

**City of Crosby  
Council Meeting  
Monday, October 9, 2023  
6:00 p.m.**

Pursuant to due call and notice thereof, the Regular Meeting of the Crosby City Council was held on Monday, October 9, 2023, at 6:00 p.m.

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

**Members Absent:** Member Lewis

**Staff Present:** Matthew Hill, Administrator Clerk Treasurer; Dianne Howard, Administrative Assistant; Joe Langel, City Attorney; Mike Van Horn, Police Chief; James Lueck, Public Works Foreman; Abby Smith, Head Librarian; Joe McLaughlin, GM of HCC

1. **Call Regular Meeting to Order at 6:00 p.m.**
2. **Pledge of Allegiance**
3. **Approval of the Agenda**

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

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

4. **Consent Agenda**
  - A. Approval of Minutes from September 25, 2023, Regular Meeting
  - B. Approval of Claims
  - C. Approval of Resolution 2023-20-1009 accepting donations
  - D. Approval of payment to Cuyuna Lakes Chamber of Commerce for Advertising Expenses in the third quarter
  - E. Approval of payment to Cuyuna Lakes Chamber of Commerce for grant-funded expenses from Music in the Park
  - F. Approval of League of Minnesota Cities Liability Coverage Waiver form; the City of Crosby does not waive the monetary limits.

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

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

**5. Public Comments—None.**

**6. Unfinished Business—None.**

**7. New Business**

- A. Consider approval in change to stormwater drainage fee for 829 8<sup>th</sup> Street NE, Bus Garage property, based on property use—Administrator Hill

Administrator Hill reported that Josh Schiffler, the owner of CI Transportation, requests that the City Council review and change his Storm Water Land Use Classification to better reflect the actual use.

City Code 52.28 allows the City Council to adjust changes for parcels based on land use data supplied by affected property owners which demonstrate that runoff volumes for rainfall are different from the REF being used for their parcel.

Mr. Schiffler's property is currently classified #4, medium-density commercial, Industrial and institutional, at a REF of 2.0. He asks that it be changed to:

4 acres at 2.0 REF. Open area of 5 acres at 0.2 REF. The balance of the property is undeveloped.

Currently, this property is 37.11 acres. Based on the REF number #4, and the number of acres times two, his monthly amount totals \$74.22. He is requesting that the billing be changed to what the property is presently being used for. There are 5 acres of the 37.11 acres that are open space., there are 4 acres that are currently being used for commercial/industrial property. The balance of the property he would like to have classified as Undeveloped, which is the old mine pile. Basically, what this will do is to bring his billing from \$74.22 for the 37 acres down to \$9.00 a month for his commercial property and the 5 acres of open

property. Member Heglund asked if we are talking about a \$50 difference. Administrator Hill clarified that is the case. Member Traylor asked if it was because he was paying for all the property in the back of his property. Administrator Hill stated it has probably been industrial for a very long time and most of that property is not being utilized. Member Traylor is agreeable with Mr. Shiffler's request as long as he keeps the property open and does not change the use at which point if he does, we will have to re-evaluate it.

Mayor Cash had a question for Attorney Langel on Item C, regarding Ordinance 52.28. Item C states that the Council may by resolution adopt policies. Mayor Cash wanted clarification whether a resolution is needed for this process. Administrator Hill stated that a resolution would be provided to the Council at the next meeting to formalize this decision per City Code.

**MOTION BY MEMBER TRAYLOR AND SECONDED BY MEMBER JARVELA TO APPROVE THE CHANGE TO STORMWATER DRAINAGE FEE FOR 829 8<sup>TH</sup> STREET NE, BUS GARAGE PROPERTY, BASED ON PROPERTY USE.**

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

**B. Consider approval to purchase two new PD squads in 2024—Chief Van Horn**

This is a scheduled replacement, as a part of the Crosby Police Department fleet vehicle rotation. The purpose of this rotation is to be able to have vehicles that still have re-sale value, which in turn will assist in financially supporting the replacement of vehicles.

There is an expectation that the State Contract will open soon for delivery in 2024. We want to be proactive in our ability to place our order as soon as the contracts open so we can guarantee our allocation.

This is a request to purchase two (2) 2025 patrol vehicles to replace the current 2018 Dodge Charger and the 2017 Dodge Durango, at an estimated cost of \$75,000.

The above vehicle cost is only an estimate, as there has been no State Bid Contract settled upon at this time.

Most of this funding for this purchase will be included in the 2024 budget, with additional funding coming from the sale of the two vehicles listed above which will be cycled out of the fleet.

Mayor Cash asked for clarification regarding the schedule; is it four years with one car and two years with two? Chief Van Horn stated that they have been going two-two and two, because they currently have nine patrol vehicles. Each FT officer has a car and there is one that is used as a PT vehicle or for a backup if one breaks down. In 2024 the PD will be asking for two vehicles per Chief Van Horn, and two more in 2025. Member Heglund asked if we must replace two at one time. Chief Van Horn stated that we must cycle them out to get more money back for them. Member Heglund reiterated that he had received calls about this issue and wonders why we could not just replace one vehicle. Chief Van Horn said there tends to be a lot of issues with these older squads and they end up putting thousands of dollars into them, and their goal is to keep them under warranty. Mayor Cash asked how critical it is to make this decision today. Chief Van Horn stated that they do not know when the State bids will be opened so they want to be sure to have it approved prior, since there is a short window to make sure that they can put in their bid. Last year they did not get in the bid until December, and it took 8 months to get their vehicles. Mayor Cash stated that this will affect the budget that we have not passed yet. Member Traylor clarified that it is in the budget and that we should do it as we need to stay on track with this plan that we set up a few years ago.

**MOTION BY MEMBER TRAYLOR AND SECONDED BY MEMBER HEGLUND TO APPROVE PURCHASE OF TWO NEW PD SQUADS IN 2024.**

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

- C. Consider approval of Memorandum of Understanding with the CI School District to re-establish School Resource Officer Program—Chief Van Horn

On advice from the League of Minnesota Cities and the MPPOA, Minnesota Police and Peace Officers Association, The City of Crosby pulled Officer Jenkins from service within the school district as the designated School Resource Officer, based on State legislation regarding the use of force by SRO's.

On September 27, 2023, the City received new guidance from the LMC, the State Attorney’s General office, and PATROL, which offered a new opinion on the legislation. This has been reviewed and it was concluded that SRO’s have the authority to use law enforcement powers when acting in their capacity as an SRO.

This information was shared with City Attorney Langel who confirmed that it was appropriate to reenact the SRO program with the MOU.

Funding will be provided by School District 182, using the Safe School Levy at the current level of \$20,000 per school year, less the pro-rated month of September 2023. The School District will be invoiced twice for the service provided by the City of Crosby SRO. The December 2023 invoice will be for October—December \$7,778.00. The invoice in June will be for the month of January—May \$10,000.

**MOTION BY MEMBER JARVELA AND SECONDED BY MEMBER TRAYLOR TO APPROVE MEMORANDUM OR UNDERSTANDING WITH THE CI SCHOOL DISTRICT TO RE-ESTABLISH SCHOOL RESOURCE OFFICER PROGRAM. A VOICE VOTE: THOSE VOTING AYE: MAYOR CASH; MEMBERS TRAYLOR, HEGLUND AND JARVELA. THOSE VOTING NAY: NONE. MOTION CARRIED.**

D. Consider approval of State Public Safety allocation—Chief Van Horn

Administrator Hill reported. The State of Minnesota is offering an additional \$104,672 to the City of Crosby for use in Public Safety. Administrator Hill asked the Chiefs of Police and Fire to submit their departments’ needs so we could work together to provide a priority list to the City Council for their review and approval of the use of the funds when they arrive in December 2023. This is supplemental funding above and beyond the Local Government Aid and is not part of our budgetary funding. This is a one-time allocation and there is no timeline for when it needs to be spent.

The following is the priority list provided by the Administrator and Chiefs:

\$78,400	FD – Air tank bottles (current equipment has 1 year left in life cycle)
\$6,000	PD – Radar upgrades in squads (3)
\$3,000	PD – Thermal imaging unit (1)

\$7,000	PD – Ballistic shield (1)
\$7000	PD – Thermal imaging unit (1)
\$2,000	City Hall AED
\$1,272	FD –Hose (whatever the balance will purchase)
<b>\$104,672.00</b>	<b>TOTAL</b>

In a meeting with Administrator Hill, Chief Van Horn and Chief DeCent, they agreed that this is a fair way to allocate the funding. In 2024 the Fire Department will have a big expense as their air tank bottles will expire so it is important that we utilize these funds to replace them. He stated that everything else is pretty fluid. Administrator Hill shared that we are grateful to the State of MN for this funding. Member Traylor inquired if these funds are only dedicated to the PD and Fire Department. Administrator Hill clarified that they can be used for public safety. Member Traylor stated that it looks like the funding is being put to good use. Mayor Cash asked if we could use these funds to purchase the second police car; or for an extra patrol along Main Street. She wanted to know if there are other options if we decide not to spend all this money right now. Could we leave it unallocated and keep it available for emergencies since it is in a special fund and would require a Council vote to use? Administrator Hill stated yes, we could and that there is no timeline connected with this funding. Mayor Cash had some concerns that once this money is spent it is gone. She asked if the items on this list are critical and if they would still be ordering these items if these funding dollars had not been available. There was additional council discussion. Member Heglund stated that he is going to speak up for the Fire Department as he backs the Fire Department 100% and feels if they say this equipment is necessary, he is for it. He believes it is very important for the City of Crosby. Mayor Cash inquired again how critical these items are. Assistant Chief Jacobs stated that we must have a certain amount of air tank bottles on hand to avoid being fined by OSHA and that their availability is challenging as it takes much longer to attain them. He went on to explain that their thermal imaging camera no longer works, and it is a very important tool when they go into a fire, especially for the first surviving team. It protects the Fire Department crew as it shows them where the fire is. They also do not have enough hose if there was ever a major Main Street fire; they only have about half of the hose needed. Mayor Cash asked if there are other revenue sources to pay for this equipment other than taxpayer money. Member Traylor stated that he feels it is important that we purchase at least half of these air tank bottles and then we can reserve the other half for later in the budget process. Mayor Cash asked

about the equipment fund and how it may be allocated. Administrator Hill stated that the equipment fund is set up for bigger purchases, which are currently being planned for. Member Traylor would like us to approve all the items on this list with the exception of the air tank bottles, of which he would like us to order half at this time. Mayor Cash stated that we could then save \$39,000.00, which could be used for summer patrol or possibly for training a PT policeman. Member Traylor stated that we could also use it to order the remainder of the air tank bottles at a later date. Member Jarvela will have to abstain on the vote being a Fire Department member on the advice of the City Attorney Langel. There was further council discussion. Administrator Hill wanted to clarify that none of these items are budgetary items. They are separate line items from the State of MN. Mayor Cash stated that her concern is that there are more purchasing options other than equipment that we could use this funding for and that the price of the air tank bottles could possibly go down. Assistant Chief Jacobs responded that there is currently a special price until the end of the month that they were hoping to utilize as the prices rarely go down.

**MOTION BY MEMBER TRAYLOR AND SECONDED BY MEMBER HEGLUND TO APPROVE STATE PUBLIC SAFETY ALLOCATION APPROVING THE PURCHASE OF HALF OF THE AIR TANK BOTTLES AT \$39,200, AS WELL AS THE PURCHASE OF 3 RADAR UPGRADES IN THE POLICE SQUADS AT \$3,000, 1 THERMAL IMAGING UNIT FOR THE PD AT \$3,000, 1 BALLISTIC SHIELD AT \$7,000, 1 THERMAL IMAGING UNIT FOR THE FIRE DEPARTMENT AT \$7,000, 1 AED FOR CITY HALL AT \$2,000 AND FIRE DEPARTMENT HOSE AT \$1272; FOR A TOTAL OF \$65,472.00 OF ALLOCATIONS, WHICH WILL LEAVE A TOTAL OF \$39,200 OR UNUSED STATE PUBLIC SAFETY ALLOCATIONS TO BE USED AT A LATER DATE AS NEEDED. A VOICE VOTE: THOSE VOTING AYE: MAYOR CASH; MEMBERS TRAYLOR, AND HEGLUND. MEMBER JARVELA ABSTAINED. THOSE VOTING NAY: NONE. MOTION CARRIED.**

- E. Consider approval of agreement with State of MN for Fire Department Grant—  
Chiefs Van Horn and Decent

Firefighter Bailey Swensen identified and applied for a State Grant to supply “grass packs” for the firefighters. Grass packs are backpacks that are filled with water to be used for grass fires.

The total cost for the packs is \$4,130.32. The grant will cover up to \$2,065.00 of the cost of the grass packs, and the Fire Department Equipment Replacement Fund will cover the balance. There is currently \$5,000 in that fund.

**MOTION BY MAYOR CASH AND SECONDED BY MEMBER TRAYLOR TO APPROVE AGREEMENT WITH THE STATE OF MN FOR FIRE DEPARTMENT GRANT.**

**A VOICE VOTE: THOSE VOTING AYE: MAYOR CASH; MEMBERS TRAYLOR AND HEGLUND. MEMBER JARVELA ABSTAINED. THOSE VOTING NAY: NONE.**

**MOTION CARRIED.**

- F. Consider approval of request from Hallett Center of Crosby to create a new logo—Joe McLaughlin, General Manager

City Administrator Hill reported that the Leadership at the Hallett Center would like to research and create a new logo for the facility. This will involve a full banner logo and an abbreviated logo. They will be involving their members and the school to participate in this process.

Administrator Hill clarified that the Hallett Center of Crosby name will be used as it is the official title of the facility. Matt Steel from the EDA had inquired since the City has already started the process for a new City logo, should the Hallett Center of Crosby be tied in with the City of Crosby or should they have two completely separate, independent logos. Mayor Cash and Member Traylor feel that they should match or integrate with the City's new logo colors and fonts.

**MOTION BY MEMBER JARVELA AND SECONDED BY MEMBER HEGLUND TO APPROVE REQUEST FROM HALLETT CENTER OF CROSBY TO CREATE A NEW LOGO THAT MATCHES THE CITY'S NEW LOGO COLORS AND FONTS.**

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

- G. Consider approval of proposal from Midwest Security for additional security features for the Hallett Center of Crosby—Joe McLaughlin, General Manager

Administrator Hill reported that the Leadership at the Hallett Center has received grants from Sourcewell, the HCC Foundation, and the Hallett Trust to pay for IT upgrades. Because of strong fundraising efforts, we have been able to add much



needed security features to the project, placing cameras at all the entrances, the front parking lot, and several “blind spots” within the facility.

Midwest Security currently provides security cameras at City Hall, the Police Department, and the City Park.

The amount for cameras, power, wiring and adding additional digital storage will be \$12,855.75. There will be no cost to our taxpayers on this project. This is a grant funded activity. We look forward to providing a safe and secure facility for all members and visitors at the Hallett Center.

**MOTION BY MEMBER JARVELA AND SECONDED BY MAYOR CASH TO APPROVE A PROPOSAL FROM MIDWEST SECURITY FOR ADDITIONAL SECURITY FEATURES FOR THE HALLETT CENTER OF CROSBY IN THE AMOUNT OF \$12,855.75. A VOICE VOTE: THOSE VOTING AYE: MAYOR CASH; MEMBERS TRAYLOR, HEGLUND AND JARVELA. THOSE VOTING NAY: NONE. MOTION CARRIED.**

- H. Consider approval of the sale of 3 parcels of City owned property—Administrator Hill

The City Council approved the listing agreement for 3 City-owned parcels in August. We have received a full price offer for parcels 11112973, 11112974, and 11112975 in the amount of \$4,700. We are asking for approval of the purchase agreement between the City of Crosby and Project Cuyuna LLC, the purchaser.

**MOTION BY MEMBER TRAYLOR AND SECONDED BY MEMBER HEGLUND TO APPROVE THE SALE OF THREE PARCELS OF CITY OWNED PROPERTY FOR \$4,700 TO PROJECT CUYUNA LLC. A VOICE VOTE: THOSE VOTING AYE: MAYOR CASH; MEMBER TRAYLOR, HEGLUND AND JARVELA. THOSE VOTING NAY: NONE. MOTION CARRIED.**

- I. Consider approval of a private improvement to City owned property—Administrator Hill

The owners of the Red Raven have reached out to City Hall to request to be allowed to place pavers along the parking spaces within the City right-of-way. Due to the heavy pedestrian traffic in this area, the ground tends to get muddy when it rains. This will also help with snow removal.

Administrator Hill took pictures of this area last week during a storm and it does retain water, which makes it difficult to pass through. The property line is on the edge of their building. The area in question is City property and they would like to put pavers in this area to decorate the space and make it more passable when it rains. Member Traylor said if it is going to be used as a sidewalk it should meet sidewalk specifications since it is on City property. Mayor Cash asked if they were putting pavers down and if they would have to meet the same Code requirements for a sidewalk. Member Traylor stated that we could double check with our Building Official but he is pretty sure that it would. Mayor Cash inquired if this would involve a permit. Administrator Hill stated that they would have to provide us with plans so that we can ensure that it is being done correctly. Member Heglund said that he believes that we should have the City inspector look at the project. Mayor Cash asked Attorney Langel if he sees any problem with us approving this, pending design approval by our City Inspector. City Attorney Langel inquired if the City has a policy in regards to the installation of sidewalks; who installs them and who pays for them. Administrator Hill said no, but there was historical context when the Croft Pub and Grub placed a similar request for a new patio that extended into the public right-of-way and we gave it our approval pending their meeting all building standards. That project was a concrete patio pour. Croft Pub and Grub was also responsible for payment of the patio project. Administrator Hill stated that obviously in this area, the walking area is primarily going to be used by the patrons of Red Raven. He suggested that Council could approve this pending approval by the City Inspector. Member Traylor said his only hang up is the paver sidewalk as we typically have cement sidewalks. Administrator Hill said that we could state instead of sidewalk pavers that we are asking they install a concrete sidewalk. Member Heglund stated that he likes this better. There was further council discussion. City Attorney Langel stated that given we have a parking lot in the right-of-way, this is going to be used by their clients. Is this really a public sidewalk per se or is it more of an additional improvement to their parking area? If that is the case, it would not necessarily be subject to all the requirements of a typical public sidewalk. His point being that we can do whatever we like but given the scenario it may not have to meet all our typical sidewalk requirements. Attorney Langel sees this more as an extension of their parking lot improvement than a public sidewalk in this location. There was further council discussion. Since there is the absence of a detailed plan, the Council will ask for a concrete sidewalk at this time. If Red

Raven wants to do something different in this area, they will have to bring a more detailed plan back to the Council for consideration.

**MOTION BY MEMBER TRAYLOR AND SECONDED BY MEMBER JARVELA TO APPROVE A PRIVATE INVESTMENT IN THE PUBLIC PROPERTY BY PLACING A CONCRETE SIDEWALK THAT MEETS ALL OF THE SLOPE AND RUNOFF REQUIREMENTS OF THE BUILDING INSPECTOR FOR A PUBLIC SIDEWALK. A VOICE VOTE: THOSE VOTING AYE: MAYOR CASH; MEMBER TRAYLOR, HEGLUND AND JARVELA. THOSE VOTING NAY: NONE. MOTION CARRIED.**

- J. Consider approval of the low bid to place a metal roof on the City owned property located at 1057 1<sup>st</sup> Street SW, informally known as the RAAP Building— James Lueck, PW Foreman

The Public Works Committee members requested that the PW Foreman get quotes for putting a new roof of the RAAP building at 1057 1<sup>st</sup> Street SW, a City of Crosby owned facility.

Mr. Lueck received quotes from 3 different vendors for both shingle and metal roofing. When presented to the Public Works Committee, the consensus was to use metal. The low bid for metal roofing from A-1 Roofing is being presented for approval. The bids were as follows:

	<u>Shingles</u>	<u>Metal Roof</u>
<b>A-1 Roofing</b>	\$29,168	<b>\$34,812</b>
DRC	\$28,520	\$46,382
Miller's Roofing	\$30,400	\$51,500

The City acknowledges that there may be areas under the roof that need to be removed/replaced as part of the project. A-1 will provide any removal/replacement at a cost of \$55 per hour plus materials. We won't know what that will look like until we observe the removal of the existing shingles.

This is not a discussion on the long-term uses of the building, but to get in a position to be able to make those decisions.

Member Heglund asked why would we do this when it was condemned 20 years ago. Mayor Cash inquired if they condemned the building or the roof. Member

Heglund stated that they condemned the entire building. PW Foreman Lueck stated that he was not aware that it had been condemned. Mayor Cash asked if we can find the paperwork that says it was condemned. Linda Peoples of the Courier said that it was condemned in 2002. There was council conversation on the RAAP Building and how to proceed. The City will consult the City Inspector for guidance. No action will be taken at this time.

- K. Consider approval of pay request No. 7 for approved work completed on 1<sup>st</sup> and 4<sup>th</sup> Street Improvement Project—Administrator Hill

The City Engineer has confirmed that the work has been satisfactorily completed. Pay Request No. 7 is for the 1<sup>st</sup> Street SW and 4<sup>th</sup> Street NE Improvement Project in the amount of \$438,035.23.

**MOTION BY MEMBER TRAYLOR AND SECONDED BY MEMBER HEGLUND TO APPROVE PAY REQUEST NO. 7 FOR \$438,035.23 FOR APPROVED WORK COMPLETED ON 1<sup>ST</sup> AND 4<sup>TH</sup> STREET IMPROVEMENT PROJECT.**

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

## **8. Reports**

- A. Fire Department—no report submitted.

Fire Chief DeCent shared that this week is Fire Prevention Week. They will be going to the elementary school Thursday and Friday of this week with the three other departments to discuss Fire Prevention. This week they did a drill with the three other departments at CI transportation with instructors from the cities. They flipped a bus so they guys could use their rescue tools to cut the bus apart and get inside to get a feel of what it would be like on-site in a similar situation. At the end of the month, Halloween will be coming up and the department will be handing out treats from 5-8 at the Fire Department. They may also be at the Trunk and Treat event at Memorial Park. They had five calls this past month: 2 fire alarms at CRMC, an alarm at Edgewood, an alarm at Crosby Loft, and a gas leak at Iron Range Eatery. Mayor Cash thanked them and their volunteer crew.

- B. Hallett Center Report

Administrator Hill stated a report has been provided and he will extend any questions to GM Joe McLaughlin in Joe's absence. Mayor Cash asked if the company that starts the cooling system in the arena is for making ice and if they do a pre-inspection. Administrator Hill said yes, they are a company out of Hibbing and they come down and start up the system. They work with the ice arena manager to get everything lubricated, get the chiller system operating and inspect everything and make sure that everything is working properly. It is a day's work to get that all done. It was scheduled for today. Mayor Cash asked if they would start making ice soon. Administrator Hill said no, they will not start putting water down until the 14th. They will have a team of people there over the weekend. They expect to have ice Tuesday, October 17<sup>th</sup> at the very earliest but it will more than likely be the Friday the 20<sup>th</sup>. The following week is when the school will start their Fall skills.

#### C. Library Report

Head Librarian Smith reported. They will be back at CRMC for a Halloween Story Hour. They have not been able to be up there since 2019. They will have a costume parade and will have some pumpkins to decorate. They will also be participating in the Trunk and Treat at Memorial Park. They will be holding another Home and Craft Party on Saturday, October 28<sup>th</sup> after it being much requested to do it again. Mayor Cash inquired if the lawn sprinkler has been winterized. Ms. Smith confirmed that it had been done. Mayor Cash asked if they still must manually turn off the sprinklers. Ms. Smith affirmed that it is on a schedule, other yes, they do.

#### D. Police Department Report

Chief Van Horn reported. He wanted to remind everyone that on November 1<sup>st</sup> winter parking begins; it will be in effect from 2:00 a.m. – 7:00 a.m. daily. If you need your exceptions, please come into the Police Department and fill them out. Mayor Cash asked if the signs are now on Main Street; Chief Van Horn stated that they were. The outfitter is currently getting the squad cars completed.

#### E. Public Works Department Report

PW Foreman Lueck stated that the park bathrooms will be closed as of October 16<sup>th</sup>. They have also ordered the new overhead lights for the City Hall parking lot. The irrigation system at the Library was winterized. Leaf mitigation has begun. And street and alley brushing will commence after leaf

bagging has past the heaviest point. Crews will be brushing back to the property lines or road right-of-way depending on the situation. If citizens have specific instructions for the brushing crew, please feel free to contact Public Works. Member Heglund stated that he went through alleys in northeast today, north and south, and there were huge chuck holes; he would like to see them graded.

Member Jarvela stated that there was a dead tree by the Hallett Center. PW Foreman Lueck confirmed that they have that one on their list as well as the three dead trees at the Library. Member Traylor wanted to be sure that Public Works is not brushing beyond the right-of-way line. PW Foreman Lueck stated that they will not be going into people's yards; trimming will only be done if there is a dangerous, overhanging limb.

F. Mayor/Committee Reports. None.

G. Adjournment.

**MOTION BY MEMBER JARVELA AND SECONDED BY MEMBER HEGLUND TO  
ADJOURN AT 7:27 P.M.**

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



Diane Cash Mayor



Dianne Howard, Administrative Asst.