

Crosby City Council Agenda
Monday, December 8, 2025
6:00 p.m. Regular Meeting

- 1. Pledge of Allegiance**
- 2. Call Regular Meeting to Order**
- 3. Adopt Agenda**
- 4. Approve Consent Agenda**
 - a) Accept Donations and Acknowledge Donors
 - b) Approve Minutes
 - c) Approve Claims
 - d) Acknowledge November Financials
 - e) Approve Hire of Deputy City Clerk
- 5. Public Comments**
- 6. 2026 Budget & Levy Public Meeting**
 - A. This public hearing provides an opportunity for city residents to inquire about the proposed 2026 budget & levy. The final budget & levy must be certified to Crow Wing County by December 30, 2025. Note: This is a discussion of budget and levy and not property values as valuations are determined by the County Assessor
- 7. Old Business**
 - a. Discuss Fire Truck Purchase
- 8. New Business**
 - a. Consider Resolution Setting Final 2026 Levy
 - b. Consider Resolution Setting Final 2026 Budget
 - c. Consider Purchase of Emergency Breathing Supply Systems for Fire Department
- 8. Reports**
 - A. Police Chief
 - B. Fire Chief
 - C. Hallett Center
 - D. Library
 - E. Public Works
 - F. City Administrator
 - G. Mayor/Committee
- 9. Adjournment**

Agenda items and supporting documentation are due to the City Clerk's office by noon the Wednesday prior to the meeting. Items that are not on the agenda may not be considered during the meeting. If you are going to give a report or if you wish to speak to the Mayor and Council under Public Comments, you must approach the microphone and state your full name and address. You will be restricted to 3-5 minutes and no Council action will be taken.

Please turn off your cell phone when entering the Council Chambers. Thank you.

CITY OF CROSBY
REQUEST FOR COUNCIL ACTION

DATE:	DEPARTMENT: Administrator
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APPROVAL REQUIRED: Simple Majority of Council
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ITEM DESCRIPTION: Accept Donations

BACKGROUND: Per MN Statute 465.03 GIFTS TO MUNICIPALITIES any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. **Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.**

OBJECTIVE: Accept donations in conformity with MN Statute 465.03

STAFF RECOMMENDATIONS: Accept donations.

BUDGET IMPLICATIONS:

COUNCIL ACTION REQUESTED: Approve resolution to graciously accept donations and use funds as requested by the donors or grant requirements.

ATTACHMENT: Resolution

**CITY OF CROSBY
RESOLUTION 2025-35-1208**

**RESOLUTION ACCEPTING DONATIONS AND/OR GRANTS
RECEIVED IN THE MONTH OF NOVEMBER 2025**

WHEREAS, The City of Crosby is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens and is specifically authorized to accept gifts.

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below to the City:

<u>Name of Donor</u>	<u>Amount</u>	<u>Terms or Conditions</u>
Busy Hands for Love	Many knitted & crocheted items	City of Crosby Police Department
E.W. Hallett Charitable Trust	\$9,800.00	Hallett Memorial Library (Gen Ops)
Jessie F. Hallett Charitable Trust	\$21,120.00	Hallett Memorial Library (Gen Ops)
E.W. Hallett Charitable Trust	\$70,000.00	Hallett Memorial Library (Bldg. Capital Improvements)
E.W. Hallett Charitable Trust	\$33,880.00	Hallett Memorial Library (Operational Support)
E.W. Hallett Charitable Trust	\$110,000.00	Hallett Community Center (Operational Support)

WHEREAS, all such donations have been contributed to the City for the benefit of its citizens, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF CROSBY, MINNESOTA, that all donations/grants described are hereby graciously accepted by the City of Crosby and shall be used as requested by the donors or grant requirements.

BE IT FURTHER RESOLVED THAT: The Crosby City Council expresses its gratitude for the donation.

Adopted this 8th day of November, 2025, by the Crosby City Council.

Diane Cash, Mayor

ATTEST:

Trish Harren, City Administrator

CITY OF CROSBY
REQUEST FOR COUNCIL ACTION

DATE: 12/08/2025

DEPARTMENT: Administrator

APPROVAL REQUIRED: Approve as part of consent agenda

ITEM DESCRIPTION: Approve Minutes

BACKGROUND: City Council must formally approve all minutes of city council meetings.

OBJECTIVE: Provide account of all City Council actions and keep historic record of all actions.

STAFF RECOMMENDATIONS: Approve subject to requested revisions and clerical corrections.

BUDGET IMPLICATIONS:

COUNCIL ACTION REQUESTED: Approve as part of consent agenda minutes of City Council meeting.

ATTACHMENT: Minutes

Pursuant to due call and notice thereof, the Regular Meeting of the Crosby City Council was held on Monday, November 24, 2025, at 6:00 p.m.

Members Present: Mayor Diane Cash; Members Paul Heglund and Shawn Jarvela. Members Jim Traylor and Vern Lewis will be joining the meeting remotely.

Staff Present: City Administrator Trish Harren; Phil Martin, City Engineer; Mitch Hinnenkamp, Zoning Administrator and Dianne Howard, Permit Technician/Administrative Support

1. Call Regular Meeting to Order

The regular meeting of the Crosby City Council was called to order by Mayor Cash at 6:00 p.m.

2. Pledge of Allegiance

Mayor Cash led the Pledge of Allegiance

3. Approval of Agenda

MEMBER HEGLUND MOVED TO APPROVE THE AGENDA. MEMBER JARVELA SECONDED THE MOTION. THE MOTION PASSED BY A ROLL CALL VOTE OF 5-0.

4. Approve Consent Agenda

MEMBER HEGLUND MOVED TO APPROVE THE CONSENT AGENDA. MEMBER JARVELA SECONDED THE MOTION.

City Administrator Harren asked to amend the Claims with the addition of Tom's Total Tree Service invoice for \$1200.00.

MEMBER HEGLUND MOVED TO APPROVE THE AMENDED CONSENT AGENDA. MAY CASH SECONDED THE MOTION. THE MOTION PASSED BY A ROLL CALL VOTE OF 5-0.

5. Public Comments—none.

6. Old Business

- a. Consider Motion to Amend Resolution 2025-31-1110 Adopting Assessments for Unpaid Nuisance Charges

Since the approval of Resolution 2025-31-1110 on November 10, 2025, two properties have cleared up their nuisance issues. City Administrator Harren asked to remove these properties from Resolution 2025-31-1110; they are as follows:

PID #11112809 for \$375.00 and PID #11112435 for \$625.00

MEMBER LEWIS MOVED TO APPROVE AMENDED RESOLUTION 2025-31-1110 ADOPTING ASSESSMENTS FOR UNPAID NUISANCE CHARGES. MEMBER TRAYLOR SECONDED THE MOTION. THE MOTION PASSED BY A ROLL CALL VOTE OF 5-0.

7. New Business

- a. Consider Reserving Space in the 2026 Cuyuna Lakes Area Visitors Guide

City Administrator Harren reported that the City of Crosby supports the publication of the annual Cuyuna Lakes Visitor Guide. The Visitor's Guide is widely distributed yearly in high visibility areas and is a great economic development tool. The cost of advertising is \$1,595.

MEMBER JARVELA MOVED TO APPROVE AD SPACE IN THE 2026 CUYUNA VISITORS GUIDE AT A COST OF \$1,595. MEMBER HEGLUND SECONDED THE MOTION. THE MOTION PASSED BY A ROLL CALL VOTE OF 5-0.

- b. Consider Scheduling Council Work Session for December 8, 2025, at 5 pm to Discuss the 2026 SE Crosby 1st Street S and 2nd Street S Improvement Project

City Administrator Harren reported that the City has ordered and accepted a Preliminary Engineering Report for improvements to streets, sewer, storm water and water facilities along the following streets: 2ND St S. from Cross Avenue to dead end; 1st St. S. from 3rd Ave. SW to 1st Ave. SE; Hallett Avenue between the alleys north and south of 1st St. S.; Cross Ave. from the alley north of 2nd St. S. to 2nd St. S.

Engineer Martin stated that there have been some proposed additions/changes to the plan, which will have to be discussed with Council before finalizing plans and presenting the project to the public.

The Engineer's estimate for this project is \$5,682,100 and would be funded through bonds, grants and assessments.

MEMBER TRAYLOR MOVED TO APPROVE SCHEDULING A WORK SESSION FOR DECEMBER 8TH AT 5:00 P.M. MAYOR CASH SECONDED THE MOTION. THE MOTION PASSED BY A ROLL CALL VOTE OF 5-0.

- c. Consider Scheduling Public Meeting on SE Crosby 1st Street S and 2nd Street S Improvement Project for December 3, 2025, at 5 pm

Engineer Martin will be available at this public meeting to explain the project and any additions/changes to the plans. All citizens who will be impacted by this project are invited to attend. This will be an open house/informational meeting and public input is welcome. City Council will not be required to be present.

MEMBER TRAYLOR MOVED TO SCHEDULE A PUBLIC MEETING ON THE S.E. CROSBY 1ST STREET S. AND 2 STREET S. IMPROVEMENT PROJECT FOR DECEMBER 3RD AT 5:00 P.M. MEMBER LEWIS SECONDED THE MOTION. THE MOTION PASSED BY A ROLL CALL VOTE OF 5-0.

- d. Consider Gift from Crow Wing County of County Park Sign at Plaza Park

City Administrator Harren stated that Crow Wing County Commissioner Lee and CWC Environmental Services Supervisor Strack met with Mayor Cash and herself to propose donating a covered sign to be placed at Plaza Park which would have maps and information related to all six county parks in Crow Wing County. The County would agree to provide ongoing maintenance of the sign. The sign will be located on the west side of Plaza Park near the adjacent building wall and would be approximately 16 feet in length. Council discussion continued.

MEMBER LEWIS MOVED TO GRATEFULLY ACCEPT THE CROW WING COUNTY MAP SIGN TO BE INSTALLED AT PARK PLAZA. MEMBER JARVELA SECONDED THE MOTION. THE MOTION PASSED BY A ROLL CALL VOTE OF 5-0.

- e. Consider Approval of Paid Family Medical Leave Policy

City Administrator Harren said that effective January 1, 2026, Minnesota employers must begin providing a new Paid Family Leave Program. We will need to add a policy to the City of Crosby Employee Handbook and explain the new Paid Family Leave Policy and how it works for the City employees.

MEMBER HEGLUND MOVED TO ADOPT THE MINNESOTA PAID FAMILY LEAVE POLICY AND TO ADD IT TO THE CITY OF CROSBY

**EMPLOYEE HANDBOOK. MAYOR CASH SECONDED THE MOTION.
THE MOTION PASSED BY A ROLL CALL VOTE OF 5-0.**

- f. Consider Approval of Paid Family Medical Leave Memorandum of Understanding

City Administrator Harren explained the Minnesota Paid Leave is a new statewide program administered by DEED that provides partial wage replacement and job protection for eligible workers who need to take time off for family or medical reasons. It will take effect on January 1, 2026.

The City of Crosby has negotiated the premium cost share with Teamsters General Local #346 and have agreed to split the new payroll tax 50/50, with the City paying 44% and employees paying 44%

MEMBER LEWIS MOVED TO APPROVE THE MINNESOTA PAID FAMILY MEDICAL LEAVE MOA BETWEEN THE CITY OF CROSBY AND TEAMSTERS GENERAL LOCAL NO. 346. MEMBER TRAYLOR SECONDED THE MOTION. THE MOTION PASSED BY A ROLL CALL VOTE OF 5-0.

- g. Consider Approval of Job Classification Memorandum of Understanding

City Administrator Harren stated that three job description revisions were approved at the November 10, 2025, Council meeting. Two of these positions are in the Clerical-Public Works Bargaining Unit. This MOA is the agreement between the City and the Union on title and wage changes for:

- Permit Technician/Administrative Assistant (Grade 5)
- Deputy Clerk (Grade 6)

MEMBER HEGLUND MOVED TO APPROVE THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF CROSBY AND TEAMSTERS GENERAL LOCAL NO. 346 FOR JOB RECLASSIFICATION REVISIONS TO TWO BARGAINING UNIT JOB DESCRIPTIONS. MEMBER JARVELA SECONDED THE MOTION. THE MOTION PASSED BY A ROLL CALL VOTE OF 5-0.

- h. Consider Approval of Resolution 2025-35-1124 Conditional Use Permit Application 25-1

Zoning Administrator Hinnenkamp explained to Council that the approval of Resolution 2025-35-1124 Conditional Use Permit Application 25-1 for

Commercial Use/Other (not classified) at 425 Oak Street is to allow the use of a coffee roasting business on the property. The CUP was discussed by the Planning Commission and unanimously recommended. The proposal of use is for a small-scale coffee roasting business with some retail sales of coffee and apparel. In the case that a complaint is filed, odors were addressed by the Planning Commission. Odors are controlled by State regulations, and an air filtration system may be recommended by the City Council in the future if an issue arises.

MAYOR CASH MOVED TO APPROVE RESOLUTION 2025-35-1124 (CUP REQUEST 25-1) FOR THE COMMERCIAL USE, OTHER (NOT CLASSIFIED) AT 425 OAK STREET FOR THE USE OF A COFFEE ROASTING BUSINESS. MEMBER LEWIS SECONDED THE MOTION. THE MOTION PASSED BY A ROLL CALL VOTE OF 5-0.

8. Reports

a. City Engineer—submitted report

City Engineer Martin reported on the Phase 2 Street Project—Engineer Martin said that the City of Crosby is listed in the fundable range for both the watermain and sanitary sewer replacement. This means the City will receive at minimum low interest loans toward the watermain and sanitary sewer replacement and will also compete again for the Water Infrastructure Fund, (which is grant funding).

Engineer Martin thanked the Council for approval of a public informational meeting on December 3rd for the upcoming 1st St. S & 2nd St. S Improvement Project. Details from the informational meeting will be brought to the December 8th work session.

Council discussion continued. It was noted that including a historic piece could help us acquire additional funds for the upcoming street project. IRRR initially proposed the idea of a walking trail and a historic piece in the park to qualify for some grant dollars. It was noted that we are still in the planning stages of this project and that these are just proposals.

Alley project update—Engineer Beadell continues to attempt contact with utility companies to come back and clean up their equipment and materials.

b. City Building Code Inspector—submitted report

c. Planning and Zoning Administrator—submitted report. The Ordinance Subcommittee met for its final meeting. The changes for several ordinance amendments were discussed and given approval to proceed to a Public Hearing before the Planning Commission. The MPCA is not 100% sure that we will have

the final review by December 15th. Because of this, City Council prefers the Planning Commission meeting be pushed back to January 2026 to include the SSTS Ordinance.

9. Adjournment

**MEMBER JARVELA MOVED TO ADJOURN THE MEETING AT 6:43 P.M.
MEMBER LEWIS SECONDED THE MOTION. THE MOTION PASSED BY A
ROLL CALL VOTE OF 5-0.**

Diane Cash, Mayor

Trish Harren, City Administrator

CITY OF CROSBY
REQUEST FOR COUNCIL ACTION

DATE:

DEPARTMENT: Administrator

APPROVAL REQUIRED: Simple Majority of Council

ITEM DESCRIPTION: Approve Claims

BACKGROUND: Approve payment of claims as submitted in the Payment Approval Report(s)

OBJECTIVE: Review and approve bills for payment including preapproved

STAFF RECOMMENDATIONS: Approve payment of claims.

BUDGET IMPLICATIONS:

COUNCIL ACTION REQUESTED: Approve as part of consent payment of claims as presented

ATTACHMENT: Payment Approval Report(s)

CITY OF CROSBY
REQUEST FOR COUNCIL ACTION

DATE: 12/08/2025

DEPARTMENT: Administrator

APPROVAL REQUIRED: Acknowledge receipt of financial report

ITEM DESCRIPTION: Monthly Financial Report

BACKGROUND: At the first council meeting of the month council receives a copy of the year-to-date budget to actual financials

OBJECTIVE: Provide transparency and education regarding the city's budget

STAFF RECOMMENDATIONS:

BUDGET IMPLICATIONS:

COUNCIL ACTION REQUESTED: Acknowledge via consent agenda

ATTACHMENT: Monthly financial report will be provided at the council table

CITY OF CROSBY
REQUEST FOR COUNCIL ACTION

DATE: 12/08/2025

DEPARTMENT: Administration

APPROVAL REQUIRED: Simple Majority of Council as part of the Consent Agenda

ITEM DESCRIPTION: Fill Deputy Clerk Position

BACKGROUND: Utility Billing Clerk position was vacated on October 31, 2025. This vacancy provided an opportunity to reorganize City Hall positions to better meet the needs of the city and utilize staff strengths. The Utility Bill Clerk was reallocated to a Deputy City Clerk position. The new position includes Human Resources Support, Clerk Support, and Election Administration Support which were duties in the Deputy Clerk/Treasurer position. Utility Billing Back Up, Enforcement, Assessment Certification and other duties were added to the Deputy Clerk/Treasurer position and it was renamed Finance Supervisor and reclassified. Planning and Zoning Administration Support Duties, Building And Zoning Permits, and Cemetery Management duties were moved from the Utility Billing Clerk to the Administrative Support position which was renamed Permit Technician and reclassified. The new Deputy Clerk position was advertised, and four applications were received. On December 4, 2025, two candidates were interviewed by the Personnel Committee including Mayor Diane Cash, Council Member Jim Traylor and Administrator Trish Harren. Bernadette Erickson was the number one candidate.

OBJECTIVE: Fill the Deputy Clerk position with the best candidate.

STAFF RECOMMENDATIONS: The Personnel Committee recommends Bernadette Erickson at Grade 6 Step 4 pending successful completion of background check and a start date to be determined.

BUDGET IMPLICATIONS:

COUNCIL ACTION REQUESTED: Approve as part of consent agenda motion.

ATTACHMENT: None

CITY OF CROSBY
REQUEST FOR COUNCIL ACTION

DATE: 12/8/2025

DEPARTMENT: Administrator

APPROVAL REQUIRED: None

ITEM DESCRIPTION: 2026 Budget & Levy Public Meeting

BACKGROUND: As required by State Statute, the Council must conduct a public meeting on the proposed 2025 Budget & Levy prior to considering it for adoption. The final levy must be adopted and certified with the County Auditor no later than 5 working days after December 20th or December 30.

In Minnesota, local government **budget and levy public meetings**, commonly known as "Truth in Taxation" meetings, are held by counties, cities over 500 people, and school districts in late November and December. These meetings allow property owners to comment on proposed property tax levies before they are finalized for the upcoming year.

OBJECTIVE: Provide opportunity for city residents to inquire and provide input regarding proposed budget & levy.

STAFF RECOMMENDATIONS: Conduct public meeting on the 2026 Budget & Levy

BUDGET IMPLICATIONS:

COUNCIL ACTION REQUESTED: Conduct the public hearing on the 2026 Budget & Levy

ATTACHMENT:

CITY OF CROSBY

REQUEST FOR COUNCIL ACTION

DATE: 11/24/2025

DEPARTMENT: Administrator

APPROVAL REQUIRED: Simple Majority of Council

ITEM DESCRIPTION: Discuss Fire Truck Purchase

BACKGROUND:

Council has discussed on multiple occasions purchasing a new pumper truck to replace the Departments main fire pumper truck that is a 2002 and is nearing end of life. The cost to purchase a new truck is approximately 1.2 million and it takes a min of 1 year to order.

Chief Jacobs found a new truck that is being offered at a discount price of \$830,000 because it was new build ordered but not picked up.

Council first heard this request at the 10/27/2025 Board meeting. The matter was postponed to 11/10/25 meeting to allow time to finalize the lease to purchase documents. The matter was postponed again to the 11/24/2025 meeting to research bonding versus leasing for this purchase. And postponed again to 12/08/2025 to get more information.

There is \$181,016 in the fire equipment replacement fund as a carryover from 2024 plus the \$39,722 in the 2025 Fire Department budget to add that account for a total of \$220,738. These funds are dedicated for the purchase of high value fire department equipment and grow annually. It was discussed to use these funds as a down payment and to use the amount budgeted annually for this fund for the annual lease payment. Concern was expressed related to depleting the funds with no means to replenish it over the life of the lease.

The city's only TIF expires in 2027. It is possible that we can fund the annual leave payment with the taxes the city will begin receiving in 2028.

OBJECTIVE: Provide Fire Department with the resources they need to respond to fire and rescue needs in the most fiscally responsible manner.

STAFF RECOMMENDATIONS:

BUDGET IMPLICATIONS: Down payment plus annual lease or bond payment

COUNCIL ACTION REQUESTED: Discuss and determine if this is a good financial decision for the city.

ATTACHMENT: None

CITY OF CROSBY

REQUEST FOR COUNCIL ACTION

DATE: 12/8/2025	DEPARTMENT: Administrator
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APPROVAL REQUIRED: Simple Majority of Council

ITEM DESCRIPTION: Approve 2026 Final Levy

BACKGROUND: City council is required to approve its final levy by December 30th.

Departments have submitted budget needs for 2026. Finance Committee has met and reviewed the budget and levy and refined. Council has held a Committee of the Whole Budget and Levy Work Session to discuss and further refine. On September 22, 2025, Council approved a preliminary 2026 property tax levy of \$1,818,813. The recommended final levy is the same. It does reflect a reduction of \$5,000 for the library and an increase of \$5,000 for the Hallett Center.

General Fund Levy	\$1,458,813
Capital Improvement Levy	\$ 220,000
Library Levy	\$ 115,000
Hallet Community Center Levy	\$ <u>25,000</u>

TOTAL PRELIMINARY LEVY \$1,818,813

- Preliminary 2026 General Fund budget is \$3,174,348. This is an increase of \$153,189 (4.8%)
- Preliminary 2026 Library budget is \$226,000. This is an increase of \$21,351. (9.4%)
- Preliminary 2026 HCC budget is \$760,000. This is an increase of \$42,950 (5.6%)

OBJECTIVE: Approve final levy for 2026 as required by statute

STAFF RECOMMENDATIONS: Approve

COUNCIL ACTION REQUESTED: Motion and second to approve 2026 final levy

ATTACHMENT: Resolution 2025-35-1208

**CITY OF CROSBY
RESOLUTION 2025-35-1208**

**A RESOLUTION CERTIFYING
2026 LEVY**

Be it resolved by the council of the City of Crosby, County of Crow Wing, State of Minnesota, that the following sums represent the final levy for taxes payable in 2026:

General Fund	\$1,458,813
Capital Improvements	\$ 220,000
Library	\$ 115,000
Hallett Community Center	<u>\$ 15,000</u>
Total Levy	\$1,818,813

Adopted by the City Council on December 8, 2025

Diane Cash, Mayor

ATTEST:

Trish Harren, City Administrator Clerk Treasurer

CITY OF CROSBY

REQUEST FOR COUNCIL ACTION

DATE: 12/08/2025

DEPARTMENT: Administrator

APPROVAL REQUIRED: Simple Majority of Council

ITEM DESCRIPTION: Approve 2026 Budget

BACKGROUND: Departments submitted budget needs for 2026. Finance Committee met and reviewed the budget and refined. Council held a Committee of the Whole Budget and Levy Work Session to discuss and further budgets and levy need. A preliminary levy of \$1,818,813 was set on September 22nd.

Budgets for consideration:

- General Fund budget is \$3,174,348. This is an increase of \$153,189 (4.8%)
- Capital Improv. Fund budget \$220,000. This is an increase of \$170,000 or (77%)
- Library Fund budget is \$226,000. This is an increase of \$21,351 (9.4%)
- HCC Fund budget is \$760,000. This is an increase of \$42,950 (5.7%)

Budget Notes:

- Budget increase in General Fund and Library is primarily related to negotiated wage and benefit increases and implementation of the Minnesota Paid Family Medical Leave (MPFL) premium.
 - Budget increases reflect the city's portion of the MPFL
 - Budget reflect an increase in health insurance premium of .006%.
 - Extremely low increase compared to the state average of 17% for MN Gov
- Budget increase for the Capital Fund reflects need to plan to cover debt service for equipment needs primarily in public works
- Budget change for Library reflects increase negotiated wage and benefits and MPFL; increased donation for jingle books \$2,500 from Hallett Trust \$2,500 from Friends of the Library; \$5,000 and corresponding increase in book purchase; increase in operational funds from Hallett Trust and a **reduction in City Levy of \$5,000**
- Budget increase for HCC reflects increased revenue and expenditures to run concessions in 2026 – did not operate in 2025; \$10,000 increased grant donation from Hallett Trust for operations and setting realistic budget for repairs and maintenance.

OBJECTIVE: Following input from the public, approve 2026 budget for the four funds.

STAFF RECOMMENDATIONS: Approve

COUNCIL ACTION REQUESTED: Motion and second to approve 2026 Budget

ATTACHMENT: Resolution 2025-36-1208

CITY OF CROSBY
RESOLUTION NO. 2025-36-1208
RESOLUTION SETTING THE 2026 FINAL BUDGET

Be it resolved by the Council of the City of Crosby, County of Crow Wing, Minnesota, that the following sums represent the final 2026 budget:

General Fund:

Revenue	\$3,174,348
Expenditure	\$3,174,348

Capital Fund

Revenue	\$220,000
Expenditure	\$220,000

Library Fund:

Revenue	\$226,000
Expenditure	\$226,000

Hallett Community Center

Revenue	\$760,000
Expenditure	\$760,000

Diane Cash, Mayor

ATTEST:

Trish Harren, City Administrator Clerk Treasurer

CITY OF CROSBY
REQUEST FOR COUNCIL ACTION

DATE: 12/08/2025

DEPARTMENT: Fire Department

APPROVAL REQUIRED: Simple Majority of Council

ITEM DESCRIPTION: Consider Approval of Purchase of Buddy Breathers for Fire Department

BACKGROUND: Buddy Breather Kits - officially known as [Emergency Breathing Supply Systems](#) or EBSS) are crucial safety devices for firefighters, allowing two firefighters to share one air supply from a Self-Contained Breathing Apparatus (SCBA) in emergencies, helping one firefighter get to safety when their air runs low. While not universally mandated, these kits provide a lifeline, enabling trained personnel to perform "buddy breathing" to prevent serious injury or death from air deprivation in hazardous environments. The Fire Chief has solicited quotes from multiple suppliers to purchase 24 EBSS for the cost of \$19,160. The expense would be funded from the 2025 Fire Department budget and supplemented with \$5,160 from the Fire Donation Account. (\$14,000 from budget).

OBJECTIVE: Provide equipment for the Fire Department to keep firefighters safe.

STAFF RECOMMENDATIONS: Approve purchase

BUDGET IMPLICATIONS: \$14,000 in 2025 budget. \$5,160 from Fire Donation Fund

COUNCIL ACTION REQUESTED: Motion and second to approve purchase.

ATTACHMENT: Quote

CROSBY PUBLIC WORKS
1077 1ST ST SW
CROSBY, MN 56441

16 - DELAFIELD, WI

10/23/2025 17:09:09 (O) 1
01
CROSB002 045636

CROSBY FIRE DEPT
2 2ND ST. SW
Crosby MN 56441

QUOTE

196 / 196

Attention: SHAYNE JACOBS

ESTIMATE EXPIRY DATE: 11/22/2025

<u>Part#</u>	<u>Description</u>	<u>U</u>	<u>Qty</u>	<u>Price</u>	<u>Amount</u>
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LABOR HOURS BASED ON WORK BEING PERFORMED
DURING ANNUAL FLOW TESTING

10205767.SPR.CROSBY	G1 EXTENDAIRE		24	775.00	18600.00
MSA G1 EXTENDAIRE II KIT, 2018 EDITION					
SPECIAL PRICING FOR CROSBY, MN					
SERVICE LABOR	HOURLY RATE		4	140.00	560.00

Subtotal: 19160.00

Tax: .00

Authorization: _____

TOTAL: 19160.00

Staff Report

To: Mayor and Council
From: Chief Michael Van Horn
cc: City Administrator Trish Harren
Date: December 8th, 2025
Re: Council Report

Mayor and City Council Members,

- Calls for service during the period of November 5th, 2025-----December 3rd, 2025
 - There were 334 calls for service. Of these 74 were traffic stops.

Reminder : Winter Parking is in effect starting November 1st from 2am-6am. If you do not have off-street parking please come into the police department and fill out a winter parking exemption. This allows you to park on the streets during this time. But, if it snows, and the plows are out, you still must move your vehicles so the plows can clear the streets.

Thank you,
Michael Van Horn
Chief Michael Van Horn

Staff Report

To: Mayor and Council

From: Crosby Fire Dept.

cc:

Date: 12-8-25

Re:

-
- A. The department will be doing truck squads and RIT training drills.
 - B. Pump Testing for Engine 1, 3 and Ladder 1 will be done next spring. (weather)
 - C. Radios ordered: Sourcewell granted Fire Dept \$50,000, we will be using \$11,650 from our donation account to cover the match. (Promotional discount applied)
 - D. Buddy Breathers for SCBA packs, \$19,160. From Fire Operating Supplies (#210) for \$5,160 and balance from donation account.
 - E. Trucks: 2025 Pierce Saber Enforcer Pumper, \$830,000 City purchase and finance.
2025 Ford CET, \$265,000 Fire Relief Association purchase and finance.
 - F. Fire Calls:
 - 11/6 Public Assist, 602 Michigan Ave., Crosby
 - 11/11 Gas spill, CRMC Business center, 320 East Main St., Crosby
 - 11/14 Wildland fire, 23659 Co Rd 31 Manual Mine, Crosby
 - 11/15 Wildland fire, 28511 State Hwy 6, Crosby
 - 11/24 Vehicle accident, Co Rd 11/State Hwy 6, Crosby



City Council Report for December 2025

Maintenance Projects/Capital improvements:

- Our temporary refrigeration system is working well still. We had the enclosure installed around it
- We are still receiving our new equipment and are getting some of it out in the facility
- We had our grab bars added to the showers in the locker rooms.
- I am still waiting for the final bid from another construction company on the roof.

Programming and Membership:

- We were at 3,798 check-ins for November. Last year we were at 3,585 check-ins. We are down slightly from October but that is understandable with the holidays.
- We have seen a good number of signups for the indoor triathlon
- We have seen a few signups for our Iron Ranger month long triathlon.
- Sydney and I are currently going through our active members and getting the township/city they live in. We are close to being done with it.
- We will be doing a giving tree again this year at the facility.

Marketing Update:

- Since Sydney started, our social media footprint has been increasing daily. She is doing a great job with updating daily.
- Our concession stand continues to be a hit!
- Sydney has been working hard on getting our website updated.

Aquatics and Arena Update:

- The arena is getting busier and busier. We have more HS games this year than we did last year.
- The youth association continues to be an amazing supporter of the facility!
- We continue to do Private and Group swimming lessons.
- Arena is open for open skating! We post it on our Facebook page and in the facility, so the communities are aware of it.

Thank you for your continued support.

Joe McLaughlin



Jessie F. Hallett
MEMORIAL LIBRARY
the place to connect

December 8, 2025

November Library Statistics

	Visits	Checkouts	eBook Users	eBook Checkouts	New Members	Renewed Members
2025	1250	1793	147	413	14	20
2024	1211	2073	157	432	8	15

Programs & Events

See December Calendar

Highlights

- Movie Marathons
 - Thursday, December 11th – Classic Christmas Movies
 - Monday, December 23rd – Kids' Christmas Movies
- Winter Reading Program “Hot Reads for Cold Nights” starting in January!

Friends Update

- Recycled Joy sale continues through Christmas
 - All funds raised go to Jingle Books
 - Raised over \$200 on the first day!
- Next Meeting is Monday, January 12th @ 5:00


Misc Updates

- Met our Endowment Fund goal of “25 for 25”
 - As of 12/3/25, we've raised \$25,169!

Respectfully submitted,
Abby Smith
Head Librarian

For questions or clarifications, please email librarian@hallettlibrary.org or visit the Library

December 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
1 10:30-2:30 - Job Search Help	2 5:00 - Tales Retold	3 10:30 - Story Hour	4	5	6	
8 10:30-2:30 - Job Search Help	9 5:30 - Anime & Manga Club	10 10:30 - Story Hour	11 10-8 - Movie Day: Classic Christmas	12	13	
15 10:30-2:30 - Job Search Help	16 5:30 - Banned Book Club	17 10:30 - Story Hour	18 5:00 - JFHML Book Club	19	20 10:30 - Library Reading Dog	
22 10:30-2:30 - Job Search Help	23 10-8 - Movie Day: Kids' Christmas	 <p>24 25 31 Jan. 1</p>			26	27
29 10:30-2:30 - Job Search Help	30					



Drop-In Job Search Help

Mondays - 10:30 am - 2:30 pm
No Appointment Needed!

Join us for free job search assistance at the library! Job search help sessions are informal, open hours where job seekers can get one-on-one assistance. Our friendly staff and volunteers are here to support you in your career journey!

- Get help with: Reviewing and updating resumes
- Creating cover letters
- Practicing interview questions
- Effectively searching for jobs online
- Feedback on LinkedIn profiles
- Exploring career paths & job search resources



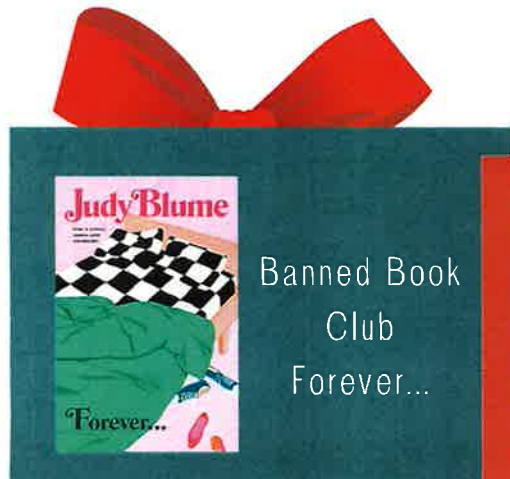
JINGLE BOOKS + Recycled Joy

Our yearly fundraiser continues through the end of the month! Stop by the library or give on our website to help our library grow! We are accepting donations for Recycled Joy through the end of the sale, which closes December 18. Be sure to drop by and check it out before then!



LIBRARY MOVIE DAYS

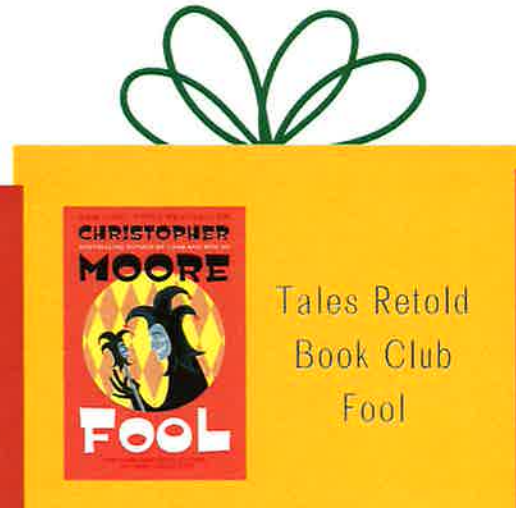
Thursday December 11 - Classic Christmas movies
Tuesday December 23 - Kids' Christmas movies
Drop in anytime between 10am and 8pm!



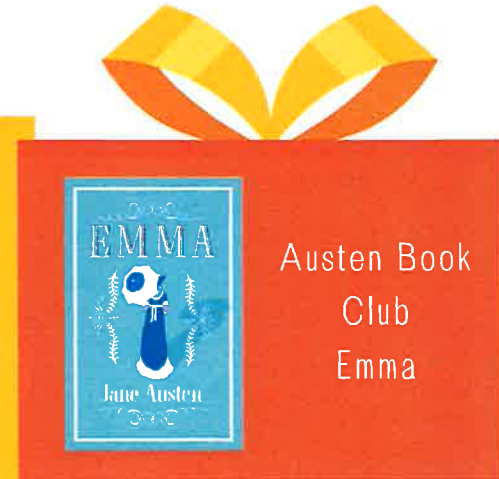
Banned Book Club
Forever...



JFHML Book Club
The Wind in the Willows



Tales Retold Book Club
Fool



Austen Book Club
Emma

Staff Report

To: City Council
From: Tony Ferrari
Date:
Re: November daily report.

Saturday, November 1, 2025. Water plant rounds. Cremate.

Sunday, November 2, 2025. Water plant rounds.

Monday, November 3, 2025. Morning rounds. Lift station rounds. Water plant rounds. Street sweeper is out. Chase and Lester are out pothole patching.

Tuesday, November 4, 2025. Morning rounds. Lift station rounds. Water plant rounds. Street sweeper is out. Chase and Lester finished up pothole patching and are back to cleaning up out at the cemetery. Had a water meter call out 622 Poplar St.

Wednesday, November 5, 2025. Morning rounds. Lift station rounds. Water plant rounds. meeting with Tom's tree service about removing some trees. Have an electrical inspector coming to look at our new lift stations sometime today. Got a work order in with Spectrum about getting Internet reinstalled down at our water treatment plant. Got a hold of Paul McKenna, He's working with Brooks on the alarms at the Deblock lift station. They're thinking it's just an adjustment they gotta make.

Thursday, November 6, 2025. Morning rounds. Lift station rounds. Water plant rounds. Chase has a full-size burial to dig today. Water turned on 125 3rd St. NE..

Friday, November 7, 2025. Morning rounds. Lift station rounds. Water plant rounds.

Saturday, November 8, 2025. Water plant rounds.

Sunday, November 9, 2025. Water plant rounds.

Monday, November 10, 2025. Morning rounds. Lift station rounds. Water plant rounds. The last boat launch doc is out. Lester and Ted are out finishing up stump grinding. Cleaning curb and gutter on 1st St., Northwest and Northeast.

Tuesday, November 11, 2025. Veterans Day. Water plant rounds.

Wednesday, November 12, 2025. Morning rounds. Lift station rounds. Water plant rounds. repaired a lamp post up by the courier. Lester and Chase are out staking out the cemetery. Ted is back in the street sweeper. call out for a waterline 213 4th St. SW.. Call out for a little water pressure 132 6th St. NE.

Thursday, November 13, 2025. Morning rounds. Lift station rounds. Water plant rounds. The crew was busy doing tree cleanup out at the cemetery and getting the Christmas lights ready to go up in the morning. People security was here working on the security system again.

Friday, November 14, 2025. Morning rounds. Lift station rounds. Water plant rounds. The crew is out putting Christmas lights up. Received new skid steer out grinding stumps with it. call out of the water plant.

Saturday, November 15, 2025. Water plant rounds.

Sunday, November 16, 2025. Water plant rounds.

Monday, November 17, 2025. Morning rounds. Lift station rounds. Water plant rounds. Had to complaint on Sunday about a Band-Aid in the playground area. Will do a walk-through today. Had a complaint 213 First St. SE. About the stump grindings we'll get over there to clean it up. Nelson Sanitation is in town today doing more televising. Chase and Theodore are out cleaning up leaf piles at the cemetery.

Tuesday, November 18, 2025. Morning rounds. Lift station rounds. Water plant rounds.

Wednesday, November 19, 2025. Morning rounds. Lift station rounds. Water plant rounds. Repaired all the Christmas lights down Main St..

Thursday, November 20 2025. Morning rounds. Lift station rounds. Water plant rounds. Branch Management Tree Service is busy working on the trees at the laundromat again. Dan and I worked on repairing a chlorine pump. Chase had a grave to dig and a headstone to locate. Theodore was out in the street sweeper.

Friday, November 21, 2025. Morning rounds. Lift station rounds. Water plant rounds. Lester's been in CDL training all week. Good news he passed his test. Repaired stop sign at Hallett community center. Cleaning up debris piles. Pulled all equipment out of the shop and swept the floors in preparation for the fire department to park fire trucks in there for the weekend. Dan had a water call out at the Haukos building across from the DMV.

Saturday, November 22, 2025. Water plant rounds.

Sunday, November 23, 2025. Water plant rounds.

Monday, November 24, 2025. Morning rounds. Lift station rounds. Water plant rounds. Safety meeting at 9:30 in Emily. Prepped all vehicles for snow plowing.

Tuesday, November 25, 2025. Morning rounds. Lift station rounds. Water plant rounds.

Wednesday, November 26, 2025. Started plowing snow 9 PM yesterday. So far the maroon F350 is broke down. The F250 is broke down. The wing is broke on the freightliner. Two broken manholes repaired. Now the Sterling plow truck broke. Hopefully he can get it repaired to get back out. people securities down at the water treatment plant doing some work on the security system.

Thursday, November 27, 2025. Water plant rounds. Snow plowing.

Friday, November 28th 2025. Snow plowing.

Saturday, November 29, 2025. Snow plowing.

Sunday, November 30th 2025. Snow plowing.

Staff Report

To: Honorable Mayor and Council Members

From: City Administrator Trish Harren

Date: 12/08/2025

Re: City Council Report

-
- General Updates
 - On the agenda for Monday the 8th is the 2026 budget and levy public meeting and consideration of setting the final budget and levy.
 - This proposed levy is \$1,818,813 and includes all four funds:
 - General Fund \$1,413,950 – increase of \$44,863
 - Capital Improvement \$220,000 increase of \$170,000
 - Library \$115,000 – \$5,000 decrease
 - HCC \$25,000 – increase
 - The city received our 2nd half of property taxes in the amount of \$824,345.07.
 - Hallet Trust has announced their funding to the Jesse F Hallett Memorial Library and Hallet Community Center for 2026. Funding is an increase over 2025 and reflects support for the city's needs in operational and capital funding.
 - Library:
 - \$55,000 for operations (increase of \$5,000)
 - \$70,000 for capital improvement (new grant)
 - \$9,800 in matching grants for other local unit of government support – the townships and cities in the Cuyuna Lakes area whose residents utilize the library (new grant)
 - Hallett Center of Crosby
 - \$110,000 for operations (increase of \$10,000)
 - First snow storm of the season hit just before Thanksgiving.
 - City crews went out and every piece of equipment failed except our new truck and plow and the trackless bobcat. This left city streets and sidewalks in a less-than-ideal state for nearly a week. This reflects the aging public works equipment and need to develop a capital equipment plan and analyze the best financial strategy to upgrade.

- The 2025 sewer line televising is complete and the documents in my office.
- New flashing stop signs installed but not performing. Service request is in.
- Unpaid nuisance and utility bill assessments have been certified to the county. Street improvement assessments will be certified after the December 10th deadline to pay assessments in advance of them being assessed against property taxes.
- As required by the Minnesota Department of Health, letters were sent to all property owners in Crosby who have lead, galvanized or unknown water service line material – There are 286 properties with galvanized pipe and 304 unknowns. There are no known properties with a lead service line.
- Emails and letters were sent to the 28 properties in Crosby who are at the end of a city water line that is at risk of freezing requesting that they trickle their water to prevent freezing. This notice was errantly sent earlier than normal 😞
- The first utility billing cycle has occurred with the position being vacant. The process was completed with several glitches. Staff are working through those this week and appreciate the public’s patience as we get this needed role filled.
- Our first request for documents for the 2025 audit has arrived. December is a very busy month for the city as the fiscal year closes. The city is run on a cash basis vs accrual which means that only actual bills paid and income receipted is accounted for unlike larger communities who have several months to tie out their year-end. This puts significant stress on staff to make sure numbers are accurate.
 - There are a number of payroll changes coming for 2026 including implementation of the new Minnesota Paid family Leave Program.
- On the horizon
 - Second half of our local government aid will arrive on December 26th - \$478,974.50
 - Performance Reviews for staff completed before Jan 1
- SHOUT OUTS:
 - Thank you to our residents for your patience as new city staff learn the ropes. It is a steep learning curve and we are doing our best to build institutional knowledge that is lacking and invaluable to effective city operations.
 - Thank you to city hall staff who have stepped up to fill the gaps when we are 25% short in our people power 😊



Respectfully submitted,

Trish Harren