

Pursuant to due call and notice thereof, the Regular Meeting of the Crosby City Council was held on Monday, July 13, 2020 at 6:00 P.M.

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

Members Absent: None

Staff Present: Steve Karels, Interim City Administrator/Public Works Director; Deb Marty, Deputy Clerk; Andrew Rooney, Police Chief; Amber Moon: Hallett Community Center Manager; Abby Smith, Head Librarian; Jay DeCent, Fire Chief; 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 CASH 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 June 22, 2020 Regular Meeting
- B. Approval of Claims in the amount of \$556,099.92
- C. Adopt Resolution 2020-18-0713 accepting June 2020 Donations
- D. Adopt Resolution 2020-19-0713 authorizing Signatory on Northland Securities Accounts
- E. Approve Renewal of 2 A.M. License for Spalding House
- F. Approve Payment of MacQueen Equipment invoice for 2020 Trackless MT7 in the amount of \$147,978

MOTION BY MEMBER TRAYLOR AND SECONDED BY MEMBER WOLFE TO APPROVE THE CONSENT 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.

5. Public Comments

No one appeared for public comments.

6. Unfinished Business

A. Discussion on recycling – Member Cash and Member Traylor

Member Cash reviewed the article that was in the Brainerd Dispatch on June 29th regarding recycling options in Crow Wing County that will take effect in January of 2021.

Council consensus was to further explore the option of curbside recycling offered by Waste Management after Joe Langel reviews the contract with Range Disposal. Steve Karels explained there is concern about allowing heavy truck traffic on the roads and alleys that are already in rough shape.

B. Discussion regarding City Administrator Clerk-Treasurer interview results – Mayor Novak

Mayor Novak stated the interviews took place on Thursday, July 9th and they have offered the City Administrator Clerk-Treasurer position to Matthew Hill. Member Wolfe explained the hiring process that was followed to reach their decision. Matthew Hill was present at the Council meeting and stated he will begin his new position as City Administrator Clerk-Treasurer on August 10, 2020.

MOTION BY MEMBER WOLFE AND SECONDED BY MEMBER PRUSHEK TO APPROVE THE CONTRACT HIRING MATTHEW HILL TO FULFILL THE CITY ADMINISTRATOR CLERK-TREASURER POSITION BEGINNING ON AUGUST 10, 2020 AT GRADE 13 STEP 4.

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

7. New Business

A. Consider approving the purchase of a folder-inserter machine – Interim Administrator/Public Works Director Steve Karels

Steve Karels explained it was in the budget to replace the old folder-inserter machine and suggested accepting the purchase option from Dakota Business Solutions in the amount of \$3,508.

MOTION BY MEMBER CASH AND SECONDED BY MEMBER PRUSHEK TO APPROVE THE PURCHASE OF A FOLDER-INSERTER MACHINE FROM DAKOTA BUSINESS SOLUTIONS IN THE AMOUNT OF \$3,508. 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 the Software Purchase Agreement with Civic Systems – Interim Administrator/Public Works Director Steve Karels

Steve Karels explained the current software was last upgraded approximately 10 years ago and will not support any new updates. Deb Marty explained Connect is an upgraded version of the current software and has a lot of beneficial advancements. Mayor Novak requested if it was a budgeted item. Deb Marty explained only half the payment needs to be made this year and would be split amongst all departments.

MOTION BY MEMBER CASH AND SECONDED BY MEMBER PRUSHEK TO APPROVE THE SOFTWARE PURCHASE AGREEMENT WITH CIVIC SYSTEMS FOR THE CONNECT UPGRADE WITH \$7,113 DUE UPON ACCEPTANCE AND THE REMAINING \$7,112 DUE IN JANUARY 2021. A VOICE VOTE: THOSE VOTING AYE: MAYOR NOVAK, MEMBER PRUSHEK, MEMBER WOLFE, MEMBER TRAYLOR AND MEMBER CASH. THOSE VOTING NAY: NONE. MOTION CARRIED.

C. Discussion/Consider roofing proposals submitted for 1057 1st Street SW – Interim Administrator/Public Works Director Steve Karels

Steve Karels presented two proposals for the roofing project at 1057 1st Street SW. He stated he has also had discussions with Graphic Packaging regarding any interest they might have in purchasing the property. Council discussion ensued and consensus was to pursue the sale of the building and repair the immediate problems with the roof rather than replace the roof. Council directed Steve Karels to contact realtors regarding the property.

MOTION BY MEMBER TRAYLOR AND SECONDED BY MEMBER WOLFE TO DIRECT STEVE KARELS TO CONTACT REALTORS TO PROVIDE A MARKET EVALUATION FOR THE PROPERTY AT 1057 1ST STREET SW FOR COUNCIL REVIEW.