

Pursuant to due call and notice thereof, the Regular Meeting of the Crosby City Council was held on Monday, April 13, 2020 at 6:04 p.m. at City Hall.

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

Members Absent: None

Staff Present via Teleconference: Lisa Sova, Administrator Clerk-Treasurer; Deb Marty, Deputy Clerk; Andrew Rooney, Police Chief; Steve Karels, Public Works Director; Amber Moon, Hallett Community Center Manager; Abby Smith, Head Librarian; Jay DeCent, Fire Chief; Phil Martin, City Engineer; Joe Langel, City Attorney

1. Call Regular Meeting to Order

Mayor Novak Called the Meeting of the Crosby City Council to order at 6:04 p.m.

2. Pledge of Allegiance

Mayor Novak led with the Pledge of Allegiance.

3. Approval of the Agenda

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

A ROLL CALL 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 March 23, 2020 Regular Meeting**
- B. Approval of Claims in the amount of \$157,062.26**
- C. Accept the resignation of City Administrator Lisa Sova**
- D. Accept the resignation of Firefighter Jon Knutson**
- E. Adopt Resolution 2020-11-0413 accepting March 2020 Donations**
- F. Approve date change from April 4, 2020 to September 26, 2020 on the gambling permit previously approved for the Cuyuna White Tails raffle**
- G. Approve posting two seasonal Public Works Laborer positions**

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

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

5. Public Comments

There were no public comments.

6. Unfinished Business

There was no unfinished business.

7. New Business

A. Mayor's Declaration

Mayor Novak read the Declaration encouraging the use of face masks to curb the spread of the COVID-19 virus.

B. Consider contraction with David Drown and Associates (DDA) for the City Administrator search – Liza Donabauer, DDA

Liza Donabauer from David Drown and Associates gave a synopsis of the process they will use to hire a new City Administrator. She added the fee will include a two-year guarantee. If the candidate leaves within a two-year period another search will be done with no additional fees.

Council discussion ensued regarding the possible impacts the COVID-19 pandemic will have on recruiting and the possibility of using an interim Administrator during the search. Administrator Sova offered to assist with training the new Administrator when her schedule permits.

MOTION BY MEMBER PRUSHEK AND SECONDED BY MEMBER WOLFE TO CONTRACT WITH DAVID DROWN AND ASSOCIATES FOR THE CITY ADMINISTRATOR SEARCH AT A COST OF \$19,000 OF WHICH \$7,500 WILL BE PAID BY SOURCEWELL AND \$11,500 TO BE PAID BY THE CITY OF CROSBY.

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

MOTION BY MEMBER CASH AND SECONDED BY MEMBER PRUSHEK TO MOVE FORWARD IN SEEKING AN INTERIM CITY ADMINISTRATOR TO USE AS NEEDED DURING THE SEARCH FOR A PERMANENT CITY ADMINISTRATOR.

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

C. Consider revenue sources and discuss adjustments

a. Hallett Center membership dues

Council discussion ensued on how to handle the membership dues for the Hallett Community Center. Suggestions included a discounted rate or a free month to maintain memberships and include an option for members to make contribution due to the ongoing monthly costs.

MOTION BY MEMBER CASH AND SECONDED BY MEMBER WOLFE WAIVING THE MEMBERSHIP DUES FOR THE MONTH OF MAY 2020 FOR THE HALLETT COMMUNITY CENTER AND REVIEW THE SITUATION AT THE MAY 26th COUNCIL MEETING.

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

b. Community Garden

Mayor Novak stated he was advised the Community Garden should be closed due to the lack of sanitizing of the shared equipment in the garden.

MOTION BY MAYOR NOVAK AND SECONDED BY MEMBER WOLFE TO KEEP THE COMMUNITY GARDEN CLOSED UNTIL FURTHER NOTICE.

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

c. Liquor License fees

Administrator Sova explained the renewal of liquor licenses is approaching and would like the Council to discuss if there will be any consideration for delaying payment of the license or if a credit for the time they are closed will be issued.

A MOTION BY MEMBER TRAYLOR AND SECONDED BY MAYOR NOVAK APPROVING PROCESSING OF ON SALE LIQUOR LICENSE APPLICATIONS FOR THE LICENSE PERIOD OF JULY 1, 2020 TO JUNE 30, 2021 PRIOR TO RECEIPT OF LICENSE FEE AND EXTENDING THE DUE DATE OF THE FEE TO JUNE 15, 2020. IN ADDITION, A CREDIT

WILL BE APPLIED TO THE JULY 1, 2020 TO JUNE 30, 2021 LICENSE PERIOD EQUAL TO THE TIME ON SALE LIQUOR LICENSEES ARE UNABLE TO OPERATE DUE TO THE GOVERNERS EXECUTIVE ORDER. ROLL CALL VOTE: THOSE VOTING AYE: MAYOR NOVAK, MEMBER PRUSHEK, MEMBER WOLFE, MEMBER TRAYLOR AND MEMBER CASH. THOSE VOTING NAY: NONE. MOTION CARRIED.

d. Property Tax delays

Administrator Sova stated Crow Wing County Land Services held a special meeting and the County Commissioners determined that businesses required to close due to the Governor's Executive Order and residents that have been laid off due to the Governor's Executive Order are able to apply to Crow Wing County for additional time to pay their property taxes.

e. Campground fees

Administrator Sova explained the current City policy does not allow refunds for camping reservations that are cancelled. Council discussion ensued and a decision was made to refund camping reservations for those that request it for the month of May only.

MOTION BY MEMBER CASH AND SECONDED BY MEMBER TRAYLOR TO REFUND THE CAMPING FEE FOR CUSTOMERS THAT REQUEST TO CANCEL RESERVATIONS FOR THE MONTH OF MAY ONLY AND WILL BE FURTHER REVIEWED AT THE MAY 26TH COUNCIL MEETING. A ROLL CALL VOTE: THOSE VOTING AYE: MAYOR NOVAK, MEMBER PRUSHEK, MEMBER WOLFE, MEMBER TRAYLOR AND MEMBER CASH. THOSE VOTING NAY: NONE. MOTION CARRIED.

D. Consider quotes for City Hall roof replacement – Public Works Director Steve Karels

Public Works Director Steve Karels stated he received two quotes for the repairs to the roof at City Hall. Administrator Sova reminded the Council this repair was not in the 2020 budget and the approval of the repairs will create an overage in the budget.

MOTION BY MEMBER PRUSHEK AND SECONDED BY MEMBER WOLFE TO APPROVE THE QUOTE FROM A-1 ENTERPRISES FOR THE CITY HALL ROOF REPLACEMENT IN THE AMOUNT OF \$40,692. A ROLL CALL VOTE: THOSE VOTING AYE: MAYOR NOVAK, MEMBER PRUSHEK, MEMBER WOLFE, MEMBER TRAYLOR AND MEMBER CASH. THOSE VOTING NAY: NONE. MOTION CARRIED.

- E. Consider quote for replacing the block wall at the oil dump site – Public Works Director Steve Karels

Public Works Director Steve Karels explained this quote is for the demolition, removal and rebuilding of the block wall around the oil recycling station from Jones Concrete/Construction in the amount of \$4,800.

MOTION BY MEMBER TRAYLOR AND SECONDED BY MEMBER PRUSHEK TO APPROVE THE QUOTE FROM JONES CONCRETE/CONSTRUCTION NOT TO EXCEED \$4,800 TO INCLUDE THE DEMOLITION, PROPER DISPOSAL AND REBUILDING OF THE WALL AROUND THE OIL RECYCLING STATION.

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

- F. Consider approving the purchase of the 2004 Elgin Street Sweeper from MacQueen – Public Works Director Steve Karels

Public Works Director Steve Karels explained this is a quote for a used street sweeper from MacQueen Equipment and is requesting approval to purchase.

MOTION BY MAYOR NOVAK AND SECONDED BY MEMBER TRAYLOR TO APPROVE THE PURCHASE OF A 2004 ELGIN STREET SWEEPER FROM MACQUEEN EQUIPMENT IN THE AMOUNT OF \$51,000.

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

- G. Consider approving payment to Emergency Apparatus Maintenance – Fire Chief Jay DeCent

Fire Chief Jay DeCent stated the repairs on engine #4 were a lot more than anticipated.

MOTION BY MEMBER TRAYLOR AND SECONDED BY MEMBER WOLFE TO APPROVE PAYMENT OF THE EMERGENCY APPARATUS MAINTENANCE INVOICE TO REPAIR ENGINE #4 IN THE AMOUNT OF \$17,241.77.

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

H. Consider adopting Resolution 2020-12-0413 Approving MnDOT Easements – Administrator Lisa Sova

Administrator Sova explained MnDOT is requesting temporary easements on three properties owned by the City during the Highway 210/Main Street Reconstruction Project scheduled for 2021.

MOTION BY MEMBER WOLFE AND SECONDED BY MAYOR NOVAK TO ADOPT RESOLUTION 2020-12-0413 APPROVING THREE TEMPORARY MNDOT EASEMENTS FOR THE HIGHWAY 210/MAIN STREET RECONSTRUCTION PROJECT SCHEDULED FOR 2021.

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

I. Consider contracting with Anderson Brothers for the 2020 Improvement Project – Engineer Phil Martin

City Engineer Phil Martin stated Anderson Brothers was the low bidder for the 2020 Improvement Project and recommends contracting with Anderson Brothers and moving forward with the contract preparation.

MOTION BY MEMBER CASH AND SECONDED BY MEMBER WOLFE TO APPROVE THE BID FROM ANDERSON BROTHERS CONSTRUCTION COMPANY FOR THE 2020 IMPROVEMENT PROJECT IN THE AMOUNT OF \$348,550.85.

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

J. Consider approving the agreement with CRMC for Kids Kamp – Hallett Community Center Manager Amber Moon

Hallett Community Center Manager Amber Moon stated they are still working through the details of the partnership as to what Kids Kamp will look like this year due to the COVID-19 pandemic.

MOTION BY MEMBER TRAYLOR AND SECONDED BY MEMBER CASH TO APPROVE THE AGREEMENT BETWEEN HALLETT COMMUNITY CENTER AND CUYUNA REGIONAL MEDICAL CENTER FOR THE 2020 KIDZ KAMP.

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

8. Reports

A. Engineer's Report

Report was submitted.

B. Police Chief's Report

Report was submitted.

Chief Andrew Rooney stated the officers are constantly monitoring the public facilities to make sure everything is in compliance with the Governor's Executive Order.

C. Fire Chief's Report

Report was submitted.

D. Hallett Center Report

Report was submitted.

Amber Moon thanked all the staff at City Hall for the help with mail and phone calls while the Hallett Community Center is closed to the public.

E. Library Report

Report was submitted.

Abby Smith stated she is trying to find more online resources for people to use and will post more information about these programs.

F. Public Works Report

Report was submitted.

Steve Karels stated he is still working on proposals for the generator maintenance.

Member Traylor inquired if the Public Works Department is getting ready for lawn maintenance and asked that potholes be repaired. Administrator Sova stated the Public Works Department is implementing the Governor's Executive Orders and addressing essential functions.

G. Attorney's Report

No report given.

H. Administrator's Report

Report was submitted.

Administrator Sova stated she is constantly monitoring the updates on the COVID-19 pandemic and being deliberate and prudent in scheduling to maintain the City services. The Hallett Trust has decided to put off a decision regarding funding to assist with the cost of the ladder truck for the Fire Department until November 2020.

I. Mayor/Committee Reports

Mayor Novak stated, to satisfy the needs of the press, he has put together a press release regarding the resignation of Administrator Sova.

9. Adjournment

MOTION BY MEMBER WOLFE AND SECONDED BY MEMBER TRAYLOR TO ADJOURN AT 8:40 P.M.

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



Bob Novak, Mayor



Deb Marty, Deputy Clerk