

**City of Crosby
Council Meeting
Monday, July 24, 2023
6:00 p.m.**

Pursuant to due call and notice thereof, the Regular Meeting of the Crosby City Council was held on Monday, July 24, 2023 at 6:00 p.m.

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

Members Absent: Member Lewis

Staff Present: Matthew Hill, Administrator Clerk Treasurer; Dianne Howard, Administrative Assistant; Joe Langel, City Attorney; Phil Martin, City Engineer; Scott Sadusky, Building Inspector

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 Agenda

City Administrator Hill stated that we need to add Item G to the request for proposal of engineering services—1st Street N. surface work under New Business. Mayor Cash asked if there were any questions or comments regarding the revised agenda.

MOTION BY MEMBER TRAYLOR AND SECONDED BY MEMBER JARVELA TO APPROVE THE AGENDA AS PRESENTED.

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

4. Consent Agenda

- A. Approval of Minutes from July 10, 2023 Regular Meeting
- B. Approval of Claims
- C. Approval to pay 2nd quarter payment to Cuyuna Lakes Chamber of Commerce for Advertising
- D. Approval of gambling permit for Cuyuna Bike Crew

- E. Approval of Special Event application for Crosby Police Department Night to Unite
- F. Approval of new liquor license application for Drunken Noodle

MOTION BY MEMBER HEGLUND AND SECONDED BY MEMBER TRAYLOR TO APPROVE THE CONSENT AGENDA.

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

5. Public Comments: Linda Peeples, former member of the Crosby Economic Development Committee, expressed her opposition to the Cuyuna Lakes Chamber managing the decorating of the Crosby Christmas tree. Ms. Peeples stated that the EDA has always managed this event with the help of different City departments, Crosby students and citizens. The Public Works Department would then take the tree down at the end of the season. It has been a great community event. Ms. Peeples asked the Council to respectfully deny the Chamber's offer to manage this event and she does not want to see the Christmas tree relocated.

Joanna Lattery is also opposed to having the Christmas tree decorating event taken over by the Chamber. In the past citizens have donated ornaments and the school kids have been an active part of making decorations and assisting in the decorating of the tree. Ms. Lattery feels the Chamber is a business-based organization whose focus is more on biking than on community interest. She is also afraid the tree may be relocated. Ms. Lattery then inquired if the CEDC still has a line item in the budget.

Debra Wynn informed the council that the public bus service that has served Crosby for the past 10 years is being taken away. Can the council reach out to the group that administers this service through Brainerd City Hall? Their proposal is to no longer pick up Crosby citizens at their homes for drop offs in town except for the Library and the Community Center. Ms. Wynn wanted to know why these changes are being implemented. The service will only transport our citizens to shopping opportunities in Brainerd under this new plan. She stated that they are also proposing to double the fees to ride the bus. This item will be put on the agenda for the next council meeting.

6. Unfinished Business—None.

7. New Business

- A. Introduction of new business in Crosby—Cuyuna Cannabis—Mark Hendrickson, Owner

The new owner of Cuyuna Cannabis, Mr. Henrickson is a high school graduate of Crosby and is proud to now be a small business owner in his hometown with Cuyuna Cannabis. He uses

cannabis personally for chronic pain. He would love to answer any questions or concerns that anyone may have. Member Heglund thinks this business is a good idea. Mayor Cash stated that she saw an article in the Brainerd paper about not allowing sales of cannabis in city parks. City Administrator Hill has been conversing with Mr. Hendrickson. There is a League of Minnesota Cities meeting tomorrow to discuss this item. City Administrator Hill will share any information that he gets from this meeting with the council.

B. Consider approval of request for funding to support the advertising costs for Heritage Days—Lori LaBorde

Ms. LaBorde reported that the Heritage Days Committee is asking the council for \$5,000 to promote Heritage Days, which will be held August 17-August 20 in the City of Crosby. This would cover radio advertising, corner signs and newspaper advertising. She went on to expand on some of the offerings that will be taking place, including dancing and tumbling groups who will be putting on free exhibitions. Alcohol will not be served at this event. City Administrator Hill stated that the DEED Economic Development fund has been used for Heritage Days funding in the past. He went on to report that there is presently a little over \$16,000.00 in that fund. City Administrator Hill said that if the Council votes to financially support Heritage Days the money should come from this fund. Member Heglund believes this event is a good idea as it pulls people into town. Ms. LaBorde reported that advertising for this event was approximately \$15,365 last year. Per Mayor Cash, there was concern raised that this advertising may not be for our City structure; thus our attorney has recommended limiting contributions. Mayor Cash thinks that it might be better to approach the Fire Department for sponsorship of advertising for Heritage Days. She stated that this event is advertised as a free event, but is it really? She believes that donating this money for Heritage Days would ultimately put the financial responsibility on our taxpayers for its advertising. Mayor Cash countered with a motion of \$500.00 for advertising sponsorship. Members Heglund and Traylor felt this was too much of a deduction for sponsorship. Mayor Cash said that she still feels that since this is a social event, the Fire Department is a better option as they donate privately raised charitable money. Member Traylor then recommended a donation between \$2000-\$2500. Member Heglund then proposed a donation of \$3000 for advertising for Heritage Days. Mayor Cash stated that she would support a \$2500 donation. Member Jarvela also expressed his support for a \$3000 donation to Heritage Days.

**MOTION BY MEMBER HEGLUND AND SECONDED BY
MEMBER JARVELA TO APPROVE REQUEST FOR \$3000 FUNDING TO
SUPPORT THE ADVERTISING COSTS FOR HERITAGE DAYS.
A VOICE VOTE: THOSE VOTING AYE: MEMBERS HEGLUND,
TRAYLOR AND JARVELA. THOSE VOTING NAY:
MAYOR CASH. MOTION CARRIED.**

C. Consider approval of pay request No. 4 for 1st Street SW and 4th Street NE Improvements—Administrator Hill

City Administrator Hill stated that we are also considering Change Order No. 2 and Pay Request No. 4 for 1st Street SW and 4th Street NE Improvement Project in the packet. He then reported that this would include the additional concrete steps that the council looked at a couple of months ago, as well as the soil and seeding that were done last fall. Engineer Martin clarified that the final seeding was done this spring.

MOTION BY MEMBER TRAYLOR AND SECONDED BY MEMBER JARVELA TO APPROVE PAY REQUEST NO. 4 FOR 1ST STREET SW AND 4TH STREET NE IMPROVEMENTS AND CHANGE ORDER NO. 2.

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

- D. Consider approval of quote from CTC for fiber high speed internet and new phone system—Administrator Hill

City Administrator Hill reported that the City of Crosby had requested a quote for a new phone system for City Hall, the Library, DMV, Hallett Center, Fire Department, and Police Department. City Administrator Hill had requested a grant from Sourcewell to cover the \$10,000 city portion of the overall quote that was approved and received. CTC's fees will be approximately \$10,000 for the new city equipment and fiber connections and the Sourcewell grant will cover these expenses with no additional expenses being passed onto the taxpayers. There will be a minimal cost increase for the new service, but the new service will be significantly more reliable. City Administrator Hill stated that this was a very needed upgrade. CTC will be the service provider moving forward. Mayor Cash asked when the change in providers would take effect. City Administrator Hill said when the installation of new equipment is complete.

MOTION BY MEMBER HEGLUND AND SECONDED BY MAYOR CASH TO APPROVE QUOTE FROM CTC FOR FIBER HIGH SPEED INTERNET AND NEW PHONE SYSTEM.

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

- E. Consider approval of quote from Minnesota Pump Works for work to be completed at City Hall—Administrator Hill

City Administrator Hill stated that the Public Works staff has identified that the lift station dedicated to City Hall and the Police Department has failed. The 30-year-old pump and piping has degraded to a point that it needs to be replaced. The Public Works Foreman, James Lueck, has brought in Minnesota Pump Works to create a solution that includes a new pump, panel,

parts, and labor at a cost of \$11,246 which would serve City Hall for years. This lift station repair has already been approved by the Public Works Committee. Mayor Cash inquired if this was interior plumbing only—City Administrator Hill stated yes. Member Traylor asked Engineer Martin if we can lower some of the new sewer service to better accommodate this area or possibly turn it. Engineer Martin stated that it would be a challenge due to the location of our closest sewer line and it being lower as it gets further away. Engineer Martin stated that we could look into this, but it is unlikely.

MOTION BY MEMBER JARVELA AND SECONDED BY MEMBER HEGLUND TO APPROVE QUOTE FROM MINNESOTA PUMP WORKS FOR WORK TO BE COMPLETED AT CITY HALL. A VOICE VOTE: THOSE VOTING AYE: MAYOR CASH, MEMBERS HEGLUND, TRAYLOR AND JARVELA. THOSE VOTING NAY: NONE. MOTION CARRIED.

- F. Consider approval of request for advertising for RJ Broadcasting for athletic events—Administrator Hill

City Administrator Hill presented a proposal last year for the school sports advertising package from RJ Broadcasting. RJ Broadcasting is proposing that we advertise again for the upcoming school year for the same fee as last year, \$2,000: \$1,000 invoiced in 2023 and \$1,000 invoiced in 2024. City Administrator Hill stated that from a budget perspective, the DEED Economic Development fund is our only option. Member Traylor thinks this advertising is a good thing. City Administrator Hill reminded Council that we need to budget for these types of expenditures moving forward. City Attorney Langel stated that there are statutes that need to be followed for cities to annually appropriate money to advertise the City and its advantages and strengths. City Administrator Hill stated this advertising showcases the amenities in Crosby, which falls under statute. Mayor Cash said this is another unbudgeted item. She then explained that she has the same philosophy on this as she had on Heritage Days as it is another outside social event and this is not what taxpayers should be paying for. Mayor Cash said there are other resources for funding social events. Member Heglund stated that he felt that they do a good job. Mayor Cash is concerned about the continual increases in our tax levy.

MOTION BY MEMBER HEGLUND AND SECONDED BY MEMBER TRAYLOR TO APPROVE REQUEST FOR ADVERTISING FOR RJ BROADCASTING ATHLETIC EVENTS FOR \$2,000--\$1,000 IN 2023, AND \$1000 IN 2024. A VOICE VOTE: THOSE VOTING AYE: MEMBERS HEGLUND, TRAYLOR AND JARVELA. THOSE VOTING NAY: MAYOR CASH. MOTION CARRIED.

- G. Consider approval of request for proposal for engineering services from Bolton

and Menk for sewer line replacement in the alley north of 3rd Street NE as well as a separate proposal for engineering services for 1st Street N surfacing work—
Administrator Hill

City Administrator Hill reported that the Public Works staff has been managing a sewer line in the alley north of 3rd Street N.E. that has had consistent backups for several years that require frequent jetting and cleaning. City Hall staff and the Public Works Committee recommended that we get a proposal for this project that would support eliminating these issues in the homes in this area. We currently have a proposal from our engineering group for the sewer line replacement. Final approval would still have to come from Council. Member Heglund asked if this area had been televised. City Administrator Hill stated that yes--many times. Member Heglund then asked if the Public Works Department has been flushing and jetting this area. Engineer Martin responded that the line is junk, under a garage and that we need to be proactive and plan. Mayor Cash said that this is not the first time that this item has been at council level. Member Heglund thinks that it should be flushed first. City Administrator Hill said that part of this project will include Item H which will include working with the City Attorney to get the proper easements and any potential property purchases that may need to be made to get this project completed. A construction easement will need to be obtained to the north to have access to the project area. Member Heglund stated that this will be a spendy project. Mayor Cash stated that jetting has gone from 1 to 2 times a week up to 3 or 4. She said that this is costly and is not working. Engineer Martin reiterated that this is a deteriorated line and has been for some time. Member Traylor inquired if this area will be surveyed before we start the project. Engineer Martin confirmed that yes it will be. City Administrator Hill stated that there has been a partial vacation on two properties with Engineer Martin confirming. Member Traylor said that we should move forward.

City Administrator Hill opened up discussion on 1st Street N., from 3rd Avenue to 3rd Avenue from west to east. He stated that it is one of the worst streets in our community and it is obviously a high traffic area being a block off from Main. We would like to get a proposal from Bolton and Menk for engineering services for the thru-way so we can start the planning process and have some educated conversation on this street.

City Administrator Hill clarified that these are two separate proposals. Mayor Cash confirmed that it would require two motions.

Engineer Martin reported on 1st Street confirming that there is storm sewer going across at least three of the blocks and we will want to be sure that the water gets to the storm sewers. It is a reconstruction that will include resetting curb grade, resetting the center line so the water drains where we need it to, and addressing ADA on corners where the sidewalks are. Because the grade is flat, we will need a precise slope to drain the water where it should be drained. This will not be as extensive as a complete rebuild, however, it will be difficult to travel on. It will have to be done in sections and will require a detour as it will be a bigger job.

**MOTION BY MEMBER TRAYLOR AND SECONDED BY MEMBER JARVELA TO APPROVE REQUEST FOR PROPOSAL FOR ENGINEERING SERVICES FROM BOLTON AND MENK FOR SEWER LINE REPLACEMENT IN THE ALLEY NORTH OF 3RD STREET NE
A VOICE VOTE: THOSE VOTING AYE: MAYOR CASH, MEMBERS HEGLUND, TRAYLOR AND JARVELA. THOSE VOTING NAY: NONE. MOTION CARRIED.**

**MOTION BY MEMBER HEGLUND AND SECONDED BY TRAYLOR TO APPROVE A REQUEST FOR PROPOSAL OF ENGINEERING SERVICES FOR 1ST STREET N. SURFACING WORK.
A VOICE VOTE: THOSE VOTING AYE: MAYOR CASH, MEMBERS HEGLUND, TRAYLOR AND JARVELLA. THOSE VOTING NAY: NONE. MOTION CARRIED.**

Member Traylor asked how many street projects we have left. City Administrator Hill answered, two full streets. 1st and 2nd Street S. will have a couple of different phases as we cannot take the alley and street out at the same time. If we can find some different funding other than PFA, it could possibly be done earlier, or right away after this initial project is complete. It is possible that this project may not begin until 2025, 2026 or later. If we can combine projects, there is a possibility to have only one loan per Mayor Cash.

- H. Consider approval of request for City Attorney to pursue required easement and property purchases for new sewer line in the alley north of 3rd Street NE—
Administrator Hill

City Administrator Hill reported that we have found that there was a previous vacation of alley property by the City on the 3rd Street alley. We will have to shift the sewer line to the north about 10 feet, required about 7 feet of additional property to the north. This needs to be accounted for in our construction—either with construction easements with the property owners to the north and to the south, or if we do not have enough space, a property purchase of a couple of feet. Our City Attorney would work to procure the proper easements and potential property purchases to support the placement of the new sewer line to better serve the people that live on that block.

**MOTION BY MEMBER TRAYLOR AND SECONDED BY MEMBER JARVELA TO APPROVE REQUEST FOR CITY ATTORNEY TO PURSUE REQUIRED EASEMENT AND PROPERTY PURCHASES FOR NEW SEWER LINE IN THE ALLEY NORTH OF 3RD STREET NE
A VOICE VOTE: THOSE VOTING AYE: MAYOR CASH, MEMBERS HEGLUND, TRAYLOR AND JARVELA. THOSE VOTING NAY:**

NONE. MOTION CARRIED.

8. Reports

A. City Engineer Report: The sanitary sewer is in on 4th and just west of 5th. They were able to get the water main in from 3rd Avenue W. to just short of 4th Avenue W.-- underneath the box culvert. They anticipate the box culvert next week. Construction is moving along. Engineer Martin feels that the contractor is doing a very good job. The weather has also been helpful. Mayor Cash asked if they could try to avoid the Heritage Days event as well as the Cuyuna Crusher event with the road construction projects. City Administrator Hill stated that these projects will have to happen. Unfortunately, we will have to inconvenience somebody as we can't keep putting these projects off.

B. City Planner Report: none.

C. City Inspector Report: Inspector Sadusky said that the only thing that is new is that Family Dollar got staff occupancy this afternoon. The shelves are up and they can start stocking. Plumbing has passed. The only thing that is still holding them up is that they need to provide a letter from the sprinkling contractor stating that the sprinkling system is up and running and they also need final electrical approval. They will also need to put up accessibility signs for parking. Mayor Cash asked if they will need approval from the Department of Health to occupy. Inspector Sadusky said it would depend on what they are stocking but he did not believe so.

D. City Administrator Report

The first item that City Administrator Hill presented was that the Chamber had come forward and offered to manage the decorating of the Christmas Tree in the Downtown Plaza. They would like to get a larger tree and get some Chamber members involved in the decorating of that tree.

City Administrator Hill then stated that the Truck or Treat event will be held again this year and they are proposing a location change to the City Park. This event was held at the Hallett Center parking lot last year and it was very successful. They would like to bring it down to the City park this year as it would be better for pedestrian travel and much safer for little kids who are walking. If the council is o.k. with this venue change, we can get a special event permit for this event.

Mayor Cash inquired if Truck or Treat would be on Halloween this year. City Administrator Hill stated that this event will be held the Sunday prior to Halloween.

Member Heglund said that he wanted to talk about the Christmas tree and wanted to know whose idea it was to propose the Chamber to manage this event. City Administrator Hill stated that it

was proposed by the Chamber. From previous experience with the chamber, Ms. LaBorde doesn't think that the Chamber is trying to step on toes or change the location of the Christmas tree. She has worked with the Chamber in Cuyuna with their Christmas tree. Ms. LaBorde believes that they want to help us to get a bigger tree, more decorations and to make it more of a Hallmark celebration. Member Heglund wants it to be left the way it is. Member Traylor thinks that we could get a bigger tree with our own group. Ms. LaBorde stated that we should talk to the Chamber to see what their intention is. She then offered to get more information for us. City Administrator Hill stated that there were only three people in attendance last year to decorate the tree: the Police Chief, the Chamber Director and himself. Ms. Lattery said if we planned ahead it would be much more organized. It was agreed that everyone will have to work out these issues and that they can come back if there are problems.

E. Mayor/Committee Reports

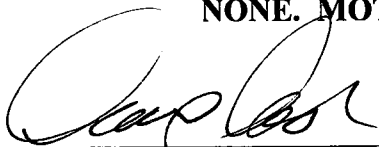
Member Heglund asked if somebody has been watering the plants with a 4-wheeler on Main Street on the sidewalks. City Administrator Hill stated, yes--City staff use the 4-wheeler to water. Member Heglund said they were on the sidewalks and almost hit somebody. City Administrator Hill said he will look into this.

Member Jarvela reported that the Sanitary Sewer District let him know that the elevated storm sewer amounts in April were due to the amount of rain that we had that month. Member Jarvela also reported that residents had inquired about a traffic counter during the current construction project with the increased traffic as well as how much the assessments will be. City Administrator Hill stated that this is an approved detour and that there is nothing we can do. People still have to get around and it is temporary. Member Jarvela said most of the concern was with semis going through. Mayor Cash said any damage that occurs could be brought up to the Public Works Committee for further review once the project is complete.

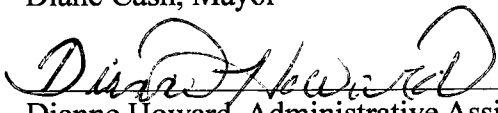
9. **Adjournment.**

MOTION BY MEMBER TRAYLOR AND SECONDED BY MEMBER JARVELA TO ADJOURN AT 7:16 P.M.

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



Diane Cash, Mayor



Dianne Howard, Administrative Assistant