

Pursuant to due call and notice thereof, the Regular Meeting of the Crosby City Council was held on Monday, January 27, 2020 at 6:00 p.m. at City Hall.

**Members Present:** Mayor Novak, Council Members Prushek, Wolfe, Traylor and Cash

**Members Absent:** None

**Staff Present:** Lisa Sova, Administrator Clerk-Treasurer; Deb Marty, Deputy Clerk; Andrew Rooney, Police Chief; Steve Karels, Public Works Director; Jay DeCent, Fire Chief; Shayne Jacobs, Fire Captain; Abby Smith, Head Librarian; Phil Martin, City Engineer and Joe Langel, City Attorney

**1. Call Regular Meeting to Order**

Mayor Novak Called the Meeting of the Crosby City Council to order at 6:00 p.m.

**2. Pledge of Allegiance**

Mayor Novak led with the Pledge of Allegiance.

**3. Approval of the Agenda**

**MOTION BY MEMBER PRUSHEK AND SECONDED BY MEMBER WOLFE TO APPROVE THE AGENDA AS PRESENTED.**

**A VOICE VOTE: THOSE VOTING AYE: MAYOR NOVAK, MEMBER PRUSHEK, MEMBER WOLFE, MEMBER TRAYLOR AND MEMBER CASH. THOSE VOTING NAY: NONE. MOTION CARRIED.**

**4. Consent Agenda**

- A. Approval of Minutes from January 13, 2020 Regular Meeting
- B. Approval of January 14, 2020 claims in the amount of \$20,000 and approval of January 27, 2020 claims in the amount of \$77,761.50
- C. Approve fund transfers

**MOTION BY MEMBER PRUSHEK AND SECONDED BY MEMBER WOLFE TO APPROVE THE AGENDA AS PRESENTED.**

Member Cash requested clarification of the \$30,000 fund transfer for the police vehicle. Administrator Sova explained \$30,000 was budgeted in 2019 for a new police vehicle which was ordered in 2019 but has not been received yet. She further explained the Police Department purchased a 2017 Dodge Charger using the 2020 budgeted funds.

Member Cash also requested clarification of the \$250,000 for Public Works. Administrator Sova confirmed that this transfer is reflected on the financial statements. The transfer records the Councils intention to direct surplus to equipment purchases to be made at a future date.

**A VOICE VOTE: THOSE VOTING AYE: MAYOR NOVAK, MEMBER PRUSHEK, MEMBER WOLFE, MEMBER TRAYLOR AND MEMBER CASH. THOSE VOTING NAY: NONE. MOTION CARRIED.**

#### **5. Public Comments**

John Radinovich of 508 4<sup>th</sup> St SW approached the Council to discuss concern about snow removal on the Main Street sidewalks. He feels the ordinance regarding snow removal needs to be reinforced.

Mayor Novak explained there is an upcoming workshop planned for the snow removal issues.

Andrea Lee 510 3<sup>rd</sup> St SW also expressed concern about the snowbanks in regards to the safety of children and the elderly.

#### **6. Unfinished Business**

There was no unfinished business.

#### **7. New Business**

##### **A. Consider posting a part time Public Works Laborer position – Administrator Lisa Sova**

Administrator Sova explained Steve Karels, Public Works Director, is recommending the hiring of a part time Public Works Laborer. The position will average 20 hours per week.

**MOTION BY MEMBER CASH AND SECONDED BY MEMBER PRUSHEK APPROVING THE POSTING OF A PART TIME PUBLIC WORKS LABORER POSITION.**

**A VOICE VOTE: THOSE VOTING AYE: MAYOR NOVAK, MEMBER PRUSHEK, MEMBER WOLFE, MEMBER TRAYLOR AND MEMBER CASH. THOSE VOTING NAY: NONE. MOTION CARRIED.**

##### **B. Consider approving City Administrator Employment Contract Addendum C – Personnel Committee**

Mayor Novak explained this is only an extension of the Administrator/Clerk Treasurer contract for 3 years with no changes.

**MOTION BY MEMBER PRUSHEK AND SECONDED BY MEMBER WOLFE APPROVING CITY ADMINISTRATOR EMPLOYMENT CONTRACT ADDENDUM C EFFECTIVE JANUARY 1, 2020.**

Member Cash stated she felt there was a lack of involvement by all Council Members in the performance review of the Administrator/Clerk Treasurer.

**A VOICE VOTE: THOSE VOTING AYE: MAYOR NOVAK, MEMBER PRUSHEK, MEMBER WOLFE AND MEMBER TRAYLOR. THOSE VOTING NAY: MEMBER CASH. MOTION CARRIED.**

**C. Consider approving the Hwy 210/Main Street lighting plan for 2021- Engineer Phil Martin**

Phil Martin presented the lighting options that were reviewed by the Lighting Committee and the recommendation is to use a combination of standard poles and decorative poles along Main Street for a total of \$583,400. The approximate cost of each pole is \$13,600 for the decorative pole and \$6,700 for the standard pole. The budgeted amount for lighting was approximately \$425,000 and MnDOT will contribute approximately \$4,850 per pole. The only option not included in the per pole cost was the water misting system for flowers which would add an additional \$480 per pole.

Council discussion ensued regarding the reuse of existing poles, extending the lighting to include more of Main Street and the use of decorative poles versus standard poles.

Council consensus was to approve the Lighting Committee's lighting recommendation and clarify the scope of decorative lighting.

**MOTION BY MEMBER WOLFE AND SECONDED BY MEMBER CASH APPROVING THE HIGHWAY 210/MAIN STREET LIGHTING PLAN AS RECOMMENDED BY THE LIGHTING COMMITTEE FOR 2021 MAIN STREET RECONSTRUCTION AND CLARIFY THE SCOPE OF DECORATIVE LIGHTING.**

**A VOICE VOTE: THOSE VOTING AYE: MAYOR NOVAK, MEMBER PRUSHEK, MEMBER WOLFE, MEMBER TRAYLOR AND MEMBER CASH. THOSE VOTING NAY: NONE. MOTION CARRIED.**

**D. Consider adopting Resolution 2020-04-0127 Adopting Findings of Fact and Reasons Supporting Approval of a Conditional Use Permit Application at 404 West Main Street. – P&Z Administrator Nate Keller**

Nate Keller requested this item be removed from the agenda as it does not need approval from the Council.

- E. Consider appointing Darren Andrews to the Planning and Zoning Commission – P&Z Administrator Nate Keller

**MOTION BY MEMBER TRAYLOR AND SECONDED BY MEMBER PRUSHEK APPOINTING DARREN ANDREWS TO THE PLANNING AND ZONING COMMISSION.**

**A VOICE VOTE: THOSE VOTING AYE: MAYOR NOVAK, MEMBER PRUSHEK, MEMBER WOLFE, MEMBER TRAYLOR AND MEMBER CASH. THOSE VOTING NAY: NONE. MOTION CARRIED.**

## **8. Reports**

### **A. Police Chief's Report**

- 116 calls for service/traffic stops from January 8, 2020 to January 21, 2020
- Pre-employment background has been completed on new part time Officer Matt Huesmann. He will be completing his pre-service certifications and begin the field training process
- New tasers have been delivered and training is being scheduled

### **B. Planning and Zoning Report**

- Conditional Use Permit request to operate a home occupation at 404 W Main St
- Department of Natural Resources has opened grant applications for a variety of grant programs

### **C. Building Inspector's Report**

- A total of 121 permits issued in 2019
- Building permit revenue was approximately \$101,000 for 2019
- 143 violation letters were sent out for code enforcement in 2019
- Administrative citations issued were approximately \$13,500
- Currently working on 2 building permits for 2020

Scott Sadusky reviewed the damage from the collapse of the Library roof and Administrator Sova shared photographs of the damage.

Librarian Abby Smith stated the tax help appointments will be held in the Council Chambers at City Hall temporarily and has posted this information on Facebook.

Administrator Sova and Abby Smith thanked all City Staff and others that assisted the weekend the Library roof collapsed and thanked Deerwood Hardware for opening their store so that the City could get rolls of plastic to protect the books.

#### D. Engineers Report

##### a. Highway 6 Multiuse Tunnel

Phil Martin gave a cost and funding summary as requested by Council.

###### Cost Summary:

- Total Project = \$1,653,136
- Total Construction = \$1,340,430
- Total Professional Fees = \$312,706

###### Funding Summary:

- MnDOT(est.) = \$1,126,019
- MnDNR = 150,000
- IRRRB = \$134,000
- Hallett Trust = \$100,000
- City of Crosby = \$143,117

##### b. 2020 Improvements

Phil Martin provided the Council with a feasibility report for the 2020 Improvements of 3<sup>rd</sup> Ave NE and 1<sup>st</sup> Ave NE reflecting the estimated project cost with mock assessments and is requesting the Council receive the feasibility report and schedule a public improvement hearing.

**MOTION BY MEMBER TRAYLOR AND SECONDED BY MAYOR NOVAK ADOPTING RESOLUTION 2020-05-0127 RECEIVING THE FEASIBILITY REPORT AND CALLING A PUBLIC HEARING FOR FEBRUARY 24, 2020. A VOICE VOTE: THOSE VOTING AYE: MAYOR NOVAK, MEMBER PRUSHEK, MEMBER WOLFE, MEMBER TRAYLOR AND MEMBER CASH. THOSE VOTING NAY: NONE. MOTION CARRIED.**

#### E. Attorney's Report

No report given.

#### F. Administrator's Report

- Training for election judges for the Presidential Primary took place

- The Office of the State Auditor issued a notice concluding that the Iron Range Plaza TIF notice of noncompliance has been resolved and the State Auditor appreciates the City's cooperation
- December financial statements are complete and considered preliminary until the completion of the audit
- Discussions and meetings with the Public Works Director and the City's Engineer took place regarding 2020 street improvements, project plans, assessments and timelines
- The auditors will be onsite the week of January 27<sup>th</sup>, 2020
- A Subsurface Sewer Treatment System (SSTS) Inspector has been contacted, a meeting will be scheduled, and a recommendation will be forthcoming

#### **G. Mayor/Committee Reports**

##### **a. Serpent Lake Sanitary Sewer District Report – Council Member Wolfe**

Member Wolfe presented the Serpent Lake Sanitary Sewer District (SLSSD) report and referred to a letter from the SLSSD's attorney that stated they should proceed with billing the member cities for the relocation of the sanitary sewer force main. Crosby City Attorney, Joe Langel, reviewed the letter and the user fee agreement between the member cities and the SLSSD and stated he does not feel the documentation that was presented justify the charges SLSSD is trying to bill the City.

Member Traylor stated the City of Crosby pays a monthly fee into the reserves which is supposed to be used to pay for expenses such as the expense of relocating the sanitary sewer force main.

Attorney Joe Langel stated as a preliminary step he could send a letter to their attorney stating the documentation provided does not support the charges that have been invoiced to the City.

Following Council discussion, consensus was to direct City Attorney Joe Langel to draft a letter and send to SLSSD's attorney.

##### **b. Mayor's Report: Croft Mine update – Mayor Novak**

Mayor Novak stated he received information from the Department of Natural Resources regarding the transfer of the Croft Mine property to the City.

Member Traylor stated he and Member Cash met with Range Disposal regarding the contract which will expire on May 8<sup>th</sup>, 2020 and would like it to put on the agenda for the February 10, 2020 meeting.

#### **9. Adjournment**

**MOTION BY MEMBER PRUSHEK AND SECONDED BY MEMBER TRAYLOR TO ADJOURN AT 8:10 P.M.  
A VOICE VOTE: THOSE VOTING AYE: ACTING MAYOR PRUSHEK, MEMBER WOLFE, MEMBER TRAYLOR AND MEMBER CASH. THOSE VOTING NAY: NONE. MOTION CARRIED.**



Bob Novak, Mayor



Deb Marty, Deputy Clerk