

Crosby City Council Agenda
Monday, October 27, 2025
6:00 p.m. Regular Meeting

- 1. Pledge of Allegiance**
- 2. Call Regular Meeting to Order**
- 3. Approve Agenda**
- 4. Approve Consent Agenda**
 - A. Approve Minutes
 - B. Approve Claims
 - C. Accept Resignation of Utility Billing Clerk Samantha Wodarz
- 5. Public Comments**
- 6. Public Hearing**
 - a. Public hearing on MnDOT SP 1806-82 Serpent Creek Box Culvert Replacement Plan
- 7. Old Business**
- 8. New Business**
 - a. Discuss Resolution Approving MnDOT SP 1806-82 Serpent Creek Box Culvert Plan
 - b. Discuss Cass Information System Request for Late Fee Waiver
 - c. Discuss Liability Insurance Statutory Tort Limits Waiver
 - d. Discuss Nuisance Trees at 304 W Main Street
 - e. Discuss Vacated Utility Billing Clerk vacancy
 - f. Discuss purchase of Fire Truck
- 9. Public Hearing**
- 10. 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: 10/27/2025

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 Tuesday, October 14, 2025, at 6:00 p.m.

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

Staff Present: City Administrator Harren; Mike VanHorn, Police Chief; Shayne Jacobs, Fire Chief; Tony Ferrari, PW Working Foreman; Andrew Beadell, City Engineer; Jason Forbord, Deputy Clerk; Dianne Howard, Administrative Assistant

1. Call Regular Meeting to Order

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

2. Pledge of Allegiance

Mayor Cash led the Pledge of Allegiance

3. Approval of the Agenda

MEMBER HEGLUND MOVED TO APPROVE THE AGENDA. MEMBER TRAYLOR SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

4. Approval of Consent Agenda

Administrator Harren asked for two additions under the Consent Agenda:

Item F Request to Approve a Lawful Gambling Permit for the Crosby Fire Relief Association to Hold a Raffle Offsite at the Crosby Ironton High School

Item E To Reschedule the Public Hearing on the ROW Vacation Request for CRMC to November 10, 2025

- A. Accept Donations and Acknowledge Donors
- B. Approve Minutes
- C. Approve Claims
- D. Approve Police Department PT Police Officer Hire
- E. Approve Reschedule the Public Hearing on the ROW Vacation Request for CRMC to November 10, 2025
- F. Request to Approve a Lawful Gambling Permit for the Crosby Fire Relief Association to Hold a Raffle Offsite at the Crosby Ironton High School

MEMBER TRAYLOR MOVED TO APPROVE THE REVISED CONSENT AGENDA. MEMBER LEWEIS SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

5. Public Comments: None.

6. Old Business

- a. Sourcewell Agreement—Administrator Harren clarified the language related to the terms and fee increase in the new Sourcewell Agreement that was held over from the last meeting. The \$5.00/hour increase would be a yearly increase. Our current rate is the same as it was 12 years ago. Sourcewell is a community partner and doesn't need to break even their fee for service professional agreements, however, they need to close the gap between cost and fees. 23 cities have already signed off on the proposed increase.

The city could offset additional costs by making better use of city staff expertise. The increase is more economical than hiring a full-time Zoning Administrator and the contract can be reviewed yearly. We are currently paying \$55/hour and will be paying \$60/hour in 2026. The budgeted cost for 2026 is \$15,000.

Council discussion continued.

MEMBER HEGLUND MOVED TO APPROVE THE SOURCEWELL AGREEMENT OF \$60/HOUR FOR 2026 WITH \$5.00/HOUR INCREASES ANNUALLY THEREAFTER. MEMBER LEWIS SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

7. New Business

- A. Discuss/Approve Ordering Police Department Patrol Squad for 2026 Delivery
This is a scheduled replacement. The purpose of this rotation is to be able to have vehicles that are under warranty and still have re-sale value, which will assist in financially supporting replacement PD vehicles in the future. The request is for one 2026 patrol vehicle at a cost of \$38,201 per the State contract with delivery in 2026. The Police Department is replacing a 2018 squad for this unit.

Council discussion continued.

Most of the funding for this purchase is included in the 2026 budget, with additional funds coming from the sale of vehicles that will be cycled out of the fleet.

MEMBER TRAYLOR MOVED TO APPROVE THE REQUEST TO PURCHASE ONE PATROL VEHICLE FOR THE POLICE DEPARTMENT AT A COST OF \$38,201 PER THE STATE CONTRACT. MEMBER LEWIS SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

B. Approve Ryan Construction Pay Request No. 9

Administrator Harren reported that Bolton and Menk has submitted Pay Request No. 9 for the 2024 Crosby SE alley Improvements in the amount of \$406,001.98 to be paid to Ryan Construction. This is for the work completed through September 26th.

Bolton and Menk have confirmed that the work was satisfactorily completed.

MEMBER LEWIS MOVED TO APPROVE PAY REQUEST NO. 9 FOR THE SE ALLEY IMPROVEMENT PROJECT IN THE AMOUNT OF \$406,001.98 TO RYAN CONTRACTING COMPANY. MEMBER JARVELA SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

C. Discuss/Approve MOU to Public Works Local 346 Contract Adding Clerical Staff
City Administrator Harren and the Personnel Committee participated in negotiations with Teamsters Union No. 346 to discuss adding clerical staff into an existing contract between the Union and the City. The previously negotiated contract for 2025-2026 remains unchanged except for the items spelled out in the MOA.

Positions added include:

- Police Clerk, Denise Kelsay: Grade 5, Step 10
- Utility Billing Clerk, Samantha Wodarz: Grade 5, Step 7
- Assistant DMV Clerk, Jackie Owens: Grade 5, Step 5
- Administrative Assistant, Dianne Howard: Grade 4, Step 8
- Three Part-Time Librarians: Grade 2, Step 6

The MOA has been approved by the Union. It is ready for Council review, approval and final execution.

MEMBER HEGLUND MOVED TO APPROVE THE MOU BETWEEN THE CITY OF CROSBY AND TEAMSTERS UNION NO. 346. MEMBER TRAYLOR SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

- D. Discuss/Approve New Contract Between City of Crosby and Teamsters Local No. 346 for Lead Workers.

Administrator Harren reported that the City previously had a lead worker contract for one position—the PW Working Foreman. In December of 2024, the Head Librarian and Deputy Registrar signed up to join the Teamsters Local #346. The City and Local #346 went through a clarification of unit process. After agreement and negotiations, it was decided to add the Head Librarian and Deputy Registrar to the Public Works Working Foreman Contract. An agreement was reached for all three employees to follow the already ratified classification, Compensation Schedules and for the 2025-2026 benefits.

Administrator Harren noted that the fair share of union dues for non-members language was deleted from the agreement prior to final agreement. The New Family Paid Leave rule will go into effect on January 1, 2026, and the cost share will have to be negotiated through an MOU.

MEMBER HEGLUND MOVED TO APPROVE THE AGREEMENT BETWEEN THE CITY OF CROSBY, LEAD WORKERS AND THE TEAMSTERS GENERAL LOCAL UNION NO. 346. MEMBER LEWIS SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

- E. Receive 2025 SE Alley Improvement Project Proposed Assessment Roll and Schedule Public Hearing on November 10, 2025

Administrator Harren reported that Minnesota Statute, Chapter 429 authorizes municipalities to finance local improvements by assessing all or a portion of the cost of the improvements against the benefitted properties. Such an assessment is a statutory lien upon private property and is generally payable in annual installments with interest over a set number of years unless it is prepaid.

Engineer Beadell stated that the contractor is finalizing the punch list and then the project will be completed. The next steps include holding the public hearing, certifying assessments, and accepting payments or placing the assessments on the tax roll. The affected homeowners will be notified of the meeting schedule for November 10th during the regularly scheduled meeting.

Council discussion continued.

There will be a Public Works Meeting on Thursday, October 23rd at 10:00 to review the assessment policy for the next city infrastructure project.

MEMBER LEWIS MOVED TO APPROVE/RECEIVE 2024 SE ALLEY IMPROVEMENT PROJECT PROPOSED ASSESSMENT ROLL AND SCHEDULE THE PUBLIC HEARING FOR NOVEMBER 10, 2025, AT 6:00 P.M. MEMBER TRAYLOR SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

F. Discuss/accept Local Option Sales Tax Consultant Quote

Administrator Harren reported that the City is interested in hiring a consultant to assist with the process of pursuing local option sales tax. The process is long and complex and requires legislative approval. It begins with completing a capital improvement plan that the items to be funded with the sales tax including cost estimates. A sales tax study will be completed by the University of MN Extension to provide data on the projected breakdown of local/non-local participation in the sales tax. Local option sales tax can't be enacted without voter approval. If the city obtains legislative approval, the sales tax question would be on the ballot fall of 2026.

Many of Crosby's recreational and medical tourists buy gas, meals, and do other shopping while they are in town. A local option sales tax would be a way for the City to fund capital projects, so those costs do not get passed onto local property taxpayers. Depending on the community, non-resident visitors generate between 40-60% of sales tax.

Representative Ben Davis has agreed to sponsor a bill on behalf of the City of Crosby, and it is anticipated that Senator Jordan Rasmussen would co-author the bill. The cost of a consultant is approximately \$5,000, and League of Minnesota Cities and Sourcewell have grants that could fund the consulting fee. The two quotes received are from Ehlers and Associates and Local Government Reimagined (LGR) rates is \$75.00/hour plus traveling expenses. Ehlers and Associates have a flat rate of \$5,000. Council discussion continued.

MEMBER HEGLUND MOVED TO APPROVE THE HIRE LOCAL GOVERNMENT REIMAGINED AT \$75.00/HOUR PLUS TRAVELING EXPENSES FOR A CONSULTANT FOR THE LOCAL OPTION SALES TAX FOR THE CITY OF CROSBY. MEMBER TRAYLOR SECONDED THE MOTION. ROLL CALL VOTE: MEMBER TRAYLOR AND MEMBER HEGLUND: YEA. MEMBER JARVELA, MEMBER LEWIS AND MAYOR CASH: NAY. MOTION FAILED BY A VOTE OF 3-2.

MEMBER LEWIS MOVED TO APPROVE THE HIRE OF EHLERS AND ASSOCIATES FOR A FLAT RATE OF \$5,000 AS THE CONSULTANT FOR THE LOCATION OPTION SALES TAX FOR THE CITY OF CROSBY. MEMBER JARVELA SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 4-1.

- G. Discuss/Approve Purchase of Fire Fighter Duty Equipment with Crosby Fire Department Relief Association donations. Administrator Harren reported that the Fire Department has hired six new firefighters and needs to equip them with duty gear. The Crosby Fire Department has received quotes for the needed gear and solicited and received donations to fund this new gear. \$50,000 donation from the Fire Relief Association was received that will pay for this gear.

MEMBER LEWIS MOVED TO APPROVE PURCHASE OF DUTY GEAR FOR SIX NEW FIREFIGHTERS FOR FIRE DEPARTMENT WITH FUNDING FROM THE DONATION FUND. MEMBER HEGLUND SECONDED THE MOTON. THE MOTION PASSED BY A VOTE OF 5-0.

- H. Discuss Updated Fire Department Bylaws/Operating Procedures
Administrator Harren reported that the Fire Department has reviewed and revised its bylaws referred to as operating procedures. City Council is receiving the procedures for review, and they will be placed on a later agenda for approval. The City Fire Ordinance and the Fire Department operating procedures conflicted with actual practice related to election of officers. City Attorney will review the operating procedures and the City Code and provide an update to Chapter 32 of the City Code for Council approval. Once the Code is changed, Council can approve the update operating procedures. Administrator Harren clarified that the Fire Department elections are considered recommendations per our City Attorney as they must go to Council for final approval. Chief Jacobs stated that a second assistant was asked to be added and the expansion to 15-minute response time was also brought up. The current requirement is a 10-minute response time, which limits how far Fire Department members can live from the Fire Hall. Council discussion continued. This issue cannot be voted on tonight. The materials have been sent to City Attorney Langel for review.
- I. Discuss/Set Public Hearing Date for Amendment to City Code of Ordinances Chapter 32 Fire Department 32.03 Officers and Membership
Chapter 32 of the Crosby City Code of Ordinances provides City Council legislative direction for operation of the Crosby Fire Department. Since publication of the agenda it has been learned that a public hearing is not required for administrative

ordinances. This ordinance amendment will be placed on the agenda once updated by the City Attorney. No action will be taken at this time.

8. Reports

- A. Police Chief—submitted report.
- B. Fire Chief—submitted report. Member Heglund told them to keep up the good work.
- C. Hallett Center—submitted report. City Administrator Harren noted that the temporary ice machine is in place and that we should have ice before the end of MEA.
- D. Library—no report. Head Librarian is attending a conference. Member Lewis questioned if the Library sign was working. Administrator Harren will follow up.
- E. Public Works—submitted report. Member Lewis asked if the snowplow came for the new truck. PW Working Foreman shared that it had.
- F. City Administrator—submitted report. Crow Wing County erred in their calculation of our homestead property tax report and remittance for 2024 taxes receivable. This resulted in receiving a check for an additional \$58,418.44.

Administrator Harren submitted a permit to MnDOT to add flashing lights to the stop signs at the four-way stop on Highway 210. The permit was approved, and the signs have been ordered.

Shout out to property owners who endured the construction/improvement season.

- G. Mayor/Committee—Town Hall meetings will be held on October 22nd and November 20th beginning at 5:00 p.m. They will be posted.

9. Adjournment.

**MEMBER JARVELA MOVED TO ADJOURN THE MEETING AT 7:15 P.M.
MEMBER LEWIS SECONDED THE MOTION. THE MOTION PASSED BY A
VOTE OF 5-0.**

CITY OF CROSBY
REQUEST FOR COUNCIL ACTION

DATE: 10/27/2025

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
AAA EQUIPMENT CENTER							
3617	AAA EQUIPMENT CENTER	129203	100-45200-210	7706 BAGGER - IMPELLER, ASM BLOWER CHUTE,	10/08/2025	725.87	725.87
Total AAA EQUIPMENT CENTER:						725.87	
ADAMS PEST CONTROL INC							
2575	ADAMS PEST CONTROL INC	4289442	100-41940-300	CITY HALL PEST CONTROL	10/08/2025	53.00	53.00
Total ADAMS PEST CONTROL INC:						53.00	
AITKIN GLASS SERVICE INC							
270	AITKIN GLASS SERVICE INC	21203	100-41940-570	62 X 48 X 1/4 MIRROR FLAT POSLLISH ALL SAFETY	10/15/2025	1,043.17	1,043.17
Total AITKIN GLASS SERVICE INC:						1,043.17	
AMAZON CAPITAL SERVICES							
400	AMAZON CAPITAL SERVICES	14CG-FWMK-F	100-42100-213	THIN BLUE LINE FLAG WINTER HAT/HERO'S PRIDE	10/15/2025	490.48	490.48
Total AMAZON CAPITAL SERVICES:						490.48	
AUTOSMITH SERVICE GROUP LLC							
3215	AUTOSMITH SERVICE GROUP LLC	21775	100-42100-550	RAM 1500 CLASSIC SSV OIL CHANGE	10/06/2025	103.52	103.52
3215	AUTOSMITH SERVICE GROUP LLC	21792	100-42100-550	RAM 1500 CLASSIC SSV - TIE REPAIR	10/06/2025	21.60	21.60
3215	AUTOSMITH SERVICE GROUP LLC	21794	100-42100-550	DODGE DURANGO SPECIAL - 6A CHARGER MAINT	10/06/2025	590.74	590.74
3215	AUTOSMITH SERVICE GROUP LLC	21836	100-42100-550	RAM 1500 CLASSIC SSV - 94R 790 SMP BATTERY	10/06/2025	253.99	253.99
Total AUTOSMITH SERVICE GROUP LLC:						969.85	
AW RESEARCH LABORATORIES INC							
3127	AW RESEARCH LABORATORIES INC	74535	600-49400-210	COLIFORM WTP	09/30/2025	70.00	70.00
Total AW RESEARCH LABORATORIES INC:						70.00	
BAMSITES WEB MARKETING							
1792	BAMSITES WEB MARKETING	0005580	206-45531-300	MONTHLY WEBSITE HOSTING & MAINT - SEPT	09/20/2025	90.00	90.00
1792	BAMSITES WEB MARKETING	0005597	206-45531-300	MONTHLY WEBSITE HOSTING & MAINT - OCT	10/20/2025	90.00	90.00
Total BAMSITES WEB MARKETING:						180.00	
BEST OIL COMPANY							
499	BEST OIL COMPANY	42443	100-43100-210	SHELL PRIRAX S4TXM/ROTELLA T4 TRIPLE PRO 1	10/13/2025	1,606.50	1,606.50

Vendor Number	Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
Total BEST OIL COMPANY:						1,606.50	
BOLTON & MENK INC							
2505	BOLTON & MENK INC	0374666	452-41700-300	FINAL DESIGN ENGINEEREING	09/24/2025	207.50	207.50
2505	BOLTON & MENK INC	0374677	452-41700-300	08/16/25 - 9/12/25 - CONSTRUCTIONS STAKING, OB	09/24/2025	540.00	540.00
2505	BOLTON & MENK INC	0374682	600-49400-300	8/16/25 - 09/12/25 - WINS DURVEY FO RCITY	09/24/2025	225.00	225.00
2505	BOLTON & MENK INC	0374682	600-49400-300	8/16/25 - 09/12/25 - SCAN AND SAVE PAY APP 1 EM	09/24/2025	45.00	45.00
2505	BOLTON & MENK INC	0374682	100-41700-300	08/16/25 - 09/12/25 - PUBLIC WORKS MEETING	09/24/2025	225.00	225.00
2505	BOLTON & MENK INC	0374682	100-41700-300	8/16/25 - 09/12/25 - PREPARTION FOR LAUNDROMA	09/24/2025	175.00	175.00
2505	BOLTON & MENK INC	0374682	100-41700-300	08/16/25 - 09/12/25 LAKES GAS DRAINAGE REVIEW	09/24/2025	112.50	112.50
2505	BOLTON & MENK INC	0374682	100-41700-300	8/16/25 - 09/12/25 - ALLEY AND FENCE SURVEYS	09/24/2025	1,025.00	1,025.00
2505	BOLTON & MENK INC	0374682	600-49400-300	8/16/25 - 09/12/25 - 11TH AVE EMERGENCY WATER	09/24/2025	225.00	225.00
2505	BOLTON & MENK INC	0374682	600-49400-300	8/16/25 - 09/12/25 - EMERGENCY WATERMAIN PAY	09/24/2025	190.00	190.00
2505	BOLTON & MENK INC	0374723	457-41700-300	2ND STR STORMWATER MEETING COORDINATIO	09/24/2025	722.50	722.50
2505	BOLTON & MENK INC	0374723	457-41700-300	2ND ST STORMWAER EVALUATION OF EXISTING	09/24/2025	3,205.00	3,205.00
2505	BOLTON & MENK INC	0374724	452-41700-300	8/16/25 - 9/12/25 - CROSBY/SE CROSBY IMPROVE	09/24/2025	48,853.50	48,853.50
Total BOLTON & MENK INC:						55,751.00	
BRAINERD HYDRAULICS & AIR							
172	BRAINERD HYDRAULICS & AIR	37137	100-43100-210	BOBCAR S185 FRONT LEFT BUCKET TILT SEAL	10/07/2025	203.35	203.35
Total BRAINERD HYDRAULICS & AIR:						203.35	
BROTHERS FIRE & SECURITY							
3329	BROTHERS FIRE & SECURITY	W45143	206-45531-300	FIVE YEAR NPFA SPRINKLER INSPECTION	10/09/2025	7,770.00	7,770.00
Total BROTHERS FIRE & SECURITY:						7,770.00	
CENTER POINT LARGE PRINT							
2236	CENTER POINT LARGE PRINT	2198970	200-45500-580	JFHML BOOKS	10/01/2025	302.04	302.04
Total CENTER POINT LARGE PRINT:						302.04	
CINTAS							
3626	CINTAS	4246290403	600-49400-210	SCRAPER, MATS, CRT CABINET	10/13/2025	51.27	51.27
Total CINTAS:						51.27	

Vendor Number	Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
CITY OF CROSBY							
16	CITY OF CROSBY	9.29.25	206-45531-380	UTILITY BILL - 470 8TH STREET NE	09/09/2025	814.91	814.91
Total CITY OF CROSBY:						814.91	
Class A Leasing							
3724	Class A Leasing	00027746	100-43100-310	CDL TRAINING W/ TRUCK RENTAL - LESTER VANH	10/15/2025	3,480.00	3,480.00
Total Class A Leasing:						3,480.00	
CROSBY ACE HARDWARE							
590	CROSBY ACE HARDWARE	11548/10	206-45531-321	LIQUID CHLORINATOR	09/25/2025	29.97	29.97
590	CROSBY ACE HARDWARE	11623/10	206-45531-210	STRIPS PLASTIC WHT XL 20#, REFILL STRP WHT L	10/01/2025	23.97	23.97
590	CROSBY ACE HARDWARE	11637/10	206-45531-321	LIQUID CHLORINATOR 1 GAL	10/02/2025	29.97	29.97
590	CROSBY ACE HARDWARE	11658/10	600-49400-210	WTP - DSP GLOVE NIT XL BLK PF	10/07/2025	21.99	21.99
590	CROSBY ACE HARDWARE	11668/10	100-43100-210	DUR BATT LTHM 123 12PK	10/08/2025	49.99	49.99
590	CROSBY ACE HARDWARE	11673/10	100-49010-210	CM SCKTT1/2DR1-1/8 12PTDP	10/08/2025	14.99	14.99
590	CROSBY ACE HARDWARE	11674/10	100-45200-210	SPRAY PAINT FOR BAND STAND, TRASH BAG CHC	10/08/2025	35.96	35.96
590	CROSBY ACE HARDWARE	11681/10	100-43100-210	DIGGER 3439 - FASTENERS	10/09/2025	.26	.26
590	CROSBY ACE HARDWARE	11686/10	100-43100-210	FASTENERS	10/10/2025	.23	.23
590	CROSBY ACE HARDWARE	11702/10	100-49010-210	RAT&MOUSE GLUE TRAP 2PK, WASP/HRNT KLR L	10/13/2025	23.98	23.98
590	CROSBY ACE HARDWARE	11703/10	206-45531-321	LIQUID CHLORINATOR 1 GAL	10/13/2025	39.96	39.96
590	CROSBY ACE HARDWARE	11709/10	100-42200-210	TRSH BAG 13 GAL 90CT, ACE 33 GAL DRWST BAG	10/13/2025	47.97	47.97
590	CROSBY ACE HARDWARE	11717/10	100-45200-210	PARK BATHROOM RV/ANTI FREEZE	10/15/2025	13.00	13.00
590	CROSBY ACE HARDWARE	11739/10	206-45531-210	GORILLA SUPERGLUE 2PK	10/17/2025	6.99	6.99
Total CROSBY ACE HARDWARE:						339.23	
CTC-446126							
2441	CTC-446126	21670736	100-42200-320	COMMUNIATION - 10/12 - 11/11	10/12/2025	304.36	304.36
2441	CTC-446126	21670736	100-42100-320	COMMUNIATION - 10/12 - 11/11	10/12/2025	236.65	236.65
2441	CTC-446126	21670736	100-41940-320	COMMUNIATION - 10/12 - 11/11	10/12/2025	350.05	350.05
2441	CTC-446126	21670736	204-41405-320	COMMUNIATION - 10/12 - 11/11	10/12/2025	262.41	262.41
2441	CTC-446126	21670736	200-45500-320	COMMUNIATION - 10/12 - 11/11	10/12/2025	418.10	418.10
2441	CTC-446126	21670736	206-45531-320	COMMUNIATION - 10/12 - 11/11	10/12/2025	426.88	426.88
Total CTC-446126:						1,998.45	
CUYUNA LAKES PARTS CITY							
3581	CUYUNA LAKES PARTS CITY	71-0236895	100-43100-210	GL-WPER FLD, 16OZ MTR TREATMENT	10/10/2025	16.25	16.25
3581	CUYUNA LAKES PARTS CITY	71-235771	100-43100-210	12OX PWR STRG FLUID, 16OZMOTOR TREATMENT	09/18/2025	20.04	20.04

Vendor Number	Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
3581	CUYUNA LAKES PARTS CITY	71-236863	100-49010-210	CEMETERY PU - 14-75 GM/SAB/DAEWOOD, OIL	10/10/2025	28.83	28.83
3581	CUYUNA LAKES PARTS CITY	71236895	100-49010-210	CEMETERY PU - G;-WOPRE FLD, 16OZ MOTOR TR	10/10/2025	16.25	16.25
3581	CUYUNA LAKES PARTS CITY	71-236925	100-42200-210	XTRAVISION HEADLAMPS	10/10/2025	47.72	47.72
3581	CUYUNA LAKES PARTS CITY	71-237079	100-45200-210	PK PRM UNI CONC LL	10/15/2025	16.99	16.99
3581	CUYUNA LAKES PARTS CITY	71-237166	600-49400-210	1/2 F X 3/4 M, 1/2 DR IMPACT U-JNT, 3/4 DR X 1 5/16	10/16/2025	37.47	37.47
3581	CUYUNA LAKES PARTS CITY	71-237168	100-43100-210	CUT-OFF TOOL SUPPLIES	10/16/2025	8.38	8.38
Total CUYUNA LAKES PARTS CITY:						191.93	
DELL MARKETING L P							
2886	DELL MARKETING L P	10840910764	124-33650	DELL PRO SLIM QCS1250 & DELL PRO 24 PLUS M	10/10/2025	3,905.79	3,905.79
Total DELL MARKETING L P:						3,905.79	
DSC COMMUNICATIONS							
2917	DSC COMMUNICATIONS	2510485	100-42100-300	PMNN4485 BATTERY APX 2550 MAH IPRES II LI-HO	10/09/2025	149.00	149.00
Total DSC COMMUNICATIONS:						149.00	
FERGUSON WATERWORKS							
2457	FERGUSON WATERWORKS	0556523	600-49400-210	TYLER VLV BX LQD WTR DOM,10 SC VLV BX TOP	10/06/2025	225.06	225.06
2457	FERGUSON WATERWORKS	0556616	600-49400-210	10 ZN 150# NUT/BLT SET	10/07/2025	104.90	104.90
2457	FERGUSON WATERWORKS	0556647	600-49400-210	4X5 WIRE FLAG BLUE/GREEM/WHITE 100PKS	10/07/2025	102.45	102.45
2457	FERGUSON WATERWORKS	0556777	600-49400-210	3/4 CARB TIP SHELL CTTRF/DI & CI, 1 CARB TIP SH	10/08/2025	273.77	273.77
2457	FERGUSON WATERWORKS	0556835	600-49400-210	1 GAL HYD OIL	10/08/2025	140.19	140.19
Total FERGUSON WATERWORKS:						846.37	
FERRARI, TONY							
823	FERRARI, TONY	102125	100-43100-213	WORK BOOTS	10/21/2025	350.45	350.45
Total FERRARI, TONY:						350.45	
GOPHER STATE ONE CALL							
7	GOPHER STATE ONE CALL	5090325	600-49400-300	FAX NOTIFICATIONS	09/30/2025	66.15	66.15
Total GOPHER STATE ONE CALL:						66.15	
GRAND FORKS FIRE EQUIPMENT LLC							
719	GRAND FORKS FIRE EQUIPMENT LLC	44855	100-42200-210	KIT EYESHIELD & HARDWARE, NFPA BOURKE	10/13/2025	130.51	130.51

Vendor Number	Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
Total GRAND FORKS FIRE EQUIPMENT LLC:						130.51	
GRANITE CITY JOBBING CO INC							
580	GRANITE CITY JOBBING CO INC	483670	206-45531-210	TOWL ROLL NT EMPRESS 800' RT 680021	09/26/2025	70.96	70.96
580	GRANITE CITY JOBBING CO INC	483910	206-45531-210	D-V QDIISANITIZER GAL	09/26/2025	117.00	117.00
580	GRANITE CITY JOBBING CO INC	484220	206-45531-210	;AUNDRY DTRGNT LMN SCENT 45# POWDER	10/03/2025	109.39	109.39
580	GRANITE CITY JOBBING CO INC	485042	206-45531-210	BLEACH CHAMPS GAL 128OZ	10/03/2025	38.97	38.97
580	GRANITE CITY JOBBING CO INC	485059	206-45531-280	NAPKIN BEVNAP 1PLY 9X9 WHT	10/03/2025	23.78	23.78
580	GRANITE CITY JOBBING CO INC	486478	206-45531-210	CLOROX BOWL CLEANER W/BLEACH 24OZ, TISS J	10/10/2025	150.46	150.46
Total GRANITE CITY JOBBING CO INC:						510.56	
HALLETT COMMUNITY CENTER							
349	HALLETT COMMUNITY CENTER	10.21.2025	206-45531-280	PETTY CASH - HCC	10/21/2025	500.00	500.00
Total HALLETT COMMUNITY CENTER:						500.00	
HAWKINS INC							
157	HAWKINS INC	7094736	206-45531-321	AZONE 15 1LB BULK	06/11/2025	269.84	269.84
Total HAWKINS INC:						269.84	
INDEPENDENT TESTING TECHNOLOGIES INC							
3753	INDEPENDENT TESTING TECHNOLO	45505	452-41700-300	CYLINDER SAMPLE & DENSITY TEST NUCLEAR M	07/15/2025	840.00	840.00
3753	INDEPENDENT TESTING TECHNOLO	45794	452-41700-300	BITUMINOUS PROPERTIES (E/G & VOIDS) (2)	08/15/2025	1,080.00	1,080.00
3753	INDEPENDENT TESTING TECHNOLO	45870	452-41700-300	DENSITY TEST/ CONCRETE- AIR, SLUMP, CAST, C	08/31/2025	1,540.00	1,540.00
Total INDEPENDENT TESTING TECHNOLOGIES INC:						3,460.00	
METRO SALES INC 130415							
636	METRO SALES INC 130415	INV2910950	206-45531-200	COPIER MAINT CONTRACT - 10/11/25 - 11/10/25	10/13/2025	59.00	59.00
Total METRO SALES INC 130415:						59.00	
MID AMERICAN RESEARCH CHEMICAL							
960	MID AMERICAN RESEARCH CHEMICA	0859959-IN	206-45531-210	AFTER SHOWER 05, TI-1B*7/3.5	09/24/2025	878.95	878.95
Total MID AMERICAN RESEARCH CHEMICAL:						878.95	

Vendor Number	Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
MID-MINNESOTA DRUG TESTING							
3754	MID-MINNESOTA DRUG TESTING	19222	100-43100-300	DOT DRUG & ALCOHOL - D SCHREIER	10/15/2025	50.00	50.00
Total MID-MINNESOTA DRUG TESTING:						50.00	
MINNESOTA DEPARTMENT OF LABOR & INDUSTRY							
1911	MINNESOTA DEPARTMENT OF LABOR	09.2025	100-42400-300	INDUSTRY STATE SURCHARGE FEES - [SEPTEMB	09/16/2025	639.23	639.23
Total MINNESOTA DEPARTMENT OF LABOR & INDUSTRY:						639.23	
MINNESOTA ENERGY RESOURCES							
2647	MINNESOTA ENERGY RESOURCES	5671412682	200-45500-380	SEPT METER 20063705	10/17/2025	22.16	22.16
2647	MINNESOTA ENERGY RESOURCES	5671620812	206-45531-380	SEPT METER NGM691828	10/17/2025	1,414.23	1,414.23
2647	MINNESOTA ENERGY RESOURCES	5671750294	600-49400-380	SEPT METER 20030230	10/17/2025	24.76	24.76
2647	MINNESOTA ENERGY RESOURCES	5672154466	206-45531-380	SEPTEMBER METER NGM69067	10/17/2025	18.00	18.00
2647	MINNESOTA ENERGY RESOURCES	5672203515	100-41940-380	SEPT METER 20030011	10/17/2025	72.71	72.71
Total MINNESOTA ENERGY RESOURCES:						1,551.86	
MINNESOTA POWER							
10	MINNESOTA POWER	048835782036	100-43100-380	SIRE SW - 09/12/25 - 10/11/25	10/20/2025	17.76	17.76
10	MINNESOTA POWER	053648533408	100-45200-380	NE SOFTBALL FIELD - 09/12/25 - 10/11/25	10/20/2025	17.13	17.13
10	MINNESOTA POWER	057882470776	601-49450-380	1ST ST SW LIFT STATION - 09/09/25 - 10/20/25	10/20/2025	39.21	39.21
10	MINNESOTA POWER	063063909292	100-45200-380	HOCKEY RINK	10/20/2025	17.13	17.13
10	MINNESOTA POWER	075715527604	100-43160-380	22775 COUNTY RD 31 - 08/27/25 - 10/20/25	10/20/2025	622.66	622.66
10	MINNESOTA POWER	075715527604	100-43160-380	1ST ST & 2ND AVE SE - 09/18/25 - 10/20/25	10/20/2025	1,228.11	1,228.11
10	MINNESOTA POWER	097909544326	600-49400-380	308 2NS ST SE WATER SUPPLY PUMP	10/20/2025	1,961.64	1,961.64
10	MINNESOTA POWER	097909544326	100-41940-380	2 2ND ST SW CITY HALL - 09/09/25 - 10/14/25	10/20/2025	685.90	685.90
10	MINNESOTA POWER	106217030755	100-49010-380	HV61 LAKEWOOD CEMETERY- 09/12/25 - 10-11/25	10/20/2025	58.61	58.61
10	MINNESOTA POWER	152213490069	601-49450-380	LIFT STATION - 09/09/25 - 10/09/25	10/20/2025	27.13	27.13
10	MINNESOTA POWER	161467591701	100-43160-380	101 ST ST SE - 08/30/25 10/20/25	10/20/2025	518.14	518.14
10	MINNESOTA POWER	170504725674	100-43100-380	1077 1ST ST SW CITY GARAGE - 09/09/25 - 10/09/25	10/20/2025	227.47	227.47
10	MINNESOTA POWER	178069183765	601-49450-380	3RD AVE NE LIFT PUMP - 09/09/5 - 10/09/25	10/20/2025	58.19	58.19
10	MINNESOTA POWER	202433876521	100-42200-380	FIRE HALL - 09/12/25 - 10/11/25	10/20/2025	256.52	256.52
10	MINNESOTA POWER	205959237386	200-45500-380	1ST ST SE LIBRARY - 09/12/25 - 10/20/25	10/20/2025	766.29	766.29
10	MINNESOTA POWER	227978080468	100-43160-380	W MAIN ST SOGN - 09/12/25 - 10/11/25	10/20/2025	19.98	19.98
10	MINNESOTA POWER	283657466191	100-45200-380	PARK OUTLET- 09/12/25 - 10/11/25	10/20/2025	21.71	21.71
10	MINNESOTA POWER	306863046589	100-45200-380	PARK - 09/09/25 - 10/20/25	10/20/2025	117.62	117.62
10	MINNESOTA POWER	413284368215	100-45200-380	PARK CAMPING - 09/12 - 10/11	10/20/2025	440.32	440.32
10	MINNESOTA POWER	413549882782	100-49010-380	WOOD AVE CEMETERY	10/20/2025	20.48	20.48
10	MINNESOTA POWER	490171729948	100-43160-380	CHRISTMAS LIGHTS UNMETERED -JAN24, 2022 -	01/23/2025	31.25	31.25

Vendor Number	Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
10	MINNESOTA POWER	567816744987	601-49450-380	DEBLOCK DR - 09/12/25 - 10/11/25	10/20/2025	21.65	21.65
10	MINNESOTA POWER	571568614409	206-45531-380	407 8TH AVE NE HCC - 09/10/25 - 10/09/25	10/20/2025	5,314.04	5,314.04
10	MINNESOTA POWER	592498504649	600-49400-380	1057 1ST ST SW - 09/09/25 - 10/09/25	10/20/2025	27.13	27.13
10	MINNESOTA POWER	751854624164	100-43160-380	2 W MAIN ST - 09/12/25 - 10/11/25	10/17/2025	19.08	19.08
10	MINNESOTA POWER	865567659671	100-43160-380	8 3RD ST NW -08/18/25 - 10/20/25	09/18/2025	1,159.96	1,159.96
10	MINNESOTA POWER	883647058957	100-45200-380	11ST ST SE VISITORS CENTER - 9/15/25 - 10/17/25	10/20/2025	112.48	112.48
10	MINNESOTA POWER	968205910739	100-45200-380	PARK BAND STAND - 09/12/25 - 10/11/25	10/20/2025	31.10	31.10
Total MINNESOTA POWER:						13,838.69	
MINNESOTA RURAL WATER ASSOCIATION							
1523	MINNESOTA RURAL WATER ASSOCIA	10.01.25	601-49450-310	C&D WATER REFRESHER & EXAM	10/01/2025	400.00	400.00
Total MINNESOTA RURAL WATER ASSOCIATION:						400.00	
MINNESOTA UNEMPLOYMENT INSURANCE							
201	MINNESOTA UNEMPLOYMENT INSUR	07974504	100-41940-140	UI BENEFITS PAID † REIMBURSABLE BILL Q3, 2025	10/08/2025	23.67	23.67
Total MINNESOTA UNEMPLOYMENT INSURANCE:						23.67	
NARDINI FIRE EQUIPMENT							
2596	NARDINI FIRE EQUIPMENT	INN00347897	100-41940-300	PHOTO DETECTOR. 2 WIRE, 12/24 VDC, PHOTO	08/21/2025	374.47	374.47
Total NARDINI FIRE EQUIPMENT:						374.47	
NELSON SANITATION & RENTAL INC							
600	NELSON SANITATION & RENTAL INC	2025/15246	601-49450-300	CLEAN LIFT STATION 9/18/25	10/06/2025	2,637.60	2,637.60
600	NELSON SANITATION & RENTAL INC	2025-15266	601-49450-300	CLEAN LIFT STATIONS & HYDRO EXCAVATE - 08/25	10/06/2025	2,392.50	2,392.50
Total NELSON SANITATION & RENTAL INC:						5,030.10	
OPG-3 INC							
3516	OPG-3 INC	9222	100-41940-570	CANON DR-M1060II DEPARTMENTAL SCANNER	11/09/2025	1,532.00	1,532.00
Total OPG-3 INC:						1,532.00	
R & R SPECIALTIES INC							
709	R & R SPECIALTIES INC	0091083-IN	206-45531-318	JET ICE 3000 SUPER WHITE PAINT & PAPERLNE KI	10/13/2025	1,199.85	1,199.85
Total R & R SPECIALTIES INC:						1,199.85	

Vendor Number	Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
RADAR ROAD TEC							
877	RADAR ROAD TEC	7222	100-42100-300	9 - RADAR CERT WITH DISCOUNT PRICE	10/16/2025	360.00	360.00
Total RADAR ROAD TEC:						360.00	
RICE LAKE CONSTRUCTION GROUP							
2520	RICE LAKE CONSTRUCTION GROUP	2501-34000	206-45531-322	REPAIR POOL HEATERS, GAS PIPING, REGULATO	10/14/2025	7,000.00	7,000.00
Total RICE LAKE CONSTRUCTION GROUP:						7,000.00	
RICH, THEODORE							
3741	RICH, THEODORE	10.09.25	100-43100-213	3HI VIS SWEATSHIRTS	10/09/2025	180.47	180.47
Total RICH, THEODORE:						180.47	
SADUSKY RENOVATIONS INC							
3172	SADUSKY RENOVATIONS INC	10.15.25	100-42400-300	BLDG INSPECTIONS - C-25-121 TO C-25-135	10/15/2025	1,049.79	1,049.79
3172	SADUSKY RENOVATIONS INC	10.21.25	100-42400-300	CE INSPECTIONS/COUNCIL REPORTS & MEETING	10/21/2025	2,711.30	2,711.30
Total SADUSKY RENOVATIONS INC:						3,761.09	
SCR NORTHERN							
2518	SCR NORTHERN	W56908	100-41940-300	HEATING EQUIPMENT MAINTENANCE - FILTERS, E	10/22/2025	344.00	344.00
2518	SCR NORTHERN	W56909	200-45500-300	HEATING EQUIPMENT MAINTENANCE - FILTERS, E	10/22/2025	315.00	315.00
2518	SCR NORTHERN	W56910	100-42200-300	HEATING EQUIPMENT MAINTENANCE - FILTERS, E	10/22/2025	438.00	438.00
2518	SCR NORTHERN	W56911	600-49400-300	HEATING EQUIPMENT MAINTENANCE - FILTERS, E	10/22/2025	208.05	208.05
2518	SCR NORTHERN	W56913	100-43100-300	HEATING EQUIPMENT MAINTENANCE - FILTERS, E	10/22/2025	325.00	325.00
2518	SCR NORTHERN	W56915	600-49400-300	HEATING EQUIPMENT MAINTENANCE - FILTERS, E	10/22/2025	195.00	195.00
Total SCR NORTHERN:						1,825.05	
SELL HARDWARE							
69	SELL HARDWARE	PSI2355607	206-45531-210	L9080L-07N-626-LESS CYL LOCK, MORT, STORE, G	09/22/2025	519.84	519.84
Total SELL HARDWARE:						519.84	
SPECTRUM BUSINESS							
3727	SPECTRUM BUSINESS	175593701100	100-43100-320	10-01/25 - 10/31/25 - COMMUNICATION	10/01/2025	170.00	170.00
3727	SPECTRUM BUSINESS	175594501100	206-45531-320	10/01/25 - 10/31/25 - COMMUNICATION	10/01/2025	1.48	1.48

Vendor Number	Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
Total SPECTRUM BUSINESS:						171.48	
TAPCO SAFE TRAVELS							
3755	TAPCO SAFE TRAVELS	1811736	100-49600-530	BLINKER STOP SIGN - SOLAR	10/17/2025	3,307.70	3,307.70
Total TAPCO SAFE TRAVELS:						3,307.70	
TOTAL CONTROL SYSTEMS INC							
722	TOTAL CONTROL SYSTEMS INC	11838	601-49450-584	PINE ST LIFT STATION PANEL PER QUOTE	10/10/2025	28,821.00	28,821.00
722	TOTAL CONTROL SYSTEMS INC	11844	601-49450-587	DEBLOCK LIFT STATION REPAIRS	10/13/2025	551.40	551.40
TOTAL CONTROL SYSTEMS INC:						29,372.40	
UNITED STATES TREASURY							
753	UNITED STATES TREASURY	09.03.25	100-41910-301	LEGAL 7 PT - ORDINANCE AMENDMENT SUMMAR	09/03/2025	25.88	25.88
753	UNITED STATES TREASURY	09.03.25#2	100-41910-301	LEGAL 7 PT - PUBLIC HEARING SEPT 15	09/03/2025	64.69	64.69
753	UNITED STATES TREASURY	09.24.25	100-41910-301	LEGAL 7 PT - PUBLIC HEARING SERPENT CREEK	09/24/2025	119.02	119.02
753	UNITED STATES TREASURY	10.01.25	100-41940-301	LEGAL 7 PT - PUBILIC HEARING OCT 27	10/01/2025	54.34	54.34
Total UNITED STATES TREASURY:						263.93	
VERIZON WIRELESS							
2450	VERIZON WIRELESS	6125640366	100-43100-320	PUBLIC WORKS CELL PHONES- 09/11/25 - 10/10/25	10/21/2025	228.46	228.46
Total VERIZON WIRELESS:						228.46	
VESTIS							
805	VESTIS	2530448853	206-45531-210	MAT/NYLON/RUBBER, SCRAPER MAT	09/12/2025	65.85	65.85
805	VESTIS	2530451395	206-45531-210	MAT/NYLON/RUBBER, SCRAPER MAT	09/19/2025	65.85	65.85
805	VESTIS	2530453981	206-45531-210	MAT/NYLON/RUBBER, SCRAPER MAT	09/26/2025	68.35	68.35
805	VESTIS	2530456450	206-45531-210	MAT/NYLON/RUBBER, SCRAPER MAT	10/03/2025	68.35	68.35
Total VESTIS:						268.40	
VISA							
3386	VISA	10.01.25	600-49400-320	09/03 - 9/29 TRANSACTIONS - DOOR HANGERS FO	10/01/2025	94.00	94.00
3386	VISA	10.01.25	200-45500-310	09/03 - 9/29 TRANSACTIONS - MLA FULL CONFERE	10/01/2025	450.00	450.00
3386	VISA	10.01.25	600-49400-320	09/03 - 9/29 TRANSACTIONS - FEE WATER TEST	10/01/2025	56.18	56.18

Vendor Number	Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
						600.18	
						159,666.54	

Report Criteria:
 Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Invoice Amount	Check Amount
64001									
10/25	10/23/2025	64001	400	AMAZON CAPITAL SER	Multiple	1	100-41940-210	3,223.59-	3,223.59- V
Total 64001:									3,223.59-
64058									
10/25	10/21/2025	64058	349	HALLETT COMMUNITY	10.21.2025	1	206-45531-280	500.00	500.00
Total 64058:									500.00
64111									
10/25	10/27/2025	64111	3617	AAA EQUIPMENT CEN	129203	1	100-45200-210	725.87	725.87
Total 64111:									725.87
64112									
10/25	10/27/2025	64112	2575	ADAMS PEST CONTR	4289442	1	100-41940-300	53.00	53.00
Total 64112:									53.00
64113									
10/25	10/27/2025	64113	270	AITKIN GLASS SERVIC	21203	1	100-41940-570	1,043.17	1,043.17
Total 64113:									1,043.17
64114									
10/25	10/27/2025	64114	400	AMAZON CAPITAL SER	14CG-FWMK-F	1	100-42100-213	490.48	490.48
Total 64114:									490.48
64115									
10/25	10/27/2025	64115	3215	AUTOSMITH SERVICE	Multiple	1	100-42100-550	969.85	969.85
Total 64115:									969.85

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Invoice Amount	Check Amount
64116									
10/25	10/27/2025	64116	3127	AW RESEARCH LABO	74535	1	600-49400-210	70.00	70.00
Total 64116:									70.00
64117									
10/25	10/27/2025	64117	1792	BAMSITES WEB MARK	Multiple	1	206-45531-300	180.00	180.00
Total 64117:									180.00
64118									
10/25	10/27/2025	64118	499	BEST OIL COMPANY	42443	1	100-43100-210	1,606.50	1,606.50
Total 64118:									1,606.50
64119									
10/25	10/27/2025	64119	2505	BOLTON & MENK INC	Multiple	1	452-41700-300	55,751.00	55,751.00
Total 64119:									55,751.00
64120									
10/25	10/27/2025	64120	172	BRAINERD HYDRAULI	37137	1	100-43100-210	203.35	203.35
Total 64120:									203.35
64121									
10/25	10/27/2025	64121	3329	BROTHERS FIRE & SE	W45143	1	206-45531-300	7,770.00	7,770.00
Total 64121:									7,770.00
64122									
10/25	10/27/2025	64122	2236	CENTER POINT LARG	2198970	1	200-45500-580	302.04	302.04
Total 64122:									302.04
64123									
10/25	10/27/2025	64123	3626	CINTAS	4246290403	1	600-49400-210	51.27	51.27

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Invoice Amount	Check Amount
Total 64123:									51.27
64124									
10/25	10/27/2025	64124	16	CITY OF CROSBY	9.29.25	1	206-45531-380	814.91	814.91
Total 64124:									814.91
64125									
10/25	10/27/2025	64125	3724	Class A Leasing	00027746	1	100-43100-310	3,480.00	3,480.00
Total 64125:									3,480.00
64126									
10/25	10/27/2025	64126	590	CROSBY ACE HARDW	Multiple	1	206-45531-210	339.23	339.23
Total 64126:									339.23
64127									
10/25	10/27/2025	64127	2441	CTC-446126	21670736	6	100-42100-320	1,998.45	1,998.45
Total 64127:									1,998.45
64128									
10/25	10/27/2025	64128	3581	CUYUNA LAKES PART	Multiple	1	100-43100-210	191.93	191.93
Total 64128:									191.93
64129									
10/25	10/27/2025	64129	2886	DELL MARKETING L P	10840910764	1	124-33650	3,905.79	3,905.79
Total 64129:									3,905.79
64130									
10/25	10/27/2025	64130	2917	DSC COMMUNICATION	2510485	1	100-42100-300	149.00	149.00
Total 64130:									149.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Invoice Amount	Check Amount
64131									
10/25	10/27/2025	64131	2457	FERGUSON WATERW	Multiple	1	600-49400-210	846.37	846.37
Total 64131:									846.37
64132									
10/25	10/27/2025	64132	823	FERRARI, TONY	102125	1	100-43100-213	350.45	350.45
Total 64132:									350.45
64133									
10/25	10/27/2025	64133	7	GOPHER STATE ONE	5090325	1	600-49400-300	66.15	66.15
Total 64133:									66.15
64134									
10/25	10/27/2025	64134	719	GRAND FORKS FIRE E	44855	1	100-42200-210	130.51	130.51
Total 64134:									130.51
64135									
10/25	10/27/2025	64135	580	GRANITE CITY JOBBIN	Multiple	1	206-45531-210	510.56	510.56
Total 64135:									510.56
64136									
10/25	10/22/2025	64136	157	HAWKINS INC	7094736	1	206-45531-321	269.84	269.84
Total 64136:									269.84
64137									
10/25	10/27/2025	64137	3753	INDEPENDENT TESTIN	Multiple	1	452-41700-300	3,460.00	3,460.00
Total 64137:									3,460.00
64138									
10/25	10/27/2025	64138	636	METRO SALES INC 13	INV2910950	1	206-45531-200	59.00	59.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Invoice Amount	Check Amount
Total 64138:									59.00
64139									
10/25	10/27/2025	64139	960	MID AMERICAN RESE	0859959-IN	1	206-45531-210	878.95	878.95
Total 64139:									878.95
64140									
10/25	10/27/2025	64140	3754	MID-MINNESOTA DRU	19222	1	100-43100-300	50.00	50.00
Total 64140:									50.00
64141									
10/25	10/27/2025	64141	1911	MINNESOTA DEPARTM	09.2025	1	100-42400-300	639.23	639.23
Total 64141:									639.23
64142									
10/25	10/27/2025	64142	2647	MINNESOTA ENERGY	Multiple	1	100-41940-380	1,551.86	1,551.86
Total 64142:									1,551.86
64143									
10/25	10/27/2025	64143	10	MINNESOTA POWER	Multiple	1	100-43160-380	13,838.69	13,838.69
Total 64143:									13,838.69
64144									
10/25	10/27/2025	64144	1523	MINNESOTA RURAL W	10.01.25	1	601-49450-310	400.00	400.00
Total 64144:									400.00
64145									
10/25	10/27/2025	64145	201	MINNESOTA UNEMPL	07974504	1	100-41940-140	23.67	23.67
Total 64145:									23.67

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Invoice Amount	Check Amount
64146									
10/25	10/27/2025	64146	2596	NARDINI FIRE EQUIPM	INN00347897	1	100-41940-300	374.47	374.47
Total 64146:									374.47
64147									
10/25	10/27/2025	64147	600	NELSON SANITATION	Multiple	1	601-49450-300	5,030.10	5,030.10
Total 64147:									5,030.10
64148									
10/25	10/27/2025	64148	3516	OPG-3 INC	9222	1	100-41940-570	1,532.00	1,532.00
Total 64148:									1,532.00
64149									
10/25	10/27/2025	64149	709	R & R SPECIALTIES IN	0091083-IN	1	206-45531-318	1,199.85	1,199.85
Total 64149:									1,199.85
64150									
10/25	10/27/2025	64150	877	RADAR ROAD TEC	7222	1	100-42100-300	360.00	360.00
Total 64150:									360.00
64151									
10/25	10/27/2025	64151	2620	RICE LAKE CONSTRU	2501-34000	1	206-45531-322	7,000.00	7,000.00
Total 64151:									7,000.00
64152									
10/25	10/27/2025	64152	3741	RICH, THEODORE	10.09.25	1	100-43100-213	180.47	180.47
Total 64152:									180.47
64153									
10/25	10/27/2025	64153	3172	SADUSKY RENOVATIO	Multiple	1	100-42400-300	3,761.09	3,761.09

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Invoice Amount	Check Amount
Total 64153:									3,761.09
64154									
10/25	10/22/2025	64154	2518	SCR NORTHERN	Multiple	1	600-49400-300	1,825.05	1,825.05
Total 64154:									1,825.05
64155									
10/25	10/27/2025	64155	69	SELL HARDWARE	PSI2355607	1	206-45531-210	519.84	519.84
Total 64155:									519.84
64156									
10/25	10/27/2025	64156	3727	SPECTRUM BUSINESS	Multiple	1	206-45531-320	171.48	171.48
Total 64156:									171.48
64157									
10/25	10/27/2025	64157	3755	TAPCO SAFE TRAVEL	1811736	1	100-49600-530	3,307.70	3,307.70
Total 64157:									3,307.70
64158									
10/25	10/27/2025	64158	722	TOTAL CONTROL SYS	Multiple	1	601-49450-587	29,372.40	29,372.40
Total 64158:									29,372.40
64159									
10/25	10/27/2025	64159	753	UNITED STATES TREA	Multiple	1	100-41940-301	263.93	263.93
Total 64159:									263.93
64160									
10/25	10/27/2025	64160	2450	VERIZON WIRELESS	6125640366	1	100-43100-320	228.46	228.46
Total 64160:									228.46

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Invoice Amount	Check Amount
64161									
10/25	10/27/2025	64161	805	VESTIS	Multiple	1	206-45531-210	268.40	268.40
Total 64161:									268.40
64162									
10/25	10/27/2025	64162	3386	VISA	10.01.25	3	600-49400-320	600.18	600.18
Total 64162:									600.18
Grand Totals:									156,442.95

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
100-20200	251.46	29,665.72-	29,414.26-
100-41700-300	1,537.50	.00	1,537.50
100-41910-301	209.59	.00	209.59
100-41940-140	23.67	.00	23.67
100-41940-210	.00	130.23-	130.23-
100-41940-300	771.47	.00	771.47
100-41940-301	54.34	.00	54.34
100-41940-320	350.05	.00	350.05
100-41940-380	758.61	.00	758.61
100-41940-570	2,575.17	.00	2,575.17
100-42100-213	490.48	.00	490.48
100-42100-300	509.00	.00	509.00
100-42100-320	236.65	.00	236.65
100-42100-550	969.85	.00	969.85
100-42200-210	226.20	.00	226.20
100-42200-300	438.00	.00	438.00
100-42200-320	304.36	.00	304.36
100-42200-380	256.52	.00	256.52
100-42400-300	4,400.32	.00	4,400.32
100-43100-210	1,905.00	121.23-	1,783.77
100-43100-213	530.92	.00	530.92

GL Account	Debit	Credit	Proof
100-43100-300	375.00	.00	375.00
100-43100-310	3,480.00	.00	3,480.00
100-43100-320	398.46	.00	398.46
100-43100-380	245.23	.00	245.23
100-43160-380	3,599.18	.00	3,599.18
100-45200-210	791.82	.00	791.82
100-45200-380	757.49	.00	757.49
100-49010-210	84.05	.00	84.05
100-49010-380	79.09	.00	79.09
100-49600-530	3,307.70	.00	3,307.70
124-20200	2,054.39	3,905.79-	1,851.40-
124-33650	3,905.79	2,054.39-	1,851.40-
200-20200	.00	2,273.59-	2,273.59-
200-45500-300	315.00	.00	315.00
200-45500-310	450.00	.00	450.00
200-45500-320	418.10	.00	418.10
200-45500-380	788.45	.00	788.45
200-45500-580	302.04	.00	302.04
204-20200	.00	262.41-	262.41-
204-41405-320	262.41	.00	262.41
206-20200	748.26	27,276.84-	26,528.58-
206-45531-200	59.00	.00	59.00
206-45531-210	2,184.93	748.26-	1,436.67
206-45531-280	523.78	.00	523.78
206-45531-300	7,950.00	.00	7,950.00
206-45531-318	1,199.85	.00	1,199.85
206-45531-320	428.36	.00	428.36
206-45531-321	369.74	.00	369.74
206-45531-322	7,000.00	.00	7,000.00
206-45531-380	7,561.18	.00	7,561.18
452-20200	.00	53,061.00-	53,061.00-
452-41700-300	53,061.00	.00	53,061.00
457-20200	.00	3,927.50-	3,927.50-
457-41700-300	3,927.50	.00	3,927.50
600-20200	169.48	4,345.01-	4,175.53-
600-49400-210	1,027.10	.00	1,027.10
600-49400-300	1,154.20	169.48-	984.72
600-49400-320	150.18	.00	150.18
600-49400-380	2,013.53	.00	2,013.53
601-20200	.00	34,948.68-	34,948.68-

GL Account	Debit	Credit	Proof
601-49450-300	5,030.10	.00	5,030.10
601-49450-310	400.00	.00	400.00
601-49450-380	146.18	.00	146.18
601-49450-584	28,821.00	.00	28,821.00
601-49450-587	551.40	.00	551.40
Grand Totals:	162,890.13	162,890.13-	.00

MAYOR _____

CITY OF CROSBY
REQUEST FOR COUNCIL ACTION

DATE: 10/27/2025

DEPARTMENT: Public Works

APPROVAL REQUIRED: Simple majority of Council

ITEM DESCRIPTION: Accept The Resignation of Utility Billing Clerk

BACKGROUND:

Samantha Wodarz has submitted her resignation effective October 31, 2025. She has accepted the position of Deerwood City Clerk.

BUDGET IMPLICATIONS: None

COUNCIL ACTION REQUESTED: Motion and second to accept the resignation of Sam Wodarz.

CITY OF CROSBY
REQUEST FOR COUNCIL ACTION

DATE: 10/27/2025

DEPARTMENT: Administrator

APPROVAL REQUIRED: Simple Majority of Council

ITEM DESCRIPTION:

Hold Public Hearing on SP 1806-82 Serpent Creek Box Culvert Replacement Project

BACKGROUND:

See attachments

BUDGET IMPLICATIONS: NONE

STAFF RECOMMENDATION:

COUNCIL ACTION REQUESTED: Receive presentation from MnDOT District 3 Supervisor Eric Schiller and input from the Public.

ATTACHMENT:

1. Municipal Consent Layout for SP 1806-82 Serpent Creek Box Culvert Replacement Project
2. MN Statutes 161.162-161.167
3. SAFL Baffle Brochure and SAFL Baffle Operation and Maintenance Manual
4. Headwall Trash Rack Information



Minnesota Department of Transportation

District 3
7694 Industrial Park Road
Baxter, MN 56425

August 8, 2025

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

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

Dear Trish Harren,

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

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

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

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

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

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

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Project Purpose

Existing Condition-

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

Project Need-

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

Project Purpose-

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

Project Description

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

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

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

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

Planned Project Schedule

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

City's Estimated Project Costs

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

City's Maintenance Responsibilities

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

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

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

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

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

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

Sincerely,

Eric Schiller

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

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

Attachments:

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

cc: file

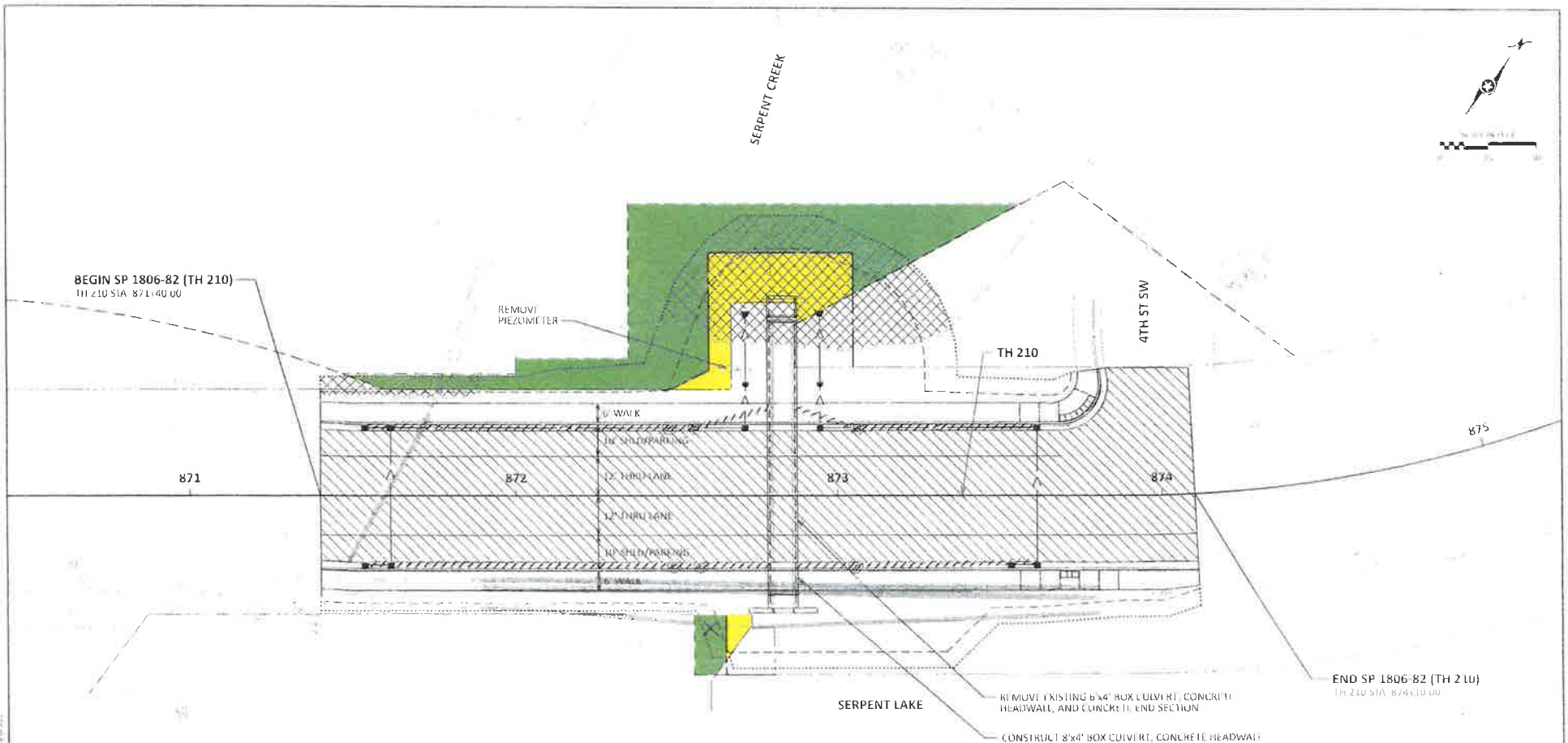
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PLAN 2.1 2016

DATE: 7-27-2016

PROJECT: 156-1071A-00155
157th & 160th SW, 8550044400-000001



UTILITY LEGEND	
OVERHEAD TELEVISION LINE	MANHOLE
BURIED TELEVISION LINE	CATCH BASIN
BURIED POWER LINE	HANDHOLE
BURIED TELEPHONE LINE	PEDESTAL
BURIED FIBER OPTIC LINE	METER
OVERHEAD POWER LINE	POWER POLE
STORM SEWER	LIGHT POLE
SANITARY SEWER	GROUNDWATER MONITORING WELL
GAS MAIN	

LEGEND	
--- EXISTING RIGHT-OF-WAY	//// REMOVE SEWER PIPE (STORM)
- - - TEMPORARY EASEMENT	- - - PROPOSED STORM SEWER
- - - PROPOSED RIGHT-OF-WAY	⊗ REMOVE CATCH BASIN
- - - CONSTRUCTION LIMITS	■ PROPOSED DRAINAGE STRUCTURE
..... LIMITS OF DISTURBANCE	▨ REMOVE BITUMINOUS PAVEMENT
--- UTILITY TO BE RELOCATED BY UTILITY COMPANY	□ REMOVE CONCRETE WALK
	⊗ CLEAR & GRUB (ACRE)
	⊗ CLEAR & GRUB (EACH)

■ NEW RIGHT-OF-WAY
■ TEMPORARY EASEMENT

MUNICIPAL CONSENT LAYOUT	DATE PROJECT: 18UG-82	SHEET NO: 1
	TRIBUTORY: (1 TH. 210)	TOTAL SHEETS: 1

161.162 DEFINITIONS.

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

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

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

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

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

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

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

161.163 HIGHWAY PROJECT REVIEW.

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

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

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

History: *2001 c 191 s 4*

161.164 FINAL LAYOUT APPROVAL PROCESS.

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

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

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

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

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

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

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

History: 2001 c 191 s 5

161.165 COMMISSIONER ACTION; INTERSTATE HIGHWAYS.

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

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

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

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

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

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

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

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

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

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

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

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

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

History: 2001 c 191 s 6

161.166 COMMISSIONER ACTION; OTHER HIGHWAYS.

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

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

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

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

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

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

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

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

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

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

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

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

161.167 REIMBURSEMENT OF EXPENSES.

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

History: *2001 c 191 s 8*

Sample City Resolution
RESOLUTION NO. _____
Resolution for Layout Approval

At a Meeting of the City Council of the City of _____, held on the ___ day of _____, 20___, the following Resolution was offered by _____ and seconded by _____ to wit:

WHEREAS, the Commissioner of Transportation has prepared a final layout for State Project **XXXX.XX** on Trunk Highway **XX**, from _____ to _____ within the City of _____ for _____ improvements; and seeks the approval thereof, as described in Minnesota Statutes 161.162 to 161.167: and

WHEREAS, said final layout is on file in the District **X** Minnesota Department of Transportation office, **CITY**, Minnesota, being marked as Layout No. **XXXX**, S.P. **XXXX-XX**, from R.P. **XX+xxx** to **XX+xxx**.

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

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

The following Council Members voted against its adoption:

ATTEST:

Mayor _____ Dated _____, 20___

State of Minnesota

County of _____

City of _____

I do hereby certify that the foregoing Resolution is a true and correct copy of a resolution presented to and adopted by the Council of the City of _____, Minnesota at a duly authorized meeting thereof held on the _____ day of _____, 20___, as shown by the minutes of said meeting in my possession.

(SEAL) _____

City Clerk



**SAFL
BAFFLE**

**PATENT
PROTECTED**

**Upstream
Technologies**

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

STORMWATER SEDIMENT SOLUTION

The most cost-effective sediment capture & retention device

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

Typical comparison found on over 1,000 projects

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

SAFL Baffle installs in standard sump structures



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





Patent Protected

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



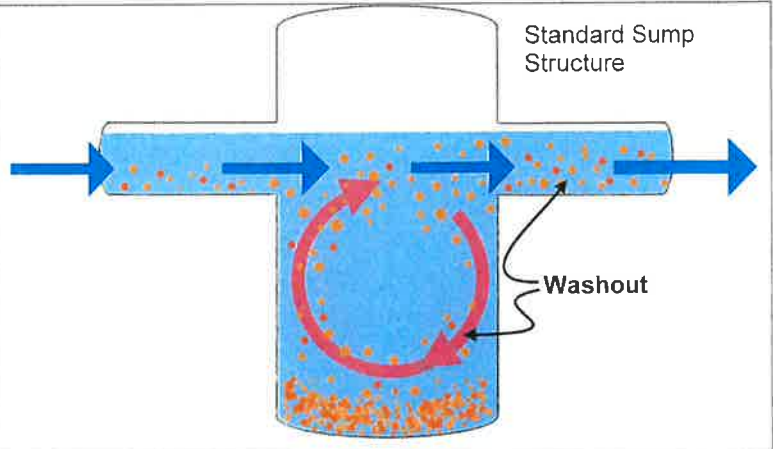
5201 East River Road, Suite 303
Fridley, MN 55421
www.upstreamtechnologies.us
651-237-5123

The Problem:

Standard sump structures alone can capture up to 30%* TSS

The problem is "Washout". During high flow events, vortex action scours the sump clean, washing out previously captured sediment.

Sediment devices must be tested for both Capture and Retention (Washout) or the overall performance of the device is unknown.



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

Capture and Retention

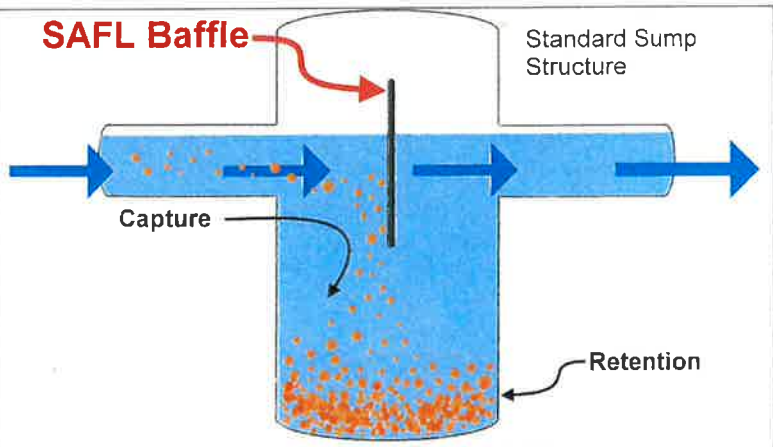
Both capture and retention, at high flow rates, are required to adequately manage sediment.

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

With the SAFL Baffle installed in a standard sump structure, sediment capture and ability to retain this captured sediment, exceeds 80%

Vortex action is stopped, and **washout does not occur.**

Both capture and retention are required. **The SAFL Baffle provides both.**



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

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

The SAFL Baffle is a patented device and may not be reproduced.

US Patents: 8,715,507B2, 8,663,466B2 and US 9,506,237B2 and Canada: # 2742207

www.upstreamtechnologies.us

SAFL Baffle Operation & Maintenance Manual

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

Operation

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

Maintenance

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

Tools Needed

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

Visual Inspection

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

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

Sump Cleaning

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

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



State Project 1806-82 Hwy 210 Serpent Creek Box Culvert Replacement

Municipal Consent Hearing - October 27, 2025

Eric Schiller – District 3 Project Manager



mndot.gov

1

MINNESOTA
210

Serpent Creek History

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

2


210

Serpent Creek History

3

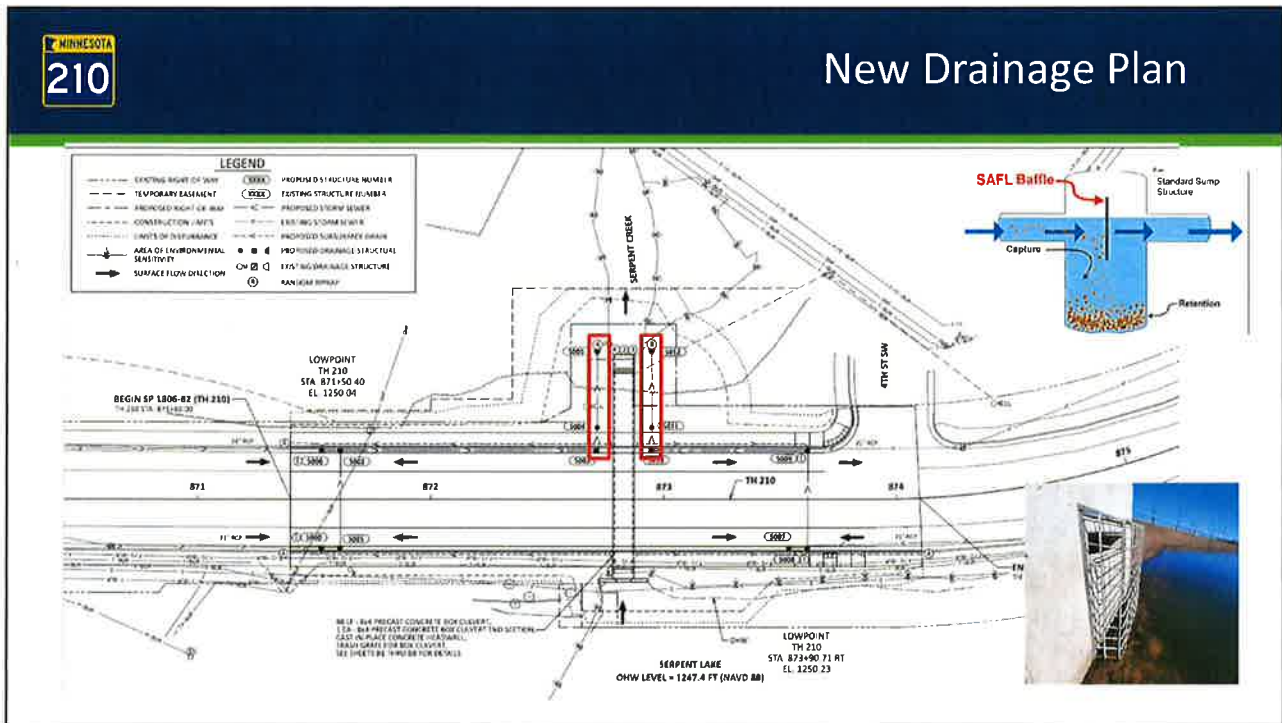
210

Existing Configuration - Condition Needs



Initial concerns were related to settlement issues observed in sidewalk and curb near the structure. City maintenance staff also identified a void that they fill in the grassy area near the structure. This led to concerns about the age and condition of the cast in place box structure itself, primarily the four storm sewer entry points that were installed to discharge into the side of the structure under SP1806-58 in 1989.

4



7

MINNESOTA 210

State Project 1806-82

- Contract bid letting is planned to be held on August 25, 2027
- Construction activities are planned in 2028. The duration of the project is estimated to be 8-12 weeks. Construction will take place under full road closure.
- The City of Crosby's total cost participation for S.P. 1806-82 is currently estimated at \$0. The City of Crosby will be responsible for the complete maintenance of the two grit chambers and the trash rack on the headwall.
- ROW acquisition for needed easements can begin after the project approval process.
- Lake Weir hydrologic operation is maintained in the design as well as during construction.

SECTION C-C AT BACK FACE OF HEADWALL

8



Thank You!

Eric Schiller | Project Manager

eric.schiller@state.mn.us

218-821-6552

CITY OF CROSBY
REQUEST FOR COUNCIL ACTION

DATE: 10/27/2025

DEPARTMENT: Administrator

APPROVAL REQUIRED: Simple Majority of Council

ITEM DESCRIPTION:

Consider approval of the MnDOT Serpent Creek Box Culvert Replacement Project

BACKGROUND:

The city has received a request from MnDOT to replace the Serpent Creek Weir and received the final layout of the plan. Per MN Statute 161.164 the city held a public hearing on the request.

Council has 90 days from the date of the public hearing to approve or deny consent by council resolution.

BUDGET IMPLICATIONS: NONE

STAFF RECOMMENDATION: Provide municipal consent taking into consideration City Engineer recommendations and public input.

COUNCIL ACTION REQUESTED: A motion and second to approve Resolution No. 2025-24-1027 Municipal Consent for MnDOT Serpent Creek Box Culvert Plan.

ATTACHMENT: Resolution 2025-24-1027

REVIEW FORM

Due Date: 05/19/2025 Date Sent: 05/05/2025

Project Manager: Eric Schiller State Project No.: 1806-82

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

Review Phase:	Review Type:	Functional Groups:	
<input type="checkbox"/> 30%	<input checked="" type="checkbox"/> FGR (Functional Group Review)	<input type="checkbox"/> ADA Compliance	<input type="checkbox"/> Right-of-Way
<input checked="" type="checkbox"/> 60%	<input type="checkbox"/> ITR (Independent Technical Review)	<input type="checkbox"/> Construction	<input type="checkbox"/> RTMC (Regional Traffic Mgmt. Ctr.)
<input type="checkbox"/> 90%	<input type="checkbox"/> CR (Constructability Review)	<input type="checkbox"/> Design (Preliminary and Final)	<input type="checkbox"/> State Aid
<input type="checkbox"/> _____ (specify)	_____ (project element)	<input type="checkbox"/> Hydraulics/Water Resources	<input type="checkbox"/> Surveys
		<input type="checkbox"/> Maintenance	<input type="checkbox"/> Traffic (Lighting, Signing, etc.)
		<input type="checkbox"/> Materials (District)	<input checked="" type="checkbox"/> City of Crosby
		<input type="checkbox"/> Permits	<input type="checkbox"/> _____

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

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

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

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

CITY OF CROSBY
RESOLUTION 2025-24-1027

RESOLUTION FOR MUNICIPAL LAYOUT APPROVAL—SP 1806-82

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

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

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

Adopted this 27th day of October 2025

Diane Cash
Mayor

Approved this 27th day of October 2025

Trish Harren
City Administrator

CITY OF CROSBY
REQUEST FOR COUNCIL ACTION

DATE: 10/27/2025

DEPARTMENT: Administrator

APPROVAL REQUIRED: Simple Majority of Council

ITEM DESCRIPTION: Cass Information Systems Request to waive late fee

BACKGROUND: Cass Information Systems has requested the City waive a \$61.74 late fee. Waiving late fees requires council approval.

OBJECTIVE:

STAFF RECOMMENDATIONS: Staff does not recommend waiving fee

BUDGET IMPLICATIONS: \$61.74

COUNCIL ACTION REQUESTED:

ATTACHMENT: Email from Cass Information System Late Fee Associate Mina Ivanoska

City Admin

From: (C) Ivanoska, Mina <Mlvanoska@cassinfo.com>
Sent: Monday, October 13, 2025 8:23 AM
To: City Admin
Subject: Request for a late fee waiver



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

Good day,

Cass Information Systems is the accounts payable provider for several corporations. We are auditing late fees incurred. After careful review of the following account number, we have found it incurred a late charge.

Account Number	Late charge		Invoice date	
3070.00	61.74		07/31/25	

Since we are servicing mutual clients, we request that as a courtesy the late charge be waived this one time, on the next billing cycle(s).

Thank you for your consideration. We are looking forward to your resolution. If you have any further questions feel free to contact me via phone: (314) 451-4724 or through email: Mlvanoska@cassinfo.com.

Mina Ivanoska
Vendor Management
Late Fee Associate
Cass Information Systems, Inc.
Phone: (314) 451-4724



CITY OF CROSBY
REQUEST FOR COUNCIL ACTION

DATE: 10/27/2025

DEPARTMENT: Administrator

APPROVAL REQUIRED: Simple Majority of Council

ITEM DESCRIPTION: Statutory Tort Liability Limits

BACKGROUND:

It is time to complete the application to renew the city's liability insurance. With each annual renewal, the council must decide whether to waive or not waive the statutory tort limits. If they waive the tort limits, they must decide whether to purchase excess coverage.

The main reason a city would waive the statutory tort limits is to ensure that if a judgment against the city exceeds the statutory limits, currently \$500,000 per claimant and \$1,500,000 per occurrence, the insurance policy will cover it instead of the city having to pay from its general funds.

Considerations and implications

- **Increased costs:** Waiving the limits generally leads to higher insurance premiums.
- **No unlimited coverage:** The waiver is only effective up to the amount of the liability insurance purchased, not for an unlimited amount. For example, if a city waives the limit and purchases excess coverage up to \$2,000,000, it is protected for claims up to that amount, but not beyond.

The City of Crosby usually does not waive the tort limits or purchase excess coverage.

OBJECTIVE:

STAFF RECOMMENDATIONS:

BUDGET IMPLICATIONS:

COUNCIL ACTION REQUESTED: Decide whether to waive or not waive tort limits

ATTACHMENT:

LMC Liability Coverage Waiver Form



LIABILITY COVERAGE WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before their effective date of coverage. Email completed form to your city's underwriter, to pstech@lmc.org, or fax to 651.281.1298.

The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- If the member does not waive the statutory tort limits, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.
If the member waives the statutory tort limits and does not purchase excess liability coverage, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
If the member waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name:

Check one:

[] The member DOES NOT WAIVE the monetary limits on municipal tort liability established by Minn. Stat. § 466.04.

[] The member WAIVES the monetary limits on municipal tort liability established by Minn. Stat. § 466.04, to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting:

Signature: _____

Position:

CITY OF CROSBY

REQUEST FOR COUNCIL ACTION

DATE: 10/27/2025

DEPARTMENT: Administrator

APPROVAL REQUIRED: Simple Majority of Council

ITEM DESCRIPTION: Discuss Tree Removal Quote

BACKGROUND: There are six cottonwood trees in the city alley behind 304 W Main Street that are in the city easement. These trees are leaning toward the business with limbs directly over the business which has just replaced its roof. Working Foreman Tony Ferrari has requested quotes from multiple tree removal companies and has only been able to obtain one quote currently.

OBJECTIVE: Remove trees that could potentially be a liability to the city and taxpayers

STAFF RECOMMENDATIONS: Remove trees

BUDGET IMPLICATIONS:

COUNCIL ACTION REQUESTED: Motion and second to approve low quote to remove trees.

ATTACHMENT: Will provide quote(s) at the table.

CITY OF CROSBY

REQUEST FOR COUNCIL ACTION

DATE: 10/27/2025

DEPARTMENT: Administrator

APPROVAL REQUIRED: Simple Majority of Council

ITEM DESCRIPTION: Discuss Utility Billing Clerk Vacancy

BACKGROUND: Utility Billing Clerk Sam Wodarz has resigned to take the city clerk position in Deerwood. Her last day is October 31, 2025. The city does not have a backup for this position. Ms. Wodarz has agreed to provide continued support to the city until we have filled the position.

OBJECTIVE: Ensure an essential function of city hall is completed

STAFF RECOMMENDATIONS: Hire Ms. Wodarz to provide Utility Billing Clerk training and support during the staff transition at a rate of \$40 per hour.

BUDGET IMPLICATIONS: The position will be vacant for at least 30 days. There will be a net savings as well as insurance that the city will be able to accurately bill and collect utility payments.

COUNCIL ACTION REQUESTED: Motion and second to hire Samantha Wodarz as a Utility Billing Clerk at an hourly rate of \$40 per hour, not to exceed \$3000, until the city can hire and train a replacement

ATTACHMENT: None

CITY OF CROSBY

REQUEST FOR COUNCIL ACTION

DATE: 10/27/2025

DEPARTMENT: Administrator

APPROVAL REQUIRED: Simple Majority of Council

ITEM DESCRIPTION: Discuss Fire Truck Position

BACKGROUND:

The Crosby Fire Department main fire pumper truck is a 2011 and is nearing end of life. It takes approximately 1 year from time of order to complete the building of a new truck. The cost to purchase a new truck is approximately 1.2 million.

Purchase of a new truck is in the fire departments 2026 Capital Improvement budget. However, there is only \$181,016 in the fire equipment replacement fund as a carryover from 2024 plus the \$39,722 in the 2025 Fire Department budget to add that account for a total of \$220,738. There is also a reserve of \$171,826 in the Fire Donation Fund.

Chief Jacobs has found a new truck that is being offered at a discount price of \$830,000 because it was new build ordered but not picked up. MacQueen has a loan option for the city to purchase that would allow the city to fund the truck over time. However, this type of loan is not a legal option for the city. Macqueen also has lease options for equipment, and the city is pursuing the possibility of a lease to purchase option that has not been finalized at the time of agenda preparation.

This is a place holder on the agenda pending ability to obtain terms of lease to purchase and that the in-stock pumper truck is not sold to another city.

OBJECTIVE:

STAFF RECOMMENDATIONS: Determine if a lease option is an option and pursue lease to purchase of the Pierce Saber TM Pumper Truck.

BUDGET IMPLICATIONS: \$830,000 to be paid from equipment replacement funds and possibly Fire Association Donations.

COUNCIL ACTION REQUESTED: Discuss and determine if this is a good financial decision for the city.

ATTACHMENT:



October 22, 2025

Chief Shayne Jacobs
City of Crosby
2 Second Street SW
Crosby, MN 56441

Subject: **Proposal for one (1) Pierce Saber TM Pumper
Proposal / Bid 1072 / Stock Job 42968**

Dear Chief Jacobs,

With regard to the above subject, please find attached our completed proposal.

Pricing Summary:

Sale Price – **\$830,000.00**

Terms and Conditions:

Taxes – Not Applicable

Freight – F.O.B. – MacQueen Facility / Shipping to Crosby, MN

Terms – Net due prior to vehicle(s) release at the MacQueen Facility.

Delivery* – 30 - 60 days from receipt and acceptance of contract.

Stock Unit – Availability is subject to prior sale.



City Admin

From: Reedy, Mary L. <Mary.Reedy@clacconnect.com>
Sent: Wednesday, October 22, 2025 6:52 AM
To: City Admin
Subject: RE: [External] Fund balance for Fire Department Q

Trish,

Yes, those funds roll over and are accumulated each year. So what ever is in the ending fund balance is the amount they have saved. As seen below:

	<u>Fire Equipment Replacement Fund</u>	<u>Fire Dept. Donations Fund</u>
RECEIPTS		
Property Taxes	\$ -	\$ -
Intergovernmental		
State Grants	-	-
Charges for Services		
Other	54,160	-
Contributions and Donations	-	136,000
Other	-	-
Total Receipts	<u>54,160</u>	<u>136,000</u>
DISBURSEMENTS		
Public Safety		
Police		
Current	-	-
Fire		
Current	-	86,742
Capital Outlay	19,500	19,500
Culture and Recreation		
Current	-	-
Economic Development		
Current	-	-
Total Disbursements	<u>19,500</u>	<u>106,242</u>
NET CHANGE IN CASH FUND BALANCE	34,660	29,758
Cash Fund Balance -		
Beginning of Year	<u>149,356</u>	<u>142,068</u>
CASH FUND BALANCE -		
END OF YEAR	<u>\$ 184,016</u>	<u>\$ 171,826</u>

Let me know if you have any questions.

Mary

Cities to Lakes Inspection Services

Scott Sadusky

State Licensed Building Official

21802 Tall Timbers Trail

Nisswa, MN 56468

(612) 986-7644

ssadusky@hotmail.com

October 2025

City of Crosby Council Report

-We issued 21 permits so far this month. That is a total of 143 for the year. That is a solid year with high interest rates.

-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. Wook Gym block work is completed. Should be finished with complete project in a few months.

-Anytime Fitness is completed and are open for business.

-There are 22 open code enforcement cases. **Four** 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



Real People. Real Solutions.

MEMORANDUM

Date: October 22, 2025
To: Honorable Mayor and Council Members
From: Phil Martin, PE
Subject: City Engineer Report for October 27, 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 complete. The contractor and private utility companies are completing punch list items. We are working with the contractor on payment and remaining change order items.

We are assisting the City with lead service line replacement reimbursement from PFA.

Phase 2 Street Project – We are working on the construction plans. We will be meeting with the Public Works Committee on October 23 to discuss various items related to that project.

Other Items

2nd St S / Memorial Park Stormwater Planning – We have completed field work and our staff have begun evaluating the existing conditions so that we can identify solutions.

TO: Crosby Mayor and Members of the Council
FROM: Mitch Hinnenkamp, Community Development Administrator
DATE: October 22nd, 2025
RE: Planning and Zoning Monthly Report

Greetings, Mayor and City Council,

The Planning Commission did not meet for its regularly scheduled meeting on Monday, October 20th, due to a lack of a quorum of members. The agenda items and updates will be rescheduled to the November 17th regular meeting. A CUP application was on the agenda for a public hearing and notice will have to be resubmitted to the paper and to individual property owners within 350' with the new date for the Public Hearing.

At the next City Council meeting, an amendment to the Cannabis Business Ordinance will be proposed to accommodate the state's requirement that Local Governments issue registration for Lower-Potency Hemp Edible retailers (LPHE retailers) within the City and conduct annual age verification checks. There was a change in language and guidance from the state regarding this topic. Originally, it was termed that the City could, if it chose, have oversight and regulation over the LPHE retailers and could issue registration if it chose to do so. From the time we adopted our Cannabis Business Ordinance and the adoption of the official rule this changed to language that states the City MUST register these businesses and conduct the required age verification checks. Attached is a rough draft of the proposed changes to Chapter 116 to address this.

Moving forward, the process of adoption will be as follows: LPHE retailers within the City have until October 31st to apply for or convert their former Hemp-Derived Cannabis Product (HDPC) registration to the new LPHE retailer license. The City will post a final proposed ordinance to the City website, pending review by the City Attorney, a minimum of 10 days prior to the November 10th Council meeting to meet statutory requirements for the adoption of amendments outside of the Land Use/Zoning Ordinance. At this meeting, the proposed changes can be reviewed and a decision made by the council. Following licensure by the state and pending approval of the amendment, applicants may begin receiving local registration.

The Ordinance Subcommittee capitalized on the absence of a Planning Commission meeting and held a meeting that extended well into the typical Planning Commission meeting. The agenda for the Ordinance Subcommittee has been submitted as an attachment to this report, noting the conversations that were had and items that will be discussed at the next Subcommittee meeting. The topic that took up the majority of the time was the discussion on Shouses/Barndominiums. The Subcommittee unanimously (for those present) agreed to consider these features as a principal dwelling/single-family dwelling, and that at this time no additional oversight was necessary. The proposed amendments for review received no comments for changes at this time, but will undergo further review next month on November 17th, when the Land Use Categories Chart as a whole is discussed.

The day-to-day operations continued to slow over the month of October. Three enforcement letters were drafted, one of which has been resolved. There have been three Zoning permit approvals/reviews completed since last month's meeting. Inquiries remain steady between calls and emails. A lot of the time spent on items this month was to address the changes in the LPHE ordinance and in discussions with the new owner from True North Basecamp. There have been a number of inquiries regarding three lots for sale on Michigan Ave.

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

CITY OF CROSBY
CROW WING COUNTY,

STATE OF MINNESOTA

ORDINANCE NO. 2025-5

AN ORDINANCE AMENDING CHAPTER 116 OF THE
CROSBY CITY CODE, CANNABIS BUSINESS SECTIONS:
01(E) DEFINITIONS, 02 REGISTRATION OF CANNABIS
BUSINESSES, AND 03 REQUIREMENTS FOR CANNABIS
BUSINESSES

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

Purpose and Intent: The purpose of this ordinance amendment is to amend Chapter 116 to include Lower-Potency Hemp Edible Retailers as a Cannabis Retail Business to adhere to state requirements requiring Local Government to issue registration for these retailers.

Additions: The following underlined language shall be added to §116.01(E) and the language with the strikethrough shall be removed:

~~**Cannabis Retail Businesses.** A licensed person or entity that purchases or otherwise obtains usable cannabis from cannabis cultivators, processors, or manufacturers, and sells these from a retail store, but excludes the sale of cannabis for exclusively medical purposes or medical marijuana enactments and regulations and Lower-Potency Hemp Edible Retailers.~~

Cannabis Retail Business. A licensed person or entity that purchases or otherwise obtains usable cannabis, cannabis products, or hemp products from cannabis cultivators, processors, or manufacturers, and sells these from a retail store, including cannabis medical combination stores and Lower-Potency Hemp Edible Retailers.

Additions: The following underlined language shall be added to §116.02(C) 2, and the items that have the strikethrough shall be removed:

- c. The applicant shall include with the form:
 - i. the ~~application~~ **registration** fee as required in Section 116.02(C)(1);
 - ii. a copy of a valid state license or written notice of OCM license preapproval;
- d. Once an application is considered complete, the City, City Administrator or Designee shall inform the applicant as such, process the application fees, and forward the application to the Council for approval or denial.
 - i. **Lower-Potency Hemp Edible Retail Registration shall be approved upon submittal of a complete application by the City Administrator or Designee.**
- e. The ~~application~~ **registration** fee shall be non-refundable once processed.

Additions: The following underlined language shall be added to §116.03:

(E) Lower-Potency Hemp Edible Sales Exception:

Businesses selling Lower-Potency Hemp Edibles in conjunction with other retail activities are not subject to Cannabis Business buffers or Zoning and Land Use restrictions noted above.

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.

Diane Cash,
Mayor

Trish Harren,
City Administrator-Clerk-Treasurer

AGENDA
CITY OF CROSBY ORDINANCE AMENDMENT SUBCOMMITTEE

City Hall Council Chambers
October 20th, 2025, at 5:00 PM

1. **Welcome**
2. **Additions or Deletions to Agenda**
3. **Discussion of Priority List**
4. **Meeting 3 Discussion Topics**
 - A. Shouses (Luke Hanson will be present to discuss)
 - B. Cannabis LPHE changes
 - C. Storage Unit Facilities (See draft amendment proposal)
 - D. Campgrounds Allowed with CUP in B-1 (See draft amendment proposal)
 - E. Fences (Exception to structure setbacks).
 - F. Overlay Districts and Conflicting Regulations/Setbacks
 - G. **Fencing Ordinance (§ 154.180)**
 - H. **Mixed Use Zoning District (Discuss Changes)**
 - I. **Greenhouses**
 - J. **Others as time allows.**
5. **Schedule a Date for Next Meeting**
 - A. Before PC meeting again? **November 17th @ 5:00pm**
 - B. Other Date/Time?
6. **Commissioner's Questions/Comments**
7. **Adjourn**

****Full Packet available upon request.**