

Pursuant to due call and notice thereof, the Regular Meeting of the Crosby City Council was held on Monday, April 11, 2022, at 6:00 P.M.

**Members Present:** Mayor Cash, Council Members Traylor, Ryan, Heglund and Jarvela

**Members Absent:** None

**Staff Present:** Matthew Hill, Administrator Clerk Treasurer; Samantha Wodarz, Administrative Assistant; Katheryn Carpenter, Hallett Community Center Manager; James Lueck, Public Works Foreman; Fire Chief Jay DeCent; Abby Smith, Librarian; Joe Langel, City Attorney

**1. Call Regular Meeting to Order**

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

**2. Pledge of Allegiance**

Mayor Cash led with the Pledge of Allegiance.

**3. Approval of the Agenda**

**MOTION BY MEMBER HEGLUND AND SECONDED BY MEMBER TRAYLOR TO APPROVE THE AGENDA AS PRESENTED.  
A VOICE VOTE: THOSE VOTING AYE: MAYOR CASH, MEMBERS RYAN, HEGLUND, TRAYLOR AND JARVELA. THOSE VOTING NAY: NONE.  
MOTION CARRIED.**

**4. Consent Agenda**

- A. Approval of Minutes from March 28, 2022, Regular Meeting
- B. Approval of Minutes from March 28, 2022, Special Meeting
- C. Approval of Minutes from April 4, 2022, Special Meeting
- D. Approval of Claims
- E. Approval of Resolution 2022-18-0411 accepting donations
- F. Approval of Diamond Vogel invoice for street and curb paint for order made in 2021
- G. Approval to hire Dale Brausen as Part-Time Seasonal Laborer for Public Works Department
- H. Approval of Special Event application for Champions Tour bass fishing tournament
- I. Accept resignation from Nick Gravidahl from the Public Works Department
- J. Accept resignation from Maria McNamara from the Hallett Library

- K. Approve posting for Public Works Laborer position at the Public Works Department

Member Heglund questioned this, and it was moved to 7D.

- L. Approve posting for Library Aide position at the Jessie F. Hallett Memorial Library

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

**A VOICE VOTE: THOSE VOTING AYE: MAYOR CASH, MEMBERS RYAN, HEGLUND, TRAYLOR AND JARVELA. THOSE VOTING NAY: NONE.**

**MOTION CARRIED.**

## **5. Public Comments**

Mary Hautajarvi, 422 2<sup>ND</sup> ST SE, stated that property taxes have gone up considerably, and most of it is the City of Crosby. It is bothersome to her that her taxes went up \$700 in just one year and \$500 of that is for Crosby. Mary questioned the benefits and holidays being proposed for administrative staff, and she is not seeing any analysis on what the cost is, for taxpayers. Mary is concerned that the council is spending too much money as we have paid more for a city administrator than we ever have before; we are paying more for audits than we have in a long time. It is bothersome to see the increase in spending that is going on by this council and the recommendation of this administrator, that impacts all of us and our taxes. Mary is asking all the council to look at how their decisions are costing all of us; those decisions are going to tax us right out of our properties.

Member Heglund thanked Mary and said he agreed with her to a certain point.

Mayor Cash said she will bring stuff up at the end.

## **6. Unfinished Business.**

- A. Discussion on annexation proposal and feedback from the Township Board and residents – Administrator Hill

Administrator Hill went over the history of the annexation proposal.

Member Ryan stated that a very loud message was expressed; the residents do not want annexations. Because we did not take it further to

explore taxes and all the concerns people have, we didn't have proper answers.

Member Heglund stated it was obvious sitting at the meeting the people did not want anything to do with Crosby. He agrees with that, the input was good, and it was almost unanimous, and he is going to go with the people who spoke at the meeting, and he will back them up.

Mayor Cash stated that her impression was that there is available undeveloped land, but if no one wants to sell it then there is no point to annex; we hoped that sewer and water would give people a reason to annex. Also, the Deerwood township had approached Crosby over Deer Trail Road, if we would be interested in taking over the maintenance of the road, that would be where we would run sewer and water. Mayor Cash recommends to withdraw our request for annexation.

Mayor Cash wanted to add that this was not a money-making proposition for the City to annex the property. She stated that we presented a budget levy last year, it was under a 3% increase, a couple years ago there was not an increase. It does not matter how many houses we have, only way that Crosby will get money is if they increase the budget and only way that they would receive more money through annexation is if they increased the budget due to more police patrol and/or highway department usage.

**MOTION BY MEMBER RYAN AND SECONDED BY MEMBER HEGLUND TO APPROVE TO WITHDRAWAL PROPOSAL OF ANNEXATION: THOSE VOTING AYE: MAYOR CASH, MEMBERS RYAN, HEGLUND, TRAYLOR AND JARVELA. THOSE VOTING NAY: NONE. MOTION CARRIED.**

**B. Consider approval of ordinance # 2022-01 amending Chapter 13 of the City Code regarding organization and duties of the Planning Commission – Administrator Hill**

- 5 members of the planning commission board are to be residents and eligible voters of the City of Crosby.
- 1 member can be a nonresident business or real property owner located within the City.
- The council liaisons do not count for quorum purposes, shall not participate in matters pending before the commission, or hold an office on the commission.

**MOTION BY MEMBER TRAYLOR AND SECONDED BY MEMBER RYAN TO APPROVE THE ORDINANCE 2022-01 AMENDING CHAPTER 13**

**OF THE CITY CODE REGARDING THE ORGANIZATION AN DUTIES OF THE PLANNING COMMISSION: THOSE VOTING AYE: MAYOR CASH, MEMBERS RYAN, HEGLUND, TRAYLOR AND JARVELA. THOSE VOTING NAY: NONE. MOTION CARRIED.**

**C. Consider approval of members and terms for Planning and Zoning Committee – Administrator Hill**

Mayor Cash gave the history as she did at prior meeting. Mayor Cash recommended we start with a clean slate, that all 6 new members can work together, everyone can be treated equally and treat each other as one group.

Ryan questioned why would we punish the member that didn't quit?

Heglund commented that Linda has been a member forever, the other members resigned, fill the open positions, and let Linda continue.

Ryan agreed with Heglund, and found the mayor to be hypocritical, as she talked about fair and ethical treatment of people, and she discriminated again someone on the board.

Mayor Cash found it unusual that 4 members felt so unwelcomed that they resigned. Traylor wants unity on the board and agrees it is a tough job.

Mayor Cash stated it is important that each member feels equally treated and if that can happen, she is all for it. Traylor stated that we will try it and if it doesn't work, they will change it.

Mayor Cash stated we will appoint 5 new members and Linda moves to a voting position.

Each council member was given a ranking sheet 1 through 8. Once ranked, they pass over to Administrator Hill who will tally up the totals, and pass over to mayor to announce who was voted in.

The following candidates made statements to be on the planning and zoning commission.

Joanna Lattery, 123 1<sup>st</sup> NW, she was mayor for 4 years. Joanna was on planning and zoning commission after her term as mayor, Joanna resigned due to health and work. She is fine, and now works 2 days a week. Joanna was chair on the planning and zoning commission, she has knowledge of how it works and how it is supposed to work.

Vern Lewis 23345 CR 31, he would like to learn more about how it all works. Vern has 24 years of real-estate business, and he thinks he can bring something forward from that.

Jim Peterson bought his property 6 years ago and has been a permanent resident for 2 years. He likes Crosby and he is impressed with the people he has met over that last couple of years. Concerned with everyone resigning and would like to know why they resigned, if he gets in.

Shellie Wynn, 22861 CR 31 Deerwood, stated that starting with a clean slate is a great thing to do. Shellie felt compelled to put a lot of interest in this, stating that you can't have an opinion about the problems if you're not willing to put in your time and effort to learn about planning and zoning; there's a lot to learn. Shellie has lived here pretty much her whole life; the city and community mean something to her.

Adam Carry, 11 West Main Street, he spends a lot of time in this town, and he can't complain if you don't get your foot in the mud and get a little dirty. The decision being made today affects the future, he would like to litigate some of the mistakes that have been made and put his foot forward and make it happen.

Mary Hautajarvi was added to the list as she was not on the list, due to lack of a confirmation from her to Administrator Hill. He received an email from Mary 9:30pm on the 31<sup>st</sup> of March indicating she was interested.

Mary Hautajarvi, of Duluth, her grandparent's own Hickory Lodge, she bought their house over a decade ago and it is her intent to retire there. This town means something to her, that's why she drives from Duluth to attend the meetings. Mary believes if you are willing to criticize something you must be willing to step up and be part of the solutions; she has shown over the number of years that she is willing to keep up with the city and be part of it.

Troy Patrick, 418 1<sup>st</sup> SW, lived here for a year. Troy moved up here because he loves the area and wants to see the town be successful and grow. Thought this was a good opportunity to jump in; has no experience but willing to learn.

Adam Carry, Shellie Wynn, and Vern Lewis are the top 3 voted in with the expiring term of 1/31/2024; Troy Patrick voted in, Jim Peterson voted in as an alternate, with the expiring term of 1/31/2023; Linda Peeples (Currently Vice Chair) moved to a voting position with the term date 1/31/2023.

**MOTION BY MEMBER TRAYLOR AND SECONDED BY MEMBER RYAN TO APPROVE MEMBERS AND TERMS FOR PLANNING AND ZONING COMMITTEE: THOSE VOTING AYE: MAYOR CASH, MEMBERS RYAN, HEGLUND, TRAYLOR AND JARVELA. THOSE VOTING NAY: NONE. MOTION CARRIED.**

- D. Consider approval of ordinance #2022-03 amending the parking regulations – Administrator Hill

Administrator Hill, 72A parking duration limit, the ordinance was reviewed by legal and has it before the council for approval.

Mayor Cash stated the ordinance clarifies and gives the police department a little more substance to control parking that is persistent on our streets. This is so people are not consistently parking on the street and using the roads as driveways. You can't just move 10 feet; you must move your car; this will help with traffic control.

**MOTION BY MEMBER RYAN AND SECONDED BY MEMBER HEGLUND TO APPROVE ORDINANCE 2022-03 AMENDING THE PARKING REGULATIONS: THOSE VOTING AYE: MAYOR CASH, MEMBERS RYAN, HEGLUND, TRAYLOR AND JARVELA. THOSE VOTING NAY: NONE. MOTION CARRIED.**

## **7. New Business**

- A. Consider approval of request for "Little Food Pantries" installation on City Property – Monica Stokman, CI student, National Honor Society

Monica Stokman, National Honor Society (NHS), the goal is to better our school and our community. For their service project this year it is to focus on little food pantries, Monica is looking for permission to install a little food pantry in Crosby. This is a little portable food shelf that will be stocked with non-perishable food goods, where people can take what they need, and people can give what they can. The members of NHS designed them, and members of the shop class built them. They are 2ft X 2ft wooden boxes with a plexiglass door, weatherproof exterior paint and a wooden pole in the center to hold it up. The members felt that this is important because need and hunger is everywhere. It is a way to bring the community together to help fellow community members.

How this will work is that the members of NHS will repair and restock when needed. The pros of this would be that people would have access to

food 24/7, unlike a food shelf with limited days a month and times. The motto is, Take What They Need and Give When They Can. Deerwood and Ironton already accepted them; Deerwood will have theirs up at Dollar General or by Holiday and Ironton is putting theirs up at City Hall. As for Crosby, they were thinking about Serpent Park, but they are open to any spot. The group is hoping to have them up and going this spring.

Member Heglund thought it sounded like a very good idea to him. Member Ryan stated it was a great presentation.

Administrator Hill wanted to make the council aware of potential liability to put it on city property. We have no idea what's going in and out of them. If someone were to put something inappropriate or someone were to get sick from something they got out of the box, it would be on the city. Mayor Cash asked the city attorney if he has experienced any problems with something like this before. Attorney Langel address the council that he has not had this specific issue come up before, but he had advised Administrator Hill of potential liability. When you put something on city property that is not controlled by the city in any shape or form, there will be an opportunity for people to make a claim against the city; recommends a private property such as the grocery store.

No motion was needed as Shellie Wynn and Vern Lewis volunteer to put boxes on their property.

Monica Stockman added that Deerwood had donated money so if the boxes do get vandalized or need repairs, they have funds to fix it. The NHS is going to be an ongoing organization at the school; they would be able to continue it for years to come.

**B. Consider approval of request for updates to Personnel Policy for non-union members – Administrator Hill/Personnel Committee**

The changes match the language used in the union contracts for the LES, Public works, and the Police Department. Everyone will be treated the same. Ryan stated that they did review this in detail and for the record our pay scales are not on top nor are we on the bottom, but we tend to be on the lower end of what towns our size pays, so he stands by the recommendation; Mayor Cash also agrees.

**MOTION BY MEMBER HEGLAND AND SECONDED BY MEMBER TRAYLOR TO APPROVE THE REQUEST FOR UPDATES TO PERSONNEL POLICY FOR NON-UNION MEMBERS. A VOICE VOTE: THOSE VOTING AYE: MAYOR CASH, MEMBERS RYAN, HEGLUND, TRAYLOR AND JARVELA. THOSE VOTING NAY: NONE. MOTION CARRIED**

- C. Consider approval of a conditional employment offer for new Chief of Police – Administrator Hill/Personnel Committee

On Friday April 8<sup>th</sup>, interviews took place for the new Chief of Police position. There were four selected candidates, and an interview panel consisting of Mayor Cash, Member Ryan, Administrator Hill, Chief of Police Jim Exsted of Baxter, and Chief of Police Eric Klang of Pequot Lakes. After the interview each candidate went on a ride along with Chief Rooney, who showed the candidates the community. After the interviews the members of the interview panel along with Chief Rooney discussed the candidates and shared their thoughts. The personnel committee met after the Chiefs left and they recommended Mike Van Horn as the new Chief of Police. He is currently a Sargent; if approved he will start when the employment conditions are met, and the contract is signed. He will be approved as a Lieutenant, grade 11 step 5 \$34.13 per hour until Chief Rooney official steps down in September. He will officially fill the roles and responsibilities of the Chief, at grade 12 step 5 \$37.54 per hour. This is a conditional offer for Crosby's new police chief, pending a background check, post certification requirements, and a contract.

Member Ryan is happy to keep in house as Van Horn is professional, and he looks forward to working with him. Mayor Cash was very pleased. They had 4 good candidates to pick from and does feel Mike Van Horn was the best candidate. Member Heglund is happy, and this is a big decision for the city of Crosby, and he is very pleased, agrees 100%.

**MOTION BY MEMBER JARVELA AND SECONDED BY MEMBER HEGLUND TO APPROVE A CONDITIONAL EMPLOYMENT OFFER FOR NEW CHIEF OF POLICE. A VOICE VOTE: THOSE VOTING AYE: MAYOR CASH, MEMBERS RYAN, HEGLUND, TRAYLOR AND JARVELA. THOSE VOTING NAY: NONE. MOTION CARRIED.**

- D. Approve posting for Public Works Laborer position at the Public Works Department



Heglund disagreed with filling the position of the person who resigned as a full-time year-round public works employee. He feels that James has plenty guys to work, and James can work, as he is back from a being on leave for a year. He would rather have a city planner and delay hiring for another full-time public works employee. The personnel committee has not discussed this matter.

James Lueck stated they are going into the summer busy season. They only had one person apply for the two temporary public works positions. Ultimately it would be up to the council and the committees to determine that filling the position is the right move for the city. It is hard to find good employees/help. Hiring someone right now won't give a lot of time to train in for summertime, hiring someone later they won't be giving them much time to train in what they do later in the year. It's always nice to have extra help in public works and he understands if the council and the committee decide due to budget constraints and whatever else there is to consider, to hold off or not to hire a replacement.

Heglund stated that the part time guys for summer help, don't need training as they are with someone else when they are working. Member Ryan asked James if it is okay to table for two weeks until the next council meeting when they discuss a City Planner on the next agenda. James is okay with that as it is the time of the year where they are ending the winter season and getting ready for the summer season.

Mayor Cash feels we need a full-time employee instead of two part time because of the vacations and lengths of employment that is happening; they don't want to be in the predicament like over the winter where they don't have enough help. It's in our budget to continue to have that full time person, to help cover things that need to be done, as there is a list of things that need to be done. Posting the job, we don't have to hire, but she rather not has to delay posting. They can choose not to hire

Administrator Hill wants to put a timeline on hiring. Posting is 3 weeks, a week for interview process, at least 2 weeks for existing job notice if they have one. It will be 6 to 8 weeks from start to end. If we wait it will push that timeline back.

Heglund wants to save as much money as possible for a city planner. He thinks that is more important. He sees plenty of public works workers.

There are a lot of kids out there looking for work; there will be no problem filling the part time positions.

Member Ryan wants a delay but respects the council decision.

**MOTION BY MEMBER JARVELA AND SECONDED BY MEMBER TRAYLOR TO APPROVE THE POSTING OF THE PUBLIC WORKS LABOR POSITION. THOSE VOTING AYE: MAYOR CASH, MEMBERS RYAN, TRAYLOR, AND JARVELA. THOSE VOTING NAY: MEMBER HEGLUND. MOTION CARRIED.**

## **8. Reports**

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

Report was submitted.

### **B. Hallett Center Report**

Report was submitted. Katheryn highlighted the facility upgrade grant from last year; placed order for new cardio equipment including bikes, about to place an order for the interior doors. Pickle Ball courts are in. During the morning, it is free for members and a day pass fee for non-members. Heartwood, Silver Sneakers continues to be successful with 25 to 30 people per a class. Still searching for lifeguards, swim instructors, kids camp counselors, and a membership manager.

### **C. Library Report**

Report was submitted. Abby highlighted that the egg hunt went well with 73 kids; 160 total with adults. They had one egg hunt outside and one inside. The egg hunt continues for adults. There were 6 in the library containing Mixed Company gift certificates. Resumé workshop is on Thursday. Poet tea reading on April 23<sup>rd</sup>, teas, scones and bring a poem to read. Mayor Cash added she was approved for the grant this morning, so they are going to start with putting in lilac and day lilies there. The library is getting new windows before they do additional landscaping, the windows need to put in first.

### **D. Fire Department Report**

Report was submitted.

#### E. Public Works Report

Report was submitted. Members Ryan and Heglund appreciated the breakdown of expenses of the trucks. The sweeper has been out. They are buying UPM mixes from Menards although no one is making it yet. Road restrictions are in place in Crosby.

#### F. Mayor/Committee Reports

Report was submitted.

Mayor Cash wanted to make comments on the city finances. Cash has been on the council which passed 3 budgets, 2<sup>nd</sup> year 0%, 3<sup>rd</sup> year close to 0%, and last year 2.9%. As a whole council, they try to keep costs down as much as they can. The prior City Administrator was here for 9 years and her pay scale was higher than the current administrator's pay; his pay has not exceeded hers. Accounting fees have been consistent in the last 3 years since she has been on the council; we have paid off almost all debt in those 3 years. We received a grant for almost 8 million dollars to help with the sewer and water repairs that must happen within the next couple years. As for the Hallett Center, they know there will be upgrades needed in the next 5 years. They will be looking at grants and sponsors, so they don't have to go to the taxpayers. The county has increased property values 25% to 50%, which determines the amount property owners pay in property taxes; we can fight the county on the values. The county is who assesses the value of the home and determines how much we pay in taxes; Crosby has nothing to do with it.

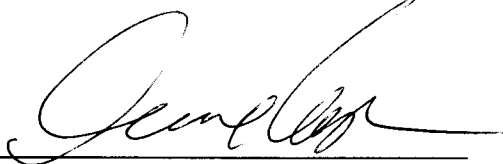
Anyone concerned with their property value and taxes can contact the county or attend their county meeting. The next one is May 8<sup>th</sup>. Mayor Cash has contacted Carry Ruud and Dale Lueck, they are in the process of reviewing the homestead exclusion. When the county raised home values, this excluded many lower valued homes and they saw a huge increase in property taxes.

Mayor Cash and Member Heglund continued their discussion on money spending and the cost of a public works employee. Mayor cash stated we saved a lot of money on a non-working Foreman. Heglund disagreed and stated that we gave the administrator a raise and additional pay, in place of the Foreman. Mayor Cash suggested Member Heglund put facts together and they put it on the agenda for next meeting.

**9. Adjournment**

**MOTION BY MEMBER RYAN AND SECONDED BY MEMBER JARVELA  
TO ADJOURN AT 7:20 P.M.**

**A VOICE VOTE: THOSE VOTING AYE: MAYOR CASH, MEMBERS,  
RYAN, HEGLUND, TRAYLOR AND JARVELA. THOSE VOTING NAY:  
NONE. MOTION CARRIED.**



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Diane Cash, Mayor



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Samantha Wodarz, Administrative Assistant