

**Crosby City Council Agenda
Monday, December 22, 2025
6:00 p.m. Regular Meeting**

- 1. Pledge of Allegiance**
- 2. Call Regular Meeting to Order**
- 3. Approve Agenda**
- 4. Approve Consent Agenda**
 - A. Approve Minutes
 - B. Approve Claims
 - C. Accept November Financials
 - D. Approve HCC copier contract with MSI
 - E. Accept Resignation of Summer Seasonal Employee
- 5. Public Comments**
- 6. Old Business**
- 7. New Business**
 - a. Consider Approval of JFHML Window and Door Project Funded with Hallett Trust Donations and Approve Contract with Sourcewell
 - b. Consider approval of Statement of Work with CliftonLarsonAllen for 2025 City Audit
 - c. Discuss/Consider approval of 2026 Fee Schedule
- 8. Reports**
 - a. City Engineer
 - b. City Building Code Inspector
 - c. Planning and Zoning Administrator
 - d. City Attorney
- 9. Adjournment**

Upcoming Events and Meetings:

January 12, 2026 6 pm Regular Meeting

January 26, 2026 6 pm Regular Meeting

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: 12/22/2025

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 Work Session of the Crosby City Council was held on Monday, December 8, 2025 at 5:00 p.m.

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

Staff Present: City Administrator Harren; City Engineers Phil Martin and Andrew Beadell, Water Operator Dan Howard, Permit Technician/Administrative Support Dianne Howard

1. Call Work Session to Order

Mayor Cash called work session to order at 5 pm

2. Pledge of Allegiance

Mayor Cash led the Pledge of Allegiance

Engineer Martin opened the meeting reporting that an information meeting was held last week to get input from residents.

Engineer Beadell gave a summary of the informational meeting. Areas to possibly expand the scope of work were discussed.

Engineer Martin will provide costs estimates for changes to the original scope at the next meeting.

Work Session was adjourned.

Pursuant to due call and notice thereof, the Regular Meeting of the Crosby City council was held on Monday, December 8, 2025, at 6:00 p.m.

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

Staff Present: City Administrator, Trish Harren; Mike VanHorn, Police Chief; Shayne Jacobs, Fire Chief; Joe McLaughlin, HCC General Manager; Abby Smith, Head Librarian. Tony Ferrari, PW Working Foreman and Dianne Howard, Permit Technician/Administrative Support

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. Adopt Agenda

City Administrator asked that we add New Business: d. New Plow for PW 2013 Truck

**MEMBER HEGLUND MOVED TO APPROVE THE REVISED AGENDA.
MEMBER LEWIS SECONDED THE MOTION. THE MOTION PASSED BY A
VOTE OF 6-0.**

4. Approve Consent Agenda

- a) Accept Donations and Acknowledge Donors
- b) Approve Minutes
- c) Approve Claims
- d) Acknowledge November Financials
- e) Approve Hire of Deputy City Clerk

City Administrator Harren asked to remove the November Financials from the Consent Agenda to the second meeting in December.

Member Heglund asked for further information on the new Deputy City Clerk.

**MEMBER TRAYLOR MOVED TO APPROVE THE REVISED CONSENT AGENDA.
MEMBER JARVELA SECONDED THE MOTION. THE MOTION PASSED BY A
VOTE OF 6-0.**

5. Public Comments—None.

6. 2026 Budget & Levy Public Meeting

A. This public meeting provides an opportunity for city residents to inquire about the proposed 2026 budget & levy. The final budget & levy must be certified to Crow Wing County by December 30, 2025. No property taxpayers were present.

7. Old Business

a. Discuss Fire Truck Purchase

Council has discussed purchase of a 2025 fire truck at the last three council meetings. This truck is offered at a discount rated of \$830,000, a \$400,000 savings because it was ordered and unclaimed. Key financial considerations discussed include leasing versus bonding. Leasing pros, ready to execute and can get truck delivered immediately. Cons, higher interest rates and restrictions on prepayments. Bonding pros, lower interest rate and flexibility in prepayment. Cons, higher initiation cost.

Council is waiting for financial advice on affordability of debt that would include fire truck, public works equipment, and Hallett Community Center chiller. No motion was made at this time.

8. New Business

a. Consider Resolution Setting Final 2026 Levy

Administrator Harren gave a brief presentation on the levy process. Administrator Harren recommended Council approve the 2026 Levy as proposed.

General Fund	\$1,458,813
Capital Improvements	\$ 220,000
Library	\$ 120,000
Hallett Community Center	\$ 20,000
Total Levy	\$1,818,813

MEMBER TRAYLOR MOVED TO APPROVE THE 2026 FINAL LEVY. MEMBER HEGLUND SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 6-0.

b. Consider Resolution Setting Final 2026 Budget

Administrator Harren presented the 2026 Budget for consideration:

General Fund:

Revenue	\$3,174,348
Expenditure	\$3,174,348

Capital Fund

Revenue	\$220,000
Expenditure	\$220,000

Library Fund:	
Revenue	\$226,000
Expenditure	\$226,000

Hallett Community Center	
Revenue	\$760,000
Expenditure	\$760,000

MEMBER LEWIS MOVED TO APPROVE THE 2026 BUDGET. MEMBER TRAYLOR SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 6-0.

- c. Consider Purchase of Emergency Breathing Supply Systems for Fire Department—Administrator Harren gave a brief description of the Buddy Breather Kits.

Chief Jacobs explained that these are used for emergencies and are a very important safety feature. The device allows two firefighters to share one air supply from a self-contained breathing apparatus in emergencies, helping one firefighter get to safety when their air runs low. The total cost is \$19,160. \$14,000 would be funded from the 2025 Fire Department Budget and \$5,160 from the Fire Donation Account.

MEMBER HEGLUND MOVED TO APPROVE THE PURCHASE OF BUDDY BREATHERS FOR THE FIRE DEPARTMENT. MEMBER TRAYLOR SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 6-0.

- d. Plow for PW F250 Truck
The plow on the 2013 F250 truck has exceeded its life expectancy, and its repair costs have exceeded the cost to purchase a new one. It has broken again and Foreman Tony Ferrari is recommending purchasing a new one. The quote is \$10,530.00. There was discussion regarding getting a second quote. PW Foreman Ferrari noted that the quote received from Shannon reflects the state bid negotiated by Sourcewell and is significantly discounted based on volume. It was decided to leave the vendor selection to Administrator Harren and PW Foreman Ferrari.

MAYOR CASH MOVED TO APPROVE THE PURCHASE OF A PLOW FOR THE PUBLIC WORKS 2013 TRUCK. MEMBER HEGLUND SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 6-0.

8. Reports

- A. Police Chief—submitted his report. Member Heglund stated that he wants to be sure that winter parking is strictly enforced. Member Traylor said we should try to call residents who are non-compliant before towing. If we cannot get ahold of them, we need to enforce the winter parking ordinance.
- B. Fire Chief—submitted his report. Members Heglund and Traylor said that they appreciated all their research and input.
- C. Hallett Center—submitted his report. Temporary cooler is working well per GM McLaughlin. Member Heglund commented on how busy it is at the Arena on the weekends. GM McLaughlin stated that they have hockey game schedules online as well as open skate times.
- D. Library—submitted her report. Ms. Smith stated that the sign at the Library is now working. The Endowment fund raising goal of 25 by 25 (\$25,000 by 2025) was met, per Administrator Harren. The Hallet Trust matching funds were increased from \$12,500 to \$15,000, bringing the possible total to \$30,000. Jingle Books will end on December 31, 2025.
- E. Public Works—submitted his report. Heglund thanked the crew for cleaning up after the last snowstorm. Member Lewis addressed some of the parking issues when a snow event happens and how we can we better regulate winter weather parking. Administrator Harren expressed acknowledged the frustration of trying to plow snow with equipment breakdowns. She noted that in the event of another snow emergency and our equipment is not working Holmwig Excavating has agreed to assist.
- F. City Administrator—submitted report.
- G. Mayor/Committee—thanked CRMC and the Chamber for an enjoyable holiday in the park.

9. Adjournment

**MEMBER TRAYLOR MOVED TO ADJOURN THE MEETING AT 7:20 P.M.
MEMBER JARVELA SECONDED THE MOTION. THE MOTION PASSED BY
A VOTE OF 6-0.**

Diane Cash, Mayor

Trish Harren, City Administrator

CITY OF CROSBY
REQUEST FOR COUNCIL ACTION

DATE: 12/22/2025

DEPARTMENT: Administrator

APPROVAL REQUIRED: Simple Majority of Council

ITEM DESCRIPTION: Approve Claims

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

OBJECTIVE: Review and approve bills for payment including preapproved

STAFF RECOMMENDATIONS: Approve payment of claims.

BUDGET IMPLICATIONS:

COUNCIL ACTION REQUESTED: Approve as part of consent payment of claims as presented

ATTACHMENT: Payment Approval Report(s)

CITY OF CROSBY
REQUEST FOR COUNCIL ACTION

DATE 12/22/2025

DEPARTMENT: Administration

APPROVAL REQUIRED: Information only – no action required

ITEM DESCRIPTION: Summary Financial Report

BACKGROUND: The city council receives a monthly financial statement that provides year-to-date expenditures. This is a summary of that detailed report. A copy of the full report is available at the meeting and in the City Administrators Office.

OBJECTIVE: Provide information and transparency

STAFF RECOMMENDATIONS:

BUDGET IMPLICATIONS:

COUNCIL ACTION REQUESTED: None

ATTACHMENTS: City of Crosby Fund Summary ending November 30, 2025

Vendor Number	Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
ADAMS PEST CONTROL INC							
2575	ADAMS PEST CONTROL INC	4331533	100-41940-300	CITY HALL PEST CONTROL	12/10/2025	53.00	53.00
Total ADAMS PEST CONTROL INC:						53.00	
AITKIN COUNTY RECORDER							
497	AITKIN COUNTY RECORDER	12.18.25	100-42100-300	NOTARY RECORING FEE - DENISE KELSAY	12/18/2025	20.00	20.00
Total AITKIN COUNTY RECORDER:						20.00	
AMAZON CAPITAL SERVICES							
400	AMAZON CAPITAL SERVICES	14CW-37N1-T	206-45531-280	N JOY-NON-DAIRY CREAMER PACKETS	12/11/2025	27.62	27.62
400	AMAZON CAPITAL SERVICES	16TN-FMND-F	206-38050	CONCESSIONS CANDY, COFFE, SUPPLIES	12/08/2025	203.29	203.29
400	AMAZON CAPITAL SERVICES	1RRF-MM91-6	100-41940-210	LOGITECH MK345 WIRELESS KEYBOARD	12/04/2025	27.99	27.99
400	AMAZON CAPITAL SERVICES	1VJX-Q9QQ-6J	100-41940-210	136GB DIGITAL VOICE RECORDER	12/18/2025	35.99	35.99
Total AMAZON CAPITAL SERVICES:						294.89	
AT&T MOBILITY							
390	AT&T MOBILITY	287315678291	200-45500-381	LIBRARY PUBLIC PROGRAMS - WIRELESS	11/25/2025	163.92	163.92
Total AT&T MOBILITY:						163.92	
AUTO VALUE							
43	AUTO VALUE	40268975	100-43100-210	FORD L8000 - BATTERIES	12/09/2025	297.98	297.98
Total AUTO VALUE:						297.98	
AUTOSMITH SERVICE GROUP LLC							
3215	AUTOSMITH SERVICE GROUP LLC	22178	100-42100-210	DODGE DURANGO SPECIAL - OIL CHANGE & FILTE	12/01/2025	96.04	96.04
3215	AUTOSMITH SERVICE GROUP LLC	22260	100-42100-200	DODGE DURANGO PURSUIT - OIL CHANGE & FILT	12/01/2025	267.76	267.76
Total AUTOSMITH SERVICE GROUP LLC:						363.80	
AW RESEARCH LABORATORIES INC							
3127	AW RESEARCH LABORATORIES INC	75402	600-49400-300	COLIFORM BACTERIA, TOTAL & ESCHERICHIA	10/31/2025	70.00	70.00
3127	AW RESEARCH LABORATORIES INC	75953	600-49400-300	COLIFORM BACTERIA, TOTAL & ESCHERICHIA	11/30/2025	70.00	70.00
Total AW RESEARCH LABORATORIES INC:						140.00	

Vendor Number	Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
BOLTON & MENK INC							
2505	BOLTON & MENK INC	03800339	451-41700-300	ENGINEERING -PROVIDE SERVICES PER NOV 21	11/28/2025	13,052.50	13,052.50
2505	BOLTON & MENK INC	0380331	452-41700-300	ENGINEERING - FINAL DESIGN	11/28/2025	47,022.50	47,022.50
2505	BOLTON & MENK INC	0380332	451-41700-300	ENGINEERING - CONSTRUCTION STAKING, OBSE	11/28/2025	472.50	472.50
2505	BOLTON & MENK INC	0380333	100-41700-300	ENGINEERING - GENREAL SERVICES	11/28/2025	112.50	112.50
2505	BOLTON & MENK INC	038038	100-41700-300	ENGINEERING - OSG & SCRPG APPLICATION ASSI	11/28/2025	12,333.00	12,333.00
Total BOLTON & MENK INC:						72,993.00	
CASELLE, LLC							
3764	CASELLE, LLC	INV-14348	100-41940-300	1/1/26 - 6/30/26 - SEMI-ANNUAL MAINTENANCE & S	12/04/2025	4,415.56	4,415.56
Total CASELLE, LLC:						4,415.56	
CENTER POINT LARGE PRINT							
2236	CENTER POINT LARGE PRINT	2211424	200-45500-580	JFHML BOOKS	12/01/2025	302.04	302.04
Total CENTER POINT LARGE PRINT:						302.04	
CINTAS							
3626	CINTAS	4243344027	600-49400-210	SCRAPER, MATS, CRT CABINET	09/15/2025	51.27	51.27
3626	CINTAS	4252251482	600-49400-210	SCRAPER, MATS, CRT CABINET	12/08/2025	52.66	52.66
Total CINTAS:						103.93	
CITY OF CROSBY							
16	CITY OF CROSBY	12.25.25	206-45531-380	11/01/25 - 11/30/25 - HCC UTILITY BILLING	11/26/2025	2,266.13	2,266.13
Total CITY OF CROSBY:						2,266.13	
CRAGUN, JOHN & RAYE							
3148	CRAGUN, JOHN & RAYE	1040	100-41940-300	11/17, 11/30 - JFHML CLEANING	12/08/2025	105.00	105.00
3148	CRAGUN, JOHN & RAYE	211	100-41940-300	10/31 /25- 12/05/25 - CITY HALL CLEANING	12/08/2025	575.00	575.00
Total CRAGUN, JOHN & RAYE:						680.00	
CROSBY ACE HARDWARE							
590	CROSBY ACE HARDWARE	12043/10	100-49010-210	SNOW PUSHER 26"	12/04/2025	24.99	24.99
590	CROSBY ACE HARDWARE	12046/10	600-49400-210	WATER TRUCK - ICE SCRAPPER	12/05/2025	34.99	34.99
590	CROSBY ACE HARDWARE	12047/10	600-49400-210	GRILL/MEAT THERMOMETER	12/05/2025	22.99	22.99
590	CROSBY ACE HARDWARE	12049/10	100-43100-210	ROOF SNOW RAKE	12/05/2025	89.99	89.99

Vendor Number	Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
590	CROSBY ACE HARDWARE	12058/10	600-49400-210	HEAT GUN DIGITAL ACE	12/08/2025	59.99	59.99
590	CROSBY ACE HARDWARE	12059/10	100-43100-210	CLEANER BOWL LYSOL	12/08/2025	3.99	3.99
590	CROSBY ACE HARDWARE	12061/10	100-43100-210	SANDER HYDRAULIC PUMP FASTENERS	12/08/2025	14.36	14.36
590	CROSBY ACE HARDWARE	12075/10	206-45531-210	GROUT BAGS, CAULK, TILE GROUT, SPONGE	12/09/2025	27.96	27.96
590	CROSBY ACE HARDWARE	12089/10	206-45531-321	LIQUID CLORINATOR 1 GAL	12/12/2025	39.96	39.96
590	CROSBY ACE HARDWARE	12100/10	100-43100-210	BATTERY ALKLN AAA, SNOW PUSHER PLY 24" W/S	12/15/2025	91.97	91.97
Total CROSBY ACE HARDWARE:						411.19	
CTC-446126							
2441	CTC-446126	21709886	204-41405-320	COMMUNICATION - 12/12/25 01/11/26	12/12/2025	262.65	262.65
2441	CTC-446126	21709886	200-45500-320	COMMUNICATION - 12/12/25 01/11/26	12/12/2025	418.48	418.48
2441	CTC-446126	21709886	100-41940-320	COMMUNICATION - 12/12/25 01/11/26	12/12/2025	350.57	350.57
2441	CTC-446126	21709886	100-42100-320	COMMUNICATION - 12/12/25 01/11/26	12/12/2025	236.89	236.89
2441	CTC-446126	21709886	100-42200-320	COMMUNICATION - 12/12/25 01/11/26	12/12/2025	304.60	304.60
2441	CTC-446126	21709886	206-45531-320	COMMUNICATION - 12/12/25 01/11/26	12/12/2025	427.12	427.12
Total CTC-446126:						2,000.31	
CUYUNA COUNTRY AUTO CENTER							
279	CUYUNA COUNTRY AUTO CENTER	95953	100-43100-210	2006 F350 - INSTALL FUEL PUMP RELAY BYPASS	12/05/2025	299.53	299.53
Total CUYUNA COUNTRY AUTO CENTER:						299.53	
CUYUNA LAKES PARTS CITY							
3581	CUYUNA LAKES PARTS CITY	71-239013	100-43100-210	F350 - COOLANT AND LEAK REPAIRS	11/26/2025	38.20	38.20
3581	CUYUNA LAKES PARTS CITY	71-239304	100-43100-210	SHOP SUPPLIES - KLEEN DEF FLUID	12/02/2025	13.99	13.99
3581	CUYUNA LAKES PARTS CITY	71-239379	600-49400-210	WATER DEPT WELL HOUSE - DIESEL ANTI GEL	12/04/2025	26.98	26.98
3581	CUYUNA LAKES PARTS CITY	71-239440	100-42100-550	RAINX WASHER FLUID	12/05/2025	14.98	14.98
3581	CUYUNA LAKES PARTS CITY	71-239465	100-43100-210	1999 F350- SENSORS	12/05/2025	14.99	14.99
3581	CUYUNA LAKES PARTS CITY	71-239524	100-43100-210	1999 F350 - RETURN SENSOR FOR EXHAUST REM	12/08/2025	3.00	3.00
3581	CUYUNA LAKES PARTS CITY	71-239541	100-43100-210	STREET DEPARTEMENT PARTS - GAT G94011-0808	12/08/2025	52.27	52.27
3581	CUYUNA LAKES PARTS CITY	71-239542	100-43100-210	FORD L8000 -INSIDE HOSE FOR SANDER	12/08/2025	174.48	174.48
3581	CUYUNA LAKES PARTS CITY	71-239647	100-43100-210	STERLING PLOW MARKERS	12/10/2025	37.24	37.24
3581	CUYUNA LAKES PARTS CITY	71-239880	100-43100-210	FORD L8000- ALTERNATOR & ACCESORY DRIVE P	12/15/2025	443.32	443.32
Total CUYUNA LAKES PARTS CITY:						819.45	
DAKOTA BUSINESS SOLUTIONS							
706	DAKOTA BUSINESS SOLUTIONS	11917	100-41940-210	SEALING SOLUTION FOR MAIL MACHINE	12/02/2025	39.00	39.00

Vendor Number	Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
Total DAKOTA BUSINESS SOLUTIONS:						39.00	
FASTENAL COMPANY							
472	FASTENAL COMPANY	MNBAX276767	100-43100-210	SHOP SUPPLIES - HARDWARE	11/25/2025	88.13	88.13
472	FASTENAL COMPANY	MNBAX276799	100-43100-210	SHOP SUPPLIES - HARDWARE	11/26/2025	6.64	6.64
Total FASTENAL COMPANY:						94.77	
FERGUSON WATERWORKS							
2457	FERGUSON WATERWORKS	0557676	600-49400-210	FORD METER PIT	12/05/2025	4,569.00	4,569.00
Total FERGUSON WATERWORKS:						4,569.00	
FIRSTNET AT&T MOBILITY							
622	FIRSTNET AT&T MOBILITY	287303603670	100-42100-320	PHONE/BODY CAM	11/25/2025	903.52	903.52
Total FIRSTNET AT&T MOBILITY:						903.52	
FORUM COMMUNICATIONS COMPANY							
3541	FORUM COMMUNICATIONS COMPAN	12025.0010518	100-41940-301	CUYUNA CHAMBER GUIDE - PINE & LAKES ECHO	12/04/2025	1,595.00	1,595.00
Total FORUM COMMUNICATIONS COMPANY:						1,595.00	
GOEDKER, NOAH							
829	GOEDKER, NOAH	12.16.25	100-41910-300	PLANNING & ZONING COMMITTEE REIMBURSEMEN	12/16/2025	50.00	50.00
Total GOEDKER, NOAH:						50.00	
GOPHER STATE ONE CALL							
7	GOPHER STATE ONE CALL	5110325	100-43100-210	FAX NOTIFICATIONS	11/30/2025	24.30	24.30
Total GOPHER STATE ONE CALL:						24.30	
GRANITE CITY JOBBING CO INC							
580	GRANITE CITY JOBBING CO INC	496909	206-45531-280	HCC - BEVERAGES & CONCESSION SUPPLIES	12/05/2025	272.32	272.32
580	GRANITE CITY JOBBING CO INC	498103	206-45531-210	HCC - TOWL ROLL, TISSUE JUMBO, TISSUE FAIAL	12/12/2025	169.91	169.91
Total GRANITE CITY JOBBING CO INC:						442.23	

Vendor Number	Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
HACH COMPANY							
975	HACH COMPANY	14787269	600-49400-210	WATER PLANT - PAN IND SOLN, ALKALINE CYANID	12/09/2025	186.58	186.58
Total HACH COMPANY:						186.58	
HART, AMY							
3747	HART, AMY	12.16.25	100-41910-300	PLANNING & ZONING COMMITTEE REIMBURSEME	12/16/2025	50.00	50.00
Total HART, AMY:						50.00	
HEALTH FITNESS CORPORATION							
64	HEALTH FITNESS CORPORATION	CI-012921	206-45531-101	11/09/25 - 11/22/2025 - STAFF WAGES & MGMT FEE	11/28/2025	17,685.49	17,685.49
Total HEALTH FITNESS CORPORATION:						17,685.49	
HOWARD, DANNY W							
551	HOWARD, DANNY W	12/08/25	600-49400-210	UNIFORMS - CLOTHING	12/08/2025	173.89	173.89
Total HOWARD, DANNY W:						173.89	
INGRAM LIBRARY SERVICES							
3765	INGRAM LIBRARY SERVICES	92696115	200-45500-580	JFHML BOOKS	12/10/2025	64.06	64.06
Total INGRAM LIBRARY SERVICES:						64.06	
JP COOKE COMPANY							
2012	JP COOKE COMPANY	909789	100-42700-210	PD DOG LICENSE TAGS	12/11/2025	77.00	77.00
Total JP COOKE COMPANY:						77.00	
KANOPY INC							
696	KANOPY INC	480955	200-45500-586	JFHML - KIDS PLAY CREDITS	11/30/2025	52.00	52.00
Total KANOPY INC:						52.00	
LIBRAPASS							
3766	LIBRAPASS	12.03.25	200-45500-586	COMICS PLUS RENEWAL	12/03/2025	1,228.50	1,228.50
Total LIBRAPASS:						1,228.50	

Vendor Number	Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
L-N-F STORES LLC							
3306	L-N-F STORES LLC	70195	100-42100-550	CAR WASH - POLICE DEPARTMENT	06/03/2019	20.00	20.00
Total L-N-F STORES LLC:						20.00	
MIDWEST MACHINERY CO							
3220	MIDWEST MACHINERY CO	10735973	100-43100-210	ABSORBENT PADS	12/09/2025	60.73	60.73
Total MIDWEST MACHINERY CO:						60.73	
MINER'S INCORPORATED							
2871	MINER'S INCORPORATED	00324452	206-45531-280	HCC - CONCESSIONS - PIZZA, CHIPS, HOT DOGS	12/05/2025	178.42	178.42
2871	MINER'S INCORPORATED	00475793	206-45531-280	HCC - CONCESSIONS - COFFEE	12/16/2025	19.98	19.98
Total MINER'S INCORPORATED:						198.40	
MOMENTUM TRUCK GROUP							
3658	MOMENTUM TRUCK GROUP	X500018859:0	100-43100-210	FREIGHTLINER - HYDRAULIC TANK FILTER	11/17/2025	72.14	72.14
Total MOMENTUM TRUCK GROUP:						72.14	
MOTOROLA SOLUTIONS INC							
2891	MOTOROLA SOLUTIONS INC	8282242192	230-34214	PORTABLE RADIOS + SOFTWARE	11/24/2025	56,980.80	56,980.80
2891	MOTOROLA SOLUTIONS INC	8282244203	230-34214	FIRE DEPT - PORTABLE RADIO ACCESORIES	11/26/2025	2,218.80	2,218.80
Total MOTOROLA SOLUTIONS INC:						59,199.60	
NEPHEW, KAY							
574	NEPHEW, KAY	12.15.25	204-41405-200	OFFICE SUPPLIES	12/15/2025	109.99	109.99
574	NEPHEW, KAY	12.15.25	204-41405-340	POSTAGE REIMBURSEMENT	12/15/2025	226.36	226.36
Total NEPHEW, KAY:						336.35	
OVERDRIVE INC							
3171	OVERDRIVE INC	03974CP25374	200-45500-570	E-BOOKS	11/30/2025	91.37	91.37
3171	OVERDRIVE INC	03974CP25375	200-45500-570	E-BOOKS	11/30/2025	198.62	198.62
Total OVERDRIVE INC:						289.99	
PATRICK, TROY							
92	PATRICK, TROY	12.16.25	100-41910-300	PLANNING & ZONING COMMITTEE REIMBURSEMEN	12/16/2025	50.00	50.00

Vendor Number	Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
Total PATRICK, TROY:						50.00	
PEOPLES SECURITY							
1889	PEOPLES SECURITY	279929	100-43100-210	12/03/25 - 12/31/25 - CITY HALL SECURITY	12/12/2025	119.00	119.00
Total PEOPLES SECURITY:						119.00	
PETERSEN, JAMES K							
95	PETERSEN, JAMES K	12.16.25	100-41910-300	PLANNING & ZONING COMMITTEE REIMBURSEMEN	12/16/2025	50.00	50.00
Total PETERSEN, JAMES K:						50.00	
PRINT SHOP INK							
707	PRINT SHOP INK	4445	100-42100-200	ENVELOPES	12/01/2025	123.90	123.90
707	PRINT SHOP INK	4445	600-49400-200	ENVELOPES	12/01/2025	97.00	97.00
Total PRINT SHOP INK:						220.90	
QUADIENT FINANCE USA INC							
570	QUADIENT FINANCE USA INC	562000	100-41940-340	POSTAGE-LATE FEE	12/01/2025	53.90	53.90
Total QUADIENT FINANCE USA INC:						53.90	
SAMANTHA WODARZ CONSULTING							
3767	SAMANTHA WODARZ CONSULTING	000001	100-41940-300	OFFICE WORK/TRAINING	12/01/2025	960.00	960.00
Total SAMANTHA WODARZ CONSULTING:						960.00	
SCHREIER, DALTON							
21	SCHREIER, DALTON	12.04.25	100-43100-213	UNIFORM - WORK WEAR	12/04/2025	228.97	228.97
Total SCHREIER, DALTON:						228.97	
SCR NORTHERN							
2518	SCR NORTHERN	W57503	100-43100-210	REPAIR HVAC COMBUSTION CHAMBER	11/28/2025	3,862.28	3,862.28
2518	SCR NORTHERN	W57520	200-45500-300	REPLACE EXHAUST FAN MOTOR & BELT IN BATH	11/28/2025	935.97	935.97
Total SCR NORTHERN:						4,798.25	

Vendor Number	Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
SHANNON'S AUTO BODY INC							
3601	SHANNON'S AUTO BODY INC	17790	100-43100-210	VEHICLE REPAIR - RAM ASSY & ELBOW KIT	12/01/2005	404.92	404.92
Total SHANNON'S AUTO BODY INC:						404.92	
SPECTRUM BUSINESS							
3727	SPECTRUM BUSINESS	175593701120	100-43100-210	INTERNET FEEES	12/01/2025	170.00	170.00
3727	SPECTRUM BUSINESS	175594501120	206-45531-380	CABLE TELEVISION FEEES	12/01/2025	171.39	171.39
Total SPECTRUM BUSINESS:						341.39	
STAPLES ADVANTAGE							
3152	STAPLES ADVANTAGE	7007855245	100-42100-210	PD SUPPLIES	11/29/2025	29.14	29.14
3152	STAPLES ADVANTAGE	7007961866	100-42100-200	OFFICE SUPPLIES	12/06/2025	35.47	35.47
3152	STAPLES ADVANTAGE	7007961866	100-42100-200	OFFICE SUPPLIES	12/06/2025	205.51	205.51
3152	STAPLES ADVANTAGE	7007961866	100-41940-210	OFFICE SUPPLIES	12/06/2025	23.55	23.55
Total STAPLES ADVANTAGE:						293.67	
THE OFFICE SHOP CONTRACTS							
3719	THE OFFICE SHOP CONTRACTS	AR1992709	200-45500-200	12/01/25 - 12/31/25 - LIBRARY COPIER CONTRACT	11/21/2025	86.60	86.60
Total THE OFFICE SHOP CONTRACTS:						86.60	
VESTIS							
805	VESTIS	2530476871	206-45531-210	MAT/NYLON/RUBBER, SCRAPER MAT	11/28/2025	68.35	68.35
805	VESTIS	2530479434	206-45531-210	MAT/NYLON/RUBBER, SCRAPER MAT	12/05/2025	68.35	68.35
Total VESTIS:						136.70	
VISA							
3386	VISA	NOV25	206-45531-430	RAFFERTY'S	12/01/2025	59.39	59.39
3386	VISA	NOV25	100-43100-210	CLEANING SUPPLIES	12/01/2025	54.16	54.16
3386	VISA	NOV25	206-45531-430	SUBWAY	12/01/2025	44.91	44.91
3386	VISA	NOV25	100-43100-210	SAFETY LIGHTS	12/01/2025	46.55	46.55
3386	VISA	NOV25	100-41940-300	DOMAIN RENEWAL	12/01/2025	22.19	22.19
3386	VISA	NOV25	100-41940-580	LATE FEE & INTEREST	12/01/2025	153.09	153.09
3386	VISA	NOV25	100-43100-310	STAFF DEVELOPMENT	12/01/2025	45.97	45.97
Total VISA:						426.26	

Vendor Number	Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
Water Technology Resources Inc.							
3723	Water Technology Resources Inc.	1988	600-49400-210	45 DEGREE FLEX DISC CHECK VALVES, BACKFLU	12/03/2025	4,905.25	4,905.25
Total Water Technology Resources Inc.:						4,905.25	
WINNERS TROPHY & ENGRAVING LLC							
1893	WINNERS TROPHY & ENGRAVING LL	14107	100-42200-210	ALUMINUM PLATE ENGRAVING	12/10/2025	119.55	119.55
Total WINNERS TROPHY & ENGRAVING LLC:						119.55	
XTONA							
748	XTONA	12133	100-42200-300	FD - IT SERVICE DESK	12/01/2025	300.00	300.00
748	XTONA	12133	100-42200-300	IT SERVICE DESK	12/01/2025	7,785.10	7,785.10
748	XTONA	12162	206-45531-300	HCC IT SUPPORT & LICENSES	12/01/2025	532.00	532.00
Total XTONA:						8,617.10	
Grand Totals:						194,849.74	

CITY OF CROSBY
REQUEST FOR COUNCIL ACTION

DATE 12/22/2025

DEPARTMENT: Administration

APPROVAL REQUIRED: Information only – no action required

ITEM DESCRIPTION: Summary Financial Report

BACKGROUND: The city council receives a monthly financial statement that provides year-to-date expenditures. This is a summary of that detailed report. A copy of the full report is available at the meeting and in the City Administrators Office.

OBJECTIVE: Provide information and transparency

STAFF RECOMMENDATIONS:

BUDGET IMPLICATIONS:

COUNCIL ACTION REQUESTED: None

ATTACHMENTS: City of Crosby Fund Summary ending November 30, 2025 – PROVIDED AT THE TABLE

CITY OF CROSBY
REQUEST FOR COUNCIL ACTION

DATE: 12/22/2025

DEPARTMENT: Public Works

APPROVAL REQUIRED: Simple majority of Council

ITEM DESCRIPTION: Accept Resignation of Summer Seasonal Employee Greg Christiansen

BACKGROUND:

Gerg Christensen was a summer seasonal employee. Per city practice, resignations are formally accepted by council.

BUDGET IMPLICATIONS: None

COUNCIL ACTION REQUESTED: Motion and second to accept the resignation of Greg Christensen as a summer seasonal employee from the Crosby Public Works Department.

CITY OF CROSBY
REQUEST FOR COUNCIL ACTION

DATE: 12/16/2025

DEPARTMENT: Hallett Center of Crosby

APPROVAL REQUIRED: Simple majority

ITEM DESCRIPTION: Approval of General Manager at the Hallett Center of Crosby to sign a new 5-year printer lease with Metro Sales (MSI).

BACKGROUND: The Hallett Center has been in a contract with Metro Sales (MSI) for the previous five years. During this time the machine has depreciated so with the new contract we will be getting a new printer and starting a new contract with MSI. The new contract will be roughly \$10.00 more a month and is a locked in price for the five years. The contract includes all service and toner at no extra cost. I reached out to another vendor and that bid was \$50.00 more a month.

OBJECTIVE: To approve the contract for the new printer with MSI and allow the General Manager to sign off on it.

STAFF RECOMMENDATIONS: I recommend approving the contract with MSI

BUDGET IMPLICATIONS: This will affect the budget each month while the contract is in place. The per month cost will be roughly \$90.20. This is a fixed price and will be this price for the next 5 years.

COUNCIL ACTION REQUESTED: A motion and a second to approve entering a new contract with MSI.

CITY OF CROSBY
REQUEST FOR COUNCIL ACTION

DATE: 12/22/2025

DEPARTMENT: Administrator

APPROVAL REQUIRED: Simple Majority of Council

ITEM DESCRIPTION: Library Window and Door Project

BACKGROUND

December of 2023, Hallet Trust awarded \$70,000 to the Library and Hallett Center for window and door replacement. \$40,000 was for the library and \$30,000 for HCC. When the hockey rink cooling system failed and we needed to rent a cooling system for \$10,000 a month, HCC received permission from Hallett Trust to use their funds toward that unexpected expense. Window and door quotes for the library came in significantly higher than \$40,000 and that project did not go forward. Hallett Trust awarded an additional \$70,000 to the library toward the window and door project in November 2025.

The city has been working with Sourcewell's procurement team, Gordian) to get an updated bid from a vendor list who have met the state bid statutory requirements. The bid is \$112,973.37. This is \$2,973.37 above the Hallett Grant amount. There are also some items the city will want to consider that are outside the project scope such as updating the door security system.

OBJECTIVE: Update doors and windows to improve energy efficiency and usability.

STAFF RECOMMENDATIONS: Authorize the project and approve contract.

BUDGET IMPLICATIONS: City received \$110,000 in grants to fund the project. Potential of up to \$5,000 in additional expense.

COUNCIL ACTION REQUESTED: Motion and second to authorize project and approve Sourcewell contract.

ATTACHMENT: Sourcewell EZIQC Contract No MN R3-GC-040622-NSI



Work Order Signature Document

Sourcewell EZIQC Contract No.: MN-R3-GC-040622-NSI

New Work Order

Modify an Existing Work Order

Work Order Number: 149904.00

Work Order Date: 12/05/2025

Owner PO No:

Work Order Title: City of Crosby - Jessie F. Hallett Memorial Library Door & Window Replacement 2025

Owner Name: City of Crosby

Contractor Name: Nor-Son Construction LLC

Contact: Trish Harren

Contact: Scott Whittemore

Phone: 218-546-5021

Phone: 218-822-2017

Work to be Performed

Work to be performed as per the Final Detailed Scope of Work Attached and as per the terms and conditions of Sourcewell EZIQC Contract No MN-R3-GC-040622-NSI.

Brief Work Order Description:

Door and Window Replacement

Time of Performance See Schedule Section of the Detailed Scope of Work

Duration

Liquidated Damages Will apply:

Will not apply:

Work Order Firm Fixed Price: \$112,973.37

Owner Purchase Order Number:

Approvals

12-15-2025

Owner Date

Contractor Date

Detailed Scope of Work

To: Scott Whittemore
Nor-Son Construction LLC
No Data Input
No Data Input,
218-822-2017

From: Trish Harren
City of Crosby
2 Second St SW Crosby
Crosby, MN 56441
218-546-5021

Date Printed: December 05, 2025

Work Order Number: 149904.00

Owner PO No:

Work Order Title: City of Crosby - Jessie F. Hallett Memorial Library Door & Window Replacement 2025

Brief Scope: Door and Window Replacement

Preliminary

Revised

Final

The following items detail the scope of work as discussed at the site. All requirements necessary to accomplish the items set forth below shall be considered part of this scope of work.

See attached Detailed Scope of Work document

Contractor

Date

Owner

Date

Contractor's Price Proposal - Summary

Date: December 05, 2025

Re: IQC Master Contract #: MN-R3-GC-040622-NSI
Work Order #: 149904.00
Owner PO #:
Title: City of Crosby - Jessie F. Hallett Memorial Library Door & Window Replacement 2025
Contractor: Nor-Son Construction LLC
Proposal Value: \$112,973.37

No Category Input **\$112,973.37**

Proposal Total **\$112,973.37**



City Of Crosby

Overview: We are pleased to share the attached budget, which has been developed based on our current understanding of the project scope as outlined below.

Total Budget for Windows & Doors: \$112,955.00

- **Doors and Windows**
 - *Remove and replace six (14' w x 9'-4" T) wood framed windows with Aluminum framed windows bronzed finished.*
 - *Remove and replace two (4'-5" w x 9'-4" T) wood framed windows with Aluminum framed windows bronzed finished.*
 - *Includes Removal, Install, Caulking, Foaming, and Cleanup of eight windows.*
 - *Remove and replace two front entry doors (39 ½" x 6'-11") Aluminum in bronze finish. Prep for Fob.*
 - *Install two electric strikes*
 - *Install two Automatic openers w/wall Buttons*
 - *Remove and replace hollow metal door with half lite on top, new hardware for prepped for FOB.*
 - *Paint one new hollow metal door*

Excluded from Proposal:

- Prevailing wages
- Bonds
- Hazardous materials abatement
- Architecture, electrical engineering or Mechanical engineering
- Permits
- Overtime
- Special testing
- Fire suppression
- Fire Alarm
- Cameras
- Security

CITY OF CROSBY
REQUEST FOR COUNCIL ACTION

DATE: 12.22.2025	DEPARTMENT: Administrator
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APPROVAL REQUIRED: Simple Majority of Council

ITEM DESCRIPTION: Approval of 2025 Audit Agreement

BACKGROUND: CliftonLarsonAllen (CLA) has been the City's auditor for many years, and they do a fantastic job. Annually, the City Council must approve the audit agreement state of work with CLA for them to conduct the audit.

OBJECTIVE:

STAFF RECOMMENDATIONS: Approve the 2025 Audit Agreement with CLA

BUDGET IMPLICATIONS: Cost is \$33,500 for audit and \$800.00 to prepare the State OSA Report

COUNCIL ACTION REQUESTED: Motion and Second to Approve the Statement of Work from CliftonLarsonAlan to complete the 2025 City of Crosby Audit as required by statute.

ATTACHMENT: 2025 Audit Agreement



December 18, 2025

Statement of Work - Audit Services - Special Purpose Framework

This agreement constitutes a statement of work ("SOW") under the master service agreement ("MSA") dated November 21, 2022, or superseding MSA, made by and between CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") and City of Crosby ("you," "your," or "the entity"). We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services CLA will provide for the entity as of and for the year ended December 31, 2025.

Mary Reedy is responsible for the performance of the audit engagement.

Scope of audit services

We will audit the financial statements of City of Crosby, which comprise the statement of balances arising from cash transactions and the statement of cash receipts, disbursements, and changes in cash fund balances for each major governmental fund, the aggregate remaining governmental fund information, each major proprietary fund (water and sewer fund financial statements will reflect the statement of net position, the statement of revenues and expenses and changes in net position, and the statement of cash flows), and the aggregate remaining proprietary fund information as presented in accordance with the Reporting and Publishing Requirements for City Audited Financial Statements for Cities under 2,500 in Population Reporting on the Cash or Regulatory Basis of Accounting as prescribed by the Minnesota Office of the State Auditor, and the related notes to the financial statements (collectively, the "financial statements") as of and for the year ended December 31, 2025.

We will also evaluate and report on the presentation of the supplementary information accompanying the financial statements in relation to the financial statements as a whole.

Nonaudit services

We will also provide the following nonaudit services:

- Preparation of your financial statements and the related notes.
- Preparation of the supplementary information.
- Preparation of depreciation schedules.
- Preparation of adjusting journal entries.

- Preparation of GASB 87/96 tools, if necessary

Audit objectives

The objectives of our audit are to obtain reasonable assurance about whether the basic financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions about whether your basic financial statements are fairly presented, in all material respects, in conformity with the Reporting and Publishing Requirements for City Audited Financial Statements for Cities under 2,500 in Population Reporting on the Cash or Regulatory Basis of Accounting as prescribed by the Minnesota Office of the State Auditor, a special purpose framework (regulatory basis), which is a basis of accounting other than accounting principles generally accepted in the United States of America (U.S. GAAP). The effects on the financial statements of the variances between the regulatory basis of accounting and U.S. GAAP, although not reasonably determinable, are presumed to be material. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Our audits will be conducted in accordance with U.S. GAAS and the standards for financial audits contained in Governmental Auditing Standards, issued by the Comptroller General of the United States. Those standards require us to be independent of the entity and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. Our audit will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions.

We will also perform procedures to enable us to express an opinion on whether the supplementary information (as identified above) accompanying the financial statements is fairly stated, in all material respects, in relation to the financial statements as a whole.

We will issue a written report upon completion of our audit of your financial statements.

Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph to our auditors' report, or if necessary, withdraw from the engagement. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

We will provide a report (which does not include an opinion) on internal control over financial reporting and on compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements, as required by

Governmental Auditing Standards . The report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with Governmental Auditing Standards in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the entity is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit conducted in accordance with U.S. GAAS and the standards for financial audits contained in Governmental Auditing Standards may not satisfy the relevant legal, regulatory, or contractual requirements.

As part of our audit, we will also perform the procedures and provide the report required by the Minnesota Legal Compliance Audit Guide for Cities.

Auditor responsibilities, procedures, and limitations

We will conduct our audit in accordance with U.S. GAAS and the standards for financial audits contained in Government Auditing Standards.

Those standards require that we exercise professional judgment and maintain professional skepticism throughout the planning and performance of the audit. As part of our audit, we will:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of the entity and its environment, including the system of internal control, relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the amounts and disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for a reasonable period of time.

Although our audit planning has not been concluded and modifications may be made, we have identified

the following significant risk(s) of material misstatement as part of our audit planning:

- Management override of internal controls.
- Lack of adequate segregation of duties.
- Improper revenue recognition.
- Completeness of capital assets

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent limitations of internal control, that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS and Governmental Auditing Standards. Because we will not perform a detailed examination of all transactions, material misstatements, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity, may not be detected. Because the determination of waste and abuse is subjective, Governmental Auditing Standards do not require auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detected waste or abuse.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management and those charged with governance of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management and those charged with governance of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential.

Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting fraud or errors that are material to the financial statements and to preventing and detecting misstatements resulting from noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Government Auditing Standards. An audit is not designed to provide assurance on internal control or to identify deficiencies, significant deficiencies, or material weaknesses in internal control. However, we will communicate to you in writing significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we identify during the audit that are required to be communicated under AICPA professional standards and Government Auditing Standards.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the entity's compliance with the provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to Government Auditing Standards.

We will include in our report on internal control over financial reporting and on compliance relevant information about any identified or suspected instances of fraud and any identified or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements that may have occurred that are required to be communicated under Government Auditing Standards.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Management responsibilities

Our audit will be conducted on the basis that you (management and, when appropriate, those charged with governance) acknowledge and understand that you have certain responsibilities that are fundamental to the conduct of an audit.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the regulatory basis of accounting. Management's responsibilities include the selection and application of accounting principles; recording and reflecting all transactions in the financial statements; determining the reasonableness of significant accounting estimates included in the financial statements; adjusting the financial statements to correct material misstatements; and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Management is responsible for including all informative disclosures that are appropriate for the regulatory basis of accounting. Those disclosures will include (a) a description of the regulatory basis of accounting, including a summary of significant accounting policies, and how the of regulatory basis of accounting differs from U.S. GAAP; (b) informative disclosures similar to those required by U.S. GAAP; and (c) additional disclosures beyond those specifically required that may be necessary for the financial statements to achieve fair presentation.

You are responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities and safeguarding assets. You are responsible for the design, implementation, and maintenance of internal controls to prevent and detect fraud; assessing the risk that the financial statements may be materially misstated as a result of fraud; and for informing us about all known or suspected fraud affecting the entity involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations, and informing us of all instances of identified or suspected noncompliance whose effects on the financial statements should be considered. You are responsible for taking timely and appropriate steps to remedy any fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we may report.

You are responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including amounts and disclosures, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters, and for the accuracy and completeness of that information (including information from within and outside of the general and subsidiary ledgers); (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

You agree to inform us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements.

Management is responsible for the preparation of the supplementary information in accordance with the regulatory basis of accounting. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. You agree to provide us written representations related to the presentation of the supplementary information.

Management is responsible for providing us with a written confirmation concerning representations made by you and your staff to us in connection with the audit. During our engagement, we will request information and explanations from you regarding, among other matters, the entity's operations, internal control, future plans, specific transactions, and accounting systems and procedures. The procedures we will perform during our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the representations that we receive in the representation letter and otherwise from you. Accordingly, inaccurate, incomplete, or false representations could cause us to expend unnecessary effort or could cause a material fraud or error to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the entity's financial statements that we may fail to detect as a result of misrepresentations made to us by you.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies to us of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the "Audit objectives" section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Responsibilities and limitations related to nonattest services

For all nonaudit services we may provide to you, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate

the adequacy and results of the services; and accept responsibility for the results of the services. Management is also responsible for ensuring that your data and records are complete and that you have received sufficient information to oversee the services.

Use of financial statements

Should you decide to include or incorporate by reference these financial statements and our auditors' report(s) thereon in a future private placement or other offering of equity or debt securities, you agree that we are under no obligation to re-issue our report or provide consent for the use of our report in such a registration or offering document. We will determine, at our sole discretion, whether we will re-issue our report or provide consent for the use of our report only after we have performed the procedures we consider necessary in the circumstances. If we decide to re-issue our report or consent to the use of our report, we will be required to perform certain procedures including, but not limited to, (a) reading other information incorporated by reference in the registration statement or other offering document and (b) subsequent event procedures. These procedures will be considered an engagement separate and distinct from our audit engagement, and we will bill you separately. If we decide to re-issue our report or consent to the use of our report, you agree that we will be included on each distribution of draft offering materials and we will receive a complete set of final documents. If we decide not to re-issue our report or decide to withhold our consent to the use of our report, you may be required to engage another firm to audit periods covered by our audit reports, and that firm will likely bill you for its services. While the successor auditor may request access to our workpapers for those periods, we are under no obligation to permit such access.

If the parties (i.e., you and CLA) agree that CLA will not be involved with your official statements related to municipal securities filings or other offering documents, we will require that any official statements or other offering documents issued by you with which we are not involved clearly indicate that CLA is not involved with the contents of such documents. Such disclosure should read as follows:

CliftonLarsonAllen LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. CliftonLarsonAllen LLP also has not performed any procedures relating to this offering document.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website or submitted on a regulator website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

We may issue preliminary draft financial statements to you for your review. Any preliminary draft financial statements should not be relied on or distributed.

Engagement administration and other matters

We understand that your employees will prepare all confirmations, account analyses, and audit schedules we request and will locate any documents or invoices selected by us for testing. A list of information we expect to need for our audit and the dates required will be provided in a separate communication.

Professional standards require us to be independent with respect to you in the performance of these services. Any discussion that you have with our personnel regarding potential employment with you could impair our independence with respect to this engagement. Therefore, we request that you inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence and objectivity. Further, any employment offers to any staff members working on this engagement without our prior knowledge may require substantial additional procedures to ensure our independence. You will be responsible for any additional costs incurred to perform these procedures.

Our audit engagement ends on delivery of our signed report. Any additional services that might be requested will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific SOW for that service.

Government Auditing Standards require that we make our most recent external peer review report publicly available. The report is posted on our website at www.CLAconnect.com/Aboutus/.

Fees

Audit of financial statements \$33,500.00

Preparation of State Reporting Form \$800.00

We will also bill for expenses (including travel, report production, word processing, postage, internal and administrative charges, etc.) plus a technology and client support fee of five percent (5%) of all professional fees billed. Our invoices, including applicable state and local taxes, will be rendered as work progresses and are payable on presentation.

Unexpected circumstances

We will advise you if unexpected circumstances require significant additional procedures resulting in a substantial increase in the fee estimate.

Changes in accounting and audit standards

Standard setters and regulators continue to evaluate and modify standards. Such changes may result in new or revised financial reporting and disclosure requirements or expand the nature, timing, and scope of the activities we are required to perform. To the extent that the amount of time required to provide the services described in the SOW increases due to such changes, our fee may need to be adjusted. We will discuss such circumstances with you prior to performing the additional work.

Agreement

We appreciate the opportunity to provide the services described in this SOW related to the MSA. All terms and provisions of the MSA shall apply to these services. If you agree with the terms of this SOW, please sign

below to indicate your acknowledgement and understanding of, and agreement with, this SOW.

Sincerely,

CliftonLarsonAllen LLP

Response:

This SOW correctly sets forth the understanding of City of Crosby.

CLA

CLA

SIGN: Mary Reedy
Mary Reedy, Principal

DATE: December 19, 2025

Client

City of Crosby

SIGN: _____
City Administrator

DATE: _____

City of Crosby

SIGN: _____
Council Member

DATE: _____

CITY OF CROSBY
REQUEST FOR COUNCIL ACTION

DATE: 12.22.2025

DEPARTMENT: Administrator

APPROVAL REQUIRED: Simple Majority of Council

ITEM DESCRIPTION: Discuss/approve 2026 Fee Schedule

BACKGROUND: The City establishes a fee schedule each year. The proposed 2026 Fee Schedule is attached.

Recommended Changes:

- Water Fees
 - o \$Base fee – no change - \$14.00
 - o Tier 1 Water Volume \$8.40 per 1000 gallons to \$8.65
- Sewer Fees
 - o Base fee \$10.50 to \$13.50
 - o Tier 1 Water Volume \$14.77 per 1000 gallons to \$15.51
- Street or Alley Vacation \$300 to \$1000 (attorney fees over \$1000 to review)

Proposed Fees to Consider

- Crosby Memorial Park Fees
 - o Weekend dates \$50 to \$75
- Finger printing - \$20 to \$25
- Over the counter fees \$27 to \$50
- Demo Permit \$50 to \$75
- Inspection fee \$30 to \$50

OBJECTIVE:

STAFF RECOMMENDATIONS: Staff recommend approval of recommended and consideration of proposed.

BUDGET IMPLICATIONS:

COUNCIL ACTION REQUESTED: Motion to adopt the proposed 2026 Fee Schedule

ATTACHMENT: Proposed 2026 Fee Schedule /Utility Rate Study Recommended Rates

20265

Fee Schedule

SERVICES	Effective 1/1/2025
Animal License	\$10/year
Cannabis Business Registration	
Initial Registration Fee	\$500 or 50% of initial state license fee, whichever is less
Registration Renewal Fee	\$1,000 or 50% of renewal state license fee, whichever is less
Low Potency Retailer Registration Fee	\$125
Copies	
Black and White	.25 per copy (taxable)
Color Documents	.25 per copy (taxable)
Color Photos	.25 per copy (taxable)
Crosby Memorial Park Fees	
Weekday dates—RV sites 1-20 (1 RV or 1 tent per site)	\$50/night + \$3.50 fee (tax included)
Weekend dates including and surrounding the following: Memorial Day/4 th of July/Labor Day/ Boat Races, BIR events	\$7550/night + \$3.50 fee (tax included)
Camping—tent sites 1-6 (1 tent per site)	\$30/night + \$3.50 fee (tax included)
Cook Shack Rental	\$80/day + \$3.50 fee (tax included)
Band Shelter Rental	\$80/day + \$3.50 fee (tax included)
Digging Permit	\$50
Dubbing—taxable	
DVD's, flashdrives	\$25 (taxable)
Emergency Fire Response Services	\$500/party involved per Resolution 2016-10-0314
Financial Service Fees	
Credit Card Charge Back Fee	\$30
Returned Payment Fee	\$30
Fingerprinting	\$2025
Fireworks	\$100
Golf Cart Permit	\$25/for 3 years

Lakewood Cemetery	
<i>Cemetery rates are based on providing services until 2:00 p.m., Monday-Friday.</i>	<i>After hours rates are effective from 2:00 p.m. – 7:00 a.m. Monday-Friday. Winter rates are effective November 1 – April 1.</i>
Lot – resident	\$400
Lot – non-resident	\$900
Grave opening – resident	\$400; after hours/winter rate \$600
Grave opening – non-resident	\$550; after hours/winter rate \$825
Cremains opening – resident	\$150; after hours/winter rate \$225
Cremains opening – non-resident	\$200; after hours/winter rate \$300
Right of Burial – charged when interring in a grave with a prior interment.	\$150
Weekends and holiday	Add 50% to the above rates
Staking fee	\$25; after hours/winter rate \$50
Deed transfer	\$50
Kennel License	\$2,500
Liquor License	
On-Sale Intoxicating	\$1,800/year
On-Sale Wine and Strong Beer	\$350/year
On-Sale Sunday	\$200/year
On-Sale 3.2	\$150/year
Off-Sale Intoxicating	\$150/year
Culinary Class	\$50/year
Off-Sale 3.2	\$150/year
On-Sale Brewer Taproom	\$500/year
Brewer Taproom Sunday	\$200/year
Off-Sale Brewer Taproom	\$200/year
New Liquor Application fee (non-refundable)	\$500
Temporary Liquor License	\$50
Special Event Liquor License	\$25
Pawnbroker	\$150/year + \$50 investigative fee
Peddler & Transient Merchant	\$25.00/day; \$50/month; \$100 per season (3 month period)
Refuse Hauler License	\$125/year
Special Assessment Search	\$15
Taxi Cab Certificate	\$25

Utility Fees	
Water	\$14.00 base fee + \$8.40 \$8.65 per 1000 gallons
Sewer	\$10.25 \$10.50 base fee + 14.77 \$15.51 per 1000 gallons
Storm	\$3.50 for Residential/Commercial is based on acreage
Delinquent shut-off	\$75
Seasonal disconnect fee	\$25
2 nd water meter fee	At cost + \$35.00
Late fee	10%
Refuse admin fee	\$2.00 + 9.75% state solid waste mgmt.. tax
Retire refuse debt	Eliminated per council action, July 2021
Residential Refuse	
32 gallon cart	\$13.75 per month
68 gallon cart	\$17.27 per month
96 gallon cart	\$21.08 per month
Refuse tag	\$3.00/each
Service	Effective 1/1/2024/1/2025
Water Tapping	
Commercial	\$1,200 (taxable)
Residential	\$1,200
Sewer Tapping	
Commercial	\$1,200
Residential	\$1,200
*<u>Building Permit fees</u> – permit fees are based on valuations and are determined by the building inspector:	
Plan review	65% of Building Permit Fee
Plan review of similar plans meeting 1300.0160, subd. 6	25% of Building Permit Fee
Plumbing fee (sink/toilet/shower)	\$5 per trap
Residential fixture/appliance under MN Statute 16B.665	\$15 or 5%
Window replacement (changing existing opening)	Based on evaluation

Over the counter permits	
Air conditioning/mini splits—residential	\$2730
Furnace (incl. boiler)—residential	\$2730
Gas fireplace—residential	\$3027
Roof—residential	\$2730
Siding—residential	\$2730
Water heater (incl. softeners)—residential	\$2700
Water line replacement—residential	\$2730
Sewer line replacement—residential	\$2730
Garage door replacement—residential	\$2730
Demo permit—notify building inspector/zoning	\$5175
BUILDING PERMIT fee schedule	
\$1--\$500	\$15.00
\$501--\$2,000	\$15 for the first \$500 plus \$2 for each additional \$100 or fraction thereof, to and including \$2,000
\$2,001--\$25,000	\$45 for the first \$2,000 plus \$9 for each additional \$1,000 or fraction thereof, to and including \$25,000
\$25,001--\$50,000	\$252 for the first \$25,000 plus \$6.50 for each additional \$1,000 or fraction thereof, to and including \$50,000
\$50,001--\$100,000	\$414.50 for the first \$50,000 plus \$4.50 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001--\$500,000	\$639.50 for the first \$100,000 plus \$3.50 for each additional \$1,000 or fraction thereof, to and including \$500,000
\$500,000--\$1,000,000	\$2,039.50 for the first \$500,000 plus \$3 for each additional \$1,000 or fraction thereof, to and including \$1,000,000
\$1,000,001 and up	\$3,539.50 for the first \$1,000,000 plus \$2 for each additional \$1,000 or fraction thereof
Other inspections and fees	
Inspections outside of normal business hours	\$30 per hour*
Reinspection fees assessed under provision of Section 305(g)	\$30 per hour*

Service	
Inspections for which no fee is specifically indicated	\$30 50 per hour* (1/2 hour minimum)
Additional plan review required by changes, additions or revisions to approved plans	\$30 per hour* (1/2 hour minimum)
	<i>*Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.</i>
Planning & Zoning Fees—All fees are subject to recording costs for each document recorded in the Crow Wing County Recorder's Office or Registrar of Titles Office.	
Street or Alley Vacation	\$300 \$1,000
Variance	\$300
Zoning Text Amendment	\$150
Zoning Map Amendment	\$300
Conditional Use Permit	\$300
Planned Unit Development	\$200
Preliminary Plat	All preliminary plat applications shall be accompanied by cash placed in escrow. The escrow amount shall be \$2,500 plus \$200 per lot for each proposed lot within the subdivision. The escrow amount covers the City's costs in reviewing and processing the application. Itemized accounting of the funds used from the escrow account shall be provided to the applicant. If at any point, the escrow amount falls below \$2,000, the applicant shall be notified and given 20 days to replenish the account to the original amount. Failure to replenish the account shall result in suspension of the application review and processing. Remaining escrows shall be returned to the applicant within 30 days of the final action on the subdivision.
Final Plat	When costs associated with the process of reviewing an application exceed the original application fees, the applicant shall reimburse the City for any additional costs. Such expenses may include, but are not limited to payroll, mailing costs, consultant fees and other professional services. Outstanding fees shall be paid before issuance of the permit and before any construction of the project begins.

Individual Sewage Treatment System	\$300
After the Fact Application—an additional:	\$600
<i>Professional fees such as legal fees, engineering fees, surveying fees, accounting fees shall be either estimated by the City and prepared by an applicant or paid prior to the issuance of any license or permit, as determined by the Council or staff. This schedule may be amended or changed by motion or resolution of the Crosby City Council. In addition, the Council may charge reasonable City staff fees and costs involved in complying with specific public requests.</i>	
Service	
Administrative Citation Fines	
Alcohol in public places	\$100
All-terrain vehicles	\$100
Animals (dogs & cats)	\$100
Cannabis registration violations	\$2,000
Cemetery violations	\$100
Curfew—1 st offense	Take Home
Curfew—2 nd offense	Not to exceed \$100
Curfew—3 rd offense	\$700
False fire alarm	\$100
Fires	\$100
Fireworks	\$100
Noise control—exhaust	\$100
Noise control—radio	\$100
Park violations	\$100
Parking	\$25
Pawn/2 nd -Hand violations	\$100
Peddler & Solicitors	\$100
Public Nuisance	\$100
Sidewalk obstruction	\$100
Snowmobiles	\$100
Unreasonable acceleration	\$100
Violation	\$100
Winter parking violation—1 st offense	\$25 + towing fees
Winter parking violation—2 nd offense	\$50 + towing fees
Winter parking violation—3 rd offense	\$75 + towing fees

RATE STUDY RECOMMENDATIONS TO FUND DEBT SERVICE ON IMPROVEMENTS

	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
City Rates										
Water state testing fee (fixed charge)	\$2.43	\$2.43	\$2.43	\$2.43	\$2.43	\$2.43	\$2.43	\$2.43	\$2.43	\$2.43
Water base charge (fixed charge)	\$10.00	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00
Water Volume Tier 1	\$8.00	\$8.40	\$8.65	\$8.91	\$9.18	\$9.45	\$9.74	\$10.03	\$10.33	\$10.64
City Rates										
Sewer base charge (fixed charge)	\$7.00	\$10.25	\$13.50	\$16.75	\$20.00	\$20.60	\$21.22	\$21.85	\$22.51	\$23.19
Tier 1 water usage	\$13.17	\$14.77	\$15.51	\$15.97	\$16.45	\$16.95	\$17.45	\$17.98	\$18.52	\$19.07



Real People. Real Solutions.

MEMORANDUM

Date: December 18, 2025
To: Honorable Mayor and Council Members
From: Phil Martin, PE
Subject: City Engineer Report for December 22, 2025 Council Meeting

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

Current Items

SE Crosby Improvements

Phase 1 Alley Project – Construction activity is 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.

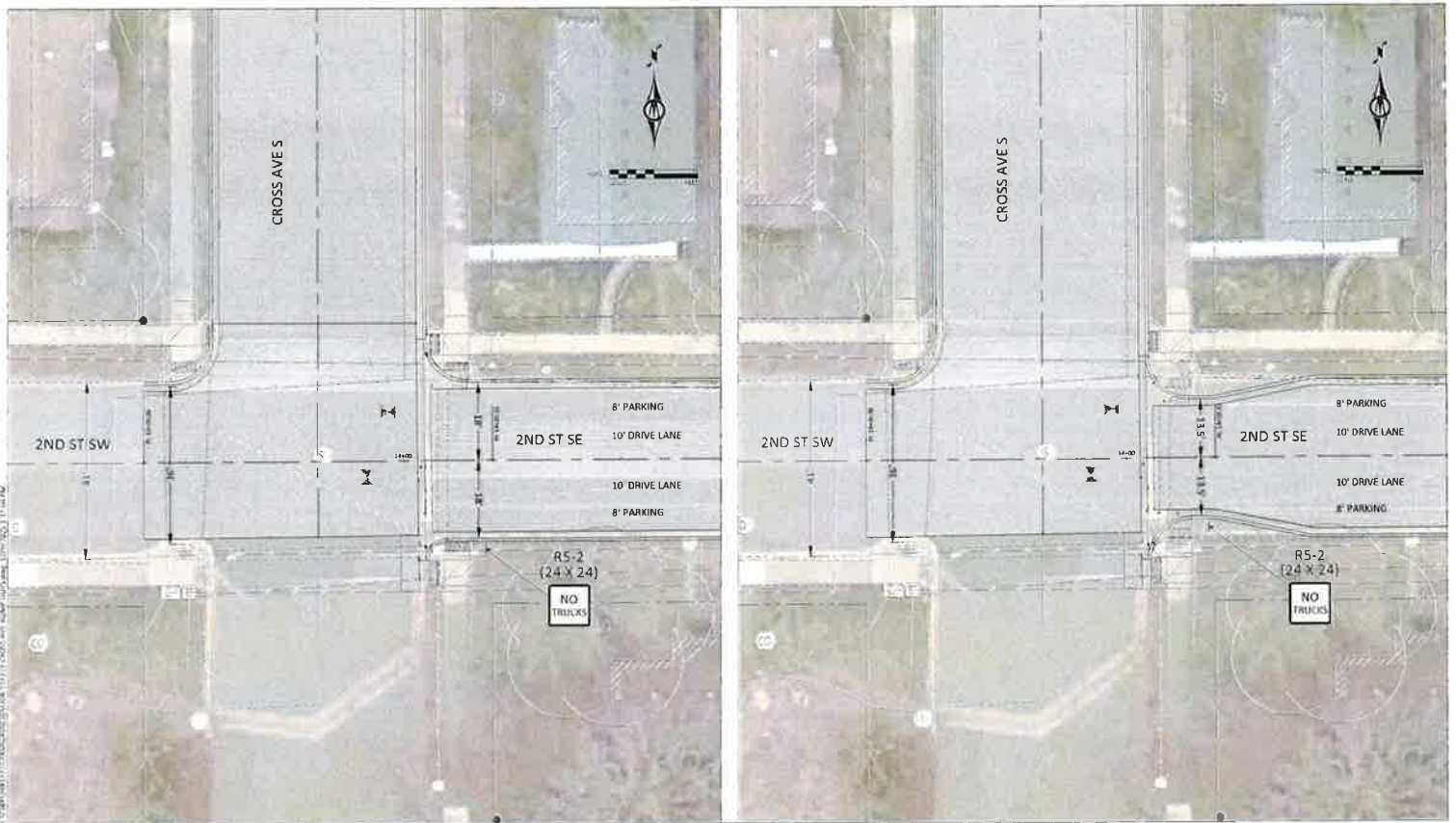
We are assisting the City with lead service line replacement reimbursement from PFA.

Phase 2 Street Project – We are working on the construction plans. We met with the City Council at the workshop on December 8, 2025. From that meeting, we were directed to continue with 2nd St S at a 36-foot street width and consider the use of narrowed intersection treatments such as a “bump out” at Cross Avenue and 2nd St S. For Council consideration, I have attached an exhibit that depicts a “bump out” in that location.

Additionally, the City Council requested estimated costs for proposed project scope expansions. Attached is a summary of estimate project costs and funding eligibility for the current scope and the proposed scope additions. We estimate the proposed scope additions would increase the current scope construction cost (without contingency) by about \$497,000 and that about \$368,000 of that amount would be eligible for CWRP/DWRP loan or grant reimbursement.

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.



2026 CROSBY SE IMPROVEMENTS

CITY OF CROSBY, MINNESOTA

BMI PROJECT: 24X13722000

12/16/2025

SCOPE	Estimated	Potential Funding		City
	Costs	CWRF	DWRF	
CURRENT SCOPE				
1ST STREET SW - TH 210 TO HALLETT AVE	\$ 1,098,609.00	\$ -	\$ 590,017.00	\$ 508,592.00
2ND STREET SE - CROSS AVE TO 150' EAST OF HOSPITAL ENTRANCE	\$ 1,638,662.00	\$ 691,438.00	\$ 754,794.00	\$ 192,430.00
CROSS AVENUE - 2ND ST S TO SOUTH ALLEY	\$ 78,544.00	\$ 30,295.00	\$ 45,297.00	\$ 2,952.00
HALLET AVENUE - SOUTH ALLEY TO NORTH ALLEY	\$ 130,039.00	\$ -	\$ 66,921.00	\$ 63,118.00
SUBTOTAL	\$ 2,945,854.00	\$ 721,733.00	\$ 1,457,029.00	\$ 767,092.00
PROPOSED ADDED SCOPE				
CROSS AVENUE - SOUTH ALLEY TO 1ST ST S	\$ 41,716.00	\$ -	\$ -	\$ 41,716.00
HALLETT AVENUE - NORTH ALLEY TO MAIN ST	\$ 76,785.00	\$ -	\$ 46,286.50	\$ 30,498.50
3RD AVE SE - 2ND ST S TO MAIN ST	\$ 230,091.00	\$ -	\$ 173,638.50	\$ 56,452.50
11TH AVE SW - 3RD ST SW TO 2ND ST SW	\$ 148,616.00	\$ 66,734.00	\$ 81,882.00	\$ -
SUBTOTAL	\$ 497,208.00	\$ 66,734.00	\$ 301,807.00	\$ 128,667.00
SUBTOTAL (WITH ADDED SCOPE)	\$ 3,443,062.00	\$ 788,467.00	\$ 1,758,836.00	\$ 895,759.00
CONTINGENCIES (10%)	\$ 344,338.00	\$ 78,833.00	\$ 175,864.00	\$ 89,641.00
TOTAL CONSTRUCTION COST	\$ 3,787,400.00	\$ 867,300.00	\$ 1,934,700.00	\$ 985,400.00
ENGINEERING, ADMINISTRATION & LEGAL (25%)	\$ 946,900.00	\$ 216,800.00	\$ 483,700.00	\$ 246,400.00
ESTIMATED TOTAL PROJECT COST	\$ 4,734,300.00	\$ 1,084,100.00	\$ 2,418,400.00	\$ 1,231,800.00

PREVIOUSLY REMOVED FROM SCOPE				
2ND ST SE - 150' EAST OF HOSPITAL ENTRANCE TO DEAD END	\$ 877,313.00	\$ -	\$ 188,528.00	\$ 688,785.00
SUBTOTAL	\$ 877,313.00	\$ -	\$ 188,528.00	\$ 688,785.00
CONTINGENCIES (20%)	\$ 175,487.00	\$ -	\$ 37,672.00	\$ 137,815.00
TOTAL CONSTRUCTION COST	\$ 1,052,800.00	\$ -	\$ 226,200.00	\$ 826,600.00

Cities to Lakes Inspection Services

Scott Sadusky

State Licensed Building Official

21802 Tall Timbers Trail

Nisswa, MN 56468

(612) 986-7644

ssadusky@hotmail.com

December 2025

City of Crosby Council Report

-We issued 4 permits so far this month. That is a total of 157 for the year. That is a very high number considering the economy and interest rates.

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

-Haukos coffee shop & storage project is suspended for now.

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

-Woock Gym has temporary occupancy. All that is left is rehanging the sound panels.

-True North Base Camp has applied for a permit to expand the cabins. Hopefully, permit should be issued early next week.

-There are 17 open code enforcement cases. **One** closed out for the month.

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

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

Thank you,

Scott Sadusky
City of Crosby
Building Official

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

Greetings, Mayor and City Council,

First, I would like to wish you all a Merry Christmas and a Happy New Year. These next weeks are some of the busiest of the year, and I hope everyone has safe travels this holiday season.

The Planning Commission met for its regularly scheduled meeting on Monday, December 15th. There were no public hearings on the agenda, but a few clarifications were requested from the Zoning Administrator regarding the pending proposal for the Downtown Mixed-Use Zoning District amendment. The Planning Commission discussed three land use categories that the Zoning Administrator had highlighted and opted to go with the recommendation in each of the first three cases. Following some discussion and comments from the City Administrator and Zoning Administrator the Planning Commission did recommend that all dwelling units (single-multifamily) be a permitted use in the Mixed-Use Zoning District. This is an effort to eliminate roadblocks for the development of long-term residency within the City.

Matt Steele, a developer/nearby resident, expressed encouragement for the Downtown Mixed-Use proposal and stated that he would like to see this or a similar zoning district expanded to some areas between Main Street and the lake as time moves on. Other than Mr. Steele, there have been a number of inquiries regarding the construction of some sort of multifamily development within the City, but no formal applications have been made. I will provide updates on these as I can.

The day-to-day operations remained slow over the month of December. Permit numbers have slowed drastically, and it seems we have hit the holiday lull. I have still been receiving a few calls here and there, mostly revolving around the DMU proposal and the properties for sale at 206 1st St NW. Nothing concrete has been submitted for this property as of yet but the requests surround either a hotel/motel or multifamily residential development.

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