

**City of Crosby
Council Meeting
Monday, December 27, 2023
6:00 p.m.**

Pursuant to due call and notice thereof, the regular meeting of the Crosby City Council was held on Monday, December 27, 2023, at 6:00 p.m.

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

Members Absent: Member Lewis

Staff Present: Matthew Hill, Administrator Clerk Treasurer and Dianne Howard, Administrative Assistant, DeCent and Shayne.

- 1. Called 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.

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 December 11, 2023, Regular Meeting
 - B. Approval of Minutes from December 18, 2023, Workshop
 - C. Approval of Claims
 - D. Approval of payment to League of Minnesota Insurance Trust

MOTION BY MEMBER TRAYLOR AND SECONDED BY MEMBER HEGLUND 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 of the hire for the Public Works Department—Personnel Committee. The Personnel Committee would like to recommend Tony Ferrari as the new Driver for the Public Works Department. Tony has a full Class A CDL license and 30+ years of experience with a variety of equipment. He also has many certifications related to diesel mechanics and safety. He will be hired as a Driver, Grade 5, Step 7.

Member Heglund disagrees with this hire. Mayor Cash stated that none of the other applicants had a CDL.

MOTION BY MEMBER TRAYLOR AND SECONDED BY MEMBER JARVELA TO APPROVE THE HIRE OF TONY FERRARI FOR THE LABORER/DRIVER POSITION IN THE PUBLIC WORKS DEPARTMENT.

A VOICE VOTE: THOSE VOTING AYE: MAYOR CASH; MEMBERS TRAYLOR AND JARVELA. MEMBER HEGLUND WAS PRESENT BUT NOT VOTING. THOSE VOTING NAY: NONE. MOTION CARRIED.

- B. Consider approval of Step Increase for Chase Ligneel—Personnel Committee Administrator Hill completed and posted an internal posting for the Public Works Department, per negotiated agreement with the Teamsters, for a Laborer on November 16, 2023. The posting went unsigned, and no internal applicants were received. It was listed as a Laborer position as it was the understanding of staff, Personnel Committee and department head that there were no qualified candidates for the Driver position currently on staff.

The City then ran an external posting concurrent with the internal posting with permission from the Union. The Personnel Committee conducted the normal hiring process for the Driver position. When the Personnel Committee made the decision to hire Mr. Ferrari as a Driver, Administrator Hill was notified of a potential union grievance due to the fact that the internal posting was for a Laborer position, but the external posting was for a Laborer/Driver position based on qualifications. Staff was of the understanding that Mr. Ligneel did not qualify for the Driver position because he did not have an air-brake endorsement. The job description for a Driver calls for a Class B requirement, which Mr. Ligneel has.

The Personnel Committee met and discussed the issue, and a solution is being presented to Council to add a step on the 2024 pay grid for Mr. Ligneel to

Grade 5, Step 7, and when Mr. Ligneel gets his full Class A CDL, he would receive another step increase.

Member Heglund asked if this was due to an Administrator error. Administrator Hill stated that it was. Mayor Cash clarified stating that the job description is incorrect and misleading. She said that it will be updated this Spring.

MOTION BY MEMBER TRAYLOR AND SECONDED BY MEMBER JARVELA TO APPROVE THE STEP INCREASE FOR CHASE LIGNEEL.

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

- C. Consider approval of payment to Deerwood Technologies—Administrator Hill. In 2022, the PD received a quote from Deerwood Technologies for Criminal Justice Information Services (CJIS) and Federal Information Processing Standards (FIPS) required segregation of separate special purpose server, storage and network infrastructure for Law Enforcement Agencies. This project is now complete and final billing has been received in the amount of \$19,878.58.

Before this City Hall and PD were working off from the same server.

Member Traylor inquired if the cyber license was for this year or the next. Administrator Hill stated that this is a one year license and that we are now licensed for a full year. The license was not in the original bid. This is for the separation of the servers.

MOTION BY MAYOR CASH AND SECONDED BY MEMBER TRAYLOR TO APPROVE PAYMENT TO DEERWOOD TECHNOLOGIES.

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

- D. Consider approval of 2024 Levy Resolution 2023-28-1227—Administrator Hill. The Council hosted a workshop on December 18, 2023. Administrator Hill presented two options to the Council to reduce the levy.
1. The City currently has a surplus in police equipment for a squad car of \$32,108. We currently have \$75,000 in the police department budget for

two vehicles in 2024. We have already made a big reduction in legal fees, but because our city engineers are being paid through our project funds and we do not have too many city projects, we can reduce that by and \$8,000. With those reductions in place, it would bring the levy down to 8.41%.

2. Option 1 plus the following: We have not received a commitment letter from the State on the Small Cities allotment to date. We could take that allotment out of the budget, and we could use the balance of \$39,000 from the public safety funding we will be receiving to offset some of the cost so the police and fire departments, and it would bring us down to about 9.36%. We will also be bringing down the Capital Improvement to an even \$250,000 from \$251,671, which would put the levy at 9.25%.

Council voted for Option 2 during the December Workshop. Member Heglund does not want to vote on this without a full council. Member Heglund stated that Member Lewis was here for the workshop and should be included in the council vote. Mayor Cash stated that we need to have this complete by the close of the week or we will be charged penalties.

MOTION BY MAYOR CASH AND SECONDED BY MEMBER TRAYLOR FOR APPROVAL OF THE 2024 LEVY RESOLUTION 2023-28-1227.

A VOICE VOTE: THOSE VOTING AYE: MAYOR CASH; MEMBERS TRAYLOR AND JARVELA. MEMBER HEGLUND WAS PRESENT BUT NOT VOTING. THOSE VOTING NAY: NONE. MOTION CARRIED.

- E. Consider approval of 2024 Budget Resolution 2023-29-1227—Administrator Hill. Council, the Finance Committee and Administration have discussed and presented the budget to the public at the designated “Truth in Taxation” meeting on December 11, 2023, and the Workshop on December 18.

MOTION BY MEMBER TRAYLOR AND SECONDED BY MEMBER JARVELA FOR APPROVAL OF HE 2024 BUDGET RESOLUTION 2023-29-1227.

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

- F. Consider approval of the 2024 Fee Schedule—Administrator Hill Changes discussed at the Workshop and reflected in the 2024 Fee Schedule are as follows:

Campground fees—daily rates are the same for both weekday and weekend at \$50/day. Tent sites went up to \$30/day.

Liquor Licenses—combined Wine and Strong Beer to match the State of MN, increasing from \$300 to \$350 for the combined license.

Utility Fees/Residential Refuse—Administration was directed to take the rates from the Range Disposal invoices, add the \$.50 cart fee and add in sales tax for the 2024 rates for the cart fees. Also added the tax language in the \$2.00 admin fee.

Utility Fees/Water—changed the fee for the second water meter from \$200 to \$300.

Planning and Zoning Fees—added Street or Alley Vacation fee of \$300.

MOTION BY MEMBER TRAYLOR AND SECONDED BY MEMBER HEGLUND FOR APPROVAL OF THE 2024 FEE SCHEDULE. A VOICE VOTE: THOSE VOTING AYE: MAYOR CASH; MEMBERS TRAYLOR, HEGLUND AND JARVELA. THOSE VOTING NAY: NONE. MOTION CARRIED.

- G. Consider approval of the purchase of new boots and helmets for the FD from the FD Donations Account—Chief Jay DeCent
Chief DeCent is requesting approval of a quote to purchase new Artic Grip Structure Boots and new helmets with shields and earlaps in the amount of \$27,175.50. Fire Relief is covering the cost with a contribution to the Fire Department Donations Account. Grand Forks Fire Equipment is offering a discount of \$5,616 if purchased before the end of the year.

Chief DeCent said they should be set for quite a few years moving forward.

MOTION BY MEMBER HEGLUND AND SECONDED BY MEMBER TRAYLOR FOR APPROVAL OF THE PURCHASE OF NEW BOOTS AND HELMETS FOR THE FD FROM THE FD DONATIONS ACCOUNT. A VOICE VOTE: THOSE VOTING AYE: MAYOR CASH; MEMBERS TRAYLOR, HEGLUND AND JARVELA. THOSE VOTING NAY: NONE. MOTION CARRIED.

8. Reports

- A. Building Inspector's Report was given by Administrator Hill.

137 building permits have been issued this year. Building permits that are currently being worked on are as follows:

- Heartwood expansion has the walls framed and are putting the roof trusses on.
- Victual has been issued a full certificate of occupancy.
- 28 West Main Street has public occupancy and is available to open both sides of the mercantile store.
- A renovation permit for the salon has been issued for 112 West Main Street
- Phase V of the school renovation has been applied for at MN DOLI building plan review department

There are 11 open code enforcement cases. Two cases were closed out this month. Please remind citizens that code enforcement inspections are written complaints only, per Council's direction.

- B. Engineer's Report was given by Administrator Hill
1st Street S./4th Street N. Improvements: No changes since last month's update.

SE Crosby Improvements: We are proceeding with design efforts on the alley project areas. Environmental review information as required for project funding certification was submitted to review agencies.

Matthew is working with Chelsea in Mankato on PFA Funding.

- C. Planning and Zoning Administrator's Report: No updates at this time.
Possible meeting in January.

- D. Mayor/Committee Reports

Member Heglund said that he had driven through some of the alleys, and they still have not improved. Administrator Hill clarified that the construction crew had originally thought they would have these completed last fall; however, they will be coming back in the Spring of 2024. They will also be completing the trunk lines to the residences at that time. Elite Underground is construction crew doing the work and CTC is managing them. Administrator Hill said that he will share Member Heglund's concerns with them.

Member Heglund referenced a couple of recent Letters to the Editor and said that we have to start looking out for our town, including the simple things that taxpayers used to get and are no longer receiving.

9. Adjournment.

MOTION BY MEMBER JARVELA AND SECONDED BY MEMBER TRAYLOR TO ADJOURN AT 6:36 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 Assistant