

Pursuant to due call and notice thereof, the Regular Meeting of the Crosby City Council was held on Monday, February 22, 2021 at 6:00 P.M.

Members Present: Mayor Hunter, Council Members Cash, Ryan, Heglund and Jarvela

Members Absent: None

Staff Present: Matthew Hill, Administrator Clerk Treasurer; Pam Rogness, Administrative Assistant; Ashley Zidon, Planning & Zoning Specialist; and Joe Langel, City Attorney

1. Call Regular Meeting to Order

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

2. Pledge of Allegiance

Mayor Hunter led the Pledge of Allegiance.

3. Approval of the Agenda

MOTION BY MEMBER CASH AND SECONDED BY MEMBER HEGLUND TO APPROVE THE AGENDA AS PRESENTED.

A VOICE VOTE: THOSE VOTING AYE: MAYOR HUNTER, MEMBER CASH, MEMBER RYAN, MEMBER HEGLUND AND MEMBER JARVELA. THOSE VOTING NAY: NONE. MOTION CARRIED.

4. Consent Agenda

- A. Approval of Minutes from February 8, 2021 Regular Meeting
- B. Approval of Minutes from February 8, 2021 Workshop
- C. Approval of Claims

MOTION BY MEMBER HEGLUND AND SECONDED BY MEMBER RYAN TO APPROVE THE CONSENT AGENDA.

A VOICE VOTE: THOSE VOTING AYE: MAYOR HUNTER, MEMBER CASH, MEMBER RYAN, MEMBER HEGLUND AND MEMBER JARVELA. THOSE VOTING NAY: NONE. MOTION CARRIED.

5. Public Comments

Nobody appeared for public comments.

6. Unfinished Business

A. Impervious Coverage Ordinance Amendment Summary – Matthew Hill

MOTION BY MEMBER RYAN AND SECONDED BY MEMBER JARVELA APPROVING SUMMARY PUBLICATION OF ORDINANCE 2021-01 AMENDING THE CROSBY ZONING ORDINANCE REGARDING IMPERVIOUS SURFACE LIMITS.

A VOICE VOTE: THOSE VOTING AYE: MAYOR HUNTER, MEMBER CASH, MEMBER RYAN, MEMBER HEGLUND AND MEMBER JARVELA. THOSE VOTING NAY: NONE. MOTION CARRIED.

B. Consider request from Cuyuna Range Food Shelf – Matthew Hill

Matthew Hill stated after speaking with Public Works staff members who confirmed there is a floor drain at 302 Cross Avenue, it was determined the majority of the water from the leak had entered the sewer system. Council needs to decide if the customer is responsible for the costs since it did go through the sewer system.

Mayor Hunter confirmed the amount in question is \$331.37. He believes the Council should support the Public Works Department and if it went down the sewer the Council needs to back that.

Member Cash spoke to the Serpent Lakes Sanitary Sewer District and they confirmed if there is a floor drain the majority of the water would have went down the drain. Member Cash requested to have the late fees waived. Matthew Hill confirmed the late fees were in the amounts of \$19.03 for water and \$30.04 for sewer and were incurred as customer was waiting for Council's response.

MOTION BY MEMBER CASH AND SECONDED BY MEMBER RYAN TO APPROVE WAIVING THE WATER PENALTY OF \$19.03 AND THE SEWER PENALTY OF \$30.04.

A VOICE VOTE: THOSE VOTING AYE: MAYOR HUNTER, MEMBER CASH, MEMBER RYAN, MEMBER HEGLUND AND MEMBER JARVELA. THOSE VOTING NAY: NONE. MOTION CARRIED.

C. MNDOT Hwy 210 Project – Matthew Hill

Matthew Hill presented his follow-up from the February 8, 2021 Council meeting where it was asked in Public Comments if opportunity to make changes to the plans for the MNDOT Hwy 210 Project. Mr. Hill provided a

listing of times and dates of his contact with MNDOT both in emails and phone calls with Mr. Schiller. Mr. Schiller confirmed that it is too late to make any changes.

Mayor Hunter stated the cost of the project is approximately \$8 million dollars. If it was moved out four years, it would be a 20% increase which would be \$160,000 more to the taxpayers. There is a \$180,000 grant that the City currently has for the lights and if the City refuses the grant we may or may not get it back. MNDOT's increases for the leases and the property that they have signed for is only good for one year which would be approximately \$200,000. Mayor Hunter reached out to Kirk Allen who responded to Mayor Hunter and stated that no matter what the City does, MNDOT will be going forward with the project. Mr. Allen stated he will not do anything with regards to the sidewalks, however, in one year if the City of Crosby is not happy with the striping that can be reviewed for changes. This Project was previously voted and approved unanimously by the City Council.

Matthew Hill added that the City of Cosby is not the only partner in this Project. Ironton is also part of this same Project and Crosby wanted to pause or delay this project for not only Crosby but Ironton. We have partners in this Project and need to work with these partners too.

No action to be taken by the City Council at this time.

D. Memorandum of Understanding, Cuyuna Lakes Chamber of Commerce – Matthew Hill

Matthew Hill presented the draft Memorandum of Understanding to the Council to create the clear understanding as to how the funds supplied by the City of Crosby are to be used by the Cuyuna Lakes Chamber of Commerce. This is for review and discussion; no decision is being made as the City Attorney has not reviewed this document yet. Mr. Hill wanted to give the Council the opportunity to review and send any feedback in written form to Mr. Hill. He will forward any comments on to the City Attorney to review.

Matt Larson and Brielle Bredsten of the Cuyuna Lakes Chamber of Commerce appeared before the Council. Ms. Bredsten presented an overview/highlight of what is included in the Memorandum of Understanding.

No action to be taken by the City Council at this time.

7. New Business

A. Heritage Days Funding Request – Matthew Hill

Matthew Hill presented the request of \$5000 to defray costs for advertising for Heritage Days to be held August 18 – 21, 2021. The City of Crosby has history of support of the event. This request was originally done at Public Comments at the February 8, 2021 meeting and Mayor Hunter requested that it be added to the agenda for this meeting. Mr. Hill and the City Attorney reviewed this request and depending on how the Council wants to move forward it is an appropriate request. It is an expenditure similar to what the City of Crosby does with the Cuyuna Lakes Chamber of Commerce in regard to marketing and advertising for the community.

Member Ryan asked of Linda Peeples the reasoning behind asking for the increase to \$5000 this year from \$2000 in prior years. Ms. Peeples stated that they are asking for increase because of Covid. They feel they will need to double their promotion and advertising to bring back vendors and guests. Ms. Peeples also stated that they are asking for a commitment for the funding at this time and that the City Council will not be billed until it is confirmed that they be able to go forward with the event.

Member Cash states that she feels the \$5000 request seems out of proportion and she doesn't feel it is feasible. Member Cash is concerned about the City's finances.

Matthew Hill stated that budget amendments are available to the Council if they choose depending on the amount they want to provide. He feels that the \$2000 is within the budget but if there is an increase to the \$5000, a budget amendment will have to be done.

Mayor Hunter would like to set a figure of \$3500 and if expenses go over that up to the \$5000 the City would look for the additional \$1500. Ms. Peeples responded that the Heritage Days Committee would be happy to submit a record of expenses. Member Cash verified with Ms. Peeples that dollar for dollar would be spent on advertising and Ms. Peeples confirmed that has always been the case.

MOTION BY MEMBER RYAN AND SECONDED BY MEMBER HEGLUND TO APPROVE PROVIDING THE HERITAGE DAYS WITH \$3500.00 AND WILL PROVIDE UP TO AN ADDITIONAL \$1500 IF NEEDED TO A TOTAL OF \$5000.00.

A VOICE VOTE: THOSE VOTING AYE: MAYOR HUNTER, MEMBER

RYAN, MEMBER HEGLUND AND MEMBER JARVELA. THOSE VOTING NAY: MEMBER CASH. MOTION CARRIED.

B. Adopt Resolution 2021-05-0222 Authorizing the City of Crosby to Make Application to and Accept Funds from the Iron Range Resources and Rehabilitation Board Grant Program – Matthew Hill

Matthew Hill presented to the Council that for the building of the new Super One grocery store, Miner's will need an extension of the sewer and water to their site. The IRRR provides grants for the public property portion only, not on the private property. Mr. Hill is working on the grant and part of application process is to get a Resolution from the City Council for this purpose.

MOTION BY MEMBER RYAN AND SECONDED BY MEMBER HEGLUND TO ADOPT RESOLUTION 2021-05-0222 AUTHORIZING THE CITY OF CROSBY TO MAKE APPLICATION TO AND ACCEPT FUNDS FROM THE IRON RANGE RESOURCES AND REHABILITATION BOARD GRANT PROGRAM.

A VOICE VOTE: THOSE VOTING AYE: MAYOR HUNTER, MEMBER RYAN, MEMBER HEGLUND, MEMBER CASH AND MEMBER JARVELA. THOSE VOTING NAY: NONE. MOTION CARRIED.

C. Probationary Period Performance Review – Personnel Committee

Mayor Hunter and Member Ryan met with Administrator Hill and went through the review process. Member Ryan presented his review of Mr. Hill to the City Council and offered a performance rating of Exceeds Expectations. Member Ryan stated his recommendation that Administrator Hill should receive the pay increase to Step 5 and the additional 5 days of vacation, based on his contract. Mayor Hunter agrees with the rating offered by Member Ryan, however, Mayor Hunter would like to change Mr. Hill's vacation to an additional 8 days as he feels Mr. Hill deserves this due to the extra overtime and effort he puts in.

MOTION BY MEMBER JARVELA AND SECONDED BY MEMBER RYAN TO APPROVE THE PERSONNEL COMMITTEE'S 6 MONTH PROBATIONARY REVIEW OF ADMINISTRATOR MATTHEW HILL AND PROVIDE AN ADDITIONAL 8 VACATION DAYS INSTEAD OF THE 5 ADDITIONAL DAYS OF VACATION AS STATED IN THE CONTRACT.

A VOICE VOTE: THOSE VOTING AYE: MAYOR HUNTER, MEMBER RYAN, MEMBER HEGLUND, MEMBER CASH AND MEMBER JARVELA. THOSE VOTING NAY: NONE. MOTION CARRIED.

D. Chamber of Commerce Request for Visitor Guide – Diane Cash

Member Cash presented to the Council that when the Cuyuna Lakes Chamber Commerce came to the Council in August of 2020 with their request for \$1250.00 for the Visitor's Guide. This commitment needs to be entered into by the Council by March 15, 2021. There are two different kinds of ads which will be either Covid or non-Covid and Member Cash asks the Chamber to work with Matthew Hill on the approval of the ad.

MOTION BY MEMBER RYAN AND SECONDED BY MEMBER HEGLUND TO APPROVE THE CUYUNA LAKES CHAMBER OF COMMERCE REQUEST FOR \$1250.00 FOR ADVERTISING IN THE VISITOR'S GUIDE. A VOICE VOTE: THOSE VOTING AYE: MAYOR HUNTER, MEMBER CASH, MEMBER RYAN, MEMBER HEGLUND, MEMBER CASH AND MEMBER JARVELA. THOSE VOTING NAY: NONE. MOTION CARRIED.

8. Reports

A. Engineer's Report

Report was submitted.

B. Planning and Zoning Administrator's Report

Report was submitted.

C. Attorney's Report

No report was submitted.

D. City Administrator's Report

Report was submitted.

E. Mayor/Committee Reports

No report was submitted.


Member Ryan presented that the Economic Development Committee met, and they will be reaching out to coffee shop and an outfitters business. At the meeting it was voted that the Economic Development Committee will be

taking over the pursuit of the Croft Mine and will be working with the DNR. Leadership that was elected: Glen Knutson, Chair; Nick Zilmer, Vice Chair; Shelly Wynn, Secretary. Mayor Hunter attended the meeting and asked that the Committee focus on 1 or 2 projects. They are going to develop a packet to give to new businesses that want to come into the community. One item that was not discussed was funding. Mayor Hunter believes that they do not have any funding for the projects. Member Ryan believes that there is \$22,900 budgeted for the Economic Development Committee. Matthew Hill said he would research this and would present it at the next meeting. Mayor Hunter stated at the March 8th Council meeting the Council will need to decide the approval process for spending and what the maximum spending should be before being brought before the Council.

Mayor Hunter asked that on the March 8, 2021 Council meeting agenda there be a discussion on what "We" as the City are going to try to offer to the people of the community as to parking, etc. He would like to address some of the issues beforehand.

9. Adjournment

MOTION BY MAYOR HUNTER AND SECONDED BY MEMBER CASH TO ADJOURN AT 7:12 PM. VOICE VOTE: THOSE VOTING AYE: MAYOR HUNTER, MEMBER CASH, MEMBER RYAN, MEMBER HEGLUND AND MEMBER JARVELA. THOSE VOTING NAY: NONE. MOTION CARRIED.



James Hunter, Mayor



Pam Rogness, Administrative Assistant

