

Pursuant to due call and notice thereof, the Regular Meeting of the Crosby City Council was held on Monday, July 28, 2025, at 6:00 p.m.

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

Members Absent: None

Staff Present: City Administrator Harren; City Engineer Phil Martin; Zoning Administrator Mitch Hinnenkamp; Building Official Scott Sadusky; Head Librarian Abby Smith; and Administrative Assistant Dianne Howard.

1. Call Regular Meeting to Order

Mayor Cash called the regular meeting of the Crosby City Council to order at 6:00 p.m.

2. Pledge of Allegiance

Mayor Cash led the Pledge of Allegiance

3. Approval of the Agenda

MEMBER HEGLUND MOVED TO APPROVE THE AGENDA. MEMBER LEWIS SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

4. Consent Agenda

- A. Approval of Minutes for July 14, 2025
- B. Approval of Claims
- C. Ratify hiring of Nathaniel Deshayes of Public Works Driver
- D. Approve declaration of 2018 Dodge Charger and 2018 Dodge Durango surplus property and authorize disposition through GovDeals online auction
- E. Approve declaration of Forfeiture Vehicle 2013 Ford Taurus as surplus property and authorize disposition through GovDeals online auction
- F. Approval of Temporary On-Sale Liquor License for St. Joseph's Catholic Church for Fall Festival
- G. Approve sprinkler system inspection and system repairs at HCC
- H. Approve quote from Majestic Creations for City Hall sprinkler system repair
- I. Approve quote from Concrete Lifting Solution for concrete repair at Post Office and California Burrito locations
- J. Approve W.W. Goetsch quote in inspect lift stations
- K. Approval of Extra Duty Pay for Employee #147 and Employee #144

MEMBER TRAYLOR MOVED TO APPROVE THE REVISED CONSENT AGENDA, MOVING ITEM C. TO NEW BUSINESS ITEM E.; MOVING ITEM I. TO NEW BUSINESS ITEM F.; MOVING ITEM J. TO NEW BUSINESS ITEM G.; AND MOVING ITEM K. TO NEW BUSINESS ITEM H. MEMBER JARVELA SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

5. Public Comments

a. Deryk Enlund—Lakes Gas Flooding Issue

Mr. Enlund stated that the Lakes Gas shop has been flooding due to the extreme rainfall this year; at one time they had up to 3 inches of water in the shop. He is proposing a trench to redirect the water that is coming down from 1077 1st Street SW. The Lakes Gas location is a natural low spot. Council discussion continued. Engineer Martin will address this issue later in the meeting.

6. Reports

- A. Building Inspector—submitted his report
- B. Zoning Administrator—submitted his report
- C. City Engineer—will give his report later in the meeting

7. Old Business

- a. Discuss/Approve Change Order No. 2, regarding contamination mitigation Potential impact of \$347,124.10 with eligibility for up to 90% from the Petro Fund.

Engineer Martin noted that Ryan Contracting was the successful bidder to address contamination in the north alley between 3rd Avenue W and 2nd Avenue W that was discovered after the SE Alley Improvement Project started. The city went out to bid to address the contamination. Two bids were received. Ryan Contracting was the successful bidder. Since Ryan is the general contractor on the SE Alley Improvement Project this additional work can be added to the existing contract through a change order.

This change order formalizes the acceptance of the bid into the overall project cost. The change order is for the full amount of the bid \$347,124.10 which includes \$150,000 to mobilize a portable decontamination skid. Since the bid we let, an alternative cost saving remedy directly sending the water to Serpent Lake Sanitary Sewer System for treatment has been agreed upon. If this is successful, the skid may not be needed and a reduction in the change order cost could be reflected. Council discussion continued.

MAYOR CASH MOVED TO APPROVE CHANGE ORDER NO. 2 SE WATER/SEWER IMPROVEMENT PROJECT. MEMBER TRAYLOR SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

8. New Business

- A. Discuss/Approve Library Staffing Actions. Administrator Harren explained the needed staffing changes:
- a. Accept the Resignation of Jill Mertes as PT Library Aide
 - b. Accept Resignation of Sandra Arcand as Substitute Library Aide
 - c. Discuss/Approve Advertising to fill vacated PT Library Aide
 - d. Discuss/Approve hiring Jill Mertes as Substitute Library Aide

MEMBER TRAYLOR MOVED TO ACCEPT THE RESIGNATION OF JILL MERTES AS PT LIBRARY AIDE; ACCEPT THE RESIGNATION OF SANDRA ARCAND AS SUBSTITUTE LIBRARY AIDE; APPROVE ADVERTISING TO FILL VACATED PT LIBRARY AIDE; APPROVE HIRING JILL MERTES AS THE SUBSTITUTE LIBRARY AIDE. MEMBER HEGLUND SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

- B. Consider approval of Resolution to Authorize Administration to Pay Certain Claims

Administrator Harren reported that Minnesota State Statute 412.271, Subd. 8 authorizes the Council to delegate the authority to pay certain claims made against the City to a city administrative official. Minnesota State Statute 471.425 requires Minnesota cities to pay bills within 35 days from the "date of receipt" defined as the completed delivery of goods and services or the satisfactory installation, assembly or specified portion thereof, or the receipt of the invoice for the delivery of goods or services, whichever is lesser.

Administrator Harren explained that staff is asking Council to delegate authority to pay regular and routine bills to the administrative division as we are unable to meet due dates causing late fees. If approved, the claim register for any regular and routine bills or ones with late fee issues would be paid and a claim register would be presented for ratification.

MEMBER LEWIS MOVED TO APPROVE RESOLUTION 2025-22-0728 AUTHORIZING ADMINISTRATION TO MAKE PAYMENTS OF REGULAR

AND ROUTINE BILLS. MEMBER TRAYLOR SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

- C. Discuss/Approve Resolution Requesting Street Project to be included in the 2026 Bonding Bill

Administrator Harren reported that the City would like to reapply for inclusion in the 2026 bonding bill for street project is 1st Street N between 3rd Avenue E. and 3rd Avenue W.

MEMBER TRAYLOR MOVED TO APPROVE RESOLUTION 2025-21-0728 AUTHORIZING A 2026 CAPITAL BUDGET REQUEST TO THE STATE OF MINNESOTA FOR A STREET PROJECT. MEMBER HEGLUND SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

- D. Consider establishing a Subcommittee like that established for the Cannabis Business Regulations Discussions to discuss a series of ordinance amendments to address areas of the City Code, Chapter 154 that may need clarification, removal or additional provisions

Zoning Administrator Hinnenkamp advised council that there are several parts of City Code Chapter 154 that are dated and/or lack clarity. Creation of a subcommittee to review such parts of the Code would speed up addressing planning and zoning questions that can be interpreted in multiple ways. The committee would be comprised of two Planning and zoning Commission members, two City Council members and two City staff. This request was brought to Planning Commission and approved. Council discussion continued. Member Lewis and Mayor Cash both volunteered to serve on this subcommittee.

MEMBER TRAYLOR MOVED TO APPROVE THE ESTABLISHMENT OF AN ORDINANCE REVISION COMMITTEE FOR CITY CODE, CHAPTER 154. MEMBER LEWIS AND MAYOR CASH VOLUNTEERED TO SERVE ON THE ORDINANCE REVISION SUBCOMMITTEE. MEMBER JARVELA SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

- E. Ratify hiring of Nathaniel Deshayes of Public Works Driver—Administrator Harren stated that the Council had previously approved advertising and interviewing of candidates for the Public Works Driver position. Mr. Deshayes was the highest scoring candidate during interviews, had a variety of Public Works experience and is

recommended for approval by the Personnel Committee subject to passing the background check and physical. Council discussion continued.

MEMBER HEGLUND MOVED TO APPROVE THE HIRE OF NATANIEL DESHAYES AS PUBLIC WORKS DRIVER, PENDING A BACKGROUND CHECK, AT GRADE 5, STEP 8, WHICH WOULD BE \$26.76/HOUR ON THE 2025 PAY GRID ON A PROBATIONARY BASIS. MEMBER TRAYLOR SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

- F. Approve quote from Concrete Lifting Solution for concrete repair at Post Office and California Burrito locations.

Member Traylor asked if this contractor could also look at the concrete beside the clock in the City Plaza as it is 2-3 inches higher and is a tripping hazard. There are currently cones around this problem area. Council discussion continued. Concrete lifting or a possible fence were options that were discussed. Further investigation into this problem by the City Engineer was decided upon.

MEMBER TRAYLOR MOVED TO APPROVE THE QUOTE FROM CONCRETE LIFTING SOLUTION FOR CONCRETE REPAIR AT THE POST OFFICE AND CALIFORNIA BURRITO LOCATIONS AS WELL AS FURTHER INVESTIGATION INTO THE CONCRETE TRIPPING HAZARD IN THE CITY PLAZA BY THE CITY ENGINEER AND IF IT ALSO NEEDS REPAIR. MEMBER JARVELA SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

- G. Approve WW Goetsch quote to inspection lift stations.

Administrator Harren stated that these inspections have historically been done annually. However, the city fell off its schedule. This item was brought to the Public Works Committee and recommended for approval. Member Traylor asked that WW Goetsch provide an inspection list and check off the services that they provided for Council review.

MEMBER TRAYLOR MOVED TO AUTHORIZE WW GOETSCH TO COMPLETE THE LIFT STATION PREVENTATIVE MAINTENANCE INSPECTIONS AT A COST OF \$1,675.00. MEMBER LEWIS SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

- H. Approval of Extra Duty Pay for Employee #144 and Employee #147.

Administrator Harren requested extra duty pay for the Utility Billing Clerk and the Administrative Assistant, in the amount of \$1920.00 each, in recognition of their exemplary service during the vacancies of the Deputy Clerk and City Administrator positions. During a four-month period, both employees assumed sustained and substantial additional responsibilities to keep the City's essential operations running.

MEMBER HEGLUND MOVED TO APPROVE EXTRA DUTY PAY FOR EMPLOYEES #144 AND #147 IN THE AMOUNT OF \$1920.00 EACH FOR THEIR SERVICES DURING THE CRITICAL TRANSITION PERIOD. MAYOR CASH SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

Engineer Martin responded to the flooding concern expressed by Deryk Enlund—Lakes Gas. He noted that the mapping contours would indicate that water would flow from the City shop past the Rapp building toward Lakes Gas. However, this is the first time in his history with the City of Crosby that a flooding concern has been brought to his attention. There have been multiple high volume rain events that could have created an exception and led to the three flooding events that Mr. Enlund noted. Engineer Martin will research it further and follow up.

City Engineer Martin shared that we are still waiting for formal approval of the grant funding for the private lead service line replacements. Of the approximate 26 properties eligible for grant funding, 10 have submitted quotes and been approved for installation. The deadline to apply for a grant is August 1, 2025. It does not appear that the full amount of the grant will be expended. Likely there will be additional dollars available to cover replacements exceeding the \$8,000 grant maximum.

Graphic Packaging now has water and fire suppression on the west side of their building, and most of 10-inch main as well. Bacteria and pressure testing still must be done. The neighboring properties are currently being served, but some are on temporary service.

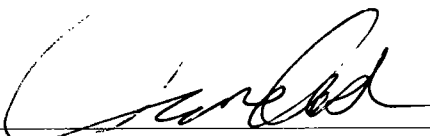
Mayor Cash had questions regarding the streetlights along Hwy 6 north of Main Street. The city thought these were MnDOT's lights. However, the City recently learned they are the City's lights. Mayor Cash asked who the electrician was who did the lighting on 210/Main Street as part of the street reconstruction. City Engineer Martin recommends using Holden Electrical to look at them for consistency. Council discussion continued.

Inspector Sadusky advised that he had submitted his report and would stand for questions. He noted that the laundromat interior renovation is complete, and they are now working on the exterior including re-roofing that building.

Zoning Administrator Hinnenkamp advised that he had submitted his staff report and would stand for questions. Zoning Administrator Hinnenkamp reported briefly on the sign ordinance.

9. Adjournment

**MEMBER LEWIS MOVED TO ADJOURN THE MEETING AT 7:19 P.M.
MEMBER JARVELA SECONDED THE MOTION. THE MOTION PASSED BY
A VOTE OF 5-0.**



Diane Cash, Mayor



Trish Harren, City Administrator