

**City of Crosby
Council Meeting
Monday, November 13, 2023
6:00 p.m.**

Pursuant to due call and notice thereof, the Regular Meeting of the Crosby City Council was held on Monday, November 13, 2023, at 6:00 p.m.

Members Present: Mayor Cash; Members Traylor, Heglund, Lewis and Jarvela

Members Absent: None

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; Shayne Jacobs, Assistant Fire Chief

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

**MOTION BY MEMBER TRAYLOR AND SECONDED BY MEMBER HEGLUND TO APPROVE THE AGENDA AS PRESENTED.
A VOICE VOTE: THOSE VOTING AYE: MAYOR CASH; MEMBERS TRAYLOR, HEGLUND, LEWIS AND JARVELA. THOSE VOTING NAY: NONE. MOTION CARRIED.**

- 4. Consent Agenda**
 - A. Approval of Minutes from October 23, 2023, Regular Meeting
 - B. Approval of Claims
 - C. Adopt Resolution 2023-23-1113 Accepting Donations
 - D. Approval of Temporary Liquor License for Cuyuna Brewing Company Inc.
 - E. Approval of 3.2 Off-Sale Liquor License for Family Dollar, LLC
 - F. Approval of payment to League of Minnesota Cities for Worker's Compensation Premium

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

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

5. Public Hearing for Unpaid Nuisance Charges and Unpaid Utility Charges

A. Opening hearing. If any written comments, they can be entered now.

Administrator Hill stated that there have been no written comments.

B. Close hearing. No comments. Hearing closed.

6. Public Hearing for Street Vacation Application from CRMC

A. Opening hearing. If any written comments, they can be entered now.

A CRMC street vacation proposal was presented by Amy Hart, CEO of CRMC and Dan Hoffard, Executive Director of Facilities. CRMC is asking for patient parking only. They have added several services over the past 10 years. Because of the incorporation of these services, the west side of the building has encountered the greatest need for additional patient parking. Administrator Hill stated per State statute, the City Council shall not vacate any street, alley, public ground, public way, or any part thereof unless it appears in the interest of the public, following a hearing proceed by two weeks published and posted notice. Tonight's public hearing is to offer information to the City Council to establish the interest of the public. If it does not meet the public interest criteria, If the Council approves the information provided, the application will be denied. If it does, a resolution would then be drafted and presented to the City Council at the next council meeting.

PUBLIC COMMENTS:

Bob Ferrari, 213 1st Street SE: He feels this is a band aid fix. What is the end game? There were flaws when this proposal was brought up the first time. Blocking off 1st Street was a bad idea. They have more people turning around there every day. He does not see a benefit for the neighbors. They should build up and not out. A parking ramp should have been put in 10 years ago.

Gene Balder, 223 1st Street SE: Mr. Balder stated that he is 50-year resident. He said that this was one of the nicest neighborhoods back in the day. He shared that today it is surrounded by parking lots and empty hospital houses. He stated that CRMC had previously promised to put in green space, and it never materialized. Mr. Balder said that drivers have a lot of difficulty maneuvering in the already small area; it just does not work.

Jim Grgurich, 208 1st Street SE: Mr. Grgurich does not understand why CRMC thinks they can come into a residential neighborhood and put up a parking lot. He

stated that CRMC already emits a lot of noise and he is concerned about the increased lighting that would come with this parking lot. He does not feel that they are good neighbors and believes they only think of themselves. Mr. Grgurich said that the neighborhood is going to go down in value surrounded by parking lots and houses that are not taken care of.

Mayor Cash closed this portion of the public hearing and asked City Attorney Langel to define public interest.

City Attorney Langel stated that the statute states that any vacation should be in the interest of the public. 1st Street SE was vacated years ago and is currently a dead end. Is expanding the dead end to the west in the best interest of the public? The council must take into consideration what is currently there, how much of a change there would be if the vacation and parking lot were approved and if that change would benefit the community as a whole. The statute does not define public interest very well; however, it must encompass the community at large.

- B. Closed hearing.
Council discussion followed.

MOTION BY MEMBER TRAYLOR AND SECONDED BY MEMBER HEGLUND TO DENY THE STREET VACATION APPLICATION FROM CRMC.

A ROLL CALL VOTE: THOSE VOTING AYE: MAYOR CASH, MEMBER TRAYLOR AND MEMBER HEGLUND. THOSE VOTING NAY: MEMBER LEWIS AND MEMBER JARVELA. MOTION CARRIED.

7. Public Comments: None.

8. Unfinished Business

- A. Reconsider approval of the low bid to place a metal roof on the City owned property located at 1057 1st Street SW, informally known as the RAAP building—James Lueck, PW Foreman

City Administrator Hill stated that the Council needs to decide whether to keep the building or sell it. If they are going to keep it for future use, the City should replace the roof. If they are going to sell it for redevelopment, they should not invest a lot of money in it but should place it on the market. The City can support the redevelopment by offering grant support from the IRRR.

In August, the Public Works Committee members requested that the PW Foreman get quotes for putting a new roof on the RAAP building, which is 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 was from A-1 Roofing for \$34,812.00 and it was presented for approval.

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 \$55.00 per hour plus materials. They won't know what that will look like until they observe the removal of the existing shingles.

Public Works Foreman, Lueck stated that after several years of conversation on this issue, it is being revisited. We received bids on a potential re-roof of the RAAP Building. Administrator Hill gave Inspector Sadusky's report. He then stated that ultimately the Council must determine what they want to do with the building. Inspector Sadusky had shared to demo the RAAP Building completely would be very expensive.

Member Heglund made a motion to wash our hands of the RAAP Building and put it out to bid to get rid of it completely. The motion failed due to lack of a second.

Mayor Cash made a motion to have a new metal roof put on the RAAP Building requiring the work to be completed by February 15th, and if they cannot complete it by this due date, we would consider putting it on the market after that. Member Lewis seconded it. City Attorney Langel stated because the bids were sent out without a timeframe involved, the terms cannot be changed now. If we choose to add a timeframe, the bids will have to be sent out again with the completion date of February 15th added to the new bids or quotes. Mayor Cash revised her motion to have the project put out for quotes with a completion date of February 15, 2024. Member Lewis noted that the A-1 Roofing bid was good for 30 days and that it has since expired. He asked Public Works Foreman Lueck if he had contacted A-1 Roofing lately. Lueck stated that he had not. Mayor Cash stated that PW Foreman, Lueck would have to double check with A-1 Roofing to see if they will still honor the previously stated price.

MOTION BY MAYOR CASH AND SECONDED BY MEMBER LEWIS TO

APPROVE HIRING A-1 ROOFING AT THE PREVIOUSLY STATED PRICE TO PLACE A METAL ROOF ON THE CITY OWNED PROPERTY LOCATED AT 1057 1ST STREET SW, INFORMALLY KNOWN AS THE RAAP BUILDING AS SOON AS POSSIBLE.

A VOICE VOTE: THOSE VOTING AYE: MAYOR CASH; MEMBERS TRAYLOR, LEWIS AND JARVELA. THOSE VOTING NAY: MEMBER HEGLUND. MOTION CARRIED.

9. New Business

- A. Consider approval of Professional Services agreement with Bolton and Menk for 1st and 2nd Street S. Alley project—Administrator Hill

On October 23, 2023, the City held a public improvement hearing to consider proceeding with alley utility improvements in SE Crosby. The City hired Bolton & Menk to obtain survey information and complete the preliminary engineering work associated with the alley utility replacement to meet requirements associated with MN Statute 429. Additionally, the City of Crosby water and sanitary sewer improvements were identified in the DRAFT 2024 CWRP and DWRP Intended Use Plans, which means that funds in the form of low interest loans and potentially loan forgiveness (grant) will be available for the City to access with construction in 2024. If the City chooses to proceed with the identified alley improvements north of 1st Street S and 2nd Street S, Bolton and Menk proposes to assist the City with final engineering design of construction plans and preparation of the required funding applications to pursue funding for the Public Facilities Authority through the Clean Water Revolving Fund (CWRP) and the Drinking Water Revolving Fund (DWRP).

The costs associated with this proposal were already accounted for with the PFA funding applications and approved. Engineer Martin stated that this is a follow-up from the public hearing in October. The timing of utility companies' summer schedules has not been discussed yet, but it could impact the timeliness of the completion of this project. We do not and cannot control the utility companies' schedules. To date, there have not been any conversations with the utility companies.

MOTION BY MAYOR CASH AND SECONDED BY MEMBER LEWIS TO APPROVE THE PROFESSIONAL SERVICES AGREEMENT WITH BOLTON AND MENK FOR 1ST AND 2ND STREET S. ALLEY PROJECT. A VOICE VOTE: THOSE VOTING AYE: MAYOR CASH; MEMBERS TRAYLOR, HEGLUND, LEWIS AND JARVELA. THOSE VOTING NAY: NONE. MOTION CARRIED.

- B. Consider approval of payment to C & L Construction for services on 1st and 4th Street Improvement Project—Administrator Hill

The City Engineering team has confirmed that the work was completed satisfactorily. Pay Request No. 8 for 1st Street SW and 4th Street NE Street Improvement Project is \$121,195.11. Engineer Martin stated that this amount is for the most recent paving; it does not include the two blocks that have not been completed. We are still holding a 5% retainage on the project. This will make us current with the contractor. There may have to be some financial discussions to be had next year about how this finishes and how timing fits in. We are currently holding onto \$125,000. There is approximately \$250,000 that has not been billed yet for the remainder of the paving project. Member Traylor stated that we may still need to have penalty discussions. C & L agreed not to charge the City any additional cost for the final paving next year.

MOTION BY MEMBER TRAYLOR AND SECONDED BY MEMBER HEGLUND TO APPROVE PAY REQUEST NO. 8 FOR 1st STREET S.W. AND 4TH STREET NE STREET IMPROVEMENT PROJECT FOR \$121,195.11.

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

- C. Consider approval of low bid for IT Services support—Administrator Hill

Administrator Hill reported that in October is sent out a request for proposal to four area IT support organizations and received two quotes back. The Finance Committee reviewed the quotes and are recommending accepting the low bid for Xtona (CTCIT).

Xtona: \$6351.00/month
Deerwood Tech: \$8255.00/month

The Finance Committee members and Administrator Hill recommend accepting the proposal from Xtona for IT services and support for 2024.

MOTION BY MEMBER TRAYLOR AND SECONDED BY MEMBER LEWIS TO APPROVE THE LOW BID FOR IT SERVICES SUPPORT BY XTONA AT \$6351.00/MONTH.

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

D. Consider approval of promotion of Derek Valentino to Public Works Driver—
Administrator Hill

The Crosby City Council approved the posting of the Driver position internally and received an application from Derek Valentino, currently a Laborer with the City of Crosby.

Mr. Valentino has his Class A CDL and has experience with a variety of equipment. He has been employed by the City of Crosby since August 2022.

He is currently at Grade 5, Step 6. The request is to promotion Mr. Valentino to a Grade 5, Step 8, at \$23.93 per hour.

The Personnel Committee members, Public Works Working Foreman and City Administrator recommend the hire.

Member Heglund asked what kind of equipment Valentino can run. PW Foreman Lueck stated that he has a knowledge of all equipment and was the only qualified individual that applied. Forman Lueck supports Derek Valentino.

MOTION BY MEMBER JARVELA AND SECONDED BY MEMBER LEWIS TO APPROVE THE PROMOTION OF DEREK VALENTINO TO PUBLIC WORKS DRIVER.

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

E. Consider approval to post open Laborer position in the Public Works Department
--Administrator Hill

If the Council approves the promotion of Derek Valentino to the Driver position in the Public Works Department, we will need to fill the Laborer position. We must follow Union protocol in filling the open positions within the Public Works Department.

The City Administrator Hill, PW Foreman Luek and members of the Personnel Committee recommend approval to post the Laborer position.

The Union agreed to allow us to run the internal and external advertising back-to-back. Member Heglund stated that he does not want to fill the open laborer position. Member Lewis said that he would like to have another driver position.

PW Foreman Lueck clarified that a laborer can still drive. Member Lewis would prefer a CDL classification. Mayor Cash made a motion to approve a posting for a laborer with a CDL preference and/or driver based on qualifications and the responses that we get to the ad.

MOTION BY MAYOR CASH AND SECONDED BY MEMBER LEWIS TO APPROVE POSTING FOR A LABORER WITH A CDL PREFERENCE AND OR DRIVER IN THE PUBLIC WORKS DEPARTMENT BASED ON QUALIFICATIONS AND THE RESPONSES THAT WE GET FROM THE AD.

A VOICE VOTE: THOSE VOTING AYE: MAYOR CASH; MEMBERS TRAYLOR, LEWIS AND JARVELA. THOSE VOTING NAY: MEMBER HEGLUND. MOTION CARRIED.

- F. Consider auditing agreement with Clifton Larson Allen for year end 2023—Administrator Hill

The City of Crosby is required to provide a yearly financial audit. CLA has performed the audit on behalf of the City in the past.

Administrator Hill recommends entering into this agreement with CLA. The agreement has been included in the 2024 budget.

MOTION BY MEMBER TRAYLOR AND SECONDED BY MEMBER HEGLUND TO APPROVE AUDITING AGREEMENT WITH CLIFTON LARSON ALLEN FOR YEAR END 2023.

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

- G. Consider approval of Resolution 2023-23-1113 adopting Assessments for unpaid nuisance charges—Administrator Hill

MOTION BY MEMBER TRAYLOR AND SECONDED BY MEMBER LEWIS TO APPROVE RESOLUTION 2023-23-1113 ADOPTING ASSESSMENTS FOR UNPAID NUISANCE CHARGES.

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

- H. Consider approval of Resolution 2023-24-1113 adopting Assessments for unpaid utility bills—Administrator Hill

**MOTION BY MEMBER LEWIS AND SECONDED BY MEMBER
HEGLUND TO APPROVE RESOLUTION 2023-24-1113 ADOPTING
ASSESSMENTS FOR UNPAID UTILITY BILLS.**

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

10. Reports

- A. Police Chief's Report. Mayor Cash asked how Halloween went. Chief Van Horn shared that it was very good with a lot of kids in attendance. Member Traylor asked if there could be an adjustment on the light at the skateboard park. Chief Van Horn said that it should shut off at 10:00 p.m. PW Foreman Lueck stated that it is on a timer. Administrator Hill will investigate this further.
- B. Fire Chief's Report. Mr. Jacobs reported that the Auxiliary will be hosting the annual Fire Department Bingo and Raffle on Saturday at 6:00 p.m. at the Fire Hall. All of the ropes and rescues are not in yet, they are part of the supply chain crisis. City Administrator Hill reported that the vendor who provides the air bottles is currently running a special. Mr. Jacobs stated that the air bottles are normally priced at \$1400 per unit but currently discounted to \$1300 per unit. The vendor also offered to pay for the shipping and handling, as well as free bottle filling during this promotion—which takes the Fire Department several hours to do. There will be an increase on January 1st of about 12%. Administrator Hill feels it is financially prudent to take another look at this as prices may be going up a lot. Mayor Cash would like to wait until the next Council meeting. The thermal imaging camera has already gone up \$1000.00 since the original bid this fall. Both invoices, for the thermal imaging camera and air bottles, will be presented at the November 27th meeting.
- C. Hallett Center of Crosby Report. GM, McLaughlin said that they have added two professional trainers. The arena also looks very good. The PW Crew was instrumental in assisting in getting the warming house ready.
- D. Library Report. Ms. Smith reported that Give to the Max Day will start on Thursday and go to the end of the year. So does Jingle Books which is Friends' big fundraiser where we have a matching grant from the Hallet Trust for \$12,500, which is their goal to raise. These funds are instrumental with book purchases and events for the next year. Applications for the open position closed on Saturday so they are currently working on scheduling

interviews. Administrator Hill reported that the Hallett Trust funding was received today for the Library and the Hallett Center of Crosby. \$100,000 came for the Hallett Center of Crosby and \$50,000 between two different grants came for the Library.

- E. **Public Works Report** PW Foreman Lueck said they have pulled one of the docks out of the boat landing. The other dock will be pulled within a week or two. Member Traylor asked if they would be repaired so they will be ready to go back in next spring. PW Foreman Lueck stated yes, the one that they pulled first looked good, but they will check the second one as well. Member Lewis said that the park looks very nice. Member Heglund asked why the sweeper has not been out. PW Foreman Lueck said that it has been too wet, and they have been busy patching potholes. Member Heglund asked when they were going to start trimming. PW Foreman Lueck said they have started brushing. Member Traylor thanked Public Works for patching the pothole and mentioned that we may have to look at purchasing our own hot box. PW Foreman Lueck said they will look again this winter, but they are running \$15,000 and up. They do make patching go much more efficiently. Member Traylor asked that Public Works get it in their budget.

F. **City Administrator's Report**

Administrator Hill highlighted the trust grants being received for that Hallett Center and the Library. City of Crosby is hosting two meetings, both at the Hallett Center of Crosby at the end of the month. One is for the LMC Board of Directors. They will be conducting regional site visits all over the State. Most of Crow Wing County will be participating in that meeting on the 30th at 11:30 a.m. The City of Crosby is also hosting the Region 5 County Administrator Network Meeting, they will be discussing paid family medical leave policies. Croft Mine property did get an update from the DNR. They are still researching legal and financial issues to determine the option or other options to utilize that park and the grounds. The building and grounds will be maintained for safety purposes by the State of MN and the DNR. The playground that they have out there will be removed as it does not meet codes per the Park Administrator, Barry Osbourne.

- G. **Mayor/Committee Reports.** Mayor Cash said that she participates in the roundabout beautification and that member, Barb Armstrong, recently passed away and will be greatly missed. Mayor Cash wishes to extend her condolences to Barb's family. Member Heglund inquired about a water meter issue. Mayor Cash stated that a response had been emailed and that Member Heglund read it first and it will answer his question. Member Traylor would like to see us open up 1st Street S.E. for safety issues for the Police and Fire

Departments. Member Heglund agrees. Mayor Cash advised them to get a hold of City Administrator Hill to be advise of how to proceed bringing this forward.

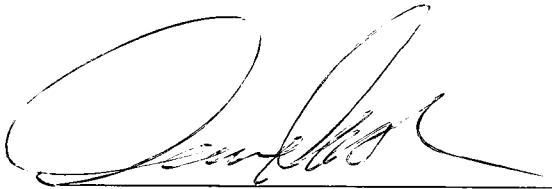
City Administrator Hill advised the Council that Christmas Eve and New Years Eve both fall on Sundays this year. Because of this City offices will be closed on Monday December 25th and Tuesday, December 26th; as well as Monday, January 1st and Tuesday, January 2nd. The second Council meeting in December will be held on Wednesday, December 27, 2024, at 6:00 p.m.

City Attorney Langel advised that the date change of the Council meeting will require a special meeting notification.

11. Adjournment.

MOTION BY MEMBER HEGLUND AND SECONDED BY MEMBER LEWIS TO ADJOURN AT 8:02 P.M.

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



Diane Cash, Mayor



Dianne Howard, Administrative Asst