a. Rezoning the subject properties is consistent with the comprehensive plan.
11. The Single-Family and Two-Family Residential land use category description states that the intent of this zone is to permit the development of single-family and two-family dwellings in the community, provide reasonable standards for such development, avoid overcrowding, preserve the historic residential character of the existing residential neighborhoods, and prohibit the use of land which would be incompatible with or detrimental to the essential character of the district.
 - a. This rezone aligns with this intent by allowing further development on this property as a permit in place of a conditional use permit.
 - b. This rezone further aligns with this intent by preserving the use as single-family and two-family residential, as it has been used for many years, and by prohibiting uses that would not align with the residential use already existing from being established on this parcel.
12. The rezone will not be detrimental to the uses or property in the immediate vicinity of the subject properties.

CONCLUSION

1. The Planning Commission conducted a public hearing on September 18, 2025,
2. The Planning Commission recommended approval of the rezone on September 18th, 2025

NOW THEREFORE, BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF CROSBY, MINNESOTA, APPROVES THE REZONING REQUEST.

1. BE IT FINALLY RESOLVED that the City Administrator/Clerk is hereby authorized and directed to:
2. Maintain a copy of the full Ordinance at the City Hall.
3. Place the Ordinances in the City's Ordinance Book together with a copy of the affidavit of having published the approved summary language.

Adopted this ____ day of _____, 2025.

BY THE CROSBY CITY COUNCIL

Diane Cash, Mayor

ATTEST:

Trish Harren
City Administrator

CITY OF CROSBY City Council		STAFF REPORT Rezone Application 2025-3
Originating Department: Planning and Zoning	Meeting Date: August 25 th , 2025	
Agenda Section: New Business	Item: Rezone Request- to reclassify the zoning district of a parcel from Light Industrial (I) to Single Family Residential (R-1)	

PARCEL INFORMATION

Applicant: City of Crosby
Existing Zoning: I
Proposed Zoning: R-1
Future Land Use: Urban Residential
Current Use of Property: Single-Family Residential

Property Information:

- 22 4th St NW, Crosby (PID: 11121695). Owner Sandra Corrier

Property Description:

All that part of the Northwest Quarter of the Northwest Quarter (NW1/4 NW1/4), Section Twelve (12), Township Forty-six (46), Range Twenty-nine (29), described as follows: Commencing at the Southwest corner of said Northwest Quarter of the Northwest Quarter; thence East along the South line of said Northwest Quarter of the Northwest Quarter, a distance of 813 feet; thence North a distance of 17 feet to the place of beginning; thence North 108 feet; thence East 160 feet; thence South 108 feet; thence West 160 feet to the place of beginning, Crow Wing County, Minnesota.

OVERVIEW

The Crosby Planning Commission/Board of Adjustment conducted the Public Hearing for this application at their regular meeting on Monday, August 18th, 2025. After discussing the application at length the Planning Commission/Board of Adjustment unanimously voted to recommend approval of the Rezone based on the 12 included findings of fact included in this report.

The City of Crosby is initiating a reclassification of the subject property to address the non-conforming use currently present on the subject property. Single-family dwellings are only allowed within the Light Industrial District with a Conditional Use Permit, and any expansion or changes to these features would require a Conditional Use Permit within the Light Industrial District (I). The reclassification to Residential Single-Family (R-1) will bring the current residential uses into conformity. Expansion or additions to existing dwellings will

require an administrative permit, setbacks will become less restrictive, and impervious surface allotments will become less stringent. The property owner recently inquired about the construction of a deck to the rear of the existing single-family dwelling. The proposed deck was not feasible due to the setback requirement of 20' in the rear yard for properties in the industrial district. This rezone is being sought to provide relief from a setback that is greater than that which applies to properties zoned residential and to correct the nonconforming use that has been existing on the property for approximately 30 years.

BACKGROUND INFORMATION

The City has initiated a rezone of parcel 11121695 from Light Industrial (I) to Single-family and Two-family Residential (R-1). The subject property is located South of 4th Street NW, to the east of 1st Ave NW, and west of the food shelf. The legal description for the lot is included above. This parcel is 17,278 square feet in size and is irregularly shaped. The rough dimensions are 104' x 160', which is bisected by 1st Ave NW. The portion of this property that lies west of 1st Ave NW is currently zoned as R-1. This rezone will create zoning boundaries that align with the existing parcel boundary. The subject properties contain a single-family dwelling. This property is serviced by city water and sewer.

Surrounding Zoning Districts and Land Uses

The subject property is adjacent to properties zoned as Single-Family and Two-Family Residential across 1st Ave NW where similar uses are present. The properties to the North across 4th St. NW are zoned as Industrial and are host to the WRG Industrial facilities. The properties to the east and south of the subject properties are zoned as Light Industrial, and their use matches this classification.

APPLICABLE REGULATIONS

§ 154.010 AMENDMENTS; REZONING.

(A) *Initiation.* The City Council or Planning Commission may, upon their own motion, initiate a request to amend the text or the district boundaries of this chapter. Any person or his or her expressed agent owning real estate within the city may initiate a request to amend the text or district boundaries of this chapter so as to affect the real estate.

(B) *Procedure.*

(1) A request plus copies of detailed written and graphic materials fully explaining the proposal for an amendment to this chapter shall be filed with the City Council and shall be accompanied by a

fee in an amount set by resolution of the City Council. This fee shall be nonrefundable.

(2) The City Administrator or Zoning Administrator shall schedule a public hearing for the requested zoning amendment for the next available Planning Commission meeting.

(3) If the request for amendment to this chapter, including rezoning of private property, is requested by a resident, property owner, or persons with a legal interest in a parcel of land, the city shall complete the review and take action on the application within the prescribed time frames outlined in state statutes and this chapter. If the City Council or Planning Commission initiates the request, the time frames may be extended.

(4) Notice of such hearing shall be published in conformance with the state law of individual notices. If it is a district change request, it shall be mailed not less than ten days nor more than 30 days prior to the hearing to all owners of property, according to the assessment records, within 350 feet of the parcel included in the request. Such notice shall also be published in the official paper of the city within these time periods. Failure of a property owner to receive the notice shall not invalidate any such proceedings as set forth within this chapter.

(5) The Council shall, upon receiving no report from the Planning Commission, place such request on the agenda of its next regular meeting and decide the issue within the prescribed time frame, or upon receiving the reports and recommendations of the Planning Commission, the City Council shall place the amendment request on the agenda of the next regular meeting and decide the issue within 30 days. These reports and recommendations shall be entered in and made part of the permanent written record of the City Council meeting.

(6) The City Council shall have the option to set and hold a public hearing if deemed necessary for reaching a decision.

(7) Amendment of this chapter shall be by a four-fifths vote of the full City Council.

(8) The Zoning Administrator shall notify the originator of the amendment request of the Council's decision in writing.

(Prior Code, § 13.08)

§ 154.035 LAND USE CATEGORIES CHART.

	R	R-1	R-2	R-3	B-1 CBD	B-2 High	I	P
Dwelling, Single-Family		P	P	C		P	C	

**The full land use table can be seen in Appendix 1 of the packet.*

§ 154.034 LOT STANDARDS CHART.

The following chart shows lot size and dimension standards.

<i>Lot Size and Dimension Standards</i>									
	<i>R</i>	<i>R-1</i>	<i>R-2</i>	<i>R-3</i>	<i>Shoreland Overlay</i>	<i>B-1 CBD</i>	<i>B-2 Highway</i>	<i>I</i>	<i>Public</i>
<i>Lot Size and Dimension Standards</i>									
	<i>R</i>	<i>R-1</i>	<i>R-2</i>	<i>R-3</i>	<i>Shoreland Overlay</i>	<i>B-1 CBD</i>	<i>B-2 Highway</i>	<i>I</i>	<i>Public</i>
Lot Size									
Single-family		5,000 s.f.	5,000 s.f.	5,000 s.f.		N/A	N/A	N/A	N/A
Duplex		10,000 s.f.	7,500 s.f.						
Triplex			7,500 s.f.						
Quad			10,000 s.f.						
Each additional			1/2,500 s.f.						
Unsewered					20,000 s.f.				
Sewered (riparian)					15,000 s.f.				
Sewered (non-riparian)					10,000 s.f.				
Lot Width						N/A	100 feet	100 feet	N/A
Single-family		50 feet							
Duplex		100 feet							
Triplex		100 feet							
Quad		125 feet							
Unsewered					100 feet				
Sewered (riparian)					75 feet				
Sewered (non-riparian)					75 feet				
Structure Setbacks									
Front	25 feet	20 feet	20 feet	25 feet		0 feet	25 feet	25 feet	25 feet
Side	25 feet	5 feet	5 feet	10 feet		0 feet	10 feet	10 feet	10 feet
Rear	25 feet	10 feet	10 feet	10 feet		0 feet	20 feet	20 feet	20 feet

Accessory building height	15 feet	15 feet	15 feet	15 feet	25 feet	25 feet	25 feet	25 feet	15 feet	
Accessory building setbacks	See § 154.165					Standard setbacks as outlined above				
Building height	35 feet	35 feet	45 feet	20 feet	35 feet	45 feet	35 feet	35 feet	25 feet	
Impervious coverage (percent)	25	40	45	40	20	100	25	25	30	
Lakeshore sewered (riparian)	75 feet				50 feet					
Lakeshore unsewered	75 feet				75 feet					

PERFORMANCE STANDARDS

§ 154.050 R-1 SINGLE- AND TWO-FAMILY RESIDENTIAL DISTRICT.

It is the intent of the R-1 District to:

- (A) Permit the development of single-family and two-family dwellings in the community;
- (B) Provide reasonable standards for such development;
- (C) Avoid overcrowding;
- (D) Preserve the historic residential character of the existing residential neighborhoods;

and

- (E) Prohibit the use of land which would be incompatible with or detrimental to the essential residential character of the district.

(Prior Code, § 13.19)

§ 154.067 I INDUSTRIAL DISTRICT.

It is the intent of the I District to provide for the establishment of industrial warehousing and manufacturing development.

(Prior Code, § 13.25)

Alignment to the Comprehensive Plan

Page 43 of the Comprehensive Plan for the City of Crosby details the goals to guide the development of land use as demonstrated in the excerpts below. The Future Land Use Map for the City has

identified the subject parcels as “Urban Residential”.

City of Crosby Comprehensive Plan 2016 (Updated 2021)

Land Use Policy:

Guide development in logical, compatible groupings according to their functions, thereby insuring against land use conflicts and development inefficiencies while maintaining property value.

Goals:

- Ensure that all major public and private decisions reflect the spirit of the Comprehensive Plan.
- Plan adequate and appropriate areas for residential land uses and allow only progressive development to ensure the economical extension of utilities and infrastructure.
- Correct land use conflicts where they now occur through redevelopment, landscape buffering, and other means.

Urban Residential:

Development patterns in this area are a medium to high-density residential that enhance and expand the traditional grid style of development. Walk-able neighborhoods that connect to other urban areas and recreational areas are facilitated. These areas are served, or will potentially be served, by municipal utilities.

**The Future Land Use Map and Land Use Designations are attached as Appendix 2 and 3.*

Staff has put together proposed findings supporting this request. The Council may modify these proposed findings and conditions as they see best.

PROPOSED STAFF FINDINGS OF FACT

1. The City of Crosby initiated a rezone process for the subject property following discussion with Administrator Harren, the property owner, and consulting the Future Land Use map.
2. Subject properties are located at:
 - a. 22 4th St NW, Crosby (PID: 11121695). Owner Sandra Corrier
3. Subject property is currently zoned Industrial (I).
4. The subject property currently is utilized as a single-family Residence and has been for years.
5. The request is to rezone the properties from Industrial (I) to single-family and

two-family residential(R-1).

6. The properties are in general conformance with the land use standards for the R-1 Single-family Residential District.
7. The surrounding existing land uses are single-family and two-family (west) and industrial (north and south).
8. The property to the east is the Crosby food shelf which would constitute a commercial type use.
9. The portion of this property west of 1st Ave NW is currently zoned as R-1 Single-family and two-family residential. This rezone will create zoning district boundaries that align with parcel boundaries and the historic use of the property.
10. The Future Land Use Map contained in the comprehensive plan identifies the subject property as Urban Residential: Development patterns in this area are a medium to high-density residential that enhance and expand the traditional grid style of development. Walk-able neighborhoods that connect to other urban areas and recreational areas are facilitated. These areas are served, or will potentially be served, by municipal utilities.
 - a. Rezoning the subject properties is consistent with the comprehensive plan.
11. The Single-Family and Two-Family Residential land use category description states that the intent of this zone is to permit the development of single-family and two-family dwellings in the community, provide reasonable standards for such development, avoid overcrowding, preserve the historic residential character of the existing residential neighborhoods, and prohibit the use of land which would be incompatible with or detrimental to the essential character of the district.
 - a. This rezone aligns with this intent by allowing further development on this property as a permit in place of a conditional use permit.
 - b. This rezone further aligns with this intent by preserving the use as single-family and two-family residential, as it has been used for many years, and by prohibiting uses that would not align with the residential use already existing from being established on this parcel.
12. The rezone will not be detrimental to the uses or property in the immediate vicinity of the subject properties.

STAFF RECOMMENDATION

The proposed rezoning aligns with the future land use map, designating this property as urban residential. It supports the goals and policies of the Comprehensive Plan and matches the current use as single-family homes. A portion of this property is already under the R-1 zoning classification.

Planning Commission/Board of Adjustment Direction: The Planning Commission can recommend approval or denial of the rezoning request or table the request if additional information is needed. If the motion is for approval or denial, findings of fact should be cited.

City Council Direction: The City Council can approve, deny, or table the request if additional information is needed. If the motion is for approval or denial, findings of fact should be cited.

Attachments:

Public Hearing Notice

Crosby Future Land Use Map

Land Use Matrix

Future Land Use Map Designations

Crosby Land Use Map

CITY OF CROSBY
REQUEST FOR COUNCIL ACTION

DATE: 08/19/2025	DEPARTMENT: Planning and Zoning
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APPROVAL REQUIRED: Four-fifths vote of the full City Council

ITEM DESCRIPTION: Consider approval of Rezone request 2025-03, Summary describing the amendment to the Official Zoning Map, Chapter 154 section 031 subpt (A) "Zoning District Application" for publication in the newspaper in place of publishing the full ordinance.

BACKGROUND: The publication summary is an abbreviated version of the ordinance amendment/rezone that when approved by council meets statutory requirements for publication of an ordinance amendment and saves the City the cost of publishing the full amendment.

OBJECTIVE: Approve publication summary for amendment/rezone application 2025-3.

BUDGET IMPLICATIONS: Save costs for publication.

COUNCIL ACTION REQUESTED: Approve Amendment/Rezone request 2025-3 Summary describing the amendment of the Official Zoning Map through Chapter 154 of the Crosby City Code for publication in the official newspaper.

ATTACHMENT: Ordinance Amendment/Rezone 2025-3 summary.

**ORDINANCE AMENDMENT SUMMARY
CITY OF CROSBY**

On September 25, 2025 the City of Crosby made an amendment to the official zoning map by approving rezone application 25-3, amending section 154.031, "Zoning District Application," Subpt (A), of the City of Crosby Zoning Ordinance. The amendment reclassifies the following property from "Industrial" to "Single and Two Family Residential:" 22 4th St NW (PID: 11121695).

This notice is a summary of the ordinance amendment that were adopted by the City. A full copy the amendment and the City Code are available at City Hall. This amendment goes into effect upon publication.

City of Crosby
Trish Harren, City Administrator
City of Crosby

DRAFT

§ 154.071 DOWNTOWN MIXED USE (DMU) DISTRICT

(A) Purpose and Intent.

The Downtown Mixed Use (DMU) District is established to encourage a flexible mix of high-density residential and commercial uses within Crosby's historic downtown core. The district promotes a pedestrian-oriented environment that supports walking, biking, and other non-automotive transportation modes. Development within this district should be compact, connected to municipal sanitary sewer utilities, and designed to foster interaction and accessibility among various establishments.

(B) Compatibility: The Downtown Mixed-Use is most compatible with and should be established next to the Central Business District, but it also may be adjacent to the Single-and two-family residential, Multiple-Family, and Highway Commercial District Zones

(C) Design and Performance Standards.

- a. **Pedestrian Connectivity:** Proposed developments shall provide for safe and comfortable sidewalks, paths, and resting areas for pedestrians. Sidewalks and paths shall connect the development to adjacent land uses and provide connections through the development to the public street right-of-way.
- b. **Parking:** Off-street parking is required; however, if the use of a property is commercial with no residential units, off-street parking is not required. Off-street parking must be located at the rear of the building and screened from public view; parking that is not able to meet this requirement must be located in the side or front of the building and must be approved by the Planning Commission.
- c. Lots must be graded and designed in a manner to limit runoff onto neighboring properties according to §92.03
- d. **Lighting:** Exterior lighting must be downward-facing and shielded to minimize glare onto adjacent properties, in accordance with § 154.226.
- e. **Noise and Odors:** All uses must comply with the noise and odor standards outlined in § 154.229 and 154.230.
- f. **Utilities:** All properties must be connected to the municipal sanitary sewer system as per § 154.225.

(D) Land Use Categories Chart

a. See proposed amendments to §154.035

(E) Lot and Building Standards.

In accordance with § 154.034, the following standards apply within the DMU District:

Downtown Mixed Use (DMU) District (add to 154.034 LOT STANDARDS CHART)

Standard	Requirement
Minimum Lot Area	5,000 sq. ft.
Minimum Lot Width	50 ft
Maximum Building Height	35 ft
Front Yard Setback	0 ft
Side Yard Setback	5 ft
Rear Yard Setback	10 ft
Maximum Impervious Surface	100%

* To be implemented under a DMU column in §154.034

(D) (F) Signage. (Amend 154.277 to include DMU in table)

Signage within the DMU District shall comply with the provisions set forth in §154.275 through 154.284, with the following additional standards:

1. **Wall Signs:** Permitted on building facades, not to exceed 10% of the wall area.
2. **Projecting Signs:** Allowed, with a maximum projection of four feet from the building facade and a minimum clearance of eight feet above the sidewalk.
3. **Window Signs:** May cover up to 25% of the window area.

(G) Landscaping and Screening.

In accordance with § 154.180:

1. Any off-street parking areas must include perimeter landscaping and be screened from adjacent residential uses.

Option 1: Commercial-Linked Housing

Amendment to § 154.005 – Definitions

Commercial-Linked Housing: A residential dwelling use that is secondary and accessory to a principal commercial use on the same parcel. Such residential units are permitted only when located above the ground floor, behind the primary commercial frontage, or in a manner ensuring that the commercial character and function of the site remain predominant.

Amendment to §154.035 – B-1 Central Business District

- a. Add as a “C” to the Land Use Categories Chart

Amendment to § 154.069 – Special Commercial/Industrial Provisions

(D) Commercial-Linked Housing can be allowed with a Conditional Use Permit, provided the following performance standards are met.

- (1) The residential units are situated above the ground floor, behind the primary commercial space, or below the primary commercial space.
 - (2) The ground-floor primary street frontage is exclusively for commercial use, except for stairways, doorways, hallways, or other access points to residential units.
 - (3) Separate entrances are provided for residential and commercial uses.
 - (4) Adequate off-street parking is available for residential occupants; a minimum of 1 parking space per dwelling unit must be provided.
 - a. (1) Location. Parking and vehicle drives shall be located away from building entrances and street corners, and not between a building entrance and the street. Surface parking shall be oriented behind or to the side of a building when possible.*
 - (5) Proposed developments shall provide for safe and comfortable sidewalks, paths, and resting areas for pedestrians. Sidewalks and paths shall connect the development to adjacent land uses and provide connections through the development to the public street right-of-way.
 - (6) Landscaping must meet the requirements of § 154.180 GENERAL REGULATIONS.
-

Option 2: Residential Above/Behind Commercial (RABC)

Amendment to § 154.005 – Definitions

Residential Above/Behind Commercial (RABC): A land use classification for residential units that are permitted only when located on upper floors (above) or at the rear (behind or below) of a principal commercial use. This configuration aims to promote mixed-use development while preserving active commercial street frontages.

Amendment to §154.035 – B-1 Central Business District

- a. Add as a “C” to the Land Use Categories Chart

Amendment to § 154.069 – Special Commercial/Industrial Provisions

(D) Residential Above/Behind Commercial (RABC) can be allowed with a Conditional Use Permit, provided that:

- (1) The residential units are situated above the ground floor, behind the primary commercial space, or below the primary commercial space.
- (2) The ground-floor primary street frontage is exclusively for commercial use, except for stairways, doorways, hallways, or other access points to residential units.
- (3) Separate entrances are provided for residential and commercial uses.
- (4) Adequate off-street parking is available for residential occupants, a minimum of 1 parking space per dwelling unit must be provided.
 - o (1) Location. Parking and vehicle drives shall be located away from building entrances and street corners, and not between a building entrance and the street. Surface parking shall be oriented behind or to the side of a building when possible.
- (5) Proposed developments shall provide for safe and comfortable sidewalks, paths, and resting areas for pedestrians. Sidewalks and paths shall connect the development to adjacent land uses and provide connections through the development to the public street right-of-way.
- (6) Landscaping must meet the requirements of § 154.180 GENERAL REGULATIONS.

CITY OF CROSBY

REQUEST FOR COUNCIL ACTION

DATE: 8.25.2025	DEPARTMENT: Administrator
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APPROVAL REQUIRED: None.

ITEM DESCRIPTION: Proposal to hold the Midwest Mountain Bike Fest at Crosby Memorial Park, June 19th-21st, 2026

We were recently contacted the Jeffrey Frane from Dusty Roads LLC inquiring if they could host the Midwest Mountain Mike Fest at Crosby Memorial Park June 19-21, 2026. With this request, they would like to block off all reservable camping sites, as well as the bandshell and cook shack facilities. They have also inquired about camping in any additional space located in the park/ball field area.

They are expecting approximately 500 participants, dispersed throughout the weekend. They will have 20 event staff members on duty. Daytime and overnight security is also provided by the organizer. They will have fire prevention/emergency service plans in place. They will also follow public health plans with drinking water on site, porta potty's and solid waste collection. Their certificate of liability insurance will be submitted. If they serve alcohol, a temporary on-sale liquor license will be attained. If food is served/provided at this event, caterer's licenses will be remitted.

They have stated that City services will not be utilized and that street closures will not be needed.

They may have additional requests as development of this event moves forward.

BUDGET IMPLICATIONS:

COUNCIL ACTION REQUESTED: None.

ATTACHMENT: Special Event detail sheet

CROSBY MINNESOTA
City of Crosby
Special Event Application

Date of Application - 8/11/2025
Name of Organization - Dusty Roads LLC
Address - 3812 18th Ave S, Minneapolis Minnesota 55407

Event Name: Midwest Mountain Bike Festival
Name of person representing the organization: Jeff Frane
Day and Evening Phone - 715-379-7940

Location of event: Memorial Park
Date(s) of Event: 6/19/2026 - 6/21/2026
Time(s) of Event

Approximate number of people expected- 500 - dispersed throughout weekend
Number of event staff- 20
Public health plans (supply of water to site, solid waste collection, toilet facilities) - drinking water on site, porta potty's, solid waste collection

Fire prevention/emergency service plans - we will have a plan in place

Will City services be utilized - No
(yes or no)

Security: Daytime and overnight security provided by organizer

Will City services be utilized - No
(yes or no)

List any other City services that will be utilized: None
Street or alley to be closed: None

Jeff Frane

Signature of Requestor:

By signing this application, the applicant organization agrees to indemnify, defend and hold the City, its officials employees, and agents harmless from any Claim that arises in whole or in part out of the special event, except any claims arising solely out of the negligent acts or omissions of the City, its officials, employees and agents. By signing this application, you will also agree the City ordinance will be followed as pertaining to the event.

. INCLUDE A CERTIFICATE OF LIABILITY INSURANCE WITH A GENERAL LIABILITY MINIMUM OF \$1,000,000.

. tF ALCOHOL WILL BE SERVED INCLUDE A TEMPORARY ON.SALE LIQUOR APPLICATION AND INCLUDE LIQUOR LIABILITY ENDORSEMENT ON THE CERTIFICATE OF LIABILITY INSURANCE.

. IF FOOD WILL BE SERVED AT THE EVENT, PLEASE INCLUDE A COPY OF THE CATERER'S LICENSE.

FOR INTERNAL USE

Received Date: Total due: \$25.00 per event

Police Dept Approval:



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/13/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


PRODUCER McKay Insurance Agency, Inc. 106 East Main Street P O Box 151 Knoxville IA 50138	CONTACT NAME: PHONE (A/C, No, Ext): (641) 842-2135 FAX (A/C, No): (641) 828-2013 E-MAIL ADDRESS: sports@mckayinsagency.com	
	INSURER(S) AFFORDING COVERAGE	
INSURED Silent Sports Association - BTC Dusty Roads, LLC 3812 18th Ave S Minneapolis MN 55407	INSURER A: Evanston Insurance Company	NAIC # 35378
	INSURER B: Gerber Life Insurance Company	70939
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES **CERTIFICATE NUMBER:** CL2551367247 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD 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 INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Includes Athletic Participants GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: Event	Y	N	3607AH010099-7	06/20/2025	06/23/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Accident Medical			15-070944-24	06/20/2025	06/23/2025	Excess \$25,000 Deductible \$250

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Midwest Mountain Bike Fest: June 20-22, 2025. Certificate holder is an additional insured but only with respect to liability arising out of the operations of the above named insured. "This policy is issued, pursuant to Iowa Code section 515.147, by a nonadmitted company in Iowa and as such is not covered by the Iowa Insurance Guaranty Association."

CERTIFICATE HOLDER Cuyuna County State Recreation Area 307 3rd St Ironton MN 56455	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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CITY OF CROSBY

REQUEST FOR COUNCIL ACTION

DATE: 08/25/2025

DEPARTMENT: Administration

APPROVAL REQUIRED: Informational

ITEM DESCRIPTION: Common Owner Consolidations

BACKGROUND:

Crow Wing County Land Department is on a mission to save time, money and improve service to taxpayers through consolidation of parcels. This is specific to parcels of contiguous ownership.

Crow Wing County has already done a pilot of the program. 351 property owners participated. 941 parcels were reduced to 351 parcels. That is a reduction of 1% of total parcel count.

The City of Crosby has 663 parcels that meet the criteria for consolidation.

STAFF RECOMMENDATIONS: Receive Information

BUDGET IMPLICATIONS: None

COUNCIL ACTION REQUESTED: None



Common Owner Consolidations

August 25th, 2025

Gary Griffin – Land Services Director
Maggie Young – Sr. Operations Specialist

Our Vision: To be the most efficient and effective organization in the state.
Our Mission: To provide the highest quality services to our citizens.
Our Values: Integrity, Accountability, Customer Service, Innovation, and Teamwork.

1



Imagine if this..



Our Vision: To be the most efficient and effective organization in the state.
Our Mission: To provide the highest quality services to our citizens.
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2



3



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CROW WING COUNTY
MINNESOTA

Common Owner Consolidation

Our Vision: To be the best at what we do.
 Our Mission: To provide the highest quality services to our community.
 Our Values: Integrity, Customer Service, Transparency, Innovation, and Sustainability.


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CROW WING COUNTY
MINNESOTA

Common Owner Consolidation

Our Vision: To be the best at what we do.
 Our Mission: To provide the highest quality services to our community.
 Our Values: Integrity, Customer Service, Transparency, Innovation, and Sustainability.

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2024 Consolidation Project

Notified landowners of their eligibility to consolidate:

- 2,640 owners with 8,500 tax parcels
- If 100% consented, the county parcel count would be reduced by 5%.


Outcomes:

- 351 (13%) owners said “yes”.
- 941 parcels were reduced to 351 parcels
- 1% reduction of the total county parcel count



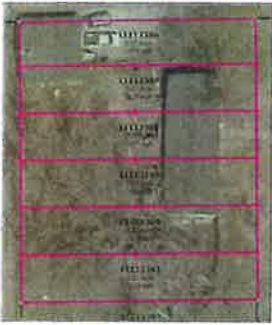
Our Vision: ...
Our Mission: ...
Our Values: ...

7




Administrative Consolidation


Step 1:



Step 2:




Step 3:



Goal: Consolidate parcels where internal property lines cross through buildings.

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Our Values: ...

8



2025 Consolidation Project

Process:

- 530 owners with 1563 tax parcels met the criteria and will be notified this fall that their parcels have been administratively consolidated.

Future Outcomes:


- 1033 parcels will be eliminated, a 1.2% reduction of the total county parcel count.

Benefits:

- Reduced staff workloads for assessing and valuation
- Saved money on tax correspondence
- Simplified environmental services reviews for land use
- Streamlined GIS mapping services and maintenance
- Fewer tax statements for landowners to track and make payments on

Our Vision: To be a leading provider of services to our community.
 Our Mission: To provide efficient, cost-effective services to our community.
 Our Policies: To ensure the highest quality of service to our community.

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Our Invitation

Municipality	# of Possible Consolidations
City of Baxter	484
City of Brainerd	550
City of Breezy Point	555
City of Crosby	663
City of Crosslake	469
City of Cuyuna	138
City of Deerwood	152
City of Emily	264
City of Fifty Lakes	160
City of Fort Ripley	24
City of Garrison	41
City of Ironton	165
City of Jenkins	119
City of Manhattan Beach	19
City of Nisswa	297
City of Pequot Lakes	362
City of Riverport	48
City of Trommald	84
Crow Wing	227
Irondale	288
Subtotal in Cities	5109
Subtotal in CWC P&Z areas	5880
Total	10989

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 Our Mission: To provide efficient, cost-effective services to our community.
 Our Policies: To ensure the highest quality of service to our community.

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Questions?

Gary Griffin Land Services Director 218-824-1016 Gary.Griffin@crowwing.gov	Maggie Young Sr. Operations Specialist 218-454-7472 Maggie.Young@crowwing.gov
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Our Vision: To provide the highest quality services to our citizens.
Our Mission: To protect, preserve and enhance the natural resources of Crow Wing County.
Our Values: Integrity, Transparency, Accountability, Customer Service

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**Lot/Block/Plat
Layer Demo**

[Crow Wing GIS Portal](#)



Our Vision: To provide the highest quality services to our citizens.
Our Mission: To protect, preserve and enhance the natural resources of Crow Wing County.
Our Values: Integrity, Transparency, Accountability, Customer Service

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Common Owner Tax Parcel Consolidations

The consolidation request process for Crow Wing County follows MN Statutes [272.121](#) and [272.46](#).

- Any delinquent and all current-year taxes must be paid in full on all parcels being considered for consolidation. ([Statute](#))
- Fee title of all parcels must be the same
- The unique taxing areas must be the same
- Parcels must be contiguous. ([Statute](#))
- Applicant does not plan to subdivide the consolidated parcels; subdivision of a consolidated parcel may need to be approved by the governing municipality.
- Application must be received by the Land Services Department by December 31st of the current year to be considered for the following tax year.

Our vision is...
 Our Mission is...
 Our Values are...

13



Common Owner Tax Parcel Consolidations

Notes:

- The governing municipality where the parcel is located may have restrictions on consolidation of parcels different from those of Crow Wing County. Therefore, it is the responsibility of the person(s) requesting this consolidation to be informed of any/all effects of this parcel consolidation.
- Crow Wing County reserves the right to reject any parcel consolidation.
- For this application to be approved the Land Services Department of Crow Wing County must favorably recommend its approval; each consolidation is reviewed on a case-by-case basis.

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 Our Values are...

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Real People. Real Solutions.

MEMORANDUM

Date: August 21, 2025
To: Honorable Mayor and Council Members
From: Phil Martin, PE
Subject: City Engineer Report for August 25, 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 restarted on the north alley block 1. Through Wednesday, August 20th, the contractor had worked past the point of anticipated contaminated soils and shut off the dewatering pump. It appears that the degree of dewatering and contaminated material was on the low end of the potential encountered, which will result in cost savings to the City.

A lead service line agreement was provided by PFA for the City to begin seeking reimbursement of grant funds. The City is aware of 14 property contracts for replacement with some already complete. Through continued review and contact with property owners, the original list of service replacements has been reduced and we believe there are 9 remaining properties that have not taken action to get their service replaced. Based on current contracts, \$109,700 of the grant has been encumbered leaving a balance of \$165,300.

Phase 2 Street Project – No update.

Other Items

2nd St S / Memorial Park Stormwater Planning – We will be completing some field survey work to begin working on that planning effort.

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 – The watermain replacement was completed and we are waiting for the grass to grow. All the exploratory digging time was used to determine where pipes were located. In addition, final connection resulted in the use of more fittings than originally estimated when the watermain break emergency happened. We will be working with the contractor to prepare the pay application and will present the overall cost for the emergency work at the September 8, 2025 Council meeting.

TO: Crosby Mayor and Members of the Council
FROM: Mitch Hinnenkamp, Community Development Administrator
DATE: August 19th, 2025
RE: Planning and Zoning Monthly Report

Greetings, Mayor and City Council,

The Planning Commission convened for its regularly scheduled meeting on August 18th, 2025. The Commission continued its discussion regarding the establishment of a Downtown Mixed Use (DMU) zoning district. The Commission conducted a final reading and proposed that the ordinance be presented to the Council for a preliminary review. This initiative seeks to address non-conforming residential parcels currently located in the B-1 zone. The proposed ordinance (154.071) outlines provisions for combining residential and commercial uses, supporting pedestrian-focused development, and maintaining consistency with the City's Comprehensive Plan. Currently, pending City Council Comment, this ordinance amendment and rezoning could be ready for a Public Hearing as early as September. These timelines are subject to change pending Council and Planning Commission direction. A copy of this draft ordinance and additional information have been included for your review.

In addition, the Commission explored options for allowing multifamily residential developments within the B-1 district. The Planning Commission will conduct a Public Hearing on Commercial-Linked Housing at the September Planning Commission meeting, and pending a recommendation for approval from the Planning Commission, this Amendment could be before the Council as early as the 2nd Council meeting in September.

The Ordinance Amendment Subcommittee is scheduled to meet for its first meeting the same night as this Council meeting. Verbal updates will be provided at the Council meeting.

The over-the-counter permit numbers have declined up to this point in August. Inquiries remained high throughout the month as many individuals I spoke to previously have circled back with new plans and ideas. Nothing concrete or overly significant is coming down the pipeline, although an inquiry was received for a Cannabis Cultivation facility. This inquiry, however, was received by a number of surrounding communities as well. Administrator Harren, Justin Burslie, and Myself conducted a site visit for an enforcement for a shed placed within setbacks and without a permit. We established a deadline to resolve the violation and if that deadline is not met this violation may be passed along to the City Attorney.

I don't have any additional updates at this time. I will 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

Cities to Lakes Inspection Services

Scott Sadusky

State Licensed Building Official
21802 Tall Timbers Trail
Nisswa, MN 56468
(612) 986-7644
ssadusky@hotmail.com

August 2025

City of Crosby Council Report

-We issued 24 permits so far this month. That is a total of 112 for the year.

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

- Dog wash and new laundry is completed, but now is replacing the roof.

- Haukos coffee shop & storage project is ongoing.

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

- High School referendum project is ongoing and getting a little behind schedule. Woock Gym floor pour was last week.

- CRES School referendum project is ongoing.

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

-There are 25 open code enforcement cases. Three cases closed out this month.

-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

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