

Crosby City Council Agenda
Monday, September 22, 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. Approve Special Event Application for a Fall Festival at Crosby Memorial Park on Saturday, October 11th, 2025 from Noon 3:00 p.m.
 - D. Approve Temporary on-sale liquor license for Cuyuna Brewing at City Park/Fall Festival
 - E. Reschedule October 13, 2025, Regular Meeting to October 14, 2025
 - F. Reschedule Serpent Creek Box Culvert Public Hearing to October 27, 2025
 - G. Reschedule Right of Way Public Hearing to October 27, 2025
- 5. Public Comments**
- 6. Old Business**
- 7. New Business**
 - a. Consider approving resolution 2025-28-0922 Set 2026 Preliminary Levy
 - b. Consider setting Truth in Taxation public hearing for Monday, December 8 at 6pm
 - c. Consider Approval of Ryan Construction Pay App No. 8
 - d. Consider Approval of Land Use Ordinance Amendment 20-2503 amending 154.317 AUTHORIZED PLACEMENT and 154.319 PLACEMENT IN RESIDENTIAL ZONES
 - e. Consider Approval of Land Use Ordinance Amendment 2025-04, Amending the City Code for Commercial-Linked Housing
 - f. Consider Approval of Publication Summary Describing the Land Use Amendment 2025-3 and 2025-4 for Publication in the Official Newspaper
 - g. Consider Approval of amended Sourcewell Shared Services Agreement
- 8. Reports**
 - a. City Engineer
 - b. City Building Code Inspector
 - c. Planning and Zoning Administrator
 - d. City Attorney
- 9. Adjournment**

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

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

CITY OF CROSBY

REQUEST FOR COUNCIL ACTION

DATE: 9/22/2025

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, September 8, 2025 at 6:00 p.m.

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

Members Excused: Mayor Cash

Staff Present: City Administrator Harren; Police Chief, Mike VanHorn; Fire Chief Shayne Jacobs; Head Librarian, Abby Smith; and Administrative Assistant, Dianne Howard

1. Call Regular Meeting to Order

The regular meeting of the Crosby City Council was called to order by Acting Mayor, Traylor at 6:00 p.m.

2. Pledge of Allegiance

Acting Mayor Traylor led the Pledge of Allegiance

3. Approval of the Agenda

MEMBER HEGLUND MOVED TO APPROVE THE AGENDA WITH THE ADDITION OF NEW BUSINESS E. ADDING CURB TO THE SECOND SIDE OF THE STREET FOR THE 2025 ALLEY IMPROVEMENT PROJECT AND NEW BUSINESS F. TO DISCUSS A MEMO TO SEND TO THE HALLETT TRUST REQUESTING CONTINUED COOPERATION FOR THE SUSTAINABILITY OF THE LIBRARY AND THE HALLETT COMMUNITY CENTER. MEMBER LEWIS SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 4-0.

4. Approval of the Consent Agenda

- a. Accept Donation and Acknowledge Donors
- b. Approve Minutes
- c. Approve Claims
- d. Approve Temporary On-Sale Liquor License for Cuyuna Brewing Company
- e. Approval of Liquor License for Cuyuna Lanes
- f. Approve St. Joseph Catholic Church Special Event Application
- g. Reappoint Renae Marsh to the Crosby HRA for a term to expire on 8/31/2030
- h. Approve hire of Marianne Lenz as .5 FTE Library Aide
- i. Purchase casting covers to protect new street infrastructure

MEMBER LEWIS MOVED TO APPROVE THE CONSENT AGENDA WITH THE ADDITION OF i. PURCHASE OF CASTING COVERS AT \$4,400 PLUS \$300 IN SHIPPING FOR A TOTAL OF \$4,700.00. MEMBER JARVELA SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 4-0.

5. Public Comments: None.

6. Presentations

a. Meet New Superintendent, Rick Aulie and Receive Update on Operating Referendum

Superintendent Aulie reported that after two unsuccessful referendums in 2023 and 2024, the district had to cut more than \$1 million in their budget by reducing teaching positions, support staff, electives, and extracurriculars. Even with these reductions, the district faces an additional \$1 million shortfall that is projected to grow to \$1.5 million within five years without new funding.

Like many school districts, C-I is facing growing financial challenges due to the rising cost of education, inflation and 20 years of underfunding from the State of MN.

On Tuesday, November 4th there will be a special election to vote on an operating levy that would provide \$1.5 million annually for ten years to stabilize the budget.

An operating levy is a local, voter-approved property tax that provides additional funding for the day-to-day costs of running a school district.

If voters approve the referendum, the operating levy would be supported by a property tax increase starting in 2026 and expiring after 10 years.

b. Discuss Midwest Mountain Bike Fest 2026

Jeff Frane from the Cuyuna Lakes Mountain Bike Association addressed the Council. He requested Council consider utilization of the Crosby Memorial Park to host the 2026 Midwest Mountain Mike Fest, June 19-21, 2026. This location would be more visible and closer to Crosby's downtown businesses.

They are expecting approximately 500 participants (over the course of three days) and approximately 50 vendors. They will have 20 staff members on duty. Parking challenges were discussed. Participants will be encouraged to park where they are

staying and bike to the Park. Councilmember Lewis noted that this is what occurred during the 2025 Festival held at Croft Mine. Mr. Frane asked if they could block the tent sites, cook shack and bandshell for the event. Council agreed that after payment these could be blocked. It was clarified that the use of the Park for the event excludes the softball field and skate park.

MOTION BY MEMBER LEWIS TO APPROVE THE 2026 MIDWEST MOUNTAIN BIKE FESTIVAL EVENT AT CROSBY MEMORIAL, AND AFTER PAYMENT TO BLOCK NON-RV SITES, COOK SHACK AND BANDSHELL FOR THE EVENT. THIS WOULD EXCLUDE THE BALL FIELD AND SKATE PARK. MEMBER HEGLUND SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 4-0.

7. Old Business

- a.* Discuss RangersLive Sponsorship Request—an audio streaming system that will broadcast all home and away games for Crosby Ironton Ranger athletics. Administrator Harren advised council that by statute, all expenditures must have a public purpose. Sponsorship of a sports team broadcast would not qualify. However, promotion of the community and/or supporting economic development would. Council discussed it further. The \$800 sponsorship request will be funded from the 2025 Economic Development budget.

b.

MOTION BY MEMBER HEGLUND TO APPROVE THE RANGERSLIVE SPONSORSHIP REQUEST FOR \$800 FOR THE 2025-2026 SCHOOL YEAR FROM THE EDA BUDGET. MEMBER JARVELA SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 4-0.

8. New Business

- a.* Approve Resolution of Support for Sourcewell Match Fund Program to purchase a compact track loader for the Public Works Department.

Administrator Harren asked that the City of Crosby submit a Match Funds application to Sourcewell to fund \$50,000 toward the purchase of a Bobcat Compact Track Loader.

Administrator Harren explained that the city has a 2004 Bobcat Skid Steer Loader that has outdated technology and is under powered to utilize the various attachments

that the City owns. Because the 2004 Bobcat does not have tracks, it also damages soft surfaces.

The Bobcat Compact Track Load is \$80,505.57. Sourcewell will fund \$50,000 of the cost. The City's match is a minimum of 25%, which will be \$30,505.57.

MOTION BY MEMBER LEWIS TO APPROVE RESOLUTION 2025-25-0908 TO SUPPORT THE FUNDING REQUEST FROM SOURCEWELL'S MATCH FUND TO PURCHASE A 2025 BOBCAT COMPACT TRACK LOADER 44. MEMBER TRAYLOR SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 4-0.

- b. Approve Resolution of Support for Sourcewell Impact Fund Program to purchase radio equipment for the Fire Department

Fire Chief Jacobs stated that he would like to submit an application to Sourcewell for \$50,000 in funding toward the purchase of upgraded radio equipment. The total expense for the new equipment will be \$80,431.40. Sourcewell will fund up to \$50,000 toward this purchase. The City's portion is \$30,431.40 and would come out of the Fire Department's Donation Fund.

MOTION BY MEMBER HEGLUND TO APPROVE RESOLUTION 2025-26-0908 TO SUPPORT THE APPLICATION TO SOURCEWELL PUBLIC SAFETY IMPACT FUND TO PURCHASE RADIO EQUIPMENT. MEMBER JARVELA SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 4-0.

- c. Schedule 2026 Budget and Levee Work Session—The Preliminary Levy will need to be certified by September 30th. A 2026 Budget and Levee Work Session will be held on Wednesday, September 17th at 6:00 p.m.
- d. Schedule Public Hearing on CRMC Road Right-of-Way Vacation Application—this area is located directly behind their building. The Public Hearing to hear the petition for the CRMC Road Right-of-Way Vacation Application will be held on October 13th at 6 p.m. during the regularly scheduled Council meeting.
- e. Discuss addition of curb to 2025 Alley Project—The Council had requested an estimate to add curbs to the second side of the street for the 2025 alley improvement project and what the cost would be. At the time of the 2025 Alley Project, the

funding only covered curb on one side of the street. If curbs are added to the second side of the street, estimated cost will be \$61,000, which can be assessed to the properties in the project location but cannot be added to the public finance bond. It would entail 763 linear feet of concrete curb and gutter design. Council discussion continued. Property owners have asked for the addition of curb on the second side of the street. City Administrator Harren clarified that the scope of work would include: Hallett Avenue, 1st Avenue SW and 2nd Avenue SW for the Alley Project.

MOTION BY MEMBER LEWIS TO ACCEPT ANDERSON BROTHERS CONSTRUCTION COMPANY'S QUOTE IN THE AMOUNT OF \$61,120 FOR ADDITION OF CURB TO 2025 ALLEY PROJECT. MEMBER TRAYLOR SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 4-0.

- f. HCC Trust Memo—Administrator Harren will be meeting with the Hallett Trust Board and would like to submit a letter to the Trust on behalf of the Council regarding appreciation of the support of the Jessie F Hallet Memorial Library and the Hallett Community Center and to request a follow up meeting to regarding sustainability for Library and Center. In addition to this meeting, Administrator Harren is researching the possibility of a ½ cent sales tax to help support both the Hallett Center and the Hallett Memorial Library as both appear to qualify as having regional significance since most of the users are not from the city of Crosby serving some 22 surrounding jurisdictions.

MOTION BY MEMBER LEWIS TO SUPPORT THE STRATEGIC PLANNING MEETING WITH HALLETT TRUST REGARDING SUSTAINABILITY FOR BOTH THE HALLETT CENTER AND THE HALLETT MEMORIAL LIBRARY. SECONDED BY MEMBER HEGLUND. THE MOTION PASSED BY A VOTE OF 4-0.

9. Reports

A. Police Chief

Chief VanHorn submitted his report. He stated that regarding the 2026 Midwest Mountain Bike Fest his only concern is parking.

Member Lewis stated that the 4-way stop by Red Raven is still a danger as many drivers are blowing through the stop signs and he fears a future accident. This is a state highway. Administrator Harren will investigate possible options that could make this location safer with MnDOT in Baxter.

B. Fire Chief

Chief Jacobs submitted his report. Chief Jacobs thanked the Council for their support of the Sourcewell funding option for their radio equipment.

C. Hallett Center—HCC GM submitted his report.

D. Library—Ms. Smith submitted her report. There will be a Golf Fundraiser on Sunday the 21st with a silent auction.

E. Public Works—PW Working Foreman Ferrari submitted his report.

F. City Administrator Harren submitted her report and stated that she participated in the LMC Clerk's Academy and graduated from the course.

G. Mayor/Committee—None.

10. Adjournment

**MEMBER HEGLUND MOVED TO ADJOURN THE MEETING AT 7:23 P.M.
MEMBER LEWIS SECONDED THE MOTION. THE MOTION PASSED BY A
VOTE OF 4-0.**

Jim Traylor, Acting Mayor

Trish Harren, City Administrator

Pursuant to due call and notice thereof, the Committee of the Whole Work session of the Crosby City Council was held on Wednesday, September 17, 2025, at 6:00 P.M.

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

Members Absent: None

Staff Present: Administrator Harren, Utility Billing Clerk Samantha Wodarz

Mayor Cash called the meeting of the Crosby City Council to order at 6:00 P.M.

1. 2026 Preliminary Budget and Levy Discussion

Administrator Harren started out with an overview of the budget and levy setting process. In August staff submit their 2026 budget requests. The Administrator meets with each department to review budgets and prioritize spending needs. The Deputy Clerk/Treasurer compiles salary data for all departments based on contract agreements and updates budgets with that data. Administrator and Deputy Clerk review all budgets. Deputy Clerk and Administrator present preliminary budget and levy to the Finance Committee based on the department operational needs. The Finance Committee (this year consisting of Mayor Cash and Council member Traylor) meet and refine. The budget and levy are then moved forward to a committee of the whole work session to review, discuss and refine further. Public input is sought. The preliminary levy is then certified by council no later than September 30th. Following preliminary certification, council continues to review and refine budget and levy. A budget and levy hearing is scheduled for early December. Final levy must be set no later than 5 working days after December 20th.

Administrator Harren reviewed the updated market value data. 2024 Taxable Market Value for taxes payable in 2025 was \$228,098,262. Taxable Market Value for 2025 for taxes payable in 2026 is \$234,965,518. This is a \$6,867,256 increase or an approximate 3% increase. Crosby has an additional 84.5 million in exempt (non-taxable) property.

Administrator Harren then shared three potential levy options.

2026 Levy Option 1 - 3.17%		2026 Levy Option 2 - 13.10%		2026 Levy Option 3 - 10.12%	
General Fund	\$ 1,458,813.00	General Fund	\$ 1,458,813.00	General Fund	\$ 1,458,813.00
Capital Fund	\$ 125,000.00	Capital Fund	\$ 250,000.00	Capital Fund	\$ 250,000.00
Library Fund	\$ 120,000.00	Library Fund	\$ 140,000.00	Library Fund	\$ 120,000.00
HCC Fund	\$ 30,000.00	HCC Fund	\$ 50,000.00	HCC Fund	\$ 30,000.00
TOTAL LEVY	\$ 1,723,813.00	TOTAL LEVY	\$ 1,898,813.00	TOTAL LEVY	\$ 1,848,813.00

Administrator Harren noted these are just starting places for conversation.

Administrator Harren reviewed the 2026 preliminary general fund budget with council. Council asked questions related to line items in the budget. Key impacts on the 2026 budget are contractually negotiated wage increases. Final budget and levy need reflects minor increases in revenue and reductions in expenses.

Council discussed various options for the Capital Fund, Library Fund and Hallet Center Fund levies. In 2024 Council increased the Capital Fund levy from \$125,000 to \$250,000 but reduced it in 2025 to \$125,000 due to other pressures on the levy. However, the needs of the city for capital investments into equipment, streets, and facilities far exceed \$250,000. Council discussed short-term and long-term solutions to fund capital needs and long term solutions such as a local option sales tax.

Next, the Library Fund levy was discussed. Council discussed the asset that the Library is to the community as well as increasing impact of operating expenses on the local levy. In 2016, the library levy was 1.5% of the total levy. In 2025 it is 7.4%.

The Library Levy has increased from \$20,000 ten years ago to \$120,000 in 2025. Historically the Hallett Trust funded 100% of operational costs of the Library or approximately \$150,000 per year. Overtime a cash reserve was built. That amount has intentionally been reduced to offset the levy.

During the last ten years their funding remained consistent at approximately \$60,000 a year for operating with an additional \$12,500 in matching grants to the Friends of the Library. The budget has also remained constant during that ten-year time. Once the fund balance was depleted, the operational deficit was shifted to the library levy as is reflected in the increase from \$20,000 to \$60,000 to \$100,000 where it is today at \$120,000.

The Library Board has been working diligently to fill the gaps. One way is working with the other 22 jurisdictions whose residents utilize the library. Crosby makes up 27% of the total users, which equals 28% of the population. The remaining users are from outside of city limits.

Council discussed the Hallett Community Center. HCC Levy has remained unchanged at \$20,000 for the past 10 years. However, in addition to the HCC Levy, the city has averaged an additional \$20,000 per year to fund operational deficits, repairs and equipment purchases. The Hallett Trust gifts \$100,000 per year toward operations. Additionally, they provide matching grants and other smaller gifts for special needs. Membership and programs

account for roughly 63% of operational costs. Ice fees account for 17% of revenue.

Council noted the actual need for the HCC levy is closer to \$40,000 or even \$50,000. Additionally, there are significant capital needs as well such as a roof. Council discussed options to fund improvements such as a local option sales tax.

Council discussed multiple scenarios for the 2026 Levy. Approving needed levy amounts is beyond what residents can absorb. It was agreed to bring a preliminary levy recommendation to the Regular Council meeting on September 22, 2025, of \$1,823,813 which reflects an 8.33% increase.

General Fund \$1,458,813
Capital Fund \$220,000
Library Fund \$120,000
HCC \$20,000

Key points of further discussion

- Request Public Works create a five-year capital budget
- Request City Engineer update five-year street improvement plan
- Next workshop will be looking at Capital needs
- Sourcewell's procurement team is coming to look at the Hallet Center and the Library to discuss capital needs and get estimates
- Council focus is on essential services and residents first
- The council should have meetings and have a conversation on a regular basis about how we strategize our way into the future.

Meeting concluded at 7:35pm

Diane Cash, Mayor

Trish Harren, City Administrator

CITY OF CROSBY
REQUEST FOR COUNCIL ACTION

DATE: 9/22/2025

DEPARTMENT: Administrator

APPROVAL REQUIRED: Simple Majority of Council

ITEM DESCRIPTION: Approve Claims

BACKGROUND: Approve payment of claims as submitted in the Payment Approval Report(s)

OBJECTIVE: Review and approve bills for payment including preapproved

STAFF RECOMMENDATIONS: Approve payment of claims.

BUDGET IMPLICATIONS:

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: Payment Approval Report(s)

Vendor Number	Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
ABDO LLP							
3705	ABDO LLP	511228	100-41940-300	CONSULTING SERVICES	08/31/2025	966.25	966.25
Total ABDO LLP:						966.25	
ADAMS PEST CONTROL INC							
2575	ADAMS PEST CONTROL INC	4256483	100-41940-300	CITY HALL PEST CONTROL	09/10/2025	53.00	53.00
Total ADAMS PEST CONTROL INC:						53.00	
AUTOSMITH SERVICE GROUP LLC							
3215	AUTOSMITH SERVICE GROUP LLC	25-44672	100-42100-550	POLICE IMPOUND	09/04/2025	144.85	144.85
Total AUTOSMITH SERVICE GROUP LLC:						144.85	
AW RESEARCH LABORATORIES INC							
3127	AW RESEARCH LABORATORIES INC	73594	600-49400-210	COLIFORM BACTERIA, TOTLESCHERICIA COLI (E	08/31/2025	245.00	245.00
Total AW RESEARCH LABORATORIES INC:						245.00	
BOLTON & MENK INC							
2505	BOLTON & MENK INC	0372314	452-41700-300	1ST & 2ND ST S PROJ - FINAL DESIGN	08/29/2025	527.50	527.50
2505	BOLTON & MENK INC	0372315	452-41700-300	1ST & 2ND ST S PROJ - CONSTRUCTION STAKING,	08/29/2025	67.50	67.50
2505	BOLTON & MENK INC	0372478	455-41700-300	3RD STREET NORTH ALLEY PROJ - CONSTRUCTI	08/29/2025	340.00	340.00
2505	BOLTON & MENK INC	0372597	452-41700-300	1ST & 2ND ST S PROJ - STORMWATER PLANNING	08/29/2025	725.00	725.00
Total BOLTON & MENK INC:						1,660.00	
BROTHERS FIRE & SECURITY							
3329	BROTHERS FIRE & SECURITY	W43913	206-45531-300	EMERGENCY SRVC CALL - INVESTIGAGE TRIPPE	08/02/2025	1,040.50	1,040.50
Total BROTHERS FIRE & SECURITY:						1,040.50	
CENTRAL LAKES DRUG TESTING							
648	CENTRAL LAKES DRUG TESTING	1	100-42200-300	DRUG TESTING	08/31/2025	124.00	124.00
648	CENTRAL LAKES DRUG TESTING	1	100-43100-300	DRUG TESTING	08/31/2025	62.00	62.00
Total CENTRAL LAKES DRUG TESTING:						186.00	
CINTAS							
3626	CINTAS	424269605	100-43100-210	MATS & SHOP TOWELS	06/08/2025	144.45	144.45

Vendor Number	Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
Total CINTAS:						144.45	
COMMAND LLC							
116	COMMAND LLC	1625	100-42200-300	AIRIAL TEST - LADDER 1 RK/ROSENBAUER 75T18	09/28/2025	900.00	900.00
Total COMMAND LLC:						900.00	
CRAGUN, JOHN & RAYE							
3148	CRAGUN, JOHN & RAYE	208	100-41940-300	CITY HALL CLEANING 012 - 9/02	09/08/2025	575.00	575.00
Total CRAGUN, JOHN & RAYE:						575.00	
CROSBY - IRONTON SCHOOL DISTRICT							
3750	CROSBY - IRONTON SCHOOL DISTRI	090925	100-46500-302	SONSOR RANGERS LIVE ATHLETICS	09/09/2025	800.00	800.00
Total CROSBY - IRONTON SCHOOL DISTRICT:						800.00	
CROSBY ACE HARDWARE							
590	CROSBY ACE HARDWARE	11328/10	206-45531-210	CONN BUTT INS 12-10g PK8, ELECTRICAL TAPE	09/02/2025	16.98	16.98
590	CROSBY ACE HARDWARE	11333/10	100-43100-210	M18 BTRY HD XC 6.0AH 2PK	09/03/2025	169.00	169.00
590	CROSBY ACE HARDWARE	11334/10	100-49010-210	SHLVG UNIT 72X36X18 BLK	09/03/2025	79.99	79.99
590	CROSBY ACE HARDWARE	11341/10	100-49010-210	FIXED PRUNING SAW	09/03/2025	34.99	34.99
590	CROSBY ACE HARDWARE	11350/10	100-43100-210	TOWELS SHOP, SPRAY PAINT FLATBLACK, SPRAY	09/04/2025	23.97	23.97
590	CROSBY ACE HARDWARE	11352/10	100-43100-210	BLADE RAXOR #9 1EDGE10PK, ACETONE QT	09/04/2025	17.98	17.98
590	CROSBY ACE HARDWARE	11386/10	100-43100-210	STIHL MOTOMIX	09/08/2025	39.99	39.99
590	CROSBY ACE HARDWARE	11390/10	100-43100-210	STRIPPING PAD HD ACE	09/09/2025	3.99	3.99
590	CROSBY ACE HARDWARE	11391/10	100-49010-210	LOCKCOMBO PROJCT US3 CD4	09/09/2025	54.99	54.99
590	CROSBY ACE HARDWARE	11392/10	100-45200-100	PARK CLEANING, DISINFECTANT ODOBAN LAV, AL	09/09/2025	10.98	10.98
590	CROSBY ACE HARDWARE	11394/10	100-43100-210	LADDR 4' FG STEP 225#	09/09/2025	89.99	89.99
590	CROSBY ACE HARDWARE	11413/10	600-49400-210	WTR PLANT - LED A19 E26 DL 100W 6PK	09/12/2025	45.98	45.98
590	CROSBY ACE HARDWARE	11416/10	206-45531-321	LIQUID CHLORINATOR	09/12/2025	29.97	29.97
590	CROSBY ACE HARDWARE	11419/10	600-49400-210	SHOP/WATERPLANT - CLEANR BOWL LYSOL, MR	09/12/2025	19.96	19.96
590	CROSBY ACE HARDWARE	11429/10	206-45531-321	LIQUID CHLORINATOR	09/15/2025	59.94	59.94
590	CROSBY ACE HARDWARE	11431/10	206-45531-321	LIQUID CHLORINATOR	09/15/2025	19.98	19.98
Total CROSBY ACE HARDWARE:						718.68	
CROW WING COUNTY LAND SERVICES							
1574	CROW WING COUNTY LAND SERVICE	8799	100-41600-320	E911 ADDRESSING - 11112448 - CHIRHART, JAMES	09/09/2025	100.00	100.00

Vendor Number	Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
Total CROW WING COUNTY LAND SERVICES:						100.00	
CTC-446126							
2441	CTC-446126	21651494	100-41940-320	COMMUNIATION - 09/12 - 10/11	09/12/2025	350.05	350.05
2441	CTC-446126	21651494	100-42200-320	COMMUNIATION - 09/12 - 10/11	09/12/2025	304.36	304.36
2441	CTC-446126	21651494	206-45531-320	COMMUNIATION - 09/12 - 10/11	09/12/2025	426.88	426.88
2441	CTC-446126	21651494	200-45500-320	COMMUNIATION - 09/12 - 10/11	09/12/2025	418.10	418.10
2441	CTC-446126	21651494	204-41405-320	COMMUNIATION - 09/12 - 10/11	09/12/2025	262.41	262.41
2441	CTC-446126	21651494	100-42100-320	COMMUNIATION - 09/12 - 10/11	09/12/2025	236.65	236.65
Total CTC-446126:						1,998.45	
CUYUNA COUNTRY AUTO CENTER							
279	CUYUNA COUNTRY AUTO CENTER	94329	100-43100-210	2006 F350 - LABOR 75W 140 GEAR OIL	09/09/2025	34.86	34.86
Total CUYUNA COUNTRY AUTO CENTER:						34.86	
CUYUNA LAKES PARTS CITY							
3581	CUYUNA LAKES PARTS CITY	71-235152	100-43100-210	2006 F350 BUMPER HOLD DOWN - DOR 700-540BX	09/03/2025	13.23	13.23
3581	CUYUNA LAKES PARTS CITY	71-235311	100-43100-210	BRAKE BEST BRK CLEAN	09/08/2025	45.00	45.00
3581	CUYUNA LAKES PARTS CITY	71-235455	100-43100-210	GSK MATERIAL	09/11/2025	7.07	7.07
Total CUYUNA LAKES PARTS CITY:						65.30	
DELL MARKETING L P							
2886	DELL MARKETING L P	10832219741	100-42200-228	DELL PRO 16 (PC16250) BTX BASE, DOCK WD25, K	08/22/2025	1,429.30	1,429.30
Total DELL MARKETING L P:						1,429.30	
DELUXE FOR BUSINESS							
2926	DELUXE FOR BUSINESS	1907285	100-41940-210	DOUBLE WINDOW 1099 & W2 ENVELOPES	09/05/2025	58.90	58.90
Total DELUXE FOR BUSINESS:						58.90	
EAST SIDE OIL COMPANY							
1093	EAST SIDE OIL COMPANY	R119545	100-43100-321	Oil SFIL BARREL, FILTERS	08/28/2025	50.00	50.00
Total EAST SIDE OIL COMPANY:						50.00	

Vendor Number	Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
FERGUSON WATERWORKS							
2457	FERGUSON WATERWORKS	0554259	600-49400-210	6X12-1/2 FS1 SS DBL RD 6.84-7.24, LF 1 CTSXCTS	08/28/2025	572.40	572.40
2457	FERGUSON WATERWORKS	0554348	600-49400-210	LF 1 CC C CTS QJ BALL CORP	08/29/2025	191.83	191.83
Total FERGUSON WATERWORKS:						764.23	
FIRSTNET AT&T MOBILITY							
622	FIRSTNET AT&T MOBILITY	287303603670	100-42100-320	PHONE/BODY CAM	08/27/2025	903.24	903.24
Total FIRSTNET AT&T MOBILITY:						903.24	
FORBORD, JASON							
3751	FORBORD, JASON	091825	100-41940-310	MNCPA CONF, CASELLE CONF, TRAVEL & LODGIN	09/18/2025	1,439.51	1,439.51
Total FORBORD, JASON:						1,439.51	
GALLS LLC							
181	GALLS LLC	032316076	100-42200-210	SERVING INCE BLACK LETTERS, 2-1/2 X2 3/8 NAM	08/22/2025	166.03	166.03
181	GALLS LLC	032380930	100-42100-213	DUTY HOLSTER FOR TASER, 5.11 STRYKE PANTS	08/28/2025	259.99	259.99
Total GALLS LLC:						426.02	
GRAND FORKS FIRE EQUIPMENT LLC							
719	GRAND FORKS FIRE EQUIPMENT LLC	44641	100-42200-210	FIREHOOKS RH-4M, RH-6	09/16/2025	1,235.00	1,235.00
Total GRAND FORKS FIRE EQUIPMENT LLC:						1,235.00	
GRANITE CITY JOBBING CO INC							
580	GRANITE CITY JOBBING CO INC	477973	206-45531-210	SOAP PPLUS, CAN LINERS, TISS FACIAL	08/29/2025	262.56	262.56
580	GRANITE CITY JOBBING CO INC	478192	206-45531-210	FLOOR CLEANER PPLUS NEUTRAL	08/09/2025	50.22	50.22
580	GRANITE CITY JOBBING CO INC	479570	206-45531-210	VINYL GLOVES, MED PFREE 100 CT	09/05/2025	47.35	47.35
580	GRANITE CITY JOBBING CO INC	481016	206-45531-210	TISS JUMBO CASCADE PRO	09/12/2025	113.02	113.02
Total GRANITE CITY JOBBING CO INC:						473.15	
HACH COMPANY							
975	HACH COMPANY	14664980	600-49400-210	FLOURIDE, CHLORINE, SALT, CYANIDE, PAN IND S	09/10/2025	396.46	396.46
Total HACH COMPANY:						396.46	

Vendor Number	Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
HART, AMY							
3747	HART, AMY	091525	100-41910-300	ZONING COMMITTEE REIMBURSEMENT	09/15/2025	50.00	50.00
Total HART, AMY:						50.00	
HAWKINS INC							
157	HAWKINS INC	7182765	206-45531-321	AZONE 15 - 1 LB BLK	08/28/2025	266.50	266.50
Total HAWKINS INC:						266.50	
HEARTLAND ANIMAL RESCUE TEAM							
1935	HEARTLAND ANIMAL RESCUE TEAM	34056	100-42700-300	1 DAY BOARDING DOG	08/01/2025	16.00	16.00
1935	HEARTLAND ANIMAL RESCUE TEAM	34057	100-42700-300	2 DAYS BOARDING DOG	08/02/2025	32.00	32.00
1935	HEARTLAND ANIMAL RESCUE TEAM	34063	100-42700-300	1 DAY BOARDING DOG	08/05/2025	16.00	16.00
1935	HEARTLAND ANIMAL RESCUE TEAM	34067	100-42700-300	10 DAYS BOARDING CAT	08/20/2025	160.00	160.00
1935	HEARTLAND ANIMAL RESCUE TEAM	34096	100-42700-300	1 DAY BOARDING DOG	08/26/2025	16.00	16.00
Total HEARTLAND ANIMAL RESCUE TEAM:						240.00	
HOLMVIG EXCAVATING LLC							
1783	HOLMVIG EXCAVATING LLC	11314	452-36200	25 1ST ST SE - REMAINING	08/05/2025	1,400.00	1,400.00
1783	HOLMVIG EXCAVATING LLC	11368	452-36200	MATER MAIN - CRANBERRIES ON MAIN	08/22/2025	9,000.00	9,000.00
1783	HOLMVIG EXCAVATING LLC	11398	452-36200	REPLACE CONCRETE SLAB - CRANBERRIES ON M	09/09/2025	6,500.00	6,500.00
1783	HOLMVIG EXCAVATING LLC	11399	452-36200	PATCH- 120 W MAIN ST	09/15/2025	1,200.00	1,200.00
Total HOLMVIG EXCAVATING LLC:						18,100.00	
HORIZON COMMERCIAL POOL SUPPLY							
3639	HORIZON COMMERCIAL POOL SUPPL	INV117591	206-45531-321	LINEAR PLUG-IN TRANSFORMER, 120-240V TO 24	08/31/2025	128.54	128.54
Total HORIZON COMMERCIAL POOL SUPPLY:						128.54	
JENKINS, COLTER							
3538	JENKINS, COLTER	090925	100-42100-210	SIG SAUGER MODE P365 PISTO 9MM	09/09/2025	772.03	772.03
Total JENKINS, COLTER:						772.03	
KANOPY INC							
696	KANOPY INC	467246-PPU	200-45500-586	JHMFL VIDEO TICKETS	08/31/2025	42.00	42.00

Vendor Number	Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
Total KANOPY INC:						42.00	
KLM ENGINEERING INC							
887	KLM ENGINEERING INC	11001	600-49400-210	2020 ROV EVALUATION, 2025 DRY TANK CLEANOU	09/04/2025	3,300.00	3,300.00
Total KLM ENGINEERING INC:						3,300.00	
MAJESTIC CREATIONS LANDSCAPING INC							
2070	MAJESTIC CREATIONS LANDSCAPIN	2966	100-41940-220	IRRIGATION SRVC CALL	09/05/2025	310.01	310.01
Total MAJESTIC CREATIONS LANDSCAPING INC:						310.01	
METRO SALES INC 130415							
636	METRO SALES INC 130415	INV2884396	206-45531-350	COPIER MAINT CONTRACT - 09/11/25 - 10/10/25	09/11/2025	59.00	59.00
Total METRO SALES INC 130415:						59.00	
MIDWEST MACHINERY CO							
3220	MIDWEST MACHINERY CO	10624653	100-49010-210	BLOWER SRVICE KIT, FAN HOUSING W/STARTER	09/11/2025	84.98	84.98
Total MIDWEST MACHINERY CO:						84.98	
NARDINI FIRE EQUIPMENT							
2596	NARDINI FIRE EQUIPMENT	INV00347440	100-41940-300	FIRE EXTINGUISHER INSPECTIONS	08/20/2025	91.60	91.60
2596	NARDINI FIRE EQUIPMENT	INV00347440	100-43100-300	FIRE EXTINGUISHER INSPECTIONS	08/20/2025	93.60	93.60
2596	NARDINI FIRE EQUIPMENT	INV00347440	601-49450-300	FIRE EXTINGUISHER INSPECTIONS	08/20/2025	235.00	235.00
2596	NARDINI FIRE EQUIPMENT	INV00347440	605-49900-300	FIRE EXTINGUISHER INSPECTIONS	08/20/2025	235.00	235.00
2596	NARDINI FIRE EQUIPMENT	INV00347440	200-45500-300	FIRE EXTINGUISHER INSPECTIONS	08/20/2025	21.60	21.60
2596	NARDINI FIRE EQUIPMENT	INV00347440	204-41405-300	FIRE EXTINGUISHER INSPECTIONS	08/20/2025	7.20	7.20
2596	NARDINI FIRE EQUIPMENT	INV00347440	100-42100-300	FIRE EXTINGUISHER INSPECTIONS	08/20/2025	64.80	64.80
2596	NARDINI FIRE EQUIPMENT	INV00347440	100-49010-300	FIRE EXTINGUISHER INSPECTIONS	08/20/2025	21.60	21.60
2596	NARDINI FIRE EQUIPMENT	INV00347440	100-45200-300	FIRE EXTINGUISHER INSPECTIONS	08/20/2025	7.20	7.20
2596	NARDINI FIRE EQUIPMENT	IVN00347259	100-42200-300	INSPECTION 10#/5#/6#, NEW 10#/5#	08/18/2025	665.70	665.70
Total NARDINI FIRE EQUIPMENT:						1,443.30	
NELSON SANITATION & RENTAL INC							
600	NELSON SANITATION & RENTAL INC	INV/2025/1272	601-49450-210	MONTHLY PORTABLE RESTROOMS - 07/31/28 - 08/	08/28/2025	311.39	311.39

Vendor Number	Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
Total NELSON SANITATION & RENTAL INC:						311.39	
OPG-3 INC							
3516	OPG-3 INC	9114	100-41940-228	LF SELF HOSTED SUBS MUNICIPALITY SITE LICEN	09/02/2025	3,420.00	3,420.00
Total OPG-3 INC:						3,420.00	
OVERDRIVE INC							
3171	OVERDRIVE INC	0374CP252685	200-45500-570	E-BOOKS	08/31/2025	199.77	199.77
3171	OVERDRIVE INC	03974CP25264	200-45500-570	E-BOOKS	08/31/2025	99.88	99.88
Total OVERDRIVE INC:						299.65	
PATRICK, TROY							
92	PATRICK, TROY	091525	100-41910-300	P&Z MEETING	09/15/2025	50.00	50.00
Total PATRICK, TROY:						50.00	
PETERSEN, JAMES K							
95	PETERSEN, JAMES K	091525	100-41910-300	ZONING COMMITTEE REIMBURSEMENT	09/15/2025	50.00	50.00
Total PETERSEN, JAMES K:						50.00	
QUADIENT FINANCE USA INC							
570	QUADIENT FINANCE USA INC	30261513	100-41940-340	POSTAGE	09/03/2025	550.26	550.26
Total QUADIENT FINANCE USA INC:						550.26	
RAMAKER & ASSOCIATES, INC.							
1423	RAMAKER & ASSOCIATES, INC.	139876	100-49010-300	CIMS CLOUD HOSTING & TECH SUPPORT - 11/25/2	09/04/2025	1,176.00	1,176.00
Total RAMAKER & ASSOCIATES, INC.:						1,176.00	
RICH, THEODORE							
3741	RICH, THEODORE	091025	100-43100-213	BOOTS	09/05/2025	215.45	215.45
Total RICH, THEODORE:						215.45	
SADUSKY RENOVATIONS INC							
3172	SADUSKY RENOVATIONS INC	060625-07282	100-42400-300	CE INSPECTIONS/COUNCIL REPORTS & MEETING	09/12/2025	2,243.90	2,243.90

Vendor Number	Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
3172	SADUSKY RENOVATIONS INC	070725-07232	100-42400-300	BLDG INSPECTins C-25-76 TO C-25-90	09/12/2025	2,794.32	2,794.32
3172	SADUSKY RENOVATIONS INC	072825-08042	100-42400-300	BLDG INSPECTIONS - C-25-91 TO C-25-105	09/12/2025	2,138.90	2,138.90
Total SADUSKY RENOVATIONS INC:						7,177.12	
SCR NORTHERN							
2518	SCR NORTHERN	W56133	100-41940-300	CITY HALL AC REPAIR - SENSOR, THERMISTOR, M	09/15/2025	1,233.30	1,233.30
Total SCR NORTHERN:						1,233.30	
STAPLES ADVANTAGE							
3152	STAPLES ADVANTAGE	7006703567	100-42100-200	BROTHERS DK1202 SHIPPPING LABELS	08/30/2025	61.65	61.65
Total STAPLES ADVANTAGE:						61.65	
THE OFFICE SHOP INC							
50	THE OFFICE SHOP INC	1158407-0	204-41405-200	HAM PAPER 8.5,11, 20# MUTIPURPOSE	09/12/2025	49.90	49.90
Total THE OFFICE SHOP INC:						49.90	
TOM'S TOTAL TREE SERVICE							
2481	TOM'S TOTAL TREE SERVICE	354037	100-43100-300	REMOVE OAK, REMOVE BOXALDER	09/03/2025	1,500.00	1,500.00
TOM'S TOTAL TREE SERVICE:						1,500.00	
TOTAL CONTROL SYSTEMS INC							
722	TOTAL CONTROL SYSTEMS INC	11830	601-49450-590	LIFT STATION PANEL	09/09/2025	29,727.00	29,727.00
TOTAL CONTROL SYSTEMS INC:						29,727.00	
UNITED STATES TREASURY							
753	UNITED STATES TREASURY	083125	200-45500-301	CLASS AD BY WORD	08/31/2025	40.20	40.20
753	UNITED STATES TREASURY	083125	206-45531-301	CLASS AD BY WORD	08/31/2025	100.00	100.00
Total UNITED STATES TREASURY:						140.20	
VALLEY POOLS & SPAS							
1645	VALLEY POOLS & SPAS	3-139455	206-45531-210	SUANA HEATER, XESIO DIGITAL CONTROLER	07/18/2025	3,505.20	3,505.20
Total VALLEY POOLS & SPAS:						3,505.20	

Vendor Number	Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
VERIZON WIRELESS							
2450	VERIZON WIRELESS	6123155507	100-41940-320	CELL PHONES 08/11 - 09/10	09/18/2025	50.19	50.19
2450	VERIZON WIRELESS	6123155507	100-43100-300	CELL PHONES 08/11 - 09/10	09/18/2025	95.21	95.21
2450	VERIZON WIRELESS	6123155507	600-49400-320	CELL PHONES 08/11 - 09/10	09/18/2025	95.21	95.21
Total VERIZON WIRELESS:						240.61	
VERSATERM PUBLIC SAFETY US INC							
667	VERSATERM PUBLIC SAFETY US INC	INV41-02038	100-42100-320	DASH CAMERA/BODY CAMERA	09/05/2025	1,980.00	1,980.00
Total VERSATERM PUBLIC SAFETY US INC:						1,980.00	
VESTIS							
805	VESTIS	2530441133	206-45531-210	MAT/NYLON/RUBBER, SCRAPER MAT	08/22/2025	65.85	65.85
805	VESTIS	2530443708	206-45531-210	MAT/NYLON/RUBBER, SCRAPER MAT	08/29/2025	65.85	65.85
805	VESTIS	2530446235	206-45531-210	MAT/NYLON/RUBBER, SCRAPER MAT	09/05/2025	65.85	65.85
Total VESTIS:						197.55	
VISA							
3386	VISA	090125	100-42100-310	NOTARY PUBLIC - DIANE HOWARD	09/01/2025	97.44	97.44
Total VISA:						97.44	
WW GOETSCH ASSOCIATES INC							
182	WW GOETSCH ASSOCIATES INC	115225	601-49450-300	HYDROMAIC/BARNERY FLANGE/INSTALLATION	09/08/2025	9,552.00	9,552.00
Total WW GOETSCH ASSOCIATES INC:						9,552.00	
XTONA							
748	XTONA	11869	100-42200-300	IT SERVICE DESK	09/01/2025	543.65	543.65
748	XTONA	11869	100-43100-300	IT SERVICE DESK	09/01/2025	465.99	465.99
748	XTONA	11869	206-45531-300	IT SERVICE DESK	09/01/2025	465.99	465.99
748	XTONA	11869	200-45500-300	IT SERVICE DESK	09/01/2025	1,242.63	1,242.63
748	XTONA	11869	204-41405-300	IT SERVICE DESK	09/01/2025	465.99	465.99
748	XTONA	11869	100-42100-300	IT SERVICE DESK	09/01/2025	2,407.59	2,407.59
748	XTONA	11869	100-41940-300	IT SERVICE DESK	09/01/2025	2,019.27	2,019.27
748	XTONA	11869	100-41940-300	IT SERVICE DESK	09/01/2025	155.29	155.29
748	XTONA	11897	206-45531-300	IT SERVICE DESK	09/01/2025	982.00	982.00

Vendor Number	Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
Total XTONA:						8,748.40	
ZENDER, JOHN							
802	ZENDER, JOHN	091525	100-41910-300	ZONING COMMITTEE REIMBURSEMENT	09/15/2025	50.00	50.00
Total ZENDER, JOHN:						50.00	
Grand Totals:						111,937.63	

CITY OF CROSBY
REQUEST FOR COUNCIL ACTION

DATE: 09.22.2025	DEPARTMENT: Administration
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APPROVAL REQUIRED: Simple majority of Council – Consent agenda

ITEM DESCRIPTION: Approve of Fall Festival at Crosby Memorial Park.

BACKGROUND: The Cuyuna Lakes Chamber of Commerce has made application for a Fall Festival to be held at Crosby Memorial Park on Saturday, October 11th from Noon – 3:00 p.m. City services will not be needed. They are asking that the main entrance to the park be closed, and the public bathrooms be left open. They are expecting approximately 200 attendees and will have 4 people staffing the event. The permit fees have been paid.

OBJECTIVE:

BUDGET IMPLICATIONS: None

COUNCIL ACTION REQUESTED: Motion and Second to approve the Special Event Application for the Fall Festival at Crosby Memorial Park on Saturday, October 11th from Noon – 3:00 p.m.

ATTACHMENT: Application

City of Crosby

Request for Special Event

Date of Application 9/17/25

Request is hereby made by Cuyuna Lakes Chamber
(name of organization)

Whose address is P.O. Box 73 Crosby, MN 56441

To hold Fall Festival
(description of event)

Location of event Crosby Memorial Park

On the following date(s) 10/11/25

Time the event is to be held 12-3

Approximate number of people expected 200 Number of event staff 4

Public health plans Bathrooms open
(supply of water to site, solid waste collection, toilet facilities)

Fire prevention/emergency service plans N/A

Will City services be utilized NO
(yes or no)

Security plans N/A

Will City services be utilized _____
(yes or no)

List any other City services that will be necessary _____

Street or alley to be closed Main Entrance & ~~Camping entrance~~ ^{OH}

Name of person representing the organization Aubrey Koop

Phone of requester 218-546-8131
(daytime phone and nighttime phone)

Signature of Requestor Aubrey Koop

By signing this permit application, the applicant/sponsoring 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.

PLEASE ATTACH A CERTIFICATE OF LIABILITY INSURANCE WITH A GENERAL LIABILITY MINIMUM OF \$1,000,000. IF ALCOHOL WILL BE SERVED PLEASE INCLUDE A LIQUOR LIABILITY ENDORSEMENT ON THE CERTIFICATE AS WELL. IF SERVING FOOD AT THE EVENT YOU WILL NEED TO INCLUDE A COPY OF THE CATERER'S LICENSE.

PAID STAMP

FOR INTERNAL USE

Received Date: 9-17

Police Dept Approval: Molt

Council Approval Date: _____

Total due: \$25.00 per event

Code: 2:203 (100-32120) Payable in advance of approval

Pd 6000002172

CITY OF CROSBY

REQUEST FOR COUNCIL ACTION

DATE: 9/22/2025

DEPARTMENT: Administration

APPROVAL REQUIRED: Simple Majority of Council

ITEM DESCRIPTION: Approve Temporary On-Sale Liquor License Application for Cuyuna Brewing Company for the Fall Festival at Crosby Memorial Park on Saturday, October 11th, 2025

BACKGROUND: Cuyuna Brewing Company is requesting approval of a Temporary On-Sale Liquor License Application for the Fall Festival at Crosby Memorial Park on Saturday, October 11th, 2025. They have pulled a Temporary On-Sale Liquor License Application and have paid the applicable fee. This application would be for on-sale beer sales only and would not include hard liquor sales.

STAFF RECOMMENDATION: Staff support the request.

COUNCIL ACTION REQUESTED: Motion and second to approve a Temporary On-Sale Liquor License Application for Cuyuna Brewing Company for the Fall Festival at Crosby Memorial Park on Saturday, October 11th, 2025, pending approval by AGE.

ATTACHMENT: Temporary On-Sale Liquor License Application



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

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

Name of organization: Cuyuna Brewing Company Inc Date of organization: 4/2019 Tax exempt number: 6228611

Organization Address (No PO Boxes): 1 E. Main Street City: Crosby State: MN Zip Code: 56441

Name of person making application: Laura Huisinga Business phone: 320-894-7775 Home phone: _____

Date(s) of event: 10/11/25 Type of organization: Microdistillery Small Brewer
 Club Charitable Religious Other non-profit

Organization officer's name: Laura Huisinga City: Crosby State: MN Zip Code: 56441

Organization officer's name: Nicholas Huisinga City: Crosby State: MN Zip Code: 56441

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

Location where permit will be used. If an outdoor area, describe.
Crosby memorial Park on Serpent Lake

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

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

Auto Owners - \$2 million

APPROVAL

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

City of Crosby
 City or County approving the license

50.00
 Fee Amount

Event in conjunction with a community festival Yes No

2355
 Current population of city

 Date Approved

 Permit Date

 City or County E-mail Address

 Please Print Name of City Clerk or County Official

 Signature City Clerk or County Official

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

No Temp Applications faxed or mailed. Only emailed.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

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

CITY OF CROSBY
REQUEST FOR COUNCIL ACTION

DATE 9/22/2025

DEPARTMENT: Administration

APPROVAL REQUIRED: Simple Majority of Council

ITEM DESCRIPTION: Reschedule First Regular Meeting of October from October 13 to October 14

BACKGROUND: October 13 is a state legal holiday, and non-emergency public meetings are prohibited.

OBJECTIVE: Follow statute

STAFF RECOMMENDATIONS: Reschedule regular meeting to October 14, 2025

BUDGET IMPLICATIONS: none

COUNCIL ACTION REQUESTED: As part of the consent agenda, approve reschedule first regular meeting of October from October 13th to October 14th

ATTACHMENT: NONE

CITY OF CROSBY
REQUEST FOR COUNCIL ACTION

DATE 9/22/2025

DEPARTMENT: Administration

APPROVAL REQUIRED: Simple Majority of Council

ITEM DESCRIPTION: Reschedule public hearing on MnDOT SP 1806-82 Serpent Creek Box Culvert Replacement Plan Approval for October 27, 2025

BACKGROUND: Council scheduled a public hearing on this matter for October 13, 2025. This is Columbus Day – a legal holiday. **Recommendation is to reschedule for October 27, 2025.**

OBJECTIVE: Follow statute

STAFF RECOMMENDATIONS: Reschedule

BUDGET IMPLICATIONS: none

COUNCIL ACTION REQUESTED: As part of the consent agenda, reschedule public hearing to October 22, 2025.

ATTACHMENT:

CITY OF CROSBY

REQUEST FOR COUNCIL ACTION

DATE 9/22/2025

DEPARTMENT: Administration

APPROVAL REQUIRED: Simple Majority of Council

ITEM DESCRIPTION: Reschedule public hearing on Cuyuna Regional Medical Center Road Right of Way Vacation Application to October 27, 2025.

BACKGROUND: Council scheduled a public hearing on this matter for October 13, 2025. This is Columbus Day, a legal state holiday. Reschedule to October 27, 2025

OBJECTIVE: Follow statute

STAFF RECOMMENDATIONS: Reschedule

BUDGET IMPLICATIONS: none

COUNCIL ACTION REQUESTED: As part of the consent agenda, reschedule public hearing to October 27, 2025.

ATTACHMENT:

CITY OF CROSBY

REQUEST FOR COUNCIL ACTION

DATE: 9/22/2025

DEPARTMENT: Administrator

APPROVAL REQUIRED: Simple Majority of Council

ITEM DESCRIPTION: Consider Approval of 2026 Preliminary Levy

BACKGROUND: City council is required to approve its preliminary property tax levy by September 30th

Departments have submitted budget needs for 2026. Finance Committee has met and reviewed the budget and levy and refined. Council has held a Committee of the Whole Budget and Levy Work Session to discuss and further refine. Presented is a preliminary 2026 property tax levy of \$1,818,813.

General Fund Levy	\$1,458,813
Capital Improvement Levy	\$ 220,000
Library Levy	\$ 120,000
Hallet Community Center Levy	\$ 30,000

TOTAL PRELIMINARY LEVY \$1,818,813

This is a preliminary levy and is considered a draft subject to revision. It may be reduced but cannot be increased. A final budget and levy must be approved and certified to the county auditor no later than 5 working days after December 20th.

- Preliminary 2026 General Fund budget is \$3,126,700. This is an increase of \$105,541 (3.5%)
- Preliminary 2026 Library budget is \$221,000. This is an increase of \$15,511. (7.6%)
- Preliminary 2026 HCC budget is \$741,300. This is an increase of \$24,250 (3.4%)

Notes:

- Budgets are finalized in December after the budget and levy public meeting.
- The 2026 preliminary property levy is 46.8% of total preliminary budget expenses.

OBJECTIVE: Approve a preliminary levy for 2026 as required by statute

STAFF RECOMMENDATIONS: Approve

COUNCIL ACTION REQUESTED: Motion and second to approve 2026 Preliminary Levy

ATTACHMENT: Resolution 2025-28-0922

**CITY OF CROSBY
RESOLUTION 2025-28-0922**

**A RESOLUTION CERTIFYING THE
2026 PRELIMINARY LEVY**

Be it resolved by the council of the City of Crosby, County of Crow Wing, State of Minnesota, that the following sums represent the preliminary levy for taxes payable in 2026:

General Fund Levy	\$1,458,813
Capital Improvements	\$ 220,000
Library	\$ 120,000
Hallett Community Center	<u>\$ 30,000</u>
Total Levy	\$1,818,813

Adopted by the City Council on September 22, 2025

Diane Cash, Mayor

ATTEST:

Trish Harren, City Administrator Clerk Treasurer

CITY OF CROSBY
REQUEST FOR COUNCIL ACTION

DATE: 9/22/2025

DEPARTMENT: Administrator

APPROVAL REQUIRED: Simple Majority of Council

ITEM DESCRIPTION: Schedule 2026 Budget & Levy Public Meeting for December 8, 2025

BACKGROUND: As required by State Statute, the Council must conduct a public meeting on the proposed 2026 Budget & Levy prior to considering it for adoption. The final budget must be adopted and certified with the County Auditor no later than five working days after December 20th.

OBJECTIVE: This public hearing provides an opportunity for city residents to inquire about the proposed budget & levy for 2026.

STAFF RECOMMENDATIONS: Schedule public meeting on the 2026 Budget & Levy

BUDGET IMPLICATIONS:

COUNCIL ACTION REQUESTED: Schedule public meeting on the 2026 Budget & Levy

ATTACHMENT: NONE

CITY OF CROSBY

REQUEST FOR COUNCIL ACTION

DATE: 9/22/2025

DEPARTMENT: Administration

APPROVAL REQUIRED: Simple Majority of Council

ITEM DESCRIPTION: Consider approval of Pay Request No. 8 and PFA Draw Request No. 6 for the Crosby SE Alley Improvements

BACKGROUND: Bolton and Menk have submitted certified Pay Request No. 8 for the 2024 Crosby SE Alley Improvements in the amount of **\$357,032.51** to be paid to Ryan Contracting Co. and PFA Draw Request No. 6. This is for work completed through August 29, 2025. Paid to date including this application is \$2,286,809.85

The City engineer team has confirmed that the work was satisfactorily completed.

OBJECTIVE:

STAFF RECOMMENDATIONS: Administrator Harren and City Engineer Martin recommend approval of the Pay Request and PFA Draw Request as presented

BUDGET IMPLICATIONS:

COUNCIL ACTION REQUESTED: Motion and Second to approve Pay Request No. 8 for the Crosby SE Alley Improvements in the amount of **\$357,032.51** to Ryan Contracting Co.

ATTACHMENT: Pay Request No. 8 & PFA Draw Request No. 6



Real People. Real Solutions.

7656 Design Road
Suite 200
Baxter, MN 56425-8676

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

September 8, 2025

Trish Harren, City Administrator
2 Second St SW
Crosby, MN 5644`

RE: Crosby SE Alley Improvements – Pay Request No. 8

Dear Trish:

Attached is Contractor's Pay Request No. 8 for work completed through August 29, 2025 for the above referenced project. The value of the work completed and stored materials as of this date was \$2,782,991.96. We retain 5% (\$139,149.60) of the work completed by contract and the City of Crosby has made previous payments totaling \$2,286,809.85. Therefore, the net amount to pay is \$357,032.51.

We recommend City Council approval of Contractor's Pay Request No. 8 in the amount of \$357,032.51.

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. 8*

CONTRACTOR'S PAY REQUEST
2024 CROSBY SE IMPROVEMENTS PROJECT



DISTRIBUTION:

CITY OF CROSBY -
BMI PROJECT NO. 0B1.127835

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

TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS	\$3,693,551.60
TOTAL, COMPLETED WORK TO DATE	\$2,782,991.96
TOTAL, STORED MATERIALS TO DATE	\$0.00
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED	\$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS	\$2,782,991.96
RETAINED PERCENTAGE (5.0%)	\$139,149.60
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)	\$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE	\$2,643,842.36
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES	\$2,286,809.85
PAY CONTRACTOR AS ESTIMATE NO. 8	\$357,032.51

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: Ryan Contracting Co.
 26480 France Ave.
 PO Box 246
 Elko New Market, MN 55020

By Beth Tatge Name CFO/Sec Title

Date 9/4/25

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 09/08/2025

APPROVED FOR PAYMENT:
 OWNER:

By _____ Name Title Date

And _____ Name Title Date

Pay Request No.:

8

2024 CROSBY SE IMPROVEMENTS PROJECT



CITY OF CROSBY

BMI PROJECT NO. 0B1.127835

WORK COMPLETED THROUGH FRIDAY, AUGUST 29, 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	\$100,000.00	1.00	LUMP SUM	\$100,000.00	0.90	LUMP SUM	\$90,000.00	0.90	LUMP SUM	\$90,000.00
2	CLEARING	\$1,000.00	15.00	EACH	\$15,000.00	20.00	EACH	\$20,000.00	20.00	EACH	\$20,000.00
3	GRUBBING	\$500.00	15.00	EACH	\$7,500.00	15.00	EACH	\$7,500.00	15.00	EACH	\$7,500.00
4	REMOVE HYDRANT	\$500.00	8.00	EACH	\$4,000.00	6.00	EACH	\$3,000.00	8.00	EACH	\$4,000.00
5	REMOVE GATE VALVE & BOX	\$500.00	9.00	EACH	\$4,500.00	15.00	EACH	\$7,500.00	17.00	EACH	\$8,500.00
6	REMOVE PIPE APRON	\$500.00	1.00	EACH	\$500.00	0.00	EACH	\$0.00	0.00	EACH	\$0.00
7	REMOVE DRAINAGE STRUCTURE (STORM)	\$800.00	9.00	EACH	\$7,200.00	5.00	EACH	\$4,000.00	6.00	EACH	\$4,800.00
8	REMOVE MANHOLE (SANITARY)	\$1,000.00	10.00	EACH	\$10,000.00	9.00	EACH	\$9,000.00	10.00	EACH	\$10,000.00
9	SALVAGE BOLLARD	\$300.00	9.00	EACH	\$2,700.00	4.00	EACH	\$1,200.00	6.00	EACH	\$1,800.00
10	SALVAGE SIGN	\$200.00	11.00	EACH	\$2,200.00	3.00	EACH	\$600.00	3.00	EACH	\$600.00
11	SALVAGE HYDRANT	\$500.00	1.00	EACH	\$500.00	1.00	EACH	\$500.00	1.00	EACH	\$500.00
12	SALVAGE WOOD POST	\$100.00	2.00	EACH	\$200.00	0.00	EACH	\$0.00	0.00	EACH	\$0.00
13	SALVAGE CASTING	\$100.00	2.00	EACH	\$200.00	0.00	EACH	\$0.00	0.00	EACH	\$0.00
14	REMOVE WATER MAIN	\$6.00	5,455.00	LIN FT	\$43,640.00	4,413.00	LIN FT	\$35,304.00	4,922.00	LIN FT	\$39,376.00
15	REMOVE SEWER PIPE (STORM)	\$14.00	942.00	LIN FT	\$13,188.00	570.00	LIN FT	\$7,980.00	570.00	LIN FT	\$7,980.00
16	REMOVE SEWER PIPE (SANITARY)	\$5.00	4,956.00	LIN FT	\$24,780.00	3,959.00	LIN FT	\$19,795.00	4,417.00	LIN FT	\$22,085.00
17	REMOVE CURB & GUTTER	\$10.00	652.00	LIN FT	\$6,520.00	79.00	LIN FT	\$790.00	79.00	LIN FT	\$790.00
18	SALVAGE WOODEN FENCE	\$30.00	332.00	LIN FT	\$9,960.00	180.00	LIN FT	\$5,400.00	180.00	LIN FT	\$5,400.00
19	SALVAGE CHAIN LINK FENCE	\$30.00	249.00	LIN FT	\$7,470.00	100.00	LIN FT	\$3,000.00	100.00	LIN FT	\$3,000.00
20	REMOVE BITUMINOUS PAVEMENT	\$5.00	13,246.00	SQ YD	\$66,230.00	11,521.00	SQ YD	\$57,605.00	11,521.00	SQ YD	\$57,605.00
21	SALVAGE LANDSCAPE ROCK	\$50.00	37.00	SQ YD	\$1,850.00	0.00	SQ YD	\$0.00	0.00	SQ YD	\$0.00
22	REMOVE CONCRETE DRIVEWAY PAVEMENT	\$20.00	92.00	SQ YD	\$1,840.00	40.00	SQ YD	\$800.00	40.00	SQ YD	\$800.00
23	REMOVE CONCRETE WALK	\$10.00	402.00	SQ YD	\$4,020.00	49.00	SQ YD	\$490.00	49.00	SQ YD	\$490.00
24	COMMON EXCAVATION (P)	\$30.00	2,636.00	CU YD	\$79,080.00	755.00	CU YD	\$22,650.00	755.00	CU YD	\$22,650.00
25	SUBGRADE EXCAVATION (EV)	\$5.00	527.00	CU YD	\$2,635.00	0.00	CU YD	\$0.00	0.00	CU YD	\$0.00
26	SELECT GRANULAR BORROW (CV)	\$8.00	527.00	CU YD	\$4,216.00	0.00	CU YD	\$0.00	0.00	CU YD	\$0.00
27	DEWATERING	\$200,000.00	1.00	LUMP SUM	\$200,000.00	0.50	LUMP SUM	\$100,000.00	1.00	LUMP SUM	\$200,000.00
28	AGGREGATE SURFACING (CV) CLASS 5	\$50.00	35.00	CU YD	\$1,750.00	0.00	CU YD	\$0.00	0.00	CU YD	\$0.00
29	COMMON LABORERS	\$95.00	20.00	HOUR	\$1,900.00	10.00	HOUR	\$950.00	11.00	HOUR	\$1,045.00
30	MOTOR GRADER	\$150.00	5.00	HOUR	\$750.00	0.00	HOUR	\$0.00	0.00	HOUR	\$0.00
31	10 CU YD TRUCK	\$140.00	10.00	HOUR	\$1,400.00	0.00	HOUR	\$0.00	0.00	HOUR	\$0.00
32	1.5 CU YD BACKHOE	\$150.00	10.00	HOUR	\$1,500.00	0.00	HOUR	\$0.00	0.00	HOUR	\$0.00
33	SKID LOADER	\$140.00	10.00	HOUR	\$1,400.00	0.50	HOUR	\$70.00	0.50	HOUR	\$70.00
34	AGGREGATE BASE CLASS 5	\$30.00	4,311.00	TON	\$129,330.00	3,939.02	TON	\$118,170.60	3,939.02	TON	\$118,170.60
35	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	\$100.00	1,120.00	TON	\$112,000.00	0.00	TON	\$0.00	0.00	TON	\$0.00
36	TYPE SP 12.5 NON-WEARING COURSE MIXTURE (2,B)	\$98.00	1,500.00	TON	\$147,000.00	1,045.72	TON	\$102,480.56	1,045.72	TON	\$102,480.56
37	24" RC PIPE APRON	\$2,000.00	1.00	EACH	\$2,000.00	1.00	EACH	\$2,000.00	1.00	EACH	\$2,000.00
38	12" RC PIPE SEWER	\$60.00	44.00	LIN FT	\$2,640.00	237.00	LIN FT	\$14,220.00	237.00	LIN FT	\$14,220.00
39	15" RC PIPE SEWER	\$65.00	188.00	LIN FT	\$12,220.00	116.00	LIN FT	\$7,540.00	116.00	LIN FT	\$7,540.00
40	21" RC PIPE SEWER	\$75.00	168.00	LIN FT	\$12,600.00	168.00	LIN FT	\$12,600.00	168.00	LIN FT	\$12,600.00
41	24" RC PIPE SEWER	\$80.00	203.00	LIN FT	\$16,240.00	203.00	LIN FT	\$16,240.00	203.00	LIN FT	\$16,240.00
42	8" PVC PIPE SEWER, SDR 35	\$80.00	2,369.00	LIN FT	\$189,520.00	2,377.00	LIN FT	\$190,160.00	2,393.00	LIN FT	\$191,440.00
43	10" PVC PIPE SEWER, SDR 35	\$100.00	1,323.00	LIN FT	\$132,300.00	1,312.00	LIN FT	\$131,200.00	1,312.00	LIN FT	\$131,200.00
44	10" PVC PIPE SEWER, C900	\$120.00	466.00	LIN FT	\$55,920.00	466.00	LIN FT	\$55,920.00	466.00	LIN FT	\$55,920.00
45	12" PVC PIPE SEWER, SDR 35	\$110.00	811.00	LIN FT	\$89,210.00	0.00	LIN FT	\$0.00	402.00	LIN FT	\$44,220.00
46	12" PVC PIPE SEWER (STORM), C900	\$85.00	2,001.00	LIN FT	\$170,085.00	1,497.00	LIN FT	\$127,245.00	1,497.00	LIN FT	\$127,245.00
47	TEMPORARY BYPASS PUMPING	\$15,000.00	1.00	LUMP SUM	\$15,000.00	0.75	LUMP SUM	\$11,250.00	0.90	LUMP SUM	\$13,500.00
48	4" PVC SANITARY SERVICE PIPE, SDR 26	\$40.00	1,077.00	LIN FT	\$43,080.00	615.00	LIN FT	\$24,600.00	723.00	LIN FT	\$28,920.00
49	8"x4" PVC WYE	\$800.00	35.00	EACH	\$28,000.00	31.00	EACH	\$24,800.00	31.00	EACH	\$24,800.00
50	10"x4" PVC WYE	\$1,000.00	45.00	EACH	\$45,000.00	41.00	EACH	\$41,000.00	41.00	EACH	\$41,000.00
51	12"x4" PVC WYE	\$1,100.00	26.00	EACH	\$28,600.00	0.00	EACH	\$0.00	11.00	EACH	\$12,100.00

Pay Request No.:

8

2024 CROSBY SE IMPROVEMENTS PROJECT



CITY OF CROSBY

BMI PROJECT NO. 0B1.127835

WORK COMPLETED THROUGH FRIDAY, AUGUST 29, 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			
52	CONNECT TO EXISTING STORM SEWER (PIPE)	\$3,000.00	6.00	EACH	\$18,000.00	3.00	EACH	\$9,000.00	3.00	EACH	\$9,000.00
53	CONNECT TO EXISTING MANHOLES (STORM)	\$4,000.00	2.00	EACH	\$8,000.00	1.00	EACH	\$4,000.00	2.00	EACH	\$8,000.00
54	CONNECT TO EXISTING SANITARY SEWER (PIPE)	\$5,000.00	6.00	EACH	\$30,000.00	5.00	EACH	\$25,000.00	6.00	EACH	\$30,000.00
55	CONNECT TO EXISTING MANHOLES (SAN)	\$10,000.00	2.00	EACH	\$20,000.00	1.00	EACH	\$10,000.00	1.00	EACH	\$10,000.00
56	PLUG FILL & ABANDON PIPE SEWER	\$20.00	110.00	LIN FT	\$2,200.00	0.00	LIN FT	\$0.00	0.00	LIN FT	\$0.00
57	PLUG FILL & ABANDON WATERMAIN	\$20.00	110.00	LIN FT	\$2,200.00	0.00	LIN FT	\$0.00	0.00	LIN FT	\$0.00
58	CONNECT TO EXISTING WATERMAIN	\$3,000.00	13.00	EACH	\$39,000.00	13.00	EACH	\$39,000.00	15.00	EACH	\$45,000.00
59	HYDRANT 8.0' BURY	\$600.00	1.00	EACH	\$600.00	1.00	EACH	\$600.00	1.00	EACH	\$600.00
60	HYDRANT 9.5' BURY	\$6,300.00	4.00	EACH	\$25,200.00	3.00	EACH	\$18,900.00	4.00	EACH	\$25,200.00
61	HYDRANT 10.0' BURY	\$6,500.00	3.00	EACH	\$19,500.00	2.00	EACH	\$13,000.00	3.00	EACH	\$19,500.00
62	HYDRANT 10.5' BURY	\$6,700.00	1.00	EACH	\$6,700.00	0.00	EACH	\$0.00	0.00	EACH	\$0.00
63	HYDRANT 11.5' BURY	\$7,000.00	0.00	EACH	\$0.00	1.00	EACH	\$7,000.00	1.00	EACH	\$7,000.00
64	HYDRANT 13.0' BURY	\$9,500.00	1.00	EACH	\$9,500.00	0.00	EACH	\$0.00	0.00	EACH	\$0.00
65	4" GATE VALVE AND BOX	\$3,500.00	1.00	EACH	\$3,500.00	1.00	EACH	\$3,500.00	1.00	EACH	\$3,500.00
66	6" GATE VALVE AND BOX	\$3,200.00	28.00	EACH	\$89,600.00	25.00	EACH	\$80,000.00	30.00	EACH	\$96,000.00
67	10" GATE VALVE AND BOX	\$5,500.00	5.00	EACH	\$27,500.00	5.00	EACH	\$27,500.00	5.00	EACH	\$27,500.00
68	1" CORPORATION STOP	\$500.00	105.00	EACH	\$52,500.00	73.00	EACH	\$36,500.00	84.00	EACH	\$42,000.00
69	1" CURB STOP & BOX	\$750.00	105.00	EACH	\$78,750.00	73.00	EACH	\$54,750.00	84.00	EACH	\$63,000.00
70	1" TYPE K COPPER PIPE	\$40.00	1,054.00	LIN FT	\$42,160.00	847.00	LIN FT	\$33,880.00	985.00	LIN FT	\$39,400.00
71	6" DIP WATERMAIN, CLASS 52	\$65.00	5,299.00	LIN FT	\$344,435.00	4,416.00	LIN FT	\$287,040.00	4,861.00	LIN FT	\$315,965.00
72	10" DIP WATERMAIN, CLASS 52	\$100.00	169.00	LIN FT	\$16,900.00	236.00	LIN FT	\$23,600.00	236.00	LIN FT	\$23,600.00
73	4" POLYSTYRENE INSULATION	\$30.00	885.00	SQ YD	\$26,550.00	802.70	SQ YD	\$24,081.00	802.70	SQ YD	\$24,081.00
74	TEMPORARY WATER SERVICE	\$75,000.00	1.00	LUMP SUM	\$75,000.00	0.75	LUMP SUM	\$56,250.00	0.90	LUMP SUM	\$67,500.00
75	WATERMAIN FITTINGS	\$12.00	2,734.00	POUND	\$32,808.00	3,054.00	POUND	\$36,648.00	3,293.00	POUND	\$39,516.00
76	ADJUST FRAME & RING CASTING	\$1,000.00	5.00	EACH	\$5,000.00	0.00	EACH	\$0.00	0.00	EACH	\$0.00
77	CASTING ASSEMBLY NEENAH R-3067-V	\$1,000.00	3.00	EACH	\$3,000.00	2.00	EACH	\$2,000.00	2.00	EACH	\$2,000.00
78	CASTING ASSEMBLY NEENAH R-3501-TB	\$1,000.00	12.00	EACH	\$12,000.00	6.00	EACH	\$6,000.00	6.00	EACH	\$6,000.00
79	CASTING ASSEMBLY NEENAH R-1733 (STORM)	\$1,000.00	10.00	EACH	\$10,000.00	1.00	EACH	\$1,000.00	5.00	EACH	\$5,000.00
80	CASTING ASSEMBLY NEENAH R-1733 (SANITARY)	\$1,000.00	14.00	EACH	\$14,000.00	2.00	EACH	\$2,000.00	10.00	EACH	\$10,000.00
81	CONSTRUCT DRAINAGE STRUCTURE, R-1 (2'X3')	\$400.00	64.11	LIN FT	\$25,644.00	51.98	LIN FT	\$20,792.00	51.98	LIN FT	\$20,792.00
82	CONSTRUCT DRAINAGE STRUCTURE DES 48-4020	\$500.00	48.71	LIN FT	\$24,355.00	36.49	LIN FT	\$18,245.00	36.49	LIN FT	\$18,245.00
83	CONSTRUCT DRAINAGE STRUCTURE DES 4007	\$390.00	171.85	LIN FT	\$67,021.50	142.19	LIN FT	\$55,454.10	171.85	LIN FT	\$67,021.50
84	RANDOM RIPRAP CLASS III	\$80.00	15.00	CU YD	\$1,200.00	15.00	CU YD	\$1,200.00	15.00	CU YD	\$1,200.00
85	6" CONCRETE WALK	\$12.00	4,492.00	SQ FT	\$53,904.00	3,164.00	SQ FT	\$37,968.00	3,874.00	SQ FT	\$46,488.00
86	CONCRETE CURB & GUTTER, DES D418	\$24.00	3,056.00	LIN FT	\$73,344.00	1,745.00	LIN FT	\$41,880.00	1,829.00	LIN FT	\$43,896.00
87	CONCRETE CURB & GUTTER, DES B418	\$30.00	354.00	LIN FT	\$10,620.00	368.00	LIN FT	\$11,040.00	368.00	LIN FT	\$11,040.00
88	CONCRETE CURB & GUTTER, DES B618	\$35.00	905.00	LIN FT	\$31,675.00	622.00	LIN FT	\$21,770.00	622.00	LIN FT	\$21,770.00
89	6" CONCRETE DRIVEWAY PAVEMENT	\$100.00	173.00	SQ YD	\$17,300.00	203.30	SQ YD	\$20,330.00	252.30	SQ YD	\$25,230.00
90	TRUNCATED DOMES	\$80.00	73.00	SQ FT	\$5,840.00	63.00	SQ FT	\$5,040.00	63.00	SQ FT	\$5,040.00
91	INSTALL BOLLARD	\$800.00	5.00	EACH	\$4,000.00	2.00	EACH	\$1,600.00	2.00	EACH	\$1,600.00
92	INSTALL LANDSCAPE ROCK	\$125.00	37.00	SQ YD	\$4,625.00	0.00	SQ YD	\$0.00	0.00	SQ YD	\$0.00
93	INSTALL WOOD POST	\$500.00	2.00	EACH	\$1,000.00	0.00	EACH	\$0.00	0.00	EACH	\$0.00
94	INSTALL WOODEN FENCE	\$50.00	332.00	LIN FT	\$16,600.00	107.00	LIN FT	\$5,350.00	107.00	LIN FT	\$5,350.00
95	INSTALL CHAIN LINK FENCE	\$50.00	249.00	LIN FT	\$12,450.00	0.00	LIN FT	\$0.00	100.00	LIN FT	\$5,000.00
96	TRAFFIC CONTROL	\$30,000.00	1.00	LUMP SUM	\$30,000.00	0.90	LUMP SUM	\$27,000.00	0.90	LUMP SUM	\$27,000.00
97	TYPE F BARRICADE	\$40.00	382.00	LIN FT	\$15,280.00	120.00	LIN FT	\$4,800.00	382.00	LIN FT	\$15,280.00
98	INSTALL SIGN	\$250.00	11.00	EACH	\$2,750.00	0.00	EACH	\$0.00	2.00	EACH	\$500.00
99	STABILIZED CONSTRUCTION EXIT	\$2,000.00	1.00	LUMP SUM	\$2,000.00	1.00	LUMP SUM	\$2,000.00	1.00	LUMP SUM	\$2,000.00
100	STORM DRAIN INLET PROTECTION	\$175.00	33.00	EACH	\$5,775.00	12.00	EACH	\$2,100.00	12.00	EACH	\$2,100.00
101	SEDIMENT CONTROL LOG TYPE WOOD FIBER	\$5.00	3,040.00	LIN FT	\$15,200.00	300.00	LIN FT	\$1,500.00	300.00	LIN FT	\$1,500.00
102	COMMON TOPSOIL BORROW	\$40.00	620.00	CU YD	\$24,800.00	837.00	CU YD	\$33,480.00	837.00	CU YD	\$33,480.00
103	RAPID STABILIZATION METHOD 2	\$1.00	1,200.00	SQ YD	\$1,200.00	0.00	SQ YD	\$0.00	0.00	SQ YD	\$0.00

Pay Request No.:

8

2024 CROSBY SE IMPROVEMENTS PROJECT



CITY OF CROSBY

BMI PROJECT NO. 0B1.127835

WORK COMPLETED THROUGH FRIDAY, AUGUST 29, 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			
104	TURF ESTABLISHMENT	\$18,500.00	0.77	ACRE	\$14,245.00	0.26	ACRE	\$4,810.00	0.96	ACRE	\$17,760.00
105	REMOVABLE PREFORMED PLASTIC MASK (BLACK)	\$2.00	760.00	LIN FT	\$1,520.00	0.00	LIN FT	\$0.00	760.00	LIN FT	\$1,520.00
106	4" REMOVABLE PREFORMED PAVEMENT MARKING TAPE (YELLOW)	\$2.00	365.00	LIN FT	\$730.00	0.00	LIN FT	\$0.00	365.00	LIN FT	\$730.00
107	4" SOLID LINE PAINT (WR) (WHITE)	\$10.00	30.00	LIN FT	\$300.00	0.00	LIN FT	\$0.00	0.00	LIN FT	\$0.00
108	6" SOLID LINE PAINT (WHITE)	\$8.00	384.00	LIN FT	\$3,072.00	0.00	LIN FT	\$0.00	0.00	LIN FT	\$0.00
109	HYDRANT 8.0' BURY (PRICE ADJUSTMENT)	\$6,000.00	1.00	EACH	\$6,000.00	2.00	EACH	\$12,000.00	2.00	EACH	\$12,000.00
110	CHANGE ORDER 2	\$1.00	347,124.10		\$347,124.10	0.00		\$0.00	24,500.30		\$24,500.30
TOTAL AMOUNT:					\$3,693,551.60			\$2,407,168.26			\$2,782,991.96

DRAW REQUEST #6
City of Crosby- SE Improvements

Funding Sources:	Name:	Funding IDS:
State Revolving Fund	Rehab Collection, Phase 2	MPFA-CWRF-L-072-FY25; MPFA-CWRF-G-072-FY25
	Watermain Phase 3B	MPFA-DWRF-L-073-FY25; MPFA-WIFD-G-073-FY25

	Invoice Date	Dates of Service	Invoice Number	Total Amount	PFA Ineligible	CWRF Portion 40.35%	DWRF Portion 39.75%	City Portion
Engineering								
Bolton & Menk	8/29/2025	07/19-08/15/25	372493	\$ 29,647.00		\$ 11,962.56	\$ 11,784.68	\$ 5,899.76
						\$ -	\$ -	\$ -
Engineering Total				\$ 29,647.00	\$ -	\$ 11,962.56	\$ 11,784.68	\$ 5,899.76
Legal/Finance								
						\$ -	\$ -	\$ -
						\$ -	\$ -	\$ -
Legal/Finance Total				\$ -	\$ -	\$ -	\$ -	\$ -
Other								
						\$ -	\$ -	\$ -
						\$ -	\$ -	\$ -
Other Total				\$ -	\$ -	\$ -	\$ -	\$ -
Construction								
Ryan Contracting	8/29/2025	08/01-08/29/2025	Pay App #8	\$ 357,032.51		\$ 144,062.62	\$ 141,920.42	\$ 71,049.47
						\$ -	\$ -	\$ -
						\$ -	\$ -	\$ -
Construction Total				\$ 357,032.51	\$ -	\$ 144,062.62	\$ 141,920.42	\$ 71,049.47
TOTAL EXPENSES				\$ 386,679.51	\$ -	\$ 156,025.18	\$ 153,705.10	\$ 76,949.23

DRAW REQUEST #6
City of Crosby- SE Improvements

Funding Sources:	Name:	Funding IDS:
State Revolving Fund	Rehab Collection, Phase 2	MPFA-CWRF-L-072-FY25; MPFA-CWRF-G-072-FY25
	Watermain Phase 3B	MPFA-DWRF-L-073-FY25; MPFA-WIFD-G-073-FY25

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						\$ -	\$ -	\$ -
Engineering Total				\$ 29,647.00	\$ -	\$ 11,962.56	\$ 11,784.68	\$ 5,899.76
Legal/Finance								
						\$ -	\$ -	\$ -
						\$ -	\$ -	\$ -
Legal/Finance Total				\$ -	\$ -	\$ -	\$ -	\$ -
Other								
						\$ -	\$ -	\$ -
						\$ -	\$ -	\$ -
Other Total				\$ -	\$ -	\$ -	\$ -	\$ -
Construction								
Ryan Contracting	8/29/2025	08/01-08/29/2025	Pay App #8	\$ 357,032.51		\$ 144,062.62	\$ 141,920.42	\$ 71,049.47
						\$ -	\$ -	\$ -
						\$ -	\$ -	\$ -
Construction Total				\$ 357,032.51	\$ -	\$ 144,062.62	\$ 141,920.42	\$ 71,049.47
TOTAL EXPENSES				\$ 386,679.51	\$ -	\$ 156,025.18	\$ 153,705.10	\$ 76,949.23



MINNESOTA

PUBLIC FACILITIES AUTHORITY

Water Infrastructure Project Disbursement Request Form

Recipient - Contract ID:	Crosby_DWRF_04
Project Title:	Watermain Phase 3B

<u>Disbursement request details:</u>	Request Number:	6	Amount:	\$153,705.10
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notes:

Prepared by:	Pam Harbarth, Funding Specialist		
Authorized by:	Name (print)	Trish Harren	
	Title/phone	City Administrator	218-546-5021
	Sign/date	<i>Trish Harren</i>	9/8/25

I hereby certify that this request for disbursement is, to the best of my knowledge and belief, true and accurate and made in accordance with the conditions of the project agreement, that the certified payrolls received in connection with any enclosed construction invoices are in compliance with the U. S. Department of labor requirements of 29 CFR 5.5(a)(1), that the project is in compliance with the American Iron and Steel (AIS) requirements, and that I am authorized to request disbursements on behalf of the recipient.

MPFA approvals:

MPFA Loan Officer	date	MPFA Executive Director	date
Mary Jane Schultz	651.259.7467	MaryJane.Schultz@state.mn.us	

The remainder of this form is reserved for MPFA Disbursement Coding.

The Note for this project is: **Tax Exempt**

Loan Officer - please check this box IFF this is the final request on this project:



MINNESOTA


PUBLIC FACILITIES AUTHORITY

Water Infrastructure Project Disbursement Request Form

Recipient - Contract ID:	Crosby_CWRF_03
Project Title:	Rehab Collection, phase 2

Disbursement request details:	Request Number:	6	Amount:	\$156,025.18
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notes:

Prepared by:	Pam Harbarth, Funding Specialist		
Authorized by:	Name (print)	Trish Harren	
	Title/phone	City Administrator	218-546-5021
	Sign/date		9/8/25

I hereby certify that this request for disbursement is, to the best of my knowledge and belief, true and accurate and made in accordance with the conditions of the project agreement, that the certified payrolls received in connection with any enclosed construction invoices are in compliance with the U. S. Department of labor requirements of 29 CFR 5.5(a)(1), that the project is in compliance with the American Iron and Steel (AIS) requirements ,and that I am authorized to request disbursements on behalf of the recipient.

MPFA approvals:

MPFA Loan Officer	date	MPFA Executive Director	date
Mary Jane Schultz	651.259.7467	MaryJane.Schultz@state.mn.us	

The remainder of this form is reserved for MPFA Disbursement Coding.

The Note for this project is: **Tax Exempt**

Loan Officer - please check this box IFF this is the final request on this project:

CITY OF CROSBY
REQUEST FOR COUNCIL ACTION

DATE: 09/22/2025

DEPARTMENT: Planning and Zoning

APPROVAL REQUIRED: Four-fifths vote of the full City Council

ITEM DESCRIPTION: Consider approval of Land Use Ordinance Amendment 2025-03, amending §154.317 AUTHORIZED PLACEMENT and §154.319 PLACEMENT IN RESIDENTIAL ZONES to remove minimum width and area requirements for manufactured and modular homes.

BACKGROUND: The Planning Commission/Board of Adjustment reviewed and recommended that the City Council approve Land Use Ordinance Amendment 2025-3 to amend §154.317 AUTHORIZED PLACEMENT and §154.319 PLACEMENT IN RESIDENTIAL ZONE of the City of Crosby City Code by removing the language that establishes a minimum width and floor area for manufactured and modular homes to comply with the Federal Housing Act and prohibitions on discrimination on a specific style of housing.

OBJECTIVE: Consider Land Use Ordinance Amendment 2025-3

BUDGET IMPLICATIONS: Cost to Publish Summary for newspaper.

COUNCIL ACTION REQUESTED: Approve Land Use Ordinance Amendment 2025-3 amending §154.317 AUTHORIZED PLACEMENT and §154.319 PLACEMENT IN RESIDENTIAL ZONE

ATTACHMENT: Land Use Ordinance Amendment 2025-3

**CITY OF CROSBY
CROW WING COUNTY,**

STATE OF MINNESOTA

LAND USE ORDINANCE NO. 2025-3

**AN ORDINANCE AMENDING CHAPTER 154 OF THE
CROSBY CITY CODE, THE CITY'S ZONING ORDINANCE,
SECTIONS: 317 AUTHORIZED PLACEMENT AND 319
PLACEMENT IN RESIDENTIAL ZONES**

THE CITY COUNCIL OF THE CITY OF CROSBY ORDAINS AS FOLLOWS:

Purpose and Intent: The purpose of this ordinance amendment is to amend Sections 317 and 319 of the Crosby City Code with the removal of the minimum dwelling width for Manufactured and Modular Homes within the City of Crosby.

Removal: The following struck-through language shall be removed from Section 317:

The city authorizes the placement of manufactured homes in residential zones within the city if such manufactured homes comply with the following conditions.

- (A) Manufactured homes shall comply with all zoning regulations for the zone in which they are located.
- (B) A building permit and any other required permits shall be obtained for manufactured homes.
- ~~(C) No manufactured home located within an area platted after 1950 or located within an R-1 Zoning District shall have a building width of less than 24 feet at its narrowest point.~~
- ~~(D) No manufactured home located within an area platted before 1950 or located within an R-2 Zoning District shall have a building width of less than 24 feet at its narrowest point.~~
- (E) Additionally, as to foundations, the following shall apply:
 - (1) Manufactured homes shall be placed on permanent foundations;
 - (2) Consisting of a cement slab or cement exterior foundations walls;
 - (3) Which otherwise comply with the Uniform Building Code (as between this chapter and the Uniform Building Code, the more restrictive shall apply);
 - (4) Which are solid for the complete perimeter of the house;
 - (5) Consist of stone or block with wet joint mortar or interlocking blocks;
 - (6) Plans and specifications must be those supplied by the manufacturer of the home; and
 - (7) Must be submitted to the city for approval prior to commencing construction.
- (F) As to roofs, manufactured homes shall have a roof which is:
 - (1) Manufacturer-engineered;
 - (2) Manufacturer-approved;
 - (3) Pitched; and

- (4) Have eaves of not less than six inches.
 - (G) ~~Manufactured homes shall have a minimum floor area of 720 square feet.~~
 - (H) All hitches and wheels must be removed.
- (Prior Code, § 13.90) (Ord. 2013-4, passed 11-12-2013)

Removal: The following struck-through language shall be removed from Section 319:

§ 154.319 PLACEMENT IN RESIDENTIAL ZONES.

The city authorizes the placement of manufactured houses in residential zones within the city if such manufactured houses comply with the following conditions.

- (A) Such houses shall comply with all zoning regulations for the zone in which they are located.
 - (B) A building permit and any other required permits shall be obtained for such manufactured housing.
 - ~~(C) No such house located within an area platted after 1950 shall have a width of less than 20 feet at its narrowest point.~~
 - ~~(D) No such house located on land platted previous to 1950 shall have a width of less than 20 feet at its narrowest point.~~
 - (E) Such houses shall be placed on permanent foundations which comply with the uniform building code as adopted in the state and which are solid for the complete circumference of the house.
 - (F) Any such manufactured house shall have exterior siding extending from within six inches of the dirt or two inches of concrete, which siding shall be of a conventional exterior dwelling-type material.
 - (G) Any such manufactured house shall have a pitched roof covered with shingles or tile and have eaves of not less than six inches.
 - (H) All such manufactured houses shall be built in compliance with M.S. §§ 327.31 to 327.35, as they may be amended from time to time.
- (Prior Code, § 13.96)

EFFECTIVE DATE: This ordinance shall be effective immediately upon its passage and publication.

PASSED AND ADOPTED this ____ day of _____, 2025 by the City Council of the City of Crosby, Minnesota.

Dianne Cash,
Mayor

Trish Harren,
City Administrator-Clerk-Treasurer

CITY OF CROSBY
REQUEST FOR COUNCIL ACTION

DATE: 09/22/2025	DEPARTMENT: Planning and Zoning
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APPROVAL REQUIRED: Four-fifths vote of the full City Council

ITEM DESCRIPTION: Consider approval of Land Use Ordinance Amendment 2025-04, amending the City Code for Commercial-Linked Housing.

BACKGROUND: The Planning Commission/Board of Adjustment reviewed and recommended that the City Council approve Land Use Ordinance Amendment 2025-4 to amend §154.005 DEFINITIONS, §154.035 LAND USE CATEGORIES CHART and §154.069 SPECIAL COMMERCIAL/INDUSTRIAL PROVISIONS of the City of Crosby City Code to add the definition of Commercial-Linked Housing, update the Land Use Categories Chart to include Commercial-Linked Housing as a Conditional Use in the B-1 zoning district, and add performance standards for Commercial-Linked Housing to §154.069.

OBJECTIVE: Consider Land Use Ordinance Amendment 2025-4

BUDGET IMPLICATIONS: Cost to Publish Summary for newspaper.

COUNCIL ACTION REQUESTED: Approve Land Use Ordinance Amendment 2025-4 as proposed

ATTACHMENT: Land Use Ordinance Amendment 2025-4

**CITY OF CROSBY
CROW WING COUNTY,**

STATE OF MINNESOTA

LAND USE ORDINANCE NO. 2025-4

**AN ORDINANCE AMENDING CHAPTER 154 OF THE
CROSBY CITY CODE, THE CITY'S ZONING ORDINANCE,
SECTIONS: 005 DEFINITIONS, 035 LAND USE
CATEGORIES CHART, AND 069 SPECIAL
COMMERCIAL/INDUSTRIAL PROVISIONS**

THE CITY COUNCIL OF THE CITY OF CROSBY ORDAINS AS FOLLOWS:

Purpose and Intent: The purpose of this ordinance amendment is to amend Section 005, 035, and 069 of the Crosby City Code with the addition of definitions to Section 005 DEFINITIONS, the addition of a row in the table in Section 035 LAND USE CATEGORIES CHART, and the addition of performance standards to Section 069 to regulate and allow Commercial-Linked Housing within the City of Crosby as defined subject to the required provisions.

Additions: The following underlined language shall be added to Section 005:

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.

Additions: The following underlined language shall be added to Section 035:

<i>Land Use Classification Chart</i>								
<i>Use</i>	<i>District</i>							
	<i>R</i>	<i>R-1</i>	<i>R-2</i>	<i>R-3</i>	<i>B-1 CBD</i>	<i>B-2 High</i>	<i>I</i>	<i>P</i>
<u>Commercial-Linked Housing</u>					<u>C</u>			

Additions: The following underlined language shall be added to Section 069:

- (A) Open-air display areas for the sale of manufactured products such as garden furniture, hardware items, nursery stock, or rental of manufactured products or equipment, including manufactured home sales lots, shall require a conditional use permit.
- (B) If the commercial setback requirements for an underlying zoning district differ from that of the Shoreland or Floodplain Overlay District, the greater of the distances shall apply. Within the B-1 Central Business District, a zero-foot setback shall be allowed within the Shoreland or Floodplain Overlay District.
- (C) Impervious surface coverage in the B-2 Highway Commercial and I Industrial Districts may be increased by an additional 25%, not to exceed 50% of the property, through a conditional use permit if the following is provided and approved by the city:
 - (1) A storm water retention plan created by a licensed engineer showing containment of the 50-year, 24-hour storm event on the parcel; or
 - (2) Direct runoff of storm water to adjacent properties and wetlands shall be eliminated through the use of berms, infiltration ponds, swales, filtration strips, or other permanent means.

(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.

EFFECTIVE DATE: This ordinance shall be effective immediately upon its passage and publication.

PASSED AND ADOPTED this ____ day of _____, 2025 by the City Council of the City of Crosby, Minnesota.

Dianne Cash,
Mayor

Trish Harren,
City Administrator-Clerk-Treasurer

CITY OF CROSBY
REQUEST FOR COUNCIL ACTION

DATE: 09/22/2025	DEPARTMENT: Planning and Zoning
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APPROVAL REQUIRED: Four-fifths vote of the full City Council

ITEM DESCRIPTION: Consider approval of the Publication Summary describing the Land Use Amendment 2025-3 and 2025-4 for publication in the official newspaper

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: Consider the publication summary for Land Use Ordinance Amendments 2025-3 and 2025-4 if approved. Utilize the first summary if both are approved, utilize the respective summary following that if only one is approved.

BUDGET IMPLICATIONS: Save costs for publication.

COUNCIL ACTION REQUESTED: Approve Publication Summary for Land Use Ordinance Amendments 2025-3 and 2025-4 for publication in the official newspaper.

ATTACHMENT: Land Use Ordinance Amendment Summary

**ORDINANCE AMENDMENT SUMMARY
CITY OF CROSBY**

NOTICE IS HEREBY GIVEN that on September 22nd, 2025, the City of Crosby approved Land Use Ordinance Amendment 2025-3, amending §154.317 AUTHORIZED PLACEMENT and §154.319 PLACEMENT IN RESIDENTIAL ZONES to remove minimum width and area requirements for manufactured and modular homes for the City of Crosby

NOTICE IS FURTHER GIVEN that, pursuant to Minn. Stat. §§ 331A.01 and 375.51, a summary of Land Use Ordinance Amendment 2025-3 is provided as follows:

Ordinance Amendment 2025-3 removes minimum width and area requirements for manufactured and Modular Homes within the City of Crosby.

NOTICE IS FURTHER GIVEN that on September 22nd, 2025, the City of Crosby approved ordinance amendment 2025-4, amending §154.005 DEFINITIONS, §154.035 LAND USE CATEGORIES CHART, and §154.069 SPECIAL COMMERCIAL/INDUSTRIAL PROVISIONS to add “Commercial-Linked Housing” as a defined, conditional use within the B-1 district, and add specific performance standards to the use category.

NOTICE IS FURTHER GIVEN that, pursuant to Minn. Stat. §§ 331A.01 and 375.51, a summary of Ordinance 2025-4 is provided as follows:

Land Use Ordinance Amendment 2025-4 adds the definition of Commercial-Linked Housing, updates the Land Use Categories Chart to include Commercial-Linked Housing as a Conditional Use in the B-1 zoning district, and adds performance standards for Commercial-Linked Housing to §154.069

NOTICE IS FURTHER GIVEN that copies of these ordinances are available for public inspection at Crosby City Hall during normal business hours, or upon request by calling City Hall at 218-546-5021. The amendment goes into effect upon publication of this ordinance amendment summary.

APPROVED and ADOPTED by the Crosby City Council, Minnesota, September 22nd, 2025.

City of Crosby
Trish Harren, City Administrator
City of Crosby

**** The following amendment summaries are included for a situation where one amendment is approved and the other is not. ****

**ORDINANCE AMENDMENT SUMMARY
CITY OF CROSBY**

NOTICE IS HEREBY GIVEN that on September 22nd, 2025, the City of Crosby approved Land Use Ordinance Amendment 2025-3, amending §154.317 AUTHORIZED PLACEMENT and §154.319 PLACEMENT IN RESIDENTIAL ZONES to remove minimum width and area requirements for manufactured and modular homes for the City of Crosby

NOTICE IS FURTHER GIVEN that, pursuant to Minn. Stat. §§ 331A.01 and 375.51, a summary of Land Use Ordinance Amendment 2025-3 is provided as follows:

Ordinance Amendment 2025-3 removes minimum width and area requirements for manufactured and Modular Homes within the City of Crosby.

NOTICE IS FURTHER GIVEN that copies of these ordinances are available for public inspection at Crosby City Hall during normal business hours, or upon request by calling City Hall at 218-546-5021. The amendment goes into effect upon publication of this ordinance amendment summary.

APPROVED and ADOPTED by the Crosby City Council, Minnesota, September 22nd, 2025.

City of Crosby
Trish Harren, City Administrator
City of Crosby

**ORDINANCE AMENDMENT SUMMARY
CITY OF CROSBY**

NOTICE IS HEREBY GIVEN that on September 22nd, 2025, the City of Crosby approved ordinance amendment 2025-4, amending §154.005 DEFINITIONS, §154.035 LAND USE CATEGORIES CHART, and §154.069 SPECIAL COMMERCIAL/INDUSTRIAL PROVISIONS to add “Commercial-Linked Housing” as a defined, conditional use within the B-1 district, and add specific performance standards to the use category.

NOTICE IS FURTHER GIVEN that, pursuant to Minn. Stat. §§ 331A.01 and 375.51, a summary of Ordinance 2025-4 is provided as follows:

Land Use Ordinance Amendment 2025-4 adds the definition of Commercial-Linked Housing, updates the Land Use Categories Chart to include Commercial-Linked Housing as a Conditional Use in the B-1 zoning district, and adds performance standards for Commercial-Linked Housing to §154.069

NOTICE IS FURTHER GIVEN that copies of these ordinances are available for public inspection at Crosby City Hall during normal business hours, or upon request by calling City Hall at 218-546-5021. The amendment goes into effect upon publication of this ordinance amendment summary.

APPROVED and ADOPTED by the Crosby City Council, Minnesota, September 22nd, 2025.

City of Crosby
Trish Harren, City Administrator
City of Crosby

CITY OF CROSBY

REQUEST FOR COUNCIL ACTION

DATE: 9/22/2025

DEPARTMENT: Administrator

APPROVAL REQUIRED: Simple Majority of Council

ITEM DESCRIPTION: Sourcewell Shared Services Agreement Update

BACKGROUND: Sourcewell has revised the Community Development Shared Services Agreement that supports their partnership with the City of Crosby.

The revision modifies “Responsibilities of the Parties”, clarifying “staffing”, “scope of work”, and “community responsibilities”. The revisions also include additional/modifying language regarding the “Term and Termination” and “General Terms and Conditions”. Lastly, it includes an annual hourly rate increase of \$5.00 per hour, beginning in 2026. Like before, Sourcewell will not bill for ancillary costs, including postage, mileage, and time spent traveling to and from Crosby.

Enclosed you will find a summary of the changes as well as a copy of the revised agreement for initial review. Following Council review and approval, Sourcewell will send the new agreement via email for Mayor and City Administrator signatures.

BUDGET IMPLICATIONS: An annual hourly rate increase of \$5.00 per hour for Sourcewell Shared Services in 2026

COUNCIL ACTION REQUESTED: Motion and second to approve updated Sourcewell Shared Services Agreement.

ATTACHMENT: Revised Shared Services Agreement, Summary of Changes to Shared Services Agreement

SHARED SERVICES AGREEMENT FOR COMMUNITY DEVELOPMENT SERVICES

THIS SHARED SERVICES AGREEMENT (Agreement) is effective upon the date of the last signature below (Effective Date), by and between **Sourcewell**, located at 202 – 12th Street NE, PO Box 219, Staples, MN 56479, and the **City of Crosby** (Community) located at 2 Second St. SW, Crosby, MN 56441. Sourcewell and Community shall be known collectively as the “Parties”.

ARTICLE 1: PURPOSE

- 1.1 Purpose. Sourcewell and Community agree that the purpose of this Agreement is to outline the Parties’ responsibilities with respect to Community’s purchase of community development services from Sourcewell.

ARTICLE 2: RESPONSIBILITIES OF THE PARTIES

- 2.1 Community Duties. Community is the authority for all land use regulation within its borders. Community may designate a Zoning Administrator under its land use ordinance. Community is responsible for consulting its legal counsel on issues outside the scope of work of this Agreement.
- 2.2 Staffing. Sourcewell shall furnish a Community Development Administrator (CDA) to perform community development services for Community. Said CDA shall be employed by Sourcewell and supervised by Sourcewell’s Associate Director of Community Development. Sourcewell shall pay all employment-related expenses for the CDA, including salary, benefits, travel expenses, and training. Sourcewell reserves the right to assign any CDA on its staff and to provide an alternative CDA as needed to fulfill its obligations under this Agreement. In the event Sourcewell experiences a loss of staff which significantly impacts its ability to perform under this Agreement, Sourcewell may, in its sole discretion, work with Community to modify the scope of the Agreement or it may withdraw from this Agreement. Sourcewell will give Community written notice of its intent as soon as possible following the significant loss of staff. Email notice is sufficient. The notice will contain a date on which the Agreement and all services would end. The end date will be no sooner than two weeks from the date notice was given and no longer than 30 days from the date of the notice. In the alternative, Sourcewell and Community may agree to modify the scope of this Agreement and the CDA’s work. Any such modification must be in writing, signed by both parties, and attached to this Agreement as an addendum.

- 2.2.1 Scope of Work. CDA will provide services in support of the Community as issuing authority. Community may designate CDA to perform only those functions of the Zoning Administrator as defined in this Agreement. During the initial and any renewal terms of this Agreement, the CDA's roles and responsibilities shall be limited to:

Land Use Administrator functions. The CDA will perform the services of the Administrator as defined in Community's land use/zoning ordinance and as limited by this Agreement:

- a. General Zoning Administrative Duties.
 - i. Answer zoning administration questions from public.
 - ii. Review zoning applications for compliance.
 - iii. Advise and assist in issuing administrative permits.
 - iv. CDA may conduct site visits to ensure compliance with permit requirements. CDA will perform no building inspections or related service.

- b. Public Meetings.
 - i. CDA will attend meetings as determined by the CDA and in consultation with the Community. Attendance may include virtual attendance, via phone, or in-person, as necessary and determined in the discretion of the CDA. Community will make affirmative efforts to minimize in-person attendance of CDA. CDA is not responsible for logistical support and administrative duties at public meetings, including tasks such as setting up the room and taking minutes, etc.
 - ii. CDA may prepare certain notices, reports, recommendations, and additional support documents as needed for meetings of the council and planning commission.
 - iii. CDA will participate in planning commission meetings in an advisory capacity only.

- c. Enforcement.
 - i. Community is responsible for enforcement of its Land Use/Zoning Ordinance. The procedure for enforcement issues will be as follows:
 - a. Community will develop a form (paper, electronic or both) on which violation complaints may be submitted.
 - b. Citizens will submit the complaint form to City Hall or other designated place of official community business.
 - c. Community staff will provide the complaint to the appropriate authority. If the complaint is related to enforcement of Community's Land Use/Zoning Ordinance, such complaint may be directed to the CDA.

- d. The CDA may review the complaint and attempt to gain voluntary compliance in the resolution of such complaint.
- e. In their sole discretion, the CDA may visit the property of the alleged violation. In doing so, the CDA may request support from Community including, but not limited to, support from law enforcement. CDA will not be required to conduct any site visit or meeting where any safety concerns exist.
- f. The CDA shall prepare a letter (violation notice), in draft form, and send it to Community. Community will then put it on Community letterhead and have an appropriate community authority sign the letter and send it to the party responsible for the property containing the alleged violation.
- g. If voluntary compliance to resolve the complaint has not been obtained, the CDA may prepare a second letter (violation notice) using the same process as the first letter.
- h. If after two letters, the CDA is unable to gain voluntary compliance, the CDA will recommend that the matter be referred by the Community to the Community's attorney for advice and counsel regarding further action.
- i. Other than the procedures described above, the CDA will have no other responsibility or authority related to enforcement of Community's planning and zoning ordinance.
- j. The Community remains fully responsible for any and all enforcement actions including, but not limited to, issuance of any citations and other compliance tools as defined in the Ordinance.

2.3 **Community Responsibility.** In exchange for Sourcewell's services, Community agrees to the following:

- 2.3.1 Community will provide staffing for all planning commission and city council meetings.
- 2.3.2 Participation in a meeting with the CDA or other Sourcewell staff regarding the Roles and Responsibilities of the CDA and the Community. This meeting will occur at least every two years, or more frequently if necessary and as recommended by the CDA or other Sourcewell staff.
- 2.3.3 Participation in a Land Use Essentials Training with the CDA or other Sourcewell staff. This training will occur at least every two years, or more frequently if necessary and as recommended by the CDA or other Sourcewell staff.
- 2.3.4 The CDA or other Sourcewell staff must not be given keys to the community's buildings or official places of business. The CDA or other Sourcewell staff may only be present in a community building or official place of business when another employee of community is present.

- 2.3.5 Provide the CDA with information regarding emergency procedures, policies, shelters and exit routes, for any building where the CDA provides services.
- 2.3.6 Provide the CDA with a work environment free from hostile conduct including but not limited to perceived or actual threats to the CDAs personal safety, professional standing, or family safety, regardless of whether those threats are made directly or indirectly, in person, in writing, on an electronic source or platform, or through a third party. The work environment will also be free of harassment including but not limited to repeated unwanted contacts without reasonable business purpose, insults and offensive language. Harassing or threatening conduct toward the CDA, or other Sourcewell personnel, will be grounds for immediate termination of this Agreement.
- 2.3.7 Provide the CDA with a work environment free from exposure to criminal activity, fraud, or other conduct which is not consistent with the professional ethics and values of the CDA and/or Sourcewell. Such conduct will be grounds for immediate termination of this agreement by Sourcewell.
- 2.3.8 In lieu of immediate termination, Sourcewell may, at its sole discretion, temporarily suspend services under this Agreement and seek information related to conduct alleged to be hostile, harassing, unsafe, criminal, fraudulent or similarly concerning in nature. Community agrees to cooperate with requests for information and understands that failure to do so will result in immediate termination of this Agreement.
- 2.3.9 In the event Sourcewell determines that prohibited conduct occurred, Sourcewell may choose any of the following options for relief:
- a. Terminate the Agreement upon notice to Community.
 - b. Suspend the Agreement until action steps to correct the circumstances or conduct have been completed to the satisfaction of Sourcewell.
 - c. Modify the Agreement.
- 2.4 Compensation. Community shall compensate Sourcewell for providing community development services at the rate outlined in Appendix A. The rate of payment is subject to annual review and modification at Sourcewell's discretion. Sourcewell shall notify Community of any rate modification, at which time Community shall accept the modification or provide notice of termination in accordance with section 3.2 below. Agreed upon modifications shall be documented and attached to this Agreement as a new Appendix A, which shall be entitled "Fee Schedule." The remainder of this Agreement shall remain in full force and effect.
- 2.5 Billing and Payment. Sourcewell shall submit a monthly invoice to Community for services rendered. Community shall remit payment to Sourcewell for the invoiced amount within thirty (30) calendar days of the date of the invoice.
- 2.6 Additions and Modifications. Except as otherwise stated herein, any modification to this Agreement shall be mutually agreed upon between the Parties in writing.

ARTICLE 3: TERM AND TERMINATION

- 3.1 **Term.** This Agreement, and any duly executed modifications to this Agreement, shall commence on the Effective Date and will continue indefinitely unless or until the Agreement is terminated by either party or until a new Agreement takes effect. Either party may modify this Agreement as outlined below. Sourcewell reserves the right to request that Community enter into a new Agreement. If a new Agreement is signed by the parties, and unless a different date is agreed to in writing, the terms of this Agreement will become null and void upon the date of last signature on the new agreement.
- 3.2 **Modifications.** This Agreement may be modified by agreement between the parties. Any modifications must be detailed, in writing, and must be attached to this Agreement. The writing must be signed and dated. The modification will take effect upon the date of the last signature and will continue indefinitely, unless further modified or until the Agreement has been terminated.
- 3.3 **Termination for Convenience.** Either party may terminate this Agreement at any time upon sixty (60) days' written notice to the other party. Termination pursuant to this section does not relieve Sourcewell of its obligations to complete any open services. Nor will Community be relieved of its obligation to pay for such open services.
- 3.4 **Termination for Cause.** In addition to the grounds for termination set forth in Article 2, ether party may terminate this Agreement upon written notice of material breach to the other Party provided the other Party does not cure the breach within thirty (30) days of receiving notice. The notice must describe the breach in detail and state the non-breaching Party's intent to terminate the Agreement.
- 3.5 **Survival.** Notwithstanding any expiration or termination of this Agreement, all payment obligations incurred prior to expiration or termination, and Articles 3, 4, and 5 will survive. All other rights granted under this Agreement shall cease.

ARTICLE 4: DATA AND MATERIALS

- 4.1 **Government Data.** The Parties acknowledge that each is subject to the Minnesota Government Data Practices Act (MGDPA) at Minnesota Statutes, Chapter 13. The Parties further acknowledge that any data collected, created, received, maintained, or disseminated in conjunction with this Agreement is collected, created, received, maintained, or disseminated for Community's benefit and is the sole property of Community.

- 4.1.1 Community shall be responsible for ensuring government data related to this Agreement is appropriately classified, categorized, and inventoried as required by the MGDPA, for protecting such data in accordance with the Act, and for responding to any related public data requests.
- 4.1.2 Sourcewell shall restrict access to Community's government data to staff whose work assignments reasonably require such access, and it shall take reasonable measures to protect Community's data during the term of this Agreement. Upon expiration or termination of this Agreement, Sourcewell shall return or destroy Community's data except to the extent that such data must be retained to satisfy auditing or statutory requirements.
- 4.2 Work Product. The Parties acknowledge that any reports, exhibits, models, graphics, computer files, maps, charts, and supporting documentation (Materials) developed or used in conjunction with this Agreement are generated for Community's benefit and are the sole property of Community.
- 4.2.1 Community shall use all Materials only for the purpose for which they were prepared. If the Materials are used for any other purpose, Community shall indemnify and hold Sourcewell harmless for such reuse.
- 4.2.2 Notwithstanding the foregoing, Sourcewell may maintain and reuse standard details related to this Agreement in the normal course of its business.
- 4.3 Audit and Record Disclosure. Pursuant to Minn. Stat. § 16C.05, subd. 5, the books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by either party, the State Auditor, and other duly authorized entities. For that purpose, the Parties shall maintain these and other related records for a period of six (6) years after the date of termination of this Agreement. This section does not apply to government data generated or used solely for Community's benefit and, therefore, owned by Community as outlined above.

ARTICLE 5: GENERAL TERMS AND CONDITIONS

- 5.1 Subcontracting. Sourcewell shall not enter into any subcontract for performance of any services under this Agreement without the prior written approval from Community.
- 5.2 Notices. All notices, invoices, and statements (Notice) related to this Agreement must be in writing. Except as otherwise provided in Article 2, notice of termination shall be delivered in person or mailed to the intended recipient at its current address. All other correspondence or communication may be mailed, hand delivered, or sent via fax or email to the other Party.

- 5.2.1 Each Party shall notify the other of any change to contact information, including address, telephone number, point of contact, and email address.
- 5.2.2 Notice will be deemed to have been given: (a) when delivered in person during normal business hours; (b) upon confirmation of receipt when transmitted by facsimile or electronic mail; (c) upon receipt when sent by registered or certified mail, postage prepaid; or (d) on the date of receipt if transmitted by national overnight courier with confirmation of delivery.
- 5.3 Governing Law, Jurisdiction and Attorney's Fees. This Agreement shall be interpreted and construed in accordance with the laws of the State of Minnesota. Any dispute arising out of this Agreement shall be adjudicated in a Minnesota court of competent jurisdiction. In any action or proceeding to enforce rights under this Agreement, the prevailing Party shall be entitled to recover costs and reasonable attorney's fees from the other Party.
- 5.4 Assignment. Neither Party shall have the right to assign or otherwise transfer its rights and obligations under this Agreement without prior written consent from the other Party. If assignment is permitted, any successor in interest shall acquire the assigning Party's entire interest in this Agreement. Any prohibited assignment shall be invalid.
- 5.5 Relationship. Each Party is an independent entity under the terms of this Agreement. Except as defined herein, neither Party will have any right, power, or authority to act or create any obligation on behalf of the other Party. Except as provided herein, all operational expenses incurred by either Party will be borne by the Party incurring the expense.
- 5.6 Limitations of Liability. Sourcewell's liability shall be governed by Minnesota Statutes, Chapter 466. Neither party shall be liable to the other for any punitive, special, incidental or consequential damages including but not limited to: compensation or damages for loss of present or prospective profits or revenues, loss of actual or anticipated commissions on sales or anticipated sales, or expenditures, investments or commitments made in connection with the establishment, development or maintenance of the selling representation created by this Agreement or in connection with the performance of obligations regardless of the form of action, whether in contract, tort or other legal theory. The foregoing limitation shall apply: (a) even if such party has been advised of the possibility of such damages; and (b) notwithstanding any failure of essential purpose of any limited remedy herein.
- 5.7 Indemnification. To the fullest extent permitted by law, Sourcewell agrees to defend, indemnify and hold the community harmless from and against all claims, actions, damages, losses and expenses including reasonable attorney fees, arising

out of Sourcewell's negligence or failure to perform its obligations under this Agreement.

To the fullest extent permitted by law, Community agrees to defend, indemnify and hold Sourcewell harmless from and against all claims, actions, damages, losses and expenses including reasonable attorney fees, arising out of Community's negligence or failure to perform its obligations under this Agreement.

- 5.8 Insurance. Sourcewell maintains Public Officials Liability Insurance related to Sourcewell's services under this Agreement with a limit of three million dollars (\$3,000,000.00) per occurrence. Sourcewell maintains Commercial General Liability Insurance in a minimum amount of one million dollars (\$1,000,000.00) per occurrence and two million dollars (\$2,000,000.00) annual aggregate.
- 5.9 Force Majeure. The Parties shall each be excused from performance under this Agreement while and to the extent that either of them are unable to perform for any cause beyond its reasonable control. Such causes shall include, but not be restricted to, fire, storm, flood, earthquake, explosion, war, failure of transportation or delivery facilities, raw materials or supplies, interruption of utilities or power, and any act of government or military authority. In the event either party is rendered unable to carry out its obligations under this Agreement, that party shall give written notice to the other including an explanation of the circumstances.
- 5.10 Binding Effect. This Agreement binds and inures to the benefit of the Parties and their respective successors and permitted assigns.
- 5.11 Entire Agreement. The individuals signing this Agreement hereby represent that they are authorized to execute this Agreement on behalf of their respective organizations, and the Agreement contains the entire understanding between the Parties concerning the subject matter.
- 5.12 Severability. In the event that any terms of this Agreement are in conflict with or are otherwise unenforceable under any rule, law, or statutory provision, such terms shall be deemed stricken from this Agreement, but such invalidity or unenforceability shall not invalidate any other terms of the Agreement unless the invalidity or unenforceability of such provisions substantially harms, compromises an integral part of, or are otherwise inseparable from the remainder of this Agreement.
- 5.13 Waiver. Failure by either party to take action or assert any right hereunder shall not be deemed a waiver of such right in the event of the continuation or repetition of the circumstances giving rise to such right.

5.14 Execution and Delivery of Documents. Each of the parties hereto, his or her heirs, legal representatives, successors, and assigns shall do all things to execute and deliver any documents necessary, at any time, to carry out and effectuate the terms and conditions of this Agreement.

IN WITNESS THEREOF, Community and Sourcewell have executed this Agreement as of the date hereof.

Sourcewell

By: _____
Justin Burslie

Title: Associate Director of
Community Development

Date: _____

City of Crosby

By: _____
Diane Cash

Title: Mayor

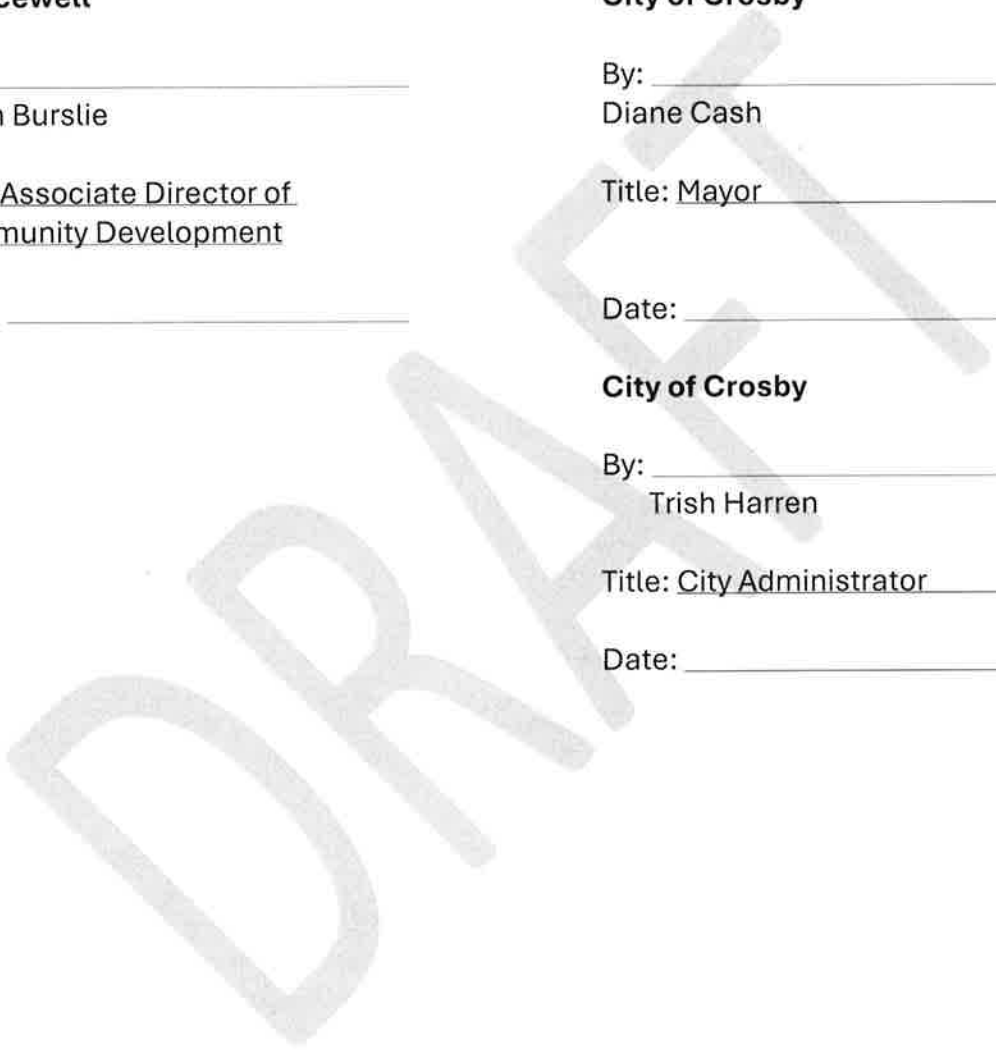
Date: _____

City of Crosby

By: _____
Trish Harren

Title: City Administrator

Date: _____



APPENDIX A: FEE SCHEDULE

Fees. Sourcewell will provide community development services at a rate of \$55.00 per hour, billed in 15-minute increments. Sourcewell will not charge for travel time. The service rate will increase \$5.00 per hour starting January 1, 2026 and each year thereafter when this Agreement is in effect. Sourcewell will periodically evaluate the rate and increase. Sourcewell shall not impose costs and fees other than those outlined above.

DRAFT



Real People. Real Solutions.

MEMORANDUM

Date: September 18, 2025
To: Honorable Mayor and Council Members
From: Phil Martin, PE
Subject: City Engineer Report for September 22, 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 is in the north alley block 2. Utility pipe replacement will be completed this week and the contractor will begin installing curb and gutter in the north alley.

Anderson Brothers is working on installing the additional curb and gutter sections on streets within the SE Alley Project that Ryan Contracting opted not to do as added work. The schedule is for all the added curb work to be completed by September 30, 2025 depending upon weather conditions.

A lead service line agreement was provided by PFA for the City to begin seeking reimbursement of grant funds. The City has had a number of properties replace their service lines. The City Administrator can provide information as to the status of that effort.

Phase 2 Street Project – No update.

Other Items

2nd St S / Memorial Park Stormwater Planning – We have completed field survey work and soil borings were taken. We will begin working on that planning effort when that information is processed.

Alley North of 3rd St N – We understand this work is being completed.

11th Ave W Watermain – The work is complete and we are waiting for the turf to reach acceptable growth standards. Once the growth requirements are met, we will recommend final payment.

Cities to Lakes Inspection Services

Scott Sadusky

State Licensed Building Official

21802 Tall Timbers Trail

Nisswa, MN 56468

(612) 986-7644

ssadusky@hotmail.com

September 2025

City of Crosby Council Report

-We issued 10 permits so far this month. That is a total of 122 for the year.

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

-Haukos coffee shop & storage project is ongoing.

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

-High School referendum project is completed. Woock Gym block work is completed. Should be finished with complete project in a few months.

-CRES School referendum project is completed.

-Anytime Fitness should be completed soon.

-I got notification from MN DOLI that CRMC is proposing remodeling at the hospital property.

-There are 26 open code enforcement cases. No 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

TO: Crosby Mayor and Members of the Council
FROM: Mitch Hinnenkamp, Community Development Administrator
DATE: September 17th, 2025
RE: Planning and Zoning Monthly Report

Greetings, Mayor and City Council,

The Planning Commission convened for its regularly scheduled meeting on September 15th, 2025 and conducted three Public Hearings. The Public Hearings were for Variance Application V25-1a for James Petersen's property at 420 Lakeshore Dr. The request was an Ordinary High Water Mark and Side Yard Setback Deviation for the reconstruction and relocation of an accessory structure. A variance was approved in April for a similar project where the proposal was an addition to an existing accessory structure. After the project began, issues with the grade, structural stability, and orientation of the existing feature were found. In an effort to limit the fill necessary and the slope running to the neighboring property, the structure was proposed to be fully demolished and reconstructed 9' closer to the OHW line of the channel that is to the West of the proposed feature. The Planning Commission unanimously approved this variance application. I have included the certificate of survey for this request after this report.

The remaining Public Hearings were regarding Land Use Ordinance Amendments 2025-3 and 2025-4, both of which were recommended for approval by the Planning Commission. Further details on these amendments have been submitted as a separate item from this report, as the Council makes the final decision.

The Ordinance Subcommittee met for its second meeting prior to the Planning Commission meeting that same evening. The main focus of the conversation at the meeting was surrounding Storage Unit Facilities, the removal of Campgrounds being allowed as a CUP in the B-1 zoning district, minor language changes to the Special Residential and Commercial/Industrial Provisions, and some further discussion on the Downtown Mixed Use Zoning District that was touched on briefly during the August 25th City Council meeting.

The Subcommittee recommended that Storage Unit Facilities be added to the Land Use Categories Chart as a Conditional Use in the Industrial district and that a definition of these features be added to §154.005 Definitions. They also recommended that it be considered by the Planning Commission and Council to remove Campgrounds as a Conditional Use in the B-1 district, as this use does not align with the goals of the B-1 district. The Ordinance Subcommittee wanted further discussion on a few topics, and the next meeting is scheduled for October 20th, 2025, at 5:00 pm.

The day-to-day operations for Crosby have remained on the slower side. There have been five Zoning permit approvals/reviews completed since last month's meeting. Inquiries remain fairly steady between calls and emails. Luke and I have been navigating several Permit Amendments for residents who have a previously approved permit and made changes for a variety of reasons. We are working out a way to streamline the process for amendments.

Over the next month or so, I would expect a CUP application for a small-scale coffee roasting business. This proposal was discussed at the Planning Commission and it was determined the best way to proceed was to require a CUP for Commercial Use, Other (not classified). I would expect this CUP over the next month or so to be coming forward. In addition to this application, the Aykens garage permit application was finally able to proceed through zoning review after months of discussion. This was one of the garages that needed to be removed as part of the Alley Improvement Project earlier this year.

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.

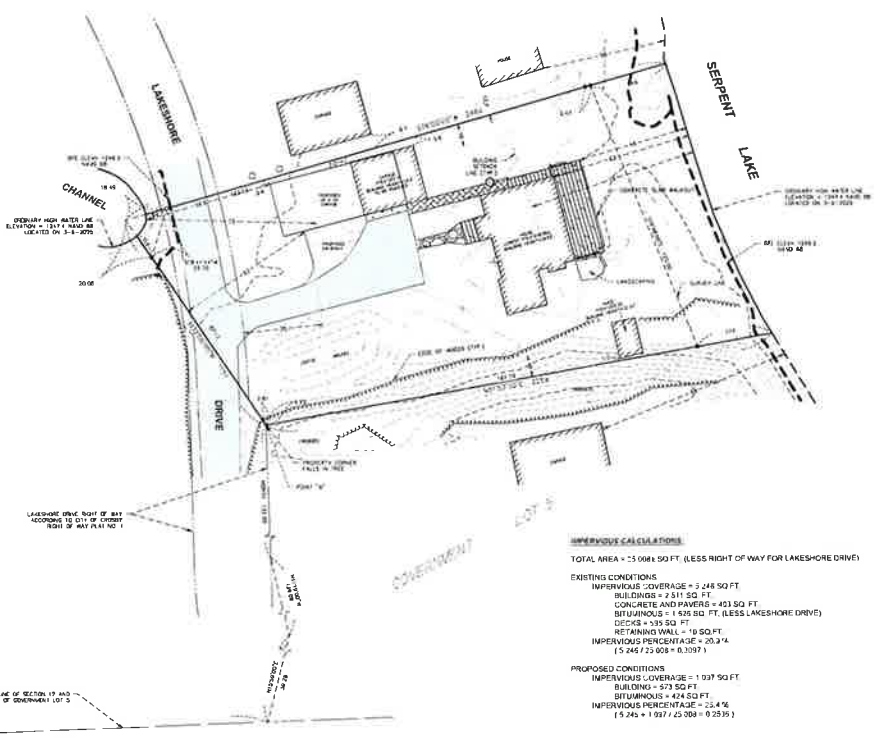
Kind regards,

Mitch Hinnenkamp

Community Development Administrator

CERTIFICATE OF SURVEY

PART OF GOVERNMENT LOT 5,
SECTION 12, TOWNSHIP 46, RANGE 29,
CROW WING COUNTY, MINNESOTA



EXISTING LEGAL DESCRIPTION ACCORDING TO PUBLIC RECORDS

The part of Government Lot 5, Section 12, Township 46, Range 29, Crow Wing County, Minnesota, described as follows: Commencing at the southeast corner of said Government Lot 5, thence East, assumed bearing 121.73 feet along the north line of said Government Lot 5, thence North 15 degrees 30 minutes 00 seconds East 23.26 feet, thence North 11 degrees 00 minutes 00 seconds West 120.04 feet, thence North 132 degrees 00 minutes 00 seconds East 112.74 feet, thence North 10 degrees 48 minutes 00 seconds West 122.20 feet to the point of beginning, thence along the shore of Serpentine Lake, thence South 31 degrees 00 minutes 00 seconds East 175.00 feet to said Point A, thence South 87 degrees 53 minutes 00 seconds East 224 feet, more or less, to the shore of Serpentine Lake, thence North along said shore to the intersection with the line that bears North 76 degrees 00 minutes 00 seconds East from the point of beginning, thence South 70 degrees 00 minutes 00 seconds West 35 feet, more or less, to the point of beginning.

SURVEYOR'S NOTES:

THE P & D FOR THE SUBJECT PROPERTY IS 11112174.

THE C & H ADDRESS FOR THE SUBJECT PROPERTY IS 123 LAKESHORE DRIVE, CROW WING COUNTY, MINNESOTA.

SUBJECT PROPERTY IS LOCATED WITHIN THE R-1 SINGLE AND TWO FAMILY RESIDENTIAL ZONING ACCORDING TO THE CITY OF CROW WING ZONING MAP DATED 10-25-2017.

RETRACEMENTS ARE ACCORDING TO THE CROW WING COUNTY CODE OF ORDINANCES, DATED 05-19-2016.

SERPENTINE LAKE IS CLASSIFIED AS GENERAL DEVELOPMENT LAKE ACCORDING TO CROW WING COUNTY PROTECTED WATERS REGULATION LIST.

REGULATORY BUFFER ZONING IS 100 FEET BY 100 FEET.

THIS SURVEY WAS COMPLETED WITHOUT THE BENEFIT OF A TITLE COMMITMENT OR OPINION. THERE MAY BE EASEMENTS OR OTHER LIMITING FACTORS NOT SHOWN ON THIS SURVEY WHICH AFFECT THE SUBJECT PROPERTY.

IMPERVIOUS CALCULATIONS

TOTAL AREA = 25,068.50 SQ. FT. (LESS RIGHT OF WAY FOR LAKESHORE DRIVE)

EXISTING CONDITIONS

IMPERVIOUS COVERAGE = 2,248.50 SQ. FT.
 BUILDINGS = 2,311.50 SQ. FT.
 CONCRETE AND PAVERS = 403.50 SQ. FT.
 BITUMINOUS = 1,493.50 SQ. FT. (LESS LAKESHORE DRIVE)
 DECK = 375.50 SQ. FT.
 RETAINING WALL = 10.50 SQ. FT.
 IMPERVIOUS PERCENTAGE = 20.37%
 (5,246.72 / 25,068.50 = 0.2093)

PROPOSED CONDITIONS

IMPERVIOUS COVERAGE = 1,037.50 SQ. FT.
 BUILDING = 573.50 SQ. FT.
 BITUMINOUS = 424.50 SQ. FT.
 IMPERVIOUS PERCENTAGE = 23.47%
 (5,245.50 / 22,360.00 = 0.2347)

NO.	DESCRIPTION	AMOUNT	UNIT	REMARKS
1	ACRES	0.57		
2	SQ. FT.	25,068.50		
3	SQ. FT.	2,248.50		
4	SQ. FT.	2,311.50		
5	SQ. FT.	403.50		
6	SQ. FT.	1,493.50		
7	SQ. FT.	375.50		
8	SQ. FT.	10.50		
9	PERCENTAGE	20.37		
10	SQ. FT.	1,037.50		
11	SQ. FT.	573.50		
12	SQ. FT.	424.50		
13	PERCENTAGE	23.47		

