

Pursuant to due call and notice thereof, the Regular Meeting of the Crosby City Council was held on Monday, March 28, 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; Joe Langel, City Attorney; Phil Martin, City Engineer

**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 TRAYLOR AND SECONDED BY MEMBER RYAN 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 14, 2022, Regular Meeting**

We changed minutes to Mayor Cash voting nay on 6A; it was not heard on the recording.

**B. Approval of Claims**

**C. Approval of Application for Temporary on-sale permit for the Deerhunter's Banquet at the Hallett Center of Crosby.**

**MOTION BY MEMBER HEGLUND 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

Member Heglund commented on the newspaper article. Saying it was nice to see that the lawsuit against the City of Crosby, former Chief Kim Coughlin, and former lieutenant Kevin Randolph was dismissed. Heglund also wanted to discuss the snow removal of the last snow fall. Mayor Cash said we could add it in the reports.

## 6. Unfinished Business

### A. Consider approval of appointment to the Crow Wing County "Safe Route Committee" – Matthew Hill

ATV Club is interested in making a trail connection to Ironton and Crosby to get gas/groceries, to restaurants and such. Ryan Simmons of Crow Wing County Land Services issued a letter asking for someone from the City of Crosby to be a committee member of the ATV Safe Route Committee. Member Traylor would like to be the member of the committee and Member Ryan as alternate.

**MOTION BY MEMBER HEGLUND AND SECONDED BY MEMBER JARVELA TO APPROVE APPOINTMENT OF MEMBER TRAYLOR AND MEMBER RYAN AS AN ALTERNATE TO THE CROW WING COUNTY "SAFE ROUTE COMMITTEE": THOSE VOTING AYE: MAYOR CASH, MEMBERS RYAN, HEGLUND, TRAYLOR AND JARVELA. THOSE VOTING NAY: NONE. MOTION CARRIED.**

### B. Consider approval of resignations from the Planning and Zoning Committee – Matthew Hill

Mark Severson, Jamie Lee, Rachel Severson, and Brad Smith all submitted their resignations from the Planning and Zoning Committee. Mayor Cash added the term "with regret" and member Traylor, "they put in a lot of tough years and got many things accomplished."

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

**C. Consider approval of Ordinance # 2022-01 regarding Organization and Duties of the Planning Commission/Board of Adjustment – Matthew Hill (postponed from February 28)**

Follow up from the February 28<sup>th</sup> meeting; the ordinance reflects the consensus of the council at that time; 5 residents and 1 business owners/nonresident. The council discussed the reasoning for the changes to the Ordinance; why it was changed in the past; why we can't leave as is.

Mayor Cash discussed a brief history of the last change; early August 2019 2 vacancies, August 12<sup>th</sup> 3 vacancies, in September there was another resignation, and November another resigned. With no applicants, the council decided that 3 nonresident/business owners could be a committee member as they pay taxes and our wages like a resident does. The council decided that a resident is defined as a voting resident; must live in Crosby 6 months and 1 day out of the year. Non-resident is defined as a business or a real property owner which is in Crosby.

The council discussed liaison participation in Planning and Zoning meetings. City Attorney Langel said, liaisons are not a member; they are present to observe and report only. If the liaison provides input, they then become part of the committee; primary purpose of a liaison is to observe. Discussion of the language of a liaison; the planning commission operates on its own and the liaison is to observe the proceeding and not to interject. Mayor cash called for a straw vote; Members Jarvela, Traylor, Heglund and Ryan were okay with it. The two changes that are needed for the ordinance are:

- 1) Define resident member is one that is eligible to vote
- 2) Change the statute of the language of a liaison

Will pick new members of the Planning and Zoning Committee and present the final draft of ordinance, at next council meeting, April 11.

**D. Consider approval of appointments to the Planning and Zoning Committee – Matthew Hill**

Postponed till April 11<sup>th</sup> as we are accepting applications until April 1<sup>st</sup>.

**E. Discussion – Chapter 72 parking regulations – Matthew Hill/Joe Langel**

Administrator Hill requested direction from the council as they have the basis of the consensus of the council in place. The need to identify 72-A and would like council support and direction to wrap it up.

Ryan would like the equipment to say industrial or commercial equipment. Traylor does not think the parking prohibition of vehicle/trailers listed is necessary. Ryan stated that some ordinances restrict people to park certain equipment in their yards, but we are saying it's okay to park in the

street. Traylor and Cash are against the 72-A; Members Ryan and Heglund are for the parking prohibitions. Cash stated she did not want to tell residents they can't park their trailers in front of their house. Heglund said that it's a safety issue with large motor homes, trailers, and such blocking the streets when its especially busy on weekends with tourists; it's a safety factor. Member Ryan stated the reasoning for the 72-A is that they are trying to clean up the long-term problems that are here. Without having something, the police department does not have the ability to enforce with a gray area. Member Jarvela was asked to be the tie breaker; Jarvela had no opinion on either side.

Mayor Cash said that narrow streets only allow parking on one side already, which is the safety solution. Traylor suggested put width limits on vehicles/trailers. Mayor cash said we could word it that no vehicles can be parked in such a way that obstructs normal traffic flow.

Attorney Langel said that would be putting the burden on the police department to determine what the normal traffic flow is.

The council determined that the language is too generic; would like to see widths and lengths, and the statement widths that do not interfere with traffic.

1) Change Farm truck to Utility truck, no longer than 20 feet, with the width no wider than 8 foot 6 inches and must not interfere with the flow of traffic.

2) Strike out or across street from such zones 72.03A

Mayor Cash asked for a straw vote; do we have support for the eliminating parking from 2 am to 6 am of the listed vehicles/trailers? Members Ryan and Heglund voted aye; Member Traylor not until he see more regulations, and Mayor Cash nay, and stay for Member Jarvela. Can't pass without 3 votes.

**MOTION BY MEMBER RYAN AND SECONDED BY MEMBER TRAYLOR TO APPROVE THE CHANGING OF THE WORDING OF 72B HOUR PARKING. A VOICE VOTE: THOSE VOTING AYE: MAYOR CASH, MEMBERS RYAN, HEGLUND, TRAYLOR AND JARVELA. THOSE VOTING NAY: NONE. MOTION CARRIED.**

## **7. New Business**

- A.** Consider approval for Administrator Hill to attend the Minnesota Municipal Clerks Institute – Matthew Hill

**MOTION BY MEMBER RYAN AND SECONDED BY MEMBER HEGLUND TO APPROVE ADMINISTRATOR HILL TO ATTEND THE MINNESOTA MUNICIPAL CLERKS INSTITUTE. A VOICE VOTE: THOSE VOTING AYE:**

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

- B. Consider approval of Resolution 2022-17-0328 authorizing the application to and accepting grant money from IRRR for Trail and Downtown bicycle signage – Matthew Hill

Administrator Hill identified grant opportunity with the IRRRB, they have a specific trail fund, so we would like to pursue funding, and this is the first step.

**MOTION BY MEMBER RYAN AND SECONDED BY MEMBER JARVELA  
TO APPROVE RESOLUTION 2022-17-0328 AUTHORIZING THE  
APPLICATION TO AND ACCEPTING GRANT MONEY FROM IRRR FOR  
TRAIL DOWNTOWN BICYCLE SIGNAGE. A VOICE VOTE: THOSE  
VOTING AYE: MAYOR CASH, MEMBERS RYAN, HEGLUND, TRAYLOR  
AND JARVELA. THOSE VOTING NAY: NONE. MOTION CARRIED.**

- C. Consider approval of request for Bolton & Menk quote for formulation of a 5-year Capital Improvement Plan for Streets/Sewer/Water/Storm – Matthew Hill

The city is working on a facility study and would like to expand the process to include streets, sewer, storm, and water systems. With a comprehensive list of facility and street improvements, we will be able to be much more thorough in our planning. Administrator Hill would like to pursue a quote for that service through Bolton & Menk.

Mayor Cash included that this is something the finance committee requested. They need to be able to plan and know what capital improvements are needed.

There was discussion if the plan will include estimates and costs of future rates; this will be put in the parameters of the quote.

Phil Martin told the council if you want to have a sit down and figure all the issues and improvements you want to make, the dollars you want to throw at it and the priority you want to put them in, he will be able to provide examples of what they have done so they can give a quote for what we want done.

Special workshop will be scheduled to determine the level of planning that we want to do for capital improvement with examples and estimates.

- D. Consider approval of request to increase the membership of the Economic Development Committee by one member – Matthew Hill

Request membership from 6 to 7; Ryan said it's another way to add diversity to the committee and to get all sides represented.

**MOTION BY MEMBER JARVELA AND SECONDED BY MEMBER RYAN TO APPROVE REQUEST TO INCREASE THE MEMBERSHIP OF THE ECONOMIC DEVELOPMENT COMMITTEE BY ONE MEMBER. A VOICE VOTE: THOSE VOTING AYE: MAYOR CASH, MEMBERS RYAN, HEGLUND, TRAYLOR AND JARVELA. THOSE VOTING NAY: NONE. MOTION CARRIED.**

- E. Consider approval of request for improvements to the John Spalj Ice Arena at the Hallett Center of Crosby by the Northern Lakes Youth Hockey Association – Matthew Hill

We have been building a strong relationship with the Northern Lakes Lighting Youth Hockey Association. They just donated \$50,000 towards a new Zamboni this year. In partnership with the city the association is presenting to the council renovations they would like to see at the John Spalj Arena. This includes tempered glass replacement, end zone netting, player and timekeeper area improvements, new curved acrylic safety corners, and rubber flooring. The NLYHA board approved \$130,000 to spend with the focus of improvement to player and fan experience.

Marissa Raushel, president of the NLYHA, they represent Aitkin, Crosby, Pequot Lakes, and Pine River school districts; there are 15 teams Pre-K thru 9<sup>th</sup> grade. They spend a lot of their time at the Hallett Center; just last season around 100 games; 2 to 3 teams practicing every night, along with tournaments on weekends. The NLYHA is a nonprofit and had a good year on charitable gambling. The association is looking to see what they can do to improve their players and fan experience. They had Becker Arena Products come, give a quote, and together conclude that these items were the best to improve safety and experience of players and fans. Administrator Hill said that there are two options to have these renovations done.

- (1) NLYHA donate to Hallett foundation then we do the work
- (2) We would be willing to allow the association to do the work and they pay for it.

Mr. Hill talked with the City Attorney and there would not be liability to the city allowing NLYHA, based on the type of work proposed. Planned work will be done in September after kids Camp is completed and before the hockey season begins. It will take about a week and a half to install.

**MOTION BY MEMBER HEGLUND AND SECONDED BY MEMBER TRAYLOR TO APPROVE REQUEST FOR IMPROVEMENTS TO THE JOHN SPALJ ICE ARENA AT THE HALLETT CENTER OF CROSBY BY THE NORTHERN LAKES YOUTH HOCKEY ASSOCIATION. A VOICE VOTE: THOSE VOTING AYE: MAYOR CASH, MEMBERS RYAN, HEGLUND, TRAYLOR AND JARVELA. THOSE VOTING NAY: NONE. MOTION CARRIED.**

- F. Consider approval of the Construction Cost Share Agreement with CWC for bituminous seal coat of streets – Phil Martin  
There was a change to the estimated cost will be higher due to oil prices. Our options are to find more money for the budget or ratchet back a segment. Unit prices went from 70 a square yard to 1.50. We are exhausted to find areas to chip seal, lasts 5 to 7 years. Mayor Cash requested a map to show what needs or could be chip sealed if we need to reduce to keep at \$60,000 budget.

**MOTION BY MEMBER HELUND AND SECONDED BY MEMBER CASH TO APPROVE OF THE CONSTRUCTION COST SHARE AGREEMENT WITH CWC FOR BITUMINOUS SEAL COAT OF STREETS. A VOICE VOTE: THOSE VOTING AYE: MAYOR CASH, MEMBERS RYAN, HEGLUND, TRAYLOR AND JARVELA. THOSE VOTING NAY: NONE. MOTION CARRIED.**

- G. Consider approval of letter of support for Master Gardener grant for landscaping at the library – Matthew Hill

Diane Cash requested letter of support from the council to put in her grant request to the CWC Master Gardener Project; this will be for the material for the library landscaping. Ryan questions if Public Works was contacted in providing the black dirt, grass seed and landscaping labor. The public works department is responsible for city grounds work; it is not outside of their job scope.

**MOTION BY MEMBER RYAN AND SECONDED BY MEMBER JARVELA TO APPROVE LETTER OF SUPPORT FOR THE MASTER GARDENER GRANT FOR LANDSCAPING AT THE LIBRARY. A VOICE VOTE: THOSE VOTING AYE: MAYOR CASH, MEMBERS RYAN, HEGLUND, TRAYLOR AND JARVELA. THOSE VOTING NAY: NONE. MOTION CARRIED.**

## **8. Reports**

- A. City Engineer Report

Report was submitted.

Update- Pushing hard on the plans to have submitted by due date of April 6<sup>th</sup>. They are getting signatures on a NCPS applications for review; sewer district must sign it. They had meetings with Graphic Packaging, working on an easement with a property owner for a box culvert that crosses 1<sup>st</sup> street, to pull out old one to put new one in.

Lift station at Super One will be started up on 3/29, this process will allow the city to take over utilities.

**B. City Attorney Report**

Report was submitted.

Hunter vs Kim Coughlin, Randolph, and the City of Crosby lawsuit was dismissed.

Litigation with former officer Stangler, who applied for disability through Crow Wing County; the county is trying to include the City of Crosby. We opposed it and we won. Crow Wing County is appealing the decision and we are bringing another motion to appeal to keep us out of that litigation.

**C. City Administrator Report – attached**

Submitted Report

**D. Mayor/Committee Reports**

**E. Heglund wanted to address the snowstorm last week. Heglund stated that he went to community center at 11:30am Tuesday, the parking lot was cleared and shoveled; then drove by the library, it was shoveled; city hall was not shoveled, it was 1:15 pm. He talked to Administrator Hill and 20 minutes later City Hall was shoveled. He got up at 5 am Wednesday and drove around. Crosby did not have anything plowed; Ironton was plowed. Heglund went and questioned public works about why Crosby has not been plowed and sidewalks not cleared.**

Ryan stated he did not like seeing kids having to walk to and from school in the wet and having to walk on the highway. Administrator Hill said at the next public works meeting this will be addressed and reassessed.

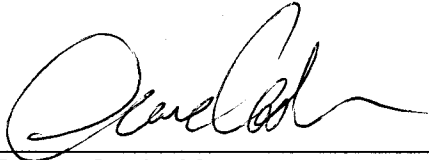
Mayor Cash addressed Member Heglund that he is not allowed to talk to the public employee, and he did. The fact he did could cause a risk for the City; harassing the employees. The rule is that he is not to directly talk to the employees; he is to go to the city administrator with his concerns.



Ryan stated if you're informational seeking or fact seeking it is fine; Mayor Cash added he is not to give directions. Ryan addressed Heglund that we cannot mention specific employee names as they sit there.

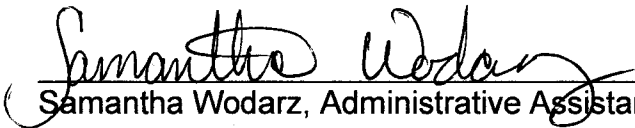
**9. Adjournment**

**MOTION BY MEMBER RYAN AND SECONDED BY MEMBER JARVELA  
TO ADJOURN AT 7:50 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