

Crosby City Council Agenda
Monday, November 24, 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
- 5. Public Comments**
- 6. Old Business**
 - a. Consider Motion to Amend Resolution 2025-31-1110 Adopting Assessments for Unpaid Nuisance Charges
- 7. New Business**
 - a. Consider Reserving Space in the 2026 Cuyuna Lakes Area Visitors Guide
 - b. Consider Scheduling Council Work Session for December 8, 2025, at 5 pm to Discuss the 2026 SE Crosby 1st Street S and 2nd Street S Improvement Project
 - c. Consider Scheduling Public Meeting on SE Crosby 1st Street S and 2nd Street S Improvement Project for December 3, 2025 at 5 pm
 - d. Consider Gift from Crow Wing County of County Park Sign at Plaza Park
 - e. Consider Approval of Paid Family Medical Leave Policy
 - f. Consider Approval of Paid Family Medical Leave Memorandum of Understanding
 - g. Consider Approval of Job Classification Memorandum of Understanding
 - h. Consider Approval of Resolution 2025-35-1124 Conditional Use Permit Application 25-1
- 8. Reports**
 - a. City Engineer
 - b. City Building Code Inspector
 - c. Planning and Zoning Administrator
 - d. City Attorney
- 9. Adjournment**

Note: Some members may attend remotely

[Join the meeting now](#)

Meeting ID: 270 723 435 148 7

Passcode: Gn6Sm7Lt

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: 11/24/25

DEPARTMENT: Administrator

APPROVAL REQUIRED: Approve as part of consent agenda

ITEM DESCRIPTION: Approve Minutes

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

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

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

BUDGET IMPLICATIONS:

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

ATTACHMENT: Minutes

Pursuant to due call and notice thereof, the Regular Meeting of the Crosby City Council was held on Monday, November 10, 2025, at 6:00 p.m.

Members Present: Mayor Diane Cash; Members Jim Traylor, Paul Heglund, Vern Lewis and Shawn Jarvela

Staff Present: Administrator Trish Harren; City Attorney Joe Langel; Fire Chief Shayne Jacobs; PW Working Foreman Tony Ferrari; Head Librarian Abby Smith; Administrative Assistant Dianne Howard. Excused staff: General Manager Joe McLaughlin, Police Chief Mike VanHorn.

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 Agenda

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

Mayor Cash asked for a moment of silence in honor of Veterans' Day.

4. Approve Consent Agenda

- a) Accept Donations and Acknowledge Donors
- b) Approve Minutes
- c) Approve Claims
- d) Receive October Financial Statements
- e) Approve Permit for CRMC Annual Holiday Fireworks Display
- f) Approve Step Increase for non-union substitute librarian position
- g) Approve Administrative Division Job Description Changes
- h) Authorize filling the Deputy Clerk Position
- i) Accept request for Special Event Refund

MEMBER LEWIS MOVED TO APPROVE THE CONSENT AGENDA. MEMBER JARVELA SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

Mayor Cash thanked all who gave donations this past month.

5. Public Comments—None.

6. Public Hearing for Unpaid Nuisance Charges and Unpaid Utility Charges

MAYOR CASH MOVED TO OPEN THE PUBLIC HEARING FOR UNPAID NUISANCE CHARGES. MEMBER TRAYLOR SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

Administrator Harren explained that each year at this time the City holds a public hearing on unpaid fines issued against property owners for nuisance violations. The public hearing is an opportunity for Property owners to provide comment. Following the public hearing, Council passes a resolution certifying any unpaid/unresolved nuisance fines for assessment against the property.

Mayor Cash invited members of the public to speak regarding unpaid nuisance fines.

Brett Masters, 120 3rd Avenue NW, expressed his disagreement with the nuisance violation citations sited and the process the city uses to address nuisances. Nuisance Enforcement Officer Jeff Miller provided information related to the violations. Discussion continued.

MAYOR CASH MOVED TO CLOSE THE PUBLIC HEARING FOR UNPAID NUISANCE CHARGES. MEMBER LEWIS SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

MAYOR CASH MOVED TO OPEN THE PUBLIC HEARING FOR UNPAID UTILITY CHARGES. MEMBER TRAYLOR SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

Administrator Harren explained that each year at this time the City holds a public hearing on unpaid utility bills. Property owners may provide comment. Following the public hearing, Council passes a resolution certifying any unpaid/unresolved utility fees and fines against the property. No residents provided comment.

MAYOR CASH MOVED TO CLOSE THE PUBLIC HEARING FOR UNPAID UTILITY CHARGES. MEMBER TRAYLOR SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

7. Public Hearing on SE Alley Improvement Assessments

Engineer Martin went through a presentation on the background on the SE Alley improvement project including how the assessment process works. Martin detailed the project timeline, scope and financing. The total project cost was \$4,258,440.36. The city secured \$2.8 million in clean water and drinking water grants; a \$400,000 grant from the

IRRRB for project related storm water improvement expenses; and approximately \$1 million in public finance bonds. \$299,211.03 of the project cost is funded through property assessments based on state statutes and a formula detailed in the City Assessment Policy.

The Public Hearing today is to provide an opportunity for impacted property owners to provide comments on the improvement project assessments. Notifications were sent out to affected property owners detailing their assessment and how the amount was determined.

MAYOR CASH MOVED TO OPEN THE PUBLIC HEARING FOR THE SE ALLEY IMPROVEMENT ASSESSMENTS. MEMBER LEWIS SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

Janet Smith, 127 1st Street SW and 2nd Avenue, stated that she believes her assessment was fair.

Bonnie Boyd, 213 2nd Street SW commented on hardships endured because of the project as well as financial hardship she would have in paying the assessment. Ms. Boyd asked what her options for funding assistance may be.

Engineer Martin referred to the deferment process he had outlined in his presentation. Council at its discretion may defer assessments to homeowners who are 65 years or older, retired due to a permanent or total disability, Member of National Guard or other reserves ordered to active military service for who it would be a hardship to make the payments.

City Attorney Joe Langel explained that a valid objection to an assessment must demonstrate that the assessment cost exceeds the benefit to the property owner and are not related to financial hardship.

Engineer Beadell provided additional information on Ms. Boyd's project.

MAYOR CASH MOVED TO CLOSE THE PUBLIC HEARING. MEMBER HEGLUND SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

8. Old Business

- a. Discuss Pierce Saber TM Pumper Fire Truck Lease to Purchase Agreement

Administrator Harren provided a summary of this matter as it was postponed from the last Council meeting.

The Crosby Fire Department's main 2002 fire pumper truck is nearing the end of its life. It takes approximately 1 year from the time of order to complete the building of a new truck. The cost to purchase a new truck is approximately 1.2 million dollars. The city has the opportunity to purchase a new fire truck for \$830,000 because it was ordered but the sale fell through.

Financing was discussed. Options include lease to purchase and general obligation equipment certificates. Council agreed to postpone action to receive further information from our financial consultants before proceeding.

Council discussion continued. Attorney Langel advised that a motion would have to be made to table this matter and postpone further discussion until a later meeting.

MOTION BY MAYOR CASH TO TABLE THE DISCUSSION OF THE PURCHASE OF A PIERCE SABER TM PUMPER FIRE TRUCK. MEMBER LEWIS SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

9. New Business

- A. Discuss/Approve Resolution 2025-31-1110 Certifying Assessments for Unpaid Nuisance Fines

MEMBER LEWIS MOVED TO APPROVE RESOLUTION 2025-31-1110 CERTIFYING ASSESSMENTS FOR UNPAID NUISANCE FINES. MEMBER TRAYLOR SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

- B. Discuss/Approve Resolution 2025-32-1110 Certifying Assessments for Unpaid Utility Bills

MEMBER HEGLUND MOVED TO APPROVE RESOLUTION 2025-32-1110 ADOPTING ASSESSMENTS FOR UNPAID UTILITY BILLS. MEMBER JARVELA SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

- C. Discuss/Approve Resolution 2025-34-1110 Certifying Assessments for SE Street and Utility Improvements

Engineer Martin asked if the Council would like to approve the assessments as presented. Martin noted that sanitary and watermain improvements expenses were approximately \$400,000 less than the \$2.8 million combined clean water and drinking

water grants. The city has the option to put the remaining grant funds toward the overall project cost or apply 75% of the remaining grant toward the project costs and apply 25% toward assessments. Council discussed the two options.

MAYOR CASH MOVED TO APPLY THE REMAINING GRANT DOLLARS TOWARD THE CITY'S 75% PORTION OF THE PROJECT, WHICH WILL BENEFIT ALL OF THE TAXPAYERS IN CROSBY. MEMBER LEWIS SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

MAYOR CASH MOVED TO ACCEPT RESOLUTION 2025-34-1110 CERTIFYING ASSESSMENTS FOR THE SE STREET AND UTILITY IMPROVEMENTS AS PRESENTED. MEMBER LEWIS SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

Official certification is delayed by 30 days to allow property owners the opportunity to pay their assessment in full in lieu of it being certified on their property taxes.

D. Discuss/Approve Final 2022 Crosby Infrastructure Improvement Pay Request

MEMBER HEGLUND MOVED TO APPROVE PFA DRAW #16—FINAL FOR 2022 1ST STREET SW AND 4TH STREET NE IMPROVEMENTS. MEMBER TRAYLOR SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

E. Discuss/Approve SE Alley Improvement Project Change Order No. 3 and No. 4

Change Order No. 3 is related to the removal of bituminous wedges that were placed in the fall of 2024 to protect curb edges after Council directed delay of placement of final lift. Cost is \$5,750.

Change Order No. 4 was for extra work claims by the contractor including modification to water service installation; delay due to prolonged difficulty shutting down the water system due to City valves not working; and extension of storm water Block 1 of the north alley to address drainage concerns. The amount is \$53,403.80.

MEMBER TRAYLOR MOVED BY APPROVE CHANGE ORDER NO. 3 AND CHANGE ORDER NO. 4 FOR THE SE STREET AND UTILITY IMPROVEMENT PROJECT. MEMBER HEGLUND SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

F. Discuss/Approve SE Alley Improvement Project Pay Request No. 10

MEMBER LEWIS MOVED TO APPROVE PAY REQUEST NO. 10 FOR THE SE ALLEY IMPROVEMENTS IN THE AMOUNT OF \$387,908.15 TO RYAN CONTRACTING, WHICH INCLUDES CHANGE ORDERS NO. 3 & NO. 4. MEMBER JARVELA SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

G. Discuss/Approve Amendment 2025-5 to Chapter 116--Cannabis Business

Administrator Harren stated before council is a request to approve an amendment to Ordinance 2025-5, amending Chapter 116, Cannabis Business, to add the requirement for registration of lower-potency hemp edible retailers with the City to adhere to recently changed State requirements. Staff are also requesting that the corresponding addition of a \$125.00 fee for LPHE registration be approved and added to the official fee schedule.

Attorney Langel stated that council could also authorize publication a summary of the ordinance change versus the full text of the ordinance through a motion.

MEMBER TRAYLOR MOVED TO APPROVE ORDINANCE 2025-5 AMENDING CHAPTER 116, CANNABIS BUSINESS AND TO PUBLISH THE ORDINANCE SUMMARY. MEMBER HEGLUND SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

H. Discuss/Approve Registration LPHE Fee and Add to Fee Schedule.

MEMBER LEWIS MOVED TO APPROVE THE LPHE REGISTRATION FEE AND ADD THE \$125.00 FEE TO THE FEE SCHEDULE. MEMBER HEGLUND SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

I. Accept Sourcewell Impact Funds and Authorize Ordering Radio Equipment

FD Chief Jacobs reported that he had submitted a Sourcewell application to Sourcewell to fund \$50,000 toward the expense to upgrade their radio equipment.

The total project cost is \$80,431.40. Sourcewell will fund up to \$50,000.00. The City's portion of \$21,474 will be funded from the Fire Department Donation Fund.

MEMBER JARVELA MOVED TO ACCEPT SOURCEWELL PUBLIC SAFETY IMPACT FUNDS IN THE AMOUNT OF \$50,000.00 AND AUTHORIZE THE FIRE CHIEF TO PURCHASE THE SPECIFIED RADIO EQUIPMENT FOR \$80,431.40. MEMBER TRAYLOR SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

J. Accept Sourcewell Impact Funds and Authorize Ordering Bobcat Track Loader

City Administrator Harren submitted a Match Funds application to Sourcewell to purchase a new Bobcat Compact Track Loader. The City received \$40,000.

The total project cost is \$80,505.57. Sourcewell will fund up to \$40,000.00. The City's portion of this purchase would be \$40,505.57. Funding for this purchase would come from the 2025 Capital Improvement Levy.

MEMBER HEGLUND MOVED TO ACCEPT SOURCEWELL MATCH FUNDS IN THE AMOUNT OF \$40,000.00 AND AUTHORIZE THE PURCHASE OF THE 2025 BOBCAT COMPACT TRACK LOADER. MEMBER TRAYLOR SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

8. Reports

- a. Police Chief—report submitted.
- b. Fire Chief—report submitted. FD Chief shared that Turkey Bingo is coming up and that raffle tickets available.
- c. Hallett Center—report submitted.
- d. Library—report submitted. The sign at the Library is still not working consistently. Dutch Electric is working on this issue but we may have to contact the sign company. It is a work in progress. Jingle Books begins on November 20th. Hallett Trust is providing a matching grant of \$15,000.00
- e. Public Works—report submitted. Member Heglund expressed appreciation for the potholes repair and winterization preparations completed by the Public Works crew and inquired as to when the Cemetery would be staked. Mayor Cash requested the alley near the railroad on the north side of 3rd be cleared. Member Lewis noted he had received requests to replace weathered flags on Main St. There was council discussion on the timing of putting up Christmas decorations.
- d. City Administrator—no report. Administrator Harren thanked FD Chief Jacobs for his grant writing allowing the Fire Department to get new radios at no cost to the taxpayers. Harren noted that the Crosby HRA needs another member. Administrator Harren expressed appreciation to Crow Wing County as well as our local election judges for assistance with the November 4th special election.

- f. Mayor/Committee Reports—Mayor stated that Crow Wing County wants to add a kiosk at Plaza Park. Member Lewis was glad that the flashing lights are up at the four-way stop.

Diane Cash, Mayor

Trish Harren, City Administrator

**Crosby City Council Agenda
Monday, November 10, 2025
5:00 p.m. Work Session**

Members Present: Mayor Diane Cash; Members Jim Traylor, Paul Heglund, Shawn Jarvela and Vern Lewis

Staff Present: City Administrator Harren; City Attorney, Joe Langel, and Administrative Assistant Dianne Howard.

1. Call Work Session to Order
Mayor Cash called the Work Session to Order at 5:00 p.m.
2. Pledge of Allegiance
Mayor Cash led the Pledge of Allegiance
3. Approve Agenda

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

4. Discuss Fire Truck Lease to Purchase Agreement

The lease has not yet been finalized. Council discussed alternative financing options including General Obligation Equipment Certificates. There are pros and cons to each.

Discussion continued with an inquiry about the possibility of a GO bond with Unity Bank. Attorney Langel said that we cannot go directly through a bank, but a bank could buy the bond once we acquire it.

Council discussion continued.

Administrator Harren asked if we could defer this discussion for a couple of weeks so we could do further research as this is a big purchase with a long-term commitment. Council concurred. agreed with a deferment of this discussion.

5. Discuss Revisions to City Hall Job Descriptions

Administrator Harren discussed the current positions at City Hall and provided the proposed updated job descriptions as follows:

- Reallocation of Utility Billing Clerk job description to Deputy Clerk and approve classification change from Grade 5 to Grade 6.

- Revised Deputy Treasurer/Deputy Clerk job description to Finance Specialist/Deputy Treasurer, with no classification change.
- Revise Administrative Support job description to Permit Technician/Administrative Support and approve classification change from Grade 4 to Grade 5

Council discussion continued.

6. Discuss back pay for part-time/non-union library employee

There is one part-time city employees who recently retired as PT Librarian and went to Substitute Librarian status. Since this employee is not a member of the union, pay adjustments were not negotiated and have not occurred. Administrator Harren recommends a pay adjustment from Grade 2, Step 5 to Grade 2, Step 6 with backpay. Council discussion continued.

7. Adjournment

MEMBER LEWIS MOVED TO ADJOURN THE WORK SESSION AT 5:43 P.M. MEMBERS JARVELA SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

Diane Cash, Mayor

Trish Harren, City Administrator

CITY OF CROSBY
REQUEST FOR COUNCIL ACTION

DATE: 11/24/2025

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 as part of consent payment of claims as presented

ATTACHMENT: Payment Approval Report(s)

| Vendor Number | Vendor Name | Invoice Number | GL Account Number | Description | Invoice Date | Net Invoice Amount | Amount Paid |
|------------------------------------|-----------------------------|----------------|-------------------|----------------------------------------------|--------------|--------------------|-------------|
| AERCOR INC | | | | | | | |
| 618 | AERCOR INC | 19307#3 | 206-45531-210 | FORTINET SUPPORT COTERM & RENEWAL | 09/25/2025 | 1,432.27 | 1,432.27 |
| Total AERCOR INC: | | | | | | 1,432.27 | |
| AMAZON CAPITAL SERVICES | | | | | | | |
| 400 | AMAZON CAPITAL SERVICES | 16PD-1KKL-9J | 206-45531-200 | AMAZON BASICS CARDSTOCK PAPER | 10/23/2025 | 25.48 | 25.48 |
| 400 | AMAZON CAPITAL SERVICES | 16RP-C6ML-4T | 100-42100-213 | 13FA POLICE REFLECTIVE UTILITY HOODIE | 10/28/2025 | 78.23 | 78.23 |
| 400 | AMAZON CAPITAL SERVICES | 17LC-1NKK-W | 206-38050 | SNICKERS, COFFEE CUPS | 10/23/2025 | 266.90 | 266.90 |
| 400 | AMAZON CAPITAL SERVICES | 1DH4-CJD6-74 | 100-42100-213 | 13FA POLICE REFLECTIVE UTILITY BEANIE, MEDG | 10/28/2025 | 40.99 | 40.99 |
| 400 | AMAZON CAPITAL SERVICES | 1GJV-KPCG-G | 100-42100-210 | BUCK KNIVES 110 FOLDING HUNTER | 10/19/2025 | 146.98 | 146.98 |
| 400 | AMAZON CAPITAL SERVICES | 1GNY-NL7W-9 | 100-43100-210 | PRPOTECTIVE BOOT FOR MILWAUKEE M18 | 11/05/2025 | 31.00 | 31.00 |
| 400 | AMAZON CAPITAL SERVICES | 1HWD-J6NN-4 | 206-38050 | CONCESSIONS CANDY, COFFE, COCOA | 10/23/2025 | 1,211.50 | 1,211.50 |
| 400 | AMAZON CAPITAL SERVICES | 1K76-QX67-9L | 206-38050 | PREMIUM AMERICA POPCRN KIT | 11/18/2025 | 129.98 | 129.98 |
| 400 | AMAZON CAPITAL SERVICES | 1PKT-J11P-Q | 100-42100-213 | FIRST TACTICAL COTTONSOCKS, TACTICAL PANT | 10/09/2025 | 176.32 | 176.32 |
| 400 | AMAZON CAPITAL SERVICES | 1Q1W-XGMY-6 | 100-42200-210 | CANAKIT RASPBERRY Pi5 STARTER KIT PRO | 11/17/2025 | 159.99 | 159.99 |
| 400 | AMAZON CAPITAL SERVICES | 1VDX-PV9C-1 | 100-43100-210 | PROTOCO JB69 PROTECTIVE COVER FOR MILWA | 10/29/2025 | 47.98 | 47.98 |
| Total AMAZON CAPITAL SERVICES: | | | | | | 2,315.35 | |
| AUTOSMITH SERVICE GROUP LLC | | | | | | | |
| 3215 | AUTOSMITH SERVICE GROUP LLC | 21962 | 100-42100-550 | 2022 DODGE DURANGO OIL CHANGE | 10/28/2025 | 116.55 | 116.55 |
| Total AUTOSMITH SERVICE GROUP LLC: | | | | | | 116.55 | |
| BOLTON & MENK INC | | | | | | | |
| 2505 | BOLTON & MENK INC | 0372476 | 100-41700-300 | GENRALENGINEERING SERVICES | 08/29/2025 | 12,170.00 | 12,170.00 |
| 2505 | BOLTON & MENK INC | 0372493 | 452-41700-300 | SERVICES PER2021 PROPOSAL | 08/29/2025 | 29,647.00 | 29,647.00 |
| 2505 | BOLTON & MENK INC | 0377440 | 451-41700-300 | CROSBY/1ST STSW/2ND ST S IMPROVMENTS | 10/23/2025 | 337.50 | 337.50 |
| 2505 | BOLTON & MENK INC | 0377442 | 457-41700-300 | ASG & SCRPG APPLICATION ASSISTANCE | 10/23/2025 | 4,537.50 | 4,537.50 |
| 2505 | BOLTON & MENK INC | 0377443 | 452-41700-300 | CROSBY SE IMPROVEMENTS - 09/13/25 - 10/10/25 | 10/23/2025 | 54,431.51 | 54,431.51 |
| Total BOLTON & MENK INC: | | | | | | 101,123.51 | |
| BRANCH MANAGEMENT | | | | | | | |
| 3760 | BRANCH MANAGEMENT | 201 | 100-43100-300 | REMOVAL OF 6 TREES 304 W MAIN ST | 11/20/2025 | 13,200.00 | 13,200.00 |
| Total BRANCH MANAGEMENT: | | | | | | 13,200.00 | |
| CENTER POINT LARGE PRINT | | | | | | | |
| 2236 | CENTER POINT LARGE PRINT | 2204721 | 200-45500-580 | JFHML BOOKS | 11/01/2025 | 302.04 | 302.04 |

| Vendor Number | Vendor Name | Invoice Number | GL Account Number | Description | Invoice Date | Net Invoice Amount | Amount Paid |
|---------------------------------|-------------------------|----------------|-------------------|-------------------------------------------|--------------|--------------------|-------------|
| Total CENTER POINT LARGE PRINT: | | | | | | 302.04 | |
| CINTAS | | | | | | | |
| 3626 | CINTAS | 4249272708 | 600-49400-210 | MATS & SHOP TOWELS | 11/10/2025 | 52.66 | 52.66 |
| Total CINTAS: | | | | | | 52.66 | |
| CROSBY ACE HARDWARE | | | | | | | |
| 590 | CROSBY ACE HARDWARE | 11856/10 | 100-49010-210 | LP100 PROPANE | 11/04/2025 | 99.99 | 99.99 |
| 590 | CROSBY ACE HARDWARE | 11861/10 | 100-49010-210 | PPR TWLS WHT 2PLY 4PK, HEAVY DUTY PLATES | 11/05/2025 | 21.98 | 21.98 |
| 590 | CROSBY ACE HARDWARE | 11863/10 | 601-49450-210 | DRLL&DRVR BIT SET 150PC, ADJUSTABLE WRENC | 11/05/2025 | 88.97 | 88.97 |
| 590 | CROSBY ACE HARDWARE | 11872/10 | 600-49400-210 | PPR TWLS 2PY 4PK | 11/06/2025 | 14.99 | 14.99 |
| 590 | CROSBY ACE HARDWARE | 11892/10 | 100-43100-210 | FASTNERS - BLINKER FOURWAY | 11/10/2025 | 1.20 | 1.20 |
| 590 | CROSBY ACE HARDWARE | 11897/10 | 100-43100-210 | CD 1 1.2 SPLIT KEY RIGNS | 11/10/2025 | 4.99 | 4.99 |
| 590 | CROSBY ACE HARDWARE | 11911/10 | 100-43100-210 | BAR FLAT 1/8X1/2X36, FASTENERS | 11/12/2025 | 7.84 | 7.84 |
| 590 | CROSBY ACE HARDWARE | 11912/10 | 100-43100-210 | MARKER FINEPT SHARPIE3CT | 11/12/2025 | 5.99 | 5.99 |
| 590 | CROSBY ACE HARDWARE | 11919/10 | 100-43100-210 | SPRAY PAINT FREIGHTLINER WING TOUCH UP | 11/13/2025 | 15.98 | 15.98 |
| 590 | CROSBY ACE HARDWARE | 11922/10 | 100-49010-210 | BOX FAN | 11/13/2025 | 34.99 | 34.99 |
| 590 | CROSBY ACE HARDWARE | 11942/10 | 600-49400-210 | MARKING PAINT | 11/17/2025 | 9.99 | 9.99 |
| Total CROSBY ACE HARDWARE: | | | | | | 306.91 | |
| CTC-446126 | | | | | | | |
| 2441 | CTC-446126 | 21690566 | 100-41940-320 | COMMUNIATION - 11/12 - 12/11 | 11/12/2025 | 304.58 | 304.58 |
| 2441 | CTC-446126 | 21690566 | 100-42100-320 | 10042100320 | 11/12/2025 | 236.87 | 236.87 |
| 2441 | CTC-446126 | 21690566 | 206-45531-320 | COMMUNIATION - 11/12 - 12/11 | 11/12/2025 | 427.10 | 427.10 |
| 2441 | CTC-446126 | 21690566 | 200-45500-320 | COMMUNICATION - 11/12 - 12/11 | 11/12/2025 | 418.45 | 418.45 |
| 2441 | CTC-446126 | 21690566 | 100-41940-320 | COMMUNICATION - 11/12 - 12/11 | 11/12/2025 | 350.53 | 350.53 |
| 2441 | CTC-446126 | 21690566 | 200-45500-320 | COMMUNICATION - 11/12 - 12/11 | 11/12/2025 | 262.63 | 262.63 |
| Total CTC-446126: | | | | | | 2,000.16 | |
| CUYUNA LAKES PARTS CITY | | | | | | | |
| 3581 | CUYUNA LAKES PARTS CITY | 71-238096 | 100-43100-210 | 22IN BEAM SHOP TOWEL ON A ROLL | 11/06/2025 | 13.28 | 13.28 |
| 3581 | CUYUNA LAKES PARTS CITY | 71-238135 | 100-42200-210 | 2'-3/16 x 5/16 | 11/06/2025 | 6.69 | 6.69 |
| 3581 | CUYUNA LAKES PARTS CITY | 71-238148 | 100-43100-210 | SCREWDRIVER PTT GM8776, AFZ FPRB53 | 11/07/2025 | 146.43 | 146.43 |
| 3581 | CUYUNA LAKES PARTS CITY | 71-238552 | 100-43100-210 | 5PC TAPERED EXTRACTOR | 11/17/2025 | 9.99 | 9.99 |
| Total CUYUNA LAKES PARTS CITY: | | | | | | 176.39 | |

| Vendor Number | Vendor Name | Invoice Number | GL Account Number | Description | Invoice Date | Net Invoice Amount | Amount Paid |
|---------------------------------------|-------------------------------|----------------|-------------------|-------------------------------------------|--------------|--------------------|-------------|
| CUYUNA REGIONAL MEDICAL CENTER | | | | | | | |
| 175 | CUYUNA REGIONAL MEDICAL CENTE | 11.18.25 | 100-42100-300 | OCH LIMITED PHYSICAL - A HIERONYMI | 11/04/2025 | 130.00 | 130.00 |
| Total CUYUNA REGIONAL MEDICAL CENTER: | | | | | | 130.00 | |
| DEPARTMENT OF THE TREASURY | | | | | | | |
| 3739 | DEPARTMENT OF THE TREASURY | 11.05.25 | 100-41940-301 | LEGAL 7PT - PUBLIC HEARING NOV 17 | 11/08/2025 | 38.81 | 38.81 |
| Total DEPARTMENT OF THE TREASURY: | | | | | | 38.81 | |
| DIXON MECHANICAL ELECTRIC | | | | | | | |
| 831 | DIXON MECHANICAL ELECTRIC | 10773 | 100-49010-210 | OEM REBUUILT NIPPONDENSO INDUSTRIAL START | 11/10/2025 | 337.50 | 337.50 |
| Total DIXON MECHANICAL ELECTRIC: | | | | | | 337.50 | |
| FASTENAL COMPANY | | | | | | | |
| 472 | FASTENAL COMPANY | MNBAX276327 | 100-43100-210 | 1000mLBikABSMAN DISP | 10/29/2025 | 4.57 | 4.57 |
| 472 | FASTENAL COMPANY | MNBAX276408 | 100-43100-210 | ASSORTMENT OF PARTS AND SUPPLIES | 11/07/2025 | 346.33 | 346.33 |
| Total FASTENAL COMPANY: | | | | | | 350.90 | |
| FERGUSON WATERWORKS | | | | | | | |
| 2457 | FERGUSON WATERWORKS | 0554340 | 600-49400-210 | R900 BELT CLIP BATTERY | 10/30/2025 | 277.00 | 277.00 |
| Total FERGUSON WATERWORKS: | | | | | | 277.00 | |
| FERRIER DOCK SERVICE | | | | | | | |
| 3737 | FERRIER DOCK SERVICE | 470890 | 100-45200-210 | DOCK REMOVAL | 11/12/2025 | 550.00 | 550.00 |
| Total FERRIER DOCK SERVICE: | | | | | | 550.00 | |
| GALLS LLC | | | | | | | |
| 181 | GALLS LLC | 032968148 | 100-42200-210 | S144 BADGE | 11/26/2025 | 495.59 | 495.59 |
| 181 | GALLS LLC | 032975389 | 100-42100-213 | KNIT CAP, UA CHARGED VALSETZ BOOT | 10/28/2025 | 176.79 | 176.79 |
| 181 | GALLS LLC | 032980425 | 100-42100-213 | ASP BLUE LINE CLIP KEY | 10/28/2025 | 8.30 | 8.30 |
| 181 | GALLS LLC | 032993822 | 100-42100-213 | UNIFORM SUPPLIES | 10/29/2025 | 436.86 | 436.86 |
| Total GALLS LLC: | | | | | | 1,117.54 | |
| GOEDKER, NOAH | | | | | | | |
| 829 | GOEDKER, NOAH | 11.17.25 | 100-41910-300 | PLANNING & ZONING COMMITTEE REIMB | 11/17/2025 | 50.00 | 50.00 |

| Vendor Number | Vendor Name | Invoice Number | GL Account Number | Description | Invoice Date | Net Invoice Amount | Amount Paid |
|------------------------------------------------|-------------------------------|----------------|-------------------|--------------------------------------------------|--------------|--------------------|-------------|
| Total GOEDKER, NOAH: | | | | | | 50.00 | |
| HACH COMPANY | | | | | | | |
| 975 | HACH COMPANY | 14744478 | 600-49400-210 | SPADN52 (ARSENIC FREE) FLOURIDE RGT, ACCUV | 11/05/2025 | 180.88 | 180.88 |
| Total HACH COMPANY: | | | | | | 180.88 | |
| HART, AMY | | | | | | | |
| 3747 | HART, AMY | 11.17.25 | 100-41910-300 | PLANNING & ZONING COMMITTEE REIMB | 11/17/2025 | 50.00 | 50.00 |
| Total HART, AMY: | | | | | | 50.00 | |
| HEIMAN FIRE EQUIPMENT | | | | | | | |
| 159 | HEIMAN FIRE EQUIPMENT | 0948083-IN | 230-42310-210 | LETTR PATCHING | 10/28/2025 | 1,072.29 | 1,072.29 |
| Total HEIMAN FIRE EQUIPMENT: | | | | | | 1,072.29 | |
| MEDTOX LABORATORIES INC | | | | | | | |
| 1910 | MEDTOX LABORATORIES INC | 10202593691 | 100-43100-300 | N,MNE635060220714 DRUGS OF ABUSES SCR SA | 10/31/2025 | 57.92 | 57.92 |
| Total MEDTOX LABORATORIES INC: | | | | | | 57.92 | |
| MIDWEST MACHINERY CO | | | | | | | |
| 3220 | MIDWEST MACHINERY CO | 10700546 | 100-43100-210 | PERF APRON CHAPS ORANGE, PROMARK HELME | 11/04/2025 | 225.98 | 225.98 |
| Total MIDWEST MACHINERY CO: | | | | | | 225.98 | |
| MINNESOTA DEPARTMENT OF HEALTH | | | | | | | |
| 1173 | MINNESOTA DEPARTMENT OF HEALT | 2006-MPH-122 | 100-45200-300 | 2026 LICENSE RENEWAL APPLICATION | 11/10/2025 | 631.00 | 631.00 |
| 1173 | MINNESOTA DEPARTMENT OF HEALT | 2026 4TH QTR | 600-49400-300 | MNDH - COMMUNITY WATER SUPPLY SEVICE CON | 12/01/2025 | 2,454.00 | 2,454.00 |
| Total MINNESOTA DEPARTMENT OF HEALTH: | | | | | | 3,085.00 | |
| MINNESOTA DEPUTY REGISTRARS ASSOCIATION | | | | | | | |
| 3222 | MINNESOTA DEPUTY REGISTRARS A | 2026 | 204-41405-310 | ANNUAL MEMBERSHIO DUES 2026 | 11/19/2025 | 240.00 | 240.00 |
| Total MINNESOTA DEPUTY REGISTRARS ASSOCIATION: | | | | | | 240.00 | |
| MINNESOTA ENERGY RESOURCES | | | | | | | |
| 2647 | MINNESOTA ENERGY RESOURCES | 5708675244 | 100-43100-380 | C&I FIRM - CLASS 2 NNG-FM-C2 - 10/17/25 - 11/170 | 11/17/2025 | 239.27 | 239.27 |

| Vendor Number | Vendor Name | Invoice Number | GL Account Number | Description | Invoice Date | Net Invoice Amount | Amount Paid |
|---------------|----------------------------|----------------|-------------------|--------------------------------------------------|--------------|--------------------|-------------|
| 2647 | MINNESOTA ENERGY RESOURCES | 5708825562 | 200-45500-380 | C&I FIRM - CLASS 2 NNG-FM-C2 - 10/17/25 - 11/170 | 11/17/2025 | 224.32 | 224.32 |
| 2647 | MINNESOTA ENERGY RESOURCES | 5708852094 | 100-42200-380 | C&I FIRM - CLASS 2 NNG-FM-C2 - 10/17/25 - 11/170 | 11/17/2025 | 213.38 | 213.38 |
| 2647 | MINNESOTA ENERGY RESOURCES | 5709153525 | 100-41940-380 | C&I FIRM - CLASS 2 NNG-FM-C2 - 10/17/25 - 11/170 | 11/17/2025 | 258.82 | 258.82 |
| 2647 | MINNESOTA ENERGY RESOURCES | 5709242276 | 206-45531-380 | C&I FIRM - CLASS 2 NNG-FM-C2 - 10/17/25 - 11/170 | 11/17/2025 | 3,717.90 | 3,717.90 |
| 2647 | MINNESOTA ENERGY RESOURCES | 5710195260 | 600-49400-380 | C&I FIRM - CLASS 2 NNG-FM-C2 - 10/17/25 - 11/170 | 11/17/2025 | 258.82 | 258.82 |
| 2647 | MINNESOTA ENERGY RESOURCES | 5712301001 | 206-45531-380 | C&I FIRM - CLASS 2 NNG-FM-C1 - 10/17/25 - 11/170 | 11/19/2025 | 18.00 | 18.00 |

Total MINNESOTA ENERGY RESOURCES:

4,930.51

MINNESOTA POWER

| | | | | | | | |
|----|-----------------|--------------|---------------|--------------------------------------------------|------------|----------|----------|
| 10 | MINNESOTA POWER | 048144791552 | 100-43100-380 | SIREN SW - 10/11/25 - 11/10/25 | 11/18/2025 | 17.32 | 17.32 |
| 10 | MINNESOTA POWER | 053067090689 | 100-45200-380 | NE SOFTBALL FIELD - 10/11/25 - 11/10/25 | 11/18/2025 | 17.13 | 17.13 |
| 10 | MINNESOTA POWER | 05702736943 | 601-49450-380 | 1ST ST SE LIFT STATION - 10/9/25 - 11/18/25 | 11/18/2025 | 39.25 | 39.25 |
| 10 | MINNESOTA POWER | 063907142224 | 100-45200-380 | HOCKEY RINK - 10/11/25 - 11/10/25 | 11/18/2025 | 17.13 | 17.13 |
| 10 | MINNESOTA POWER | 075397690064 | 100-43160-380 | OVERHEAD STREET LIGHTING - 09/27/25 - 11/18/25 | 11/18/2025 | 624.00 | 624.00 |
| 10 | MINNESOTA POWER | 097630227631 | 100-41940-380 | 2 2ND ST SW CITY HALL - 10/09/25 - 11/14/25 | 11/18/2025 | 541.55 | 541.55 |
| 10 | MINNESOTA POWER | 097630227631 | 600-49400-380 | 905 1ST ST SW WATER TOWER - 10/09/25N - 11/14/ | 11/18/2025 | 107.81 | 107.81 |
| 10 | MINNESOTA POWER | 097630227631 | 600-49400-380 | 308 2ND ST SE WATTER SUPPLY PUMP - 10/09/25 - | 11/18/2025 | 727.67 | 727.67 |
| 10 | MINNESOTA POWER | 097630227631 | 600-49400-380 | 406 6TH ST NE - 10/09/25 - 11/14/25 | 11/18/2025 | 1,154.74 | 1,154.74 |
| 10 | MINNESOTA POWER | 106924038182 | 100-49010-380 | HC 61 LAKEWOOD CEMETERY - 10/11/25 - 11/10/25 | 11/18/2025 | 121.33 | 121.33 |
| 10 | MINNESOTA POWER | 151719021893 | 100-43160-380 | OVERHEAD STREET LIGHTING - 10/20/25 - 11/18/25 | 11/18/2025 | 1,231.05 | 1,231.05 |
| 10 | MINNESOTA POWER | 152613341571 | 601-49450-380 | LIFT STATION - 10/09/25 - 11/09/25 | 11/18/2025 | 27.13 | 27.13 |
| 10 | MINNESOTA POWER | 161890495306 | 100-43160-380 | OVERHEAD STREET LIGHTING - 09/29/25 - 11/18/25 | 11/18/2025 | 611.27 | 611.27 |
| 10 | MINNESOTA POWER | 170125060636 | 100-43100-380 | 1077 1ST ST SW CITY GARAGE - 10/09/25 - 11/09/25 | 11/18/2025 | 236.21 | 236.21 |
| 10 | MINNESOTA POWER | 178044719163 | 601-49450-380 | 3RD AVE NE LIFT PUMP - 10/09/25 - 11/09/25 | 11/18/2025 | 57.28 | 57.28 |
| 10 | MINNESOTA POWER | 202236269558 | 100-42200-380 | FIRE HALL - 10/11/25 - 11/10/25 | 11/18/2025 | 210.66 | 210.66 |
| 10 | MINNESOTA POWER | 205421883405 | 200-45500-380 | 1ST ST SE LIBRARY - 10/11/25 - 11/18/25 | 11/18/2025 | 465.09 | 465.09 |
| 10 | MINNESOTA POWER | 227477478983 | 100-43160-380 | W MAIN ST SIGN 10/11/25 - 11/10/25 | 11/18/2025 | 20.13 | 20.13 |
| 10 | MINNESOTA POWER | 283667538515 | 100-45200-380 | PARK OUTLET - 10/11/25 - 11/10/25 | 11/18/2025 | 21.87 | 21.87 |
| 10 | MINNESOTA POWER | 306071565375 | 100-45200-380 | PARK - 10/0925 - 11/18/25 | 11/18/2025 | 65.00 | 65.00 |
| 10 | MINNESOTA POWER | 413090299532 | 100-45200-380 | PARK CAMPING - 10/11/25 - 11/10/25 | 11/18/2025 | 95.17 | 95.17 |
| 10 | MINNESOTA POWER | 413350278835 | 100-49010-380 | WOOD AVE CEMETERY - 10/11/25 - 11/10/25 | 11/18/2025 | 21.09 | 21.09 |
| 10 | MINNESOTA POWER | 470171729948 | 100-43160-380 | CHRISTMAS LIGHTS - 01/24/22 - 01/23/23 | 11/18/2025 | 31.25 | 31.25 |
| 10 | MINNESOTA POWER | 567541840008 | 601-49450-380 | DEBLOCK DR - 10/11/25 - 11/10/25 | 11/18/2025 | 26.58 | 26.58 |
| 10 | MINNESOTA POWER | 571923410607 | 206-45531-380 | 407 8TH AVE NE HCC - 10/09/25 - 11/09/25 | 11/18/2025 | 8,400.74 | 8,400.74 |
| 10 | MINNESOTA POWER | 59248331523 | 600-49400-380 | 1057 1ST ST SW - 10/09/25 - 11/09/25 | 11/18/2025 | 27.13 | 27.13 |
| 10 | MINNESOTA POWER | 751258421299 | 100-43160-380 | 2 W MAIN ST - 10/11/25 - 11/10/25 | 11/18/2025 | 19.18 | 19.18 |
| 10 | MINNESOTA POWER | 865378769419 | 100-43160-380 | OVERHEAD STREET LIGHTING - 10/20/25 - 11/18/25 | 11/18/2025 | 1,146.09 | 1,146.09 |
| 10 | MINNESOTA POWER | 883388252728 | 100-45200-380 | 1 1STST SE VISITORS CENTER - 10/15/25 - 11/17/25 | 11/18/2025 | 226.90 | 226.90 |
| 10 | MINNESOTA POWER | 968323139534 | 100-45200-380 | PARK BAND STAND - 10/11/25 - 11/10/25 | 11/18/2025 | 32.65 | 32.65 |

| Vendor Number | Vendor Name | Invoice Number | GL Account Number | Description | Invoice Date | Net Invoice Amount | Amount Paid |
|------------------------------------------------|--------------------------------|----------------|-------------------|-------------------------------------------|--------------|--------------------|-------------|
| Total MINNESOTA POWER: | | | | | | 16,340.40 | |
| MOMENTUM TRUCK GROUP | | | | | | | |
| 3658 | MOMENTUM TRUCK GROUP | X500018763:0 | 100-43100-210 | FREIGHTLINER SERVICE & FIX LENS PASSENGER | 11/07/2025 | 428.27 | 428.27 |
| 3658 | MOMENTUM TRUCK GROUP | X500018763:0 | 100-43100-210 | FREIGHTLINER SERVICE & FIX | 11/18/2025 | 477.31 | 477.31 |
| Total MOMENTUM TRUCK GROUP: | | | | | | 905.58 | |
| MOONLIGHT WELDING & FABRICATION LLC | | | | | | | |
| 593 | MOONLIGHT WELDING & FABRICATIO | 1174 | 100-49010-210 | MATERIALS & LABOR | 11/17/2025 | 475.00 | 475.00 |
| Total MOONLIGHT WELDING & FABRICATION LLC: | | | | | | 475.00 | |
| NELSON SANITATION & RENTAL INC | | | | | | | |
| 600 | NELSON SANITATION & RENTAL INC | 2025/17972 | 601-49450-210 | PUMP LIFT STATIONS , 10/29 DISPOSAL FEE | 11/11/2025 | 2,395.00 | 2,395.00 |
| Total NELSON SANITATION & RENTAL INC: | | | | | | 2,395.00 | |
| PATRICK, TROY | | | | | | | |
| 92 | PATRICK, TROY | 11.17.25 | 100-41910-300 | PIANNING & zONING cOMMITTEE REIMB | 11/17/2025 | 50.00 | 50.00 |
| Total PATRICK, TROY: | | | | | | 50.00 | |
| PETERSEN, JAMES K | | | | | | | |
| 95 | PETERSEN, JAMES K | 11.17.25 | 100-41910-300 | PLANNING & ZONING COMMITTEE REIMB | 11/17/2025 | 50.00 | 50.00 |
| Total PETERSEN, JAMES K: | | | | | | 50.00 | |
| QUADIENT FINANCE USA INC | | | | | | | |
| 570 | QUADIENT FINANCE USA INC | 0030261513 | 604-49900-340 | POSTAGE SPLIT DITRIBUTION | 10/28/2025 | 250.75 | 250.75 |
| 570 | QUADIENT FINANCE USA INC | 0030261513 | 603-49515-340 | POSTAGE SPLIT DITRIBUTION | 10/28/2025 | 250.75 | 250.75 |
| 570 | QUADIENT FINANCE USA INC | 0030261513 | 600-49400-300 | POSTGE SPLIT DISTRIBUTION | 10/28/2025 | 250.75 | 250.75 |
| 570 | QUADIENT FINANCE USA INC | 0030261513 | 601-49450-300 | POSTAGE SPLIT DITRIBUTION | 10/28/2025 | 250.75 | 250.75 |
| Total QUADIENT FINANCE USA INC: | | | | | | 1,003.00 | |
| SCHREIER, DALTON | | | | | | | |
| 21 | SCHREIER, DALTON | 11.11.25 | 100-43100-213 | UNIFORM - CLOTHING ALLOWANCE | 11/11/2025 | 20.54 | 20.54 |

| Vendor Number | Vendor Name | Invoice Number | GL Account Number | Description | Invoice Date | Net Invoice Amount | Amount Paid |
|-----------------------------------|----------------------------|----------------|-------------------|----------------------------------------------|--------------|--------------------|-------------|
| Total SCHREIER, DALTON: | | | | | | 20.54 | |
| SHANNON'S AUTO BODY INC | | | | | | | |
| 3601 | SHANNON'S AUTO BODY INC | 17311 | 100-43100-210 | 1999 G350 - RECEIVER KIT, HYDRUALIC FLUID | 10/01/2025 | 466.97 | 466.97 |
| 3601 | SHANNON'S AUTO BODY INC | 17545 | 100-43100-210 | 1999 F350 - COVER ASSY MVP 4 WAY | 11/05/2025 | 32.61 | 32.61 |
| 3601 | SHANNON'S AUTO BODY INC | 17581 | 100-43100-210 | 1999 F350 - PC BOARD & KEYPAD9 BUTTON 10-PIN | 11/10/2025 | 407.12 | 407.12 |
| 3601 | SHANNON'S AUTO BODY INC | 17616 | 100-43100-210 | 2025 F350 CURB GUARD CUPHOLDER MOUNT KIT | 11/13/2025 | 409.00 | 409.00 |
| Total SHANNON'S AUTO BODY INC: | | | | | | 1,315.70 | |
| SOURCEWELL | | | | | | | |
| 3638 | SOURCEWELL | INV00005218 | 100-41910-300 | SEPT 2025 - PLANNING & ZONING SERVICES | 10/31/2025 | 756.25 | 756.25 |
| Total SOURCEWELL: | | | | | | 756.25 | |
| SPECTRUM BUSINESS | | | | | | | |
| 3727 | SPECTRUM BUSINESS | 175593701110 | 100-43100-210 | COMMUNICATION - 10/01/25 - 10/31/25 | 11/01/2025 | 170.00 | 170.00 |
| Total SPECTRUM BUSINESS: | | | | | | 170.00 | |
| STAPLES ADVANTAGE | | | | | | | |
| 3152 | STAPLES ADVANTAGE | 7669030568 | 100-42100-200 | OFFICE SUPPIES | 11/13/2025 | 18.99 | 18.99 |
| 3152 | STAPLES ADVANTAGE | 7669030568 | 100-41940-210 | OFFICE SUPPIES | 11/13/2025 | 152.21 | 152.21 |
| 3152 | STAPLES ADVANTAGE | 7669030568 | 100-41940-210 | OFFICE SUPPIES | 11/13/2025 | 67.98 | 67.98 |
| Total STAPLES ADVANTAGE: | | | | | | 239.18 | |
| THE OFFICE SHOP INC | | | | | | | |
| 50 | THE OFFICE SHOP INC | 1160071-0 | 100-42200-210 | HAM PAPER 8.5,11, 20# MUTIPURPOSE | 11/12/2025 | 4.99 | 4.99 |
| 50 | THE OFFICE SHOP INC | 1160120-0 | 100-42200-210 | HAM PAPER 8.5x11, 20#, MULTIPURPOSE | 11/13/2025 | 49.90 | 49.90 |
| Total THE OFFICE SHOP INC: | | | | | | 54.89 | |
| TIMMER IMPLEMENT OF AITKIN | | | | | | | |
| 3336 | TIMMER IMPLEMENT OF AITKIN | 7357583 | 100-43100-210 | SPRING GAS, VENT HEA, 1156 BULB | 10/31/2025 | 107.22 | 107.22 |
| Total TIMMER IMPLEMENT OF AITKIN: | | | | | | 107.22 | |
| TOM'S TOTAL TREE SERVICE | | | | | | | |
| 2481 | TOM'S TOTAL TREE SERVICE | 747106 | 100-43100-210 | REMOVE LOW LIMBS OVER ROAD | 11/06/2025 | 500.00 | 500.00 |

| Vendor Number | Vendor Name | Invoice Number | GL Account Number | Description | Invoice Date | Net Invoice Amount | Amount Paid |
|---------------------------------------|--------------------------------|----------------|-------------------|------------------------------------------------|--------------|--------------------|-------------|
| TOM'S TOTAL TREE SERVICE: | | | | | | 500.00 | |
| VERIZON WIRELESS | | | | | | | |
| 2450 | VERIZON WIRELESS | 6128133041 | 100-43100-300 | PUBLIC WORKS CELL PHONES - 10/11/25 - 11/10/25 | 11/19/2025 | 20.02 | 20.02 |
| 2450 | VERIZON WIRELESS | 6128133041 | 100-43100-320 | PUBLIC WORKS CELL PHONES- 10/11/25 - 11/10/25 | 11/19/2025 | 20.02 | 20.02 |
| 2450 | VERIZON WIRELESS | 6128133041 | 100-43100-320 | PUBLIC WORKS CELL PHONES - 10/11/25 - 11/10/25 | 11/19/2025 | 20.20 | 20.20 |
| 2450 | VERIZON WIRELESS | 6128133041 | 600-49400-320 | PUBLIC WORKS CELL PHONES- 10/11/25 - 11/10/25 | 11/19/2025 | 38.41 | 38.41 |
| 2450 | VERIZON WIRELESS | 6128133041 | 100-43100-320 | PUBLIC WORKS CELL PHONES - 10/11/25 - 11/10/25 | 11/19/2025 | 20.02 | 20.02 |
| 2450 | VERIZON WIRELESS | 6128133041 | 100-41940-320 | PUBLIC WORKS CELL PHONES- 10/11/25 - 11/10/25 | 11/19/2025 | 38.41 | 38.41 |
| 2450 | VERIZON WIRELESS | 6128133041 | 600-49400-300 | PUBLIC WORKS CELL PHONES- 10/11/25 - 11/10/25 | 11/19/2025 | 20.02 | 20.02 |
| 2450 | VERIZON WIRELESS | 6128133041 | 100-43100-320 | PUBLIC WORKS CELL PHONES - 10/11/25 - 11/10/25 | 11/19/2025 | 20.02 | 20.02 |
| 2450 | VERIZON WIRELESS | 6128133041 | 100-43100-320 | PUBLIC WORKS CELL PHONES- 10/11/25 - 11/10/25 | 11/19/2025 | 38.41 | 38.41 |
| Total VERIZON WIRELESS: | | | | | | 235.53 | |
| VERSATERM PUBLIC SAFETY US INC | | | | | | | |
| 667 | VERSATERM PUBLIC SAFETY US INC | ONV41-02622 | 100-42100-320 | VISUAL LABS SOFTWARE IN-VEHICLE CAMERA | 11/05/2025 | 8,472.00 | 8,472.00 |
| Total VERSATERM PUBLIC SAFETY US INC: | | | | | | 8,472.00 | |
| VISA | | | | | | | |
| 3386 | VISA | OCT 2025 | 100-41940-210 | ACROBAT PRO | 11/02/2025 | 317.45 | 317.45 |
| 3386 | VISA | OCT 2025 | 100-41940-210 | AMAZON - PDF PRO | 11/02/2025 | 222.00 | 222.00 |
| 3386 | VISA | OCT 2025 | 100-41400-310 | SECREATRY OF STATE - NOTARY | 11/02/2025 | 120.00 | 120.00 |
| 3386 | VISA | OCT 2025 | 100-42200-310 | INN ON LAKE SUPERIOR - FIRE CONVENTION | 11/02/2025 | 3,705.75 | 3,705.75 |
| 3386 | VISA | OCT 2025 | 100-41940-210 | AMAZN PRIME MEMBERSHIP | 11/02/2025 | 129.00 | 129.00 |
| 3386 | VISA | OCT 2025 | 600-49400-320 | MN POLUTION OCONTROLL | 11/02/2025 | 56.18 | 56.18 |
| 3386 | VISA | OCT 2025 | 100-41940-340 | POSTAGE | 11/02/2025 | 7.70 | 7.70 |
| 3386 | VISA | OCT 2025 | 100-41940-210 | ZAPCO | 11/02/2025 | 94.00 | 94.00 |
| 3386 | VISA | OCT 2025 | 200-45500-310 | MN LIBRARY ASSN | 11/02/2025 | 450.00 | 450.00 |
| 3386 | VISA | OCT 2025 | 600-49400-300 | PSN MINNESOTA RWA MN | 11/02/2025 | 400.00 | 400.00 |
| 3386 | VISA | OCT 2025 | 100-43100-210 | AMAZON - SOIL PROBE | 11/02/2025 | 83.56 | 83.56 |
| 3386 | VISA | OCT 2025 | 100-41940-580 | OTHER & FINANCE CHARGES | 11/02/2025 | 118.84 | 118.84 |
| Total VISA: | | | | | | 5,704.48 | |
| WYNN, SHELLIE M | | | | | | | |
| 91 | WYNN, SHELLIE M | 11.17.25 | 100-41910-300 | PLANNING & ZONING COMMITTEE REIMB | 11/17/2025 | 50.00 | 50.00 |

| Vendor Number | Vendor Name | Invoice Number | GL Account Number | Description | Invoice Date | Net Invoice Amount | Amount Paid |
|------------------------|--------------|----------------|-------------------|-----------------------------------------------|--------------|--------------------|-------------|
| Total WYNN, SHELLIE M: | | | | | | 50.00 | |
| XTONA | | | | | | | |
| 748 | XTONA | 12048 | 200-45500-300 | HALLET LIBRARY PC SETUP | 11/01/2025 | 300.00 | 300.00 |
| 748 | XTONA | 12048 | 200-45500-300 | SNAIL MAIL ALL CROSPBY ACCTS | 11/01/2025 | 1,246.34 | 1,246.34 |
| 748 | XTONA | 12048 | 100-41940-300 | SNAIL MAIL ALL CROSPBY ACCTS | 11/01/2025 | 155.76 | 155.76 |
| 748 | XTONA | 12048 | 100-42200-300 | SNAIL MAIL ALL CROSPBY ACCTS | 11/01/2025 | 545.28 | 545.28 |
| 748 | XTONA | 12048 | 204-41405-300 | SNAIL MAIL ALL CROSPBY ACCTS | 11/01/2025 | 467.38 | 467.38 |
| 748 | XTONA | 12048 | 100-43100-300 | SNAIL MAIL ALL CROSPBY ACCTS | 11/01/2025 | 467.38 | 467.38 |
| 748 | XTONA | 12048 | 100-42100-300 | SNAIL MAIL ALL CROSPBY ACCTS | 11/01/2025 | 2,414.78 | 2,414.78 |
| 748 | XTONA | 12048 | 206-45531-300 | SNAIL MAIL ALL CROSPBY ACCTS | 11/01/2025 | 467.38 | 467.38 |
| 748 | XTONA | 12048 | 100-41940-300 | SNAIL MAIL ALL CROSPBY ACCTS | 11/01/2025 | 2,025.30 | 2,025.30 |
| 748 | XTONA | 12075 | 206-45531-300 | IT - SERVICE DESK, SECURE, MAIL, DATA, MS365, | 11/01/2025 | 532.00 | 532.00 |
| Total XTONA: | | | | | | 8,621.60 | |
| ZENDER, JOHN | | | | | | | |
| 802 | ZENDER, JOHN | 11.17.25 | 100-41910-300 | PLANNING & ZONING COMMITTEE REIMB | 11/17/2025 | 50.00 | 50.00 |
| Total ZENDER, JOHN: | | | | | | 50.00 | |
| Grand Totals: | | | | | | 181,236.54 | |

CITY OF CROSBY
REQUEST FOR COUNCIL ACTION

DATE: 11/24/2025

DEPARTMENT: Administrator

APPROVAL REQUIRED: Simple Majority of Council

ITEM DESCRIPTION: Consider amending resolution 2025-31-1110 Adopting Assessments for Unpaid Nuisance Charges

BACKGROUND: On November 10, 2025, Council approved resolution 2025-31-1110 adopting assessments for unpaid nuisance charges. Since that time two of the nuisance issues have been cleared.

OBJECTIVE: Amend Resolution 2025-31-1110 to remove two properties from the list:

11112809 \$375 and 11112435 \$625

STAFF RECOMMENDATIONS: Approve revised certification list.

BUDGET IMPLICATIONS:

COUNCIL ACTION REQUESTED: Motion and second to approve amended resolution 2015-31-1110

ATTACHMENT: Resolution 2015-31-1110 - amended

STATE OF MINNESOTA, CITY OF CROSBY
RESOLUTION # 2025-31-1110 - Amended

STATE OF MINNESOTA
County of Crow Wing
City of Crosby

RESOLUTION ADOPTING ASSESSMENTS FOR UNPAID CHARGES

WHEREAS, pursuant to proper notice duly given as required by law, the City Council has met, heard, and passed upon all objections to the proposed assessments for unpaid nuisance violation citation fees; and

WHEREAS, the amounts of bad debt have been minimized through diligent collection efforts by staff.

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

Such proposed assessment for unpaid charges, a copy of which is hereby attached as Exhibit A and made a part hereof, is hereby accepted and shall constitute the assessments against the lands named herein.

Such assessment shall be payable over a period of one year on or before the first Monday in January.

The owner of the property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property, with interest accrued to date of payment, to the City Clerk Treasurer, except that no interest shall be charged if the entire assessment is paid within thirty (30) days from the adoption of the resolution. The taxpayer may at any time, thereafter, pay the County Auditor the entire amount of the assessment remaining unpaid, with interest accrued to December 31st, of the year in which payment is made. Such payment must be made before December 31st, or interest will be charged through December 31st of the following year.

The clerk shall forthwith transmit a certified copy of this assessment role to the County Auditor to be extended on the property tax lists of the county, and such assessment shall be collected and paid over in the same manner as property taxes.

Adopted by the Council on the 24th day of November 2025.

Diane Cash, Mayor

Attested:

Trish Harren, City Administrator

STATE OF MINNESOTA, CITY OF CROSBY
RESOLUTION # 2025-31-1110
EXHIBIT A

| <u>Parcel ID</u> | <u>Amount</u> |
|------------------|---------------|
| 11112527 | \$1500.00 |
| 11112077 | \$2,250.00 |
| 11112063 | \$2,000.00 |
| 11112802 | \$625.00 |
| 11121654 | \$1500.00 |
| 11112484 | \$125.00 |
| 11112036 | \$750.00 |
| 11112078 | \$2,000.00 |
| 11112356 | \$2,000.00 |

Authentication Certificate

I, the undersigned, being the duly qualified City Clerk Treasurer of the City of Crosby, certify that the attached Resolution of the City Council adopting an assessment for unpaid charges the City Code of Ordinances, is a true copy of the original, of which is on file at the City of Crosby.

Dated this 24th day of November 2025

Seal

Trish Harren, City Administrator
City of Crosby

CITY OF CROSBY
REQUEST FOR COUNCIL ACTION

DATE: 11/24/2025

DEPARTMENT: Administrator

APPROVAL REQUIRED: Simple Majority of Council

ITEM DESCRIPTION: Consider Reserving Ad Space in the 2026 Cuyuna Visitors Guide

BACKGROUND: To advance economic development, the City of Crosby supports the publication of the annual Cuyuna Lakes Visitors Guide. The Visitor's Guide is widely distributed year around in high visibility locations such as the Mall of America, Minneapolis St. Paul Airport as well as locally and in surrounding communities. The City typically purchases the inside front cover. The cost is \$1,595.

OBJECTIVE: Support economic growth through attracting visitors to grow local business, increase the city's valuation and spread the cost of providing services to keep property taxes as low as possible.

STAFF RECOMMENDATIONS: Reserve space in the 2026 Cuyuna Visitors Guide

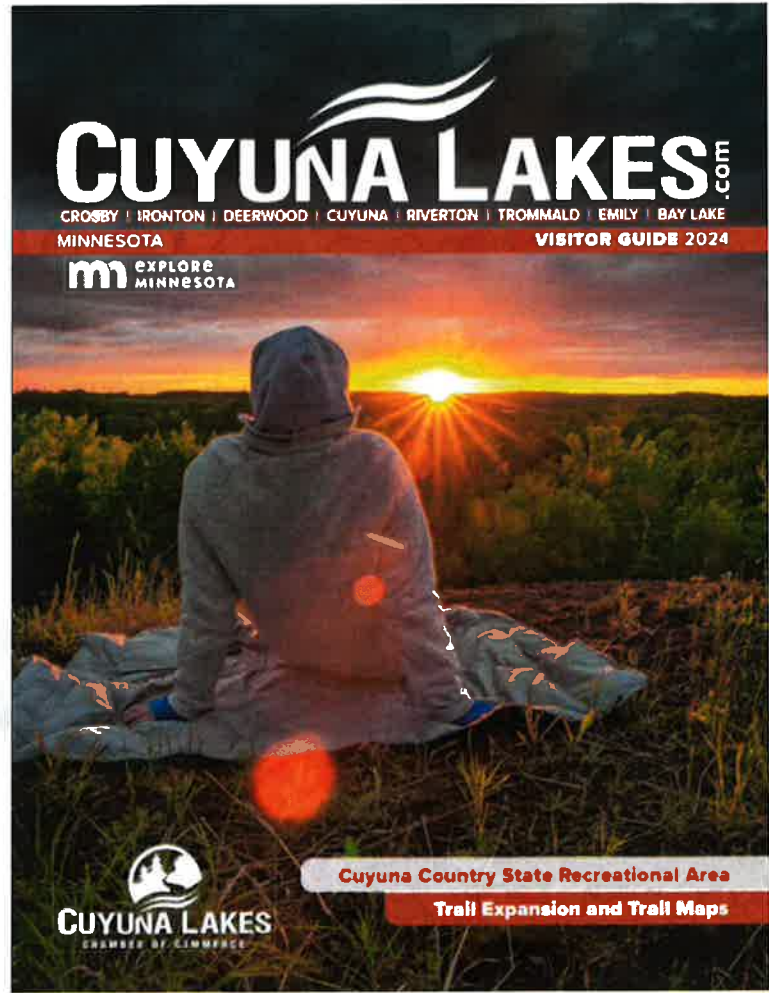
BUDGET IMPLICATIONS: \$1,595. This is included in the 2026 proposed budget.

COUNCIL ACTION REQUESTED: Motion and second to approve ad space in the 2026 Cuyuna Visitors Guide.

ATTACHMENT: 2026 Cuyuna Visitors Guide info

2026 Cuyuna Lakes Visitors Guide

- Annual Cuyuna Lakes Visitor Guide
- Glossy magazine published in partnership with the Cuyuna Lakes Chamber
- Distributed throughout the year at numerous local and regional locations including the Mall of America, MSP Airport and Minnesota Chamber of Commerce.
- Promoted through Explore Minnesota, social media and direct mail
- Available in pdf format on the Cuyuna Lakes Chamber Website



Rates

all ads are process color & ad creation is included

| | |
|-----------------------------------|---------|
| Back Cover | \$1,695 |
| Inside Front Cover | \$1,595 |
| Inside Back Cover | \$1,595 |
| Page 3, 5, 7 & 9 | \$1,495 |
| Full Page | \$1,395 |
| 2/3 Page Vertical 4.78" x 9.75" | \$995 |
| 1/2 Page Vertical 3.56" x 9.75" | \$795 |
| 1/2 Page Horizontal 7.25" x 4.75" | \$795 |
| 1/3 Page Vertical 2.33" x 9.75" | \$595 |
| 1/3 Page Square 4.78" x 4.75" | \$595 |
| 1/3 Page Horizontal 7.25" x 3.12" | \$595 |
| 1/6 Page Horizontal 4.78" x 2.34" | \$295 |
| 1/6 Page Vertical 2.33" x 4.75" | \$295 |
| Magazine Directory 2.33" x 1.25" | \$150 |

*See spec sheet for cover and full page sizes
 *Contract discounts do not apply.



Also distributed at the Mall of America and the MSP Airport



Copy/Space Deadline:
November 24, 2025

Advertising@BrainerdDispatch.com | 218-855-5895

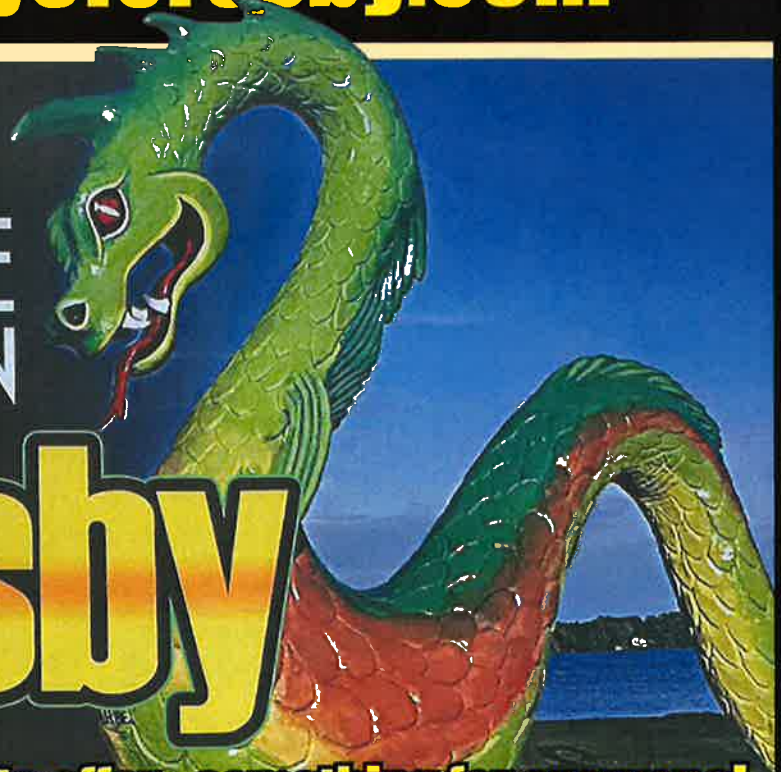
T: 218-829-4705 | 506 James Street, Brainerd, MN 56401
 www.brainerddispatch.com | www.pineandlakes.com



www.cityofcrosby.com

EXPERIENCE
DOWNTOWN

Crosby



The city with so much to offer... something for everyone!

**ENJOY SERPENT LAKE
AT CROSBY MEMORIAL PARK**
Public Boat Landing
Playground • Overnight Camping
Restrooms
Baseball Diamond • Skate Park
Swimming
(Sorry, no lifeguard on duty)

HALLETT CENTER OF CROSBY
2 Indoor Pools, Waterslide, Sauna & Water
Aerobics Class, Fitness Center, Showers,
Indoor Walking/Jogging Track, Kidz Kamp,
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Mon-Fri 5 AM - 9 PM
Sat 7 AM - 7 PM • Sun 11 AM - 7 PM
Located on the bike trail • 470 8th St NE
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**JESSIE F. HALLETT
MEMORIAL LIBRARY**
218-546-8005
WWW.HALLETTLIBRARY.ORG

HERITAGE DAYS
August 2025
Crosby Memorial Park
CONTACT: COURIER@CROSBYIRONTON.NET

**THANK YOU
FOR VISITING
CROSBY!**

MUSIC IN THE PARK
Hosted by Cuyuna Lakes
Chamber of Commerce
Cuyunalakes.com
Crosby Memorial Park

CAMPING
• 6 Tent Only Lakeside Sites
• 20 RV Sites with Full Hookups
• Restroom & Showers on Site
Check our website for availability and to
make reservations www.cityofcrosby.com

**4TH OF JULY
CELEBRATION & FIREWORKS**
Friday, July 4, 2025
12PM-11PM
Crosby Memorial Park

**WORLD CLASS
MOUNTAIN BIKE
TRAILS**

CITY OF CROSBY
REQUEST FOR COUNCIL ACTION

DATE: 11/24/2025

DEPARTMENT: Administrator

APPROVAL REQUIRED: Simple Majority of Council

ITEM DESCRIPTION: Consider scheduling work session for December 8 at 5 pm

BACKGROUND:

Minnesota State Statutes, Chapter 429 allows for two methods of initiating a project. The first is through a petition from 35% of the affected property owners. The second is through council direction. For this improvement project, the City ordered and accepted a Preliminary Engineering Report for improvements to streets, sewer, storm water and water facilities along the following streets.

1. 2nd Street S from Cross Avenue to Dead End
2. 1st Street S from 3rd Ave SW (Hwy 210) to 1st Ave SE
3. Hallett Avenue between the alleys north and south of 1st Street S
4. Cross Avenue from the alley north of 2nd Street S to 2nd Street S

Engineer Martin has some proposed additional/changes to the plan to discuss with council before finalizing plans and presenting the project to the public.

The engineers' estimate for this project is \$5,682,100 and would be funded through bonds, grants, and assessments.

OBJECTIVE: Refine project plans with council input

STAFF RECOMMENDATIONS: Schedule work session

BUDGET IMPLICATIONS:

COUNCIL ACTION REQUESTED: Motion and second to schedule work session for December 8th at 5 pm.

ATTACHMENT:

CITY OF CROSBY
REQUEST FOR COUNCIL ACTION

DATE: 11/24/2025

DEPARTMENT: Administrator

APPROVAL REQUIRED: Simple Majority of Council

ITEM DESCRIPTION: Consider scheduling Public Meeting on SE Crosby 1st Street S and 2nd Street S Improvement Project for December 3, 2025 at 5 pm

BACKGROUND:

The 2026 SE Crosby 1st Street S and 2nd Street S Improvement Project plan design is underway. There are some options related to the width of 2nd Street South.

OBJECTIVE: Receive public input.

STAFF RECOMMENDATIONS: Schedule public meeting

BUDGET IMPLICATIONS:

COUNCIL ACTION REQUESTED: Motion and second to schedule Public Meeting on SE Crosby 1st Street S and 2nd Street S Improvement Project for December 3, 2025 at 5 pm.

ATTACHMENT:

CITY OF CROSBY
REQUEST FOR COUNCIL ACTION

DATE: 11/24/2025

DEPARTMENT: Administrator

APPROVAL REQUIRED: Simple Majority of Council

ITEM DESCRIPTION: Consider accepting donation of Crow Wing County Park Sign for Plaza Park

BACKGROUND: Crow Wing County Commissioner Jamie Lee and CWC Environmental Services Supervisor Tom Strack met with Mayor Cash and Administrator Harren to propose donating a covered sign to be placed at Plaza Park that would have maps and information related to all six official county parks in Crow Wing County. The County would agree to provide ongoing maintenance. The idea is to install the sign at Plaza Park where we have other park and recreation signage. This sign would be located on the west side of the property near the adjacent building wall and would be approximately 16 feet in length.

OBJECTIVE: Provide the public with information related to all six Crow Wing County Parks.

STAFF RECOMMENDATIONS: Accept County Map Sign from Crow Wing County

BUDGET IMPLICATIONS:

COUNCIL ACTION REQUESTED: Motion and second to gratefully accept the Crow Wing County Map Sign to be installed at Plaza Park.

ATTACHMENT: Photos of Proposed Sign

Check Out Crow Wing County's Other Parks



(218) 824-1010 www.crowwing.gov

LITTLE EMILY LAKE PARK

21577 Highway 161 Emily

Map of Little Emily Lake Park showing trails, parking, and facilities. Includes a legend for trail types and a list of amenities.

MILFORD MINE MEMORIAL PARK

2000 Grand Ave. Grand Rapids

Map of Milford Mine Memorial Park showing trails, parking, and facilities. Includes a legend for trail types and a list of amenities.

SOUTH LONG LAKE PARK

1004 County Road 2201, Brainerd

Map of South Long Lake Park showing trails, parking, and facilities. Includes a legend for trail types and a list of amenities.

Rollie Johnson & Rush Lake

Rollie Johnson

Map of Rollie Johnson & Rush Lake showing trails, parking, and facilities. Includes a legend for trail types and a list of amenities.



CITY OF CROSBY
REQUEST FOR COUNCIL ACTION

DATE: 11/24/2025

DEPARTMENT: Administrator

APPROVAL REQUIRED: Simple Majority of Council

ITEM DESCRIPTION: Consider adopting Minnesota Paid Family Medical Leave Policy

BACKGROUND: Effective January 1, 2026, Minnesota Employers must begin providing a new Paid Family Leave Program. The current Crosby Employee Handbook does not include a policy that outlines how this program works.

OBJECTIVE: Add a policy to the City of Crosby Employee Handbook that explains the new Paid Family Leave Policy and how it works.

STAFF RECOMMENDATIONS: Adopt policy

BUDGET IMPLICATIONS:

COUNCIL ACTION REQUESTED: Motion and second to adopt Minnesota Paid Family Medical Leave Policy and add to the City of Crosby Employee Handbook.

ATTACHMENT: Draft Policy/Minnesota Paid Leave Informational Document

Minnesota Paid Family Medical Leave Policy

Effective January 1, 2026, the City of Crosby will provide Paid Family and Medical Leave (PFML) benefits to eligible employees, in accordance with Minnesota state law. This program is administered by the Minnesota Department of Employment and Economic Development (DEED) and provides partial wage replacement for qualifying leave.

- **Eligibility:** Most employees working in Minnesota are covered, including full-time, part-time, and seasonal workers who meet the minimum wage-credit threshold.
- **Leave entitlement:** Eligible employees may receive up to 12 weeks of paid medical leave and up to 12 weeks of paid family leave per benefit year, with a total maximum of 20 weeks combined.
- **Qualifying reasons for leave:**
 - **Medical leave:** For an employee's own serious health condition, including pregnancy and recovery from childbirth.
 - **Family leave:** To bond with a new child, care for a family member with a serious health condition, handle a qualifying military exigency, or address certain safety concerns.
- **Funding and benefits:** The program is funded by a payroll premium paid by both the company and the employee on a 50:50 cost share. Benefit payments are made directly by the state and provide partial wage replacement.
- **Coordination with other benefits:**
 - Employees are not required to exhaust vacation, personal time, or Minnesota Earned Sick and Safe Time (ESST) before or during their PFML leave.
 - Employees may use accrued paid time off to "top-off" their partial wage replacement up to their full salary if the company policy permits.
- **Notice and procedures:** Employees must notify the company of their intention to take leave, preferably at least 30 days in advance if the need for leave is foreseeable. For unforeseeable leave, notice must be given as soon as practicable.
- **Job protection:** Employees who have worked for the company for at least 90 days are entitled to reinstatement to their previous or equivalent position upon their return.

MINNESOTA PAID LEAVE

Effective January 1, 2026

Minnesota Paid Leave provides payments and job protections when you need time off to care for yourself or your family.

What can I use Paid Leave for?

Medical Leave:

- To care for your own serious health condition, including care related to pregnancy, childbirth, and recovery

Family Leave:

- **Bonding Leave** – to care for and bond with a new child welcomed through birth, adoption, or foster placement
- **Caring Leave** – to care for a family member with a serious health condition
- **Military Family Leave** – to support a family member called to active duty
- **Safety Leave** – to respond to issues related to domestic violence, sexual assault, or stalking for yourself or a family member

Generally, conditions must last more than seven days and be certified by a healthcare provider or other professional.

Am I covered by Paid Leave?

Most workers in Minnesota are covered by Paid Leave. You are covered no matter the size of your employer, or the hours or days you work. Independent contractors and self-employed individuals are not automatically covered but may opt in. You may qualify for payments if you've been paid a minimum amount for work in Minnesota in the last year (\$3,900 for the start of Paid Leave in 2026).

How long can I take leave?

You may qualify to take up to 12 weeks of family or medical leave per benefit year. If you need both family and medical leave in the same benefit year, you may qualify for up to 20 weeks in total.

How much will I get paid?

When you use Paid Leave, the state makes payments to you. Paid Leave will pay up to 90% of your wages, based on your income level, with a maximum weekly amount set at the state's average weekly wage. This amount changes each year, and is \$1,423 for the start of Paid Leave in 2026.

Who pays for Paid Leave?

Paid Leave is funded by premiums paid by employees and employers. The initial premium rate is 0.88% of covered wages. Your employer may deduct up to 0.44% of your wages to fund your portion of the premium.

What are my employment protections?

- **Job protections:** Generally, you must be restored to your job or an equivalent position when returning from leave. Job protections take effect 90 days after your date of hire.
- **Health insurance continuation:** Generally, employers must continue to fund their portion of healthcare insurance premiums while you are on leave.
- **No retaliation or interference:** Employers must not interfere with or retaliate against you if you apply for or use Paid Leave. Employers cannot take your Paid Leave payments.

For inquiries related to Paid Leave, please contact Minnesota Paid Leave at 651-556-7777 or visit our website.

If you think your employer is violating employment protections, contact the Labor Standards Division at the Minnesota Department of Labor and Industry.

LEARN MORE: paidleave.mn.gov



This information can be provided in alternative formats to people with disabilities or people needing language assistance by calling the Paid Leave Contact Center at 651-556-7777 or 844-556-0444 (toll-free).

m MINNESOTA
PAID LEAVE

CITY OF CROSBY

REQUEST FOR COUNCIL ACTION

DATE: 11/24/2025

DEPARTMENT: Administrator

APPROVAL REQUIRED: Simple Majority of Council

- **ITEM DESCRIPTION:** Consider Approval of Minnesota Paid Family Medical Leave MOU

BACKGROUND: Minnesota paid leave is a new statewide program administered by the Minnesota Department of Employment and Economic Development (DEED) that provides partial wage replacement and job protection for eligible workers who need to take time off for family or medical reasons, such as bonding with a new child, caring for a sick family member, or for a serious personal health condition. It is set to take effect on January 1, 2026, and will be funded through a payroll tax split between employers and employees.

The cost of Minnesota Paid Leave is based on premium rate of **0.88%** of an employee's taxable wages. The employer must contribute at least half (0.44%) and has the option to deduct the other half from employee wages. **How the payroll tax is split is subject to collective bargaining.**

The City of Crosby has negotiated the premium cost share with Teamsters General Local #346 and have agreed to split the new payroll tax to 50:50 with the city paying of .44% and employees paying .44%.

Premium example:

Taxable wage \$ 61,214.40 total MPFL premium: \$538.69 city \$269.34/employee \$269.34

OBJECTIVE: Comply with Minnesota Statute that requires employers to provide the new Minnesota Paid Family Leave program effective January 1, 2026.

STAFF RECOMMENDATIONS: approve the MOU

BUDGET IMPLICATIONS: \$10,500 of the 2026 wage and benefit budget which is \$ 3,265,991.43.

COUNCIL ACTION REQUESTED: Motion and second to approve the Memorandum of Understanding Between the City of Crosby and Teamsters General Local No. 346

ATTACHMENT: Memorandum of Understanding

TEAMSTERS LOCAL 346
MEMORANDUM OF UNDERSTANDING

BETWEEN

CITY OF CROSBY

AND

TEAMSTERS LOCAL NO. 346

REGARDING MINNESOTA PAID FAMILY AND MEDICAL LEAVE (PFML)

This Memorandum of Understanding (MOU) is entered into between the City of Crosby ("City") and Teamsters Local No. 346 ("Union"), representing employees covered under the collective bargaining agreement (CBA), for the purpose of clarifying and memorializing the parties' understanding and agreement regarding implementation of the Minnesota Paid Family and Medical Leave (PFML) Law, effective January 1, 2026.

1. Purpose

The purpose of this MOU is to establish the parties' mutual understanding concerning employer and employee responsibilities, benefits coordination, and compensation during leaves taken under the Minnesota Paid Family and Medical Leave program.

2. Premium Contributions

Effective January 1, 2026, the City of Crosby agrees to pay 50% (fifty percent) of the Minnesota PFML premium contributions required under Minnesota Statutes Chapter 268B, as may be amended.

3. Use of Accrued Leave While on PFML

Employees utilizing Minnesota Paid Family and Medical Leave may elect to use any available vacation, paid time off (PTO), compensatory time, or sick leave concurrently with PFML benefits in order to remain whole (i.e., to receive full regular wages equivalent to their standard rate of pay). Such use of accrued leave shall not reduce or interfere with the employee's eligibility to receive PFML benefits from the State of Minnesota.

4. PERA Contributions

Employees who are active participants in the Public Employees Retirement Association (PERA) plan shall continue to receive PERA contributions from the City while on PFML if such leave qualifies as salary continuation or otherwise meets the definition of "covered salary" under Minnesota Statute and PERA administrative rules.

5. Non-Precedent Setting

This MOU shall not establish a precedent for any other matter or agreement between the parties. It is intended solely to address the implementation of Minnesota PFML as required by state law.

6. Duration

This MOU shall take effect on January 1, 2026, and shall remain in effect unless modified by mutual agreement of the parties or superseded by future collective bargaining agreement language or state law.

For the City of Crosby:

Name: _____
Title: _____
Date: _____

For Teamsters Local No. 346:

Name: _____
Title: _____
Date: _____

CITY OF CROSBY

REQUEST FOR COUNCIL ACTION

DATE: 11/24/2025

DEPARTMENT: Administrator

APPROVAL REQUIRED: Simple Majority of Council

- **ITEM DESCRIPTION:** Consider Approval of Job Reclassification MOU

BACKGROUND: At the November 10, 2025, Council Meeting, three job description revisions were approved. Two of them are union positions in the Clerical/Public Works Bargaining Unit. This Memorandum of Understanding is the agreement between the city and union on these title and wage changes. These two positions are:

- Permit Technician – Administrative Assistant (Grade 5)
- Deputy Clerk (Grade 6)

OBJECTIVE: Update the Clerical/Public Works Bargaining Unit Contract to include the new job titles and classifications.

STAFF RECOMMENDATIONS: Approve the MOU

BUDGET IMPLICATIONS: None

COUNCIL ACTION REQUESTED: Motion and second to approve the Memorandum of Understanding Between the City of Crosby and Teamsters General Local No. 346 related to revisions to two bargaining unit job descriptions.

ATTACHMENT: Memorandum of Understanding: RE Job Reclassification

MEMORANDUM OF UNDERSTANDING

**Between
CITY OF CROSBY
and**

TEAMSTERS GENERAL LOCAL NO. 346

Clerical/Public Works Bargaining Unit

1. Purpose

The purpose of this Memorandum of Understanding (MOU) is to formally document the revisions to two bargaining unit job descriptions approved by the City Council on November 10, 2025. These positions are:

- **Permit Technician – Administrative Assistant (Grade 5)**
- **Deputy Clerk (Grade 6)**

2. Permit Technician – Administrative Assistant (Grade 5)

The position formerly titled Administrative Assistant is hereby retitled and reclassified as Permit Technician – Administrative Assistant and assigned to Grade 5 (non-confidential). This reclassification reflects expanded responsibilities including permitting, licensing, customer service, administrative duties, financial tasks, and backup utility billing.

Wage placement is as follows:

- 2024 – Grade 4, Step 5: \$21.61
- 2025 – Grade 4, Step 7: \$22.79
- 2025 – Grade 5, Step 5: \$24.65 (effective 11/10/2025)
- 2026 – Grade 5, Step 5: \$25.39

No bargaining unit employee will suffer any reduction in pay, seniority, hours, or benefits as a result of this reclassification.

The revised job description titled “Permit Technician – Administrative Assistant (Updated November 10, 2025)” shall be attached as Exhibit A for reference.

3. Deputy Clerk (Grade 6)

The position formerly titled Utility Billing Clerk is hereby retitled and reclassified as Deputy Clerk Grade 6 (non-confidential). The revised job description accurately reflects duties associated with integrating utility billing clerk and deputy clerk responsibilities.

No bargaining unit employee will suffer any loss in pay, seniority, hours, or benefits resulting from this change.

The revised job description titled "Deputy Clerk" (Updated November 10, 2025)" shall be attached as Exhibit B for reference.

Wage placement is as follows:

- 2024 – Grade 5, Step 6: \$23.31
- 2025 – Grade 5, Step 7: \$25.98
- 2025 – Grade 6 – position currently vacant wage range \$23.53 to \$30.59
- 2026 – Grade 6 – position currently vacant wage range \$24.24 to \$31.51

4. No Precedent

This MOU applies specifically to the two job classifications referenced herein and shall not constitute precedent for any future job description revisions or reclassifications.

5. Contract Preservation

All provisions of the current collective bargaining agreement remain unchanged except as expressly modified by this MOU.

6. Effective Date and Signatures

This Memorandum of Understanding becomes effective upon signature by both parties.

FOR THE CITY OF CROSBY:

Title: _____

Date: _____

FOR TEAMSTERS GENERAL LOCAL NO. 346:

Jesse Smith, Business Agent

Date: _____

CITY OF CROSBY
REQUEST FOR COUNCIL ACTION

| | |
|-------------------------|----------------------------------------|
| DATE: 11/19/2025 | DEPARTMENT: Planning and Zoning |
|-------------------------|----------------------------------------|

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

ITEM DESCRIPTION: Consider Approval of Resolution 2025-35-1124. Conditional Use Permit Application 25-1

BACKGROUND: The Planning Commission met for its regularly scheduled meeting on Monday, November 17th, they conducted the Public Hearing for CUP application 25-1 for Julie Mitchell at 425 Oak St. The proposal of use on the property was a coffee roasting business with some retail sales of coffee and apparel. The coffee roasting did not meet a clear classification and as such was processed as a Commercial Use, Other (not classified). The Planning Commission unanimously recommended approval of the CUP based on findings of fact 1-15 and conditions of approval 1-4 as provided in the attached staff report.

OBJECTIVE: Consider Resolution 2025-35-1124 CUP application 25-1

BUDGET IMPLICATIONS: None

COUNCIL ACTION REQUESTED: A decision to approve, deny, or table Resolution 2025-35-1124 (CUP request 25-1) for the Commercial Use, Other (not classified) at 425 Oak St to allow a for the use of a coffee roasting business on the property.

ATTACHMENT:

Resolution 2025-35

Staff Report for CUP application 25-1

RESOLUTION NO. 2025-35-1124

A RESOLUTION TO APPROVE CUP APPLICATION 25-1

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

FACTS

WHEREAS, An Application for a Conditional Use Permit has been received for the property identified as;

LAKEVIEW ADDITION TO CROSBY
E'LY 18.5 FT OF S1/2 OF LOT 13 & ALSO E'LY 18.5 FT OF LOT 14 BLOCK 9

WHEREAS, This lot is identified as;

- 425 Oak St, Crosby (PID: 11112423). Owner Julie Mitchell.

WHEREAS, the property is currently zoned as B-1. The proposed use Classified as Commercial Use, Other (not classified), requires a Conditional Use Permit in this Zoning District.

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

WHEREAS, following a public hearing on the Conditional Use Permit request on November 17th, 2025, the Planning Commission recommended approval based on the following findings and conditions of approval.

FINDINGS OF FACT

1. The property owner is Julie Mitchell.
2. The subject property is located at 425 Oak Street, Crosby, MN, PID 11112423.
3. The subject property is zoned B-1 Central Business District and is within the Shoreland Overlay District.
4. The Conditional Use Permit request is to:
 - a. Allow for a Commercial Use Other, (not classified) business as a coffee roasting business on the subject property.
 - b. The business will also contain retail sales, which are a permitted use within the B-1 Zoning District.

5. The proposed business will operate within the same footprint as the existing structure on the property.
6. The existing impervious surface coverage on the lot is 100% and was when the property was purchased.
7. The Coffee Roasting Business with retail sales does not currently have a Land Use Category that directly fits this business.
8. The Department of Natural Resources (DNR) and neighbors within 350 feet were notified of the request as required by Minnesota State Statute. No comments have been received as of the drafting of this Staff Report.
9. The use, with conditions, will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted.
 - a. The use with the conditions proposed below will not be injurious to the use and enjoyment of other properties in the immediate vicinity as the use will not produce any additional noise or lighting concerns. Concerns over the odor have been addressed as a part of the conditions.
10. The establishment of the conditional use, with conditions, will not impede the normal and orderly development and improvement of surrounding vacant property for predominant uses in the area.
 - a. The use with conditions will not impede the normal and orderly development and improvement as the structure is preexisting and the use will not exacerbate any concerns over future development adjacent to the property.
11. Adequate utilities, access roads, drainage, and other necessary facilities have been or are being provided.
 - a. The proposed use is within an existing building on Oak Street and the alley between Erie Ave and Michigan Ave. access, utilities, and drainage are already present on the property.
12. Adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use.
 - a. Businesses within the B-1 Zoning district are not required to provide off-street parking.
13. Adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise, and vibration, so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result.
 - a. Adequate measures have been taken to address odor and actions are outlined within the conditions. Fumes, dust, noise, and vibration are not a concern with the proposal.
14. Proper facilities are provided which would eliminate any traffic congestion or traffic hazard which may result from the proposed use.
 - a. The proposed use will not increase traffic to the area in such a manner that congestion or hazardous conditions will be of a concern. With the retail space limited to 600 square feet at most the occupancy of the building will not support so many people that traffic generated from this use will be a concern.
15. The proposed use is in compliance with the comprehensive plan adopted by the city.

- a. The use is in compliance with the comprehensive plan as one of the listed goals of the Commercial District is to work and promote businesses within the Highway 6/210 corridor and downtown. This property is located in the 6/210 corridor on Oak Street/ Highway 210.

Conditions:

1. Odors produced during the roasting process must be controlled to ensure compliance with state air quality standards. If members of the Crosby City Council determine that the odor has a negative impact on the surrounding communities after the use has begun, an air filtration system may be required for effective management.
2. Prior to the proposed use commencing on the property, a plan to manage solid waste and wastewater produced must be submitted.
3. Delivery and shipping activities on the property must not impede traffic along Oak Street and must not present a safety hazard.
4. Lighting and signage must meet all requirements of the City Code, and necessary permits must be received.

CONCLUSION

1. The Planning Commission conducted a public hearing on November 17th, 2025,
2. The Planning Commission recommended approval of the Conditional Use Permit request on November 17th, 2025

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

1. The Application for a Conditional Use Permit to allow Julie Mitchell and subsequent property owners:
 - a. To operate a Commercial Use, Other (not classified) Business of a coffee roasting business and retail store subject to the four conditions of approval.

Passed by the City Council or Crosby this _____ day of _____, 2025.

BY THE CROSBY CITY COUNCIL

Diane Cash, Mayor

ATTEST:

Trish Harren
City Administrator

| | | | |
|-------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|--|
| CROSBY CITY COUNCIL | | STAFF REPORT Conditional Use Permit Application CUP25-1 | |
| Originating Department: Planning and Zoning | Meeting Date: November 24th, 2025 | | |
| Agenda Section: New Business | Item: CUP Request- to allow for Commercial Use Other, (not specified) as a coffee roasting and retail business on the subject property. | | |

PARCEL INFORMATION

PID: 11112423
Applicant Julie Mitchell
Property Owner Julie Mitchell
Property Address: 425 Oak St, Crosby, MN 56441

APPLICATION

The applicant is requesting to operate a coffee roasting and retail sales business at the property located at 425 Oak Street in Crosby. The Land Use Categories Chart does not include a coffee roasting business or use category that directly translates to the proposal for this property. The property is zoned as B-1 Central Business District and is within the Shoreland Overlay District.

Visual representation of the location of the property.



350' Notification radius (red buffer) and blue line showing edge of Shoreland Overlay District from Crow Wing County GIS. (Serpent Lake lies to the east of subject property).



BACKGROUND INFORMATION

The Planning Commission met at its regularly scheduled meeting on November 17th, 2025 and conducted the Public Hearing for this CUP request. Julie Mitchell (applicant), was present and discussed the proposal with the Planning Commission. There was one individual present by the name of John Radinovitch that provided comment regarding parking adjacent to the property, concerns regarding smell, and ultimately voiced that as long as the smell concern was addressed that he wishes the applicant the best of luck. The Planning Commission discussed this topic and decided to recommend approval of the CUP application unanimously based on the findings of fact 1-15 for approval and conditions 1-4. The Planning Commission felt that the concern regarding odor was addressed via condition number 1, and the applicant had stated she has been operating the roaster out of her home elsewhere in the state for years and has yet to receive a complaint. The DNR did not provide comment regarding this application.

The property is located at 425 Oak Street (PID: 11112423). There is currently a commercial structure located on the lot. The proposed coffee roasting business would be implemented within the existing building footprint (either utilizing 100% of the existing building or

reconstructing a portion as needed). The former use of the property ranges from retail sales to the most recent use being a professional office space. Retail sales are allowed within the B-1 Zoning district as a permitted use, while Commercial Use Other (not classified) requires a CUP within this zoning district. Currently, there is no Land Use Category that fits the use of a coffee roasting business within the Ordinance. The lot is 100% impervious as the building takes up the entire parcel. The Department of Natural Resources (DNR) and neighbors within 350 feet were notified of the request as required by Minnesota State Statute.

The current proposal is that if any changes to the structure are made, the footprint will remain the same.

APPLICABLE REGULATIONS

B-1 Central Business District (CBD)

| Summary of Applicable Standards from § 154.034 LOT STANDARDS CHART. | | |
|---------------------------------------------------------------------|---------|-------------------|
| | B-1 CBD | Shoreland Overlay |
| Structure Setbacks | | |
| Front | 0 feet | |
| Side | 0 feet | |
| Rear | 0 feet | |
| Lakeshore sewered (riparian) | | 50 feet |
| Lakeshore unsewered | | 75 feet |
| Other Standards | | |
| Accessory Building Height | 15 feet | 25 feet |
| Building Height | 45 feet | |
| Impervious Surface Coverage (percent) | 100% | 20%* |

*** § 154.087 allows a 10% increase in impervious surface with the implementation of an Engineered Stormwater Management Plan.*

The full Land Use Categories Chart is included as attachment 2.

§ 154.065 B-1 CENTRAL BUSINESS DISTRICT.

It is the intent of the B-1 District to provide for the establishment of commercial and service activities which draw from and serve customers from the entire community or region. The uses and structures within this District shall be designed for effective pedestrian movement. Efforts should be made by both the city and developers to protect the historic character of the downtown area.

§ 154.053 SPECIAL COMMERCIAL/INDUSTRIAL PROVISIONS.

(A) Open-air display areas for the sale of manufactured products such as garden furniture, hardware items, nursery stock, or rental of manufactured products or equipment, including manufactured home sales lots, shall require a conditional use permit.

(B) If the commercial setback requirements for an underlying zoning district differ from that of the Shoreland or Floodplain Overlay District, the greater of the distances shall apply. Within the B-1 Central Business District, a zero-foot setback shall be allowed within the Shoreland or Floodplain Overlay District.

(C) Impervious surface coverage in the B-2 Highway Commercial and I Industrial Districts may be increased by an additional 25%, not to exceed 50% of the property, through a conditional use permit if the following is provided and approved by the city:

(1) A storm water retention plan created by a licensed engineer showing containment of the 50-year, 24-hour storm event on the parcel; or

(2) Direct runoff of storm water to adjacent properties and wetlands shall be eliminated through the use of berms, infiltration ponds, swales, filtration strips, or other permanent means.

(Prior Code, § 13.27) (Ord. 2014-06a, passed - -)

§ 154.087 SHORELAND OVERLAY DISTRICT.

(A) *Intent.* The shorelands of the city are designated as a Shoreland Overlay District. The purpose of the Shoreland Overlay District is to provide for the wide utilization of shoreland areas in order to preserve the quality and natural character of the public waters of the city.

(B) *Permitted uses.* All permitted uses allowed and regulated by the applicable zoning district underlying this Shoreland Overlay District as indicated on the official zoning map of the city are permitted.

(C) *Conditional uses.* All conditional uses and applicable attached conditions allowed and regulated by the applicable zoning district underlying this Shoreland Overlay District as indicated on the official zoning map of the city are conditional uses. The Department of Natural Resources must be notified of all conditional uses, amendments, and variances ten days prior to the public hearing so they may comment. The Department of Natural Resources must be notified of the final action taken.

(D) *Nonconforming septic systems.* All sanitary facilities inconsistent with this chapter shall be brought into conformity or discontinued within five years from June of 1998.

(E) *General provisions.* The standards in this division shall apply to shorelands of all public waters within the city. Where the requirements of the underlying zoning district as shown on the official zoning map are more restrictive than those set forth in this section, the more restrictive standards shall apply.

(F) *Impervious surface coverage.* Impervious coverage may be increased by an additional 10% in a Shoreland Overlay District if the following is provided and approved by the city:

(1) A storm water retention plan created by a licensed engineer showing containment of the five-year, 24-hour storm event on the parcel; and

(2) Direct runoff of storm water to water bodies, adjacent properties, and wetlands shall be eliminated through the use of berms, infiltration ponds, swales, filtration strips, or other permanent means.

(Prior Code, § 13.30) (Ord. 2014-06a, passed - -)

§ 154.009 CONDITIONAL USE PERMITS.

(A) *Purpose.* The purpose of this section is to provide the city with a reasonable degree of discretion in determining the suitability of certain designated uses upon the general welfare and public safety.

(B) *Application.* Applications for conditional use permits shall be made to the Zoning Administrator, together with required fees. The application shall be accompanied by a site plan showing such information as is necessary to show compliance with this chapter, including, but not limited to:

(1) Description of site (legal description);

(2) Site plan drawn to scale showing parcel and building dimensions;

(3) Location of all buildings and their square footage;

(4) Curb cuts, driveways, access roads, parking spaces, off-street loading areas, and sidewalks;

(5) Landscaping and screening plans;

(6) Drainage plan;

(7) Sanitary sewer and water plan with estimated use per day;

(8) Soil types; and

(9) Any additional written or graphic data reasonably required by the Zoning Administrator or the Planning Commission.

(C) *Procedure.*

(1) The Zoning Administrator shall review the application forms and attachments for compliance with this subchapter and shall determine whether or not a complete application has been submitted. Once all of the necessary information has been received, the Zoning Administrator shall schedule a public hearing for the application at the next available Planning Commission meeting.

(2) Notice of such hearing shall be published in accordance with state law and notice shall be published at least once in the official paper of the city and mailed to individual properties within 350 feet of the parcel included in the request not less than ten days nor more than 30 days prior to the date of the hearing. Failure of a property owner to receive the notice shall not invalidate any such proceedings.

(3) The Planning Commission shall consider possible adverse effects of the proposed conditional use and what additional requirements may be necessary to reduce any adverse effects and shall make a recommendation to the City Council within the prescribed time frame.

(4) Upon receiving the report and recommendation from the Planning Commission, the City Council shall review the application and the findings of fact made by the Planning Commission and shall make a determination on the application within the prescribed time frame. Approval of a conditional use shall require passage by a four-fifths vote of the full City Council.

(5) The city may impose conditions of approval that exceed the minimum requirements of this chapter in order to protect the health, safety, and welfare of the community.

(D) *Standards; criteria.* No conditional use permit shall be approved by the Planning Commission unless the Commission shall find that:

(1) The use, with conditions, will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted;

(2) The establishment of the conditional use, with conditions, will not impede the normal and orderly development and improvement of surrounding vacant property for predominant uses in the area;

(3) Adequate utilities, access roads, drainage, and other necessary facilities have been or are being provided;

(4) Adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use;

(5) Adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise, and vibration so that none of these will constitute a nuisance,

and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result;

(6) Proper facilities are provided which would eliminate any traffic congestion or traffic hazard which may result from the proposed use; and

(7) The proposed use is in compliance with the comprehensive plan adopted by the city.

(E) *Recording.* A certified copy of any conditional use permit shall be filed with the County Recorder. The conditional use permit shall include the legal description of the property involved.

(F) *Fees.* To defray administrative costs of processing requests for conditional use permits, a fee as set by resolution of the City Council shall be paid by the applicant at the time the application is requested. The city shall also be reimbursed for any additional costs associated with review of a proposal as set by the City Council.

(G) *Compliance.* Any use permitted under the terms of any conditional use permit shall be established and conducted in conformity with the terms of such permits and of any conditions designated in connection.

(H) *Lapse of conditional use permit by nonuse.* Whenever, within one year after granting the conditional use, the work permitted has not been started, such permit shall become null and void unless a petition for an extension has been approved by the City Council. If the permit becomes null and void, a new conditional use permit application review will be required.

(Prior Code, § 13.07)

COMPREHENSIVE PLAN

Commercial Goals:

Capitalize on opportunities provided by being located on the Highway 6/210 corridors, including the large volume of traffic passing by daily, to bring new dollars into the community.

Work to promote and grow existing businesses on the Highway 6/210 corridor & downtown areas.

Explore opportunities for the development of additional retail areas.

Work to strengthen the community's broadband internet infrastructure.

Staff has put together proposed findings for and against this request. The Planning Commission may modify these proposed findings and conditions as it sees fit.

PROPOSED STAFF FINDINGS OF FACT

1. The property owner is Julie Mitchell.
2. The subject property is located at 425 Oak Street, Crosby, MN, PID 11112423.
3. The subject property is zoned B-1 Central Business District and is within the Shoreland Overlay District.
4. The Conditional Use Permit request is to:
 - a. Allow for a Commercial Use Other, (not classified) business as a coffee roasting business on the subject property.
 - b. The business will also contain retail sales, which are a permitted use within the B-1 Zoning District.
5. The proposed business will operate within the same footprint as the existing structure on the property.
6. The existing impervious surface coverage on the lot is 100% and was when the property was purchased.
7. The Coffee Roasting Business with retail sales does not currently have a Land Use Category that directly fits this business.
8. The Department of Natural Resources (DNR) and neighbors within 350 feet were notified of the request as required by Minnesota State Statute. No comments have been received as of the drafting of this Staff Report.

Potential Findings for Approval, for discussion with the Board of Adjustments:

9. The use, with conditions, will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted.
 - a. The use with the conditions proposed below will not be injurious to the use and enjoyment of other properties in the immediate vicinity as the use will not produce any additional noise or lighting concerns. Concerns over the odor have been addressed as a part of the conditions.
10. The establishment of the conditional use, with conditions, will not impede the normal and orderly development and improvement of surrounding vacant property for predominant uses in the area.
 - a. The use with conditions will not impede the normal and orderly development and improvement as the structure is preexisting and the use will not exacerbate any concerns over future development adjacent to the property.
11. Adequate utilities, access roads, drainage, and other necessary facilities have been or are being provided.

- a. The proposed use is within an existing building on Oak Street and the alley between Erie Ave and Michigan Ave. access, utilities, and drainage are already present on the property.
- 12. Adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use.
 - a. Businesses within the B-1 Zoning district are not required to provide off-street parking.
- 13. Adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise, and vibration, so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result.
 - a. Adequate measures have been taken to address odor and actions are outlined within the conditions. Fumes, dust, noise, and vibration are not a concern with the proposal.
- 14. Proper facilities are provided which would eliminate any traffic congestion or traffic hazard which may result from the proposed use.
 - a. The proposed use will not increase traffic to the area in such a manner that congestion or hazardous conditions will be of a concern. With the retail space limited to 600 square feet at most the occupancy of the building will not support so many people that traffic generated from this use will be a concern.
- 15. The proposed use is in compliance with the comprehensive plan adopted by the city.
 - a. The use is in compliance with the comprehensive plan as one of the listed goals of the Commercial District is to work and promote businesses within the Highway 6/210 corridor and downtown. This property is located in the 6/210 corridor on Oak Street/ Highway 210.

Proposed Findings for Denial, for Discussion with the Planning Commission:

- 9. Adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise, and vibration, so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result.
 - a. No, the use requested will produce offensive odor and noise that will be a disturbance to the surrounding neighboring properties.
 - b. *Planning Commission comments:* _____
- 10. Adequate utilities, access roads, drainage, and other necessary facilities have been or are being provided.
 - a. The proposed use does not provide adequate facilities as there is no stormwater consideration on the property.
 - b. *Planning Commission comments:* _____
- 11. Adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use.

- a. The proposal does not account for off-street parking and the location proposed does not provide adequate on-street parking to accommodate the proposed use.
 - b. *Planning Commission comments:* _____
12. Proper facilities are provided, which would eliminate any traffic congestion or traffic hazard that may result from the proposed use.
- a. *Planning Commission comments:* _____

Planning Commission/Board of Adjustment Direction: The Planning Commission can recommend to the City Council to approve the Conditional Use Permit request, modify the CUP request, deny the CUP request, or table the request if additional information is needed. If the motion is for approval or denial, findings of fact should be cited.

Planning Commission/Board of Adjustment Recommendation

The property owner seems to be proposing a reasonable use of the property within the B-1 Zoning District. The Planning Commission recommends approval of the CUP application subject to conditions 1-4, based on the findings of fact 1-15 shown below.

If the Council wishes to approve the request, the Planning Commission suggests the following recommended conditions for approval :

Conditions:

1. Odors produced during the roasting process must be controlled to ensure compliance with state air quality standards. If members of the Crosby City Council determine that the odor has a negative impact on the surrounding communities after the use has begun, an air filtration system may be required for effective management.
2. Prior to the proposed use commencing on the property, a plan to manage solid waste and wastewater produced must be submitted.
3. Delivery and shipping activities on the property must not impede traffic along Oak Street and must not present a safety hazard.
4. Lighting and signage must meet all requirements of the City Code, and necessary permits must be received.

- ~~5. Coffee Roasting Activities shall be prohibited between the hours of 10:00? (xx:xx) pm and 6:00? (xx:xx) am daily.~~
- ~~6. Coffee Roasting shall occur no more than 4 (?) days a week. Any increase in frequency shall require an amendment to this permit.~~



BOLTON & MENK

Real People. Real Solutions.

MEMORANDUM

Date: November 18, 2025
To: Honorable Mayor and Council Members
From: Phil Martin, PE
Subject: City Engineer Report for November 24, 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. Final project closeout will not happen until the 2026 growing season when turf is established.

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

Phase 2 Street Project – The Public Facilities Authority (PFA) released the DRAFT 2026 DWRP IUP and the CWRP IUP. Crosby’s Phase 2 Project is listed in the fundable range for both the watermain (main project and lead survey line) and sanitary sewer replacement. This means the City will receive at minimum low interest loans toward the watermain and sanitary sewer replacement but will also compete again for Water Infrastructure Fund (WIF) which are applied as grant funding. The City is competing for lead service line grant funds.

Exhibit 1: Draft 2026 CWSRF IUP Projects List

Grouped by Part A, Part B, Part C-1, Part C-2. Sorted by Project Priority Rating

| (1) | | | | | | | | (2) | (3) | (4) | | |
|----------|----------------|-------------|----------|------------|--------------------------|--------------|----------------------------|-------------------------|---------------------|-------------------|------------|-------------|
| IUP Part | Project Entity | Project ID | PPL rank | PPL points | System Population Served | Project Name | Project Description | Binding Commitment Date | Total Project Costs | Estimated non-SRF | Net SRF | Equivalency |
| Part B | Little Falls | 280533-PS02 | 75 | 66 | 8,232 | | Rehab treatment, Ph 2 | | 4,700,000 | | 4,700,000 | Tbd |
| Part B | Mayor | 280908-PS01 | 98 | 63 | 2,663 | | Rehab treatment, biosolids | | 8,000,000 | 4,095,734 | 3,904,266 | Tbd |
| Part B | Crosby | 280773-PS02 | 104 | 63 | 1,116 | | Rehab collection, ph 2 | | 5,025,300 | | 5,025,300 | Tbd |
| Part B | Walnut Grove | 281041-PS01 | 118 | 61 | 751 | | Rehab collection | | 810,152 | | 810,152 | Tbd |
| Part B | Saint Peter | 280969-PS01 | 127 | 59 | 12,066 | | Rehab treatment | | 32,000,000 | | 32,000,000 | Tbd |

Exhibit 1: 2026 Draft DWSRF IUP Projects List: Regular and EC

Grouped by Part A, Part B, Part C; Sorted by Project Priority Rating

| (1) | | | | | | | | (2) | (3) | (4) |
|----------|----------------|------------|----------|------------|--------------------------|--------------------------------------|-------------------------|-----------|---------------------|-------------|
| IUP Part | Project Entity | Project ID | PPL rank | PPL points | System Population Served | Project Description | Binding Commitment Date | EC Amount | Total Project Costs | Equivalency |
| Part B-1 | Gibson | 1720004-04 | 633 | 10 | 824 | Storage - New Tower | | | 3,002,400 | tbd |
| Part B-1 | Dennison | 1250021-02 | 641 | 10 | 173 | Source - New Wells | | | 385,000 | tbd |
| Part B-1 | Crosby | 1180008-14 | 645 | 10 | 2,519 | Watermain - Phase 3B Imp 2026 | | | 2,221,000 | tbd |
| Part B-1 | Menahga | 1800001-06 | 646 | 10 | 1,087 | Watermain - First St. SW/Second St N | | | 1,504,000 | tbd |

Exhibit 1: 2026 Draft DWSRF IUP Projects List: LSLR

Grouped by Part A, then Part B; Sorted by Project Priority Rating

| (1), (6) | | | | | | | | (2) | (3) | (4) | (5) |
|----------|----------------|------------|----------|------------|--------------------------|---------------------|-------------------------|-----------------------|-------------------|---------------------|---------------------|
| IUP Part | Project Entity | Project ID | PPL rank | PPL points | System Population Served | Project Description | Binding Commitment Date | Part B Requested LSLs | Part B Known LSLs | Total Project Costs | IUP Approved Amount |

| | | | | | | | | | | | | |
|----------|-------------|------------|----|----|-------|--------------------------------------------|--|----|-----|-----------|---------|--|
| Part B-2 | Helmig | 1260010-10 | 39 | 20 | 925 | Other LSL Replacement | | | | | | |
| Part B-2 | Floodwood | 1690048-05 | 39 | 20 | 501 | Other LSL Replacement | | 9 | 9 | 1,875,000 | 225,000 | |
| Part B-2 | Hinckley | 1580005-04 | 40 | 20 | 1,964 | Other LSL Replacement | | 1 | - | 12,400 | - | |
| Part B-2 | Crosby | 1180008-15 | 44 | 20 | 2,377 | Other LSL Replacement-Phase 3B Improvement | | 56 | 284 | 206,250 | 206,250 | |
| Part B-2 | Park Rapids | 1290003-09 | 56 | 20 | 4,298 | Other LSL Replacement | | 36 | 177 | 1,574,500 | 950,000 | |
| Part B-2 | Wadena | 1800004-07 | 57 | 20 | 4,311 | Other LSL Replacement-NE | | 79 | 190 | 347,600 | 347,600 | |

We are working on the construction plans. We met with the Public Works Committee to discuss the scope of the project. Based on that meeting, we need Council direction regarding the following potential scope additions:

- 11th Ave SW watermain replacement between 3rd St S and 2nd St S. This is the remaining segment of watermain from the summer watermain break near Graphics Packaging that we would like to pursue with MDH to see if we can include it with the Phase 2 project.
- Hallett Ave SE – With the original scope, approximately ½-block of 10-inch watermain pipe will be left in place between the north alley and Main St. We recommend adding the replacement of this ½-block of watermain.
- Cross Ave – With the original scope, ½-block of Cross Ave between the south alley and 1st St S will not be reconstructed. We recommend reconstructing Cross Ave in this ½-block area.
- 3rd Ave SE – During the SE Crosby Alley project, we identified that the City has a 4-inch watermain that runs from 2nd St SE along 3rd Ave SE to Main St. We recommend the replacement of that segment of watermain via horizontal directional drilling as part of the expanded scope. This will allow us to limit how much street pavement we have to replace.
- 2nd St SE – Past discussions with the City have indicated that no sanitary sewer main will be extended to the easterly end of 2nd St SE to serve properties with onsite septic systems. The City has a 4-inch watermain that provides water to those properties. Does the City want to replace that 4-inch watermain to the easterly end of 2nd St SE?

We will be meeting with the Public Works Committee on November 20th to discuss various items related to that project and may have their input to provide to the Council at the November 24th meeting.

Other Items

2nd St S / Memorial Park Stormwater Planning – We have completed field work and are wrapping up evaluation of the existing hydraulic conditions. The next step will be to provide stormwater concepts for the City to consider.

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

Greetings, Mayor and City Council,

The Planning Commission met for its regularly scheduled meeting on Monday, November 17th, and had heard the CUP request for the Mitchell property and discussed some upcoming CUP amendments for True North Basecamp. There are no specific plans available at this time but some conversations have been had about a number of amendments to the existing CUP from 2018, including the addition of camper cabins, relocation of the existing cabins, removal of the length limitation for RVs, and various other items. All of these items are up in the air and no formalized plans for the CUP amendment have been received. The property owner did, however, just receive a Land Use Permit for some work along the waterline of the Mine Pit that met all requirements of the City of Crosby Code.

The Ordinance Subcommittee also met for its final meeting. The changes for a number of ordinance amendments were discussed and given the go-ahead to proceed to a Public Hearing before the Planning Commission. The goal is to get these amendments before the Planning Commission at the December 15th, regular meeting these amendments include changes to the following: Storage Unit facilities, Campgrounds in the B-1, Fencing provisions, Overlay Districts, the SSTS Ordinance, the Land Use Categories Chart, and the proposal for a new Mixed Use Zoning District Labeled the Downtown Mixed Use District or DMU.

The day-to-day operations continued to slow over the month of November. Permit numbers have slowed drastically, and it seems we have hit the time of year that revolves around planning bigger projects for the year to come. I have still been receiving a few calls here and there. As noted above, I have had multiple conversations with the owner of True North Basecamp, a few conversations regarding smaller projects, and many conversations with a gentleman who is facing limitations of a rather challenging lot. At this time the biggest items coming down the pipeline are the proposed Ordinance Amendments discussed at the Subcommittee level.

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